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**College of Central Florida  
Meeting of the District Board of Trustees  
Wednesday, April 22, 2026  
3:00 p.m.  
Wilton Simpson Citrus Campus, Lecanto, Florida  
AGENDA**

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**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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**RECOGNITION**

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**PUBLIC COMMENT**

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**MINUTES**

1. Adoption of Minutes
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**CONSENT AGENDA**

**Routine Business**

2. Personnel Actions
3. Property Donations/Dispositions
4. Curriculum Changes

**Agreements, Contracts, Leases**

5. Health Care Affiliation & Internship Agreements
6. CareerSource CLM Master Workforce Services Contract – Renewal
7. Citrus County School Board – Mid Florida Career Pathway Consortium – Renewal
8. Levy County School Board – Mid Florida Career Pathway Consortium – Renewal
9. Marion County School Board – Mid Florida Career Pathway Consortium – Renewal

**PUBLIC HEARING**

**Board Policies/Actions**

10. Accreditation and Substantive Change

## **OTHER BUSINESS**

### **For Approval**

11. Guidelines for Base Fee Facilities Rentals 2026-2027
12. RFQ 25-1 – Pre-Qualified Pool of General Contractors
13. RFQ 25-2 – Pre-Qualified Pool of Architectural Firms

### **Acknowledge Receipt**

14. Financial Information – Monthly Financial Summary Report

### **For Information Only**

15. Auditor General Report No. 2026-147 - Financial Audit
16. Regional Campus Update
17. Hampton Center Update

## **BOARD CHAIR/TRUSTEE REMARKS**

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## **PRESIDENT'S REPORT**

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## **ADJOURNMENT**

**COLLEGE OF CENTRAL FLORIDA**

1

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Minutes of the March 25, 2026 Meeting

INITIATOR: Dr. James D. Henningsen,  
President

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

The college requests approval of the March 25, 2026 minutes of the meeting of the District Board of Trustees.

**RECOMMENDATION/ACTION REQUESTED:**

That the Board approve the minutes of the meeting of the District Board of Trustees held March 25, 2026.

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, March 25, 2026 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Ocala Campus. **CALL TO ORDER**

Members Present: Charlie Stone, Chair                      Joyce Brancato, Vice Chair                      **PRESENT**  
                          Fred Roberts, Jr.                                      Jose Juarez  
                          Rusty Branson  
                          James Henningsen, Board Secretary

Members Absent: Bill Edgar **ABSENT**

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 Board recognized Coach Marty Smith for a career 1,000 wins in baseball at the February 7 game against S. Georgia State and presented him with a trophy for this exciting accomplishment. Coach Smith addressed the Board and was appreciative to the Board, staff and administration to allow him and his coaches to do what they do. **RECOGNITION**

The Board recognized the CF Director of Marketing and Public Relations, Rachel Cote and marketing team for the Gold Award from the National Council for Marketing & Public Relations for the Summer 2025 Connection Magazine. Rachel addressed the Board and commented she is thankful to have nationally ranked talent in Ocala and thankful for the staff and students to have so many wonderful stories to tell.

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

The Chair asked for any corrections or updates to the minutes of the January 28, 2026 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Durrance second by Trustee Brancato and unanimously carried, the Board approved the January 28, 2026 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board. **MINUTES**

**CONSENT AGENDA** **CONSENT AGENDA**

The Board was asked to approve of the Personnel Report as authorized by the President to fill positions by funding source. **Personnel Report**

The Board was asked to approve the property donations as entered into property records and as acknowledged by the Foundation. **Property Donations**

The Board was asked to approved curriculum changes as recommended from the Curriculum Committee from the January Curriculum meeting, which the President has recommended for approval. **Curriculum Changes**

The Board was asked to ratify approval of the College's academic and administrative calendar in support of the governor's directive to celebrate the nation's 250<sup>th</sup> anniversary on February 16, 2026. **Academic and Administrative Calendar Change**

The Board was asked to review and accept the college's fraud prevention procedures and update with no instances or suspicions of fraud as established in policy 2.04. **Fraud Update**

The Board was asked to ratify approval of three (3) Health Care Affiliation & Internship Agreements and give authorization to the Board Chair and/or President to sign the agreements on behalf of the College of Central Florida.

**Health Care Affiliation & Internship Agreements**

The Board was asked to ratify approval of four (4) Agreement for Services of International Independent Contractors and give authorization to the President to sign the agreement on behalf of the College of Central Florida.

**Agreements for Services of International Independent Contractors.**

The Chair presented the Consent Agenda for approval. Upon a motion by Trustee Branson, second by Trustee Brancato 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.

**Approval of Consent Agenda**

The Chair announced the public hearing for policy and asked if there was anyone in the audience that wished to address the Board regarding the policy. As there were no public comments, the Chair asked Dr. Viviano-Broderick, Vice President Institutional Effectiveness and College Relations to present the following Board policy for a first reading and give a brief summary:

**PUBLIC HEARING  
2.07 Accreditation and Substantive Change  
First Reading**

a. Accreditation and Substantive Change -

After discussion, the Chair accepted the policy for a first reading and authorized advertisement of the policy for approval.

**FOR APPROVAL**

Dr. Mark Paugh, Vice President of Academic Affairs presented the Academic Calendar for 2026-2027 and 2027-2028. With the installation of the new ERP of the college, we can project a calendar for two years for better planning for the students. The Board was asked to approve the proposed Academic calendar for 2026-2027 and 2027-2028. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Brancato second by Trustee Branson and unanimously passed, the Board approved the Academic Calendar for 2026-2027 and 2027-2028.

**Academic Calendar 2026-2027 and 2027-2028**

Mr. Charles Prince, Vice President of Administration and Finance presented the administrative calendar for 2026-2027 and 2027-2028. The Board was asked to approve the proposed administrative calendar for 2026-2027 and 2027-2028 which aligns with the Academic Calendar for continuity with staff and faculty. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Juarez, seconded by Trustee Roberts and unanimously passed, the Board approved the Administrative Calendar for 2026-2027 and 2027-2028.

**Administrative Calendar 2026-2027 and 2027-2028**

**ACKNOWLEDGE RECEIPT**

Mr. Prince, Vice President of Administration and Finance presented the Monthly Financial information Summary report for the month of January, noting once again that the increase in revenue to the increase is enrollment vs last year as well as the increase employee benefits costs are higher with the new State Health Insurance Program. The Chair acknowledged receipt of the Financial Information Monthly Financial Summary Report on behalf of the Board.

**Financial Information-Monthly Financial Summary Report**

**FOR INFORMATION ONLY****Strategic Plan Update**

Dr. Viviano-Broderick, Vice President of Institutional Effectiveness and College Relations presented the 2025-2030 strategic plan key indicators for the first year of implementing the 2025-2030 Strategic plan. This included Associates degree and Bachelor's degree wages vs high school diploma, placement rates of graduates, enrollment, re-enrollment, completion rates and student loan debt for graduates. Discussion included comparison to peer colleges for completion rate, questions on student survey and wording of engagement vs. satisfaction and how shared with parents to see the value the college provides. Trustee Edgar played a vital role with his input on both the layout and the information presented.

**Patriot Pride Update**

Dr. Lawter, Vice President of Regional Campuses updated the Board on the Patriot Pride Survey. This past year, with 1227 surveys completed, the college has earned a 94.1% satisfaction level from students. This is our 9<sup>th</sup> year above 90%. There were 464 WOW cards sent out; largest number sent for recognition of employees. The college continues to review all surveys and comments.

**CF Economic Impact**

The Council of Presidents of the Florida College System sponsored a Lightcast study to determine the economic impact of the 28 colleges. The value of CF's annual impact was assessed to be \$507.7 million to the local economy or equivalent of holding a Superbowl. The entire college system was determined to give a \$13.30 return on every dollar invested.

**Legislative Update**

Dr. Henningsen presented the Legislative update to the Board including the challenges that both chambers experienced with the budget and bills. A special session will occur in late April with redistricting and budget as priorities. The Board acknowledged receipt of the Legislative update.

There were no Trustee comments at this time.

**BOARD CHAIR/TRUSTEE COMMENTS**

Dr. Henningsen presented the President's Report to the board including Charles S. Dean Sr. memorial service held at the Wilton Simpson Citrus Campus, scouting banquet attended by CFO Blaise Ingoglia, PTK student recognition nationally, Night at the Farm and Family Campaign successes and 15 students attending the FCSSGA event in Tallahassee. A reminder of the ribbon cutting for EMS building 19 renovations on April 2 and a discussion of a few hiccups with the new J1 implementation that the team is working on diligently but as of today, financial aid was dispersed. More great news and stories of student and college happenings listed in the report for review.

**PRESIDENT'S REPORT**

**Next Board Meeting.** Our next meeting will be held **Wednesday, April 22, 2026 at 3 p.m.** at the Wilton Simpson Citrus Campus.

**Next Board Meeting**

There being no further business to come before the Board, Chair Stone adjourned the meeting at 4:39 pm.

**ADJOURNMENT**

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Charlie Stone, Chair

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James D. Henningsen, Secretary

**COLLEGE OF CENTRAL FLORIDA**

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**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Personnel Actions – January & February

INITIATOR: Jennifer Klepfer  
Director of Human Resources

THROUGH: Charles A. Prince  
Vice President, Administration & Finance

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

The College routinely requests that the District Board approves personnel actions.

**RECOMMENDATION/ACTION REQUESTED:**

That the Board approves the personnel actions as noted in the reports.

## **PERSONNEL ACTIONS**

*FOR THE APRIL 22, 2026 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:**

Correa, Ivey M. – Manager – Plant Safety and Facility Operations – Facilities and Plant Operations – March 23, 2026

Guerin, Nelson J. – Director – Public Safety – March 01, 2026

Harry, Sherena – Coordinator Payroll Services – Financial Operations – March 23, 2026

Smith, Cheyenne A. – Senior Library Technician – E-Learning and Academic Services – March 23, 2026

#### **Grants and Contracts – Fund 2:**

Bowles, Cherokee D. – Educational Advisor – Academic Advising & First Year Success – June 01, 2026

#### **Auxiliaries – Fund 3:**

None this reporting period.

#### **Reclassification Effective 3/01/2026**

Public Safety – Administration and Finance

Guerin, Nelson J – from Manager – Public Safety (P4) to Director – Public Safety (P5)

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

Donato, Alexander P.

Lopez, Hector K.

**Instructors, Hourly:** That the following persons be appointed to teach occupational or technical programs or non-credit courses on an as-needed basis:

Streit, Coty

#### **Temporary Part -Time Professional Service:**

None this reporting period.

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

Evans, Jared E.

Lawson, Rosemarie

Ramos, Joseangel G.

Howell, Carlene K.

Nieves Amaro, Luis 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 \$15.00

Ayala-Collazo, Keylani

Hagley, Sarah M.

Koehner, Lisette A.

Canter, Angelina M.

Hopson, Annalise J.

Seay, Jessica J.

De Oliveira Zaniboni, Eduarda

**Notification of engagement in outside employment or extra college activities:**

Gonzalez-Vazquez, Griselle E.

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

None this reporting period.

**Resignations:**

Judge, Amanda K. – Accounting Specialist III – Financial Operations – April 6, 2026

**Terminations:**

None this reporting period.

**Separation due to Internal Transfer – No Break in Service:**

Guerin, Nelson J. – Manager – Public Safety – February 28, 2026

**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:

Miller, Maria Del Pilar – Staff Assistant III – Teacher Education (Child Care)

# COLLEGE OF CENTRAL FLORIDA

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## AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Property Donations/Dispositions

INITIATOR: Charles A. Prince  
Vice President of Administration & Finance

DATE: April 15, 2026

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### OBJECTIVE AND PERTINENT FACTS:

By law, the Board is required to account for all property. Periodically, donations and dispositions are brought to the Board for recording and, subsequently, entered into our property records as required. This report covers donations and dispositions received by the College. Appropriate letters of appreciation have been or will be sent on behalf of the Trustees.

### RECOMMENDATION/ACTION REQUESTED:

#### DISPOSITIONS

That the District Board of Trustees approves the disposition of all surplus property in accordance with the applicable state law, State Board of Education Rules, and CF Board Rules, including disposition of property, **capitalized** and **not capitalized**, which has been declared surplus. Disposition may include public auction, cannibalization, or other methods as deemed appropriate.

SEE ATTACHED LISTING: 4

Total: **\$36,946.38**

College of Central Florida  
Asset Disposal Report

| <u>Asset Number</u> | <u>Acquisition Date</u> | <u>Asset Cost</u> | <u>Description</u>                 |
|---------------------|-------------------------|-------------------|------------------------------------|
| 000009251           | 06/28/2007              | 25,614.00         | VEHICLE, CAR, 2007 CROWN VIC #3138 |
| Count: 1            |                         | 25,614.00         |                                    |

ASSET DISPOSALS REPORT

CFdispose2

| School Tag<br>Disposal<br>#<br>Date | Acquired<br>Description<br>Price | Dept.<br>Respon. | Acquired<br>Date | Disposal<br>Code |
|-------------------------------------|----------------------------------|------------------|------------------|------------------|
| 0000002310<br>1,666.19              | PIANO, ELECTRONIC BY YAMAHA      | MUSI             | 06/11/1991       | PBA              |
| 0000002314<br>1,666.19              | PIANO, ELECTRONIC BY YAMAHA      | MUSI             | 06/11/1991       | PBA              |
| 0000008813<br>8,000.00              | PIANO, DIGITAL YAMAHA-CLAVINOVA  | MUSI             | 09/27/2006       | PBA              |

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 3 Records for a Total  
 11,332.38

**COLLEGE OF CENTRAL FLORIDA**

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**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Curriculum Changes

INITIATOR: Dr. Mark Paugh, Vice President for Academic Affairs

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

The Curriculum Committee recommended at its March 26, 2026 meeting that the attached changes to the college curriculum be approved. The President recommends these changes for Board approval.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees approve the proposed curriculum changes.



## MEMORANDUM

TO: Dr. Mark Paugh, Vice President, Academic Affairs

FROM: Shana M. Miller, Coordinator, Curriculum Services and Faculty Credentialing

DATE: March 26, 2026

SUBJECT: Approved Curriculum Actions – Curriculum Changes – March 2026

The following curriculum changes were approved by the Curriculum Committee at its March 26, 2026 meeting, and are awaiting approval by the District Board of Trustees:

### **Proposal 2025-7 – Nancy Abshier**

#### New Courses

- ACG3101 Intermediate Accounting I (3 credits)
- ACG3111 Intermediate Accounting II (3 credits)

#### Course Modifications

- COM3120 Organizational Communications (3 credits)
  - Add ENC1102 and ENC2210 as prerequisite options
- ACG3401 Accounting Information Systems (3 credits)
  - Change the pre-requisite from ACG3024 Financial Statements for Managers to ACG2021 Financial Accounting and ACG2071 Managerial Accounting
- ACG4341 Cost Accounting (3 credits)
  - Change the pre-requisite from ACG3024 Financial Statements for Managers to ACG2071 Managerial Accounting and ACG2071 Managerial Accounting
- ACG4631 Auditing (3 credits)
  - Change the pre-requisite from ACG3024 Financial Accounting for Managers to ACG2021 Financial Accounting and ACG2071 Managerial Accounting and ACG3101 Intermediate Accounting I or ACG3131 Intermediate Accounting
- TAX4001 Federal Income Tax (3 credits)
  - Change the pre-requisite from ACG3024 Financial Accounting for Managers to ACG2021 Financial Accounting and ACG2071 Managerial Accounting

#### Program Modifications

- B102 – BAS Business and Organizational Management – Agribusiness Management Specialization (120 Credits)
  - Move AOM4015 Agricultural Operations and Systems to electives
  - Add AEB3146 Financial Planning for Agribusiness to specialization courses
- B107 – BAS Business and Organizational Management – Equine Studies Specialization (120 credits)
  - Move ANS3950 Equine Practicum to electives
  - Add AEB3146 Financial Planning for Agribusiness to specialization courses

- B108 – BAS Business and Organizational Management – Accounting Specialization (120 credits)
  - Move ACG3024 Financial Statement Analysis for Managers from program core to electives.
  - Add ACG3131 Intermediate Accounting I to program core
  - Add ACG3111 Intermediate Accounting II to specialization courses
  - Remove ACG3131 Intermediate Accounting from program
- C602 – ATC Basics of Agribusiness (12 credits)
  - Remove AOM4015 Agricultural Operations and Systems
  - Add AEB3146 Financial Planning for Agribusiness
- C604 – ATC Equine Industry Management (12 credits)
  - Remove ANS3950 Equine Practicum
  - Add AEB3146 Financial Planning for Agribusiness
- C608 – ATC Accounting Management (15 credit hours)
  - Remove ACG3024 Financial Statement Analysis for Managers
  - Remove ACG3131 Intermediate Accounting
  - Add ACG3131 Intermediate Accounting I and ACG3111 Intermediate Accounting II

Please let me know if you need any additional information.

Thank you.

**COLLEGE OF CENTRAL FLORIDA**

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**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026  
SUBJECT: Health Care Affiliation & Internship Agreements  
INITIATOR: Charles A. Prince  
Vice President of Administration & Finance  
DATE: April 15, 2026

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OBJECTIVE AND PERTINENT FACTS:

**HEALTH CARE AGENCY AFFILIATION & INTERNSHIP AGREEMENTS**

The President or his designee has signed the following Health Care Agency Affiliation and Internship Agreement(s), as authorized by the District Board of Trustees. These agreement(s) provide the facilities necessary for students enrolled in health-related programs at the College of Central Florida to obtain clinical and internship experience. The name of the agency and approval date is noted below:

| HEALTH CARE AGENCY            | DATE OF SIGNATURE |
|-------------------------------|-------------------|
| Blue Cove Dental              | 04/09/2026        |
| Tioga Dental and Orthodontics | 04/09/2026        |
|                               |                   |
|                               |                   |
|                               |                   |
|                               |                   |
|                               |                   |
|                               |                   |

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees ratify approval of the Health Care Agency Affiliation and Internship Agreement(s).

~~~~HEALTH CARE AGENCY AFFILIATION AGREEMENT~~~~

*AGREEMENT* entered into this 1 day of May, 2026, by and between THE DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA, hereinafter referred to as the COLLEGE, and **BLUE COVE DENTAL**, hereinafter referred to as the HEALTH CARE AGENCY.

**WITNESSETH:**

**WHEREAS**, the COLLEGE desires that students enrolled in its health-related programs as affiliated with the HEALTH CARE AGENCY obtain clinical experience at the HEALTH CARE AGENCY; and

**WHEREAS**, the HEALTH CARE AGENCY is offering to provide the necessary facilities for said clinical experience in recognition of the need to educate health-related personnel.

**NOW, THEREFORE**, for and in consideration of the promises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The education of the COLLEGE student shall be the only objective of the program. The HEALTH CARE AGENCY retains responsibility for the patient's/client's care.
2. Both parties agree not to discriminate against any student in any manner whatsoever on account of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, or disability provided that such disability does not prevent satisfactory performance.
3. The HEALTH CARE AGENCY agrees to accept COLLEGE students as determined by mutual consultation and, as practical, to make facilities available to the COLLEGE at no charge in order to provide necessary clinical experiences. The COLLEGE shall be responsible for the classroom instructional curriculum, maintenance of permanent records, all educational experiences and evaluation of programs through an employed instructor.
4. The HEALTH CARE AGENCY agrees to provide within its facilities adequate education space and the use of ancillary facilities as well as all necessary utilities for those facilities, the selection of the facilities to be subject to the prior approval of the COLLEGE.
5. The HEALTH CARE AGENCY agrees to make available emergency room treatment, when such facilities exist, for injuries incurred by students while in the HEALTH CARE AGENCY for clinical experience. Treatment will be at student's expense. The COLLEGE shall select practical educational experiences based upon the needs of the students to meet objectives of the program, recognizing a patient's/client's right to refuse student care.

6. The COLLEGE shall select practical educational experiences based upon the needs of the students to meet objectives of the program, recognizing a patient's/client's right to refuse student care.
7. The COLLEGE shall, at its discretion, appoint a Program Director and clinical instructors as required for a given program. The HEALTH CARE AGENCY shall assure COLLEGE personnel access to the appropriate clinical areas to perform instruction and evaluation of program and students.
8. At the discretion of the HEALTH CARE AGENCY or the COLLEGE, any student unacceptable to either the HEALTH CARE AGENCY or to the COLLEGE for reasons of health, performance or any other reasonable and legally permissible cause, shall be withdrawn from the HEALTH CARE AGENCY.
9. All services rendered by students under this agreement for the HEALTH CARE AGENCY, employees and patients shall be uncompensated and shall be deemed to be given in consideration for instruction and educational experiences. Neither students nor COLLEGE employees shall be considered to be agents or employees of the HEALTH CARE AGENCY.
10. The COLLEGE acquires professional liability insurance coverage in the College's name with amounts of \$200,000 per person / \$300,000 per occurrence for students enrolled in health-related programs. The COLLEGE shall provide, upon request, HEALTH CARE AGENCY with a certificate of insurance evidencing that this coverage has been obtained.
11. The HEALTH CARE AGENCY, when requested and mutually agreed upon, will assist in the responsibility for the direct guidance and supervision of the students while on the premises of the HEALTH CARE AGENCY and will cooperate in evaluating student performance. The qualifications of the HEALTH CARE AGENCY staff participating in the supervision of the students shall be subject to review and approval by the COLLEGE.
12. The HEALTH CARE AGENCY will recommend, subject to COLLEGE approval, certain agency employees to serve as clinical preceptors and assist students as requested by the COLLEGE. The COLLEGE Program Director will advise the clinical preceptors regarding course content, objectives, student evaluation criteria and procedures. Clinical preceptors will collaborate with the Program Director in regard to student supervision during the course of the program.
13. The terms of this agreement shall be for the period May 1, 2026, through April 30, 2027, and shall automatically renew each year thereafter except that either party may terminate this agreement by giving sixty (60) days written notice (registered mail) to the other party. Current students scheduled or currently participating in clinical rotations at the HEALTH CARE AGENCY will be given the opportunity complete their clinical assignment.
14. The person executing this contract on behalf of the HEALTH CARE AGENCY specifically warrants and represents to the COLLEGE that the person executing this agreement has

authority to do so and to legally bind the HEALTH CARE AGENCY in regard to this agreement.

15. This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.

16. The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only by a writing making specific reference to this agreement signed by the party as to whom enforcement or any such amendment, supplement, waiver or modification is sought.

17. All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors and permitted assigns.

18. All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by Registered or Certified Mail (postage pre-paid), Return Receipt Requested, addressed to:

If to College:            Dean, Health Sciences  
                                 College of Central Florida  
                                 3001 SW College Road  
                                 Ocala, FL 34474  
                                 Fax Number: (352) 873-5889

If to Agency:            Blue Cove Dental  
                                 Dr. Cameron McMillin  
                                 10710 US Hwy 41  
                                 Dunnellon, FL 34432

or to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- (a) On the date delivered if by personal delivery,
- (b) On the date faxed/emailed if by fax/email, and
- (c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

19. This agreement and all transactions contemplated by this agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws.
20. If any legal action or other proceeding, including arbitration, is brought for the enforcement of this contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled. Notwithstanding the foregoing, the parties hereto do not in any way waive or limit their entitlements of sovereign immunity pursuant to Section 768.28, Florida Statutes.
21. This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
22. All covenants, agreements, representations and warranties made herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this agreement and the consummation of the transactions contemplated hereby.
23. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.
24. Provisions contained in this agreement which are contrary to, prohibited by or invalid under applicable laws or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.
25. A failure to assert any rights or remedies available to a party under the terms of this agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise shall not be deemed to be a waiver of any other right or remedy under this agreement, unless such waiver of such right or remedy is contained in a writing signed by the party alleged to have waived his other rights or remedies.

## 26. CONFIDENTIALITY

- a) The parties each acknowledge that they are familiar with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) generally and, more specifically, with the HIPAA provisions regarding protected health information (PHI) and the privacy rule.
- b) Although HIPAA excludes volunteers and trainees from the definition of a "business associate", by expressly including them in the definition of a health care provider's "workforce," the parties intend that PHI be protected by COLLEGE OF CENTRAL FLORIDA (CF) faculty and students.

- c) CF agrees to acquaint all students and faculty with the applicable HIPAA requirements of privacy prior to the students participating in a clinical experience with HEALTH CARE AGENCY (HCA).
- d) CF agrees to maintain the confidentiality of any PHI provided to it by HCA in accordance with all applicable Federal, State and local laws and regulations.
- e) CF represents and warrants that PHI will be used and disclosed solely as necessary for the instructional program that is the subject of the clinical agreement, and HCA relies upon such representation and warranty in providing the PHI.
- f) CF represents and warrants that it will not use, disclose, release, reveal, show, sell, rent, lease, loan, publish, or otherwise grant access to PHI in any manner that is prohibited by law or regulation, or in any manner that would be a violation of any law or regulation if it were to have been done by HCA.
- g) CF represents and warrants that if it uses, discloses, releases, reveals, shows, sells, rents, leases, loans, publishes, or otherwise grants access to PHI or any element of PHI, it will do so only in the minimum amount and to the minimum number of individuals necessary to achieve the purpose of the instructional/clinical program.
- h) CF agrees to establish appropriate administrative, technical, and physical safeguards to protect the confidentiality of PHI that it receives from HCA, and to prevent individuals not involved in the instructional/clinical program from using or accessing the PHI.
- i) CF agrees that it will immediately report to HCA any use or disclosure of PHI received from HCA that is not authorized by or otherwise constitutes a violation of this Agreement.
- j) If it becomes necessary for CF to share PHI that has been disclosed to it by HCA with any person or any entity who is not an employee of HCA, then CF agrees to cause such person or entity to enter into a written agreement in which the person or entity agrees to abide by all of the terms to which HCA is subject under this Agreement with respect to the PHI.
- k) CF understands that HCA is subject to state and federal laws governing the confidentiality of the PHI. CF agrees to abide by all such laws, whether or not fully articulated herein, and to keep the PHI in the same manner and subject to the same standards as is required of HCA.

27. PUBLIC RECORDS. The Health Care Agency shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, the Health Care Agency shall:



- a) Keep and maintain public records required by the College to perform the service.

- b) Upon request from the College's custodian of public records, provide the College with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the College.
- d) Upon completion of the contract, transfer, at no cost, to the College all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the Health Care Agency transfers all public records to the College upon completion of the contract, the Health Care Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Health Care Agency keeps and maintains public records upon completion of the contract, the Health Care Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the College, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the College.
- e) **IF HEALTH CARE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE HEALTH CARE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COLLEGE'S CUSTODIAN OF RECORDS AT: CHARLES PRINCE, VICE PRESIDENT OF ADMINISTRATION AND FINANCE, AT (352) 873-5823, PRINCECH@CF.EDU OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34474-4415.**

The undersigned hereby approve this Affiliation Agreement.

Witnesses:



**DISTRICT BOARD OF TRUSTEE OF THE  
COLLEGE OF CENTRAL FLORIDA**


  
FIRST WITNESS' SIGNATURE  
Erin Carter  
FIRST WITNESS' PRINTED NAME  
  
SECOND WITNESS' SIGNATURE  
Dawn Aldane  
SECOND WITNESS' PRINTED NAME

By:   
James D. Henningsen, President

Date: 4/9/26

**BLUE COVE DENTAL**

  
FIRST WITNESS' SIGNATURE  
Lenetrios Miller  
FIRST WITNESS' PRINTED NAME  
  
SECOND WITNESS' SIGNATURE  
Ivy Filhart  
SECOND WITNESS' PRINTED NAME

By:   
SIGNATURE

Cameron McMillin  
PRINTED NAME

Title: Owner

Date: 4/2/26

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or [Compliance@cf.edu](mailto:Compliance@cf.edu).

**HEALTH CARE AGENCY AFFILIATION AGREEMENT**

*AGREEMENT* entered into this 1 day of May, 2026, by and between THE DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA, hereinafter referred to as the COLLEGE, and **TIOGA DENTAL AND ORTHODONTICS**, hereinafter referred to as the HEALTH CARE AGENCY.

**WITNESSETH:**

**WHEREAS**, the COLLEGE desires that students enrolled in its health-related programs as affiliated with the HEALTH CARE AGENCY obtain clinical experience at the HEALTH CARE AGENCY; and

**WHEREAS**, the HEALTH CARE AGENCY is offering to provide the necessary facilities for said clinical experience in recognition of the need to educate health-related personnel.

**NOW, THEREFORE**, for and in consideration of the promises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The education of the COLLEGE student shall be the only objective of the program. The HEALTH CARE AGENCY retains responsibility for the patient's/client's care.
2. Both parties agree not to discriminate against any student in any manner whatsoever on account of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, or disability provided that such disability does not prevent satisfactory performance.
3. The HEALTH CARE AGENCY agrees to accept COLLEGE students as determined by mutual consultation and, as practical, to make facilities available to the COLLEGE at no charge in order to provide necessary clinical experiences. The COLLEGE shall be responsible for the classroom instructional curriculum, maintenance of permanent records, all educational experiences and evaluation of programs through an employed instructor.
4. The HEALTH CARE AGENCY agrees to provide within its facilities adequate education space and the use of ancillary facilities as well as all necessary utilities for those facilities, the selection of the facilities to be subject to the prior approval of the COLLEGE.
5. The HEALTH CARE AGENCY agrees to make available emergency room treatment, when such facilities exist, for injuries incurred by students while in the HEALTH CARE AGENCY for clinical experience. Treatment will be at student's expense. The COLLEGE shall select practical educational experiences based upon the needs of the students to meet objectives of the program, recognizing a patient's/client's right to refuse student care.

6. The COLLEGE shall select practical educational experiences based upon the needs of the students to meet objectives of the program, recognizing a patient's/client's right to refuse student care.
7. The COLLEGE shall, at its discretion, appoint a Program Director and clinical instructors as required for a given program. The HEALTH CARE AGENCY shall assure COLLEGE personnel access to the appropriate clinical areas to perform instruction and evaluation of program and students.
8. At the discretion of the HEALTH CARE AGENCY or the COLLEGE, any student unacceptable to either the HEALTH CARE AGENCY or to the COLLEGE for reasons of health, performance or any other reasonable and legally permissible cause, shall be withdrawn from the HEALTH CARE AGENCY.
9. All services rendered by students under this agreement for the HEALTH CARE AGENCY, employees and patients shall be uncompensated and shall be deemed to be given in consideration for instruction and educational experiences. Neither students nor COLLEGE employees shall be considered to be agents or employees of the HEALTH CARE AGENCY.
10. The COLLEGE acquires professional liability insurance coverage in the College's name with amounts of \$200,000 per person / \$300,000 per occurrence for students enrolled in health-related programs. The COLLEGE shall provide, upon request, HEALTH CARE AGENCY with a certificate of insurance evidencing that this coverage has been obtained.
11. The HEALTH CARE AGENCY, when requested and mutually agreed upon, will assist in the responsibility for the direct guidance and supervision of the students while on the premises of the HEALTH CARE AGENCY and will cooperate in evaluating student performance. The qualifications of the HEALTH CARE AGENCY staff participating in the supervision of the students shall be subject to review and approval by the COLLEGE.
12. The HEALTH CARE AGENCY will recommend, subject to COLLEGE approval, certain agency employees to serve as clinical preceptors and assist students as requested by the COLLEGE. The COLLEGE Program Director will advise the clinical preceptors regarding course content, objectives, student evaluation criteria and procedures. Clinical preceptors will collaborate with the Program Director in regard to student supervision during the course of the program.
13. The terms of this agreement shall be for the period May 1, 2026, through April 30, 2027, and shall automatically renew each year thereafter except that either party may terminate this agreement by giving sixty (60) days written notice (registered mail) to the other party. Current students scheduled or currently participating in clinical rotations at the HEALTH CARE AGENCY will be given the opportunity complete their clinical assignment.
14. The person executing this contract on behalf of the HEALTH CARE AGENCY specifically warrants and represents to the COLLEGE that the person executing this agreement has

authority to do so and to legally bind the HEALTH CARE AGENCY in regard to this agreement.

15. This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.
16. The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only by a writing making specific reference to this agreement signed by the party as to whom enforcement or any such amendment, supplement, waiver or modification is sought.
17. All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors and permitted assigns.
18. All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by Registered or Certified Mail (postage pre-paid), Return Receipt Requested, addressed to:

If to College: Associate Vice President, Health Sciences  
College of Central Florida  
3001 SW College Road  
Ocala, FL 34474  
Fax Number: (352) 873-5889

If to Agency: Tioga Dental and Orthodontics  
3147 SW 45<sup>th</sup> St, Unit 40  
Gainesville, FL 32608

or to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- (a) On the date delivered if by personal delivery,
- (b) On the date faxed/emailed if by fax/email, and
- (c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

19. This agreement and all transactions contemplated by this agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws.
20. If any legal action or other proceeding, including arbitration, is brought for the enforcement of this contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled. Notwithstanding the foregoing, the parties hereto do not in any way waive or limit their entitlements of sovereign immunity pursuant to Section 768.28, Florida Statutes.
21. This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
22. All covenants, agreements, representations and warranties made herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this agreement and the consummation of the transactions contemplated hereby.
23. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.
24. Provisions contained in this agreement which are contrary to, prohibited by or invalid under applicable laws or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.
25. A failure to assert any rights or remedies available to a party under the terms of this agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise shall not be deemed to be a waiver of any other right or remedy under this agreement, unless such waiver of such right or remedy is contained in a writing signed by the party alleged to have waived his other rights or remedies.

## 26. CONFIDENTIALITY

- a) The parties each acknowledge that they are familiar with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) generally and, more specifically, with the HIPAA provisions regarding protected health information (PHI) and the privacy rule.
- b) Although HIPAA excludes volunteers and trainees from the definition of a "business associate", by expressly including them in the definition of a health care provider's "workforce," the parties intend that PHI be protected by COLLEGE OF CENTRAL FLORIDA (CF) faculty and students.

- c) CF agrees to acquaint all students and faculty with the applicable HIPAA requirements of privacy prior to the students participating in a clinical experience with HEALTH CARE AGENCY (HCA).
- d) CF agrees to maintain the confidentiality of any PHI provided to it by HCA in accordance with all applicable Federal, State and local laws and regulations.
- e) CF represents and warrants that PHI will be used and disclosed solely as necessary for the instructional program that is the subject of the clinical agreement, and HCA relies upon such representation and warranty in providing the PHI.
- f) CF represents and warrants that it will not use, disclose, release, reveal, show, sell, rent, lease, loan, publish, or otherwise grant access to PHI in any manner that is prohibited by law or regulation, or in any manner that would be a violation of any law or regulation if it were to have been done by HCA.
- g) CF represents and warrants that if it uses, discloses, releases, reveals, shows, sells, rents, leases, loans, publishes, or otherwise grants access to PHI or any element of PHI, it will do so only in the minimum amount and to the minimum number of individuals necessary to achieve the purpose of the instructional/clinical program.
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- i) CF agrees that it will immediately report to HCA any use or disclosure of PHI received from HCA that is not authorized by or otherwise constitutes a violation of this Agreement.
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- b) Upon request from the College's custodian of public records, provide the College with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the College.
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- e) **IF HEALTH CARE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE HEALTH CARE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COLLEGE'S CUSTODIAN OF RECORDS AT: CHARLES PRINCE, VICE PRESIDENT OF ADMINISTRATION AND FINANCE, AT (352) 873-5823, [PRINCECH@CF.EDU](mailto:PRINCECH@CF.EDU) OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34474-4415.**

The undersigned hereby approve this Affiliation Agreement.

Witnesses:

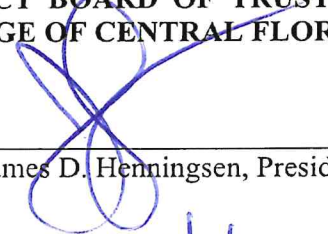
**DISTRICT BOARD OF TRUSTEE OF THE  
COLLEGE OF CENTRAL FLORIDA**

  
FIRST WITNESS' SIGNATURE

ERIN CARTER  
FIRST WITNESS' PRINTED NAME

  
SECOND WITNESS' SIGNATURE

Suzanne Aldana  
SECOND WITNESS' PRINTED NAME

By:   
James D. Henningsen, President

Date: 4/9/26

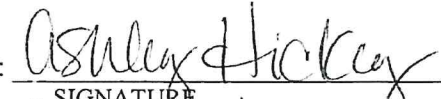
**TIOGA DENTAL AND ORTHODONTICS**

  
FIRST WITNESS' SIGNATURE

Nicole Wills  
FIRST WITNESS' PRINTED NAME

  
SECOND WITNESS' SIGNATURE

Taylor Brown  
SECOND WITNESS' PRINTED NAME

By:   
SIGNATURE

Ashley Hickey  
PRINTED NAME

Title: Practice Manager

Date: 4/1/26

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or [Compliance@cf.edu](mailto:Compliance@cf.edu).

**COLLEGE OF CENTRAL FLORIDA**

**6**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: CareerSource CLM Master Workforce Services Contract – Renewal

INITIATOR: Charles A. Prince  
Vice President of Administration and Finance

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

**Master Workforce Services Contract**

This “Master Contract” approach allows Citrus Levy Marion Regional Workforce Development Board, Inc. d/b/a CareerSource Citrus Levy Marion (formerly known as Workforce Connection) to more efficiently gain contract approval when working with board member agencies, such as CF. CareerSource Citrus, Levy, Marion will continue to use individual agreements to obligate funds for specific projects/training programs under this Master Agreement. This Master Workforce Services Contract term is July 1, 2026 to June 30, 2027 with the option to extend this contract for a one-year period, four years total, contingent upon funding received by CareerSource Citrus Levy Marion and satisfactory performance by the college.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees approve the Master Workforce Services Contract renewal and give authorization to the Board Chair to sign the Agreement on behalf of the College.



**MASTER WORKFORCE SERVICES CONTRACT**

**BETWEEN THE**

**CITRUS LEVY MARION REGIONAL  
WORKFORCE DEVELOPMENT BOARD, INC. (CLMRWDB)**

**d/b/a**

**CAREERSOURCE CITRUS LEVY MARION**

**AND THE**

**DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF  
CENTRAL FLORIDA**

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# MASTER WORKFORCE SERVICES CONTRACT

Between the

Citrus Levy Marion Regional Workforce Development Board,  
Inc. (CLMRWDB)

d/b/a

CareerSource Citrus Levy Marion

And

**The District Board of Trustees of College of Central Florida**

**WHEREAS** this Contract, entered into by and between the Citrus Levy Marion Regional Workforce Development Board, Inc., d/b/a CAREERSOURCE CITRUS LEVY MARION, hereinafter referred to as CLMRWDB, a not for profit corporation, under the laws of Florida, hereinafter referred to as "GRANTEE"; and the District Board of Trustees of College of Central Florida hereinafter referred to as "Contractor."

**WHEREAS**, the Grantee is legally empowered to Contract for delivery of employment and training services under the Workforce Innovation and Opportunity Act, hereinafter referred to as WIOA and Personal Responsibility and Work Opportunity Reconciliation Act of 1996, hereinafter referred to as the Act (Public Law 104.193), and the Workforce Innovation Act of 2000, hereinafter referred to as the Welfare Transition Program (WTP).

**WHEREAS** this Contracts period of services shall begin no earlier than **July 1, 2026** or the last signature date and shall be completed no later than **June 30, 2027**. All Contract cost must be incurred between these dates. CLMRWDB will exercise its option to extend this contract for a one-year period, four years total, contingent upon funding received by CLMRWDB and satisfactory performance by the contractor.

**WHEREAS** the Grantee wishes to engage the Contractor in the following workforce and/or workforce related services:

- Workforce training to support business needs
- Outplacement services
- Facility usage for workforce events
- Specialized training in support of various Grantee grants and
- Class-size training if authorized
- Support services, such as printing and graphic arts
- Assessment services

**WHEREAS** the Contractor has expressed an intent and demonstrated an ability and capability to provide these services.

**WHEREAS** the Contractor agrees to be the responsible administrator for services described herein.

**WHEREAS**, this Master Contract initiates the contractual obligation for a total amount not to exceed **\$200,000.00** which shall be reimbursed by the Grantee for the provision of services as outlined in the schedules of service/service agreements.

**WHEREAS**, the total Contract value of the Master Contract will be obligated in separate, individual schedules of service/service agreements, which shall be appended hereto. This agreement provides the authority to CareerSource Citrus Levy Marion to engage in future service/service agreements and does not specify what those may be at this time.

**WHEREAS** the parties agree to comply with all the terms and provisions of this Contract including and incorporating herein the specified attachments/exhibits.

**WHEREAS** the parties agree that all the terms and provisions of this Contract will remain in effect throughout the entire Contract period, and until or unless a written Contract modification or additional schedule of service/service agreement is initiated changing its terms are initiated and executed according to the terms of this Contract between the then legally empowered Contracting entities.

**WHEREAS** the parties further agree that Marion County, Florida, shall be the venue of any legal action between the parties, and that this Contract shall be read, interpreted, and construed in accordance with the laws of the State of Florida.

## **I. Modification(s)**

- a. The Contractor agrees to submit a written modification for approval prior to changing any budget line item or participant service level.
- b. The Grantee agrees to make any changes in this Contract only through a written modification.
- c. All modifications initiated by the Contractor will be bilateral.
- d. The Grantee may make a unilateral modification to this Contract at any time; however, the provisions of this agreement may only be amended, supplemented, waived, or changed in writing with specific reference to this Agreement which is signed by both parties.
- e. Modifications to this Contract shall be bilateral in nature except when required by changes in U.S. Department of Labor or State of Florida regulations, policies, or funding, or when required by a change in State or Federal Law, or to effect an assignment of all Contract rights of Grantee to a new Administrative Entity/Grant Recipient.
- f. The total amount reserved in this Master Contract cannot be exceeded through individual scheduled of service/service agreements without a modification,

## **2. Amendments**

This Agreement constitutes the entire Contract between the parties hereto. No representation, modification, or amendment hereto, whether oral or written, shall be effective unless it is in writing and signed by the parties hereto.

Notwithstanding the first paragraph, above, the Grantee may unilaterally amend this Contract at will in order to accommodate any change in the Act or WIOA and/or WTP or any change in the interpretation of the Act or WIOA and/or WTP or any applicable Federal, State or local laws, regulations, rules or policies. The Grantee will notify the Contractor of the unilateral amendment and provide a copy for their records. In the event a unilateral amendment cannot be complied with by the Contractor, then the Contract will be terminated for convenience.

## **3. Changes**

The Grantee may, from time to time, request with the consent of the Contractor, additional services authorized under this Master Contract through individual schedules of service/service agreement, and these shall be incorporated into this Master Contract.

At any time after the completion of each quarter of operation under this Contract, the Grantee may remove from the total cost as set forth in this Contract and reallocate to other WIOA and/or WTP activity, any such funds, which the Grantee determines, will remain unspent upon the expiration of the term of this Contract. Such removal shall be accomplished after consultation with the contractor, by written amendment hereto, with or without any subsequent execution of written agreement of the Contractor but with its consent as granted by execution hereof.

## **4. Standards of Conduct**

The Contractor hereby agrees that in administering this Contract, it will comply with the standards of conduct, hereinafter specified, for maintaining the integrity of the program and avoiding any conflict of interest in its administration.

- a. General Assurance -- Every reasonable course of action will be taken by the Contractor in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. This Contract will be administered in an impartial manner, free from personal, financial, or political gain. The Contractor, its executive staff and employees, in administering this Contract, will avoid situations, which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.
- b. Conducting Business Involving Relatives -- No relative by blood, adoption, or marriage of any executive or employee of the Contractor shall receive favorable treatment for enrollment into services provided by, or employment with, the Contractor. The Contractor shall also avoid entering into any agreements for services with a relative by blood, adoption, or marriage. When it is in the public interest for the Contractor to conduct business (only for the purpose of services to be provided) with a relative, the Contractor shall obtain the written approval from the Grantee before entering into an agreement. All pertinent correspondence shall be kept on file and available for monitoring and audit reviews.
- c. Conducting Business Involving Close Personal Friends and Associates -- Executives and employees of the Contractor will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and in administering this Contract, will

exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the Contractor to conduct business with a friend or associate of an executive or employee of the Contractor, a permanent record of the transaction will be retained.

- d. Avoidance of Conflict of Economic Interest -- An executive, officer, agent, representative, or employee of the Contractor will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by the Contractor. Supplies, materials, equipment, or services purchased with Act funds will be used solely for purposes allowed under this Contract.

For the purpose of this Contract, "relative by blood, adoption, or marriage," shall include: wife, husband, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, stepfather, stepmother, stepson, step-daughter, stepbrother, stepsister, half-brother, or half-sister.

- e. Contracts with Board Members – Any agreement between the Citrus Levy Marion Regional Workforce Development Board, Inc., and an organization or individual represented on the Citrus Levy Marion Regional Workforce Development Board Inc. Board of Directors must be approved by a two-thirds vote of the Board. Any expenditures prior to the date of approval shall not be reimbursed to the organization or individual represented on the Board of Directors if the agreement is rejected by a vote of the Board.

## **5. Sub-Contracting and Assignment**

The Contractor shall not assign this Contract or any part thereon, unless otherwise provided for, without the written consent of the Chief Executive Officer, Grantee, but in no case shall such consent relieve the Contractor from the obligations under, or change the terms of the Contract.

The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the written approval of the Chief Executive Officer, Grantee, having first been obtained.

The transfer or assignment of any Contract funds, either in whole or in part, any interest therein, which shall be due or become due to the Contractor, shall cause the annulment of said transfer or assignment so far as the Grantee is concerned.

The Contractor may not assign this Contract in whole or part to any third party unless provided for in writing by the Grantee or accepted by inclusion in the Scope of Work.

## **6. Audits, Inspections and Monitoring**

At any time during normal business hours and as often as the U.S. Comptroller General, Auditor General of the State of Florida, or the Grantee may deem necessary, the Contractor shall make available to the Grantee for Examination, all of its records with respect to all matters covered by this Contract. The Grantee, Auditor General of the State of Florida, and the U.S. Comptroller General shall have the authority to audit, examine, and make excerpts, transcripts, and photocopies from records, including all Contracts, invoices, materials, payrolls, and records of personnel, conditions of employment, computer records, and other data relating to all matters covered by this Contract. This right also includes timely and reasonable access to Contractor or

subcontractor's personnel for the purpose of interviews and discussions related to such documents (Contracts).

- a. The Grantee shall have the authority to examine the books and records used by the Contractor in accounting for expenses incurred under this Contract. Should these books and records not meet generally accepted accounting practices, the Grantee reserve the right to withhold any or all its funding to the Contractor until they do meet these standards.
- b. The Grantee shall have the authority to examine all forms and documents used, including, but not limited to, purchase requisitions, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks, and other checks used by the Contractor.
- c. The Grantee may require the Contractor to use any or all of the Grantee's accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of all fiscal matters relating to this Contract.
- d. The Grantee reserves the right to dispatch auditors/monitors of its choosing to any site where any phase of the program is being conducted, controlled, or advanced in any way, tangible or intangible. Such sites may include the home office, any branch office or other locations of the Contractor if such sites or the activities performed thereon have any relationship to the program covered by this Contract.
- e. The Grantee shall have the authority to make physical inspections and to require such physical safeguarding devices as locks, alarms, safes, fire extinguishers, sprinkler system, etc., to safeguard property and/or equipment authorized by this Contract.
- f. Any indirect cost rate charged to this contract must be approved by the contractor's federal cognizant agency. The contractor will be required to submit a copy of the indirect cost plan and evidence of approval by its federal cognizant agency to the Grantee.
- g. Subject to the discretion of the Grantee, certain authorized members of the Grantee shall have the right to be present at all of the Contractor's staff meetings, Board of Director's meetings, Advisory Committee meetings, and Advisory Board meetings if an item to be discussed is an item of this Contract.
- h. The Contractor will make financial and programmatic periodic, final, close-out and annual reports as prescribed by Grantee.
- i. The Contractor shall be responsible for securing an annual, independent audit of its operations, which will separately identify the revenues and expenditures for the services provided pursuant to this Contract.
- j. Annual Audit Requirements. A commercial organization receiving \$25,000 or more in a fiscal year in federal financial assistance to operate a federal program and non-federal organizations including but not limited to State governments, Nonprofit organizations and Educational institutions receiving \$300,000 or more in a fiscal year in federal awards are required to have annual independent audit. Organizations receiving less than the aforementioned amounts of federal awards are hereby precluded from charging any

portion of the cost of an audit to the Grantee. Contractors requiring annual audits will submit to the Grantee a copy of their annual audit within 30 days of the date the audit is released, but no later than nine months after the completion of this Contract.

- k. The Contractor shall be responsible for meeting the audit requirements of OMB Circular A-133, including any revisions thereto.
- l. Should the Grantee determine that a separate, independent audit of only this Contract be necessary, the Contractor warrants that it will obtain such an audit or allow the conduct of such an audit obtained by Grantee. Further, the Contractor assures that it will cooperate fully with audits conducted by State and Federal audit entities.
- m. If the Contractor fails to perform in whole or in part under this Contract, or fails to make sufficient progress to endanger performance, the Grantee shall notify the Contractor of such unsatisfactory performance in writing. The Contractor shall have ten (10) working days in which to respond with a plan agreeable to the Grantee for correction of the deficiencies. If the Contractor does not respond within the appointed time, or does not respond with appropriate plans, the Grantee may terminate this Contract for cause or convenience as provided for herein.

When a fiscal or special audit determines that the Contractor has expended funds which are questioned under the criteria set forth herein, the Contractor shall be notified and given the opportunity to justify questioned expenditures prior to the Grantee's final determination of the disallowed costs. The Contractor agrees that any disallowed costs resulting from an audit(s) will be the sole responsibility and liability of the Contractor.

The Contractor recognizes that the Grantee, an administrative entity/grant recipient under the Act has the responsibility and possesses every authority to monitor and investigate all matters regarding compliance by the Contractor; including subcontractors, if any, with provisions of the Contract and those documents enumerated in the Contract.

The Grantee will perform program and administrative monitoring as often as deemed necessary, but at least annually.

The Grantee will issue a written monitoring report to the Contractor when deficiencies are noted. The Contractor shall have twenty (20) working days in which to respond, in writing, with a plan agreeable to the Grantee for correction of the deficiencies. If the Contractor does not respond within the appointed time, or does not respond with appropriate plans, the Grantee may terminate this Contract for cause or convenience as provided for herein.

The Contractor will develop and implement its own internal monitoring procedures to ensure that its activities comply with the Contract and that adequate administrative and accounting controls are being used.

Grantee may investigate any matter it deems necessary to determine compliance with this Contract and those documents enumerated in the Contract. The investigations may include examining records, questioning employees, and entering any premises or onto any site in which any part of a program of the Contractor is conducted or in which any of the records of the Contractor are kept.

- a) The Grantee, the U.S. Secretary of Labor, the Inspector General of the U.S. Department of Labor, the U.S. Comptroller General, or their designated representatives may monitor the Contractor's operation for compliance with the terms and conditions of this Contract. To carry out this function, officials shall have access to the Contractor's office or any site at which the Contractor operates, maintains offices, or keeps books and records.
- b) Such monitoring may also include on-site monitoring of program operations; inspection and/or transcription of any program reports, documents, records, third party agreements and Contracts; interviews with any beneficiary; or observations of any actions covered under this Contract.
- c) The management, administration, and implementation of all terms and conditions of this Contract shall be performed in a manner satisfactory to the Grantee. The Grantee may act in its own best interest including, but not limited to:
  - 1) Requiring a written report of corrective action within specific time frames;
  - 2) Withholding payment;
  - 3) Disallowing inappropriate claims, payments, or costs;
  - 4) Deobligating Contract funds; or
  - 5) Terminating or suspending this Contract.

If the Contractor determines that the program described in this Contract is not functioning as intended, the Contractor shall notify the Grantee immediately by telephone, followed by written notice, which may result in bilateral corrective action, or adjustment of the Contractual terms through modification of this Contract.

## 7. Retention of Records

As specified in the State of Florida General records Schedule (GRS) GS1-L, the Contractor will retain all records pertinent to the Contract including financial, statistical, property, participant, and supporting documentation as follows:

- a) Five (5) years after completion of project provided applicable audits have been released.
- b) Project completion has not occurred until all reporting requirements are satisfied, and final payments have been received.
- c) If any litigation, audit or claim remains unresolved at the expiration of the longest of the hereinabove stated periods, then the records will be retained until all outstanding issues have been resolved.
- d) If the Contractor is not able to retain the necessary participant and financial records, it shall transfer such records to the Grantee. Such records shall be transmitted to the Grantee for acceptance in an orderly fashion, with documents properly labeled and filed and in an acceptable condition for storage.

**Rights of Inspection:** The Grantee may terminate this Contract without advance notice if the Contractor fails or refuses to permit inspection of its books and records by duly authorized Federal, State and Grantee representatives, or any person seeking inspection of the Contractor's records pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes.

Program participant confidentiality will be maintained in accordance with the following policy:

1. Records will be maintained in a safe, secure, and locked filing system.
2. Only persons having a need to consult or handle records will be authorized to access records.
3. Sign-out procedures will be used for checking records in and out including acknowledgment of responsibility for the records by the person checking them out.
4. Officials will be restricted to gathering information on participants/applicants to the extent provided for by the Law.
5. Officials will be allowed access to records as provided for in law, rule or official policy and information contained in records will be disclosed to properly authorized officials as provided for in the Law.
6. Records will be released to unauthorized or unofficial parties only
  - under a court issued subpoena or lawful order as part of a court proceeding or as part of an investigation; or
  - at the request of, and on the express written consent of, the participant/applicant, notwithstanding provisions of Chapter 119, Florida Statutes.

Additionally, the Contractor will transmit a copy of all documents generated on any participant to the Central Records Unit of the One Stop System Provider, CareerSource Citrus Levy Marion, for inclusion in the CRU Master Participant File, including but not limited to: Assessment records, training certifications, MIS forms, etc. Once the customer record is considered closed, all records must be transmitted to the Central Records Unit.

The Contractor will grant access to and the right to copy any books, accounts, records, correspondence or other documents pertinent to the Contract that are in the possession, custody or control of the Contractor or its agents, assignees or subcontractors by the duly authorized Federal, State and Grantee representatives.

This clause shall be inserted by the Contractor in agreements with its subcontractors, if any. Grantee will provide the Contractor appropriate notice of its intent to gain access to the Contractor's records, except that Grantee reserves the right to access Contract records on demand without notice.

## **8. Financial Management**

The Contractor must account for financial transactions using internal control procedures, which meet Generally Accepted Accounting Principles, requirements of Generally Accepted Governmental Auditing Standards, and all Federal, State and Local rules, regulations and statutes. The Contractor will develop, implement, and maintain internal control policies and procedures that address all areas of financial management. Those areas include, but are not limited to the following:

1. Cash Receipts
2. Cash Disbursements

3. Payroll
4. Personnel
5. Purchasing
6. Subsidiary Ledgers and Journals
7. Bonding/Employee Dishonesty Insurance – The Contractor's employees who handle cash, accounts and negotiable instruments must be bonded or insured up to an amount equal to or greater than the sum of cash disbursements and cash receipts for any given week.
8. Cost Allocation Plan
9. Equipment and Property – An annual inventory of these items will be taken and certified to the Grantee. All items having an acquisition unit cost of \$500.00 or more with a useful life of one year.

## **9. Salary and Bonus Limitations**

In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading 'Employment and Training' that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to contractors providing goods and services as defined in OMB Circular A-133.

## **10. Billing and Payment Conditions**

Form and content of billings will be as prescribed by Grantee.

The Contractor understands and agrees that Grantee may withhold payments to which the Contractor is otherwise entitled for failure of the Contractor to meet or make substantial progress towards meeting the Contract's scope of work objectives.

Grantee may withhold payments in whole or part pending the results of actions taken to terminate for cause is invoked.

## **11. Documentation Required for Reimbursement**

The Contractor will maintain procedures and systems that will account for individuals and services served under the Contract, the Contract services provided to individuals, the relationship between individuals served and services provided; and Contract expenditures. Further, the system must be capable of accounting for all transactions made and generating information at both discrete and summary levels of detail. The Contractor will follow any programmatic procedures and systems prescribed by Grantee.

## **12. Fiscal Responsibilities, Payments, Fiscal Limitations and Requirements**

The Contractor will maintain an accounting system on the accrual basis that meets generally accepted principles, practices and standards for an accounting system and which will permit tracing of Contract funds from source documents through summary reports. Further, the accounting system will account for Contract expenditures at a level of detail that assures that every expenditure is an allowable cost under WIOA and/or WTP and the Contract and is

reasonable and necessary to the operation of the Contract and is allocable to the Contract and the cost category charged. The Contractor will provide at a minimum, quarterly reports, which show accrued expenses by functional expense category for WIOA and/or WTP. The quarters end March 31, June 30, September 30, and December 31<sup>st</sup>. of the contract period.

- a. The Contractor shall establish and maintain an auditable system, in accordance with recognized accounting practices and the Grantee requirements for fiscal and program reports. This includes establishing internal management controls to ensure that Contractual activities are properly and adequately reported. The Contractor will prepare and submit reports in conformity with the Grantee's designated formats and schedules. The Contractor shall maintain records specified by the Grantee and retain such reports for three (3) years from the date all audits are completed and findings on all claims have been finally resolved.
- b. The Contractor agrees that payments are predicated upon properly documented proof completed in accordance with the terms of this Contract. The Contractor shall submit an invoice for payments due no later than the fifteenth (15th) calendar day of the month following the reporting period. The Grantee shall make payments to the Contractor within forty-five (45) days of written receipt and acceptance of each invoice by the Grantee's fiscal manager. Failure to comply with invoicing requirements may result in a delay of reimbursement.
- c. Contractors may request cash advances for up to two weeks of projected expenditures. The Contractor to the Grantees' finance department shall submit the cash advance request. Contractors receiving cash advances will be required to submit monthly financial reports detailing the expenditures of the advance.
- d. The Grantee shall supply such items of equipment as may be reasonable and necessary, as determined by the Grantee, in support of the Contractor's activities described herein, provided that any and all such purchases, or other methods of supply of equipment shall be made in accordance with OMB Circular (2 CFR Part 200) and the Grantee's Procurement Policies. It is additionally understood and agreed that supplies and equipment which are non-consumable (those items with an expected life of more than one year with an acquisition cost of \$750 or more per item) are to be accounted for and reported to Grantee in writing. Such items shall be the property of the Grantee and the Contractor shall promptly deliver the same to the Grantee upon any cancellation or termination of this Contract.

The Contractor shall establish such standards and procedures as are required of a recipient of funds under WIOA and/or WTP to assure against program abuses including, but not limited to:

- Mis-expenditure of funds; nepotism; conflicts of interest; the charging of fees in connection with participation in the program; excessive or unreasonable legal fees; the improper commingling of funds received from other sources, the failure to keep and maintain sufficient, auditable, or otherwise adequate records; political patronage; violations of applicable child labor laws; and use of funds for political (including lobbying), religious, anti-religious, unionization, or anti-unionization activities.

Should the Contractor or its subcontractors, if any, mispend or misuse Contract funds; the Contractor, upon such finding and determination, shall be held liable for the repayment of such amounts determined to have been mispend or unallowable due to willful disregard of the requirements of WIOA and/or WTP or the Contract, gross negligence, or failure to observe accepted standards of administration.

Misspent or misused funds shall be explicitly understood by the Contractor to include expended costs, budgeted or otherwise, which are determined through audit or otherwise to be unreasonable, unnecessary or mis-allocated. Repayment of misspent funds shall be from sources other than those provided under the Contract or through WIOA and/or WTP, notwithstanding any other provisions of the Grantee's Debt Collection Procedure.

### **13. Method of Payment**

The Contractor will be paid for Contract budgeted costs that are actually incurred in delivering the specified scope of work. Compensation to the Contractor is further conditioned on applicable WIOA and/or WTP funds being continuously made available to and being received in a timely manner by Grantee through the WIOA and/or WTP funding mechanism in amounts sufficient to reimburse costs as provided for herein.

It is understood and agreed by and between the parties to this Contract that the Contractor's payment will be conditioned upon satisfactory performance. Satisfactory performance in this case is defined in both Exhibit II, the Statement of Work/Scope of Work, Performance Requirements if these conditions apply.

### **14. Program Income**

Contractor hereby agrees to report quarterly any WIOA and/or WTP income earned as a result of the above-cited Contract for WIOA and/or WTP services. Such program income will be reported to CLMRWDB for the purpose of complying with Regulations. Program income shall be used in accordance with WIOA and/or WTP Regulations. The use of such income will be reported to CLMRWDB as a quarterly expense. Any program income not expensed by the termination date of this Contract will be repaid to CLMRWDB so that it may comply with the requirements of the State (FMA-94-03R) in its disposition.

If such program income is generated, Contractor will submit a plan to CLMRWDB for the use of such income. Contractor agrees to use program income only in accordance with a plan approved by CLMRWDB. CLMRWDB will not unreasonably withhold its approval provided the plan is consistent with 20 CFR 627.450 or FMA-94-03R and the purpose contained in the original Contract cited above.

### **15. Cost Allocation**

All costs under this contract must be properly allocated to WIOA and/or WTP funding sources. All time must be allocated using a procedure approved by CLMRWDB Finance and Audit Manager. A cost allocation plan must be submitted to CLMRWDB Finance and Audit Manager for approval prior to use.

### **16. Availability of Funds**

The Grantee through duly authorized representatives shall have the obligation to:

- a. Notify the Contractor of any changes in the Act or WIOA and/or WTP regulation, rule and law that is specifically named and incorporated into this Contract, which may affect the Contractor's performance under the terms and conditions of this Contract.

- b. Provide to the Contractor prescribed reporting forms, along with written instructions and procedures, required by the Grantee.

## **17. Procurement**

Procurement of property, goods and services from Contract funds shall be governed by Grantee's Procurement Policy or the Contractor's procurement policy and practices, provided they are consistent with the Office of Management Budget OMB Circular (2 CFR Part 200). A copy of the Grantee's Procurement Policy is available upon request. Should the Contractor determine to use their internal Procurement Policy, a copy of said policy shall be forwarded with the signed contract to the Grantee. Compliance shall be the express requirement of the Contractor.

## **18. Compliance with WIOA and/or WTP**

The Contractor assures that it will comply with the requirements of WIOA and/or WTP regulations and policies promulgated hereunder. The Contractor further agrees to comply with all subsequent revisions, modifications, and amendments to WIOA and/or WTP regulations. Failure by the Contractor to accept or comply with changes to WIOA and/or WTP regulations which affect the terms of this Contract, and which the Grantee shall present, in writing, shall be sufficient basis for termination by the Grantee.

This Contract flows from and will be operated in accordance with the following listed documents, which by reference are made a part of this Contract as if they were set forth herein.

- a. The Workforce Innovation and Opportunity Act (Section 101) and any revisions thereto; and
- b. The Workforce Innovation and Opportunity Act; Interim Final Rule and resulting Final Rule; and
- c. Workforce Florida Act of 1996 (FS Section 288.9950) and any revisions thereto; and
- d. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104.193) and any revisions thereto; and
- e. Florida's Workforce Innovation Act of 2000, WTP including rules and regulations promulgated under the Act and any regulations and revisions thereto; and
- f. Florida State rules, policies and procedures established pursuant to the authority granted the State under WIOA and any changes thereto; and,
- g. The in-effect Workforce Services/WIOA Plan which includes the Workforce Innovation and Opportunity Act, Wagner-Peyser Act and Welfare Transition Program for Region 10 and any modifications or changes thereto, and all applicable policies issued by the CLMRWDB.

If a conflict arises in the interpretation of the Contract, then the hereinabove-listed documents will take precedence in the order provided over the Contract for resolving the conflict. The extent of any defect found in the Contract relative to any of these documents is limited to those clauses of the Contract affected and is not to be construed to render the entirety of the Contract defective.

Grantee shall have sole authority to interpret this Contract and any matters appertaining thereto. Verbal representations made by either Contractual party to the other or by a third party to either of the Contractual parties shall not be considered binding interpretations of the Contract.

### **19. Compliance with Federal, State, and Local Laws, Regulations, Rules, Directives, Issuances and Ordinances**

- a. The Contractor further assures that it will adhere to and comply with any and all applicable Federal, State, and Local statutes, rules, regulations, directives, issuances and ordinances in effect or promulgated during the term of this Contract of any extensions thereof, and will require any subcontractors to do likewise.
- b. The Contractor understands and agrees that verbal communication between the parties will not be accepted in any audit determination or other matter involving interpretation of the rules, policy directives, and regulations governing the implementation of program activities under this Contract.
- c. The Contractor understands and further assures that it will adhere to and comply with any and all applicable administrative requirements and information; general specifications; and, performance driven cost reimbursement Contracting manual requirements set forth in the Request for Proposals (RFP) package.

### **20. Non-Discrimination, Equal Opportunity and Affirmative Action**

The Contractor agrees to comply with Public Law 97-300, Title VI and VII of the Civil Rights Act of 1964, as amended; Age Discrimination Act of 1975, as amended; Section 504 of the Rehabilitation Act of 1973 as amended by the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, as amended; Workforce Innovation and Opportunity Act (WIOA) 29 CFR 37, including the Nontraditional Employment for Women Act of 1991; and the Florida's Human Rights Act of 1977; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 37.

The Contractor further agrees that no individual, on the grounds of race, color, religion, gender, pregnancy, national origin, age, handicap, or marital status shall be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the Contract.

It is also agreed that participation in programs and activities shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. The Contractor will comply with the State's affirmative action requirements and will maintain an in-force and up-to-date Affirmative Action Plan, which by reference is considered to be and made a part of this Contract, on file with Grantee at all times.

The Contractor assures that all programs and activities, conducted under this Contract, are accessible to the disabled. Where the physical facilities are not accessible, an alternate plan for accessing the program or activity must be developed, approved by Grantee and retained on file.

The following legislation provides persons with disabilities certain protection and/or employment opportunities:

- As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
  - Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;
  - Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
  - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
  - Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination based on sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements, the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- Wagner-Peyser Act, as amended by the Workforce Innovation and Opportunity Act (Public Law 105-220) Section 8 (b).
- Non-discrimination and Equal Opportunity provisions of WIOA, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act, Section 504 of the Rehabilitative Act, Title IX of the Education Act, and the Nontraditional Employment for Women Act.
- The Rehabilitation Act of 1973, Public Law 93-112, as amended December 1974. (29 U.S.C. 706 and 793), as amended by sec. 111, P.L. 93-516: sec. 103(d) (2) (B), P.L. 99-506: sec. 9, P.L. 100-259: sec. 512, P.L. 101-336: and secs. 102 and 505, P.L. 102-569.

Provisions must also be made for the limited English speaking and vision and sensory impaired. These provisions include having a plan to provide, when necessary, interpreters and sign language assistance, assuring adequate staff or other sources are available to adequately communicate with non-English speaking applicants.

- a. The Contractor assures that no person with responsibilities in the operation of any program under this Contract will discriminate with respect to any program participant or any applicant for participation in such program because of race, color, religion, gender, pregnancy, national origin, age, handicap, or marital status or due to participation in this program.
- b. The Contractor further agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, gender, pregnancy, national origin, age,

handicap, or marital status or due to participation in this program. Breach of this covenant may be regarded as material breach of this Contract and cause for termination.

- c. The Contractor further agrees to furnish the Grantee with employment data and such other information as the Grantee may require regarding the Contractor's hiring practices in conjunction with this Contract.

## **21. Complaints and Grievances**

The Contractor, as a sub-recipient of WIOA and/or WTP funds, shall follow the Grantee's "Grievance Procedure" in resolving complaints or grievances brought against the Contractor's program by participants or other parties.

The Contractor shall not discharge or in any manner discriminate against any individual in connection with the administration of the program, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to the Act, or WIOA and WTP or has testified or is about to testify in any such proceeding or investigation under or related to the Act or WIOA and WTP or otherwise unlawfully deny to any individual any benefit to which that participant is entitled under the provisions of the Act or WIOA and WTP.

## **22. Artificial Barriers**

The Contractor shall contribute to the maximum extent feasible, the elimination of artificial barriers to employment and occupational advancement.

## **23. Fundraising or Lobbying Activities**

No funds made available under the Act or WIOA and/or WTP shall be used in any way for lobbying or fundraising activities.

## **24. Unionization**

No funds made available under the Act or WIOA and/or WTP shall be used in any way to either promote or oppose unionization.

## **25. Gratuity**

No officer, employee or agent of the Contractor shall solicit or accept gratuities, favors or anything of monetary value from any actual or potential subcontractors and/or their respective clients with regards to this Contract.

## **26. Sectarian Activities**

Participants in the program will not be employed in the construction, operation, or maintenance of any facility that is used for Sectarian instruction or worship.

## **27. Child Labor**

All Contractors shall comply with applicable Federal, State, and local child labor laws.

## **28. Indemnification and Insurance**

CareerSource Citrus Levy Marion will maintain in full force and effect policies of insurance providing liability coverage in amounts sufficient to cover any loss and damages as a result of activities and services provided for under this contract. In addition to CareerSource Citrus Levy Marion's coverage, the Contractor must maintain a minimum of \$1,000,000 in liability insurance, and annually provide a copy to Grantee to ensure coverage. Notwithstanding the foregoing, if the Contractor is a state agency or subdivision as defined by 768.28, Florida Statutes, the contractor shall furnish the grantee, upon request, written verification of liability insurance in accordance with 768.28, Florida Statutes. Nothing herein shall be construed to extend any party's liability beyond that provided in 768.28, Florida Statutes. Nothing in this agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

## **29. Theft or Embezzlement of Employment and Training Funds**

The Grantee and the Contractor shall be liable for prosecution under the criminal provisions of the 18 U.S.C. 665 for theft or embezzlement of employment and training funds.

## **30. Employee Displacement (Maintenance of Effort)**

No currently employed worker shall be displaced by any participant, including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits. No participant shall be employed or job opening filled (1) when any other individual is on layoff from the same or any substantially equivalent job, or (2) when the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under the Act or WIOA and/or WTP. No jobs shall be created in a promotional line that will infringe, in any way, upon the promotional opportunities of currently employed individuals.

## **31. Clean Air Act of 1970, Federal Water Pollution Control Act, Patents and Copyrights and State Energy Plan**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970 and Federal Water Pollution Control Act, and to report any violations of said standards, orders or regulations to the Grantee and the U.S. Environmental Protection Agency Regional Office.

The Clean Air Act of 1970, as amended, is to establish federal standards for air pollutants from stationary and mobile sources and to work with the states to regulate polluting emissions. It is designed to improve air quality in areas of the country that do not meet federal standards and to prevent significant deterioration in areas where air quality exceeds those standards.

The Federal Water Pollution Control Act, as amended, is to restore and maintain the chemical, physical and biological integrity of the nation's waters.

The Contractor agrees to comply with all federal requirements regarding Patents and Copyrights and the adherence to the State Energy Plan.

### **32. Performance Requirements**

Performance requirements for the Contractor are contained in Exhibit II (If stipulated). If not stipulated will be marked "Intentionally Left Blank".

### **33. Assumption of Liability with Respect to Certain Contractor Eligibility Determinations**

The parties agree that should Contractor render services to any program participant prior to the Contractor receiving certification that the participant is eligible, Contractor shall be liable for any questioned or disallowed costs incurred prior to eligibility certification, which result from a subsequent determination that the participant is not eligible to participate in the program.

### **34. Programmatic Participant Records Management**

Participant case files will be maintained by the Career Specialist in the Automated Tracking Linking Archiving System (ATLAS). All information from the participant files will be uploaded to the ATLAS system as received and updated as changes to participation occur. Once all original documentation for the participant file has been uploaded and verified for accuracy into the ATLAS system, the original can be shredded after a 45-day period. It is the responsibility of the Career Specialist assigned to that participant's case management to verify that all documents have been properly uploaded before originals can be shredded. Participant files will include copies of certifications, counseling notes, recommendations for changes to the Individual Service Strategy (ISS), Individual Employment Plan (IEP), or Individual Responsibility Plan (IRP), fund coordination, closure information and any backup documentation as well as general information about the specific participant.

### **35. Financial Assistance Procedures (Pell Grant, HEA, et al)**

Case Management or Training Services, provided by Contractor must ensure every participant apply for Pell Grants and other HEA funding/assistance and to reconcile all funding received to insure non-duplication of payments for services. This includes but is not limited to retaining a copy of the initial application(s) for Pell Grants and/or HEA funding in each participant file and documentation of these actions in the Individual Responsibility Plan (IRP), Individual Employment Plan (IEP), or Individual Service Strategy (ISS). The Contractor that provides case management or training services will follow CareerSource Citrus Levy Marion, OPS-27.

### **36. Sanctions**

In accordance with 20 CFR 97.36(l)(1), CLMRWDB will provide for sanctions and penalties as may be appropriate for any administrative, contractual, or legal remedies in instances where Contractors violate or breach contract terms.

- A. Termination for Breach – CLMRWDB may terminate this Contract for any breach of the contract terms, non-performance or failure to achieve performance goals, upon no less than thirty (30) days' notice in writing to Contractor. If applicable, the funding entity may employ default provisions in Chapter 60A-1.006(3), FAC. Waiver of any breach in a provision of this Contract shall not be deemed a waiver of any other or subsequent breach and shall not be construed as a modification of the terms of this Contract. In the event of termination pursuant to this paragraph, Contractor shall be compensated only for work satisfactorily completed prior to notification of termination, less any damages incurred as a result of breach or non-performance. This provision does not limit CLMRWDB's right to remedies at law or in equity.
- B. Remedies for Breach – In the event of a breach by Contractor of any of the terms or conditions of this Contract, CLMRWDB may elect one or more of the following remedies:
  - 1. Requiring a written report of corrective action within a specified time frame;
  - 2. Withholding payment;
  - 3. Formal Audit of funds spent to date;
  - 4. Removal from CLMRWDB's Bidder List;
  - 5. Disallowing claims, payments or costs;
  - 6. Deobligating contract funds;
  - 7. Legal actions to recoup unspent funds;
  - 8. Increasing monitoring of program operations;
  - 9. Suspending or terminating the Contract;
  - 10. Legal actions as warranted.

### **37. Labor Standards - Displacement Prohibitions**

WIOA Section 181(b) (2), states:

- 1. Displacement:
  - a. Prohibition.--A participant in a program or activity authorized under this title (referred to in this section as a "specified activity") shall not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of the participation).
  - b. Prohibition on impairment of contracts.--A specified activity shall not impair an existing contract for services or collective bargaining agreement, and no such activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- 2. Other prohibitions.--A participant in a specified activity shall not be employed in a job if—
  - a. any other individual is on layoff from the same or any substantially equivalent job;
  - b. the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy so created with the participant; or
  - c. the job is created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).

3. Health and safety.--Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees shall be equally applicable to working conditions of participants engaged in specified activities. To the extent that a State workers' compensation law applies, workers' compensation shall be provided to participants on the same basis as the compensation is provided to other individuals in the State in similar employment.
4. Employment conditions.--Individuals in on-the-job training or individuals employed in programs and activities under this title, shall be provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
5. Opportunity to submit comments.--Interested members of the public, including representatives of businesses and of labor organizations, shall be provided an opportunity to submit comments to the Secretary with respect to programs and activities proposed to be funded under subtitle B.
6. No impact on union organizing.--Each recipient of funds under this title shall provide to the Secretary assurances that none of such funds will be used to assist, promote, or deter union organizing."

The Contractor agrees to take all appropriate steps to insure that no funds are used in contravention of the provisions cited above.

### **38. Notices**

Transmittal of notices regarding this contract from the Contractor to the Grantee shall be made in writing detailing information that affects the contract. These notices shall be sent to: Thomas E. Skinner, Chief Executive Officer, CLMRWDB, 3003 SW College Road, Suite 205, Ocala, FL 34474. All notices should include the program name, the contract number and date change takes effect.

### **39. Notice of Requirements Pertaining to Rights to Data.**

Specifically, the awarding agency and the Department of Labor shall have unlimited rights to any data first produced or delivered under the agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing program, including the inputting of data).

### **40. Headings**

Headings contained in the Contract are provided for ease of reference and are not to be construed as part of the Contract.

### **41. Page Numbers**

Page numbers throughout this Contract are consecutive from page 1 through the Signature Page of the pre-formatted Boiler-Plate Contract. Pages inserted within the Contract under Statements/Certifications and any Exhibits will be numbered with the appropriate section page

number followed by A, B, C, or -1, -2, -3, etc., until each page inserted in those areas are counted in the Contract.

#### **42. 501(c) Disclosure**

A tax-exempt organization under s.501(c) of the Internal Revenue Code of 1986, which receives funds under this chapter, must disclose receipt of federal funds on any advertising, promotional, or other material in accordance with federal regulations.

#### **43. Termination for Cause**

If, through any cause, the Contractor shall fail to fulfill its obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of the Contract, the Grantee shall thereupon have the right to terminate this Contract, by giving written notice to the Contractor (via register mail, return receipt requested) of such termination and specify the effective date thereof, at least fifteen (15) days before the effective date of such termination. The Contractor has 30 days from the termination date to close this Contract.

Anything to the contrary notwithstanding, cancellation shall be instant if at any time the Department of Labor or the State of Florida cancels, fails to fund or otherwise terminates or negates the Grant through which this Contract is funded. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Grantee, become the Grantee's property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Grantee for damages sustained by the Grantee by virtue of any breach of the Contract by the Contractor, and the Grantee may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Grantee from the Contractor is determined.

It is expressly agreed that the Grantee's determination as to the quality and acceptability of services under this Contract shall be conclusive, subject to any rights of appeal available to the Contractor.

#### **44. Termination for Convenience**

- a) Either party may request termination for convenience by providing the other with no less than thirty (30) calendar days written notice (via register mail, return receipt requested) prior to the effective date of such termination.
- b) The performance of work under the Contract may be terminated, in whole, or from time to time, in part, by the Grantee whenever the Grantee determines that such termination or suspension is in the best interest of the Grantee and the CLMRWDB. Termination of work hereunder shall be effective by delivery to the Contractor of a Notice of Termination (via registered mail, return receipt requested) specifying the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes

effective. In no instance shall a termination for convenience be effective in less than fifteen (15) days after receipt of notice thereof.

- c) After receipt of the Notice of Termination, the Contractor shall cancel outstanding commitments covering the procurement or rental of materials, supplies, equipment, and miscellaneous items. The Contractor has 30 days from the termination date to close this Contract. In addition, the Contractor shall exercise all reasonable diligence to accomplish the cancellation or diversion of outstanding commitments covering personal services that extend beyond the date of such termination to the extent that they relate to the performance of any work terminated by the notice. With respect to such canceled commitments, the Contractor agrees to:
1. Settle all outstanding liabilities and all claims arising out of such cancellation of commitments; or ratify all such settlements; and,
  2. Assign to the Grantee in the matter, at the time and to the extent directed by the Grantee, all of the rights, title, and interest of the Contractor under the orders and Sub-Contracts so terminated.

#### **45. Counterparts to the Contract**

This Contract will be executed in two exact counterparts by original signature of the parties' representatives. Grantee will furnish the Contractor with one of the two originally executed counterparts.

#### **46. As specified in the Sarbanes-Oxley Act of 2002 and Section 1553, Federal Acquisition Regulation Case 2009-012**

It is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC). It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC). The contractor shall post notice of employees rights and remedies for whistleblower protections provided under section 1553 of the American Recovery and Reinvestment Act of 2009 (Pub L.111-5).

#### **47. Reporting Of Additional Funding Sources**

Upon acceptance of a Workforce grant award, Contractor accepts responsibilities involving the management and administration of programmatic, financial and reporting aspects of the grant project. Communication and coordination between the Grantee and Contractor is essential for a successful grant project. Contractor is responsible to immediately notify Grantee of all additional funding received, directly or indirectly, and the sources that have a significant impact on Workforce grant-supported projects/activities.

This information may be required where collaboration and/or coordination with other programs, services, or activities are required or desired. In these cases, Contractors must describe how activities funded from this grant will be coordinated with other programs, services, and activities funded from other sources. The purpose of such coordination is to ensure that: the use of funds

from all sources is maximized; program services and activities are not duplicated among programs; and services are provided to participants in an integrated, coherent fashion.

#### **48. Contract Closeout Procedures**

Closeout procedures for contracts/grants are necessary to ensure the timely closure of contracts, and to facilitate the timely and accurate financial and programmatic information reporting as required by federal and state mandates. Contractor agrees to adhere to the specific closeout actions and procedures as required by CareerSource Citrus Levy Marion's policy LOP-WC-025 and/or additional Board instructions after receipt of notice of termination of a contract/grant or at the end of the contracted period. Contractor also agrees to provide additional information and/or documents that may be required to effectively terminate the contract which may not be explicitly mentioned or enumerated in the local operating policy.

#### **49. Intellectual Property Rights**

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: (a) the copyright in all products developed under the grant, including a sub grant or contract under the grant or sub grant; and (b) any rights of copyright to which the grantee, sub grantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307

#### **50. Priority of Service**

Section 134(c) (3) (E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, one-stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services, and training services. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority to include individuals who are basic skills deficient as defined in WIOA section 3(5).

#### **51. Green Jobs Act of 2007**

Contractor is subject to the administrative standards and provisions of the Green Job Act of 2007, Public Law 110-140, 121 Stat. 1748 (codified at 29 U.S.C. 2916)

#### **52. Marketing and Communications**

All marketing and instructional materials produced under this agreement should recognize that the program is a partnership between \*\*\* and CareerSource Citrus Levy Marion under a grant through the US Department of Labor.

### **53. Required Language on Products Developed With Grant Funds**

If applicable, Grantee and Contractor must include the following language on all products developed in whole or in part with grant funds:

"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner."

### **54. Restrictions on Food and Beverage Cost**

As a sub recipient of federal and state financial assistance ("grants"), which are provided to the Contractor by CareerSource Citrus Levy Marion in the performance of this contract, Contractor is responsible for following the below guidelines as established by s. 445.007(10), Florida Statutes:

"State and federal funds provided to the regional workforce boards may not be used directly or indirectly to pay for meals, food, or beverages for board members, staff, or employees of regional workforce boards, Workforce Florida, Inc., or the Agency for Workforce Innovation except as expressly authorized by state law. Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in s. 112.061 and shall be in compliance with all applicable federal and state requirements. Boards are prohibited from expending state or federal funds for entertainment costs and recreational activities for board members and employees as these terms are defined by 2 C.F.R. part 230."

In accordance with DEO FG-071 dated May 7, 2012, the following exception applies to the policy as it pertains to Workforce Youth Services Program participants:

"State and federal funds may be used to provide food, beverage or dining activities for youth enrolled and participating in workforce youth programs provided that participants are not reimbursed in excess of the state per diem amounts for the specific meal or if contracted for by the regional workforce board, that such expenditures for all food and beverage per person per meal (including any associated costs such as, but not limited to, sales tax and service) shall not exceed those amounts stated in Florida Statutes 112.061(6)(b)."

### **55. Restrictions on Contracts with Grantee Board Members**

Any agreement between the CLMRWDB and an organization or individual represented on the Grantee's Board of directors must be approved by a two-thirds vote of the Board. Any expenditures prior to the date of approval shall not be reimbursed to the organization or individual represented on the Board of Directors if the contract is rejected by a vote of the Board.

**56. Contractor agrees to comply with the Davis-Bacon Act** as amended, as supplemented, the Copeland Anti-Kickback Act, as supplemented, and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented, regarding labor standards for federally assisted construction sub agreements.

## **57. Rights to Inventions Made Under Contract**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

## **58. Acronyms**

|         |                                                                       |
|---------|-----------------------------------------------------------------------|
| AA      | Affirmative Action                                                    |
| ABE     | Adult Basic Education                                                 |
| ACT     | Personal Responsibility & Work Opportunity Reconciliation Act of 1996 |
| ADA     | Americans with Disabilities Act                                       |
| ALMIS   | America's Labor Market Information System                             |
| ATLAS   | Automated Tracking Linking Archiving System                           |
| AWI     | Agency for Workforce Innovation                                       |
| CBO     | Community Based Organization                                          |
| CCF     | College of Central Florida                                            |
| CEO     | Chief Elected Official                                                |
| CFDA    | Catalog of Federal Domestic Assistance                                |
| CFR     | Code of Federal Regulations                                           |
| CIP     | Classification of Instructional Program                               |
| CLMRWDB | Citrus Levy Marion Regional Workforce Development Board               |
| CRT     | Classroom Training                                                    |
| CSCLM   | CareerSource Citrus Levy Marion                                       |
| CSWEX   | Community Service Work Experience                                     |
| DCF     | Department of Children & Families                                     |
| DOE     | Department of Education                                               |
| DOL     | Department of Labor                                                   |
| DOT     | Dictionary of Occupational Titles                                     |
| DVOP    | Disabled Veteran Outreach Program                                     |
| DVR/VR  | Division of Vocational Rehabilitation                                 |
| DW      | Dislocated Worker                                                     |
| ED      | Economic Development                                                  |
| EDC     | Economic Development Council                                          |
| EEO     | Equal Employment Opportunity                                          |
| EEOC    | Equal Employment Opportunity Commission                               |
| EER     | Entered Employment Rate (Job Placement Rate)                          |

|          |                                                                |
|----------|----------------------------------------------------------------|
| ESL/ESOL | English as a Second Language                                   |
| EST      | Employment Skills Training                                     |
| ETA      | Employment and Training Administration (USDOL)                 |
| EZ       | Enterprise Zone                                                |
| FBO      | Faith Based Organization                                       |
| FETPIP   | Florida's Education and Training Placement Information Program |
| FSET     | Food Stamps Employment & Training Program                      |
| FY       | Fiscal Year                                                    |
| GED      | General Equivalency Diploma                                    |
| HEA      | Higher Education Act                                           |
| IEP      | Individual Employment Plan                                     |
| IRP      | Individual Responsibility Plan                                 |
| IS       | In School                                                      |
| ISS      | Individual Service Strategy                                    |
| ITA      | Individual Training Account                                    |
| ITN      | Invitation to Negotiate                                        |
| LEA      | Local Education Agency                                         |
| LEO      | Local Elected Official                                         |
| LLSIL    | Lower Living Standard Income Level                             |
| LMA      | Labor Market Area                                              |
| LMI      | Labor Market Information                                       |
| LVER     | Local Veteran's Employment Representative                      |
| MIS      | Management Information Systems                                 |
| MSA      | Metropolitan Statistical Area                                  |
| MTC      | Marion Technical College                                       |
| NACO     | National Association of Counties                               |
| NAWB     | National Association of Workforce Boards                       |
| NAWDP    | National Association of Workforce Development Professionals    |
| NEG      | National Emergency Grant                                       |
| NFA      | Notice of Funds Available                                      |
| OJT      | On-The-Job Training                                            |
| OMB      | Office of Management & Budget                                  |
| OS       | Out of School                                                  |
| OSMIS    | One Stop Management Information System                         |
| OST      | Occupational Skill Training                                    |
| OY       | Older Youth                                                    |
| RFB      | Request for Bid                                                |
| RFP      | Request for Proposal                                           |
| RFQ      | Request for Quotation                                          |
| RR       | Rapid Response                                                 |
| SBMC     | School Board of Marion County                                  |
| SIC      | Standard Industrial Code                                       |
| TAA      | Trade Adjustment Assistant                                     |
| TABE     | Test of Adult Basic Education                                  |
| TANF     | Temporary Assistance for Needy Families                        |
| TCA      | Temporary Cash Assistance                                      |
| TJTC     | Targeted Jobs Tax Credit                                       |
| UC       | Unemployment Compensation                                      |
| VR       | Vocational Rehabilitation                                      |
| WDB      | Workforce Development Board                                    |
| WEX      | Work Experience                                                |

|      |                                          |
|------|------------------------------------------|
| WFI  | Workforce Florida, Inc.                  |
| WIOA | Workforce Innovation and Opportunity Act |
| WOTC | Work Opportunity Tax Credit              |
| WP   | Wagner-Peyser                            |
| WTC  | Withlacoochee Technical College          |
| WTP  | Welfare Transition Program               |
| WTW  | Welfare to Work                          |
| YY   | Younger Youth                            |
| YB   | Youth Build                              |

## **STATEMENTS/CERTIFICATIONS**

The undersigned agree to the following certifications

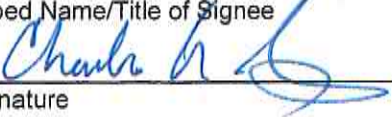
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**STATEMENT OF CONTRACTOR'S MAINTENANCE OF PARTICIPANTS AND FINANCIAL RECORDS**

The following individual(s) and site(s) have been delegated signatory authority for the program's participant and financial documents:

1. Charles A. Prince, Vice President, Administration & Finance

Typed Name/Title of Signee

  
Signature

3001 SW College Road, Ocala FL  
Address

(352) 873-5800  
Telephone

3/25/20  
Date

2. \_\_\_\_\_  
Typed Name/Title of Signee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

3. \_\_\_\_\_  
Typed Name/Title of Signee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone


\_\_\_\_\_  
Date

## CONFLICT OF INTEREST STATEMENT/CERTIFICATION

The Contractor must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either Section may result in rejection of this Contract.

### SECTION I

I hereby certify that no official or employee of the Grantee or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

|                                                                                                |                                                   |
|------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <br>Signature | <u>College of Central Florida</u><br>Company Name |
| <u>Charles A Prince</u><br>Name of Official (Type or Print)                                    | <u>3001 SW College Road</u><br>Business Address   |
| Date <u>3/25/12</u>                                                                            | <u>Ocala, FL 34474</u><br>City, State, Zip Code   |

### SECTION II

I hereby certify that the following named Grantee official(s) and employee(s) having material financial interest(s) [in excess of 5%] in this company have filed the appropriate Conflict of Interest statements with the Grantee prior to the beginning date of this Contract.

| Name  | Title or Position | Date of Filing |
|-------|-------------------|----------------|
| _____ | _____             | _____          |
| _____ | _____             | _____          |
| _____ | _____             | _____          |

## CONTRACTOR DISCLOSURE AND CERTIFICATION

For the purposes of the contract between CareerSource Citrus Levy Marion (Citrus Levy Marion Regional Workforce Development Board, Inc.) and, Contractor, the following disclosure is made:

The principals\* and owners\* of the contracting entity:

    x     have no relative\*\* who is a member of the board;

           have a relative\*\* who is a member of the board, whose name is

\_\_\_\_\_

**(See list of board members attached)**

There is/is not (circle one) a principal or owner who is a member of the board. If applicable, the principal's or owner's name is \_\_\_\_\_.

There is/is not (circle one) a principal or owner who is an employee of the board. If applicable, the principal's or owner's name is \_\_\_\_\_.

\*\*"Principal" means an owner or high level management employee with decision-making authority.

\*\*"Owner" means a person having any ownership interest in the contractor.

\*\*\*"Relative" means father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. 112.3143(1)(b), Fla. Stat.

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;
  - b. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and
  - d. Have not, within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

## **CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
2. If any other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form--LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification can be included in the award documents for all sub awards at all tiers (including Subcontracts, sub grants and Contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CERTIFICATION REGARDING A DRUG-FREE WORKPLACE**

The undersigned authorized representative of the Contractor hereby makes the following certification with respect to the execution of responsibilities assigned to the CLMRWDB by WIOA and the Drug-Free Workplace Act of 1988, 41 U.S.C.702 et seq., and 2 CFR 182. The Contractor will:

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying action that will be taken against employees for violation of such prohibition;
- b. Establish a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The Contractor's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Make it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a) of this certification;
- d. Notify the employees in the statement required by paragraph (a) of this certification that, as a condition of employment under the grant, the employee will:

1. Abide by the terms of the statement; and
2. Notify the Contractor of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction; and
  - e. Notify the CLMRWDB within ten (10) days after receiving notice under this subparagraph (d) (2), from an employee or otherwise receiving Actual notice of such conviction;
  - f. Take one of the following actions, within 30 days of receiving notice under the subparagraph (d) (2), with respect to any employee who is so convicted:
    1. Take appropriate personnel action against such an employee, up to and including termination; or
    2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement, or other appropriate agency;
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

## SWORN STATEMENT UNDER SECTION 287/133(3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF Florida

COUNTY OF Marion

Before me, the undersigned authority, personally appeared Charles A. Prince, who, being by me first duly sworn, made the following statement:

1. The business address of College of Central Florida (Contractor) is 3003 SW College Road, Ocala, FL 34474

2. My relationship to (Contractor) is VP-A&F (relationship such as sole proprietor, partner, president, vice president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

**(Draw a line through paragraph 6 if paragraph 7 below applies.)**

7. There has been a conviction of a public entity crime by the Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is

\_\_\_\_\_. A copy of the order of the Division of Administrative Hearings is attached to this statement.

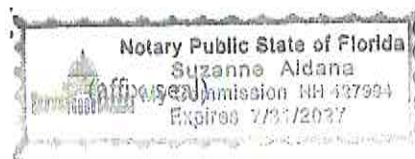
(Draw a line through paragraph 7 if paragraph 6 above applies.)

Charles H. [Signature] 3/25/26  
Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the day of March 25, 2026.

[Signature]  
Notary Public

7/31/2027  
My Commission Expires



## **CERTIFICATION REGARDING NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCES**

(29 CFR Part 37 and 45 CFR Part 80)

As a condition of the award of financial assistance from the Department of Labor under Title 1 of the WIOA, the CONTRACTOR assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I B financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The CONTRACTOR also assures that it will comply with 29 C.F.R. Part 37 and all other regulations implementing the laws listed above. This assurance applies to the CONTRACTOR'S operation of the WIOA Title I – financially assisted program or activity, and to all agreements the CONTRACTOR makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that Grantee and the United States has the right to seek judicial enforcement of the assurance.

By signing below, the CONTRACTOR certifies and assures that it will fully comply with the applicable assurances outlined above.

## **CERTIFICATION OF ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975**

The CONTRACTOR provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the Department of Health and Human Services.

THE CONTRACTOR HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

3. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.

4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The CONTRACTOR agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Contractor, its

successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Contractor by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant/Recipient for the period during which it retains ownership or possession of the property. The Applicant/Recipient further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

The person or persons whose signature(s) appear(s) below is/are authorized to sign this assurance, and commit the CONTRACTOR to the above provisions.

## **EXHIBIT I (CONTRACT DATES) – July 1, 2026 to June 30, 2027**

**EXHIBIT II (if any, for example; scope/statement of work, performance requirements)**

**This is a blanket agreement for future engagement. Terms and conditions of all transactions will be contained in the individual agreements of service.**

## SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract and in signing and dating same, thereby validating this Contract, the parties also certify that each possesses legal authority to Contract and bind their respective organizations in their capacity as a signatory official.

**Citrus Levy Marion Regional  
Workforce Development Board, Inc.**

**District Board of Trustees Of  
The College Of Central Florida**

BY: \_\_\_\_\_  
Board Chair

BY: \_\_\_\_\_  
Board Chair

Carl Flanagan

Charlie Stone, Chair  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud member of the American Job Center network.

**Stevens Amendment:** CareerSource Citrus Levy Marion is the direct service provider for various workforce programs which are supported by the U.S. Departments of Labor, Health and Human Services, Education and other agencies as part of awards totaling \$9.4 million for FY25 (revised annually). Unless otherwise stipulated, all statements, press releases, requests for proposals, bid solicitations, and other documents are fully funded with federal money.



**COLLEGE OF CENTRAL FLORIDA**

7

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Citrus County School Board – Mid Florida Career Pathway Consortium – Renewal

INITIATOR: Charles A. Prince  
Vice President of Administration & Finance

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

This renewal agreement is between the District Board of Trustees of College of Central Florida and the School Board of Citrus County to implement the activities associated with the Mid Florida Career Pathway Consortium for the fiscal year starting July 1, 2026 and ending June 30, 2027.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees approve the agreement with the School Board of Citrus County and authorize the Board Chair to sign.

## CONTRACT AGREEMENT

*Between School Board*

**THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA**

1007 W Main Street, Inverness, FL 34450

*And Contractor*

**College of Central Florida**

**Mid Florida Career Pathway Consortium**

3001 SW College Road

Ocala, FL 34474-4415

This Agreement is made and entered into by and between **THE SCHOOL BOARD OF CITRUS COUNTY, FLORIDA, (hereinafter, SCHOOL BOARD)**, and **College of Central Florida (hereinafter, CONTRACTOR)**.

**WHEREAS**, the **SCHOOL BOARD** is supporting participation in the Mid Florida Career Pathway Consortium.

**WHEREAS**, the **SCHOOL BOARD** wants to enter into a contract with the **CONTRACTOR** to implement activities associated with the Mid Florida Career Pathway Consortium.

**NOW, THEREFORE**, for and in consideration of the premises and covenants contained herein and for other good and valuable consideration, the parties agree as follows:

1. **Sources of Funding:** This is a contract under **SCHOOL BOARD'S** course of grant funding for this project, Carl D. Perkins, Career & Technical Education Secondary and Postsecondary Grant which is incorporated by reference into this Agreement.
  
2. **Services provided by CONTRACTOR:** The **CONTRACTOR** will provide all the services listed below:
  - a. Fund a High School/College Program Coordinator whose duties include:
    - i. Assist high school students in Citrus County with post-secondary education and career planning and to market the Career Pathway advantages.
    - ii. Develop, monitor and review articulation agreements between College of Central Florida and Citrus County High School Career & Technical Education Programs of Study and Withlacoochee Technical College.
    - iii. Provide recruitment materials for career pathway students through Career Pathway Presentations.
    - iv. Attending State and National Conferences as it relates to Career Pathways, if possible. (Provide travel costs)
  - b. Provide travel costs to Citrus County Career and Technical (CTE) Education secondary and post-secondary teachers to attend industry certification workshops, articulation workshops, professional development and state and regional conferences.
  - c. Provide postage, Fed Ex Express packages and envelopes to mail letters to parents/students regarding Career Pathway credits.

3. **Criteria for Performance:** **CONTRACTOR** will conduct program activities for the Consortium consistent with the FL DOE approved project proposal.
4. **Compensation of CONTRACTOR:** The amount of contractual expenses funded through this project agreement is \$2,800. Of this total amount, \$2,300 originates in Carl D. Perkins Secondary Vocational Grant and \$500 originates in Carl D. Perkins Post-Secondary Vocational Grant. The Addendum outlines Scope of Work deliverables for payment.
5. **Location and Schedule:** The **CONTRACTOR** agrees that the program activities will be implemented during the 2026-2027 fiscal year, starting July 1, 2026, and ending June 30, 2027.
6. **Responsibilities of SCHOOL BOARD:** The **SCHOOL BOARD** agrees to provide funding as specified here. Total amount is payable to College of Central Florida upon receipt of invoice of program activities for fiscal year beginning July 1, 2026.
7. **Entire Understanding:** This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.
8. **Amendments:** The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only in writing making specific reference to this agreement signed by the part as to whom enforcement of any such amendment, supplement, waiver or modification is sought.
9. **Enforcement:** All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors and permitted assigns.
10. **Notices:** All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communications) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

The **SCHOOL BOARD:**

School Board of Citrus County, Florida

1007 W Main Street  
Inverness, FL 34450  
352-726-1931 (Telephone)  
352-249-2115 (Fax)

The **CONTRACTOR (Fiscal Agent)**

College of Central Florida  
Mid Florida Career Pathway Consortium  
3001 SW College Road, Ocala, FL 34474-4415  
352-873-5836 (Telephone)  
352-873-5870 (Fax)

Or, to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- a. On the date delivered if by personal delivery, or
- b. On the date faxed if by fax, or
- c. On the date upon which the Return Receipt is signed or delivery is refused or the

notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

11. **Governing Laws**: This agreement and all transactions contemplated by this agreement, shall be governed by, and construed and enforced in accordance with the laws of the State of Florida without regard to principles of conflicts of laws.
12. **Attorney's Fees**: If any legal action or other proceeding, including arbitration, is brought for the enforcement of this contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.
13. **Counterparts**: This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
14. **Survival of Covenant**: All covenants, agreements, representations and warranties made herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this agreement and the consummation of the transactions contemplated hereby.
15. **Remedies**: No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.
16. **Severability Clause**: Provisions contained in this agreement which are contrary to, prohibited by or invalid under applicable law or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.
17. **Waiver**: A failure to assert any rights or remedies available to a party under the terms of this agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise shall not be deemed to be a waiver of any other right or remedy under this agreement, unless such waiver of such right or remedy is contained in writing signed by the party alleged to have waived his other rights or remedies.
18. **Inspection of Records**:  
Partner members, the Florida Department of Education (FLDOE), the State of Florida Division of Financial Services and the U.S. Department of Education, or their agents, may inspect all records related to this Service Agreement.
19. **Record Keeping**: "Fiscal Agent" Office for Finance and the Perkins Programmatic Office will maintain both financial and programmatic records related to the Agreement. The Florida Department of Education (FLDOE), the State of Florida Division of Financial Services, the U.S. Department of Education, and the Florida Auditor General, or their agents will have access to such records upon request, subject to the provisions in Section 18: "Inspection of Records" of this agreement. Records will be maintained for five years from the last day of the program.
20. **Contingency**: Contract Agreement contingent upon receiving 2026-2027 Carl D. Perkins Secondary and Post-Secondary Funding. (Subject to the Provisions in Section 4).

- 21. Non-Discrimination.** The parties agree that no person shall be subjected to discrimination because of age, race, color, handicap, disability, pregnancy, gender, marital status, national origin, religion, in the performance of the parties' respective duties, responsibilities, and obligations under this Agreement.
- 22. No Waiver of Sovereign Immunity.** Nothing herein is intended to waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable, or of any rights or limits of liability existing under § 768.28, Fla. Stat. (2016). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 23. No Third Party Beneficiaries.** Nothing herein shall be construed as consent by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.

**SCHOOL BOARD:**

SCHOOL BOARD OF CITRUS COUNTY, FLORIDA

\_\_\_\_\_ Date \_\_\_\_\_  
Sandra Counts, Chairperson

**CONTRACTOR (Fiscal Agent)  
COLLEGE OF CENTRAL FLORIDA**

\_\_\_\_\_ Date \_\_\_\_\_  
Charlie Stone, Chair of the District Board of Trustees  
College of Central Florida

**AGENCY HEAD:  
School Board of CITRUS COUNTY, Florida**

\_\_\_\_\_ Date \_\_\_\_\_  
Dr. Scott Hebert, Superintendent

**AGENCY HEAD:  
College of Central Florida**

\_\_\_\_\_ Date \_\_\_\_\_  
James Henningsen, President  
College of Central Florida

**ADDENDUM**  
**Between**  
**Mid Florida Career Pathway Consortium**  
**Ocala, FL**  
**and**  
**College of Central Florida (Fiscal Agent for Mid Florida Career Pathway Consortium)**  
**Ocala, FL**

**Scope of Work and Project Deliverables**

The Mid Florida Career Pathways Consortium agreement is made and entered into by and between the College of Central Florida (Fiscal Agent) and the Stakeholders (members) of the Mid Florida Career Pathways Consortium: School Board of Marion County, District School Board of Levy County, Citrus County School District, Withlacoochee Technical College(WTC), and College of Central Florida (CCF). Through the existing partnership the College of Central Florida will fund:

- high school/college program coordinator and travel costs associated with attending State and National Conferences.
- travel costs to CTE secondary and postsecondary teachers to attend industry certification workshops, professional development and state and regional conferences
- postage, Fed Ex Express packages and envelopes to mail letters to parents/students regarding Career Pathway credits.

**ARTICLE #1: SCOPE OF WORK (CONTRACTUAL DUTIES)**

**EXAMPLE:** Contingent upon funding from the FLDOE, the fiscal agent will be required to provide its consortium stakeholders with a minimum of two semiannual reports (12/31/2026 & 6/30/2027) and one annual report (6/30/27) that must include, but not be limited to the following updates information:

- Minutes from consortium meetings
- Copies of the Career Pathway Presentation and Credits Ticket for each consortium stakeholder's district location
- List of senior completers invited to each presentation.
- Revised and updated articulation agreements

- Description of how postsecondary credits shall be awarded under the articulation academic and career & technical education courses from grade 9 through the postsecondary component of the program of study
- A description of the post-secondary credentials (industry certification/licensure, certificate, associate and baccalaureate degrees) available to students under the program of study.

## **ARTICLE #2: DELIVERABLES (EXPECTATIONS)**

Validation or evidence of having completed the minimum standard of performance shall include: The Mid Florida Consortium was formed in order to create a seamless transition from the secondary programs of study to the postsecondary programs of study. Through the deliverables the high school/college program coordinator will collaborate with the consortium stakeholders and students to create an understanding of opportunities available for student growth and career development. The evaluation of the Consortium will be an expectant increase in the number of articulated credits or clock hours at the postsecondary level or passing a Gold Standard Industry Certification for articulated credits.

The following scope of activities (deliverables) will trigger the payment. Deliverables will be submitted for documentation supporting deliverables have been met.

## **ARTICLE #3: COST ANALYSIS (CONTRACTUAL PAYMENT) + DELIVERABLE**

The cost reimbursement unit performance rate shall be triggered by an invoice from the fiscal agent which include the aforementioned deliverables.

**ARTICLE #4: WORK PLAN**

| <b>Deliverable</b>               | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Due Date</b> | <b>Unit Rate/ Payment Amount</b> | <b>Validation/ Documentation</b>                                                                                                                                                                                    | 100%        | CCF        | Marion County Secondary | Marion Technical College | Citrus County Secondary | WTC (PS Tech Center) | Levy County Secondary |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-------------------------|--------------------------|-------------------------|----------------------|-----------------------|
| 1. Career Pathway Workshops      | Career Pathway Presentation for each consortium stakeholder's district location, for students enrolled in a program of study articulated to the College of Central Florida. Assisting in applying for Career Pathway credits and assisting in Career Development Activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4/1/2027        | \$2,421.25                       | Agendas for each Consortium Stakeholder's Presentation along with documentation of eligible students invited at each location.                                                                                      | \$12,060.00 | \$4,900.00 | \$4,110.00              | \$400.00                 | \$1,725.00              | \$300.00             | \$625.00              |
| 2.Signed Articulation Agreements | Articulation agreements included within inter-institutional agreements will be signed and approved by the participating secondary and postsecondary agency heads for College of Central Florida (CCF), Marion County School District, Citrus County School District, Levy County School District. The Mid Florida Consortium was formed in order to create a seamless transition from the secondary programs of study to the postsecondary programs of study. Through the deliverables the high school/college program coordinator will collaborate with the consortium stakeholders and students to create an understanding of opportunities available for student growth and career development. The evaluation of the Consortium will be an expectant increase in the number of articulated credits or clock hours at the postsecondary level or passing a Gold Standard Industry Certification for articulated credits. | 11/1/2026       | \$1,000.00                       | Signed local articulation agreements will be submitted with invoice to Mid Florida Consortium Stakeholders by due date. Signed local agreements for each Marion, Citrus and Levy School Districts will be submitted | \$3,000.00  | \$800.00   | \$1,200.00              | \$300.00                 | \$300.00                | \$100.00             | \$300.00              |

|                                                 |                                                                                                                                                                                                                                                                                                                                                 |          |          |                                                                                                                                               |                   |                   |                   |                 |                 |                 |                 |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-----------------|-----------------|-----------------|-----------------|
| 3. Eligibility of College Credit or Clock Hours | 20% of graduating designated Career Pathway students in Marion, Citrus and Levy counties will earn eligibility to receive articulated Career Pathways College Credit or Clock hours, by passing the college level final exam, portfolio or passage of Articulated Industry Certification as detailed in approved local articulation agreements. | 5/1/2027 | \$132.50 | Report of students with eligibility credits or clock hours will be submitted with invoice to Mid Florida Consortium Stakeholders by due date. | <b>\$4,240.00</b> | <b>\$1,700.00</b> | <b>\$1,690.00</b> | <b>\$300.00</b> | <b>\$275.00</b> | <b>\$100.00</b> | <b>\$175.00</b> |
| TOTAL                                           |                                                                                                                                                                                                                                                                                                                                                 |          |          |                                                                                                                                               | \$19,300.00       | \$7,400.00        | \$7,000.00        | \$1,000.00      | \$2,300.00      | \$500.00        | \$1,100.00      |

## **ARTICLE #5: INSPECTION OF RECORDS**

The FLDOE, the State of Florida Division of Financial Services and the U.S. Department of Education, or their agents, may inspect all records related to this Service Agreement. Such records will be available in the EACH CONSORTIUM STAKEHOLDER'S Office for Finance and its Perkins and Career Pathways offices. Access to a student's education records as defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. s. 1232g and federal regulations issued at 34 C.F.R. 99.1 et seq., is permitted based on Florida Statute Section 1006.52(2), FERPA regulation section 34 C.F.R. 99.31. All parties receiving access to student educational records must use and maintain them in accordance with FERPA, including any requirements with regard to re-disclosure and recordkeeping.

## **ARTICLE #6: REMEDIES FOR NON-COMPLIANCE/NON-PERFORMANCE**

In the event that the Contractor does not fulfill any of the requirements set forth under Article (Scope of Work), EACH CONSORTIUM STAKEHOLDER'S is not obligated to reimburse for non-compliance or performance. Otherwise, EACH CONSORTIUM STAKEHOLDER'S may select to pay at a per unit rate for partial performance.

## **ARTICLE #7: REQUIRED REPORTS**

Contractor #1 shall prepare and submit a summative programmatic and financial status report to EACH CONSORTIUM STAKEHOLDER'S as justification for reimbursement for performance. Moreover, the report shall be made available to FLDOE upon request.

## **ARTICLE#8: RECORD KEEPING**

EACH CONSORTIUM STAKEHOLDER'S Office for Finance and the Perkins Programmatic Office will maintain both financial and programmatic records related to the performance of this Agreement. The FLDOE, Department of Financial Service, the USDOE, and the Florida Auditor General, or their agents will have access to such records upon request, subject to the provisions in Article 3 "Inspection of Records" of this Agreement. Records will be maintained for **five years** from the last day of the program or longer as may be required by law if there is an ongoing investigation or audit.

## **ARTICLE #9: COST ACCOUNTING**

In accordance with the deliverable schedule as shown in Article #4, each Stakeholder of the Consortium will contribute an amount from the Perkins Grant funds to the Fiscal Agent as reimbursement for performance. College of Central Florida Office for Finance will provide fiscal oversight of the funds.

#### **ARTICLE #10: NON-EXPENDABLE PROPERTY**

Funds provided through this Agreement will not be used to acquire non expendable property as described in the FLDOE, Request For Application for the Carl D. Perkins, Career and Technical Education, Secondary, Section 131.

#### **ARTICLE #11: RETURN OF UNUSED FUNDS**

In the event of unused funds for this Service Agreement at the close of the grant year, the fiscal agent, will return the unused funds to the FLDOE.

#### **ARTICLE #12: COST**

In accordance with the United States Office of Management and Budget (“OMB”) Circular A-87, Attachment A “Cost Principles For Educational Institutions,” all costs associated with this Agreement are reasonable, allowable, allocable, documented, and require repayment for all disallowed costs.

#### **ARTICLE #13: AUDITS**

Audits pursuant to this Agreement shall be governed as provided in “Audit Requirements as specified in the OMB Circular A133 and Section 215.97, F.S (as revised).

#### **ARTICLE #14: MONITORING PROCESS**

In accordance with the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act of 2018 all parties will comply with program and fiscal requirements related to the monitoring process according to applicable federal and state laws and regulations specified by: Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, and Florida Department of Financial Services *Reference Guide for State Expenditures* and guidelines published in the Florida Department of Education’s *Green Book*.

#### **ARTICLE #15: TERMINATION**

This Agreement shall be terminated if any Stakeholder of the Contract fails to perform its duties or responsibilities under this Agreement and/or in accordance with the conditions for this addendum as described in the. Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act of 2018 FLDOE.

#### **ARTICLE #16: REFERENCES**

The recommendations in this Addendum are based on Florida Statutes, Sections 215.422, 216.347, 216.3475, 287.058, and 287.133; Rule 60A-1.017, Florida Administrative Code; and State of Florida Contract and Grant User Guide .

**COLLEGE OF CENTRAL FLORIDA**

**8**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Levy County School Board – Mid Florida Career Pathway Consortium – Renewal

INITIATOR: Charles A. Prince  
Vice President of Administration & Finance

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

This renewal agreement is 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, 2026 and ending June 30, 2027.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees approve the agreement with the School Board of Levy County and authorize the Board Chair to sign.

## CONTRACT AGREEMENT

**BOARD APPROVED**

*Between School Board*

**THE SCHOOL BOARD OF LEVY COUNTY, FLORIDA**  
480 Marshburn Drive, Bronson FL 32621

MAR 24 2026

*And Contractor*

**College of Central Florida**  
**Mid Florida Career Pathway Consortium**  
3001 SW College Road  
Ocala, FL 34474-4415

This Agreement is made and entered into by and between **THE SCHOOL BOARD OF LEVY COUNTY, FLORIDA, (hereinafter, SCHOOL BOARD)**, and **College of Central Florida (hereinafter, CONTRACTOR)**.

**WHEREAS**, the **SCHOOL BOARD** is supporting participation in the Mid Florida Career Pathway Consortium.

**WHEREAS**, the **SCHOOL BOARD** wants to enter into a contract with the **CONTRACTOR** to implement activities associated with the Mid Florida Career Pathway Consortium.

**NOW, THEREFORE**, for and in consideration of the premises and covenants contained herein and for other good and valuable consideration, the parties agree as follows:

1. **Sources of Funding**: This is a contract under **SCHOOL BOARD'S** course of grant funding for this project, Carl D. Perkins, Career & Technical Education Secondary and Postsecondary Grant which is incorporated by reference into this Agreement.
2. **Services provided by CONTRACTOR**: The **CONTRACTOR** will provide all the services listed below:
  - a. Fund a High School/College Program Coordinator whose duties include:
    - i. Assist high school students in Levy County with post-secondary education and career planning and to market the Career Pathway advantages.
    - ii. Develop, monitor and review articulation agreements between College of Central Florida and Levy County High School Career & Technical Education Programs of Study and Community Technical and Adult Education (CTAE) programs of study.
    - iii. Provide recruitment materials for career pathway students through Career Pathway presentations.
    - iv. Attending State and National Conferences as it relates to Career Pathways, if possible. (Provide travel costs)
  - b. Provide travel costs to Levy County Career and Technical (CTE) Education secondary and post-secondary teachers to attend industry certification workshops, articulation workshops, professional development and state and regional conferences.

- c. Provide postage, Fed Ex Express packages and envelopes to mail letters to parents/students regarding Career Pathway credits.

3. **Criteria for Performance:** **CONTRACTOR** will conduct program activities for the Consortium consistent with the FL DOE approved project proposal.
4. **Compensation of CONTRACTOR:** The amount of contractual expenses funded through this project agreement is \$1,100. The total amount of \$1,100 originates in Carl D. Perkins Secondary Vocational Grant. The Addendum outlines Scope of Work deliverables for payment.
5. **Location and Schedule:** The **CONTRACTOR** agrees that the program activities will be implemented during the 2026-2027 fiscal year, starting July 1, 2026, and ending June 30, 2027.
6. **Responsibilities of SCHOOL BOARD:** The **SCHOOL BOARD** agrees to provide funding as specified here. Total amount is payable to College of Central Florida upon receipt of invoice of program activities for fiscal year beginning July 1, 2026.
7. **Entire Understanding:** This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.
8. **Amendments:** The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only in writing making specific reference to this agreement signed by the part as to whom enforcement of any such amendment, supplement, waiver or modification is sought.
9. **Enforcement:** All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors and permitted assigns.
10. **Notices:** All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communications) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

The **SCHOOL BOARD:**

School Board of Levy County, Florida

480 Marshburn Drive  
Bronson, FL 32621  
352-486-5231 (Telephone)  
352-486-5237 (Fax)

The **CONTRACTOR (Fiscal Agent)**

College of Central Florida  
Mid Florida Career Pathway Consortium  
3001 SW College Road, Ocala, FL 34474-4415  
352-873-5836 (Telephone)  
352-873-5870 (Fax)

Or, to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- a. On the date delivered if by personal delivery, or
  - b. On the date faxed if by fax, or
  - c. On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.
- 11. Governing Laws:** This agreement and all transactions contemplated by this agreement, shall be governed by, and construed and enforced in accordance with the laws of the State of Florida without regard to principles of conflicts of laws.
  - 12. Attorney's Fees:** If any legal action or other proceeding, including arbitration, is brought for the enforcement of this contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.
  - 13. Counterparts:** This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
  - 14. Survival of Covenant:** All covenants, agreements, representations and warranties made herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this agreement and the consummation of the transactions contemplated hereby.
  - 15. Remedies:** No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.
  - 16. Severability Clause:** Provisions contained in this agreement which are contrary to, prohibited by or invalid under applicable law or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.
  - 17. Waiver:** A failure to assert any rights or remedies available to a party under the terms of this agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise shall not be deemed to be a waiver of any other right or remedy under this agreement, unless such waiver of such right or remedy is contained in writing signed by the party alleged to have waived his other rights or remedies.
  - 18. Inspection of Records:**  
Partner members, the Florida Department of Education (FLDOE), the State of Florida Division of Financial Services and the U.S. Department of Education, or their agents, may inspect all records related to this Service Agreement.
  - 19. Record Keeping:** "Fiscal Agent" Office for Finance and the Perkins Programmatic Office will maintain both financial and programmatic records related to the Agreement. The Florida Department of Education (FLDOE), the State of Florida Division of Financial Services, the U.S. Department of Education, and the Florida Auditor General, or their agents will have access to such records upon request, subject to the provisions in Section 18: "Inspection of Records" of this agreement. Records will be maintained for five years from the last day of the program.
  - 20. Contingency:** Contract Agreement contingent upon receiving 2026-2027 Carl D. Perkins Secondary and Post-Secondary Funding. (Subject to the Provisions in Section 4).

MAR 24 2026

- 21. **Non-Discrimination.** The parties agree that no person shall be subjected to discrimination because of age, race, color, handicap, disability, pregnancy, gender, marital status, national origin, religion, in the performance of the parties' respective duties, responsibilities, and obligations under this Agreement.
- 22. **No Waiver of Sovereign Immunity.** Nothing herein is intended to waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable, or of any rights or limits of liability existing under § 768.28, Fla. Stat. (2016). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 23. **No Third Party Beneficiaries.** Nothing herein shall be construed as consent by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.

**SCHOOL BOARD:**

SCHOOL BOARD OF LEVY COUNTY, FLORIDA



Ashley Clemenzi (Chairman)

Date 3/24/26

**CONTRACTOR (Fiscal Agent)**

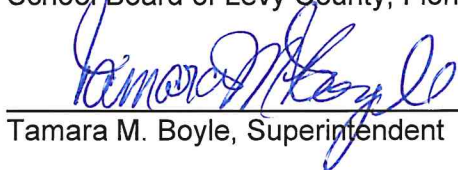
COLLEGE OF CENTRAL FLORIDA

\_\_\_\_\_  
Charlie Stone, District Board of Trustees  
College of Central Florida

Date \_\_\_\_\_

**AGENCY HEAD:**

School Board of Levy County, Florida



Tamara M. Boyle, Superintendent

Date 3/24/26

**AGENCY HEAD:**

College of Central Florida

\_\_\_\_\_  
James Henningsen, President  
College of Central Florida

Date \_\_\_\_\_

**ADDENDUM**  
**Between**  
**Mid Florida Career Pathway Consortium**  
**Ocala, FL**  
**and**  
**College of Central Florida (Fiscal Agent for Mid Florida Career Pathway Consortium)**  
**Ocala, FL**

**Scope of Work and Project Deliverables**

The Mid Florida Career Pathways Consortium agreement is made and entered into by and between the College of Central Florida (Fiscal Agent) and the Stakeholders (members) of the Mid Florida Career Pathways Consortium: School Board of Marion County, District School Board of Levy County, Citrus County School District, Withlacoochee Technical College(WTC), and College of Central Florida (CCF). Through the existing partnership the College of Central Florida will fund:

- high school/college program coordinator and travel costs associated with attending State and National Conferences.
- travel costs to CTE secondary and postsecondary teachers to attend industry certification workshops, professional development and state and regional conferences
- postage, Fed Ex Express packages and envelopes to mail letters to parents/students regarding Career Pathway credits.

**ARTICLE #1: SCOPE OF WORK (CONTRACTUAL DUTIES)**

**EXAMPLE:** Contingent upon funding from the FLDOE, the fiscal agent will be required to provide its consortium stakeholders with a minimum of two semiannual reports (12/31/2026 & 6/30/2027) and one annual report (6/30/27) that must include, but not be limited to the following updates information:

- Minutes from consortium meetings
- Copies of the Career Pathway Presentation and Credits Ticket for each consortium stakeholder's district location
- List of senior completers invited to each workshop.
- Revised and updated articulation agreements

- Description of how postsecondary credits shall be awarded under the articulation academic and career & technical education courses from grade 9 through the postsecondary component of the program of study
- A description of the post-secondary credentials (industry certification/licensure, certificate, associate and baccalaureate degrees) available to students under the program of study.

## **ARTICLE #2: DELIVERABLES (EXPECTATIONS)**

Validation or evidence of having completed the minimum standard of performance shall include: The Mid Florida Consortium was formed in order to create a seamless transition from the secondary programs of study to the postsecondary programs of study. Through the deliverables the high school/college program coordinator will collaborate with the consortium stakeholders and students to create an understanding of opportunities available for student growth and career development. The evaluation of the Consortium will be an expectant increase in the number of articulated credits or clock hours at the postsecondary level or passing a Gold Standard Industry Certification for articulated credits.

The following scope of activities (deliverables) will trigger the payment. Deliverables will be submitted for documentation supporting deliverables have been met.

## **ARTICLE #3: COST ANALYSIS (CONTRACTUAL PAYMENT) + DELIVERABLE**

The cost reimbursement unit performance rate shall be triggered by an invoice from the fiscal agent which include the aforementioned deliverables.

**ARTICLE #4: WORK PLAN**

| Deliverable                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Due Date  | Unit Rate/<br>Payment Amount | Validation/<br>Documentation                                                                                                                                                                                        | 100%        | CCF        | Marion County Secondary | Marion Technical College | Citrus County Secondary | WTC (PS Tech Center) | Levy County Secondary |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-------------------------|--------------------------|-------------------------|----------------------|-----------------------|
| 1. Career Pathway Workshops      | Career Pathway Presentations for each consortium stakeholder's district location, for students enrolled in a program of study articulated to the College of Central Florida. Assisting in applying for Career Pathway credits and assisting in Career Development Activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4/1/2027  | \$2,421.25                   | Agendas for each Consortium Stakeholder's Presentation along with documentation of eligible students invited at each location.                                                                                      | \$12,060.00 | \$4,900.00 | \$4,110.00              | \$400.00                 | \$1,725.00              | \$300.00             | \$625.00              |
| 2.Signed Articulation Agreements | Articulation agreements included within inter-institutional agreements will be signed and approved by the participating secondary and postsecondary agency heads for College of Central Florida (CCF), Marion County School District, Citrus County School District, Levy County School District. The Mid Florida Consortium was formed in order to create a seamless transition from the secondary programs of study to the postsecondary programs of study. Through the deliverables the high school/college program coordinator will collaborate with the consortium stakeholders and students to create an understanding of opportunities available for student growth and career development. The evaluation of the Consortium will be an expectant increase in the number of articulated credits or clock hours at the postsecondary level or passing a Gold Standard Industry Certification for articulated credits. | 11/1/2026 | \$1,000.00                   | Signed local articulation agreements will be submitted with invoice to Mid Florida Consortium Stakeholders by due date. Signed local agreements for each Marion, Citrus and Levy School Districts will be submitted | \$3,000.00  | \$800.00   | \$1,200.00              | \$300.00                 | \$300.00                | \$100.00             | \$300.00              |

|                                                 |                                                                                                                                                                                                                                                                                                                                                 |          |          |                                                                                                                                               |             |            |            |          |            |          |            |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|------------|----------|------------|----------|------------|
| 3. Eligibility of College Credit or Clock Hours | 20% of graduating designated Career Pathway students in Marion, Citrus and Levy counties will earn eligibility to receive articulated Career Pathways College Credit or Clock hours, by passing the college level final exam, portfolio or passage of Articulated Industry Certification as detailed in approved local articulation agreements. | 5/1/2027 | \$132.50 | Report of students with eligibility credits or clock hours will be submitted with invoice to Mid Florida Consortium Stakeholders by due date. | \$4,240.00  | \$1,700.00 | \$1,690.00 | \$300.00 | \$275.00   | \$100.00 | \$175.00   |
| TOTAL                                           |                                                                                                                                                                                                                                                                                                                                                 |          |          |                                                                                                                                               | \$19,300.00 | \$7,400.00 | \$7,000.00 | \$1,000  | \$2,300.00 | \$500.00 | \$1,100.00 |

## **ARTICLE #5: INSPECTION OF RECORDS**

The FLDOE, the State of Florida Division of Financial Services and the U.S. Department of Education, or their agents, may inspect all records related to this Service Agreement. Such records will be available in the EACH CONSORTIUM STAKEHOLDER'S Office for Finance and its Perkins and Career Pathways offices. Access to a student's education records as defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. s. 1232g and federal regulations issued at 34 C.F.R. 99.1 et seq., is permitted based on Florida Statute Section 1006.52(2), FERPA regulation section 34 C.F.R. 99.31. All parties receiving access to student educational records must use and maintain them in accordance with FERPA, including any requirements with regard to re-disclosure and recordkeeping.

## **ARTICLE #6: REMEDIES FOR NON-COMPLIANCE/NON-PERFORMANCE**

In the event that the Contractor does not fulfill any of the requirements set forth under Article (Scope of Work), EACH CONSORTIUM STAKEHOLDER'S is not obligated to reimburse for non-compliance or performance. Otherwise, EACH CONSORTIUM STAKEHOLDER'S may select to pay at a per unit rate for partial performance.

## **ARTICLE #7: REQUIRED REPORTS**

Contractor #1 shall prepare and submit a summative programmatic and financial status report to EACH CONSORTIUM STAKEHOLDER'S as justification for reimbursement for performance. Moreover, the report shall be made available to FLDOE upon request.

## **ARTICLE#8: RECORD KEEPING**

EACH CONSORTIUM STAKEHOLDER'S Office for Finance and the Perkins Programmatic Office will maintain both financial and programmatic records related to the performance of this Agreement. The FLDOE, Department of Financial Service, the USDOE, and the Florida Auditor General, or their agents will have access to such records upon request, subject to the provisions in Article 3 "Inspection of Records" of this Agreement. Records will be maintained for **five years** from the last day of the program or longer as may be required by law if there is an ongoing investigation or audit.

## **ARTICLE #9: COST ACCOUNTING**

In accordance with the deliverable schedule as shown in Article #4, each Stakeholder of the Consortium will contribute an amount from the Perkins Grant funds to the Fiscal Agent as reimbursement for performance. College of Central Florida Office for Finance will provide fiscal oversight of the funds.

## **ARTICLE #10: NON-EXPENDABLE PROPERTY**

Funds provided through this Agreement will not be used to acquire non expendable property as described in the FLDOE, Request For Application for the Carl D. Perkins, Career and Technical Education, Secondary, Section 131.

## **ARTICLE #11: RETURN OF UNUSED FUNDS**

In the event of unused funds for this Service Agreement at the close of the grant year, the fiscal agent, will return the unused funds to the FLDOE.

## **ARTICLE #12: COST**

In accordance with the United States Office of Management and Budget (“OMB”) Circular A-87, Attachment A “Cost Principles For Educational Institutions,” all costs associated with this Agreement are reasonable, allowable, allocable, documented, and require repayment for all disallowed costs.

## **ARTICLE #13: AUDITS**

Audits pursuant to this Agreement shall be governed as provided in “Audit Requirements as specified in the OMB Circular A133 and Section 215.97, F.S (as revised).

## **ARTICLE #14: MONITORING PROCESS**

In accordance with the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act of 2018 all parties will comply with program and fiscal requirements related to the monitoring process according to applicable federal and state laws and regulations specified by: Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, and Florida Department of Financial Services *Reference Guide for State Expenditures* and guidelines published in the Florida Department of Education’s *Green Book*.

## **ARTICLE #15: TERMINATION**

This Agreement shall be terminated if any Stakeholder of the Contract fails to perform its duties or responsibilities under this Agreement and/or in accordance with the conditions for this addendum as described in the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act of 2018 FLDOE.

## **ARTICLE #16: REFERENCES**

The recommendations in this Addendum are based on Florida Statutes, Sections 215.422, 216.347, 216.3475, 287.058, and 287.133; Rule 60A-1.017, Florida Administrative Code; and State of Florida Contract and Grant User Guide .

**COLLEGE OF CENTRAL FLORIDA**

9

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Marion County School Board Mid Florida Career Pathway Consortium – Renewal

INITIATOR: Charles A. Prince  
Vice President of Administration & Finance

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

This renewal agreement is between the District Board of Trustees of College of Central Florida and the School Board of Marion County to implement the activities associated with the Mid Florida Career Pathway Consortium for the fiscal year starting July 1, 2026 and ending June 30, 2027.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees approve the agreement with the School Board of Marion County and authorize the President and Board Chair to sign.

## CONTRACT AGREEMENT

*Between School Board*

**THE SCHOOL BOARD OF MARION COUNTY, FLORIDA**  
PO Box 670, Ocala, FL 34478

*And Contractor*

**College of Central Florida**  
**Mid Florida Career Pathway Consortium**  
3001 SW College Road  
Ocala, FL 34474-4415

This Agreement is made and entered into by and between **THE SCHOOL BOARD OF MARION COUNTY, FLORIDA, (hereinafter, SCHOOL BOARD)**, and **COLLEGE OF CENTRAL FLORIDA (hereinafter, CONTRACTOR)**.

**WHEREAS**, the **SCHOOL BOARD** is supporting participation in the Mid Florida Career Pathway Consortium.

**WHEREAS**, the **SCHOOL BOARD** desires to enter into a contract with the **CONTRACTOR** to implement activities associated with the Mid Florida Career Pathway Consortium.

**NOW, THEREFORE**, in consideration of the premises and covenants contained herein and for other good and valuable consideration, the parties agree as follows:

1. **Sources of Funding:** This is a contract under **SCHOOL BOARD'S** course of grant funding for this project, Carl D. Perkins, Career & Technical Education Secondary and Post-Secondary Grant which is incorporated by reference into this Agreement.
  
2. **Services provided by CONTRACTOR:** The **CONTRACTOR** will provide all the services listed below:
  - a. Fund a High School/College Program Coordinator whose duties include:
    - i. Assist high school students in Marion County with post-secondary education and career planning and to market the Career Pathway advantages.
    - ii. Develop, monitor and review articulation agreements between College of Central Florida and Marion County High School Career & Technical Education Programs of Study and Marion Technical College programs of study.
    - iii. Provide recruitment materials for career pathway students through Career Pathway Presentations.
    - iv. Attending State and National Conferences as it relates to Career Pathways, if possible (Provide travel costs)
  - b. Provide travel costs to Marion County Career and Technical (CTE) Education secondary and post-secondary teachers to attend industry certification workshops, articulation workshops, professional development and state and regional conferences.

- c. Provide postage, Fed Ex Express packages and envelopes to mail letters to parents/students regarding Career Pathway credits.
3. **Criteria for Performance:** **CONTRACTOR** will conduct program activities for the Consortium consistent with the FLDOE approved project proposal.
  4. **Compensation of CONTRACTOR:** The amount of contractual expenses funded through this project agreement is \$8,000. Of this total amount, \$7,000 originates in the Carl D. Perkins Secondary Vocational Grant and \$1,000 originates in Carl D. Perkins Post-Secondary Vocational Grant. The Addendum attached hereto is incorporated by reference and outlines the Scope of Work deliverables for payment.
  5. **Location and Schedule:** The **CONTRACTOR** agrees that the program activities will be implemented during the 2026-2027 fiscal year, starting July 1, 2026, and ending June 30, 2027.
  6. **Responsibilities of SCHOOL BOARD:** The **SCHOOL BOARD** agrees to provide funding as specified here. Total amount is payable to College of Central Florida upon receipt of invoice of program activities for fiscal year beginning July 1, 2026.
  7. **Entire Understanding:** This Agreement represents the parties' entire understanding with respect to the subject matter hereof, and supersedes any and all other communications between the parties.
  8. **Amendments:** The provisions of this Agreement may only be amended, supplemented, waived, or changed in writing with specific reference to this Agreement which is signed by both parties.
  9. **Enforcement:** All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors and permitted assigns.
  10. **Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

The **SCHOOL BOARD:**

The School Board of Marion County, Florida  
PO Box 670  
Ocala, FL 34478  
352-671-4180 (Telephone)  
352-671-4188 (Fax)

The **CONTRACTOR (Fiscal Agent)**

College of Central Florida  
Mid Florida Career Pathway Consortium  
3001 SW College Road, Ocala, FL 34474-4415  
352-873-5836 (Telephone)

352-873-5870 (Fax)

or, to such other address(es) as parties may mutually designate by notice complying with the terms of this Agreement. Each such notice shall be deemed delivered:

- a. On the date delivered, if by personal delivery, or
- b. On the date faxed or emailed, if by facsimile or email, or
- c. On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

11. **Governing Laws**: This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Florida. Venue for any dispute resolution proceedings and litigation related hereto shall be in Marion County, Florida.
12. **Attorney's Fees**: If any legal action is brought for the enforcement of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, and costs, in addition to such other relief the party may lawfully be entitled.
13. **Counterparts**: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, all of which together shall constitute one and the same instrument.
14. **Survival of Covenant**: All covenants, agreements, representations and warranties made herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this Agreement and the consummation of the services contemplated hereby.
15. **Remedies**: No remedy herein conferred upon any party is intended to be exclusive of any other remedy. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.
16. **Severability Clause**: Provisions contained in this agreement which are contrary to, prohibited by or invalid under applicable law or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.
17. **Waiver**: A failure to assert any rights or remedies available to a party under this Agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise, shall not be deemed to be a waiver of any other right or remedy available to either party under this Agreement.
18. **Inspection of Records**: Partner members, the FLDOE, the State of Florida Division of Financial Services and the U.S. Department of Education, or their agents, may inspect all records related to this Agreement.
19. **Record Keeping**: "Fiscal Agent" Office for Finance and the Perkins Programmatic Office will maintain both financial and programmatic records related to the Agreement. The FLDOE, the State of Florida Division of Financial Services, the U.S. Department of Education, and the Florida Auditor General, or their agents will have access to such records upon request, subject to the provisions in Section 18: "Inspection of Records" of this Agreement. Records will be safely maintained for five (5) years from the last day of the program.

20. **Contingency**: This Agreement is contingent upon **SCHOOL BOARD** receiving 2026-2027 Carl D. Perkins, Career & Technical Education Secondary and Post-Secondary Grant funding. (Subject to the Provisions in Section 4).
21. **Non-Discrimination**. The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, pregnancy, gender, marital status, national origin, religion, in the performance of the parties' respective duties, responsibilities, and obligations under this Agreement.
22. **No Waiver of Sovereign Immunity**. Nothing herein is intended to waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable, or of any rights or limits of liability existing under § 768.28, Fla. Stat. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
23. **No Third Party Beneficiaries**. Nothing herein shall be construed as consent by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
24. **Public Records**.

A. IF "CONTRACTOR" HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO "CONTRACTOR'S" DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: Public Relations and Communication Officer: Kevin Christian, APR, CPRC, at (352) 671-7555, [public.relations@marion.k12.fl.us](mailto:public.relations@marion.k12.fl.us) or in person at P.O. Box 670 Ocala, Florida 34478.

B. IF "SCHOOL BOARD" HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO "COOPERATIVE TRAINING AGENCY'S" DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: Office of Administration and Finance, Founders Hall 1107, 3001 S.W. College Road Ocala, FL 34471

**SCHOOL BOARD:**

THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

Dr. Sarah James Date 3/27/26  
Dr. Sarah James, Board Chair

**AGENCY HEAD:**

The School Board of Marion County, Florida

DBrewer Date 3/24/26  
Dr. Danielle Brewer, Ed.D., Superintendent

**CONTRACTOR (Fiscal Agent)**

COLLEGE OF CENTRAL FLORIDA

\_\_\_\_\_ Date \_\_\_\_\_  
Charlie Stone, District Board of Trustees  
College of Central Florida

**AGENCY HEAD:**

College of Central Florida

\_\_\_\_\_ Date \_\_\_\_\_  
James Henningsen, President  
College of Central Florida

**ADDENDUM**  
**Between**  
**Mid Florida Career Pathway Consortium**  
**Ocala, FL**  
**and**  
**College of Central Florida (Fiscal Agent for Mid Florida Career Pathway Consortium)**  
**Ocala, FL**

**Scope of Work and Project Deliverables**

The Mid Florida Career Pathways Consortium agreement is made and entered into by and between the College of Central Florida (Fiscal Agent) and the Stakeholders (members) of the Mid Florida Career Pathways Consortium: The School Board of Marion County, Florida, The School Board of Levy County, Florida, The School Board of Citrus County, Florida, Withlacoochee Technical College (WTC), and College of Central Florida (CCF). Through the existing partnership the College of Central Florida will fund:

1. high school/college program coordinator and travel costs associated with attending State and National Conferences.
2. travel costs to CTE secondary and postsecondary teachers to attend industry certification workshops, professional development and state and regional conferences
3. postage, Fed Ex Express packages and envelopes to mail letters to parents/students regarding Career Pathway credits.

**ARTICLE #1: SCOPE OF WORK (CONTRACTUAL DUTIES)**

**EXAMPLE:** Contingent upon funding from the FLDOE, the fiscal agent will be required to provide its consortium stakeholders with a minimum of two semiannual reports (12/31/2026 & 6/30/2027) and one annual report (6/30/27) that must include, but not be limited to the following updates information:

1. Minutes from consortium meetings
2. Copies of the Career Pathway Presentation and Credits Ticket for each consortium stakeholder's district location
3. List of senior completers invited to each workshop.
4. Revised and updated articulation agreements
5. Description of how postsecondary credits shall be awarded under the articulation academic and career & technical education courses from grade 9 through the postsecondary component of the program of study

6. A description of the post-secondary credentials (industry certification/licensure, certificate, associate and baccalaureate degrees) available to students under the program of study.

## **ARTICLE #2: DELIVERABLES (EXPECTATIONS)**

Validation or evidence of having completed the minimum standard of performance shall include: The Mid Florida Consortium was formed in order to create a seamless transition from the secondary programs of study to the postsecondary programs of study. Through the deliverables the high school/college program coordinator will collaborate with the consortium stakeholders and students to create an understanding of opportunities available for student growth and career development. The evaluation of the Consortium will be an expectant increase in the number of articulated credits or clock hours at the postsecondary level or passing a Gold Standard Industry Certification for articulated credits.

The following scope of activities (deliverables) will trigger the payment. Deliverables will be submitted for documentation supporting deliverables have been met.

## **ARTICLE #3: COST ANALYSIS (CONTRACTUAL PAYMENT) + DELIVERABLE**

The cost reimbursement unit performance rate shall be triggered by an invoice from the fiscal agent which include the aforementioned deliverables.

**ARTICLE #4: WORK PLAN**

| Deliverable                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Due Date  | Unit Rate/<br>Payment<br>Amount | Validation/<br>Documentation                                                                                                                                                                                        | 100%        | CCF        | Marion<br>County<br>Secondary | Marion<br>Technical<br>College | Citrus<br>County<br>Secondary | WTC (PS<br>Tech<br>Center) | Levy<br>County<br>Secondary |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-------------------------------|--------------------------------|-------------------------------|----------------------------|-----------------------------|
| 1. Career<br>Pathway<br>Workshops      | Career Pathway Presentation to be held for each consortium stakeholder's district location, for students enrolled in a program of study articulated to the College of Central Florida. Assisting in applying for Career Pathway credits and assisting in Career Development Activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4/1/2027  | \$2,421.25                      | Agendas for each Consortium Stakeholder's Presentation along with documentation of eligible students invited at each location.                                                                                      | \$12,060.00 | \$4,900.00 | \$4,110.00                    | \$400.00                       | \$1,725.00                    | \$300.00                   | \$625.00                    |
| 2.Signed<br>Articulation<br>Agreements | Articulation agreements included within inter-institutional agreements will be signed and approved by the participating secondary and postsecondary agency heads for College of Central Florida (CCF), Marion County School District, Citrus County School District, Levy County School District. The Mid Florida Consortium was formed in order to create a seamless transition from the secondary programs of study to the postsecondary programs of study. Through the deliverables the high school/college program coordinator will collaborate with the consortium stakeholders and students to create an understanding of opportunities available for student growth and career development. The evaluation of the Consortium will be an expectant increase in the number of articulated credits or clock hours at the postsecondary level or passing a Gold Standard Industry Certification for articulated credits. | 11/1/2026 | \$1,000.00                      | Signed local articulation agreements will be submitted with invoice to Mid Florida Consortium Stakeholders by due date. Signed local agreements for each Marion, Citrus and Levy School Districts will be submitted | \$3,000.00  | \$800.00   | \$1,200.00                    | \$300.00                       | \$300.00                      | \$100.00                   | \$300.00                    |

|                                                 |                                                                                                                                                                                                                                                                                                                                                 |          |          |                                                                                                                                               |             |            |            |            |            |          |            |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|------------|------------|------------|----------|------------|
| 3. Eligibility of College Credit or Clock Hours | 20% of graduating designated Career Pathway students in Marion, Citrus and Levy counties will earn eligibility to receive articulated Career Pathways College Credit or Clock hours, by passing the college level final exam, portfolio or passage of Articulated Industry Certification as detailed in approved local articulation agreements. | 5/1/2027 | \$132.50 | Report of students with eligibility credits or clock hours will be submitted with invoice to Mid Florida Consortium Stakeholders by due date. | \$4,240.00  | \$1,700.00 | \$1690.00  | \$300.00   | \$275.00   | \$100.00 | \$175.00   |
| TOTAL                                           |                                                                                                                                                                                                                                                                                                                                                 |          |          |                                                                                                                                               | \$19,300.00 | \$7,400.00 | \$7,000.00 | \$1,000.00 | \$2,300.00 | \$500.00 | \$1,100.00 |

#### **ARTICLE #5: INSPECTION OF RECORDS**

The FLDOE, the State of Florida Division of Financial Services and the U.S. Department of Education, or their agents, may inspect all records related to this Service Agreement. Such records will be available in the EACH CONSORTIUM STAKEHOLDERS' Office for Finance and its Perkins and Career Pathways offices. Access to a student's education records as defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. s. 1232g and federal regulations issued at 34 C.F.R. 99.1 et seq., is permitted based on Florida Statute Section 1006.52(2), FERPA regulation section 34 C.F.R. 99.31. All parties receiving access to student educational records must use and maintain them in accordance with FERPA, including any requirements with regard to re-disclosure and recordkeeping.

#### **ARTICLE #6: REMEDIES FOR NON-COMPLIANCE/NON-PERFORMANCE**

In the event that the Contractor does not fulfill any of the requirements set forth under Article #1 (Scope of Work), EACH CONSORTIUM STAKEHOLDERS is not obligated to reimburse for non-compliance or performance. Otherwise, EACH CONSORTIUM STAKEHOLDERS may select to pay at a per unit rate for partial performance.

#### **ARTICLE #7: REQUIRED REPORTS**

The Contractor shall prepare and submit a summative programmatic and financial status report to EACH CONSORTIUM STAKEHOLDERS as justification for reimbursement for performance. Moreover, the report shall be made available to FLDOE upon request.

#### **ARTICLE #8: RECORD KEEPING**

EACH CONSORTIUM STAKEHOLDERS' Office for Finance and the Perkins Programmatic Office will maintain both financial and programmatic records related to the performance of this Agreement. The FLDOE, Department of Financial Service, the USDOE, and the Florida Auditor General, or their agents will have access to such records upon request, subject to the provisions in Article 5 "Inspection of Records" of this Agreement. Records will be maintained for (5) **five years** from the last day of the program or longer as may be required by law if there is an ongoing investigation or audit.

#### **ARTICLE #9: COST ACCOUNTING**

In accordance with the deliverable schedule as shown in Article #4, each CONSORTIUM STAKEHOLDERS will contribute an amount from the Perkins Grant funds to the Fiscal Agent as reimbursement for performance. College of Central Florida Office for Finance will provide fiscal oversight of the funds.

#### **ARTICLE #10: NON-EXPENDABLE PROPERTY**

Funds provided through this Agreement will not be used to acquire non expendable property as described in the FLDOE, Request for Application for the Carl D. Perkins, Career and Technical Education, Secondary Programs, Section 131.

#### **ARTICLE #11: RETURN OF UNUSED FUNDS**

In the event of unused funds for this Agreement at the close of the grant year, the fiscal agent, will return the unused funds to the FLDOE.

#### **ARTICLE #12: COST**

In accordance with the United States Office of Management and Budget ("OMB") Circular A-87, Attachment A 21 (Section C, subpart 4), "Cost Principles for Educational Institutions," all costs associated with this Agreement must be reasonable, allocable, applicable, and adequately documented, and the plan or rate established must be set to ensure that potentially unallowable costs are not reimbursed.

#### **ARTICLE #13: AUDITS**

Audits pursuant to this Agreement shall be governed as provided in "Audit Requirements as specified in the OMB Circular A133 and Section 215.97, F.S (as revised).

#### **ARTICLE #14: MONITORING PROCESS**

In accordance with the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act of 2018 all parties will comply with program and fiscal requirements related to the monitoring process according to applicable federal and state laws and regulations specified by: Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, and Florida Department of Financial Services *Reference Guide for State Expenditures* and guidelines published in the Florida Department of Education's *Green Book*.

#### **ARTICLE #15: TERMINATION**

This Agreement shall be terminated if any CONSORTIUM STAKEHOLDERS fails to perform its duties or responsibilities under this Agreement and/or in accordance with the conditions for this addendum as described in the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act of 2018 FLDOE..

#### **ARTICLE #16: REFERENCES**

The recommendations in this Addendum are based on Florida Statutes, Sections 215.422, 216.347, 216.3475, 287.058, and 287.133; Rule 60A-1.017, Florida Administrative Code; and State of Florida Contract and Grant User Guide .

**COLLEGE OF CENTRAL FLORIDA**

10

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Board Policies/Actions

INITIATOR: Dr. Tamara Viviano-Broderick  
Vice-President of Institutional Effectiveness and College Relations

THROUGH: Dr. James D. Henningsen  
President

DATE: April 15, 2026

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BACKGROUND AND PERTINENT FACTS (including Objective):

The following policy was presented to the District Board of Trustees for first reading at the March 18, 2026. A public hearing on the revised policy was advertised as required by state statute:

A. 2.07 Accreditation and Substantive Change

A copy of the policy as it will appear is attached.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees hold a public hearing on the subject policy and approve the policies as presented.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

|                                                                                            |                                                          |                        |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------|
| <b>Title:</b><br>ACCREDITATION AND SUBSTANTIVE CHANGE                                      | <b>Number:</b><br>2.07                                   | <b>Page:</b><br>1 of 1 |
| <b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                                          |                        |
| <b>Legal Authority:</b><br>Florida Statutes 1001.64 and 1011.82                            | <b>Board Adoption/Revision Approval Dates:</b> 4/22/2026 |                        |

The College of Central Florida will maintain the accountability standards as required by law and by rule of the State Board of Education (SBOE) and maintain accreditation with an SBOE-identified accrediting agency that is recognized by the United States Department of Education.

The College affirms its commitment to, and intent to comply with, policies, procedures and quality standards of the accrediting agency with which an accreditation relationship has been established.

The College will only use the approved accreditation statement describing its relationship with the accrediting agency in its catalog, brochures and other appropriate publications.

The College will follow appropriate substantive change procedures established by the accrediting agency that include notification to and approval by the accrediting agency prior to initiating a substantive change. A substantive change is a significant modification or expansion of the nature and scope of an accredited institution, including institutional changes, program changes, and off-campus instructional site changes.

The College President is authorized to establish procedures in compliance with any applicable accrediting agency policy, including the substantive change policy. The College must publish procedures for identifying and reporting substantive changes on its website, which the designated institutional accreditation liaison must review/update annually.

# **COLLEGE OF CENTRAL FLORIDA**

11

## **AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Guidelines for Base Fee Facilities Rentals 2026-2027

INITIATOR: Charles A. Prince  
Vice President of Administration and Finance

DATE: April 15, 2026

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### **OBJECTIVE AND PERTINENT FACTS:**

The College rents facilities and grounds to various entities throughout the year. Areas available for rent include the Appleton Museum of Art, Wilton Simpson Citrus Campus Conference Center, Klein Conference Center, Levy Campus Conference Center, Webber Center, the Vintage Farm, the Fine Arts auditorium, outside areas, and certain classrooms, and/or conference/seminar rooms at the Hampton and Levy Centers and the Ocala, Citrus, and Levy campuses.

Fees for facilities rentals are subject to the following general conditions, which are incorporated within the document itself:

- All rental fees are subject to change by the District Board of Trustees;
- The President or his designee is authorized to modify or waive fees for specific events or users when College purposes are advanced; and
- Florida College System Risk Management Consortium (FCSRMC) insurance rates are subject to change by the FCSRMC.
- These revised rates/regulations will be effective July 1, 2026.

### **RECOMMENDATION/ACTION REQUESTED:**

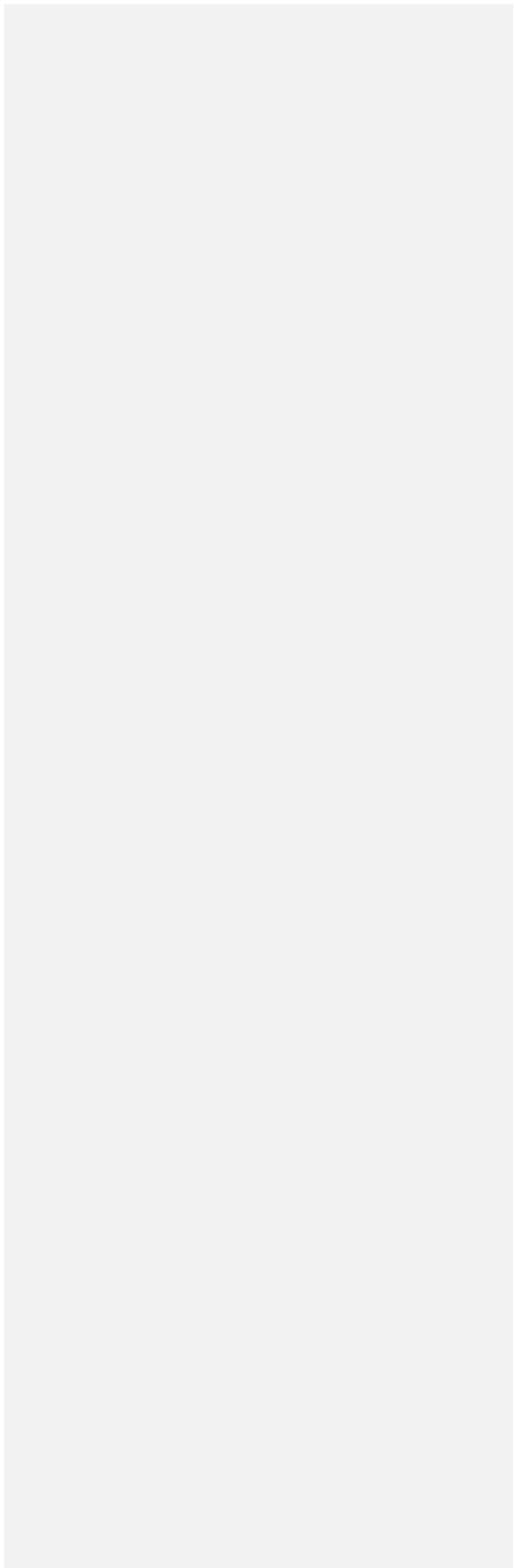
That the District Board of Trustees approves the amendments to the rental fees, guidelines, and conditions incorporated within the Guidelines for Base Fee Facilities Rentals as presented.



COLLEGE of  
CENTRAL  
FLORIDA

-an equal opportunity college-

# Guidelines For Base Fee Facilities Rentals 20252026-20262027



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## DEFINITIONS

1. Agency – A commercial or government bureau furnishing some form of service for the public.
2. Crowd Managers – Gatherings of 250 people or more require one trained crowd Manager per every 250 people. The Crowd Manager is trained in Crowd Management techniques and is responsible for overseeing crowds and providing crowd control and leadership in evacuations as needed.
3. Classroom – An instructional space having no special design or equipment and normally utilized for academic programs. (Some classrooms have built-in audio-visual or multimedia capability).
4. Educational – In its strictest sense, refers to the curricular and co-curricular programs of the College.
5. College Sponsored Event/Activity – An event/activity organized and conducted by the College of Central Florida (CF) which may include the support of other individuals, groups, agencies and/or organizations to varying degrees.
6. College Co-Sponsored Event/Activity – An event/activity organized and conducted by an individual, group, agency and/or organization with CF support such as:
  - a. A non-student event/activity in which a faculty or staff member is active. (Must be approved by the President or appropriate vice president as job-related to a specific course curriculum);
  - b. A co-sponsored event/activity between CF and another agency, group or organization that benefits the College in some way. (Must be approved by the President or appropriate vice president.); and;
  - c. Open recreational time for faculty/staff, students and/or the general public. (Must be approved by the President or appropriate vice president and directly supervised by a faculty/staff member).
7. TBD – To be determined.
8. Event – Generally, a minimum rental period of four (4) hours. Additional charges may apply beyond that time period but not to exceed the cost of a full day's rental.
9. Normal working hours – The normal operating hours the specific facility's administrative offices remain open.
10. Sales Tax will be charged at applicable sales tax rate enforced at the time of event for appropriate county.

## GUIDELINES FOR BASE FEE FACILITY RENTALS

### IMPORTANT NOTES

1. All rates are subject to change by the District Board of Trustees. The President or his designee is authorized to modify or waive fees for specific events or users when College purposes are advanced. In such cases, a statement of justification will be filed with the approved application.
2. General fees and insurance charges (in the absence of proof of insurance) apply to all rentals.
3. A down payment consisting of 25% of the total fees plus a 25% damage deposit, if applicable, is required at the time the application is signed.
4. Sales tax will be assessed on all rentals (exception is for tax exempt organizations).
5. A service charge of 2.75% will be applied when using credit cards for payment. To avoid fees, you are welcome to pay by cash or check.

| GENERAL FEES           |                                                                                                                | Comments                                                                                                                                                                                                                                  | Charge                                      |
|------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| PERSONNEL              | Security Guard                                                                                                 | Contract service                                                                                                                                                                                                                          | \$25 / hour / person                        |
|                        | Crowd Manager                                                                                                  | Contract service                                                                                                                                                                                                                          |                                             |
|                        | Parking Personnel                                                                                              | Contract service                                                                                                                                                                                                                          |                                             |
|                        | Audio-visual Technician                                                                                        | Will vary with individual needs, complexity of set up, etc.                                                                                                                                                                               | \$30 / hour                                 |
|                        | Custodian <sup>1</sup>                                                                                         |                                                                                                                                                                                                                                           | \$30 / hour                                 |
| AUDIO-VISUAL EQUIPMENT | P/A System (includes microphone: podium, handheld, lavalier, table)                                            |                                                                                                                                                                                                                                           | \$30 / microphone / day or any part thereof |
|                        | TV / VCR – on a cart<br>Video / Computer                                                                       |                                                                                                                                                                                                                                           | \$30 / day or any part thereof              |
|                        | Stage Lighting <ul style="list-style-type: none"> <li>• Basic Lighting</li> <li>• Advanced Lighting</li> </ul> |                                                                                                                                                                                                                                           | \$100 / day<br>\$250 / day                  |
|                        | Screen                                                                                                         |                                                                                                                                                                                                                                           | No Charge                                   |
|                        | <ul style="list-style-type: none"> <li>▪ Conference Phone</li> <li>▪ Whiteboard</li> </ul>                     |                                                                                                                                                                                                                                           | \$30 / item or any part thereof             |
|                        | Other: <ul style="list-style-type: none"> <li>▪ Video Projector (Proxima)</li> </ul>                           |                                                                                                                                                                                                                                           | \$125 / item or any part thereof            |
|                        | Technology Packages                                                                                            | Package A - \$125 / day (microphones, (1) LCD projector and (1) screen)<br><br>Package B - \$175 / day (microphones, (2) LCD projectors and (2) screens)<br><br>Package C - \$225 / day (microphones, (4) LCD projectors and (4) screens) |                                             |

| GENERAL FEES (cont'd)           |                                        | Comments                       | Charge                                          |
|---------------------------------|----------------------------------------|--------------------------------|-------------------------------------------------|
| BUSINESS SERVICES & SUPPLIES    | Photocopies                            | 1-sided page<br>2-sided page   | \$0.10<br>\$0.15                                |
|                                 | Flip Chart with markers                |                                | \$20 / item                                     |
|                                 | Internet Access                        |                                | \$25 / day / outlet                             |
| MISCELLANEOUS                   | Weekend Use Fee                        |                                | \$100                                           |
|                                 | Tablecloth Fee                         | 60" x 120" oblong<br>96" round | \$10 – Internal<br>\$12 - External              |
|                                 | Napkins                                |                                | \$0.75 each                                     |
|                                 | Damage Fee <sup>1</sup>                |                                | \$250                                           |
|                                 | Piano Rental<br>If needed:             |                                | \$200                                           |
|                                 | • Tuning                               |                                | \$200                                           |
|                                 | • Moving                               |                                | \$600                                           |
|                                 | Podium                                 |                                | No Charge                                       |
|                                 | Stage Risers: 8", 16", 24"             |                                | \$100                                           |
|                                 | Follow Spots                           |                                | \$25 plus cost of technician                    |
|                                 | Set Up Charge Fee                      |                                | \$75                                            |
|                                 | Service Charge                         |                                | 20% of total costs for all rentals and services |
| Electrical Service (Tradeshows) |                                        | \$25 / day / outlet            |                                                 |
| Marley Dance Floor              | Cost may be shared if multiple clients | \$800 / single use             |                                                 |

| CLASSROOMS/SMALL CONFERENCE OR SEMINAR ROOM                            |                                                                  | During Normal Working Hours    | After Hhours & Wweekends      |
|------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------|-------------------------------|
|                                                                        | CF Educational Functions                                         | No Charge                      | No Charge                     |
|                                                                        | CF-sponsored events with revenue generated for club profit, etc. | TBD                            | TBD                           |
|                                                                        | Other Educational Institutions                                   | TBD                            | TBD                           |
|                                                                        | Community Events: Non-profit                                     | <del>\$70</del> \$105 / event  | <del>\$70</del> \$105 / hour  |
|                                                                        | Private for-Profit Organizations / Groups                        | <del>\$400</del> \$150 / event | <del>\$400</del> \$150 / hour |
| * Please see page 13 for Insurance / Liability and Alcohol Information |                                                                  |                                |                               |

<sup>1</sup> The College reserves the right to bill the renter for any damages or excessive clean-up associated with the rental.

| <b>SPECIAL FACILITIES – CONFERENCE ROOMS</b><br>(Building 5 Room 104 / Building 8 Room 110 / Community Room - Hampton Center)                                                                                                                                                                                                            |                                         | <b>During Normal Working Hours</b> | <b>After hours &amp; weekends</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------|-----------------------------------|
|                                                                                                                                                                                                                                                                                                                                          | Community Events: Non-profit            | \$70 / event                       | \$70 / hour                       |
|                                                                                                                                                                                                                                                                                                                                          | Private for-Profit Organizations/Groups | \$100 / event                      | \$100 / hour                      |
| NOTE: The Cyber Café and Cafeteria will only be used for College-related events unless the President or designee approves an exception. Fees for use will be determined at time of request; food service will be arranged through Conference Services unless an exception is approved by the Vice President, Administration and Finance. |                                         |                                    |                                   |
| * Please see page 13 for Insurance / Liability and Alcohol Information                                                                                                                                                                                                                                                                   |                                         |                                    |                                   |

| <b>FINE ARTS CENTER</b>                                                |                                                                                                                                                                                         | <b>Hourly rate</b> | <b>Daily Maximum</b> |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|
|                                                                        | College-sponsored Educational Events                                                                                                                                                    | N/A                | N/A                  |
|                                                                        | Other Educational Institutions                                                                                                                                                          | \$70               | \$450                |
|                                                                        | Governmental Agencies                                                                                                                                                                   | \$80               | \$500                |
|                                                                        | Community Non-Profit - Arts                                                                                                                                                             | \$90               | \$600                |
|                                                                        | Community Non-Profit - Other than Arts                                                                                                                                                  | \$100              | \$700                |
|                                                                        | Private for Profit                                                                                                                                                                      | \$180              | Hourly rate applies  |
|                                                                        | *Special Note: From the 1 <sup>st</sup> day of Summer Term A to the end of Summer Term B (including weekends), there is a \$600.00 per day start up fee in addition to the rental rate. |                    | \$600                |
| * Please see page 13 for Insurance / Liability and Alcohol Information |                                                                                                                                                                                         |                    |                      |

| <b>ADDITIONAL FEES FOR FINE ARTS CENTER</b>                                                                                                |                                 | <b>Charge</b>                          | <b>Comments</b>                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                            | Security Deposit                | \$200 / event                          | Refunded if no damage or loss is incurred                                                                            |
|                                                                                                                                            | Custodial Fee                   | \$165 / day or any part thereof        | Minimum charge of six (6) hours at \$27.50 per hour                                                                  |
|                                                                                                                                            | Fine Arts Outdoor Stage         | \$200 for 4 hours<br>\$400 for 8 hours | Additional costs are applied if cleaning is necessary.                                                               |
|                                                                                                                                            | <a href="#">Stage Extension</a> | <a href="#">\$300 / event</a>          | <a href="#">Special requests for removal or installation of stage extension not previously scheduled with venue.</a> |
|                                                                                                                                            | <a href="#">Live Video</a>      | <a href="#">\$300 / event</a>          | <a href="#">Live video streaming services, plus cost of technician</a>                                               |
| NOTE: <a href="#">Any and all equipment for Outdoor Stage is the responsibility of the client to arrange rental, delivery and pick-up.</a> |                                 |                                        |                                                                                                                      |

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| APPLETON MUSEUM OF ART – No changes,                                 |             | Day Rate                                                              | Evening Rate |
|----------------------------------------------------------------------|-------------|-----------------------------------------------------------------------|--------------|
| CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) |             | Charges for direct services                                           |              |
| CF-Sponsored Events with revenue generated for club profit, etc.     |             | \$150 base fee plus charges for direct services will apply            |              |
| College-sponsored Educational Events                                 |             | No Charge                                                             |              |
| CF Staff / Faculty / Current Students                                |             | 30% discount<br>Charges for direct services will apply                |              |
| Auditorium                                                           |             | \$700                                                                 | \$800        |
| Café / Courtyard                                                     |             | \$600                                                                 | \$900        |
| Auditorium / Café / Courtyard                                        |             | \$1,100                                                               | \$1,300      |
| First Floor                                                          |             | \$1,300                                                               | \$1,500      |
| Seminar / Conference Rooms                                           |             |                                                                       |              |
| Single Room                                                          |             | \$350                                                                 | \$400        |
| Artspace                                                             |             |                                                                       | \$450        |
| Community Non-Profit                                                 |             | 30%                                                                   | 30%          |
|                                                                      |             |                                                                       |              |
| After Event Cleaning Fee                                             | \$30 / hour | Charge four (4), six (6) or eight (8) hours relative to space rented. |              |

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\* Please see page 13 for Insurance / Liability and Alcohol Information

| WEBBER CENTER                                                           |                                                                                             | Charge                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                         | CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – <b>Weekdays only</b> | Charges for direct services                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                         | CF-Sponsored Events with revenue generated for club profit, etc. – <b>Weekdays only</b>     | \$150 base fee plus charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                         | CF Staff / Faculty / Current Students                                                       | 30% discount<br>Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                         | Community Non-Profit                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                         | Community for Profit                                                                        | Fees as follows<br>Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                         | Conference / Banquet Room – <b>Weekday</b>                                                  | \$800 <sup>1</sup> for 8-hour event - additional hours available at \$100 / hour<br>\$500 for 4-hour event – additional hours available at \$100 / hour<br><b>NOTE:</b> Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up – for 8-hour events only)                                                                                                                                                                   |
|                                                                         | Conference / Banquet Room - <b>Weekend</b>                                                  | \$1,000 <sup>1</sup> for 8-hour event - additional hours available at \$100 / hour<br><b>NOTE:</b> Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up – for 8-hour events only)                                                                                                                                                                                                                                        |
|                                                                         | <u>Conference / Banquet Room – Multi Day Package</u>                                        | <u>\$1,750 plus 20% service charge and sales tax*</u><br><br><u>Rental includes:</u><br><ul style="list-style-type: none"> <li>• <u>Day One: 6 hours (set up, decorate, rehearsal, rehearsal dinner)</u></li> <li>• <u>Day Two: 10 hours (set-up, event, teardown)</u></li> <li>• <u>Basic technology</u></li> <li>• <u>Basic table coverings for food and beverage tables</u></li> <li>• <u>Six (6) high-top tables with covers for lighted patio</u></li> </ul> |
|                                                                         | Technology Package A Only                                                                   | \$125 (microphones, LCD projector and screen)<br><br>NOTE: Items may be rented individually. See Page 2 for pricing.                                                                                                                                                                                                                                                                                                                                              |
| * Please see pages 13 for Insurance / Liability and Alcohol Information |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| HARVEY R. KLEIN CONFERENCE CENTER                                                           | Charge                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – <b>Weekdays only</b> | Charges for direct services                                                                                                                                                                                                                                                                                                                                                                                                                         |
| CF-Sponsored Events with revenue generated for club profit, etc. – <b>Weekdays only</b>     | \$250 base fee plus<br>Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                       |
| CF Staff / Faculty / Current Students                                                       | 30% discount<br>Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                              |
| Community Non-Profit                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Community for Profit                                                                        | Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                              |
| Harvey R. Klein Conference Center - <b>Weekday Events</b>                                   | <p>\$1,200<sup>1</sup>-charge for 8-hour event-additional hours available at \$100 / hour.</p> <p>\$600 for 4-hour event – additional hours available at \$100 / hour. No other discounts available.</p> <p><b>NOTE:</b> Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8-hour events only.</p>                                                                                                  |
| Harvey R. Klein Conference Center - <b>Weekend Events</b>                                   | <p>\$1,500<sup>1</sup>-charge for 8-hour event-additional hours available at \$175 per hour.</p> <p><b>NOTE:</b> Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8-hour events only.</p>                                                                                                                                                                                                          |
| <a href="#">Harvey R. Klein Conference Center – Multi Day Package</a>                       | <p><u>\$2,750 plus 20% service charge and sales tax*</u></p> <p><u>Rental includes:</u></p> <ul style="list-style-type: none"> <li>• <u>Day One: 6 hours (set-up, decorate, rehearsal, rehearsal dinner)</u></li> <li>• <u>Day Two: 10 hours (set-up, event, teardown)</u></li> <li>• <u>Basic technology</u></li> <li>• <u>Basic table coverings for food and beverage tables</u></li> <li>• <u>Six (6) high-top tables with covers</u></li> </ul> |
| Technology Packages                                                                         | <b>See Page 2   General Fees   Audio Visual Equipmen</b>                                                                                                                                                                                                                                                                                                                                                                                            |

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\* Please see page 13 for Insurance / Liability and Alcohol Information

| CATERING SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                | Charge |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | *Charges for direct services plus 20% service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café. |        |
| CF-Sponsored Events with revenue generated for club profit, et.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                |        |
| CF Staff / Faculty / Current Students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                |        |
| Community Non-Profit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | *Charges for direct services plus 20% service charge for all deliveries and set up.                                                                            |        |
| Community for Profit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | *Charges for direct services plus 20% service charge and applicable* state sales tax for all deliveries and set up.                                            |        |
| Off Campus Deliveries                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                |        |
| Off Campus Catered Events                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                |        |
| <p>* Services available at an additional fee applicable to all College of Central Florida areas as well as outside organizations:</p> <ul style="list-style-type: none"> <li>• \$15 / hour / server and/or additional service staff for Ocala on-campus events after normal week day business hours (after 4:30 p.m.) or on weekends.</li> <li>• Minimum of \$50.00 for drop off delivery fee for food services outside a 5-mile radius from the Ocala campus.</li> <li>• A licensed and insured catering vendor may be utilized for all Ocala area catering in CF campus venues.</li> </ul> <p>* Sales Tax will be charged at applicable sales tax rate enforced at time of event.</p> |                                                                                                                                                                |        |

| CITRUS CAMPUS CONFERENCE CENTER                                                             | Charge                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – <u>Weekdays only</u> | Charges for direct services                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| CF-Sponsored Events with revenue generated for club profit, etc. – <b>Weekdays only</b>     | \$275 base fee (\$150 for half Conference Center) plus charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                        |
| CF Staff / Faculty / Current Students                                                       | 30% discount                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Community Non-Profit                                                                        | Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Community for Profit                                                                        | Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Conference Center / <u>Banquet Room</u> – <b>Weekday Events</b>                             | <p align="center"><b>Full Conference Center</b></p> <p>\$800<sup>1</sup> for 8-hour event <u>or \$500<sup>1</sup> for 4-hour event.</u> – <del>additional hours available at \$150 / hour.</del></p> <p>\$500<sup>1</sup> for 4-hour event – <del>additional.</del> <u>Additional</u> hours available at \$150 / hour.</p>                                                                                                                                           |
|                                                                                             | <p align="center"><b>Half Conference Center</b></p> <p>\$450<sup>1</sup> for 8-hour event <u>or \$350<sup>1</sup> for 4-hour event.</u> – <del>additional hours available at \$150 / hour.</del></p> <p>\$350<sup>1</sup> for 4-hour event – <del>additional.</del> <u>Additional</u> hours available at \$150 / hour.</p> <p><b>NOTE:</b> Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8-hour events only.</p> |
| Conference Center / <u>Banquet Room</u> – <b>Weekend Events</b>                             | <p align="center"><b>Full Conference Center</b></p> <p>\$1,000<sup>1</sup> for 8-hour event <u>or \$800<sup>1</sup> for 4-hour event.</u> – <del>additional hours available at \$150 / hour.</del></p> <p>\$800<sup>1</sup> for 4-hour event – <del>additional.</del> <u>Additional</u> hours available at \$150 / hour.</p>                                                                                                                                         |
|                                                                                             | <p align="center"><b>Half Conference Center</b></p> <p>\$700<sup>1</sup> for 8-hour event <u>or \$550<sup>1</sup> for 4-hour event.</u> – <del>additional hours available at \$150 / hour.</del></p> <p>\$550<sup>1</sup> for 4-hour event – <del>additional.</del> <u>Additional</u> hours available at \$150 / hour.</p> <p><b>NOTE:</b> Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8-hour events only.</p> |

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<sup>1</sup> The following items are included in the basic room rental charge for the Klein Conference Center and Webber Center, Citrus Campus Conference Center and Levy Campus Conference Center on an as-needed basis with advance notice: Use of kitchen, patio access, lectern, tripod, round tables (60" - seats 8, oblong table 8' x 24" – seats 3), food service tables (3'8" x 30"), extra chairs. Fee also includes set-up and take down of all table/chair arrangements, utilities, on-duty personnel, and restrooms. (NOTE: Please see insurance information for categories of events and their associated charges.) IMPORTANT – The basic charge does not include insurance required for alcohol consumption.

| <u>CITRUS CAMPUS CONFERENCE CENTER</u>                                 |                                                    | <u>Charge</u>                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                        | <u>Conference / Banquet Room – Two-Day Package</u> | <u>Full Conference Center</u><br><u>\$1,750<sup>1</sup> plus 20% service charge and sales tax</u><br><u>Rental includes:</u> <ul style="list-style-type: none"> <li>• <u>Day One: 6 hours (set up, decorate, rehearsal, deliveries)</u></li> <li>• <u>Day Two: 10 hours (set-up, event, teardown)</u></li> <li>• <u>Package B Technology</u></li> </ul> |
|                                                                        | Technology Packages                                | <b>See Page 2   General Fees   Audio Visual Equipment</b>                                                                                                                                                                                                                                                                                               |
| * Please see page 13 for Insurance / Liability and Alcohol Information |                                                    |                                                                                                                                                                                                                                                                                                                                                         |

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<sup>1</sup> The following items are included in the basic room rental charge for the Klein Conference Center and Webber Center, Citrus Campus Conference Center and Levy Campus Conference Center on an as-needed basis with advance notice: Use of kitchen, patio access, lectern, tripod, round tables (60" - seats 8, oblong table 8' x 24" – seats 3), food service tables (3'8" x 30"), extra chairs. Fee also includes set-up and take down of all table/chair arrangements, utilities, on-duty personnel, and restrooms. (NOTE: Please see insurance information for categories of events and their associated charges.) IMPORTANT – The basic charge does not include insurance required for alcohol consumption.

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| LEVY CAMPUS CONFERENCE CENTER – No changes                                              | Charge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)                    | Charges for direct services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| CF-Sponsored Events with revenue generated for club profit, etc. – <b>Weekdays only</b> | \$275 base fee (\$150 for half Conference Center) plus charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| CF Staff/Faculty/Current Students                                                       | 30% discount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Community Non-Profit                                                                    | Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Community for Profit                                                                    | Charges for direct services will apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Dr. & Mrs. Jack Mann Conference Center - <b>Weekday Events</b>                          | <p align="center"><b>Full Conference Center</b></p> <p>\$800<sup>2</sup> for 8-hour event - additional hours available at \$150 / hour.<br/> \$500<sup>1</sup> for 4-hour event – additional hours available at \$150 / hour.</p> <p align="center"><b>Half Conference Center</b></p> <p>\$450<sup>1</sup> for 8-hour event – additional hours available at \$150 / hour.<br/> \$350<sup>1</sup> for 4-hour event – additional hours available at \$150 / hour.</p> <p><b>NOTE:</b> Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8-hour events only.</p>   |
| Dr. & Mrs. Jack Mann Conference Center - <b>Weekend Events</b>                          | <p align="center"><b>Full Conference Center</b></p> <p>\$1,000<sup>1</sup> for 8-hour event - additional hours available at \$150 / hour.<br/> \$800<sup>1</sup> for 4-hour event – additional hours available at \$150 / hour.</p> <p align="center"><b>Half Conference Center</b></p> <p>\$700<sup>1</sup> for 8-hour event – additional hours available at \$150 / hour.<br/> \$550<sup>1</sup> for 4-hour event – additional hours available at \$150 / hour.</p> <p><b>NOTE:</b> Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8-hour events only.</p> |
| Technology Packages                                                                     | <b>See Page 2   General Fees   Audio Visual Equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| * Please see page 13 for Insurance / Liability and Alcohol Information                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

<sup>2</sup> The following items are included in the basic room rental charge for the Klein Conference Center and Webber Center, Citrus Campus Conference Center and Levy Campus Conference Center on an as-needed basis with advance notice: Use of kitchen, patio access, lectern, tripod, round tables (60" - seats 8, oblong table 8' x 24" – seats 3), food service tables (3'8" x 30"), extra chairs. Fee also includes set-up and take down of all table/chair arrangements, utilities, on-duty personnel, and restrooms. (NOTE: Please see insurance information for categories of events and their associated charges.) IMPORTANT – The basic charge does not include insurance required for alcohol consumption.

| VINTAGE FARM                                                           |                         | Charge                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                        | Vintage Farm House      | \$300 with Day at the Farm Package<br>Included with our Traditional Package and our Rustic Charm Package                                                                                                                                                                                                                                                           |
|                                                                        | Day at the Farm Package | <del>\$4,000</del> <del>\$4,500</del> plus tax for 1-day rental<br>Rental Includes:<br><ul style="list-style-type: none"> <li>• Day One: 12 Hours (set up, event, tear down)</li> <li>• <u>Vintage Farm House</u></li> </ul>                                                                                                                                       |
|                                                                        | Traditional Package     | \$5,500 <sup>3</sup> plus tax for 2-day rental<br>Rental Includes:<br><ul style="list-style-type: none"> <li>• Day One: 8 Hours (set up, decorate, rehearsal and rehearsal dinner)</li> <li>• Day Two: 12 Hours (event day, tear down)</li> <li>• Vintage Farm House (Days One and Two)</li> </ul>                                                                 |
|                                                                        | Rustic Charm Package    | \$5,800 <sup>1</sup> plus tax for 2 ½ day rental<br>Rental Includes:<br><ul style="list-style-type: none"> <li>• Day One: 8 Hours (set up, decorate, rehearsal and rehearsal dinner)</li> <li>• Day Two: 12 Hours (event day, tear down)</li> <li>• Day Three: 3 Hours (vendor pick up, if needed)</li> <li>• Vintage Farm House (Day One and Two only)</li> </ul> |
| * Please see page 13 for Insurance / Liability and Alcohol Information |                         |                                                                                                                                                                                                                                                                                                                                                                    |

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<sup>3</sup> The following items are included in the basic rental charge on an as-needed basis with advance notice: Use of kitchen, patio access, round tables (72" - seats 10, oblong table 6' or 8'), food service tables (6' or 8'), Padded folding chairs for inside the barn. Fee also includes set-up and take down of all table/chair arrangements, utilities, on-duty personnel, and restrooms. If additional staff members are required, additional charges may apply. IMPORTANT – The basic charge **does not** include insurance required for general liability or alcohol consumption.

| EWERS CENTURY CENTER<br>STRATEGIC PLANNING ROOM                        |                                                                      | Maximum Charge                                                                                                                                                                                                 |
|------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                        | CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) | Charges for direct services                                                                                                                                                                                    |
|                                                                        | CF-Sponsored Events with revenue generated for club profit, etc.     | \$100 for 4-hour event additional hours available at \$50 / hour. Reservations will be made on a space available basis only and charges for direct services will apply.                                        |
|                                                                        | CF Staff / Faculty / Current Students                                | 30% discount<br>Charges for direct services will apply                                                                                                                                                         |
|                                                                        | Community Non-Profit                                                 |                                                                                                                                                                                                                |
|                                                                        | Community for Profit                                                 | Fees as follows<br>Charges for direct services will apply                                                                                                                                                      |
|                                                                        | Strategic Planning Room - <b>Weekday and Weekend</b>                 | \$325 for full day (up to 8 hours)<br>Additional hours available at \$100 / hour.<br><b>NOTE:</b> Fee includes one half (1/2) hour prior to event for set-up and one half (1/2) hour after event for clean-up. |
| * Please see page 13 for Insurance / Liability and Alcohol Information |                                                                      |                                                                                                                                                                                                                |

| TELECONFERENCE CENTER                                      |                                       | Maximum Charge                                                                    |
|------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------|
|                                                            | CF Organizations                      | Charges for direct services will apply                                            |
|                                                            | CF Staff / Faculty / Current Students | 30% discount<br>Charges for direct services will apply                            |
|                                                            | Community Non-Profit                  | 30% discount<br>Charges for direct services will apply                            |
|                                                            | For Profit                            | Fees as follows<br>Charges for direct services will apply                         |
|                                                            | Weekday and Weekend                   | \$325 for full day (up to 8 hours)<br>Additional hours available at \$100 / hour. |
| * Please see page 13 for Insurance / Liability Information |                                       |                                                                                   |

## INSURANCE

**LIABILITY:** The User/Renter is required to provide proof of general liability insurance, naming the “College as an additional insured” in the amount of \$1,000,000, prior to beginning set-up of any event. If the user/renter does not have private insurance available to them, our Conference Services teams will be happy to assist with several agencies from which you may obtain the necessary insurance that would be required.

**ALCOHOL:** Generally, alcohol is not permitted on any CF site. For specific events in the Webber Center, Klein Center, Vintage Farm, Citrus Campus Conference Center, Levy Campus Conference Center and the Appleton Museum of Art, an exemption may be requested to distribute alcoholic beverages. The President or designee is authorized to grant approval and may do so with certain restrictions and conditions. Any person or agency with authorization to distribute alcohol must provide the College with alcohol liability insurance coverage. The insurance should be in the amount of at least \$1,000,000 and name the “College as an additional insured.” The renter shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or [Compliance@cf.edu](mailto:Compliance@cf.edu).

**COLLEGE OF CENTRAL FLORIDA**

**12**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: RFQ 25-1 – Pre-Qualified Pool of General Contractors

INITIATOR: Charles A. Prince  
Vice President of Administration & Finance

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

This Pool will be used for future projects in accordance with College Procurement thresholds and, where applicable, the Consultant Competitive Negotiation Act (CCNA) for professional services.


This marks an important step in establishing a structured, compliant framework for contractor and consultant selection at the College. The process was executed in a manner that supports transparency, competition and long-term operational efficiency.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees acknowledges and authorizes the Board Chair to sign the Recommendation for Award.



Purchasing Department  
**Memorandum**

**To:** Mr. Chuck Prince, VP Administration and Finance  
**From:** Tony Denis, Director of Purchasing & Risk Management   
**Date:** April 8<sup>th</sup>, 2026  
**Re:** RFQ 25-1 & RFQ 25-2 – Evaluation Results and Recommendation

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I am pleased to report that the Evaluation Committee has completed scoring for RFQ 25-1 (Pre-Qualified General Contractors) and RFQ 25-2 (Pre-Qualified Architectural Services).

Both solicitations were publicly advertised and administered in accordance with College policy and Florida procurement requirements. The evaluation process was conducted using the published criteria, and all scoring was completed independently by committee members to ensure fairness, consistency, and defensibility.

**Summary of Results**

The committee evaluated all responsive submittals and produced final ranked scores for each category. Based on the results:

- A sufficient number of qualified firms were identified in both the General Contractor and Architectural categories
- Rankings reflect a competitive range of firms capable of supporting the College's upcoming capital and operational needs

**Recommendation**

Based on the evaluation results, I recommend:

- Establishment of a **pre-qualified pool of General Contractors (RFQ 25-1)**
- Establishment of a **pre-qualified pool of Architectural Firms (RFQ 25-2)**

These pools will be used for future projects in accordance with College procurement thresholds and, where applicable, the Consultant Competitive Negotiation Act (CCNA) for professional services.

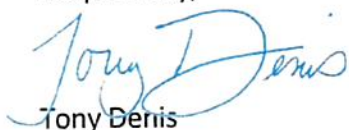
It is important to note:

- Inclusion in the pre-qualified pool does **not guarantee award of work**
- Project-specific selection processes will still be conducted as required
- For architectural services, a CCNA process (including potential shortlisting and interviews) will be conducted at the project level

This marks an important step in establishing a structured, compliant framework for contractor and consultant selection at the College. The process was executed in a manner that supports transparency, competition, and long-term operational efficiency.


I have attached a detailed breakdown of rankings for further discussion and review.

Respectfully,



Tony Deris

Director of Procurement & Risk Management

|                                                                                                                                                                                                                    |                                                     |                                                             |                                                                                          |                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                                                                   |                                                     | <b>RECOMMENDATION FOR AWARD</b>                             |                                                                                          | PAGE: 1 of 3                                                  |
|                                                                                                                                                                                                                    |                                                     |                                                             |                                                                                          | Description:<br><b>RFQ 25-1 Pre-Qualified Contractor List</b> |
| 1. PROCUREMENT METHOD<br><input type="checkbox"/> Sealed Bid (ITB)<br><input type="checkbox"/> Negotiated (RFP)<br><input checked="" type="checkbox"/> Other                                                       | 2. SOLICITATION/ RFP/ITN/RFQ<br><br><b>RFQ 25-1</b> | 3. ISSUE DATE<br><br>Friday January 28 <sup>th</sup> , 2026 | 4. RFQ SUBMITTALS DATE/TIME<br><br>Friday, February 20 <sup>th</sup> , 2026<br>2:00 P.M. |                                                               |
| 5. DESCRIPTION OF COMMODITIES/SERVICES<br>Establishment of a Pre-Qualified Pool of General Contractors to support the College's construction, renovation, maintenance, and capital improvement projects as needed. |                                                     | 6. NO. OF RFQ'S ISSUED<br>11                                | 7. NO. OF RFQ'S RECEIVED<br>28                                                           |                                                               |
| 6. PERIOD OF SERVICE<br>April 23 <sup>rd</sup> 2026 – June 30 <sup>th</sup> 2027                                                                                                                                   | 7. TOTAL AMOUNT (Annually)<br>NA                    | 8. RENEWAL PERIODS (if applicable)<br>NA                    |                                                                                          |                                                               |

### 09. BACKGROUND

The College issued RFQ 25-1 in January 2026 to establish a pre-qualified pool of licensed and qualified General Contractors to support future construction-related projects.

The solicitation was publicly advertised and issued in accordance with College procurement policies and applicable Florida Statutes. The intent of this RFQ is to streamline future project procurement by establishing a pool of vetted contractors who meet the College's minimum qualifications and experience requirements.

This pre-qualified pool will be utilized for projects in accordance with College procurement thresholds, including informal quotations, formal solicitations, or other authorized methods as applicable.

### 10. EVALUATION OF REQUEST FOR QUALIFICATIONS

RFQ 25-1 was publicly advertised, and responses were received from qualified contractors.

A Selection Committee was established and charged with evaluating all responsive submittals based on the criteria set forth in the RFQ. Each committee member independently reviewed and scored submissions to ensure an objective and consistent evaluation process.

Final rankings were compiled based on aggregate scoring. The highest-ranked firms demonstrated the experience, capacity, and qualifications necessary to successfully support the College's construction and facilities needs.

---



## 11. RECOMMENDATION/ACTION REQUESTED

Based on the evaluation results, approval is requested to establish a Pre-Qualified Pool of General Contractors under RFQ 25-1. Given the volume of qualified respondents and the range of disciplines, the full listing of recommended firms is included in Attachment A for reference. Inclusion in the pre-qualified pool does not guarantee award of work. All future project assignments will be made in accordance with College procurement policies and applicable statutory requirements.

Firms are listed in alphabetical order. Ranking results are maintained on file within the Purchasing Department.

---

## 12. REQUIRED SIGNATURES

|                       |                                                                                                                                                          |                         |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| AWARD RECOMMENDATION: | <br>_____<br>DIRECTOR OF PURCHASING (OR DESIGNEE)                       | <u>4/8/2026</u><br>DATE |
| AWARD CONCURRENCE:    | <br>_____<br>VICE PRESIDENT OF FINANCE AND ADMINISTRATION (OR DESIGNEE) | _____<br>DATE           |
| AWARD APPROVAL:       | _____<br>CF PRESIDENT OR DISTRICT BOARD OF TRUSTEES, CHAIR (OR DESIGNEE)                                                                                 | _____<br>DATE           |

Appendix A: Prequalified Contractors (Alphabetical Order by Discipline)

| Prime Contractors          | Roofing                   |
|----------------------------|---------------------------|
| Allstate Construction      | Marion Service            |
| AMSCO - Air Mech & Service | Perry Roofing             |
| Ausley Construction        |                           |
| Benmar                     | Painting                  |
| Cathart Construction       | Five 12 Painting          |
| CPPI                       | ReFab Inc.                |
| Cullison-Wright            |                           |
| Daly & Zilch               | Mechanical Contractors    |
| Decker Construction        | WW Gay Mechanical         |
| Foresight                  |                           |
| Gray Construction Services | Landscaping               |
| McLaughlin & Co.           | H&J Landscaping           |
| Parrish McCall             |                           |
| Qualis GC                  | Electrical                |
| Rycon Construction         | Miller Electrical Company |
| Scherer Construction       |                           |
| Scorpio                    | Demolition                |
| Tallen Builders            | Renascent Inc.            |
| Wharton-Smith Inc          |                           |
|                            | Restoration               |
|                            | Belfor                    |

**COLLEGE OF CENTRAL FLORIDA**

**13**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: RFQ 25-2 – Pre-Qualified Pool of Architectural Firms

INITIATOR: Charles A. Prince  
Vice President of Administration & Finance

DATE: April 15, 2026

---

---

**OBJECTIVE AND PERTINENT FACTS:**

This Pool will be used for future projects in accordance with College Procurement thresholds and, where applicable, the Consultant Competitive Negotiation Act (CCNA) for professional services.


This marks an important step in establishing a structured, compliant framework for contractor and consultant selection at the College. The process was executed in a manner that supports transparency, competition and long-term operational efficiency.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees acknowledges and authorizes the Board Chair to sign the Recommendation for Award.



## Purchasing Department Memorandum

**To:** Mr. Chuck Prince, VP Administration and Finance  
**From:** Tony Denis, Director of Purchasing & Risk Management   
**Date:** April 8<sup>th</sup>, 2026  
**Re:** RFQ 25-1 & RFQ 25-2 – Evaluation Results and Recommendation

---

I am pleased to report that the Evaluation Committee has completed scoring for RFQ 25-1 (Pre-Qualified General Contractors) and RFQ 25-2 (Pre-Qualified Architectural Services).

Both solicitations were publicly advertised and administered in accordance with College policy and Florida procurement requirements. The evaluation process was conducted using the published criteria, and all scoring was completed independently by committee members to ensure fairness, consistency, and defensibility.

### Summary of Results

The committee evaluated all responsive submittals and produced final ranked scores for each category. Based on the results:

- A sufficient number of qualified firms were identified in both the General Contractor and Architectural categories
- Rankings reflect a competitive range of firms capable of supporting the College's upcoming capital and operational needs

### Recommendation

Based on the evaluation results, I recommend:

- Establishment of a pre-qualified pool of General Contractors (RFQ 25-1)
- Establishment of a pre-qualified pool of Architectural Firms (RFQ 25-2)

These pools will be used for future projects in accordance with College procurement thresholds and, where applicable, the Consultant Competitive Negotiation Act (CCNA) for professional services.

It is important to note:

- Inclusion in the pre-qualified pool does **not guarantee award of work**
- Project-specific selection processes will still be conducted as required
- For architectural services, a CCNA process (including potential shortlisting and interviews) will be conducted at the project level

This marks an important step in establishing a structured, compliant framework for contractor and consultant selection at the College. The process was executed in a manner that supports transparency, competition, and long-term operational efficiency.


I have attached a detailed breakdown of rankings for further discussion and review.

Respectfully,



Tony Denis

Director of Procurement & Risk Management

|                                                                                                                                                                                                           |                                                     |                                                             |                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------|
|  <b>RECOMMENDATION FOR AWARD</b>                                                                                         |                                                     |                                                             | PAGE: 1 of 2                                                                             |
|                                                                                                                                                                                                           |                                                     |                                                             | Description:<br><b>RFQ 25-2 Pre-Qualified Architects List</b>                            |
| 1. PROCUREMENT METHOD<br><input type="checkbox"/> Sealed Bid (ITB)<br><input type="checkbox"/> Negotiated (RFP)<br><input checked="" type="checkbox"/> Other                                              | 2. SOLICITATION/ RFP/ITN/RFQ<br><br><b>RFQ 25-2</b> | 3. ISSUE DATE<br><br>Friday January 28 <sup>th</sup> , 2026 | 4. RFQ SUBMITTALS DATE/TIME<br><br>Friday, February 20 <sup>th</sup> , 2026<br>2:00 P.M. |
| 5. DESCRIPTION OF COMMODITIES/SERVICES<br>Establishment of a Pre-Qualified Pool of Architects to support the College's construction, renovation, maintenance, and capital improvement projects as needed. |                                                     | 6. NO. OF RFQ'S ISSUED<br><br>5                             | 7. NO. OF RFQ'S RECEIVED<br><br>11                                                       |
| 6. PERIOD OF SERVICE<br><br>April 23 <sup>rd</sup> 2026 – June 30 <sup>th</sup> 2027                                                                                                                      | 7. TOTAL AMOUNT (Annually)<br><br>NA                | 8. RENEWAL PERIODS (if applicable)<br><br>NA                |                                                                                          |

## 09. BACKGROUND

The College issued RFQ 25-2 to establish a pre-qualified pool of qualified Architectural Firms to support future capital, renovation, and planning projects.

The solicitation was publicly advertised and issued in accordance with College procurement policies and applicable Florida Statutes, including the requirements of the Consultant Competitive Negotiation Act (CCNA).

The intent of this RFQ is to create a pool of qualified firms that may be utilized for future projects through a project-specific selection process. For each applicable project, the College will follow CCNA procedures, including firm selection, ranking, and negotiation.

## 10. EVALUATION OF REQUEST FOR QUALIFICATIONS

RFQ 25-2 was publicly advertised, and responses were received from qualified firms.

A Selection Committee was established and charged with evaluating all responsive submittals based on the criteria set forth in the RFQ. Each committee member independently reviewed and scored submissions to ensure an objective and consistent evaluation process.

Final rankings were compiled based on aggregate scoring. Listed firms demonstrated the experience, qualifications, and capacity necessary to support the College's architectural and planning needs.

## 11. RECOMMENDATION/ACTION REQUESTED

Based on the evaluation results, approval is requested to establish a **Pre-Qualified Pool of Architectural Firms** under RFQ 25-2.


The following firms are recommended for inclusion in the pre-qualified pool:


|                       |                      |                   |
|-----------------------|----------------------|-------------------|
| Brame Heck Architects | Mitchell Gulledge    | Stratus Team      |
| DLR Group             | Peacock Architects   | Studio MJG        |
| Hunton Brady          | Rispoli & Associates | Walker Architects |
| The Lunz Group        | Spieze Architectural |                   |

Inclusion in the pre-qualified pool does not constitute a guarantee of work. All future project selections will be conducted in accordance with the Consultant Competitive Negotiation Act (CCNA) and applicable College procurement policies.

Firms are listed in alphabetical order. Ranking results are maintained on file within the Purchasing Department.

## 12. REQUIRED SIGNATURES

AWARD RECOMMENDATION:  4/8/2026  
DIRECTOR OF PURCHASING (OR DESIGNEE) DATE

AWARD CONCURRENCE:  \_\_\_\_\_  
VICE PRESIDENT OF FINANCE AND ADMINISTRATION (OR DESIGNEE) DATE

AWARD APPROVAL: \_\_\_\_\_  
CF PRESIDENT OR DISTRICT BOARD OF TRUSTEES, CHAIR (OR DESIGNEE) DATE

**COLLEGE OF CENTRAL FLORIDA**

**14**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Monthly Financial Summary Report – March

INITIATOR: Charles A. Prince  
Vice President of Administration & Finance

DATE: April 15, 2026

---

**OBJECTIVE AND PERTINENT FACTS:**

Each month the Board is provided with the Monthly Financial Summary Report for all funds and additional information of general college operations (Fund 1) indicating major fiscal matters, including trends, revenue, and expense analysis. The Monthly Financial Summary Report is attached.

**RECOMMENDATION/ACTION REQUESTED:**

That the Board acknowledges the receipt of the Monthly Financial Summary Report and requests the report be filed with the Board meeting records.

COLLEGE OF CENTRAL FLORIDA

March 2026 Financial Summary

Variance Notes

FY 2024-25 TO FY 2025-26

**Revenues**

Line 1: Increase in student fees compared to this period last year.

Line 2: State Appropriations increased compared to this period last year.

Line 3: Decrease in other revenue and interest received compared to this period last year.

**Expenses**

Line 6: Increase in salary and wages compared to this period last year.

Line 7: Increase in employee benefits compared to this period last year.

Line 9: Increase in technology repair/maintenance annual contracts and insurance compared to this period last year.

Line 10: Increase in educational materials and data software compared to this period last year.

Line 11: Increase in Scholarships and Other Expenses compared to this period last year.

Line 13: Increase in Capital Outlay expenses compared to this period last year.

**COLLEGE OF CENTRAL FLORIDA  
GENERAL COLLEGE OPERATIONS FUND 1  
MONTHLY FINANCIAL SUMMARY AS OF MARCH 31, 2026  
FOR FISCAL YEARS 2025 AND 2026**

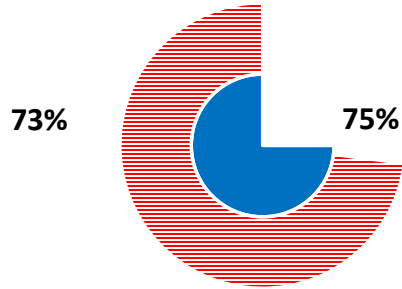
Reflecting Actual Results for 75% of the Fiscal Year

|                              | FY 2024-25<br>3/31/2025 | FY 2025-26<br>3/31/2026 | 25/26<br>% | 24/25<br>% | FY 2025-26<br>Budget | 25/26<br>% of Budget<br>Recognized | 24/25<br>% of Budget<br>Recognized |
|------------------------------|-------------------------|-------------------------|------------|------------|----------------------|------------------------------------|------------------------------------|
|                              |                         |                         | Inc (Dec)  | Inc (Dec)  |                      |                                    |                                    |
| <b>REVENUES</b>              |                         |                         |            |            |                      |                                    |                                    |
| 1 Student Fees               | 13,229,668              | 13,789,143              | 4%         | 13%        | 15,481,348           | 89%                                | 97%                                |
| 2 State Support              | 29,313,567              | 30,383,469              | 4%         | -3%        | 43,146,825           | 70%                                | 69%                                |
| 3 Other Revenue              | 2,772,699               | 2,610,851               | -6%        | 11%        | 3,688,974            | 71%                                | 112%                               |
| 4 Transfer from Fund Balance | 0                       | 0                       | 0%         | 0%         | 2,000,000            | 0%                                 | 0%                                 |
| <b>5 TOTAL REVENUE</b>       | <b>45,315,934</b>       | <b>46,783,463</b>       | <b>3%</b>  | <b>2%</b>  | <b>64,317,147</b>    | <b>73%</b>                         | <b>76%</b>                         |
| <b>EXPENSES</b>              |                         |                         |            |            |                      |                                    |                                    |
| <b>Personnel Expense</b>     |                         |                         |            |            |                      |                                    |                                    |
| 6 Salary and Wages           | 20,765,828              | 21,303,797              | 3%         | 6%         | 32,091,472           | 66%                                | 67%                                |
| 7 Employee Benefits          | 6,931,285               | 8,264,106               | 19%        | 15%        | 11,543,652           | 72%                                | 70%                                |
| 8 Subtotal Personnel Expense | 27,697,113              | 29,567,903              | 7%         | 8%         | 43,635,124           | 68%                                | 68%                                |
| <b>Current Expenses</b>      |                         |                         |            |            |                      |                                    |                                    |
| 9 Operating                  | 5,878,616               | 5,976,193               | 2%         | -7%        | 13,500,612           | 44%                                | 49%                                |
| 10 Supply & Material         | 2,456,616               | 2,630,583               | 7%         | 8%         | 1,965,650            | 134%                               | 134%                               |
| 11 Transfers & Other Exp     | 1,062,052               | 1,121,303               | 6%         | -51%       | 3,265,761            | 34%                                | 42%                                |
| 12 Subtotal Current Expense  | 9,397,284               | 9,728,079               | 4%         | -14%       | 18,732,023           | 52%                                | 57%                                |
| 13 Capital Outlay Expense    | 1,600,123               | 2,050,478               | 28%        | 31%        | 1,950,000            | 105%                               | 67%                                |
| <b>14 TOTAL EXPENSES</b>     | <b>38,694,520</b>       | <b>41,346,460</b>       | <b>7%</b>  | <b>2%</b>  | <b>64,317,147</b>    | <b>64%</b>                         | <b>65%</b>                         |
| 15 Incr/Decr to Fund Balance | 6,621,414               | 5,437,003               | -18%       | 1%         | 0                    |                                    |                                    |

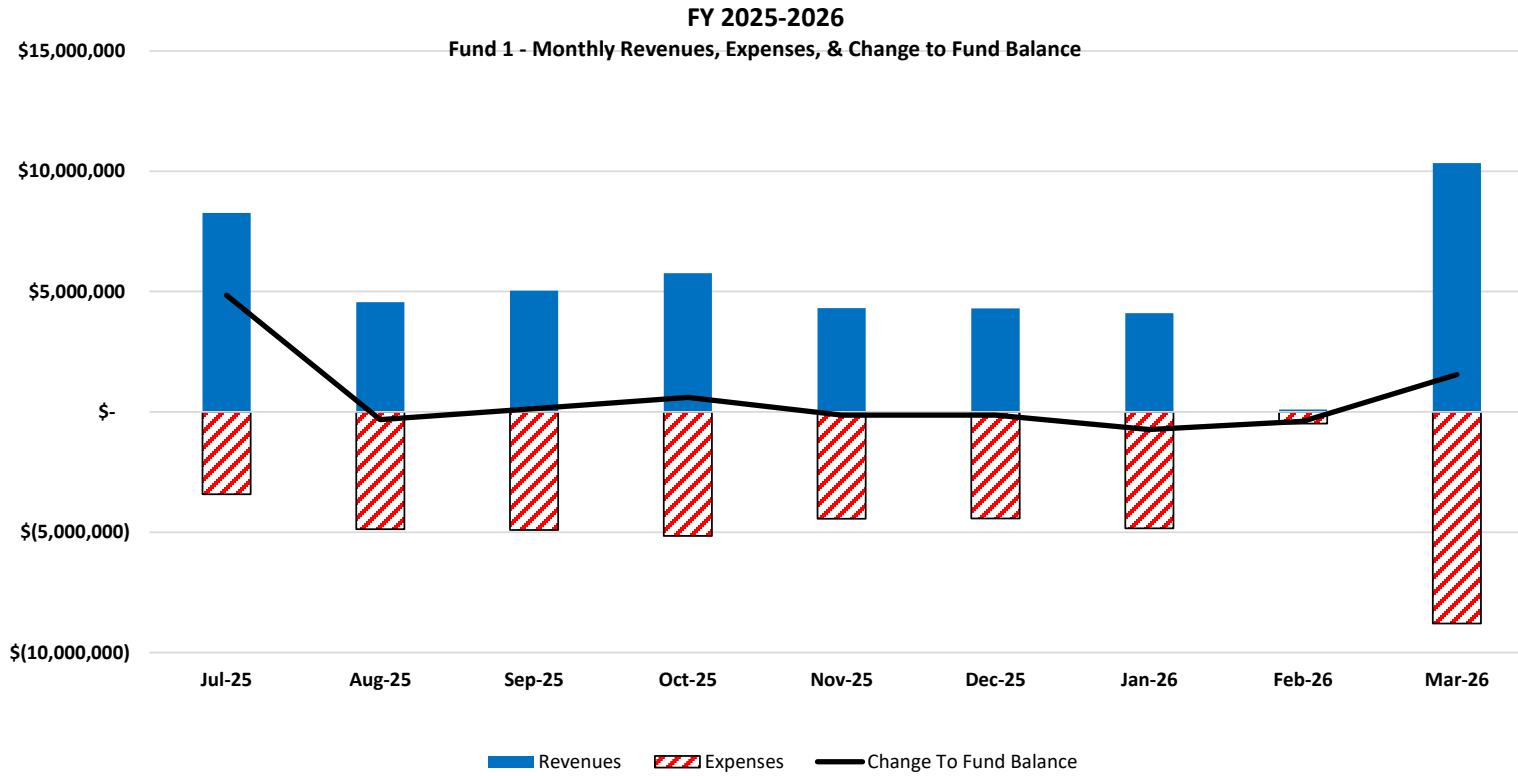
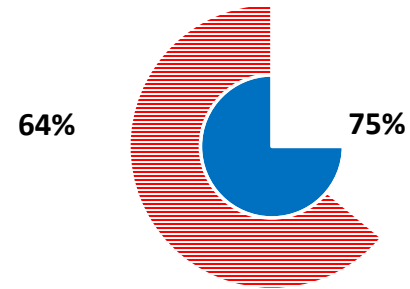
COLLEGE OF CENTRAL FLORIDA  
SCHEDULE OF ACCOUNTS  
Income Statement  
As of March 31, 2026

|                                   | CURRENT FUND<br>UNRESTRICTED | CURRENT FUND<br>RESTRICTED | AUXILIARY<br>CURRENT | LOAN AND<br>ENDOWMENTS | SCHOLARSHIP<br>RESTRICTED | AGENCY FUND      | UNEXPENDED<br>PLANT | TOTAL             |
|-----------------------------------|------------------------------|----------------------------|----------------------|------------------------|---------------------------|------------------|---------------------|-------------------|
|                                   | Fund 1                       | Fund 2                     | Fund 3               | Fund 4                 | Fund 5                    | Fund 6           | Fund 7              |                   |
| <b>Revenue:</b>                   |                              |                            |                      |                        |                           |                  |                     |                   |
| Student Fees                      | 13,789,143                   | 945,995                    | -                    | -                      | 542,340                   | -                | 1,767,408           | 17,044,886        |
| State Support                     | 30,383,469                   | -                          | -                    | -                      | -                         | -                | 7,420,041           | 37,803,510        |
| Federal Support                   | 43,196                       | -                          | -                    | -                      | 19,574,127                | 5,491,497        | -                   | 25,108,820        |
| Gifts, Grants                     | -                            | 3,568,743                  | -                    | -                      | -                         | -                | -                   | 3,568,743         |
| Sales and Service Department      | 699,713                      | 226,153                    | 569,660              | -                      | -                         | -                | -                   | 1,495,526         |
| Interest Earnings                 | 1,765,664                    | -                          | -                    | -                      | -                         | -                | 1,235               | 1,766,899         |
| Other Revenue                     | 102,278                      | -                          | -                    | -                      | 2,474                     | -                | -                   | 104,752           |
| Non-Revenue Receipts (transfers)  | -                            | 1,347,260                  | -                    | -                      | -                         | -                | -                   | 1,347,260         |
| <b>Total Revenue</b>              | <b>46,783,463</b>            | <b>6,088,151</b>           | <b>569,660</b>       | <b>-</b>               | <b>20,118,941</b>         | <b>5,491,497</b> | <b>9,188,684</b>    | <b>88,240,396</b> |
| <b>Expenses:</b>                  |                              |                            |                      |                        |                           |                  |                     |                   |
| Personnel Services                | 29,567,903                   | 3,434,593                  | 172,771              | -                      | -                         | -                | 93,659              | 33,268,926        |
| Current Expense                   | 9,728,079                    | 1,710,884                  | 184,648              | -                      | 19,788,705                | 5,491,497        | 412,684             | 37,316,497        |
| Capital Outlay                    | 2,050,478                    | 390,180                    | 2,347                | -                      | -                         | -                | 6,940,177           | 9,383,182         |
| <b>Total Expenses</b>             | <b>41,346,460</b>            | <b>5,535,657</b>           | <b>359,766</b>       | <b>-</b>               | <b>19,788,705</b>         | <b>5,491,497</b> | <b>7,446,520</b>    | <b>79,968,605</b> |
| <b>Net Change in Fund Balance</b> | <b>5,437,003</b>             | <b>552,494</b>             | <b>209,894</b>       | <b>-</b>               | <b>330,236</b>            | <b>-</b>         | <b>1,742,164</b>    | <b>8,271,791</b>  |

**Revenues**  
% of Budget vs % of Fiscal Year



**Expenses**  
% of Budget vs % of Fiscal Year



**COLLEGE OF CENTRAL FLORIDA**

**15**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Auditor General Report No. 2026-147 - Financial Audit

INITIATOR: Charles A. Prince  
Vice President of Administration & Finance

DATE: April 15, 2026

---

**OBJECTIVE AND PERTINENT FACTS:**

Attached for the District Board of Trustees information is Auditor General Report No. 2026-147. This report is a Financial Audit for the Fiscal Year ended June 30, 2025.

**RECOMMENDATION/ACTION REQUESTED:**

For information only – no action required.

**STATE OF FLORIDA AUDITOR GENERAL**

**Financial Audit**

**COLLEGE OF CENTRAL FLORIDA**

For the Fiscal Year Ended  
June 30, 2025



Sherrill F. Norman, CPA  
Auditor General

## Board of Trustees and President

During the 2024-25 fiscal year, Dr. James D. Henningsen served as President of the College of Central Florida and the following individuals served as Members of the Board of Trustees:

|                                | <u>County</u> |
|--------------------------------|---------------|
| Robert "Bobby" Durrance, Chair | Levy          |
| Charlie Stone, Vice Chair      | Marion        |
| Joyce Brancato                 | Levy          |
| Russell "Rusty" Branson        | Marion        |
| William "Bill" Edgar           | Marion        |
| Fredrick Roberts Jr.           | Marion        |

Note: One Trustee position was vacant for the entire period.

The Auditor General conducts audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

The team leader was Hongmei Lin, CPA, and the audit was supervised by Denita K. Tyre, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at [jaimehoelscher@aud.state.fl.us](mailto:jaimehoelscher@aud.state.fl.us) or by telephone at (850) 412-2868.

This report and other reports prepared by the Auditor General are available at:

[FLAuditor.gov](http://FLAuditor.gov)

Printed copies of our reports may be requested by contacting us at:

**State of Florida Auditor General**

**Claude Pepper Building, Suite G74 · 111 West Madison Street · Tallahassee, FL 32399-1450 · (850) 412-2722**

**COLLEGE OF CENTRAL FLORIDA**  
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## SUMMARY

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### SUMMARY OF REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Our audit disclosed that the basic financial statements of the College of Central Florida (a component unit of the State of Florida) were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

### SUMMARY OF REPORT ON INTERNAL CONTROL AND COMPLIANCE

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* issued by the Comptroller General of the United States.

### AUDIT OBJECTIVES AND SCOPE

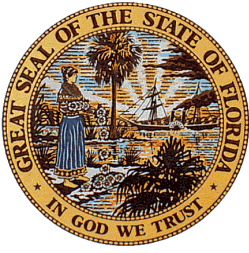
Our audit objectives were to obtain reasonable assurance about whether the financial statements as a whole were free from material misstatements, whether due to fraud or error, and to issue an auditor's report that included our opinions. In doing so we:

- Exercised professional judgment and maintained professional skepticism throughout the audit.
- Identified and assessed the risks of material misstatement of the financial statements, whether due to fraud or error, and designed and performed audit procedures responsive to those risks.
- Obtained an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluated the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluated the overall presentation of the financial statements.
- Concluded whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.
- Examined various transactions to determine whether they were executed, in both manner and substance, in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

An examination of Federal awards administered by the College is included within the scope of our Statewide audit of Federal awards administered by the State of Florida.

### AUDIT METHODOLOGY

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.



Sherrill F. Norman, CPA  
Auditor General

# AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450



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The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## INDEPENDENT AUDITOR'S REPORT

### Report on the Audit of the Financial Statements

#### ***Opinions***

We have audited the financial statements of the College of Central Florida, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the reports of the other auditors, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the College of Central Florida and of its discretely presented component unit as of June 30, 2025, and the respective changes in financial position and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the blended and discretely presented component units. The financial statements of The Appleton Cultural Center, Inc., a blended component unit, represents less than 1 percent of the assets, net position, revenues, and expenses reported for the College of Central Florida as of June 30, 2025. The financial statements of the discretely presented component unit represent 100 percent of the transactions and account balances of the discretely presented component unit columns as of June 30, 2025. Those financial statements were audited by other auditors whose reports have been furnished to us, and our opinions, insofar as they relate to the amounts included for the blended and discretely presented component units, are based solely on the reports of the other auditors.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*).

Our responsibilities under those standards are further described in the ***Auditor's Responsibilities for the Audit of the Financial Statements*** section of our report. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that **MANAGEMENT'S DISCUSSION AND ANALYSIS**, the **Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan**, **Schedule of College Contributions – Florida Retirement System Pension Plan**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Health Insurance Subsidy Pension Plan**, **Schedule of College Contributions – Health Insurance Subsidy Pension Plan**, and **Notes to Required Supplementary Information** be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 23, 2026, on our consideration of the College of Central Florida's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters included under the heading **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control

over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Respectfully submitted,



Sherrill F. Norman, CPA  
Tallahassee, Florida  
March 23, 2026

## ***MANAGEMENT'S DISCUSSION AND ANALYSIS***

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Management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the College for the fiscal year ended June 30, 2025, and should be read in conjunction with the financial statements and notes thereto. The MD&A, and financial statements and notes thereto, are the responsibility of College management. The MD&A contains financial activity of the College for the fiscal years ended June 30, 2025, and June 30, 2024, which includes its blended component unit, The Appleton Cultural Center, Inc. for the fiscal years ended December 31, 2024, and December 31, 2023. The MD&A also includes the financial activity of the College of Central Florida Foundation, Inc. (discretely presented component unit) for the fiscal years ended December 31, 2024, and December 31, 2023.

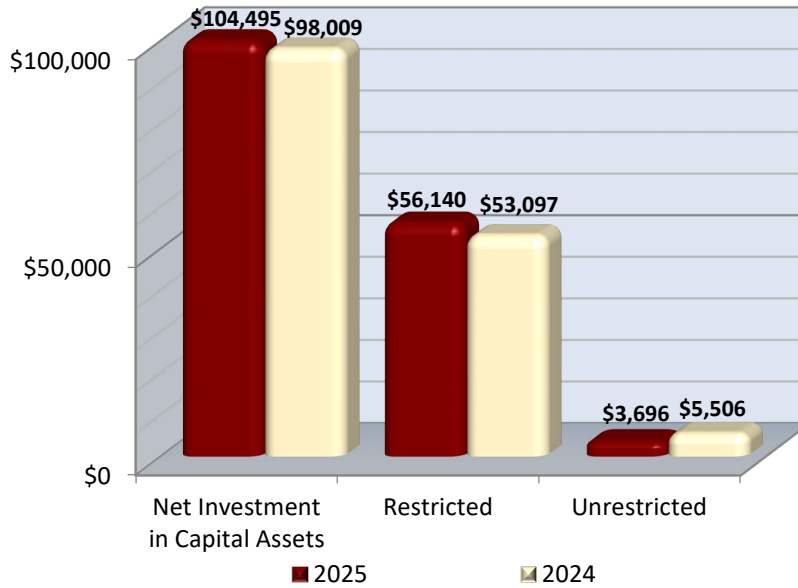
### **FINANCIAL HIGHLIGHTS**

The College's assets and deferred outflows of resources totaled \$215.2 million at June 30, 2025. This balance reflects a \$6.3 million, or 3 percent, increase as compared to the 2023-24 fiscal year, resulting primarily from an \$8.9 million increase in cash and cash equivalents, a \$9.3 million decrease in due from other governmental agencies mainly for Public Education Capital Outlay (PECO) funds, and a \$6.5 increase in capital assets mainly due to the completion of the Health Sciences building. While assets and deferred outflows of resources grew, liabilities and deferred inflows of resources decreased by \$1.4 million, or 2.7 percent, totaling \$50.8 million at June 30, 2025, resulting primarily from a \$4.1 million decrease in unearned revenue offset by a \$1.6 million increase in salary and payroll taxes payable. As a result, the College's net position increased by \$7.7 million, resulting in a fiscal year-end balance of \$164.3 million.

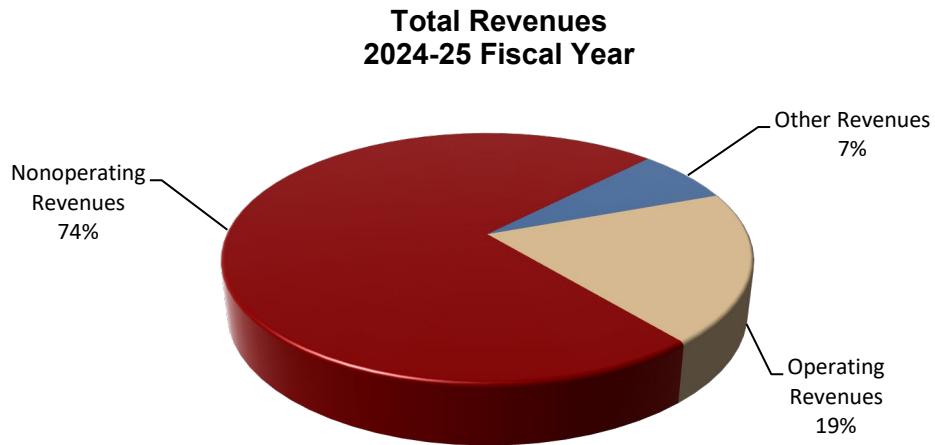
The College's operating revenues totaled \$18.9 million for the 2024-25 fiscal year, representing a \$4.4 million, or 30.5 percent increase compared to the 2023-24 fiscal year primarily due to a \$4.5 million increase in State and local grants and contracts. Operating expenses totaled \$89.6 million for the 2024- 25 fiscal year, representing a \$10.4 million or 13.2 percent increase as compared to the 2023- 24 fiscal year due primarily to a \$5.3 million increase in scholarships and waivers, a \$2.9 million increase in materials and supplies, and a \$2.1 million increase in depreciation charges.

Net position represents the residual interest in the College's assets and deferred outflows of resources after deducting liabilities and deferred inflows of resources. The College's comparative total net position by category for the fiscal years ended June 30, 2025, and June 30, 2024, is shown in the following graph:

**Net Position  
(In Thousands)**



The following chart provides a graphical presentation of College revenues by category for the 2024-25 fiscal year:



**OVERVIEW OF FINANCIAL STATEMENTS**

Pursuant to the Governmental Accounting Standards Board (GASB) Statement No. 35, the College’s financial report consists of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. The financial statements, and notes thereto, encompass the College and its component units. These component units include:

- College of Central Florida (Primary Institution) – Most of the programs and services generally associated with a college fall into this category, including instruction, public service, and support services.
- The Appleton Cultural Center, Inc. (Blended Component Unit) – Although legally separate, this component unit is important because the College has operational responsibility of the Center. The main purpose of the component unit is to provide financial support to the Appleton Museum, which is a department of the primary government. Based on the application of the criteria for determining component units, The Appleton Cultural Center, Inc. is included within the College’s reporting entity as a blended component unit.
- College of Central Florida Foundation, Inc. (Discretely Presented Component Unit) – Although legally separate, this component unit is important because the College is financially accountable for it, as the College reports its financial activities to the State of Florida.

Information regarding these component units, including summaries of the blended component unit’s separately issued financial statements, is presented in the notes to financial statements.

### **The Statement of Net Position**

The statement of net position reflects the assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the College, using the accrual basis of accounting, and presents the financial position of the College at a specified time. Assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position, which is one indicator of the College’s current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the College’s financial condition.

The following summarizes the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the College and its discretely presented component unit for the respective fiscal years ended:

## Condensed Statement of Net Position

(In Thousands)

|                                       | College           |                   | Component Unit    |                   |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                       | 6-30-25           | 6-30-24           | 12-31-24          | 12-31-23          |
| <b>Assets</b>                         |                   |                   |                   |                   |
| Current Assets                        | \$ 72,740         | \$ 78,046         | \$ 6,338          | \$ 13,840         |
| Capital Assets, Net                   | 113,904           | 107,418           | 21,569            | 23,052            |
| Other Noncurrent Assets               | 20,173            | 15,160            | 113,970           | 92,382            |
| <b>Total Assets</b>                   | <u>206,817</u>    | <u>200,624</u>    | <u>141,877</u>    | <u>129,274</u>    |
| <b>Deferred Outflows of Resources</b> | <u>8,354</u>      | <u>8,264</u>      | <u>-</u>          | <u>-</u>          |
| <b>Liabilities</b>                    |                   |                   |                   |                   |
| Current Liabilities                   | 7,981             | 8,783             | 804               | 956               |
| Noncurrent Liabilities                | 39,180            | 40,933            | 19                | 20                |
| <b>Total Liabilities</b>              | <u>47,161</u>     | <u>49,716</u>     | <u>823</u>        | <u>976</u>        |
| <b>Deferred Inflows of Resources</b>  | <u>3,679</u>      | <u>2,560</u>      | <u>107</u>        | <u>264</u>        |
| <b>Net Position</b>                   |                   |                   |                   |                   |
| Net Investment in Capital Assets      | 104,495           | 98,009            | 21,569            | 23,052            |
| Restricted                            | 56,140            | 53,097            | 97,899            | 85,481            |
| Unrestricted                          | 3,696             | 5,506             | 21,479            | 19,501            |
| <b>Total Net Position</b>             | <u>\$ 164,331</u> | <u>\$ 156,612</u> | <u>\$ 140,947</u> | <u>\$ 128,034</u> |
| <b>Change in Net Position</b>         | <u>\$ 7,719</u>   | 4.9%              | <u>\$ 12,913</u>  | 10.1%             |

### The Statement of Revenues, Expenses, and Changes in Net Position

The statement of revenues, expenses, and changes in net position presents the College's revenue and expense activity, categorized as operating and nonoperating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

The following summarizes the activities of the College and its discretely presented component unit for the respective fiscal years ended:

**Condensed Statement of Revenues, Expenses, and Changes in Net Position  
For the Fiscal Years**

(In Thousands)

|                                            | College           |                   | Component Unit    |                   |
|--------------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                            | 6-30-25           | 6-30-24           | 12-31-24          | 12-31-23          |
| Operating Revenues                         | \$ 18,899         | \$ 14,487         | \$ 1,474          | \$ 1,592          |
| Less, Operating Expenses                   | 89,602            | 79,160            | 6,664             | 5,474             |
| <b>Operating Loss</b>                      | (70,703)          | (64,673)          | (5,190)           | (3,882)           |
| Net Nonoperating Revenues                  | 71,573            | 64,444            | 17,891            | 18,376            |
| <b>Income (Loss) Before Other Revenues</b> | 870               | (229)             | 12,701            | 14,494            |
| Other Revenues                             | 6,849             | 25,844            | 212               | 343               |
| <b>Net Increase In Net Position</b>        | 7,719             | 25,615            | 12,913            | 14,837            |
| Net Position, Beginning of Year            | 156,612           | 130,997           | 128,034           | 113,197           |
| <b>Net Position, End of Year</b>           | <u>\$ 164,331</u> | <u>\$ 156,612</u> | <u>\$ 140,947</u> | <u>\$ 128,034</u> |

**Operating Revenues**

GASB Statement No. 35 categorizes revenues as either operating or nonoperating. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of equal or similar value.

The following summarizes the operating revenues for the College and its discretely presented component unit by source that were used to fund operating activities for the respective fiscal years ended:

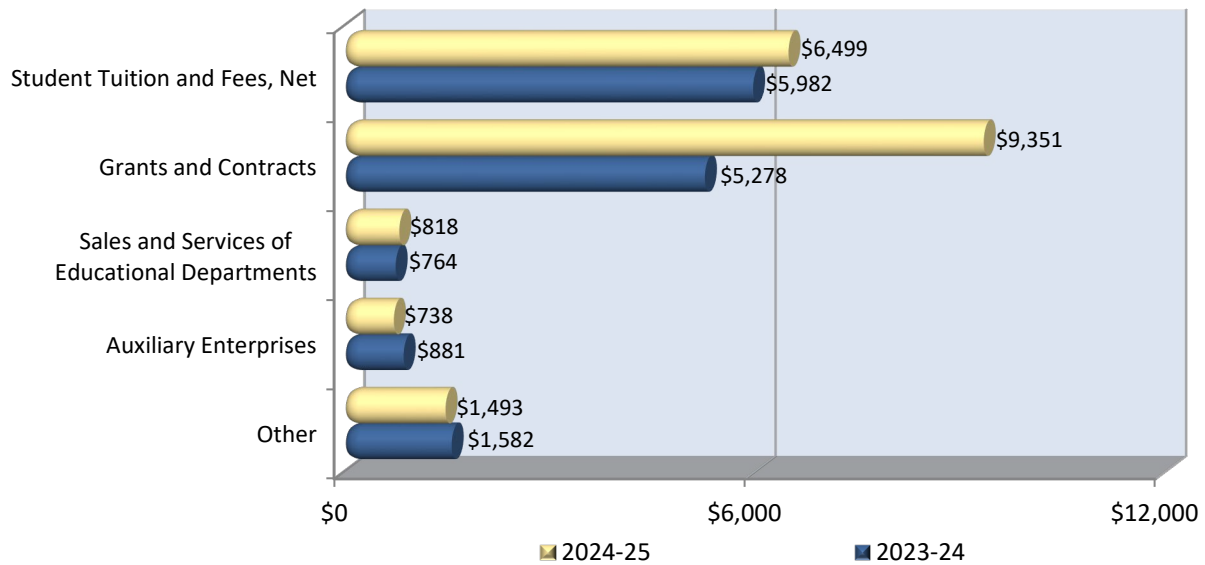
**Operating Revenues  
For the Fiscal Years**

(In Thousands)

|                                               | College          |                  | Component Unit  |                 |
|-----------------------------------------------|------------------|------------------|-----------------|-----------------|
|                                               | 6-30-25          | 6-30-24          | 12-31-24        | 12-31-23        |
| Student Tuition and Fees, Net                 | \$ 6,499         | \$ 5,982         | \$ -            | \$ -            |
| Grants and Contracts                          | 9,351            | 5,278            | -               | -               |
| Sales and Services of Educational Departments | 818              | 764              | -               | -               |
| Auxiliary Enterprises                         | 738              | 881              | -               | -               |
| Other                                         | 1,493            | 1,582            | 1,474           | 1,592           |
| <b>Total Operating Revenues</b>               | <u>\$ 18,899</u> | <u>\$ 14,487</u> | <u>\$ 1,474</u> | <u>\$ 1,592</u> |

The following chart presents the College's operating revenues for the 2024-25 and 2023-24 fiscal years:

**Operating Revenues**  
(In Thousands)



College operating revenue increased by \$4.4 million compared to the prior fiscal year, primarily due to a \$4.5 million increase in State and local grants and contracts.

**Operating Expenses**

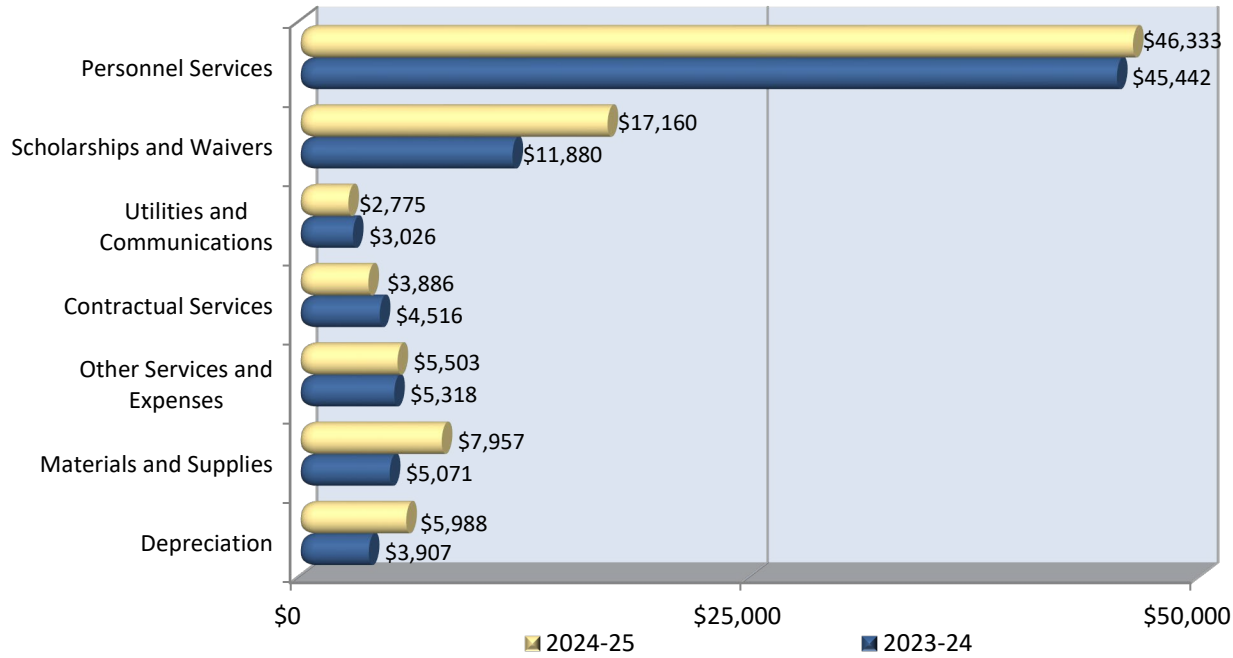
Expenses are categorized as operating or nonoperating. The majority of the College’s expenses are operating expenses as defined by GASB Statement No. 35. GASB gives financial reporting entities the choice of reporting operating expenses in the functional or natural classifications. The College has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position and has displayed the functional classification in the notes to financial statements.

The following summarizes operating expenses by natural classification for the College and its discretely presented component unit for the respective fiscal years ended:

|                                 | <b>Operating Expenses<br/>For the Fiscal Years</b> |                  |                       |                 |
|---------------------------------|----------------------------------------------------|------------------|-----------------------|-----------------|
|                                 | <b>(In Thousands)</b>                              |                  |                       |                 |
|                                 | <b>College</b>                                     |                  | <b>Component Unit</b> |                 |
|                                 | <b>6-30-25</b>                                     | <b>6-30-24</b>   | <b>12-31-24</b>       | <b>12-31-23</b> |
| Personnel Services              | \$ 46,333                                          | \$ 45,442        | \$ -                  | \$ -            |
| Scholarships and Waivers        | 17,160                                             | 11,880           | 1,146                 | 1,124           |
| Utilities and Communications    | 2,775                                              | 3,026            | -                     | -               |
| Contractual Services            | 3,886                                              | 4,516            | -                     | -               |
| Other Services and Expenses     | 5,503                                              | 5,318            | 5,326                 | 4,350           |
| Materials and Supplies          | 7,957                                              | 5,071            | -                     | -               |
| Depreciation                    | 5,988                                              | 3,907            | 192                   | -               |
| <b>Total Operating Expenses</b> | <b>\$ 89,602</b>                                   | <b>\$ 79,160</b> | <b>\$ 6,664</b>       | <b>\$ 5,474</b> |

The following chart presents the College’s operating expenses for the 2024-25 and 2023-24 fiscal years:

**Operating Expenses**  
(In Thousands)



College operating expenses increased by \$10.4 million, primarily due to a \$5.3 million increase in scholarships and waivers, a \$2.9 million increase in materials and supplies, and a \$2.1 million increase in depreciation charges.

**Nonoperating Revenues and Expenses**

Certain revenue sources that the College relies on to provide funding for operations, including State noncapital appropriations, Federal and State student financial aid, certain gifts and grants, and investment income, are defined by GASB as nonoperating. Nonoperating expenses include capital financing costs and other costs related to capital assets. The following summarizes the College’s nonoperating revenues and expenses for the 2024-25 and 2023-24 fiscal years:

**Nonoperating Revenues (Expenses)**  
**For the Fiscal Years**  
(In Thousands)

|                                         | <u>2024-25</u>          | <u>2023-24</u>          |
|-----------------------------------------|-------------------------|-------------------------|
| State Noncapital Appropriations         | \$ 44,119               | \$ 43,691               |
| Federal and State Student Financial Aid | 22,402                  | 16,541                  |
| Gifts and Grants                        | 2,713                   | 2,374                   |
| Investment Income                       | 2,544                   | 2,155                   |
| Gain on Disposal of Capital Assets      | 4                       | 25                      |
| Interest on Capital Asset-Related Debt  | <u>(209)</u>            | <u>(342)</u>            |
| <b>Net Nonoperating Revenues</b>        | <u><u>\$ 71,573</u></u> | <u><u>\$ 64,444</u></u> |

Changes in net nonoperating revenues were primarily due to a \$5.9 million increase in Federal and State student financial aid.

## Other Revenues

This category is mainly composed of State capital appropriations and capital grants, contracts, gifts, and fees. The following summarizes the College's other revenues for the 2024-25 and 2023-24 fiscal years:

| <b>Other Revenues<br/>For the Fiscal Years</b> |                 |                  |
|------------------------------------------------|-----------------|------------------|
| <b>(In Thousands)</b>                          |                 |                  |
|                                                | <u>2024-25</u>  | <u>2023-24</u>   |
| State Capital Appropriations                   | \$ 902          | \$ 24,110        |
| Capital Grants, Contracts, Gifts, and Fees     | 5,947           | 1,734            |
| <b>Total</b>                                   | <u>\$ 6,849</u> | <u>\$ 25,844</u> |

Total other revenues for the College decreased by \$19 million to \$6.8 million. This decrease is due to a decrease in the Public Education Capital Outlay funding after the College was awarded funding for the criminal justice instructional center and the health science technology center projects during the 2023-24 fiscal year.

## The Statement of Cash Flows

The statement of cash flows provides information about the College's financial results by reporting the major sources and uses of cash and cash equivalents. This statement will assist in evaluating the College's ability to generate net cash flows, its ability to meet its financial obligations as they come due, and its need for external financing. Cash flows from operating activities show the net cash used by the operating activities of the College. Cash flows from capital financing activities include all plant funds and related long-term debt activities. Cash flows from investing activities show the net source and use of cash related to purchasing or selling investments, and earning income on those investments. Cash flows from noncapital financing activities include those activities not covered in other sections.

The following summarizes the College's cash flows for the 2024-25 and 2023-24 fiscal years:

| <b>Condensed Statement of Cash Flows<br/>For the Fiscal Years</b> |                  |                  |
|-------------------------------------------------------------------|------------------|------------------|
| <b>(In Thousands)</b>                                             |                  |                  |
|                                                                   | <u>2024-25</u>   | <u>2023-24</u>   |
| Cash Provided (Used) by:                                          |                  |                  |
| Operating Activities                                              | \$ (66,159)      | \$ (46,771)      |
| Noncapital Financing Activities                                   | 69,213           | 62,659           |
| Capital and Related Financing Activities                          | 3,286            | (1,476)          |
| Investing Activities                                              | <u>2,541</u>     | <u>2,155</u>     |
| <b>Net Increase in Cash and Cash Equivalents</b>                  | 8,881            | 16,567           |
| Cash and Cash Equivalents, Beginning of Year                      | <u>53,298</u>    | <u>36,731</u>    |
| <b>Cash and Cash Equivalents, End of Year</b>                     | <u>\$ 62,179</u> | <u>\$ 53,298</u> |

Major sources of funds came from State noncapital appropriations (\$44.1 million), Federal and State student financial aid (\$22.4 million), State capital appropriations (\$9.7 million), Federal direct loan program receipts (\$7.1 million), grants and contracts (\$6.1 million), net student tuition and fees (\$6 million), and capital grants and gifts (\$5.9 million). Major uses of funds were for payments to employees and for employee benefits (\$44.1 million), payments to suppliers (\$17.5 million), disbursements to students for scholarships (\$17.2 million), purchases of capital assets (\$11.8 million), and Federal direct loan program disbursements (\$7.1 million).

Changes in cash and cash equivalents were the result of the following factors:

- The College’s cash outflow from operating activities increased by \$19.4 million primarily due to a decrease of \$9.2 million in grants and contracts, an increase of \$5.4 million in disbursements to students for scholarships, a \$2.7 million increase in payments to employees and for employee benefits, and a \$2.7 million increase in payments to suppliers.
- The College’s cash inflow from noncapital financing activities increased by \$6.6 million primarily due to a \$5.8 million increase in Federal and State student financial aid.
- The College’s cash inflow from capital and related financing activities increased by \$4.8 million primarily due to an increase of \$4.2 million in capital grants and gifts.

**CAPITAL ASSETS, CAPITAL EXPENSES AND COMMITMENT,  
AND DEBT ADMINISTRATION**

**Capital Assets**

At June 30, 2025, the College had \$206.8 million in capital assets, less accumulated depreciation of \$92.9 million, for net capital assets of \$113.9 million. Depreciation charges for the current fiscal year totaled \$6 million. The following table summarizes the College’s capital assets, net of accumulated depreciation, at June 30:

**Capital Assets, Net at June 30  
(In Thousands)**

|                                     | 2025             | 2024             |
|-------------------------------------|------------------|------------------|
| Land                                | \$ 15,804        | \$ 15,804        |
| Construction in Progress            | 926              | 16,280           |
| SBITA in Progress                   | 2,802            | 67               |
| Buildings                           | 74,686           | 57,119           |
| Other Structures and Improvements   | 16,668           | 15,097           |
| Furniture, Machinery, and Equipment | 3,018            | 3,051            |
| <b>Capital Assets, Net</b>          | <b>\$113,904</b> | <b>\$107,418</b> |

Additional information about the College’s capital assets is presented in the notes to financial statements.

**Capital Expenses and Commitment**

Major capital expenses through June 30, 2025, were incurred on the Health Sciences Building. The College’s construction commitment at June 30, 2025, is as follows:

|                          | <b>Amount<br/>(In Thousands)</b> |
|--------------------------|----------------------------------|
| Total Committed          | \$ 5,831                         |
| Completed to Date        | <u>926</u>                       |
| <b>Balance Committed</b> | <b><u>\$ 4,905</u></b>           |

Additional information about the College’s construction commitment is presented in the notes to financial statements.

**Debt Administration**

As of June 30, 2025, the College had \$8.5 million in outstanding installment purchases payable, representing a 5.1 percent decrease from the prior fiscal year. Additional information about the College’s long-term debt is presented in the notes to financial statements.

**ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE**

The College’s economic condition is closely tied to that of the State of Florida. Because of limited economic growth and increased demand for State resources, only a modest increase in State funding is anticipated in the 2025-26 fiscal year. The College’s current financial and capital plans indicate that the infusion of additional financial resources from an increase in tuition rates will be necessary to maintain its present level of services.

**REQUESTS FOR INFORMATION**

Questions concerning information provided in the MD&A or other required supplementary information, and financial statements and notes thereto, or requests for additional financial information should be addressed to Charles A. Prince, Jr., Vice President of Administration and Finance, College of Central Florida, 3001 SW College Road, Ocala, Florida 34474.

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# BASIC FINANCIAL STATEMENTS

## COLLEGE OF CENTRAL FLORIDA A Component Unit of the State of Florida Statement of Net Position

June 30, 2025

|                                             | College            | Component<br>Unit  |
|---------------------------------------------|--------------------|--------------------|
| <b>ASSETS</b>                               |                    |                    |
| Current Assets:                             |                    |                    |
| Cash and Cash Equivalents                   | \$ 32,236,959      | \$ 6,154,490       |
| Restricted Cash and Cash Equivalents        | 10,396,482         | -                  |
| Restricted Investments                      | 72,340             | -                  |
| Accounts Receivable                         | 1,570,872          | -                  |
| Due from Other Governmental Agencies        | 26,929,619         | -                  |
| Due from Component Unit                     | 436,886            | -                  |
| Inventories                                 | 8,499              | -                  |
| Prepaid Expenses                            | 1,088,845          | 141,216            |
| Other Assets                                | -                  | 42,000             |
| <b>Total Current Assets</b>                 | <b>72,740,502</b>  | <b>6,337,706</b>   |
| Noncurrent Assets:                          |                    |                    |
| Restricted Cash and Cash Equivalents        | 19,545,601         | 8,291,460          |
| Restricted Investments                      | 600,000            | 105,586,029        |
| Depreciable Capital Assets, Net             | 94,372,280         | 1,343,046          |
| Nondepreciable Capital Assets               | 19,532,075         | 20,225,947         |
| Prepaid Expenses                            | 27,159             | -                  |
| Other Assets                                | -                  | 92,039             |
| <b>Total Noncurrent Assets</b>              | <b>134,077,115</b> | <b>135,538,521</b> |
| <b>TOTAL ASSETS</b>                         | <b>206,817,617</b> | <b>141,876,227</b> |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>       |                    |                    |
| Other Postemployment Benefits               | 277,820            | -                  |
| Pensions                                    | 8,076,438          | -                  |
| <b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b> | <b>8,354,258</b>   | <b>-</b>           |
| <b>LIABILITIES</b>                          |                    |                    |
| Current Liabilities:                        |                    |                    |
| Accounts Payable                            | 1,757,767          | 240,327            |
| Accrued Interest Payable                    | 122,423            | -                  |
| Salary and Payroll Taxes Payable            | 3,070,593          | -                  |
| Construction Contracts Payable              | 888,515            | -                  |
| Retainage Payable                           | 26,065             | -                  |
| Due to Other Governmental Agencies          | 38,611             | -                  |
| Due to College                              | -                  | 451,094            |
| Unearned Revenue                            | -                  | 34,668             |
| Deposits Held for Others                    | 427,991            | 71,729             |
| Long-Term Liabilities - Current Portion:    |                    |                    |
| Installment Purchase Payable                | 468,867            | -                  |
| Compensated Absences Payable                | 1,146,521          | -                  |
| Other Postemployment Benefits Payable       | 33,768             | -                  |
| Other Long-Term Liabilities                 | -                  | 6,100              |
| <b>Total Current Liabilities</b>            | <b>7,981,121</b>   | <b>803,918</b>     |

|                                            | <u>College</u>        | <u>Component<br/>Unit</u> |
|--------------------------------------------|-----------------------|---------------------------|
| <b>LIABILITIES (Continued)</b>             |                       |                           |
| Noncurrent Liabilities:                    |                       |                           |
| Installment Purchase Payable               | 8,038,639             | -                         |
| Compensated Absences Payable               | 3,818,228             | -                         |
| Other Postemployment Benefits Payable      | 413,099               | -                         |
| Net Pension Liability                      | 26,910,038            | -                         |
| Other Long-Term Liabilities                | -                     | 18,706                    |
| <b>Total Noncurrent Liabilities</b>        | <u>39,180,004</u>     | <u>18,706</u>             |
| <b>TOTAL LIABILITIES</b>                   | <u>47,161,125</u>     | <u>822,624</u>            |
| <b>DEFERRED INFLOWS OF RESOURCES</b>       |                       |                           |
| Other Postemployment Benefits              | 560,244               | -                         |
| Pensions                                   | 3,119,022             | -                         |
| Irrevocable Split-Interest Agreements      | -                     | 106,521                   |
| <b>TOTAL DEFERRED INFLOWS OF RESOURCES</b> | <u>3,679,266</u>      | <u>106,521</u>            |
| <b>NET POSITION</b>                        |                       |                           |
| Net Investment in Capital Assets           | 104,495,011           | 21,568,993                |
| Restricted:                                |                       |                           |
| Nonexpendable:                             |                       |                           |
| Endowment                                  | 600,000               | 94,698,549                |
| Expendable:                                |                       |                           |
| Endowment                                  | -                     | 3,200,269                 |
| Grants and Loans                           | 8,602,608             | -                         |
| Scholarships                               | 787,921               | -                         |
| Capital Projects                           | 45,343,807            | -                         |
| Debt Service                               | 805,540               | -                         |
| Unrestricted                               | <u>3,696,597</u>      | <u>21,479,271</u>         |
| <b>TOTAL NET POSITION</b>                  | <u>\$ 164,331,484</u> | <u>\$ 140,947,082</u>     |

The accompanying notes to financial statements are an integral part of this statement.

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**COLLEGE OF CENTRAL FLORIDA**  
**A Component Unit of the State of Florida**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Fiscal Year Ended June 30, 2025**

|                                                                        | <b>College</b>        | <b>Component Unit</b> |
|------------------------------------------------------------------------|-----------------------|-----------------------|
| <b>REVENUES</b>                                                        |                       |                       |
| Operating Revenues:                                                    |                       |                       |
| Student Tuition and Fees, Net of Scholarship Allowances of \$9,505,506 | \$ 6,498,572          | \$ -                  |
| Federal Grants and Contracts                                           | 2,678,763             | -                     |
| State and Local Grants and Contracts                                   | 5,460,643             | -                     |
| Nongovernmental Grants and Contracts                                   | 1,211,988             | -                     |
| Sales and Services of Educational Departments                          | 818,350               | -                     |
| Auxiliary Enterprises                                                  | 737,962               | -                     |
| Other Operating Revenues                                               | 1,492,714             | 1,474,098             |
| <b>Total Operating Revenues</b>                                        | <b>18,898,992</b>     | <b>1,474,098</b>      |
| <b>EXPENSES</b>                                                        |                       |                       |
| Operating Expenses:                                                    |                       |                       |
| Personnel Services                                                     | 46,332,860            | -                     |
| Scholarships and Waivers                                               | 17,160,130            | 1,145,882             |
| Utilities and Communications                                           | 2,774,800             | -                     |
| Contractual Services                                                   | 3,886,119             | -                     |
| Other Services and Expenses                                            | 5,503,229             | 5,326,713             |
| Materials and Supplies                                                 | 7,956,794             | -                     |
| Depreciation                                                           | 5,988,095             | 191,899               |
| <b>Total Operating Expenses</b>                                        | <b>89,602,027</b>     | <b>6,664,494</b>      |
| <b>Operating Loss</b>                                                  | <b>(70,703,035)</b>   | <b>(5,190,396)</b>    |
| <b>NONOPERATING REVENUES (EXPENSES)</b>                                |                       |                       |
| State Noncapital Appropriations                                        | 44,118,562            | -                     |
| Federal and State Student Financial Aid                                | 22,401,929            | -                     |
| Gifts and Grants Received for Other Than Capital or Endowment Purposes | 2,712,660             | 368,381               |
| Private Gifts for Endowment Purposes                                   | -                     | 6,356,915             |
| Investment Income                                                      | 2,544,018             | 11,176,176            |
| Gain on Disposal of Capital Assets                                     | 4,506                 | -                     |
| Interest on Capital Asset-Related Debt                                 | (208,870)             | (9,859)               |
| <b>Net Nonoperating Revenues</b>                                       | <b>71,572,805</b>     | <b>17,891,613</b>     |
| <b>Income Before Other Revenues</b>                                    | <b>869,770</b>        | <b>12,701,217</b>     |
| State Capital Appropriations                                           | 902,736               | -                     |
| Capital Grants, Contracts, Gifts, and Fees                             | 5,947,052             | 211,800               |
| <b>Total Other Revenues</b>                                            | <b>6,849,788</b>      | <b>211,800</b>        |
| <b>Increase in Net Position</b>                                        | <b>7,719,558</b>      | <b>12,913,017</b>     |
| Net Position, Beginning of Year                                        | 156,611,926           | 128,034,065           |
| <b>Net Position, End of Year</b>                                       | <b>\$ 164,331,484</b> | <b>\$ 140,947,082</b> |

The accompanying notes to financial statements are an integral part of this statement.

**COLLEGE OF CENTRAL FLORIDA**  
**A Component Unit of the State of Florida**  
**Statement of Cash Flows**

**For the Fiscal Year Ended June 30, 2025**

|                                                                        | <b>College</b>       |
|------------------------------------------------------------------------|----------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                            |                      |
| Student Tuition and Fees, Net                                          | \$ 6,018,648         |
| Grants and Contracts                                                   | 6,060,004            |
| Payments to Suppliers                                                  | (17,531,967)         |
| Payments for Utilities and Communications                              | (2,774,800)          |
| Payments to Employees                                                  | (33,573,586)         |
| Payments for Employee Benefits                                         | (10,495,004)         |
| Payments for Scholarships                                              | (17,217,269)         |
| Auxiliary Enterprises                                                  | 968,008              |
| Sales and Services of Educational Departments                          | 818,350              |
| Other Receipts                                                         | 1,568,502            |
| <b>Net Cash Used by Operating Activities</b>                           | <b>(66,159,114)</b>  |
| <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>                 |                      |
| State Noncapital Appropriations                                        | 44,118,562           |
| Federal and State Student Financial Aid                                | 22,382,131           |
| Federal Direct Loan Program Receipts                                   | 7,118,855            |
| Federal Direct Loan Program Disbursements                              | (7,118,855)          |
| Gifts and Grants Received for Other Than Capital or Endowment Purposes | 2,712,660            |
| <b>Net Cash Provided by Noncapital Financing Activities</b>            | <b>69,213,353</b>    |
| <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>        |                      |
| State Capital Appropriations                                           | 9,692,608            |
| Capital Grants and Gifts                                               | 5,939,054            |
| Proceeds from Sale of Capital Assets                                   | 4,506                |
| Purchases of Capital Assets                                            | (11,805,873)         |
| Principal Paid on Capital Debt                                         | (457,895)            |
| Interest Paid on Capital Debt                                          | (86,448)             |
| <b>Net Cash Provided by Capital and Related Financing Activities</b>   | <b>3,285,952</b>     |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                            |                      |
| Investment Income                                                      | 2,541,153            |
| <b>Net Increase in Cash and Cash Equivalents</b>                       | <b>8,881,344</b>     |
| Cash and Cash Equivalents, Beginning of Year                           | 53,297,698           |
| <b>Cash and Cash Equivalents, End of Year</b>                          | <b>\$ 62,179,042</b> |

|                                                                                                       | <u>College</u>         |
|-------------------------------------------------------------------------------------------------------|------------------------|
| <b>RECONCILIATION OF OPERATING LOSS<br/>TO NET CASH USED BY OPERATING ACTIVITIES</b>                  |                        |
| Operating Loss                                                                                        | \$ (70,703,035)        |
| Adjustments to Reconcile Operating Loss<br>to Net Cash Used by Operating Activities:                  |                        |
| Depreciation Expense                                                                                  | 5,988,095              |
| Changes in Assets, Liabilities, Deferred Outflows of Resources,<br>and Deferred Inflows of Resources: |                        |
| Receivables                                                                                           | 86,588                 |
| Due from Other Governmental Agencies                                                                  | 555,376                |
| Due from Component Unit                                                                               | (119,895)              |
| Due to Other Governmental Agencies                                                                    | 9,492                  |
| Inventories                                                                                           | 22,210                 |
| Prepaid Expenses                                                                                      | (128,695)              |
| Accounts Payable                                                                                      | (115,685)              |
| Salaries and Payroll Taxes Payable                                                                    | 1,638,882              |
| Unearned Revenue                                                                                      | (4,080,892)            |
| Deposits Held for Others                                                                              | 66,297                 |
| Compensated Absences Payable                                                                          | 527,359                |
| Other Postemployment Benefits Payable                                                                 | 40,927                 |
| Net Pension Liability                                                                                 | (974,640)              |
| Deferred Outflows of Resources Related to Other Postemployment Benefits                               | 23,286                 |
| Deferred Inflows of Resources Related to Other Postemployment Benefits                                | (87,413)               |
| Deferred Outflows of Resources Related to Pensions                                                    | (113,691)              |
| Deferred Inflows of Resources Related to Pensions                                                     | 1,206,320              |
| <b>NET CASH USED BY OPERATING ACTIVITIES</b>                                                          | <u>\$ (66,159,114)</u> |

The accompanying notes to financial statements are an integral part of this statement.

# **NOTES TO FINANCIAL STATEMENTS**

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## **1. Summary of Significant Accounting Policies**

**Reporting Entity.** The governing body of the College of Central Florida, a component unit of the State of Florida, is the College Board of Trustees. The Board of Trustees constitutes a corporation and is composed of seven members appointed by the Governor and confirmed by the Senate. The Board of Trustees is under the general direction and control of the Florida Department of Education, Division of Florida Colleges, and is governed by State law and State Board of Education (SBE) rules. However, the Board of Trustees is directly responsible for the day-to-day operations and control of the College within the framework of applicable State laws and SBE rules. The College serves Marion, Citrus, and Levy Counties.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. These criteria were used to evaluate potential component units for which the Board of Trustees is financially accountable and other organizations for which the nature and significance of their relationship with the Board of Trustees are such that exclusion would cause the College's financial statements to be misleading. Based on the application of these criteria, the College is a component unit of the State of Florida, and its financial balances and activities are reported in the State's Annual Comprehensive Financial Report by discrete presentation.

**Blended Component Unit.** Although it is legally separate from the College, The Appleton Cultural Center, Inc. (Center) is included within the College's reporting entity as a blended component unit because management of the College has operational responsibility of the Center. The main purpose of the component unit is to provide financial support to the Appleton Museum, which is a department of the primary government.

The Center was audited by external auditors pursuant to Section 1004.70(6), Florida Statutes, and the audited financial statements are available to the public at the College. The financial data blended within the College's accompanying financial statements was derived from the Center's audited financial statements for the fiscal year ended December 31, 2024. Condensed financial statements for the College's blended component unit are shown in a subsequent note.

**Discretely Presented Component Unit.** Based on the application of the criteria for determining component units, the College of Central Florida Foundation, Inc. (Foundation), a legally separate entity, is included within the College's reporting entity as a discretely presented component unit and is governed by a separate board.

The Foundation is also a direct-support organization, as defined in Section 1004.70, Florida Statutes, and although legally separate from the College, is financially accountable to the College. The Foundation is managed independently, outside the College's budgeting process, and its powers generally are vested in a governing board pursuant to various State statutes. The Foundation receives, holds, invests, and administers property, and makes expenditures to or for the benefit of the College.

The Foundation is audited by other auditors pursuant to Section 1004.70(6), Florida Statutes. The Foundation's audited financial statements are available to the public at the College. The financial data reported on the accompanying financial statements was derived from the Foundation's audited financial statements for the fiscal year ended December 31, 2024.

**Basis of Presentation**. The College's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by GASB. The National Association of College and University Business Officers (NACUBO) also provides the College with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board. GASB allows public colleges various reporting options. The College has elected to report as an entity engaged in only business-type activities. This election requires the adoption of the accrual basis of accounting and entitywide reporting including the following components:

- Management's Discussion and Analysis
- Basic Financial Statements:
  - Statement of Net Position
  - Statement of Revenues, Expenses, and Changes in Net Position
  - Statement of Cash Flows
  - Notes to Financial Statements
- Other Required Supplementary Information

**Measurement Focus and Basis of Accounting**. Basis of accounting refers to when revenues, expenses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The College's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The College follows GASB standards of accounting and financial reporting.

The College's component units use the economic resources measurement focus and accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred, and follows GASB standards of accounting and financial reporting.

Significant interdepartmental sales between auxiliary service departments and other institutional departments have been accounted for as reductions of expenses and not revenues of those departments.

The College's principal operating activity is instruction. Operating revenues and expenses generally include all fiscal transactions directly related to instruction as well as administration, academic support, student services, physical plant operations, and depreciation of capital assets. Nonoperating revenues include State noncapital appropriations; Federal and State student financial aid; gifts, grants, and

contracts; gain on disposal of assets; and investment income. Interest on capital asset-related debt is a nonoperating expense. Other revenues generally include revenues for capital construction projects.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the College's policy to first apply the restricted resources to such programs followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources and is reported net of tuition scholarship allowances. Tuition scholarship allowances are the difference between the stated charge for goods and services provided by the College and the amount that is actually paid by the student or the third party making payment on behalf of the student. The College calculated its scholarship allowances by tracking actual recorded amounts of tuition and fees paid by scholarship revenues in each scholarship account. To the extent that those resources are used to pay student charges, the College records a scholarship allowance against tuition and fee revenues.

The statement of cash flows is presented using the direct method in compliance with GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

**Cash and Cash Equivalents – College.** The amounts reported as cash and cash equivalents consist of cash on hand, cash in demand accounts, and cash invested with the State Treasury Special Purpose Investment Account (SPIA) and the State Board of Administration (SBA) Florida PRIME investment pools. For reporting cash flows, the College considers all highly liquid investments with original maturities of 3 months or less, that are not held solely for income or profit, to be cash equivalents. Under this definition, the College considers amounts invested in the State Treasury SPIA and SBA Florida PRIME investment pools to be cash equivalents.

College cash deposits are held in banks qualified as public depositories under Florida law. All such deposits are insured by the Federal Deposit Insurance Corporation (FDIC), up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes. Cash and cash equivalents that are externally restricted to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital or other restricted assets are classified as restricted.

At June 30, 2025, the College reported as cash equivalents at fair value \$4,140,306 in the State Treasury SPIA investment pool representing ownership of a share of the pool, not the underlying securities (Level 3 inputs, as discussed in Note 3.). Pooled investments with the State Treasury are not registered with the Securities and Exchange Commission. Oversight of the pooled investments with the State Treasury is provided by the Treasury Investment Committee per Section 17.575, Florida Statutes. The authorized investment types are set forth in Section 17.57, Florida Statutes. The State Treasury SPIA investment pool carried a credit rating of AA-f by Standard & Poor's, had an effective duration of 3.33 years and fair value factor of 1.003 at June 30, 2025. Participants contribute to the State Treasury SPIA investment pool on a dollar basis. These funds are commingled and a fair value of the pool is determined from the individual values of the securities. The fair value of the securities is summed and a total pool fair value is determined. A fair value factor is calculated by dividing the pool's total fair value

by the pool participant's total cash balance. The fair value factor is the ratio used to determine the fair value of an individual participant's pool balance. The College relies on policies developed by the State Treasury for managing interest rate risk or credit risk for this investment pool. Disclosures for the State Treasury SPIA investment pool are included in the notes to financial statements of the State's Annual Comprehensive Financial Report.

At June 30, 2025, the College reported as cash equivalents \$54,333,515 in the Florida PRIME investment pool administered by the SBA pursuant to Section 218.405, Florida Statutes. The College's investments in the Florida PRIME investment pool, which the SBA indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. The Florida PRIME investment pool carried a credit rating of AAAM by Standard & Poor's and had a weighted-average days to maturity (WAM) of 47 days as of June 30, 2025. A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating-rate instruments. WAM measures the sensitivity of the Florida PRIME investment pool to interest rate changes. The investments in the Florida PRIME investment pool are reported at amortized cost.

Section 218.409(8)(a), Florida Statutes, provides that "the principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the executive director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board [State Board of Administration] can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the trustees, the Joint Legislative Auditing Committee, and the Investment Advisory Council. The trustees shall convene an emergency meeting as soon as practicable from the time the executive director has instituted such measures and review the necessity of those measures. If the trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the executive director until the trustees are able to meet to review the necessity for the moratorium. If the trustees agree with such measures, the trustees shall vote to continue the measures for up to an additional 15 days. The trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the trustees exceed 15 days." As of June 30, 2025, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100 percent of their account value.

**Cash and Cash Equivalents – Discretely Presented Component Unit.** The amounts reported for the Foundation as cash and cash equivalents consist of cash, certificates of deposit, money market accounts, and highly liquid fixed income investments with original maturities of 3 months or less. Cash and cash equivalents that are part of the endowment account are classified as noncurrent assets in the statement of net position as they are not intended to be used for current operating costs.

Cash deposits in excess of FDIC limits at individual financial institutions and cash held in money market accounts are uninsured. Management does not consider this risk significant. Certain investments are held in brokerage house investment accounts that are not insured by the FDIC. Cash and cash

equivalents, including cash and cash equivalents held in endowment, were held by depositories and the bank balances totaled \$14,445,950 at December 31, 2024.

**Capital Assets – College.** College capital assets consist of land, construction in progress, subscription-based information technology arrangements (SBITA) in progress, buildings, other structures and improvements, and furniture, machinery, and equipment. These assets are capitalized and recorded at cost at the date of acquisition or at acquisition value at the date received in the case of gifts and purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The College has a capitalization threshold of \$5,000 for tangible personal property, \$50,000 for buildings and other structures and improvements, and \$2,500,000 for intangible assets. Depreciation is computed on the straight-line basis over the following estimated useful lives:

- Buildings – 40 years
- Other Structures and Improvements – 10 years
- Furniture, Machinery, and Equipment:
  - Computer Equipment – 3 years
  - Vehicles, Office Machines, and Educational Equipment – 5 years
  - Furniture – 7 years

**Capital Assets – Discretely Presented Component Unit.** The Foundation’s land, buildings, works of art, intangible assets, and equipment are stated at cost or estimated historical cost except for donated property, which is stated at fair market value at the date of donation, and is net of accumulated depreciation of \$2,660,440. The Foundation depreciates buildings and equipment using the straight-line method over estimated lives ranging from 5 years for most equipment to 40 years for buildings.

**Noncurrent Liabilities.** Noncurrent liabilities include installment-purchase payable, compensated absences payable, other postemployment benefits payable, and net pension liabilities that are not scheduled to be paid within the next fiscal year.

**Pensions.** For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net positions of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS and HIS fiduciary net positions have been determined on the same basis as they are reported by the FRS and the HIS plans. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

## **2. Deficit Net Position in Individual Funds**

The College reported an unrestricted net position which included a deficit in the current funds - unrestricted, as shown below. This deficit can be attributed to the full recognition of long-term liabilities (i.e., compensated absences payable, other postemployment benefits payable, and net pension liabilities) in the current unrestricted funds.

| <u>Fund</u>                  | <u>Net Position</u> |
|------------------------------|---------------------|
| Current Funds - Unrestricted | \$ (2,111,401)      |
| Auxiliary Funds              | <u>5,807,998</u>    |
| <b>Total</b>                 | <u>\$ 3,696,597</u> |

### 3. Investments

The Board of Trustees has adopted a written investment policy providing that surplus funds of the College shall be invested in those institutions and instruments permitted under the provisions of Florida Statutes. Section 218.415(16), Florida Statutes, authorizes the College to invest in the Florida PRIME investment pool administered by the SBA; Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; interest-bearing time deposits and savings accounts in qualified public depositories, as defined by Section 280.02, Florida Statutes; direct obligations of the United States Treasury; obligations of Federal agencies and instrumentalities; securities of, or interests in, certain open-end or closed-end management type investment companies; and other investments approved by the Board of Trustees as authorized by law. SBE Rule 6A-14.0765(3), Florida Administrative Code, provides that College loan, endowment, annuity, and life income funds may also be invested pursuant to Section 215.47, Florida Statutes. Investments authorized by Section 215.47, Florida Statutes, include bonds, notes, commercial paper, and various other types of investments.

Investments set aside to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital assets are classified as restricted.

**Fair Value Measurement.** The College categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

**The Appleton Cultural Center, Inc.** The Center (blended component unit) categorizes the fair value measurements of its investments based on the hierarchy established by GAAP. Investments of the Center total \$672,340 as of December 31, 2024. A \$600,000 nonexpendable principal balance is maintained in the Center's State of Florida Cultural Endowment Fund while the remaining \$72,340 current portion is classified as restricted.

**Discretely Presented Component Unit.** Investments of the Foundation at December 31, 2024, include endowed investments of \$102,711,609 in United States Government securities and corporate debt securities and equities, reported at fair value based on quoted market prices, and non-endowed investments of \$2,874,420 held for various unrestricted and restricted purposes, reported at fair value.

Endowed investments are managed by bank trust departments and investment brokerage houses. The Foundation has established an investment policy for its endowed investments and has investment managers who are required to oversee the management of the portfolios pursuant to its investment policy. The Foundation has a separate investment policy pertaining to the Arthur Appleton Endowment and the Edith Marie Appleton Endowment, which are managed and governed by a trust company with oversight

by the Appleton family. The following information is presented for the Arthur Appleton Endowment portfolio, the Edith Marie Appleton Endowment portfolio, and other endowed investments:

| <b>Endowment Investment</b>          | <b>Maturity<br/>(Years)</b> | <b>Credit<br/>Rating</b> | <b>Fair<br/>Value</b>        | <b>Fair Value<br/>Measurement<br/>Level</b> |
|--------------------------------------|-----------------------------|--------------------------|------------------------------|---------------------------------------------|
| Edith Marie Appleton Endowment:      |                             |                          |                              |                                             |
| Investment Grade Fixed               | 4.45                        | AA                       | \$ 955,282                   | 2                                           |
| High Yield Bonds                     | 3.04                        | B                        | 478,845                      | 2                                           |
| Equities                             | (1)                         | (1)                      | 3,415,213                    | 1                                           |
| Global Real Estate                   | (1)                         | (1)                      | <u>186,322</u>               | 1                                           |
| Total Edith Marie Appleton Endowment |                             |                          | <u>5,035,662</u>             |                                             |
| Arthur Appleton Endowment:           |                             |                          |                              |                                             |
| Investment Grade Fixed               | 4.45                        | AA                       | 3,194,578                    | 2                                           |
| High Yield Bonds                     | 3.04                        | B                        | 1,598,274                    | 2                                           |
| Equities                             | (1)                         | (1)                      | 11,391,232                   | 1                                           |
| Global Real Estate                   | (1)                         | (1)                      | <u>621,481</u>               | 1                                           |
| Total Arthur Appleton Endowment      |                             |                          | <u>16,805,565</u>            |                                             |
| Other Endowment Investments:         |                             |                          |                              |                                             |
| Investment Grade Fixed Income        | 4.17                        | AA                       | 16,231,247                   | 2                                           |
| Non-Investment Grade Fixed Income    | 4.07                        | BB                       | 1,577,025                    | 2                                           |
| Investment Bonds                     | 10.66                       | BB                       | 1,558,714                    | 2                                           |
| U.S. Equity Funds                    | (1)                         | (1)                      | 22,702,862                   | 1                                           |
| Equities                             | (1)                         | (1)                      | 30,139,689                   | 1                                           |
| Mutual Funds                         | (1)                         | (1)                      | 3,935,550                    | 1                                           |
| Hedge Funds                          | (1)                         | (1)                      | <u>4,725,295</u>             | 2                                           |
| Total Other Endowment Investments    |                             |                          | <u>80,870,382</u>            |                                             |
| <b>Total Endowment Investments</b>   |                             |                          | <u><u>\$ 102,711,609</u></u> |                                             |

(1) Disclosure of maturity/duration or credit quality is not required.

Non-endowed investments are invested separately and managed in accordance with the Foundation's Board of Director's approval for non-endowed investments. The following information is presented for the Foundation's non-endowed investments:

| <b>Investments</b>                   | <b>Weighted-Average<br/>Maturity or Duration<br/>(Years)</b> | <b>Credit<br/>Quality<br/>Rating</b> | <b>Fair Value</b>          | <b>Fair Value<br/>Measurement<br/>Level</b> |
|--------------------------------------|--------------------------------------------------------------|--------------------------------------|----------------------------|---------------------------------------------|
| Non-Endowed Investments:             |                                                              |                                      |                            |                                             |
| Investment Grade Fixed Income        | 4.95                                                         | AA-                                  | \$ 2,381,626               | 1                                           |
| Non-Investment Grade Fixed Income    | 4.07                                                         | BB                                   | 266,092                    | 1                                           |
| Investment                           | 10.66                                                        | BB                                   | <u>226,702</u>             | 1                                           |
| <b>Total Non-Endowed Investments</b> |                                                              |                                      | <u><u>\$ 2,874,420</u></u> |                                             |

The following risks apply to the Foundation's investments:

*Interest Rate Risk:* Interest rate risk is the risk that changes in the interest rates will adversely affect the fair value of an investment. The weighted average maturity method is used to determine the interest rate risk for the Arthur Appleton Endowment and the Edith Marie Appleton Endowment, and the duration method is used for the other endowed investments.

*Credit Risk:* Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Credit for debt securities are shown in the above schedule. Investment ratings are from Moody's Investors Services, Inc., Standard & Poor's, and Fitch. SEI Investments Management Corporation manages the other endowed investments and seeks "real return" for the portfolio. Fixed income securities managed by SEI Investments Management Corporation may invest in debt securities of any credit quality and with a broad range of maturities.

*Custodial Credit Risk:* Custodial credit risk is the risk that, in the event of failure of the counterparty, the Foundation will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

- Arthur Appleton Endowment and Edith Marie Appleton Endowment – All investments are held in a counterparty account for the Northern Trust Company, a trust department, as custodian for the above referenced client account.
- Other Endowed Investments – All investments are managed by SEI Investment Management Corporation and are held in counterparty accounts as custodian for the Foundation.

*Concentration of Credit Risk:* Concentration of credit risk is the risk of loss attributable to the magnitude of investment in a single issuer. Disclosure of any issuer of investments that in the aggregate is 5 percent or more of the portfolio is required to be disclosed as a concentration of credit risk. As of December 31, 2024, there were no concentrations of credit risk.

*Foreign Currency Risk:* Foreign currency risk is the risk that changes in the exchange rates will adversely affect the fair value of an investment. The Foundation investment risk exposure is as follows:

- Arthur Appleton Endowment and Edith Marie Appleton Endowment – Both portfolios include exposure to international equity securities. Fluctuating exchange rates will have an impact on the performance of those investments. No investments are completed with the sole intent to profit from changes in foreign currency exchange rates.
- Other Endowment Investments – The investments managed by SEI Investments Management Corporation include exposure to international equity securities. Fluctuating exchange rates will have an impact on the performance of those investments. No investments are completed with the sole intent to profit from changes in foreign currency exchange rates.

#### **4. Accounts Receivable**

Accounts receivable represent amounts for student fee deferments, various student services provided by the College, uncollected commissions for food service and vending machine sales, unused credit memos, and contract and grant reimbursements due from third parties.

#### **5. Due From Other Governmental Agencies**

The amount due from other governmental agencies consists of \$25.6 million of Public Education Capital Outlay allocations due from the State for construction of College facilities and \$1.3 million due from State and Federal agencies for grant expenditures.

## 6. Due From Component Unit

The amount due from component unit consists of amounts owed to the College by the Foundation for scholarships to support a portion of the College's programs. The College's financial statements are reported for the fiscal year ended June 30, 2025. The College's component unit's financial statements are reported for the fiscal year ended December 31, 2024. Accordingly, amounts reported by the College as due from component unit on the statement of net position do not agree with amounts reported by the component unit as due to the College.

## 7. Capital Assets

Capital assets activity for the fiscal year ended June 30, 2025, is shown in the following table:

| <u>Description</u>                           | <u>Beginning Balance</u> | <u>Adjustments (1)</u> | <u>Additions</u>     | <u>Reductions</u>    | <u>Ending Balance</u> |
|----------------------------------------------|--------------------------|------------------------|----------------------|----------------------|-----------------------|
| Nondepreciable Capital Assets:               |                          |                        |                      |                      |                       |
| Land                                         | \$ 15,803,849            | \$ -                   | \$ -                 | \$ -                 | \$ 15,803,849         |
| Construction in Progress                     | 16,279,693               | -                      | 5,110,823            | 20,464,213           | 926,303               |
| SBITA in Progress                            | 67,425                   | 60,682                 | 2,673,816            | -                    | 2,801,923             |
| <b>Total Nondepreciable Capital Assets</b>   | <b>\$ 32,150,967</b>     | <b>\$ 60,682</b>       | <b>\$ 7,784,639</b>  | <b>\$ 20,464,213</b> | <b>\$ 19,532,075</b>  |
| Depreciable Capital Assets:                  |                          |                        |                      |                      |                       |
| Buildings                                    | \$ 115,066,575           | \$ -                   | \$ 20,464,213        | \$ -                 | \$ 135,530,788        |
| Other Structures and Improvements            | 34,832,639               | -                      | 3,458,828            | -                    | 38,291,467            |
| Furniture, Machinery, and Equipment          | 12,497,663               | -                      | 1,170,110            | 172,191              | 13,495,582            |
| <b>Total Depreciable Capital Assets</b>      | <b>162,396,877</b>       | <b>-</b>               | <b>25,093,151</b>    | <b>172,191</b>       | <b>187,317,837</b>    |
| Less, Accumulated Depreciation:              |                          |                        |                      |                      |                       |
| Buildings                                    | 57,947,736               | 17,967                 | 2,879,051            | -                    | 60,844,754            |
| Other Structures and Improvements            | 19,735,683               | -                      | 1,887,713            | -                    | 21,623,396            |
| Furniture, Machinery, and Equipment          | 9,446,234                | -                      | 1,203,364            | 172,191              | 10,477,407            |
| <b>Total Accumulated Depreciation</b>        | <b>87,129,653</b>        | <b>17,967</b>          | <b>5,970,128</b>     | <b>172,191</b>       | <b>92,945,557</b>     |
| <b>Total Depreciable Capital Assets, Net</b> | <b>\$ 75,267,224</b>     | <b>\$ (17,967)</b>     | <b>\$ 19,123,023</b> | <b>\$ -</b>          | <b>\$ 94,372,280</b>  |

(1) Adjustments were made to correct prior fiscal year accounting errors.

Capital assets activity of the Foundation (discretely presented component unit) for the fiscal year ended December 31, 2024, is shown in the following table:

| <u>Description</u>                           | <u>Beginning Balance</u> | <u>Additions</u>    | <u>Reductions</u>   | <u>Ending Balance</u> |
|----------------------------------------------|--------------------------|---------------------|---------------------|-----------------------|
| Nondepreciable Capital Assets:               |                          |                     |                     |                       |
| Land                                         | \$ 805,491               | \$ -                | \$ -                | \$ 805,491            |
| Works of Art and Historical Treasures        | 19,208,654               | 211,802             | -                   | 19,420,456            |
| <b>Total Nondepreciable Capital Assets</b>   | <b>\$ 20,014,145</b>     | <b>\$ 211,802</b>   | <b>\$ -</b>         | <b>\$ 20,225,947</b>  |
| Depreciable Capital Assets:                  |                          |                     |                     |                       |
| Buildings                                    | \$ 6,947,941             | \$ 11,428           | \$ 3,041,359        | \$ 3,918,010          |
| Furniture, Machinery, and Equipment          | 39,789                   | -                   | 38,539              | 1,250                 |
| SBITA                                        | 84,226                   | -                   | -                   | 84,226                |
| <b>Total Depreciable Capital Assets</b>      | <b>7,071,956</b>         | <b>11,428</b>       | <b>3,079,898</b>    | <b>4,003,486</b>      |
| Less, Accumulated Depreciation:              |                          |                     |                     |                       |
| Buildings                                    | 3,962,334                | 160,314             | 1,526,627           | 2,596,021             |
| Furniture, Machinery, and Equipment          | 39,789                   | -                   | 38,539              | 1,250                 |
| SBITA                                        | 31,584                   | 31,585              | -                   | 63,169                |
| <b>Total Accumulated Depreciation</b>        | <b>4,033,707</b>         | <b>191,899</b>      | <b>1,565,166</b>    | <b>2,660,440</b>      |
| <b>Total Depreciable Capital Assets, Net</b> | <b>\$ 3,038,249</b>      | <b>\$ (180,471)</b> | <b>\$ 1,514,732</b> | <b>\$ 1,343,046</b>   |

## 8. Long-Term Liabilities

Long-term liabilities activity of the College for the fiscal year ended June 30, 2025, is shown in the following table:

| <u>Description</u>                    | <u>Beginning Balance</u> | <u>Additions</u>    | <u>Reductions</u>    | <u>Ending Balance</u> | <u>Current Portion</u> |
|---------------------------------------|--------------------------|---------------------|----------------------|-----------------------|------------------------|
| Installment Purchase Payable          | \$ 8,965,401             | \$ -                | \$ 457,895           | \$ 8,507,506          | \$ 468,867             |
| Compensated Absences Payable (1)      | 4,437,390                | 527,359             | -                    | 4,964,749             | 1,146,521              |
| Other Postemployment Benefits Payable | 405,940                  | 64,321              | 23,394               | 446,867               | 33,768                 |
| Net Pension Liability                 | 27,884,678               | 9,338,265           | 10,312,905           | 26,910,038            | -                      |
| <b>Total Long-Term Liabilities</b>    | <b>\$ 41,693,409</b>     | <b>\$ 9,929,945</b> | <b>\$ 10,794,194</b> | <b>\$ 40,829,160</b>  | <b>\$ 1,649,156</b>    |

(1) The change in compensated absences payable is presented as a net change.

Long-term liabilities activity of the Foundation (discretely presented component unit) for the fiscal year ended December 31, 2024, is shown in the following table:

| <u>Description</u>          | <u>Beginning Balance</u> | <u>Additions</u> | <u>Reductions</u> | <u>Ending Balance</u> | <u>Current Portion</u> |
|-----------------------------|--------------------------|------------------|-------------------|-----------------------|------------------------|
| Other Long-Term Liabilities | \$ 26,174                | \$ -             | \$ 1,368          | \$ 24,806             | \$ 6,100               |

**Installment-Purchase Payable.** On September 25, 2020, the College entered into an installment-purchase agreement for the purchase of equipment reported at \$10,119,475. The stated interest rate is 2.375 percent. Future minimum payments remaining under the installment-purchase agreement and the present value of the minimum payments as of June 30, 2025, are as follows:

| <u>Fiscal Year Ending June 30</u>        | <u>Amount</u>              |
|------------------------------------------|----------------------------|
| 2026                                     | \$ 666,765                 |
| 2027                                     | 666,765                    |
| 2028                                     | 666,765                    |
| 2029                                     | 666,765                    |
| 2030                                     | 666,765                    |
| 2031-2035                                | 3,333,826                  |
| 2036-2040                                | 3,333,826                  |
| 2041                                     | <u>163,990</u>             |
| <b>Total Minimum Payments</b>            | 10,165,467                 |
| Less, Amount Representing Interest       | <u>(1,657,961)</u>         |
| <b>Present Value of Minimum Payments</b> | <u><u>\$ 8,507,506</u></u> |

**Compensated Absences Payable.** College employees may accrue annual and sick leave based on length of service, subject to certain limitations regarding the amount that will be paid upon termination. Compensated absences are estimated and accrued as liabilities to the extent that it is more likely than not that the leave will be used for time off or otherwise paid in cash or settled through noncash means. The College reports a liability for the accrued leave; however, State noncapital appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the College expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2025, the estimated liability for compensated absences, which includes the College's share of the Florida Retirement System and FICA contributions, totaled \$4,964,749. The current portion of the compensated absences liability, \$1,146,521, is the amount expected to be paid in the coming fiscal year and represents a historical percentage of leave used applied to total accrued leave liability.

**Other Postemployment Benefits Payable.** The College follows GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, for other postemployment benefits (OPEB) administered by the Florida College System Risk Management Consortium (Consortium).

***General Information about the OPEB Plan***

*Plan Description.* The Other Postemployment Benefits Plan (OPEB Plan) is a single-employer defined benefit plan administered by the Consortium that provides OPEB for all employees who satisfy the College's retirement eligibility provisions. Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the College are eligible to participate in the College's health and hospitalization plan for medical, prescription drug, dental, vision, and life insurance coverage. The College subsidizes the premium rates paid by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the OPEB Plan on average than those of active employees. The College does not offer any explicit subsidies for retiree coverage. Retirees are required to enroll in the Federal Medicare (Medicare) program for their primary coverage as soon as they are eligible. The OPEB Plan contribution requirements and benefit terms of the College and the OPEB

Plan members are established and may be amended by action from the Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

*Benefits Provided.* The OPEB Plan provides healthcare benefits for retirees and their dependents. The OPEB Plan only provides an implicit subsidy as described above.

*Employees Covered by Benefit Terms.* At June 30, 2023, the following employees were covered by the benefit terms:

|                                                                  |     |
|------------------------------------------------------------------|-----|
| Inactive Employees or Beneficiaries Currently Receiving Benefits | 51  |
| Inactive Employees Entitled to But Not Yet Receiving Benefits    | 18  |
| Active Employees                                                 | 359 |
| <b>Total</b>                                                     | 428 |

**Total OPEB Liability**

The College’s total OPEB liability of \$446,867 was measured as of June 30, 2024, and was determined by an actuarial valuation as of June 30, 2023.

*Actuarial Assumptions and Other Inputs.* The total OPEB liability in the June 30, 2023, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

|                                       |                                                                                |
|---------------------------------------|--------------------------------------------------------------------------------|
| Inflation                             | 2.40 percent                                                                   |
| Real wage growth                      | 0.85 percent                                                                   |
| Wage inflation                        | 3.25 percent                                                                   |
| Salary increases, including inflation |                                                                                |
| Regular Employees                     | 3.65 percent – 6.35 percent                                                    |
| Senior Management                     | 4.20 percent – 9.30 percent                                                    |
| Discount rate                         |                                                                                |
| Prior Measurement Date                | 3.65 percent                                                                   |
| Measurement Date                      | 3.93 percent                                                                   |
| Healthcare cost trend rates           |                                                                                |
| Pre-Medicare                          | 7.00 percent for 2023, decreasing to an ultimate rate of 4.40 percent by 2034  |
| Medicare                              | 5.125 percent for 2023, decreasing to an ultimate rate of 4.40 percent by 2027 |

The discount rate was based on the Bond Buyer General Obligation 20-year Municipal Bond Index.

Mortality rates were based on the PUB-2010 mortality tables, with adjustments for FRS experience and generational mortality improvements using Scale MP-2021.

The demographic actuarial assumptions for retirement, disability incidence, withdrawal, and salary increases used in the June 30, 2023, valuation were based on the results of an actuarial experience study for the period July 1, 2019, through June 30, 2024, adopted by the FRS.

The remaining actuarial assumptions (e.g., initial per capita costs, health care cost trends, rate of plan participation, rates of plan election, etc.) used in the June 30, 2023, valuation were based on a review of recent plan experience done concurrently with the June 30, 2023, valuation.

**Changes in the Total OPEB Liability**

|                                        | <b>Amount</b>            |
|----------------------------------------|--------------------------|
| <b>Balance at 6/30/24</b>              | <u>\$ 405,940</u>        |
| <b>Changes for the year:</b>           |                          |
| Service Cost                           | 23,396                   |
| Interest                               | 15,248                   |
| Changes in Assumptions or Other Inputs | 25,677                   |
| Benefit Payments                       | <u>(23,394)</u>          |
| <b>Net Changes</b>                     | <u>40,927</u>            |
| <b>Balance at 6/30/25</b>              | <u><u>\$ 446,867</u></u> |

Changes of assumptions and other inputs reflect a change in the discount rate from 3.65 percent in 2023 to 3.93 percent in 2024.

*Sensitivity of the Total OPEB Liability to Changes in the Discount Rate.* The following table presents the total OPEB liability of the College, as well as what the College’s total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.93 percent) or 1 percentage point higher (4.93 percent) than the current rate:

|                      | <u>1%<br/>Decrease<br/>(2.93%)</u> | <u>Current<br/>Discount Rate<br/>(3.93%)</u> | <u>1%<br/>Increase<br/>(4.93%)</u> |
|----------------------|------------------------------------|----------------------------------------------|------------------------------------|
| Total OPEB liability | \$492,112                          | \$446,867                                    | \$410,439                          |

*Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates.* The following table presents the total OPEB liability of the College, as well as what the College’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

|                      | <u>1% Decrease</u> | <u>Healthcare<br/>Cost Trend<br/>Rates</u> | <u>1% Increase</u> |
|----------------------|--------------------|--------------------------------------------|--------------------|
| Total OPEB liability | \$386,494          | \$446,867                                  | \$524,619          |

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the fiscal year ended June 30, 2025, the College recognized OPEB expense of \$10,568. At June 30, 2025, the College reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

| <u>Description</u>                                 | <u>Deferred Outflows<br/>of Resources</u> | <u>Deferred Inflows<br/>of Resources</u> |
|----------------------------------------------------|-------------------------------------------|------------------------------------------|
| Differences between expected and actual experience | \$ 48,269                                 | \$ 485,001                               |
| Change of assumptions or other inputs              | 195,783                                   | 75,243                                   |
| Transactions subsequent to the measurement date    | 33,768                                    | -                                        |
| <b>Total</b>                                       | <b>\$ 277,820</b>                         | <b>\$ 560,244</b>                        |

Of the total amount reported as deferred outflows of resources related to OPEB, \$33,768 resulting from benefits paid subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the total OPEB liability in the fiscal year ending June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

| <u>Fiscal Year Ending June 30</u> | <u>Amount</u>       |
|-----------------------------------|---------------------|
| 2026                              | \$ (27,954)         |
| 2027                              | (26,000)            |
| 2028                              | (29,280)            |
| 2029                              | (67,950)            |
| 2030                              | (67,950)            |
| Thereafter                        | (97,058)            |
| <b>Total</b>                      | <b>\$ (316,192)</b> |

**Net Pension Liability.** As a participating employer in the Florida Retirement System (FRS), the College recognizes its proportionate share of the collective net pension liabilities of the FRS cost-sharing multiple-employer defined benefit plans. As of June 30, 2025, the College's proportionate share of the net pension liabilities totaled \$26,910,038. Note 9. includes a complete discussion of defined benefit pension plans.

## 9. Retirement Plans – Defined Benefit Pension Plans

### **General Information about the Florida Retirement System (FRS)**

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class employed by the State and faculty and specified employees of State colleges. Chapter 112, Florida Statutes, established the HIS Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the College are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122,

Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. An annual comprehensive financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

The College's FRS and HIS pension expense totaled \$2,903,061 for the fiscal year ended June 30, 2025.

### **FRS Pension Plan**

*Plan Description.* The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class* – Members in senior management level positions.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of creditable service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

The DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 96 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

*Benefits Provided.* Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and

survivors' benefits. The following table shows the percentage value for each year of service credit earned:

| <u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>    | <u>% Value</u> |
|--------------------------------------------------------------------------|----------------|
| <b>Regular Class members initially enrolled before July 1, 2011</b>      |                |
| Retirement up to age 62 or up to 30 years of service                     | 1.60           |
| Retirement at age 63 or with 31 years of service                         | 1.63           |
| Retirement at age 64 or with 32 years of service                         | 1.65           |
| Retirement at age 65 or with 33 or more years of service                 | 1.68           |
| <b>Regular Class members initially enrolled on or after July 1, 2011</b> |                |
| Retirement up to age 65 or up to 33 years of service                     | 1.60           |
| Retirement at age 66 or with 34 years of service                         | 1.63           |
| Retirement at age 67 or with 35 years of service                         | 1.65           |
| Retirement at age 68 or with 36 or more years of service                 | 1.68           |
| <b>Senior Management Service Class</b>                                   | <b>2.00</b>    |

As provided in Section 121.101, Florida Statutes, if the member was initially enrolled in the Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member was initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

*Contributions.* The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2024-25 fiscal year were:

| <u>Class</u>                                                                             | <u>Percent of Gross Salary</u> |                     |
|------------------------------------------------------------------------------------------|--------------------------------|---------------------|
|                                                                                          | <u>Employee</u>                | <u>Employer (1)</u> |
| FRS, Regular                                                                             | 3.00                           | 13.63               |
| FRS, Senior Management Service                                                           | 3.00                           | 34.52               |
| Deferred Retirement Option Program (applicable to members from all of the above classes) | 0.00                           | 21.13               |
| FRS, Reemployed Retiree                                                                  | (2)                            | (2)                 |

(1) Employer rates include 2 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.06 percent for administrative costs of the Investment Plan.

(2) Contribution rates are dependent upon retirement class in which reemployed.

The College's contributions to the Plan totaled \$2,495,538 for the fiscal year ended June 30, 2025.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At June 30, 2025, the College reported a liability of \$17,675,039 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2024. The College's proportionate share of the net pension liability

was based on the College's 2023-24 fiscal year contributions relative to the total 2023-24 fiscal year contributions of all participating members. At June 30, 2024, the College's proportionate share was 0.045689995 percent, which was a decrease of 0.000436799 percent from its proportionate share measured as of June 30, 2023.

For the fiscal year ended June 30, 2025, the College recognized pension expense of \$2,563,055. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| <u>Description</u>                                                                                               | <u>Deferred Outflows<br/>of Resources</u> | <u>Deferred Inflows<br/>of Resources</u> |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------|
| Differences between expected and actual experience                                                               | \$ 1,785,653                              | \$ -                                     |
| Change of assumptions                                                                                            | 2,422,526                                 | -                                        |
| Net difference between projected and actual earnings on FRS Plan investments                                     | -                                         | 1,174,775                                |
| Changes in proportion and differences between College FRS contributions and proportionate share of contributions | 188,004                                   | 513,190                                  |
| College FRS contributions subsequent to the measurement date                                                     | <u>2,495,538</u>                          | <u>-</u>                                 |
| <b>Total</b>                                                                                                     | <u>\$ 6,891,721</u>                       | <u>\$ 1,687,965</u>                      |

The deferred outflows of resources totaling \$2,495,538, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| <u>Fiscal Year Ending June 30</u> | <u>Amount</u>       |
|-----------------------------------|---------------------|
| 2026                              | \$ (371,447)        |
| 2027                              | 2,852,675           |
| 2028                              | 104,676             |
| 2029                              | (30,052)            |
| 2030                              | <u>152,366</u>      |
| <b>Total</b>                      | <u>\$ 2,708,218</u> |

*Actuarial Assumptions.* The total pension liability in the July 1, 2024, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

|                           |                                                                           |
|---------------------------|---------------------------------------------------------------------------|
| Inflation                 | 2.40 percent                                                              |
| Salary increases          | 3.50 percent, average, including inflation                                |
| Investment rate of return | 6.70 percent, net of pension plan investment expense, including inflation |

Salary increases were changed from 3.25 percent in the previous valuation to 3.50 percent in the current valuation.

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2021. This is a change from the previous valuation in which the mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

The actuarial assumptions used in the July 1, 2024, valuation were based on the results of an actuarial experience study for the period July 1, 2018, through June 30, 2023.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

| <u>Asset Class</u>       | <u>Target Allocation (1)</u> | <u>Annual Arithmetic Return</u> | <u>Compound Annual (Geometric) Return</u> | <u>Standard Deviation</u> |
|--------------------------|------------------------------|---------------------------------|-------------------------------------------|---------------------------|
| Cash                     | 1.0%                         | 3.3%                            | 3.3%                                      | 1.1%                      |
| Fixed Income             | 29.0%                        | 5.7%                            | 5.6%                                      | 3.9%                      |
| Global Equity            | 45.0%                        | 8.6%                            | 7.0%                                      | 18.2%                     |
| Real Estate (Property)   | 12.0%                        | 8.1%                            | 6.8%                                      | 16.6%                     |
| Private Equity           | 11.0%                        | 12.4%                           | 8.8%                                      | 28.4%                     |
| Strategic Investments    | 2.0%                         | 6.6%                            | 6.2%                                      | 8.7%                      |
| <b>Total</b>             | <u>100.0%</u>                |                                 |                                           |                           |
| Assumed inflation - Mean |                              |                                 | 2.4%                                      | 1.5%                      |

(1) As outlined in the Plan's investment policy.

*Discount Rate.* The discount rate used to measure the total pension liability was 6.70 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate used in the 2024 valuation was unchanged from the previous valuation.

*Sensitivity of the College's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate.* The following presents the College's proportionate share of the net pension liability calculated using the discount rate of 6.70 percent, as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (5.70 percent) or 1 percentage point higher (7.70 percent) than the current rate:

|                                                            | <u>1% Decrease (5.70%)</u> | <u>Current Discount Rate (6.70%)</u> | <u>1% Increase (7.70%)</u> |
|------------------------------------------------------------|----------------------------|--------------------------------------|----------------------------|
| College's proportionate share of the net pension liability | \$31,089,774               | \$17,675,039                         | \$6,437,352                |

*Pension Plan Fiduciary Net Position.* Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

### **HIS Pension Plan**

*Plan Description.* The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

*Benefits Provided.* For the fiscal year ended June 30, 2025, eligible retirees and beneficiaries received a monthly HIS payment of \$7.50 for each year of creditable service completed at the time of retirement with a minimum HIS payment of \$45 and a maximum HIS payment of \$225 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

*Contributions.* The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2025, the contribution rate was 2 percent of payroll pursuant to Section 112.363, Florida Statutes. The College contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The College's contributions to the HIS Plan totaled \$567,486 for the fiscal year ended June 30, 2025.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At June 30, 2025, the College reported a net pension liability of \$9,234,999 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2024. The College's proportionate share of the net pension liability was based on the College's 2023-24 fiscal year contributions relative to the total 2023-24 fiscal year contributions of all participating members. At June 30, 2024, the College's proportionate share was 0.061562653 percent, which was an increase of 0.00171497 percent from its proportionate share measured as of June 30, 2023.

For the fiscal year ended June 30, 2025, the College recognized pension expense of \$340,006. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| <u>Description</u>                                                                                                   | <u>Deferred Outflows<br/>of Resources</u> | <u>Deferred Inflows<br/>of Resources</u> |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------|
| Difference between Expected and Actual Experience                                                                    | \$ 89,170                                 | \$ 17,733                                |
| Change of assumptions                                                                                                | 163,438                                   | 1,093,305                                |
| Net difference between projected and actual earnings on HIS Plan investments                                         | -                                         | 3,340                                    |
| Changes in proportion and differences between College HIS contributions and proportionate share of HIS contributions | 364,623                                   | 316,679                                  |
| College contributions subsequent to the measurement date                                                             | <u>567,486</u>                            | <u>-</u>                                 |
| <b>Total</b>                                                                                                         | <u>\$ 1,184,717</u>                       | <u>\$ 1,431,057</u>                      |

The deferred outflows of resources totaling \$567,486, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| <u>Fiscal Year Ending June 30</u> | <u>Amount</u>       |
|-----------------------------------|---------------------|
| 2026                              | \$ (181,328)        |
| 2027                              | (207,856)           |
| 2028                              | (246,551)           |
| 2029                              | (122,879)           |
| 2030                              | (42,064)            |
| Thereafter                        | <u>(13,148)</u>     |
| <b>Total</b>                      | <u>\$ (813,826)</u> |

*Actuarial Assumptions.* The total pension liability in the July 1, 2024, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

|                     |                                            |
|---------------------|--------------------------------------------|
| Inflation           | 2.40 percent                               |
| Salary increases    | 3.50 percent, average, including inflation |
| Municipal bond rate | 3.93 percent                               |

Salary increases were changed from 3.25 percent in the previous valuation to 3.50 percent in the current valuation.

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2021. This is a change from the previous valuation in which the mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

While an experience study had not been completed for the HIS Plan, the actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the FRS Plan.

*Discount Rate.* The discount rate used to measure the total pension liability was 3.93 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index. The discount rate changed from 3.65 percent to 3.93 percent.

*Sensitivity of the College’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate.* The following presents the College’s proportionate share of the net pension liability calculated using the discount rate of 3.93 percent, as well as what the College’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.93 percent) or 1 percentage point higher (4.93 percent) than the current rate:

|                                                               | <b>1%<br/>Decrease<br/>(2.93%)</b> | <b>Current<br/>Discount Rate<br/>(3.93%)</b> | <b>1%<br/>Increase<br/>(4.93%)</b> |
|---------------------------------------------------------------|------------------------------------|----------------------------------------------|------------------------------------|
| College’s proportionate share<br>of the net pension liability | \$10,512,860                       | \$9,234,999                                  | \$8,174,169                        |

*Pension Plan Fiduciary Net Position.* Detailed information about the HIS Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

**10. Retirement Plans – Defined Contribution Pension Plans**

**FRS Investment Plan.** The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA’s annual financial statements and in the State’s Annual Comprehensive Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. College employees already participating in the State College System Optional Retirement Program or DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member’s account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions rates, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2024-25 fiscal year were as follows:

| <u>Class</u>                   | <u>Percent of<br/>Gross<br/>Compensation</u> |
|--------------------------------|----------------------------------------------|
| FRS, Regular                   | 11.30                                        |
| FRS, Senior Management Service | 12.67                                        |

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2025, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the College.

After termination and applying to receive benefits, the member may roll over vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The College's Investment Plan pension expense totaled \$1,585,740 for the fiscal year ended June 30, 2025.

**State College System Optional Retirement Program.** Section 1012.875, Florida Statutes, provides for an Optional Retirement Program (Program) for eligible college instructors and administrators. The Program is designed to aid colleges in recruiting employees by offering more portability to employees not expected to remain in the FRS for 8 or more years.

The Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. Employees in eligible positions can make an irrevocable election to participate in the Program, rather than the FRS, and purchase retirement and death benefits through contracts provided by certain insurance carriers. The employing college contributes 5.15 percent of the participant's salary to the participant's account and 4.84 percent to cover the unfunded actuarial liability of the FRS pension plan, for a total of 9.99 percent, and employees contribute 3 percent of the employee's salary. Additionally, the employee may contribute, by payroll deduction, an amount not to exceed the percentage contributed by the college to the participant's annuity account. The contributions are invested in the company or companies selected by the participant to create a fund for the purchase of annuities at retirement.

The College's contributions to the Program totaled \$88,711 and employee contributions totaled \$24,997 for the 2024-25 fiscal year.

## 11. Construction Commitment

The College's construction commitment at June 30, 2025, is as follows:

| <u>Project Description</u>             | <u>Total<br/>Commitment</u> | <u>Completed<br/>to Date</u> | <u>Balance<br/>Committed</u> |
|----------------------------------------|-----------------------------|------------------------------|------------------------------|
| Health Sciences Bldg<br>19 EMS Remodel | <u>\$ 5,831,033</u>         | <u>\$ 926,303</u>            | <u>\$ 4,904,730</u>          |

## 12. Risk Management Programs

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College provided coverage for these risks primarily through the Florida College System Risk Management Consortium (Consortium), which was created under authority of Section 1001.64(27), Florida Statutes, by the boards of trustees of the Florida public colleges for the purpose of joining a cooperative effort to develop, implement, and participate in a coordinated Statewide college risk management program. The Consortium is self-sustaining through member assessments (premiums) and purchases excess insurance through commercial companies for claims in excess of specified amounts. Excess insurance from commercial companies provided coverage of up to \$100 million to February 28, 2025, and up to \$125 million from March 1, 2025, for property insurance. Insurance coverage obtained through the Consortium included fire and extended property, general and automobile liability, workers' compensation, health, life, and other liability coverage. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past 3 fiscal years.

Pursuant to Section 110.123, Florida Statutes, College employees, as of January 1, 2025, may obtain health insurance benefits, such as medical, prescription, vision, dental, and life insurances, through participation in the State group health insurance plan or through membership in a health maintenance organization plan under contract with the State. The State's risk financing activities associated with State group health insurance, such as risk of loss related to medical and prescription drug claims, are administered through the State Employees Group Health Insurance Trust Fund. It is the practice of the State not to purchase commercial coverage for the risk of loss covered by this Fund. Additional information on the State's group health insurance plan, including the actuarial report, is available from the Florida Department of Management Services, Division of State Group Insurance.

## 13. Functional Distribution of Operating Expenses

The functional classification of an operating expense (instruction, academic support, etc.) is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. For example, activities of an academic department for which the primary departmental function is instruction may include some activities other than direct instruction such as public service. However, when the primary mission of the department consists of instructional program elements, all expenses of the department are reported under the instruction classification. The operating expenses on the statement of revenues, expenses, and changes in net position are presented by natural classifications. The following are those same expenses presented in functional classifications as recommended by NACUBO:

| <u>Functional Classification</u>   | <u>Amount</u>        |
|------------------------------------|----------------------|
| Instruction                        | \$ 26,357,472        |
| Public Services                    | 159                  |
| Academic Support                   | 3,908,630            |
| Student Services                   | 6,382,028            |
| Institutional Support              | 16,847,638           |
| Operation and Maintenance of Plant | 12,521,273           |
| Scholarships and Waivers           | 17,160,130           |
| Depreciation                       | 5,988,095            |
| Auxiliary Enterprises              | 436,602              |
| <b>Total Operating Expenses</b>    | <b>\$ 89,602,027</b> |

#### 14. Blended Component Unit

The College has one blended component unit as discussed in Note 1. The following financial information is presented for the College's blended component unit:

#### Condensed Statement of Net Position

|                                       | <u>Blended<br/>Component<br/>Unit</u>                      |                            |                                         |
|---------------------------------------|------------------------------------------------------------|----------------------------|-----------------------------------------|
|                                       | <u>The Appleton<br/>Cultural Center, Inc.<br/>12-31-24</u> | <u>College<br/>6-30-25</u> | <u>Total<br/>Primary<br/>Government</u> |
| <b>Assets:</b>                        |                                                            |                            |                                         |
| Current Assets                        | \$ 271,506                                                 | \$ 72,468,996              | \$ 72,740,502                           |
| Noncurrent Assets                     | 400,834                                                    | 133,676,281                | 134,077,115                             |
| <b>Total Assets</b>                   | <b>672,340</b>                                             | <b>206,145,277</b>         | <b>206,817,617</b>                      |
| <b>Deferred Outflows of Resources</b> | <b>-</b>                                                   | <b>8,354,258</b>           | <b>8,354,258</b>                        |
| <b>Liabilities:</b>                   |                                                            |                            |                                         |
| Current Liabilities                   | -                                                          | 7,981,121                  | 7,981,121                               |
| Noncurrent Liabilities                | -                                                          | 39,180,004                 | 39,180,004                              |
| <b>Total Liabilities</b>              | <b>-</b>                                                   | <b>47,161,125</b>          | <b>47,161,125</b>                       |
| <b>Deferred Inflows of Resources</b>  | <b>-</b>                                                   | <b>3,679,266</b>           | <b>3,679,266</b>                        |
| <b>Net Position:</b>                  |                                                            |                            |                                         |
| Net Investment in Capital Assets      | -                                                          | 104,495,011                | 104,495,011                             |
| Restricted - Nonexpendable            | 600,000                                                    | -                          | 600,000                                 |
| Restricted - Expendable               | 72,340                                                     | 55,467,536                 | 55,539,876                              |
| Unrestricted                          | -                                                          | 3,696,597                  | 3,696,597                               |
| <b>Total Net Position</b>             | <b>\$ 672,340</b>                                          | <b>\$ 163,659,144</b>      | <b>\$ 164,331,484</b>                   |

## Condensed Statement of Revenues, Expenses, and Changes in Net Position

|                                  | Blended<br>Component<br>Unit                      |                       |                                |
|----------------------------------|---------------------------------------------------|-----------------------|--------------------------------|
|                                  | The Appleton<br>Cultural Center, Inc.<br>12-31-24 | College<br>6-30-25    | Total<br>Primary<br>Government |
| Operating Revenues               | \$ -                                              | \$ 18,898,992         | \$ 18,898,992                  |
| Depreciation Expense             | -                                                 | (5,988,095)           | (5,988,095)                    |
| Other Operating Expenses         | (6,570)                                           | (83,607,362)          | (83,613,932)                   |
| <b>Operating Loss</b>            | <b>(6,570)</b>                                    | <b>(70,696,465)</b>   | <b>(70,703,035)</b>            |
| Nonoperating Revenues:           |                                                   |                       |                                |
| Nonoperating Revenue             | 32,711                                            | 71,540,094            | 71,572,805                     |
| Other Revenues                   | -                                                 | 6,849,788             | 6,849,788                      |
| <b>Increase in Net Position</b>  | <b>26,141</b>                                     | <b>7,693,417</b>      | <b>7,719,558</b>               |
| Net Position, Beginning of Year  | 646,199                                           | 155,965,727           | 156,611,926                    |
| <b>Net Position, End of Year</b> | <b>\$ 672,340</b>                                 | <b>\$ 163,659,144</b> | <b>\$ 164,331,484</b>          |

## Condensed Statement of Cash Flows

|                                                  | Blended<br>Component<br>Unit                      |                      |                                |
|--------------------------------------------------|---------------------------------------------------|----------------------|--------------------------------|
|                                                  | The Appleton<br>Cultural Center, Inc.<br>12-31-24 | College<br>6-30-25   | Total<br>Primary<br>Government |
| Net Cash Provided (Used) by:                     |                                                   |                      |                                |
| Operating Activities                             | \$ (7,270)                                        | \$ (66,151,844)      | \$ (66,159,114)                |
| Noncapital Financing Activities                  | -                                                 | 69,213,353           | 69,213,353                     |
| Capital and Related Financing Activities         | -                                                 | 3,285,952            | 3,285,952                      |
| Investing Activities                             | 31,783                                            | 2,509,370            | 2,541,153                      |
| <b>Net Increase in Cash and Cash Equivalents</b> | <b>24,513</b>                                     | <b>8,856,831</b>     | <b>8,881,344</b>               |
| Cash and Cash Equivalents, Beginning of Year     | 246,993                                           | 53,050,705           | 53,297,698                     |
| <b>Cash and Cash Equivalents, End of Year</b>    | <b>\$ 271,506</b>                                 | <b>\$ 61,907,536</b> | <b>\$ 62,179,042</b>           |

## **OTHER REQUIRED SUPPLEMENTARY INFORMATION**

### **Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios**

|                                                                         | <u>2024</u>       | <u>2023</u>       | <u>2022</u>       | <u>2021</u>       | <u>2020</u>         |
|-------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Total OPEB Liability</b>                                             |                   |                   |                   |                   |                     |
| Service cost                                                            | \$ 23,396         | \$ 35,518         | \$ 45,286         | \$ 69,810         | \$ 56,186           |
| Interest                                                                | 15,248            | 19,808            | 13,814            | 23,669            | 33,844              |
| Difference between expected and actual experience                       | -                 | (248,133)         | -                 | (482,804)         | -                   |
| Changes of assumptions or other inputs                                  | 25,677            | 90,461            | (102,506)         | 11,033            | 35,085              |
| Benefit Payments                                                        | <u>(23,394)</u>   | <u>(31,215)</u>   | <u>(22,558)</u>   | <u>(34,698)</u>   | <u>(34,581)</u>     |
| <b>Net change in total OPEB liability</b>                               | 40,927            | (133,561)         | (65,964)          | (412,990)         | 90,534              |
| Total OPEB Liability - beginning                                        | <u>405,940</u>    | <u>539,501</u>    | <u>605,465</u>    | <u>1,018,455</u>  | <u>927,921</u>      |
| <b>Total OPEB Liability - ending</b>                                    | <u>\$ 446,867</u> | <u>\$ 405,940</u> | <u>\$ 539,501</u> | <u>\$ 605,465</u> | <u>\$ 1,018,455</u> |
| Covered-Employee Payroll                                                | \$ 19,964,846     | \$ 19,964,846     | \$ 17,404,837     | \$ 17,404,837     | \$ 17,708,513       |
| <b>Total OPEB Liability as a percentage of covered-employee payroll</b> | 2.24%             | 2.03%             | 3.10%             | 3.48%             | 5.75%               |
|                                                                         | <u>2019</u>       | <u>2018</u>       | <u>2017</u>       |                   |                     |
| <b>Total OPEB Liability</b>                                             |                   |                   |                   |                   |                     |
| Service cost                                                            | \$ 28,455         | \$ 28,667         | \$ 221,084        |                   |                     |
| Interest                                                                | 19,836            | 17,976            | 15,293            |                   |                     |
| Difference between expected and actual experience                       | 148,139           | -                 | -                 |                   |                     |
| Changes of assumptions or other inputs                                  | 234,267           | (9,689)           | (17,959)          |                   |                     |
| Benefit Payments                                                        | <u>(30,393)</u>   | <u>(28,320)</u>   | <u>(32,226)</u>   |                   |                     |
| <b>Net change in total OPEB liability</b>                               | 400,304           | 8,634             | 186,192           |                   |                     |
| Total OPEB Liability - beginning                                        | <u>527,617</u>    | <u>518,983</u>    | <u>524,082</u>    |                   |                     |
| <b>Total OPEB Liability - ending</b>                                    | <u>\$ 927,921</u> | <u>\$ 527,617</u> | <u>\$ 710,274</u> |                   |                     |
| Covered-Employee Payroll                                                | \$ 17,708,513     | \$ 18,345,342     | \$ 17,918,365     |                   |                     |
| <b>Total OPEB Liability as a percentage of covered-employee payroll</b> | 5.24%             | 2.88%             | 3.96%             |                   |                     |

**Schedule of the College's Proportionate Share of the Net Pension Liability –  
Florida Retirement System Pension Plan**

|                                                                                                       | <u>2024 (1)</u> | <u>2023 (1)</u> | <u>2022 (1)</u> | <u>2021 (1)</u> |
|-------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|
| College's proportion of the FRS net pension liability                                                 | 0.045689995%    | 0.046126794%    | 0.046989704%    | 0.048417816%    |
| College's proportionate share of the FRS net pension liability                                        | \$ 17,675,039   | \$ 18,380,068   | \$ 17,484,386   | \$ 3,657,855    |
| College's covered payroll (2)                                                                         | \$ 27,882,252   | \$ 24,627,091   | \$ 22,117,688   | \$ 22,514,996   |
| College's proportionate share of the FRS net pension liability as a percentage of its covered payroll | 63.39%          | 74.63%          | 79.05%          | 16.25%          |
| FRS Plan fiduciary net position as a percentage of the FRS total pension liability                    | 83.70%          | 82.38%          | 82.89%          | 96.40%          |

- (1) The amounts presented for each fiscal year were determined as of June 30.
- (2) Covered payroll includes defined benefit plan actives, investment plan members, State college system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

**Schedule of College Contributions – Florida Retirement System Pension Plan**

|                                                                          | <u>2025 (1)</u>    | <u>2024 (1)</u>    | <u>2023 (1)</u>    | <u>2022 (1)</u>    |
|--------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Contractually required FRS contribution                                  | \$ 2,495,538       | \$ 2,938,312       | \$ 2,270,843       | \$ 1,847,398       |
| FRS contributions in relation to the contractually required contribution | <u>(2,495,538)</u> | <u>(2,938,312)</u> | <u>(2,270,843)</u> | <u>(1,847,398)</u> |
| FRS contribution deficiency (excess)                                     | \$ _____ -         | \$ _____ -         | \$ _____ -         | \$ _____ -         |
| College's covered payroll (2)                                            | \$ 29,257,168      | \$ 27,882,252      | \$ 24,627,091      | \$ 22,117,688      |
| FRS contributions as a percentage of covered payroll                     | 8.53%              | 10.54%             | 9.22%              | 8.35%              |

- (1) The amounts presented for each fiscal year were determined as of June 30.
- (2) Covered payroll includes defined benefit plan actives, investment plan members, State college system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

| <u>2020 (1)</u> | <u>2019 (1)</u> | <u>2018 (1)</u> | <u>2017 (1)</u> | <u>2016 (1)</u> | <u>2015 (1)</u> |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 0.046401028%    | 0.047760312%    | 0.049091976%    | 0.047529748%    | 0.051305639%    | 0.055016381%    |
| \$ 20,110,890   | \$ 16,447,987   | \$ 14,786,758   | \$ 14,058,982   | \$ 12,954,714   | \$ 7,106,103    |
| \$ 22,759,760   | \$ 22,411,336   | \$ 22,149,225   | \$ 21,851,774   | \$ 22,807,049   | \$ 23,014,311   |
| 88.36%          | 73.39%          | 66.76%          | 64.34%          | 56.80%          | 30.88%          |
| 78.85%          | 82.61%          | 84.26%          | 83.89%          | 84.88%          | 92.00%          |

| <u>2021 (1)</u> | <u>2020 (1)</u> | <u>2019 (1)</u> | <u>2018 (1)</u> | <u>2017 (1)</u> | <u>2016 (1)</u> |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| \$ 1,480,704    | \$ 1,455,947    | \$ 1,496,907    | \$ 1,399,082    | \$ 1,240,947    | \$ 1,398,855    |
| (1,480,704)     | (1,455,947)     | (1,496,907)     | (1,399,082)     | (1,240,947)     | (1,398,855)     |
| \$ -            | \$ -            | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ 22,514,996   | \$ 22,759,760   | \$ 22,411,336   | \$ 22,149,225   | \$ 21,851,774   | \$ 22,807,049   |
| 6.58%           | 6.40%           | 6.68%           | 6.32%           | 5.68%           | 6.13%           |

**Schedule of the College's Proportionate Share of the Net Pension Liability –  
Health Insurance Subsidy Pension Plan**

|                                                                                                       | <u>2024 (1)</u> | <u>2023 (1)</u> | <u>2022 (1)</u> | <u>2021 (1)</u> |
|-------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|
| College's proportion of the HIS net pension liability                                                 | 0.061562653%    | 0.059847683%    | 0.058294707%    | 0.061160873%    |
| College's proportionate share of the HIS net pension liability                                        | \$ 9,234,999    | \$ 9,504,610    | \$ 6,174,346    | \$ 7,502,307    |
| College's covered payroll (2)                                                                         | \$ 22,405,250   | \$ 23,764,518   | \$ 21,267,470   | \$ 21,676,758   |
| College's proportionate share of the HIS net pension liability as a percentage of its covered payroll | 41.22%          | 39.99%          | 29.03%          | 34.61%          |
| HIS Plan fiduciary net position as a percentage of the HIS total pension liability                    | 4.80%           | 4.12%           | 4.81%           | 3.56%           |

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

**Schedule of College Contributions – Health Insurance Subsidy Pension Plan**

|                                                                              | <u>2025 (1)</u>  | <u>2024 (1)</u>  | <u>2023 (1)</u>  | <u>2022 (1)</u>  |
|------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|
| Contractually required HIS contribution                                      | \$ 567,486       | \$ 448,105       | \$ 394,491       | \$ 353,040       |
| HIS contributions in relation to the contractually required HIS contribution | <u>(567,486)</u> | <u>(448,105)</u> | <u>(394,491)</u> | <u>(353,040)</u> |
| HIS contribution deficiency (excess)                                         | \$ _____ -       | \$ _____ -       | \$ _____ -       | \$ _____ -       |
| College's covered payroll (2)                                                | \$ 28,374,300    | \$ 22,405,250    | \$ 23,764,518    | \$ 21,267,470    |
| HIS contributions as a percentage of covered payroll                         | 2.00%            | 2.00%            | 1.66%            | 1.66%            |

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

| <u>2020 (1)</u> | <u>2019 (1)</u> | <u>2018 (1)</u> | <u>2017 (1)</u> | <u>2016 (1)</u> | <u>2015 (1)</u> |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 0.063031152%    | 0.064544800%    | 0.065467818%    | 0.063877649%    | 0.068424178%    | 0.069100414%    |
| \$ 7,696,450    | \$ 7,221,917    | \$ 6,929,187    | \$ 6,830,101    | \$ 7,974,554    | \$ 7,047,155    |
| \$ 21,894,017   | \$ 21,628,840   | \$ 21,387,590   | \$ 21,111,407   | \$ 21,965,149   | \$ 21,971,078   |
| 35.15%          | 33.39%          | 32.40%          | 32.35%          | 36.31%          | 32.07%          |
| 3.00%           | 2.63%           | 2.15%           | 1.64%           | 0.97%           | 0.50%           |

| <u>2021 (1)</u>  | <u>2020 (1)</u>  | <u>2019 (1)</u>  | <u>2018 (1)</u>  | <u>2017 (1)</u>  | <u>2016 (1)</u>  |
|------------------|------------------|------------------|------------------|------------------|------------------|
| \$ 359,834       | \$ 366,818       | \$ 359,039       | \$ 355,034       | \$ 338,039       | \$ 350,646       |
| <u>(359,834)</u> | <u>(366,818)</u> | <u>(359,039)</u> | <u>(355,034)</u> | <u>(338,039)</u> | <u>(350,646)</u> |
| \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             |
| \$ 21,676,758    | \$ 21,894,017    | \$ 21,628,840    | \$ 21,387,590    | \$ 21,111,407    | \$ 21,965,149    |
| 1.66%            | 1.68%            | 1.66%            | 1.66%            | 1.60%            | 1.60%            |

**1. Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios**

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

*Changes of Assumptions.* Since the prior measurement date, changes included the following:

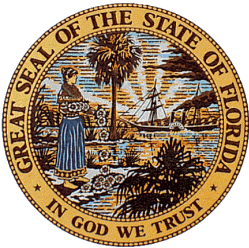
- The discount rate increased from 3.65 percent to 3.93 percent due to a change in the Municipal Bond Index Rate.
- Changes occurred in retirement rates, termination rates, disability rates, mortality rates, DROP entry assumptions, and salary increases.

**2. Schedule of Net Pension Liability and Schedule of Contributions – Florida Retirement System Pension Plan**

*Changes of Assumptions.* In 2024, salary increases including inflation increased from 3.25 percent to 3.5 percent and the mortality assumptions were updated.

**3. Schedule of Net Pension Liability and Schedule of Contributions – Health Insurance Subsidy Pension Plan**

*Changes of Assumptions.* In 2024, the municipal rate used to determine total pension liability increased from 3.65 percent to 3.93 percent and the demographic and coverage election assumptions were updated.



Sherrill F. Norman, CPA  
Auditor General

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The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the College of Central Florida, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated March 23, 2026, included under the heading **INDEPENDENT AUDITOR'S REPORT**. Our report includes a reference to other auditors who audited the financial statements of the blended and discretely presented component units, as described in our report on the College's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

### Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on

a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Sherrill F. Norman, CPA  
Tallahassee, Florida  
March 23, 2026

**COLLEGE OF CENTRAL FLORIDA**

**16**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Regional Campuses Update

INITIATOR: Dr. Vernon Lawter

THROUGH: Leah Gamble  
Dean, Jack Wilkinson Levy Campus

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

Dr. Lawter will provide a regional campuses update.

**RECOMMENDATION/ACTION REQUESTED:**

For the Board's information only – No action needed.

**COLLEGE OF CENTRAL FLORIDA**

**17**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: April 22, 2026

SUBJECT: Hampton Center Update

INITIATOR: Dr. James D. Henningsen  
President

DATE: April 15, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

Dr. James Henningsen will provide a Hampton Center update..

**RECOMMENDATION/ACTION REQUESTED:**

For the Board's information only – No action needed.