

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, January 27, 2021. The meeting was held on the Ocala Campus.

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

Members Absent: None

Saul Reyes, Vernon Lawter, Chuck Prince, Chris Knife, Alton Austin, Lois Brauckmuller, Mark Paugh, Jillian, Ramsammy, Judy Menadier, Traci Mason, Allan Danuff, Mickey Guerin, Jennifer Fryns, Elvie Tyler, Linda Schwambach, Linda Stickney, Bob Zelinski, Berry Davis, Jolene Smith, Cynthia Morales, Robert Reynolds, and 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.

Dr. Henningsen recognized and welcomed newly appointed trustee Gabe Bullaro. Employees Cynthia Morales and Jolene Smith were recognized. Cynthia who works in financial aid received her BS in Psychology with a minor in Sociology and a Certificate in Substitute Teaching from UCF. Jolene who works in the communications center received her AA in Liberal Arts and BA in Business and Organizational Management from CF. Also recognized but not in attendance were Kimberly Cooper from adult education receiving a BA in Psychology from Saint Leo University and Sage Dick from administration and finance receiving a BA in Healthcare Management from CF.

The Chair asked if there was anyone in the audience that wished to address the Board. As there was no public comment, the Chair moved on to the next agenda item.

The minutes of the December 2, 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:

- Bulen, Lisa – TEMP Extended – Faculty – Health Sciences – Associate Degree Nursing – January 04, 2021
- Carrigan, Matthew A. – Faculty – Sciences – Anatomy & Physiology – January 04, 2021
- Hutchinson, Natasha L. – TEMP – Financial Aid Specialist I – Financial Aid – January 04, 2021
- Lewis-Vogel, Kimberly – Faculty – Sciences – Anatomy & Physiology – January 04, 2021
- Sampson, Eric A. – Faculty – Biological Sciences – Citrus Campus – January 04, 2021

Grants and Contracts – Fund 2:

Schwambach, Linda G. – Database Manager – CF Foundation – December 1, 2021

Auxiliaries – Fund 3:

None this reporting period.

CALL TO ORDER

PRESENT

ABSENT

OTHERS IN ATTENDANCE

RECOGNITION

PUBLIC COMMENT

CONSENT AGENDA

Minutes

Personnel Report

Reorganizations:

None this reporting period.

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

Ash, Jong Hyun Jensen, Joel E. Prince, Cherrietta L.
Imes, Jean M. Kane, Elissa M.

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:

Hernan, Stephen N. Laxton, Daniel M. Welch, Dawn L.
Butscher, Jr., James W. Zenn, Candice A.

Temporary Part -Time Career Service: OPS:

Adams, Autumn M. Gonzalez Torres, Alondra Sirmons, Brianna G.
Babine, Crystal N. Peloubet, Megan A. Sullivan, Kaelyn G.
Cleary, Victoria D.

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:

None this reporting period.

Notification of engagement in outside employment or extra college activities:

Dickins, James H.

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

Downer, Judith V. – Faculty – Equine Studies – December 31, 2020
Booher, Charles E. – Senior Technical Support Specialist – Information Technology – February 28, 2021
Tickle, June E. – Faculty – Health Sciences – February 12, 2021

Resignations:

Barnes, Jennifer L. – Financial Aid Specialist I – Financial Aid – December 18, 2020
Nigh, Jr., Edwin L. – Programmer Analyst II – Information Technology – January 04, 2021
Sampson, Eric A. – Faculty – Science – Anatomy & Physiology – December 31, 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.

The Board was asked to approve the disposal of 11 items of surplus property valued at \$55,198.59 in accordance with applicable state law, State Board of Education rules, and Board policy.

The Chair presented the Consent Agenda for approval. Upon a motion by Joyce Brancato, seconded by Rusty Branson 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.

The Board was asked to approve the Proclamation on CF Foundation Reaching Higher Campaign. After discussion, upon a motion by Rusty Branson, seconded by Bill Edgar and unanimously passed, the Board approved the Proclamation on CF Foundation Reaching Higher Campaign.

Mr. Prince, Vice President of Administration and Finance reviewed the highlights and variance analysis of the Monthly Financial Summary Report of revenues and expenses for the periods ended December 31 for the comparative fiscal years 2019-2020 and 2020-2021. The report included information about general college operations (Fund 1). The Chair acknowledged receipt of the reports on behalf of the Board.

Mr. Prince, Vice President of Administration and Finance, presented a Federal Stimulus Relief Update to include the Coronavirus Aid, Relief, and Economic Security ACT (CARES) and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). To date, the college has over \$1.3 million remaining from CARES funds and has received over \$10 million in CRRSA funds. The report for CARES expenditures was submitted February 1. Applications for CRRSA funds are due later in the Spring and quarterly expenditure reports are required.

Dr. Ramsammy, Vice President of Institutional Effectiveness and College Relations, presented an update on the 2019-2020 Annual Scorecard for the 2019-2024 Strategic Plan. Strategic priorities include investing in our students, community and team. The scorecard tracks 26 indicators for the strategic plan cycle. To date, the college has either met or made progress in 11 indicators, representing 42%. Progress was not made in 9 indicators, representing 35%. The remaining 23%, includes 3 indicators that are off cycle (measured every other year), 2 that were delayed for COVID-19 and 1 for which state data is no longer available.

**Property
Donations/Dispositions**

**Approval of Consent
Agenda**

OTHER BUSINESS

**Proclamation on CF
Foundation Reaching
Higher Campaign**

**ACKNOWLEDGE
RECEIPT**

**Financial Information –
Monthly Financial
Summary Report**

**FOR INFORMATION
ONLY**

**Federal Stimulus Relief
Update**

**2019-2020 Annual
Scorecard for the 2019-
2024 Strategic Plan**

Operational Update

Dr. Lawter, Vice President for Regional Campuses, presented an operational update on COVID-19. Cases both nationally and statewide have seen a decline as well as within the CF district. Despite a spike in K-12 with the return of students, cases are now declining. CF has reported 105 cases among employees and students with all but 28 resolved. Safety and cleaning protocols continue to be followed and the COVID-19 Task Force meets regularly to review college processes. To date, roughly 7% of the state's population has received at least the first round of the vaccine. Vaccines are limited to healthcare workers and those 65 and older. The Marion County Health Department has agreed to conduct a one-day vaccination event on the Ocala Campus for all CF employees and has tentatively targeted February as the month to conduct that event. The exact date will depend on the vaccine supply and the Governor's shift to phase two.

Bob Zelinski, Director Athletics/ Wellness Education, presented an overview of COVID-19 protocols for the baseball and softball teams. The Florida College System has allowed athletics to resume with safety protocols in place.

Dr. Henningsen provided a legislative update that included an update on committee meetings and Council of Presidents legislative priorities. The college is still focused on funding the Health Science Technology Education building. The Governor is slated to provide his budget recommendations in February.

There were no comments from the board Chair or trustees.

Legislative Update**BOARD CHAIR/
TRUSTEE COMMENTS****PRESIDENT'S REPORT****Citrus CARES Funds**

Citrus CARES Funds. The Citrus County Chamber of Commerce is working on an agreement with the Citrus County Commission for the Chamber to serve as disbursement agent for remaining county CARES funds. The Chamber is proposing \$50,000 be directed to CF and used for workforce development programs at the Citrus Campus.

Regional Campuses**Regional Campuses.**

- **Dr. Vernon Lawter** was reappointed in December to another three-year term on the Citrus Memorial Hospital board of trustees for the years 2021-2023.
- **Sonya Warden**, Citrus Campus Director of Student Affairs, was appointed board Secretary and Chair of the Grants Committee for the Citrus County Community Charitable Foundation for the years 2021-2022.
- **Erina Gross**, Citrus Campus Financial Aid Specialist, completed the process to become a Veterans Administration Certifying Official in financial aid, providing additional support for student veterans in Citrus County.
- **Rory Wells**, Citrus Campus Instructional Manager, has been appointed to serve as Chair of Membership Services for the Association of Florida Colleges (AFC) for the year 2021-2022.
- Beginning January 28, the Jack Wilkinson Levy Campus will offer monthly virtual information sessions for the eight-week Timber Harvesting Equipment program that will take place June 7 through July 29. Upon completion of five weeks in the classroom, students will earn OSHA-10 and CPR certification and will be registered for the Master Logger Certification course and exam. The final three weeks includes hands-on experience on the equipment in the forest. Support is offered through industry partnerships with Usher Land and Timber, Loncala Inc. and the Florida Department of Forestry.

Marketing and Public Relations.

- **CF and Appleton Launch New Websites.** The College of Central Florida and Appleton Museum of Art have launched new websites with fresh design and improved functionality that focuses on the user experience. The redesigned CF.edu features drop-down menus to assist with finding information on admissions, academic programs, student life, and more. The site also offers a new search tool that makes it easy to explore programs, degrees and certificates available at CF. Website visitors can filter results by area of study, degree type and online vs. on-campus availability. AppletonMuseum.org features more imagery to better highlight the special exhibitions and permanent collection. With new events and education calendars, website visitors can see what's happening at the Appleton in an easily digestible format, filterable by event type such as films, themed tours and more.
- **Workforce Bound Marketing Campaign.** The CF Marketing and Public Relations team has launched a Workforce Bound marketing campaign to increase awareness of CF workforce programs and enrollment in Associate in Science degree programs. The campaign launched in early January and will end in fall semester with a different A.S. degree being featured every two weeks. The campaign includes a one-minute video for each program that features the need for employees in that profession and a sound bite with a current student or graduate. The videos will be shared on the CF website and social media.
- **Higher Education Happenings Radio Show.** CF's Higher Education Happenings radio show with WOCA on Thursday, January 21, featured our new Critical Transport program, which was designed in response to the growing need for qualified specialists in the area of critical care inter-facility transfer. Thanks to Health Sciences Associate Dean **Rod McGinnes** and instructor **Brain Fugate** for representing the college, and the Marketing and Public Relations team for facilitating.

CF Foundation. With preliminary numbers in, but the books still open as delayed mail service continues to deliver year end gifts, the Foundation's 2020 year finished strong. Total assets finished approximately 7% higher to over \$112,000,000 and total endowments up by approximately 12% to almost \$85,000,000. Fundraising remained on par and touch better year over year when **Mrs. Kraus'** gift is factored out. Eleven new endowed scholarships, chairs and non endowed scholarships were established in 2020. This brings our total scholarships to 412 and endowed chairs that are operational to 80. The total impact in 2020 was over \$3.8 million. Additionally, we are engaged in a conversation with a former Trustee who wishes to honor Trustees who do not have a STEPS in their names. More to come.

Enrollment Management and Student Affairs.

- **Athletics.** **Bob Zelinski, Director of Athletics,** announced that Baseball is ranked # 1 in the State and opened the season in Fort Myers on Friday, January 22 with wins over Pasco-Hernando State College 23-1, Florida Southwestern State College 11-7 and Miami-Dade College 8-7. Softball is Ranked # 2 in the State and will open the season in Clearwater on Friday, January 29 at the Junior College Shootout. All COVID protocols are in place for team travel and home contests for both teams and eligibility has been submitted and approved by governing bodies of FCSAA and NJCAA for Baseball and Softball.
- **Enrollment Services.** **Dr. Alton Austin,** Director of Enrollment Services/Registrar, reported that in Fall 2020 semester, CF graduated 1,294 out of 1,650 students that applied for graduation (compared to 889 in Fall 2019). Of those, 99 earned a Baccalaureate degree, 265 earned an Associate in Arts, 123 earned an Associate in Science, 31 earned an Advanced Technical Certificate, 15 earned an Applied Technology Diploma, and 761 earned a College Credit Certificate. This is the largest

Marketing and Public Relations

CF Foundation

Enrollment Management and Student Affairs

graduating class since we began keeping track; COVID did not stop our students from graduating.

- **Educational Opportunity Center (EOC).** **Dr. Leonard Everett**, Director, Student Success and Educational Outreach Program, reports that the EOC staff continues to manage the triage table located in Bldg. 5/1st floor helping students with Admissions applications, FAFSA (Free Application for Federal Student Aid) applications, Residency, etc. **Dr. Everett**, a member of the Ocala Housing Authority Board participated in the January 20, 2021 board meeting (Zoom).
- **Financial Aid.** **Maureen Anderson**, Director of Financial Aid, reported that over \$11.9 million dollars has been disbursed in the fall semester. Aid for spring 2021 will be disburse beginning January 27, 2021. Students began completing the 2021-2022 Free Application for Federal Student Aid (FAFSA) on October 1, 2020. Beginning this month, we began receiving required documents and completing the necessary “verification” processing for 21-22 applicants (while continuing and maintaining all processes for 20-21).
- **Student Life.**
 - **Remote New Student Orientation – Marjorie McGee**, Director of Student Life, along with a team of over 15 staff and students provided five Remote New Student Orientation Sessions from November 2020 through January 2021 serving 82 new students. Topics covered ranged from Admissions to Financial Aid to Campus Safety to Resources for students. A virtual tour was also given and students registered for classes with their advisor. Three students during each event were awarded prizes that included a CF beanie, mask and hand sanitizers.
 - **Virtual Club Rush – Marjorie McGee**, Director of Student Life, along with a team of over 20 staff and students provided a virtual Club Rush Event via Zoom on Wednesday, January 13, 2021. 20 clubs participated from all three campuses along with student leaders and 92 attendees. Five students received prizes that included a CF bag, beanie, tumbler, mask and hand sanitizer.

Academic Affairs.

- **StartSmart@CF and Teaching Learning Engagement Institute.** The Teaching Learning Engagement Institute (TLEI) and StartSmart@CF hosted the spring faculty professional development days via Zoom. On January 4, 141 faculty attended sessions on the culmination of the five-year Quality Enhancement Plan and meeting student disability accommodations. A panel of CF faculty discussed effectively engaging students in online and remote learning environments. Faculty also chose from several concurrent GIFTS (Great Ideas for Teaching Students), including technology-focused sessions on EdPuzzle video quizzes, Pear Deck interactive slide presentations, online engagement, promoting faculty projects, and Flipgrid online video discussions. On January 5, faculty were offered an open lab for assistance in implementing the above GIFTS sessions’ information as well as sessions on library resources, the Early Support Program, Honorlock test proctoring, Zoom, library instruction, and Survey Monkey.
- **Community Matters a reading of Nobiah's Well by Amira Sims.** In February, professor **Amira Sims** has been invited by Community Matters to read Nobiah’s Well. This event is an annual black history month read-in that promotes books that include themes or content relevant to African and African-American culture. Many of the books included in the read-in are from African and African-American authors but not all books. In the past the event was held at Marion County Public Library's Regional branch in Ocala Florida. This year the event will be conducted via Zoom with pre-recorded videos.

Academic Affairs

- **Master the Possibilities and Senior Learners, Inc. Lecture Series.** Senior Professor **Dr. Sarah Satterfield** has been invited to give a lecture on "The American Journey: Pioneering American Artists and Musicians" and "Learning without Limits: Musicians and Artists who Overcame Physical Limitations, Religious Persecution, Racial Discrimination, and Gender Bias" as part of the Master the Possibilities and Senior Learners, Inc. lecture series. The Master the Possibilities lectures will be presented face-to-face at OTOW, while the Senior Learners, Inc. lectures will be presented via live Zoom. Pre-recorded videos are published for those unable to physically attend.
- **Lockheed Martin Donation.** Lockheed Martin Corporation and TFP (Training Funding Partners) made a recent donation of \$2,000 to the Engineering Technology program to support equipment and supplies for the advanced soldering program. CF and Lockheed Martin Corporation are collaborating on a 3-year apprenticeship training of Electronics Associates, set to begin in February 2021.
- **College Park Elementary School Community Partnership Program.** College of Central Florida has joined College Park Elementary School's Community Partnership Program as the Signature Higher Education Partner. The grant funded program uses a holistic educational approach to bring community resources directly to campus to support students and their families. In addition to a food pantry, clothes closet and a health clinic, the program structure includes monthly meetings with a wide range of community organizations and parent representatives to discuss and plan initiatives that help improve student and family wellness so that they can focus on learning. The United Way of Marion County leads the grant-funded program and CF is one of their four core partners in this effort. The other partners are Marion County Public Schools, Public Education Foundation of Marion County and Ocala Health. A virtual ribbon cutting to celebrate the program was held on January 7, 2021. CF has been College Park's Elementary School's Business Partner for years and this builds on that prior relationship.
- **Teacher Education Hold Mock Teacher-Parent Interviews.** Thirteen seniors in the Bachelor Science in Early Childhood Education program held "mock" teacher-parent virtual interviews with volunteers November 17, 2021. These events are one of several intended to prepare these pre-service teachers with a realistic educational experience. Volunteers from CF staff and the community pretended to be parents and caregivers and were provided a "persona" in advance in order to best challenge the CF students. The CF student was tasked with preparing and discussing a mock portfolio of assessment results and a learning plan for the age 0 to grade 3 students in their care. The annual event is organized by **Dr. Renae Robinson**, program manager for B.S. Early Childhood Education program.

Appleton Museum of Art.

Appleton

Exhibits, Education and Events Update

➤ **Through April 25, 2021**

- **"The Art of Adventure: Serigraphs by Clayton Pond"**
In the 1970s, artist **Clayton Pond** drove across America and noticed the rise in specialized leisure-time activities and how each sport had its own culture, vocabulary and even dress code that defined not only the sport, but those who participated in it. This permanent collection exhibition highlights these pursuits as vibrantly rendered in Pond's "Leisure-time Obsessions Series." Ranging from drag racing to hang gliding, Pond captures how sports draw individuals into a cohesive whole through participation.

- **Community Outreach**

The museum participated in the Marion County Library's Polar Express Event held December 2 at the Reilly Arts Center's outdoor stage. **Hollis Mutch** distributed 150 art kits to families who had come to hear the reading of the Polar Express. 325 people attended.

On December 4, the Appleton participated in Ocala's "First Friday Art Walk". The team promoted online activities and events as well as the opening of the new exhibition "Memories and Inspiration," a private collection of African American contemporary art. The exhibition opens on January 30. Free mini art kits were distributed in takeaway bags for completion at home. 317 people attended.

Weekly, new videos continue to be posted for "Teaching Tuesdays," the Appleton's online instructional art project video series, and "Art Minutes," a video series highlighting work from the permanent collection. Both series boast a strong following across all social media platforms, as well as by K-12 teachers and students.

On December 10, **President Henningsen** announced the \$6 million donation by long-time museum docent **Mrs. Mary Brent Kraus** for the benefit of both CF and the educational programs at the Appleton.

Online Events

- **December 8, "Remembering Paradise Park: Tourism and Segregation at Silver Springs," by Lu Vickers and Cynthia Wilson-Graham**

This was the first meeting of the museum's virtual Appleton Book Club that meets once a month on Zoom to discuss works of nonfiction that have been selected by Appleton staff. The meeting was led by Museum Educator **Hollis Mutch** and complimented the Mozart exhibition on view in the museum. 11 people attended.

- **December 10 and 22, Story Time with Santa and Mrs. Claus**

The Appleton's **Jonia McGill** and **Emily Foust** hosted a free live story time with Santa and Mrs. Claus who read the classic holiday books, "The Nutcracker", "'Twas the Night Before Christmas" and "Polar Express" and answered many of the children's questions. In total, 196 people attended.

- **December 17, Artist's Outlook with Mac Stone**

Patricia Tomlinson, Curator of Exhibitions at the Appleton, hosted a free, live talk with **Mac Stone**, a National Geographic explorer and wildlife photographer whose artwork is part of the permanent collection. 63 people attended.

Next Board Meeting. Our next meeting will be held **Wednesday, February 24, 2021 at 3 p.m.** at the Jack Wilkson Levy Campus.

Next Board Meeting

ADJOURNMENT

Robert E. Durrance, Chair

James D. Henningsen, Secretary