

The Chair called the regular meeting of the Board of Trustees to order at 9:00 a.m. on Tuesday, May 26, 2020 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held by operator-assisted conference call.

Members Present: Joyce Brancato, Chair
Bobby Durrance, Vice Chair
Rusty Branson
Bill Edgar
James D. Henningsen, Board Secretary
Robert Batsel, College Attorney

Members Absent: None

Vernon Lawter, Chris Knife, Jillian Ramsammy, Saul Reyes, Chuck Prince, Mark Paugh, Lois Brauckmuller, Jennifer Fryns, Jessica Kummerle, Sherri Hinkle

The Chair reported that the meeting had been properly noticed, the agenda was available one week prior to the meeting and there was a quorum present.

The Chair asked if there was anyone in the audience that wished to address the Board.

The Chair presented the Consent Agenda for approval, which included the following items:

The minutes of the February 26, 2020 District Board of Trustees meeting.

Recommend Board approval of the following:

Full -Time Positions: That the record indicates that the following person(s) were authorized by the President to fill the following full-time position(s) by funding source:

Operating Fund 1:

- Blackstock IV, John E. – Staff Assistant III – Learning Support Center – April 1, 2020
- Bork, Lauren N. – Scholarship Technician – Financial Aid – March 23, 2020
- Bulen, Lisa – TEMP – Faculty – Health Sciences – Associate Degree Nursing – April 1, 2020
- Crosby, Cheryl L. – Director – Conference & Food Services – March 23, 2020
- Denis, Tony – Manager – CF Printing & Postal Services – March 02, 2020
- Kitchen, Shonah H. – Accounting Specialist III – Financial Services – March 23, 2020
- Licardo, Sherri L. – Staff Assistant III – Humanities & Social Sciences – March 02, 2020
- Lower, Bradley J. – Trades Technician – Facilities – April 1, 2020
- Nigh, Jr., Edwin L. – Programmer Analyst III – Informational Technology – March 02, 2020

Grants and Contracts – Fund 2:

Harrison, Alicia M. – First Year Success Specialist – Title III – Citrus – July 1, 2020

Auxiliaries – Fund 3:

None this reporting period.

Reorganizations:

Conference Services (Effective 3/23/2020)

From Manager – Conference and Food Services to Director – Conference and Food Services

Plant Operations (Effective 4/01/2020)

Jenkins, Paul H. – From Trades Technician – Facilities to Trades Specialist – Plumbing/Irrigation – Facilities – April 1, 2020

CALL TO ORDER

PRESENT

ABSENT

OTHERS IN ATTENDANCE

PUBLIC COMMENT

CONSENT AGENDA

Minutes

Personnel Report

Lower, Bradley J. – Trades Technician – Facilities – April 1, 2020

Adjunct Instructors: That the following persons be appointed to teach credit courses on a term-by-term basis as needed:

Gray, Thomas L. Malekan, Alexander H.

Instructors, Hourly – Non-Credit: That the following persons be appointed to teach non-credit Continuing Education Criminal Justice, Public Service or Corporate Training courses on an as-needed basis:

Avery, Alice J. Fletcher, Michael L. Jensen, Joel E.
Avery, Eric S. Green, Benjamin O. Price, Patricia L.
Borremans, Anthony T. Harris, Dave S. Reeves, Thomas G.
Dennis, Matthew R.

Temporary Part -Time Career Service: OPS

Clegg, LeThuy T. McBride, Collin T. Snider, Gregory M.
Gonzalez Maysonet, Keila E. Pearce, Victoria R.

Temporary Part -Time Hourly: That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$8.56:

Cunningham, Janice E. Mateo, Ruby D. Numa, Armele C.
Fertig, Norma C. Middleton, Auzje AE Sinflorant, Randall
Johnson, Shinique N. Mothersill, Orlando I.

Notification of engagement in outside employment or extra college activities:

Dick, Sage L.
Mills, Dejuan
Wells, Rory R.

Retirements: That the following individual(s) be approved for retirement:

Jacola, Rhonda S. – Cafeteria Services Specialist – Conference Services – March 20, 2020

Resignations:

Ciepiela, Cory S. – Programmer Analyst I – Information Technology – March 6, 2020
Delgado Guitierrez, Israel J. – Head Coach – Women’s Volleyball – Athletics – February 28, 2020
Harrison, Alicia M. – Student Services Specialist – Citrus – June 30, 2020
Helsel, Jennifer R. – Faculty – Associate Degree Nursing – Health Sciences – February 28, 2020
Mize, Andrea N. – Head Coach - Women’s Basketball – Athletics – April 30, 2020

Terminations:

None this reporting period.

Separation from the College due to end of temporary appointment:

None this reporting period.

Separation from the College due to end of grant funding:

None this reporting period.

Separation from the College due to Leave of Absence:

None this reporting period.

Separation from the College due to Elimination of Position:

None this reporting period.

Completion of 90-Day Observation Period: The following employee(s) successfully completed the required 90-day observation period:

None this reporting period.

Instructional:

Advancement in Rank – Effective with New 2020-2021 Academic Contract:

- Bosley, Andrew L. – Faculty – Math – Instructor to Assistant Professor
- Dees, James B. – Faculty – Visual & Performing Arts - Instructor to Assistant Professor
- Mazur, Jennifer A. – Faculty – Communications – Assistant Professor to Associate Professor
- Adams, Wendy M. – Faculty - Humanities & Social Sciences – Associate Professor to Professor
- Lanzilla, David J. – Faculty – Business & Technology - Associate Professor to Professor
- McDonough, Catherine A. – Faculty – Health Sciences - Associate Professor to Professor
- Wilson, Karla B. – Faculty – Humanities & Social Sciences – Associate Professor to Professor
- Kielty, Lori S. – Faculty - Business & Technology – Professor to Senior Professor
- Satterfield, Sarah W. – Faculty - Visual & Performing Arts - Professor to Senior Professor

Recommended for Continuing Contract - Faculty – Instructors:

Faculty	Division	Department
Delgado-Oakwood, Virginia	Instructional	Business & Technology
Maltais, Lynn M.	Instructional	Health Sciences
McCammon, Julee W.	Instructional	Humanities & Social Sciences
Osborne, Amy E.	Instructional	Business & Technology
Penegor, Clare Marie	Instructional	Health Sciences

Recommended for Annual Contract for 2020-2021 Academic Year

2nd year	2nd year continued	3rd year
Douglas, Tavis L.		Broaderick, Travis Scott
Maurer, Sonya		Fugate, Michael
McRae, Karen B.		King, Barbara Goetz
Rolland, Roberta A.		Maddex, Matthew C.
		Mills, (Hammond) Kelli
		Pasquale, Denise Hurd
		Quigley, Mellisa
		Sciotto, Frances-Ann
		Tolbert, Melissa R.

		Toro-Clarke, Jose A.
		Wagner, Kathryn
4 th year	5 th year	6 th year extension
Amesbury, Elaine	Bufka, Lori A.	Parkin, Warren S.
Bledsoe, John M.	Cote, Zackery S.	
Chamales, Pamela A.	Duncan, Jennifer L.	
Davis, Mark T.	Martineau, Tammy J.	
Downs, Kathleen R.	Mathew, Abraham	
Longtin, Jason P.	Sims, Amira H.	
Robinson, Renae K.	Tickle, June E.	
Schneiderman, Jon L.	Vang, Judith C.	
Sorrentino Vidal, Lisandra DLC	Wilkerson, Uvonda S.	
Watts, Chelsea A.		
Young, Graham D.		
Zarillo, Lorraine B.		

Recommended for Non-Renewal of Annual Contract:

None this reporting period.

FOR INFORMATION ONLY

These faculty members are on continuing contract and will be returning next academic year 2020-2021 beginning in fall.

Faculty-Instructors:

Abbruzzi, Steven J.	Haisten, Judy M.	Robbins, Kathleen M.
Abshier, Nancy W.	Hardgrove, Connie S.	Roberts, Thanease G.
Adams, Wendy M.	Hoesterey, Jane F.	Rosen, Lee H.
Ajlani, Husam I.	Hooker, Patricia W.	Sampson, Eric A.
Alling, Melissa F.	Jenkins, Andrew C.	Sands, Mae S.
Anderson, Barbara J.	Kielty, Lori S.	Satterfield, Sarah W.
Anene, Nnamdi J.	Kim, Kyoung-Tae	Schenk, Steve C.
Ash, John D.	Kirk, Richard F.	Scheppers, Jean M.
Becker, Deborah L.	Kisvarsanyi, Erika G.	Smith, Caroline W.
Bernhardt, Jana J.	Knierim, Christine A.	Smith, Eliza I.
Blakeman, Carol A.	Lanzilla, David J.	Smith, Richard S.
Bosley, Andrew L.	Lu, Min	Stancil, Karen I.
Bradshaw, Susan	MacKenzie, Stephen H.	Taylor, Mark A.
Brown, Kirby A.	Manley, James M.	Thompson, Andrew A.
Burton, Debra K.	Manley, Leann H.	Thompson, Jay A.
Capps, Kenneth B.	Marino, Robert M.	Warner, Eric D.
Class, James	Martin, Angela T.	Weeks, Pamela M.
Clutter, Tyrus R.	Martin, Julio L.	Wirt, Michele B.
Cooper, Ron L.	Mayne, Dewith	Witkovich, Lori A.
Cooper, Sandra J.	Mazur, Jennifer A.	Wright, Russell W.
Currie, Brandy R.	McCauley, Jean M.	Yates, Evan I.
Davis, Sandra D.	McDonough, Catherine A.	Zacke, Jerelyn S.
Dees, James B.	McGinnes, Rodney S.	
Dewlen, Hope L.	Meier, James E.	

Dosh, Shannon D. Millen, James W.
 Douglass, Sara Moody, Cynthia M.
 Downer, Judith V. Nicely, Pete D.
 Freeman, Bertha L. Pidherney, Marsha S.
 Gesner, David E. Riley, Darrell G.

Librarians:

Minnerly, Elizabeth

The Board was asked to approve the disposal of 39 items of surplus property valued at \$61,262.39 in accordance with applicable state law, State Board of Education rules, and Board policy.

The Board was asked to ratify approval of nine (9) Health Care Affiliation & Internship Agreements and gives authorization to the Board Chair to sign the agreements on behalf of the College of Central Florida.

The President signed seventeen (17) standard International Independent Contractor Agreements as authorized by the District Board of Trustees. The agreements provide representational marketing for recruiting international students to the college. Copies of the agreements are on file in the office of the Vice President, Administration and Finance.

Upon a motion by Rusty Branson, seconded by Bill Edgar and unanimously carried, the Board approved the items on the Consent Agenda. Copies of all materials relating to this portion of the agenda are on file in the President’s office.

Dr. Henningsen presented the following Board policy for a first reading and gave a brief summary:

Student and Mandatory Fees 2020-2021

Upon discussion, the Chair accepted the policy for first reading and authorized advertisement of the required public hearing.

Dr. Henningsen gave an operational update on COVID-19. The college priorities have been focused on safety and keeping operations open using Commissioner Corcoran’s principles of compassion and grace. The state is still under Executive Order 52 and under a state of emergency. This order is scheduled to sunset on July 8. Executive Order 91 “Safer At Home” has been extended until further notice. The college has remained open during this time. Faculty and staff have used creative solutions to take the 36% usual online class rate to 95% during this time and are continuing to work on creative solutions for skills-based courses. Graduation was held virtually this year with good reviews. Currently, summer enrollment is flat. The team launched calling campaigns to reach students who completed applications but never registered as well as enrolled students to register for summer and fall. The marketing department continues its campaign with billboards, social media and digital advertising to engage students. Enrollment for fall is being weighed against a decision by K-12 and the college as to delivery of courses. The current challenge is getting course offerings back to normal and phasing in employees. Dr. Vernon Lawter leads a task force working on reopening recommendations to mirror the Governor’s phased-in approach, currently at Phase 1. The majority of staff have continued to work on campus as-needed including public safety, facilities, finance and student services.

**Property
Donations/Dispositions**

**Health Care Affiliation &
Internship Agreements**

**Agreement for Services of
International Independent
Contractors**

**Approval of Consent
Agenda**

OTHER BUSINESS

FIRST READING

**Students and Mandatory
Fees 2020-2021**

**FOR INFORMATION
ONLY**

**COVID-19 Operational
Update**

Dr. Henningsen paused for trustee questions.

Mr. Branson asked if the college would be able to gauge the quality of education being delivered remotely. Dr. Henningsen advised our E-learning team is using metrics including survey feedback to measure the results which have so far been positive.

Dr. Henningsen addressed employee concerns about returning to work with the limitations on childcare. The summer term is being offered remotely with the exception of welding which is being taught with social distancing. Employees will continue working remotely through June with a phase-in beginning after the July 4th holiday. Fall term continues to be a challenge with faculty to get all classes online. The college has hired an additional instructional designer to assist and is offering faculty professional development over the summer for online instruction.

Dr. Henningsen paused again for trustee questions.

Mr. Branson asked whether any staff or students at the college had tested positive for COVID-19. Dr. Henningsen advised we had one staff member diagnosed after they were already working remotely.

Mr. Branson asked if the college will initiate policies or procedures requiring faculty, staff and students to disclose if they have traveled. Dr. Henningsen advised the college is looking into policies that would allow specific questions. Details of this plan are being worked out in June and will be shared with board. Some precautions being put in place are printed signs for every door on campus as well as communications to students, faculty and staff.

Mrs. Brancato asked if the task force was looking at options for continuing online learning throughout end of year. Dr. Henningsen advised the college is working to determine what is best for our tri-county area but that it is likely the majority of fall will be online. Further, the college continues to identify classes that cannot occur online and how to best serve those students.

Mr. Branson asked about the monthly financial reports for February, March, and April. Dr. Henningsen advised he would send those electronically after the meeting.

The next meeting will be held *Wednesday, June 25, 2020*, at 3 p.m. by operator-assisted conference call.

There being no further business to come before the Board, Chair Brancato declared the meeting adjourned at 9:33 a.m.

Joyce Brancato, Chair

James D. Henningsen, Secretary

**BOARD CHAIR/
TRUSTEE COMMENTS**

Next Board Meeting

ADJOURNMENT