DISTRICT BOARD OF TRUSTEES
BOARD MEETING

DECEMBER 2, 2026
2:00 PM

LOCATION:

HILLSBOROUGH COLLEGE
SOUTHSHORE CAMPUS
551 24TH STREET N. E.
RUSKIN, FL 33570

HILLSBOROUGH COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
DECEMBER 2, 2026
SOUTHSHORE CAMPUS
551 24th STREET N. E.
RUSKIN, FL 33570

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	1.02	Invocation	
	1.03	Pledge of Allegiance	
	1.04	Roll Call	
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		1.05.01 Resolution – Dickman Family	
	1.06	Foundation Report	
	1.07	Faculty and Staff Recognitions	
	1.08	The Chair recommends adoption of the Agenda, all revisions to the Agenda and approval of all agenda items marked **"Consent."**	
	1.09	The President recommends Board approval of the **October 28, 2026 Board Meeting Minutes** (submitted herein for your review).	3
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	5.04	The President recommends Board approval for the attached post-tenured faculty remain on continuing contracts (submitted herein for your review).	15
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	6.03	The President recommends Board approval of the **Dual Enrollment Annual Articulation Agreement** between Hillsborough College and the following **private schools: I&I International Academy and Legacy Athletic Institute** (submitted herein for your review).	22
7.0	**INSTITUTIONAL SERVICES**		
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	8.02	The President recommends Board approval of the **Hillsborough College Active Assailant Response Plan** (submitted herein for your review).	25
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Section 1

HILLSBOROUGH COLLEGE DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, OCTOBER 28, 2026 – 4:00 P.M.
BRANDON CAMPUSCONFERENCE CENTER
10151 NANCY WATKINS DRIVE
TAMPA, FL 33619
MINUTES

1.0 GENERAL FUNCTIONS

1.01 Call to Order

This meeting was also held by Zoom video conferencing. The public was reminded that questions or comments can be submitted to the Trustees' email address at any time.

1.02 Invocation

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Greg Celestan
- Mike Garcia
- Clay Hollis
- Brian Lametto
- Stephen Bunch
- Kamila Baez

1.05 Welcome to Guests, Staff and Faculty. Dr. Deb Stephan, Brandon Campus President.

Dr. Stephan welcomed the Board to the Brandon Campus. She introduced her Campus leadership team that was present in the audience. The Brandon Campus Academic Success Center team presented the highlights of the Success Center with a power point presentation.

1.06 Foundation Report

Garrett Weddle, Executive Director for the Foundation, provided the Board with a brief update of the HCF activities and support.

1.06.01 The Foundation Report was sent to the Board under separate cover and included:

- New gifts and commitments $1.24M (July-Sept) 32% decrease over last year's annual total ($1.83M).

1.06.02 Highlights:

- Current Net Assets $24.7M

Events:

- Harvesting the Future Capital Campaign Gala, – SouthShore. October 23, 2026 at the Hilton Tampa Downtown.
- HC Foundation Golf Classic, HC Foundation Supporting Athletics, November 23, 2026, Tampa Palms Country Club, New Tampa
- National BBCB Summit, March 2-5, 2027, Tampa Convention Center

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- Presidential Showcase, April 6, 2026 at Armature Works

1.07 Faculty, Staff and Student Recognitions

Angela Eveillard, Executive Director, Marketing and Public Relations, provided the following faculty, staff and student recognitions:

1.07.01 HC SouthShore Campus faculty member **Professor Zeinab Motawe** was nominated for the Zero Textbook Cost (ZTC) Champion Award in the Faculty/Instructor category by Florida Virtual Campus (FLVC) and OPEN FL.

1.07.02 HC SouthShore Campus Assistant Dean **Steven Crudup** presented "Building a Workforce that Works: Practical Strategies for Instructor Readiness and Support" alongside colleagues from Florida State College at Jacksonville at the National Coalition for Workforce Education's National Conference.

1.07.03 HC was awarded more than **$4.6 million in new grant investments**: All three opportunities advanced through the College-approved grants process.

1.07.04 The college will receive **$2.93 million from the US Department of Education for the Child Care Access Means Parents in School (CCAMPIS) grant.** These dollars will support student parents through early childhood programming.

1.07.05 Additionally, HC was granted **$1.62 million** from the state through Perkins V to **support workforce and career and technical education and student success initiatives.**

1.07.06 The College was also awarded **$100,000** through the 2027 Sunshine Health Works partnership to continue supporting students in Allied Health training programs and certifications

1.08 The Chair recommended adoption of the Agenda, all revisions to the Agenda and approval of all Agenda items marked **"Consent."**

Trustee Bunch made a motion to approve seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.

1.09 The President recommended approval of the **September 23, 2026 Board Meeting minutes.**

Trustee Garcia made a motion to approve seconded by Trustee Bunch. After due discussion and consideration, approval was given by aye vote of all members present.

2.0 HEARING OF STUDENTS

2.01 The following students addressed the Board: Crystal Nguyen, Thierry Sampson, and Justin Yearwood.

3.0 HEARING OF CITIZENS

3.01 The following citizens addressed the Board: Laura Lawson, Catherine Myers, Betsy Braden, Linda Reed, Farah Stokes, Gail Gibson, William Bruning, Katherine Kelly, Roxie Lackman, Cynthia Shellabarger and Alex Nichols.

4.0 HEARING OF FACULTY AND STAFF

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4.01 The following Faculty and Staff addressed the Board: Eric Fiske, Margaret Hopson-Fernandes, Michelle Sanders, Rebecca Todd, Kaleena Landry, Josh Corson, Gina Oviedo-Martinez and Catherine Korman.

5.0 HUMAN RESOURCES

5.01 The President recommended approval of individuals for **full-time employment.** These individuals will be compensated in accordance with the Board-approved Salary Schedule.

5.02 The President recommended approval of individuals for **part-time employment** during Term 26/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

5.03 The President recommended acknowledgment of **employment separations.**

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

6.01 The President recommended Board approval of the **new program proposal, program modifications, program moratorium, new course proposal, course modifications, course deactivation, fee modification, learning outcomes, and core course topics effective SP/27 and FA/27 unless otherwise noted**

6.02 The President recommended Board approval of the **2027-2028 Academic Calendar.**

Trustee Bunch made a motion to approve, seconded by Trustee Garica. After due discussion and consideration, approval was given by aye vote of all members present.

7.0 INSTITUTIONAL SERVICES

7.01 The President recommended Board **adoption of the proposed College Goals and Strategic Initiatives to guide College direction effective July 1, 2027.**

Trustee Garcia made a motion to approve, seconded by Trustee Bunch. After due discussion and consideration, approval was given by aye vote of all members present.

7.02 The President recommended the Board **acknowledge** the receipt of the **annual IRS Form 990 of The Hillsborough College Foundation, Inc.** for the Fiscal Year 2025-2026 and recommends that the Board certify that The Hillsborough Community College Foundation, Inc. is operating in a manner consistent with the goals of Hillsborough College and the State of Florida.

Trustee Bunch made a motion to approve, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present

8.0 FINANCIAL SERVICES

8.01 The President recommended Board acceptance of the **Fiscal year 2025-2026 Fire Safety, Casualty and Sanitation Inspection Report** for filing and action

Trustee Garcia made a motion to approve, seconded by Trustee Bunch. After due discussion and consideration, approval was given by aye vote of all members present.

8.02 The President recommended advance Board approval to **dispose of items and assets identified during the Dale Mabry planning process** as surplus and no longer being needed, with corresponding adjustments to property and financial records following completion of the relocation and disposal.

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Trustee Bunch made a motion to approve, seconded by Trustee Celestan. After due discussion and consideration, approval was given by aye vote of all members present.

8.03 The President recommended Board approval of the **Easements at the Plant City campus with Tampa Electric Company to update their electrical equipment**

Trustee Garcia made a motion to approve, seconded by Trustee Hollis. After due discussion and consideration, approval was given by aye vote of all members present.

8.04 Information Only – Exempt Quarterly (Past) Purchases

8.05 Information Only – Monthly Financial Statements for September 2026.

9.0 ADMINISTRATIVE REPORT

9.01 The President reviewed the Board Priorities that were provided to the Board members as supplemental materials. Board Priorities are as follows:

Priority 1— Engagement with Workforce Community:

- **Initiative 1:** Support implementation of a new A.S. Degree and certificates in Financial Technologies (i.e., FinTech).

Strategic Plan Alignment: College Goal #2 Talent Development, Initiative B to Develop and Implement the Associate of Science degree in Financial Technologies (i.e., FinTech) no later than 2027.

- **Initiative 2:** Support the LEAP College Access Network goal, which is 60% of the county's working-age population will hold a post-secondary credential by 2025.

Strategic Plan Alignment: College Goal #2 Talent Development, Initiative A to attain a postsecondary educational attainment rate in Hillsborough County of 60% by 2025.

Priority 2 — Adapting to a post-pandemic education model:

- **Initiative 1:** Support implementation of the Workday Student module.

Strategic Plan Alignment: College Goal #3 Continuous Improvement, Initiative C to Complete implementation of the Workday ERP (Enterprise Resource Planning Software).

- **Initiative 2:** Support practices for HCC's return to a post-pandemic education environment.

Strategic Plan Alignment: College Goal #2 Talent Development, Initiative E to Implement the Academic Master Plan.

Priority 3 — Promote the advancement of educational achievement for minority students:
Initiative 1: Support initiatives for improved retention and completion.

Strategic Plan Alignment: College Goal #1 Student Success, Initiatives B-C to increase retention and completion.

- **Initiative 2:** Continue to support the Believe, Build, Complete and Become Summit.

Strategic Plan Alignment: College Goal #1 Student Success, Initiatives B-G to increase retention, completion, transfer, transfer success, licensure, and job placement.

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Trustee Celestan made a motion to approve, seconded by Trustee Garcia. After due discussion and consideration, approval was given by aye vote of all members present.

9.02 The President invited Dr. Nicole Jagusztyn, Vice President for Strategic Planning & Analysis, to the podium to present the results of the recent SACSCOC accreditation visit. SACSCOC had **no recommendations** for the college, which is the best possible outcome. The President acknowledged Dr. Jagusztyn and her team for the outstanding outcome and all the hard work that went into it. .

10.0 LEGAL REPORT

10.01 Board Counsel, Rhonda Stringer presented the results of the President's evaluation.

11.0 HEARING OF BOARD MEMBERS

11.01 Student Trustee Kamilla Baez spoke about the recent ACCT conference in Chicago and the time with her fellow Trustees. She also commented on the SACS luncheon and how much she enjoyed hearing from other students.

11.02 Trustee Hollis commented on the ACCT Conference. The educational sessions were fantastic; he got to talk to a lot of fellow Trustees from other institutions. Good to hear and learn about best practices from others across the country. It was a good experience.

11.03 Trustee Garcia expressed appreciation to the President & Dr. Neihaus for their leadership during this transitional phase, for maintaining dignity and forward thinking vision to move the college forward.

11.04 Trustee Lametto thanked Dr. Stephan for the hospitality of Brandon Campus and wished her well on her future endeavors.

11.05 Trustee Celestan echoed Dr. Garcias comments regarding the transition process thanking the President and Dr. Neihaus for their leadership. He thanked Trudy Cruz for organizing the ACCT trip.

12.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 5:39 p.m.

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Section 2-4

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Section 5

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2026-2027). Except for temporary positions, these positions will be fully budgeted in subsequent fiscal years unless program or service changes or financial exigency requires that funds be discontinued.

OBJECTIVE:

To provide necessary staff support for the appropriate divisional unit.

LEGAL AUTHORITY:
F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for full-time employment. Each full-time employee will be compensated in accordance with the Board-approved salary schedule.

Initiator:	**Date**
Vice President/Campus President/Exec. Director of Human Resources:	**Date**
District President:	**Date** 11/17/26

1-0-024(10/25)

FULL-TIME APPOINTMENTS
DECEMBER 2, 2026 BOARD MEETING

STAFF NON-EXEMPT

NAME	TITLE	CAMPUS	START DATE
Wood, Zoe	Public Safety Dispatcher	Collaboration	11/04/26

PROMOTION

NAME	FROM	CAMPUS	TO	CAMPUS	START DATE
Baker, Charity	Public Safety Dispatcher	Collaboration	Public Safety Supervisor	Collaboration	10/29/26
Brown, Lindsey	Public Safety Officer	Dale Mabry	Public Safety Specialist	SouthShore	10/29/26
Linnik, Nataliya	Campus Facilities Supervisor	Dale Mabry	Facilities & Campus Services Officer	District	10/29/26
Quinones, Iris	Accounting Technician	District	Executive Staff Assistant II	District	11/12/26
Stilo, Michael	Public Safety Officer	Plant City	Public Safety Specialist	Plant City	10/29/26

**Full-Time Temporary*
***Full-Time Temporary/Grant-Funded*

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.02 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

The college has determined that part-time faculty and staff are needed to support the academic programs for the Academic Term 26/FA. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff are needed, a supplementary list will be submitted for appointment.

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2026-2027). All part-time faculty and staff budgets are reviewed during budget development and established based on enrollment projections and departmental need.

OBJECTIVE:

To augment full-time faculty and staff with temporary assistance to meet the academic goals of the College.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 26/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Initiator:	**Date**
Vice President/Campus President/Exec. Director of Human Resources:	**Date**
District President:	**Date** 11/17/26

1-0-024(10/25)

PART-TIME APPOINTMENTS
DECEMBER 2, 2026 BOARD MEETING

NON-FACULTY

NAME	TITLE	CAMPUS	BEGIN DATE
Abreu, Jesalene	Part-Time Student Assistant	Dale Mabry	11/02/26
De Souza, Lorenzo	Part-Time Specialist	Dale Mabry	11/16/26
Hall, Diante	Part-Time Advanced Technician	Dale Mabry	11/10/26
Houston, Marcus	Part-Time Student Assistant	Ybor City	10/30/26
Medina, Thaiz	Part-Time Specialist	Collaboration	11/12/26
Pollack, Jeremy	Part-Time Instructor Non-Credit III	Ybor City	11/09/26
Vilbrena, Pierreteson	Part-Time Specialist	Collaboration	11/16/26

***Temporary/Grant-Funded*

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.03 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

Upon review of documentation, it was determined that the employees listed herein will separate from employment at the College as indicated.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To acknowledge separations.

LEGAL AUTHORITY:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends acknowledgement of employment separations.

Initiator:	**Date**
Vice President/Campus President/Exec. Director of Human Resources:	**Date**
District President:	**Date** 11/17/26

1-0-024(10/25)

FULL-TIME SEPARATIONS
DECEMBER 2, 2026 BOARD MEETING

RESIGNATION

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Henry, Pedro	Instructional Designer II	Collaboration	09/28/26	10/30/26
Huebner, Benjamin	Test Proctor	Dale Mabry	07/30/26	11/12/26

RETIREMENT

NAME	TITLE	CAMPUS	BEGIN DATE	END DATE
Borrero, Elizabeth	Learning Resources Technician	Ybor City	06/28/01	11/05/26
Bui, Hien	Mathematics Instructor	Dale Mabry	08/20/98	01/08/27
Klee, Thomas	Earth Sciences Instructor	Dale Mabry	08/22/91	01/08/27

** Full-Time Temporary*
*** Full-Time Temporary/Grant Funded*

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

SBE Rule 6A-14.0411 provides the legal basis for continuing contracts to college personnel upon recommendation of the President. In accordance with the HC/FUSA Agreement Article 9.4 Post-Tenure/Continuing Contracts Reward Review, the Campus Tenure Committees, the Deans, and the Campus Presidents reviewed documentation to support that these faculty remain on continuing contracts. Based on further review of coursework and activities, the President recommends that the faculty listed below remain on continuing contracts.

ECONOMIC IMPACT:

None anticipated.

OBJECTIVE:

To allow the following post-tenured faculty to remain on continuing contracts effective the 2027-2028 academic year.

LEGAL AUTHORITY:

SBE Rule 6A-14.0411, SBE Rule 6A-14.002(1), FS 1012.83

RECOMMENDATION:

The President recommends Board approval for the following post-tenured faculty remain on continuing contracts:

Nicole Bargeron, Counselor, BR
Bruce Bondurant, Chemistry, DM
Dexter Brock, Reading, YB
Lorenzo Carswell, Reading, DM
Christina Connor, English, BR
Patrick Cureton, Math, YB
Ilene Frank, Librarian, BR
Timothy Griffin, Accounting, YB
Carrie Hall, Sonography, DM
Sharon Henderson, Nursing, DM
Dawn Herd Clark, History, YB
Navin Kadambi, Math, BR
Shania Mathews, Nursing, PC
Gina Oviedo-Martinez, Librarian, DM
Carol Reid, English, PC
Joan Rogers, Computer Science, BR
Bryan Shuler, Humanities, DM
Janet Sibol, Math, DM
Alex Tavares, English, DM
Terry Varvil, Math, YB
Kara Williamson, History, PC
Leah Zimmerman, Communications, SS

Initiator: Richard Senker	**Date** 11/10/26
Vice President/Campus President/Director of Human Resources: Richard Senker	**Date** 11/10/26
District President:	**Date** 11/17/26

1-0-024(10/25)

Section 6

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01 **CONSENT**

BACKGROUND AND PERTINENT FACTS:

The Business and Hospitality discipline group presented course modifications and a course deactivation; and the Health Sciences discipline group presented a program modification, course modifications, and course deactivations.

The Academic Affairs Committee reviewed and approved the program modification, course modifications, and course deactivations and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

ECONOMIC IMPACT:

None.

OBJECTIVE:

To strengthen the College curriculum and align with state requirements.

LEGAL AUTHORITY:

HC 6HX-10-4.06

RECOMMENDATION:

The President recommends Board approval of the program modification, course modifications, and course deactivations effective SP/27 and FA/27 unless otherwise noted.

Initiator: Dionna Doss and Brian Mann	**Date** 11/10/2026
Vice President/Campus President/Director of Human Resources: Richard Senker	**Date** 11/10/2026
District President:	**Date** 11/17/26

1-0-024(10/25)

Hillsborough College
December 2026 BOT

Program Modification

Effective 27/FA

Health Navigator AS

- Update the degree to include the following courses as elective options for students:
    - BSC 2086 Human Anatomy and Physiology II
    - BSC 2086L Human Anatomy and Physiology II Laboratory
    - CHM 1025 Introductory Chemistry
    - CHM 1025L Introductory Chemistry Laboratory
    - CHM 1032 Chemistry for Health Sciences
    - CHM 1032L Chemistry for Health Sciences Laboratory
    - HIM 1000 Introduction to Health Information Management
    - HIM 1112C Electronic Health Records
    - MCB 2000 Microbiology and Human Disease
    - MCB 2000L Microbiology and Human Disease Laboratory
    - PHY 1025 Fundamentals of Physics
    - PHY 1025L Fundamentals of Physics Laboratory
    - SYG 2000 Introduction to Sociology

Course Modifications

Effective SP/27

Update the following courses so they may be offered as Independent Study:

- APA 1111 Basic Accounting
- HIM 1453 Anatomy and Physiology for Medical Coding
- HIM 2272C Medical Billing and Insurance II
- HIM 2283 Advanced Coding
- HIM 2941 Clinical Coding Practicum
- OST 1100C Keyboarding and Document Processing
- OST 2501 Office Administration
- OST 2357 Electronic Records Management
- FSS 1941 Food Practicum I
- FSS 1942 Food Practicum II
- FSS 1943 Food Practicum III
- FSS 1944 Food Practicum IV
- FSS 1945 Food Practicum V
- HFT 2941 Hospitality Management and Internship

Effective FA/27

HIM 1453 Anatomy and Physiology for Medical Coding

- Update course description to the following: “This course provides an overview of human anatomy and physiology with an emphasis on body systems as they relate to medical coding and billing.

Students will study the structure and function of the human body, common diseases and disorders, and medical terminology associated with each system. Emphasis is placed on applying anatomical and physiological knowledge to accurately interpret medical documentation and support proper code assignment. Students will develop an understanding of how body systems, conditions, and treatments are reflected in coding guidelines and healthcare records."

HIM 2253 Intermediate CPT Coding

- Update prerequisites to include admission into the program.
- Update course description to the following: "Building upon the fundamentals covered in the introductory course, Intermediate CPT Coding will provide students additional instruction and application into the complexities of Current Procedural Terminology (CPT) coding and Healthcare Common Procedure Coding System (HCPCS). Students will expand their knowledge and skills in accurately assigning CPT/HCPCS codes to a wide range of medical procedures and services. Topics covered include advanced coding scenarios, compliance considerations, and navigating coding challenges and selection focusing on code specific guidelines. Through case studies and practical exercises, students will develop proficiency in handling more complex coding scenarios commonly encountered in healthcare settings. This course is designed for preparation for the AAPC CPC exam."

HIM 2272C Medical Billing and Insurance II

- Update course description to the following: "This course provides advanced instruction in medical billing and reimbursement practices. Students will review insurance guidelines, claims processing, reimbursement methodologies, compliance, payment posting, denials, appeals, and accounts receivable. Students will apply billing concepts through practical exercises and exam-style activities designed to strengthen professional billing knowledge and certification readiness."

HIM 2275C Medical Billing and Insurance I

- Update course description to the following: "This course introduces the fundamentals of medical billing and reimbursement in healthcare settings. Emphasis is placed on patient registration, insurance verification, and the preparation of basic insurance claims. Students will learn the structure and use of common claim forms, including CMS-1500, and gain an understanding of payer types such as commercial insurance, Medicare, and Medicaid. Additional topics include medical terminology for billing, coding basics, charge entry, and an introduction to billing software and electronic claim submission. Students will develop foundational skills necessary to support the medical billing process in a healthcare office."

HIM 2283 Advanced Coding

- Update prerequisites to include admission into the program.
- Update course description to the following: "This course provides advanced instruction in medical coding with an emphasis on accurate code assignment using ICD-10-CM, CPT, and HCPCS Level II coding systems. Students will apply official coding guidelines to complex medical scenarios across a variety of healthcare settings, including physician and outpatient services. Topics include advanced coding conventions, compliance, auditing, reimbursement methodologies, and case-based coding applications. This course is designed to prepare students for the American Academy of Professional Coders Certified Professional Coder (CPC) certification exam."

HIM 2724 Intermediate ICD 10-CMS/PCS

- Update prerequisites to include admission into the program.

- Update course description to the following: “Building upon the knowledge gained in the introductory course, Intermediate ICD-10-CM Coding will provide students additional instruction and application to expand their proficiency in assigning ICD-10-CM codes to a diverse range of clinical scenarios and patient encounters. Advanced topics covered include in-depth exploration of complex coding guidelines, coding for chronic conditions, complications, and comorbidities, as well as navigating coding challenges in specialized healthcare areas. Through case studies and hands-on exercises, participants will refine their coding skills and enhance their ability to accurately document and report diagnoses using the ICD-10-CM code set. This course is designed for preparation for the AAPC CPC exam.”

HIM 2941 Clinical Coding Practicum

- Update prerequisites to include admission into the program.
- Update course description to the following: “This course provides students with practical, hands-on experience in medical coding through the application of ICD-10-CM, CPT, and HCPCS Level II coding systems. Students will code real-world or simulated medical records across a variety of healthcare settings, emphasizing accuracy, compliance, and adherence to official coding guidelines. Emphasis is placed on analyzing provider documentation, assigning appropriate codes, and ensuring proper sequencing to support reimbursement and regulatory requirements. This course includes comprehensive preparation for the American Academy of Professional Coders Certified Professional Coder (CPC) certification exam. Students are required to sit for the CPC exam as a condition of program completion.”

OST 1100C Keyboarding and Document Processing

- Update course description to the following: “This course develops fundamental keyboarding skills with an emphasis on speed and accuracy in the production of business documents. Students will apply proper keyboarding techniques while creating, formatting, and editing a variety of professional documents using current word processing software. Topics include document formatting, proofreading and editing, use of templates, mail merge, and the application of formatting standards for business correspondence and reports. Additional focus is placed on improving efficiency, accuracy, and professionalism in document production.”

OST 1142 Keyboarding I

- Update course description to the following: “This course introduces fundamental keyboarding skills with an emphasis on proper technique, accuracy, and speed development. Emphasis is placed on building basic keyboarding proficiency through guided practice.”

OST 1941 OST Internship

- Update course description to the following: “This course provides students with the opportunity to gain practical, first-hand experience in a professional office environment. The internship is designed to integrate classroom theory with real-world applications, allowing students to develop administrative, technical, and interpersonal skills. Students are required to complete a minimum of 120 documented clock hours of on-site professional experience to satisfy the requirements for this 3-credit course. Prior approval of the internship site and a signed "Work-Based Learning Training Agreement" from the Department Chair or Internship Coordinator is required.”

OST 2135 Medical Office Procedures

- Update course description to the following: “This course provides an introduction to administrative procedures performed in a medical office environment. Emphasis is placed on patient scheduling, medical records management, electronic health records (EHR), communication techniques, and

office workflow. Students will develop skills in handling patient interactions, managing appointments, processing correspondence, and maintaining confidentiality in compliance with HIPAA regulations."

OST 2501 Office Administration

- Update course description to the following: "This course provides a comprehensive overview of administrative functions within a modern office environment. Emphasis is placed on developing skills in office procedures, business communication, records management, scheduling, and the use of current office technologies."

PEM 1131 Weight Training

- Update course description to the following: "Introduces the fundamentals of weight training, including proper exercise technique, safety, strength development, muscular endurance, and basic fitness programming. This course may be repeated twice for credit."

PEM 1954 Intercollegiate Athletics I

- Permit students to repeat the course up to a maximum of two times.
- Update course description to the following: "Limited to students on HC varsity teams. This course involves participating in introductory practice sessions, collegiate games and/or matches and study hall hours. Student athletes will gain and improve skills by competing against competition at the collegiate level. This course may be repeated twice for credit."

PEM 2956 Intercollegiate Athletics II

- Permit students to repeat the course up to a maximum of two times.
- Update course description to the following: "The course is limited to HC student varsity athletes. The course involves participating in practice sessions, collegiate games and/or matches and study hall hours in accordance with the NJCAA, FCSAA/Suncoast Conference and HC Athletic Department. Student athletes will gain and improve skills by competing against competition at the collegiate level. This course may be repeated twice for credit."

Course Deactivations

Effective 27/SP

HSC 1641 Legal and Ethical Aspects in Health Care

Effective 27/FA

PEL 1341 Beginning Tennis
PEL 1621 Basketball

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.02

BACKGROUND AND PERTINENT FACTS:

Hillsborough College is submitting a new dual enrollment articulation agreement with a local charter school that will be in effect through July 31, 2031. Various meetings took place between HC and multiple charter schools to review and develop the articulation agreement, which includes Dual Enrollment and Early Admission.

SLAM Apollo Beach

ECONOMIC IMPACT:

The economic impact is enrollment dependent. Dual enrollment students do not pay HC tuition, but charter schools pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program.

OBJECTIVE:

To request approval of the Dual Enrollment articulation agreement between Hillsborough College and SLAM Apollo Beach, which includes Dual Enrollment and Early Admission.

LEGAL AUTHORITY:

F.S. 1007.22, 1007.271, 1008.30; SBE 6A-10.024, 6A-10.0315, 6A-14.064

RECOMMENDATION:

The President recommends Board approval of the Dual Enrollment Annual Articulation Agreement between Hillsborough College and the following charter school:

SLAM Apollo Beach

Initiator: Terri Barshay	**Date** 11/12/2026
Vice President/Campus President/Director of Human Resources: Richard Senker	**Date** 11/12/2026
District President:	**Date** 11/17/26

1-0-024(10/25)

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.03

BACKGROUND AND PERTINENT FACTS:

Hillsborough College is submitting new dual enrollment articulation agreements with local **private schools** that will be in effect through July 31, 2031. Various meetings took place between HC and multiple private schools to review and develop the articulation agreements, which include Dual Enrollment and Early Admission.

I&I International Academy
Legacy Athletic Institute

ECONOMIC IMPACT:

The economic impact is enrollment dependent. Dual enrollment students do not pay HC tuition, but the state of Florida reimburses the College at the state's established tuition rate for dual enrollment courses. The articulation agreement has a provision addressing reimbursement to HC by the school in the event that the state's established fund for private school students does not have sufficient money to fully reimburse HC at the state's established rate.

OBJECTIVE:

To request approval of the Dual Enrollment articulation agreements between Hillsborough College and local private schools, which include Dual Enrollment and Early Admission.

LEGAL AUTHORITY:

F.S. 1007.22, 1007.271, 1008.30; SBE 6A-10.024, 6A-10.0315, 6A-14.064

RECOMMENDATION:

The President recommends Board approval of the Dual Enrollment Annual Articulation Agreement between Hillsborough College and the following private schools:

I&I International Academy
Legacy Athletic Institute

Initiator: Terri Barshay	**Date** 11/12/2026
Vice President/Campus President/Director of Human Resources: Richard Senker	**Date** 11/12/2026
District President:	**Date** 11/17/26

1-0-024(10/25)

Section 7

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Section 8

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

On December 4, 2024, the Board of Trustees approved the award of Request for Bid #2923-25 to Midwest Alarm Company, Inc. d/b/a BCI Integrated Solutions for the replacement of the fire alarm systems at the Brandon and Ybor City campuses. The project is currently scheduled for substantial completion by December 31, 2026.

To comply with the December 31, 2026, federal deadline for the expenditure and disbursement of State Fiscal Recovery Funds (SFRF), this item is being presented to the Board of Trustees prior to the anticipated project completion date for authorization to make final payment once the project is complete but not later than federal due date.

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Based on the current project schedule and assuming no unforeseen circumstances affecting completion, the College anticipates that all remaining work will be completed by December 31, 2026. The College will report the actual project completion date and final payment date to the Board of Trustees at its February 2027 meeting.

ECONOMIC IMPACT:

The project is funded through the State of Florida Deferred Maintenance Fund (SFRF). Timely approval and processing of the final project payment are necessary to ensure compliance with the December 31, 2026, funding deadline.

OBJECTIVE:

To complete the replacement of the fire alarm systems at the Brandon and Ybor City campuses and meet the SFRF funding deadline of December 31, 2026.

LEGAL AUTHORITY:

SBE-6A-14.0734, HC 6HX-10-6.08, FS 1001.02, FS 1001.64, FS 1013.38

RECOMMENDATION:

The President recommends the Board authorize the College to process the final payment to Midwest Alarm Company, Inc. d/b/a BCI Integrated Solutions for the Fire Alarm System Replacement Project at the Brandon and Ybor City campuses, upon completion of all remaining work and satisfaction of the applicable contractual requirements, no later than December 31, 2026, in order to meet the SFRF funding deadline.

Initiator: James Wiggers, Director Facilities & Construction Management	**Date** 11/17/2026
Vice President/Campus President/Director of Human Resources: Kenneth Burdzinski, Interim Vice President for Administration/Chief Financial Officer	**Date** 11/17/2026
District President:	**Date** 11/17/2026

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

The Florida Legislature recently passed HB 757, School Safety. The bill created the Active Response and Mitigation of On-Campus Risks (ARMOR) Act, which requires postsecondary institutions, including Florida College System institutions, to adopt an active assailant response plan and to annually certify that all faculty, staff, and students have completed active assailant preparedness training.

In response, the Department of Public Safety & Emergency Management developed the Hillsborough College Active Assailant Response Plan (attached). The plan establishes a framework for preparing for, responding to, and recovering from an active assailant incident at any College location, including:
• Prevention measures: the Threat Management Team and multiple reporting options (911, DPS Dispatch, RAVE Guardian, FortifyFL, Care Report).
• Run, Hide, Fight guidelines and procedures for law enforcement arrival.
• Roles of Public Safety Officers and the Dispatch Center.
• The Hawk Alert Mass Notification System, including authorized personnel and annual testing.
• Unified Command under the Incident Command System.
• Post-incident recovery, reunification, and After-Action Review.

The plan will be reviewed annually, and the College will certify annually that all students, faculty, and staff have completed active assailant preparedness training.

ECONOMIC IMPACT:

There is no new cost associated with the approval of this plan. Implementation relies on existing College personnel, systems, and resources.

OBJECTIVE:

To approve the Hillsborough College Active Assailant Response Plan so that the College has a coordinated, board-approved framework to protect the lives of students, employees, and visitors, and to comply with state law.

LEGAL AUTHORITY:

Section 1006.601, Florida Statutes (Active Response and Mitigation of On-Campus Risks (ARMOR) Act).

RECOMMENDATION:

The President recommends Board approval of the Hillsborough College Active Assailant Response Plan.

Initiator: Michael Hutner, Director of Public Safety & Emergency Management	**Date:** 11/11/2026
Vice President/Campus President/Director of Human Resources: Ken Burdzinski, Interim Vice President of Administration/CFO	**Date** 11/11/2026
District President:	**Date** 11/17/26

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.03

BACKGROUND AND PERTINENT FACTS:

The Florida Legislature passed HB 757, School Safety. The bill created the Active Response and Mitigation of On-Campus Risks (ARMOR) Act, which, among other requirements, requires postsecondary institutions, including Florida College System institutions, to adopt a family reunification plan in the event of a campus closure or unexpected evacuation, and to review it annually.

In response, the Department of Public Safety & Emergency Management developed the Hillsborough College Family Reunification Plan (attached). The plan covers evacuation, accountability, reunification, and family assistance at all College campuses and centers, including:

- Three response tiers: Tier 1 (on-property relocation led by the College), Tier 2 (relocation to another College location), and Tier 3 (major incident led by law enforcement or fire rescue under the Hillsborough County or City of Tampa plans).
- Primary and secondary reunification sites for each campus and center.
- Command and staffing roles under the Incident Command System, and reunification procedures, including identity verification before release.
- Hawk Alert communications, information privacy (FERPA), mental health support, after-action reporting, training and exercises, and reunification go-kits.

ECONOMIC IMPACT:

There is no new cost associated with the approval of this plan. Implementation relies on existing College personnel, systems, and resources.

OBJECTIVE:

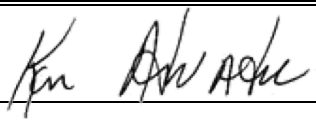
To approve the Hillsborough College Family Reunification Plan so that the College has a coordinated, board-approved framework to safely reunite students, faculty, and staff with their families and authorized individuals following a campus closure, evacuation, or other emergencies, and to comply with state law.

LEGAL AUTHORITY:

Section 1006.601, Florida Statutes (Active Response and Mitigation of On-Campus Risks (ARMOR) Act), created by HB 757; Section 1001.212(12)

RECOMMENDATION:

The President recommends Board approval of the Hillsborough College Family Reunification Plan.

Initiator: Michael Hutner, Director of Public Safety & Emergency Management	**Date:** 11/11/2026
Vice President/Campus President/Director of Human Resources: Ken Burdzinski, Interim Vice President of Administration/CFO	**Date** 11/11/2026
District President: 	**Date** 11/17/26

1-0-024(10/25)

RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.04

BUDGET DEVELOPMENT TIMELINE AND PROCESS

INFORMATIONAL ONLY

BACKGROUND AND PERTINENT FACTS:

Prior to July 1 of each fiscal year, all Florida College System's District Boards of Trustees must approve a budget for the upcoming fiscal year. To facilitate the orderly preparation of the 2027-2028 fiscal year budget, HC's proposed budget development cycle is outlined in the attached process flowchart including key milestones and target dates for each phase of the process.

ECONOMIC IMPACT:

No economic impact on the College.

OBJECTIVE:

To inform the Board of Trustees of the timeline and process established for the development of the 2027-2028 fiscal year budget.

LEGAL AUTHORITY:

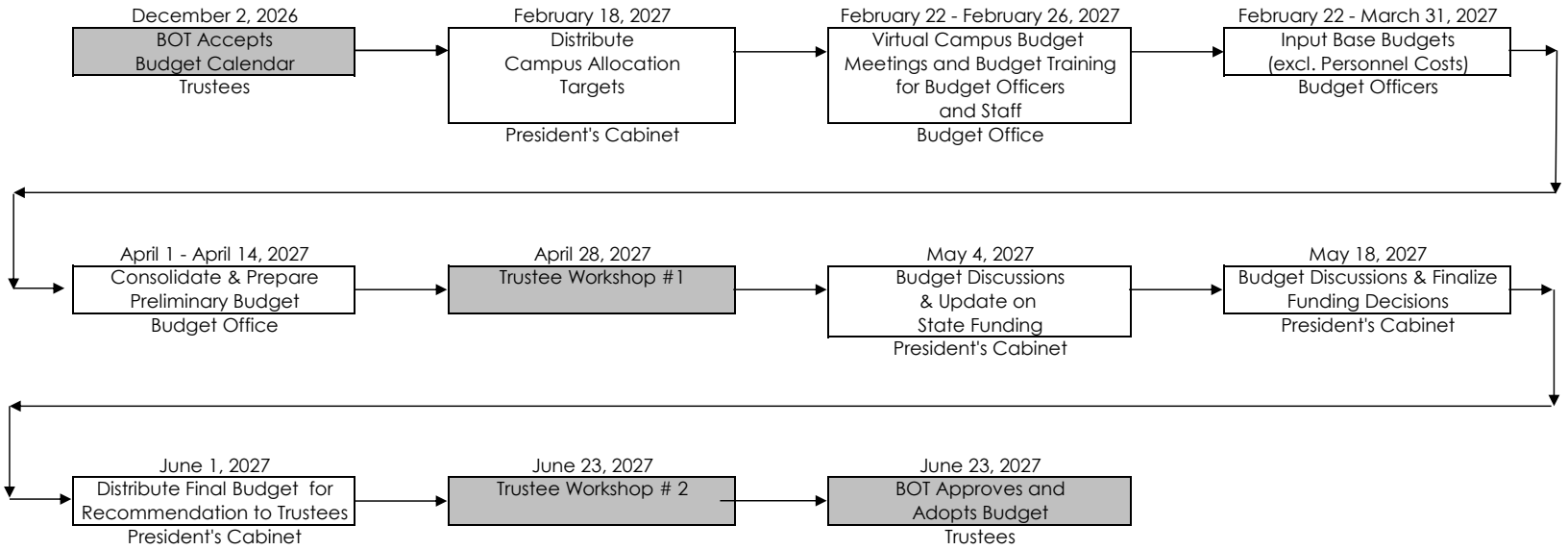
Section 1011.30, Florida Statutes
Rule 6A-14.070, Florida Administrative Code

RECOMMENDATION:

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 11/17/26

1-0-024(2/04)

HILLSBOROUGH COMMUNITY COLLEGE
BUDGET DEVELOPMENT CALENDAR
FISCAL YEAR 2027/2028



RECOMMENDATION TO HILLSBOROUGH COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.05

MONTHLY FINANCIAL STATEMENT

INFORMATIONAL ONLY

BACKGROUND AND PERTINENT FACTS:

The Board has requested the monthly financial statements be submitted as information only for their review. The financial statements for the month of October 2026 are submitted herein for your review.

ECONOMIC IMPACT:

No economic impact on the College.

OBJECTIVE:

LEGAL AUTHORITY:

RECOMMENDATION:

Initiator	**Date**
Vice President/Campus President/Director of Human Resources	**Date**
District President	**Date** 11/17/26

1-0-024(2/04)