

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, June 24, 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, Katie Hunt, Tommy Morelock, Lana Lutz, Maureen Anderson, Ron Kielty, 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.

The chair advised of the addition of a last-minute agenda item required by the State entitled General Fund Operating Budget Amendment #1 for 2019-2020. Upon a motion by Bill Edgar, seconded by Rusty Branson and unanimously carried, the Board approved the last-minute addition of the agenda item.

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

The minutes of the May 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:**

Breder, Suzanne L. – Instructional Designer – E-Learning – June 1, 2020

**Grants and Contracts – Fund 2:**

None this reporting period.

**Auxiliaries – Fund 3:**

None this reporting period.

**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:

None this reporting period.

**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-

**CALL TO ORDER**

**PRESENT**

**ABSENT**

**OTHERS IN ATTENDANCE**

**PUBLIC COMMENT**

**CONSENT AGENDA**

**Minutes**

**Personnel Report**

needed basis:

Chang, David S. Leon-Sanchez, Jordan Morin, Robert P.  
Hughes, Kyle L. Letson, Rebecca G.

**Temporary Part -Time Career Service: OPS**

None this reporting period.

**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:**

None this reporting period.

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

Morelock, Glenna M. – Faculty – Wellness – June 30, 2020  
Morelock, Tommy C. – Director – Facilities & Plant Operations – June 30, 2020

**Resignations:**

Kitchen, Shonah H. – Accounting Specialist III – Financial Operations – May 27, 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:

Avila, Debora L. – Financial Aid Specialist II – Financial Aid  
Camp, Amanda L. – Financial Aid Specialist II – Financial Aid  
Gillette, Rebecca F. – Financial Aid Specialist II – Financial Aid  
Johnson, Cherrie L. – Financial Aid Specialist II – Financial Aid  
Roark, Janet S. – Financial Aid Specialist II – Financial Aid

**2020-2021 Appointment Roster – Administrative Personnel:**

Anderson, Maureen M.	Hart, Chenita S.	Ramsammy, Jillian D.
Ash, Steven B.	Klepfer, Jennifer S.	Reyes, Saul
Austin, George Alton	Knife, Christopher R.	Robinson, Raphael R.
Benlolo, Henri	Lawter Jr, Vernon L.	Smith, Lisa M.
Brauckmuller, Lois E.	McGinnes, Rodney S.	Steuber, Jason M.
Cortes, Stephanie M.	McGlashan, Holland M.	Viviano-Broderick, Tamara F.
Danuff, Allan G.	McIntosh, Charles	Wilson, Karla B.
Faust, Teresa R.	Menadier, Judy D.	Wolf, Robert J.
Fryns, Jennifer L.	Paugh, Mark L.	Zelinski, Robert A.
Gonsalves, Dawn L.	Prince, Jr., Charles A.	

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 approve the renewal of an agreement between the University of North Florida and the College of Central Florida that allows the Corporate College to continue to offer business related courses in conjunction with the Florida Small Business Development Center.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with Inverness Christian Academy that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with Ocala Christian Academy that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with Village View Christian Academy that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with St. John Lutheran School that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with Seven Rivers Christian School that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with Redeemer Christian School that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

**Property Donations/Dispositions****Agreement Between University of North Florida and College of Central Florida – Renewal****Inverness Christian Academy Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal****Ocala Christian Academy Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal****Village View Christian Academy Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal****St. John Lutheran School Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal****Seven Rivers Christian School Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal****Redeemer Christian School Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal**

The Board was asked to approve the renewal between the District Board of Trustees of the College of Central Florida and the School Board of Marion County. Florida Statutes Section 1007.273, Florida Statutes (2014), requiring each Florida College System institution and each School Board to execute a contract to establish one or more collegiate high school programs at a mutually agreed upon location.

The Board was asked to approve the renewal between the District Board of Trustees of the College of Central Florida and the School Board of Levy County. Florida Statutes Section 1007.273, Florida Statutes (2014), requiring each Florida College System institution and each School Board to execute a contract to establish one or more collegiate high school programs at a mutually agreed upon location.

The Board was asked to approve the renewal of an articulation agreement with the School Board of Marion County that addresses the use of articulated mechanisms for students in certain programs of study to gain real-world training and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the post-secondary school level in Marion County Public Schools. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with Trinity Catholic High School that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of an agreement between the District Board of Trustees of College of Central Florida and the School Board of Levy County to implement the activities associated with the Mid Florida Career Pathway Consortium for the fiscal year starting July 1, 2020 and ending June 30, 2021.

The Board was asked to approve the Master Services Agreement including Cohort Data Management and Tracking Services and Cohort Default Rate Appeal Services with EdFinancial Services, LLC to perform on behalf of the college various services related to the college's participation in the Federal Family Education Loan Program and the federal government's William D. Ford Federal Direct Loan Program. This will assist the college is continued managing of its cohort loan default rates under the federal Higher Education Act of 1965 and corresponding federal Department of Education rules.

The Board was asked to approve the recommendation of Chuck Prince, Vice President of Administration and Finance to the Appleton Museum of Art Advisory Council for a three-year term.

The Board was asked to approve the President's contract for 2020-2021. The contract was reviewed by the college attorney.

The Board was asked to approve the contract renewal with the College Attorney. This contract is valid for the period June 1, 2020 thru June 30, 2021.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with Ambleside School of Ocala that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

The Board was asked to approve the renewal of the Inverness inter-institutional articulation cooperative agreement with Palm Grove Academy that addresses the use of dual enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level. The agreement is valid for the 2020-2021 school year.

**School Board of Marion County Agreement for College of Central Florida's Collegiate High School Program -Renewal**

**School Board of Levy County Agreement for College of Central Florida's Collegiate High School Program -Renewal**

**Marion County School Board Articulation Agreement for Internships – Renewal**

**Trinity Catholic High School Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal**

**School Board of Levy County – Mid Florida Career Pathway Consortium - Renewal**

**Master Services Agreement and Statement of Work between EdFinancial Services, LLC and the College of Central Florida - Renewal**

**Appointments to the Appleton Museum of Art Advisory Council**

**President's Contract**

**College Attorney Agreement – Renewal**

**Ambleside School of Ocala Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal**

**Palm Grove Academy Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal**

The Board was asked to approve the 2019-2020 Equity Report and gives authorization to the Board Chair to sign the 2019-2020 Equity Report on behalf of the College of Central Florida.

Mr. Prince presented the Appleton Cultural Center, Inc. Annual Financial Audit. The Appleton Cultural Center, Inc. is required to have an annual financial audit performed. The Financial Statements and Independent Auditors' Report for the period ending December 31, 2019, were provided for the Board's review.

Christopher Knife, Executive Director, CF Foundation with the support of Dawn Gonsalves, Chief Fiscal Officer of the CF Foundation, reported on the Annual Audit, IRS Form 990, and Direct Support Organization (DSO) checklist for January 1, 2019 through December 31, 2019 as prepared by Purvis, Gray & Company. There were no findings and no comments management in the report. Net assets were over \$102.8 million. The Chair acknowledged receipt of the report on behalf of the Board.

Mr. Prince presented a summary of the results of the 2020-2021 Technology Plan developed by the College's Technology Resources Committee, a representative group of faculty, staff and administrators. The plan focuses on specific initiatives and recommendations that support the goals of the college. The Technology Plan is a guidebook which assists the college in planning and decision making.

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.

Prior to the adoption of the following board policies and pursuant to Florida Statutes, the Chair called a public hearing on the advertised policies and declared the Board to be in recess. There being no one from the public who wished to speak, the public hearing was closed, the regular board meeting was reopened, and Dr. Henningsen asked for approval of the following:

**Student and Mandatory Fees 2020-2021**

As required by State Board of Education Rules and Florida Statutes 2020-2021, student and mandatory fees additions, changes, and deletions were properly noticed at least 28 days before college administration's recommendation for approval at the meeting. There were no changes to the student tuition or standard fees. As there were no questions regarding the fees, upon a motion by Rusty Branson, seconded by Bill Edgar and unanimously carried, the Board approved the fee schedule.

**Policy 6.31 -Staff and Professional Development**

This is a revised policy needed for compliance with state rules and regulations. After discussion, upon a motion by Rusty Branson, seconded by Bobby Durrance and unanimously passed, the Board approved Policy 6.31 Staff and Professional Development.

Mr. Prince, Vice President of Administration and Finance, presented highlights from the Annual Operating Budget for 2020-2021. The District Board of Trustees is required to approve the College's Operating Budget. A report summarizing the budget and focusing on Board-established priorities was made to the Board, and a copy of the proposed budget presented in the format required by the Division of Florida Colleges was available for review. The proposed operating budget is \$42,761,198 million. After discussion and upon a motion by Rusty Branson, seconded by Bill Edgar and unanimously carried, the Board approved the annual operating budget 2020-2021.

**2019-2020 Equity Report**

**Appleton Cultural Center, Inc. - Annual Financial Audit Ending December 31, 2019**

**CF Foundation Audit and DSO Checklist – January 1, 2019 to December 31, 2019**

**2020-2021 Technology Plan**

**Approval of Consent Agenda**

**PUBLIC HEARING**

**Student and Mandatory Fees 2020-2021**

**Policy 6.31**

**OTHER BUSINESS**

**Annual Operating Budget for 2020-2021**

Mr. Prince, Vice President of Administration and Finance, presented the five-year Capital Improvement Program (CIP) to be submitted to the Division of Florida Colleges. The CIP describes the status of the college's land and facilities and provides information on specific projects for land acquisitions, new construction, renovation, remodeling and general maintenance. Additionally, Mr. Prince presented the proposed Fund 7 College-Wide Capital Outlay Projects budget for 2020-2021. Upon a motion by Bill Edgar, seconded by Bobby Durrance and unanimously carried, the Board approved the Capital Improvement Program and Fund 7 College-Wide Capital Outlay Projects budget 2020-2021.

**Capital Improvement Program – FY 2021-22 through FY 2025-26 and Fund 7 College-Wide Capital Outlay Projects Budget – 2020-21**

Mr. Prince, Vice President of Administration and Finance, presented the 2020-2021 Salary Schedule and Related Personnel Policies which included salary schedules for all groups of employees, Board policies pertinent to employees' salaries and benefits, and information to assist in interpreting and implementing the policies. After discussion and upon a motion by Rusty Branson, seconded by Bobby Durrance and unanimously carried, the 2020-2021 Salary Schedule and Related Personnel Policies were approved. A copy of the document is on file in the President's office.

**2020-2021 Salary Schedule and Related Personnel Policies**

Mr. Prince, Vice President of Administration and Finance, presented the Appleton Museum of Art's operating budget for 2020-2021 which was prepared with input from the Appleton Museum of Art's staff. A budget of \$1,850,000 is proposed for the coming year. After discussion and upon a motion of Rusty Branson, seconded by Bobby Durrance and unanimously carried, the Board approved the Appleton Museum of Art operating budget for 2020-2021.

**Appleton Museum of Art Operating Budget for 2020-2021**

The College rents facilities and grounds to various entities throughout the year. Areas available for rent include the Appleton Museum of Art, Citrus Campus Conference Center, Klein Conference Center, Levy Campus Conference Center, Webber Center, the Vintage Farm the gymnasium, the Fine Arts auditorium, outside areas, and certain classrooms, and/or conference/seminar rooms at the Hampton Center and the Ocala, Citrus, and Levy campuses. The rates and regulations will be effective July 1, 2020. After discussion and upon the motion of Bobby Durrance, seconded by Bill Edgar and unanimously carried, the Board approved the rental fees, guidelines, and conditions incorporated within the Guidelines for Base Fee Facilities Rentals.

**Guidelines for Base Fee Facilities Rentals**

At the May 29, 2019 meeting, the District Board of Trustees awarded "RFQ 19-1, Energy Performance Savings" to Siemens Industry, Building Technology Division. The Board authorized the President to negotiate and sign an agreement with Siemens Industry, Building Technology Division, the first-ranked firm, recommended by the selection committee and report that action to the Board at a subsequent meeting. Following negotiations and legal review, an agreement for energy performance savings was successfully reached with Siemens Industry, Building Technology Division. For the Board's authorization and approval, the Phase II and Phase III agreement and plans are being presented. The total project cost for Phase II and Phase III are not to exceed \$12,119,475.00. After discussion and upon the motion of Bill Edgar, seconded by Bobby Durrance and unanimously carried, the Board approved the Agreement with Siemens Industry, Building Technology Division.

**Agreement with Siemens Industry, Building Technology Division**

Mr. Prince, Vice President of Administration and Finance, presented the contract of service agreement with Ocelot for FATV (short informational videos on many financial aid topics) and Chatbot which uses Artificial Intelligence (AI) and provides predetermined questions to answer questions typed into a chat box. This service currently is \$14,500 a year. College Administration seeks to enter an agreement to provide Chatbot services (utilizing AI) for four (4) additional areas, as well as, a LIVE chat feature when the students asks a question the Chatbot does not have a preprogrammed answer. In addition, all chatbot's will be available in multiple languages (as they develop the language database). This additional service is \$15,000 a year. After discussion and upon the motion of Bill Edgar, seconded by Rusty Branson and unanimously carried, the Board approved the contract of service agreement with Ocelot (Career America, LLC).

**Contract of Service Agreement Between Ocelot (Career America, LLC) and the College of Central Florida**

As authorized by the State Board of Education Rule 6A-14.078, Mr. Prince, Vice President of Administration and Finance presented a report of 2020-2021 account write offs in the amount of **\$76,101.50**, which is 1.05% of the related revenue for the fiscal year. Upon a motion by Rusty Branson, seconded by Bobby Durrance and unanimously carried, the Board approved the account write-offs for fiscal year 2020-2021.

The Board was asked to approve a schedule of meeting dates for the coming year, with all meetings to be held on Wednesday. The dates are: August 26, September 23, October 28 and December 2, 2020 and January 27, February 24, March 24, April 28, May 26 and June 23, 2021. Upon a motion by Bobby Durrance, seconded by Bill Edgar and unanimously carried, the Board approved the schedule of meeting dates for 2020-2021.

Mr. Prince, Vice President of Administration and Finance, presented the General Fund Operating Budget Amendment #1 for the 2019-2020 Fiscal Year. The college has a number of critical facility upgrades, renovation and repair projects in the Unexpended Plant (construction) Fund. With the prolonged statewide reduction in Public Education Capital Outlay (PECO) funds, a transfer of operational reserves to the Unexpended Plant Fund is needed to complete these capital outlay projects. After discussion and upon the motion of Rusty Branson, seconded by Bill Edgar and unanimously carried, the Board approved the contract of service agreement with Ocelot (Career America, LLC).

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 May 31 for the comparative fiscal years 2018-2019 and 2019-2020. The report included information about general college operations (Fund 1). The Chair acknowledged receipt of the reports on behalf of the Board.

Dr. Henningsen gave an update on the CARES Act distribution. The College of Central Florida (CF) has been awarded \$5,063,708 under the Coronavirus Aid, Relief, & Economic Security (CARES) Act. Fifty-percent (\$2,531,854) of those funds are to be distributed to students. The other fifty-percent will be used for allowable institutional needs. As of June 11, 2020, \$2,012,900 was disbursed to 3,580 students under Section 18004(a)(1) of the CARES Act. Eligible students were those students who are eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965. Federal Pell Eligible students received \$600 and non-Federal Pell Eligible students received \$300. In Spring 2020, \$1,817,700 was awarded to 3309 students and in Summer 2020, \$195,200 has been awarded to 408 students. As of June 10th, 308 applications were received and 159 have been awarded.

Chair Brancato commented as follows: "I have reviewed the evaluation for Dr. Henningsen and am very pleased to report that we gave him high accolades for his strong leadership and performance during a very challenging year for the college. He continues to be a great advocate and champion for the College and our communities. We are very fortunate to have him at the helm of CF. Earlier in the agenda we approved the president's contract which adjusted his term of service and included no changes to his compensation. We hope Dr. Henningsen continues on as our president for many years to come.

The Chair declared the meeting in recess and asked Dr. Henningsen, as Secretary to the Board, to open the floor for nominations for Chair and Vice Chair for the coming year. Joyce Brancato nominated Bobby Durrance, the current Vice Chair, for the position of Chair for 2020-21. Upon motion by Bill Edgar, seconded by Joyce Brancato the motion carried unanimously. Joyce Brancato then nominated Bill Edgar for the position of Vice Chair. Upon motion by Rusty Branson, seconded by Bobby Durrance the motion carried unanimously, the Board approved the nomination for Chair and Vice-Chair for 2020-2021.

**Write-offs for Fiscal Year 2020-2021**

**Board Calendar for 2020-2021**

**General Fund Operating Budget Amendment #1 for the 2020-2021**

**ACKNOWLEDGE RECEIPT**

**Financial Information – Monthly Financial Summary Report**

**FOR INFORMATION ONLY**

**CARES Act Update**

**BOARD CHAIR/ TRUSTEE COMMENTS**

**BOARD REORGANIZATION**

Each year the Board nominates a member to serve as a representative on the Appleton Cultural Center, Inc. Board for the coming year. Joyce Brancato, the current representative volunteered to serve another term on the ACC, Inc. board. Upon motion by Rusty Branson, seconded by Bill Edgar the motion carried unanimously, the Board approved the ACC, Inc. Board representative.

**ACC, INC. BOARD REPRESENTATIVE**

Each year the Board nominates a member to serve as a representative on the CF Foundation Board for the coming year. Rusty Branson nominated to split the duty for the CF Foundation Board representative. Bobby Durrance agreed to split the representative duty. Upon motion by Bill Edgar, seconded by Joyce Brancato the motion carried unanimously, the Board approved the CF Foundation Board representatives.

**CF FOUNDATION BOARD REPRESENTATIVE**

With Board appointments complete, Chair Brancato called the meeting back in session.

Dr. Henningsen gave an update on the reopening plan for the college. The state has identified a list of 100 priority jobs and the college staff is working on identifying the top jobs from that list for our area. July 6 is the goal to reopen offices for staff to return to campus with the majority of fall classes being offered online. For areas on campus unable to socially distance, Zoom technology will continue to be utilized. Boot camps for faculty will be offered during the summer to assist faculty in preparing for online class instruction.

**PRESIDENT'S REPORT**

The next meeting will be held *Wednesday, August 26, 2020*, at 3 p.m. by operator-assisted conference call.

**Next Board Meeting**

There being no further business to come before the Board, Chair Brancato declared the meeting adjourned at 9:57 a.m.

**ADJOURNMENT**

\_\_\_\_\_  
Bobby Durrance, Chair

\_\_\_\_\_  
James D. Henningsen, Secretary