
**College of Central Florida
Meeting of the District Board of Trustees
Wednesday, December 3, 2025
3:00 p.m.
Appleton Museum**

A G E N D A

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

RECOGNITION

PUBLIC COMMENT

MINUTES

1. Adoption of Minutes
-

CONSENT AGENDA

Routine Business

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

Agreements, Contracts, Leases

5. Health Care Affiliation & Internship Agreements
 6. Citrus County School Board Memorandum of Understanding for Emergency Medical Training (EMT) – Renewal
-

OTHER BUSINESS

For Approval

7. Vintage Farm Renaming
 8. Budget Priorities for 2026-2027
 9. Professional Career Center Agreement between the College of Central Florida and CareerSource Citrus Levy Marion – Levy Campus
 10. College of Central Florida Foundation, Inc. 2026 Financial Memorandum of Understanding
-

Acknowledge Receipt

11. Financial Information - Monthly Financial Summary Report

For Information

12. Appleton Museum of Art Update

BOARD CHAIR/TRUSTEE REMARKS

PRESIDENT'S REPORT

ADJOURNMENT

COLLEGE OF CENTRAL FLORIDA

1

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Minutes of the October 29, 2025 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the October 29, 2025 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 October 29, 2025.

The Vice-Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, October 29, 2025 asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Ocala Campus

CALL TO ORDER

Members Present: Joyce Brancato – Vice Chair

PRESENT

Rusty Branson

Bobby Durrance

William Edgar

Jose Juarez

Fred Roberts, Jr.

James Henningsen, Board Secretary

The Vice-Chair recognized Dr. Henningsen to introduce the new Associate Vice President of Information Technology, Ben Vallance.

INTRODUCTION

Members Absent: Charlie Stone

ABSENT

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

PUBLIC COMMENT

The Vice-Chair asked for any corrections or updates to the minutes of the September 24, 2025 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Roberts seconded by Trustee Durrance and unanimously carried, the Board approved the September 24, 2025 meeting minutes as presented and authorized the Vice-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 disposal of property in accordance with applicable state law, State Board of Education and Board Policy in the amount of \$60,263.84.

**Property Donations
/Dispositions**

The Board was asked to ratify approval of two (2) Health Care Affiliation & Internship Agreements and gives authorization to the Board Vice-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 approve the renewal amendment with BayCare Life Management and give authorization for the Vice-Chair to sign the agreement on behalf of the College of Central Florida.

**BayCare Life
Management Services –
Renewal Amendment**

The Board was asked to approve the Citrus County School Board Memorandum of Understanding for Emergency Medical Training (EMT)- Renewal and give authorization for the Board Vice-Chair to sign on behalf of the College of Central Florida.

**Citrus County School
Board MOU – EMT
Training – Renewal**

The Board was asked to approve the Levy County Firing Range Use Agreement – Renewal and give authorization for the Vice-Chair to sign the agreement on behalf of the College of Central Florida. The firing range at the Lowell Facility is used when a secondary range is needed.

**Levy County Firing
Range Use Agreement –
Renewal**

The Board was asked to approve the West Coast Christian School Articulation Agreement

West Coast Christian

for College and Career Acceleration- renewal and give authorization to the Board Vice-Chair to sign the agreement on behalf of the College of Central Florida.

School Articulation Agreement for College and Career Acceleration 2025-2026 – Renewal

During the September Curriculum meeting, the Curriculum Committee recommended course and program modifications, which the President has recommended for approval.

Curriculum Changes

The Vice-Chair presented the Consent Agenda for approval. Upon a motion by Trustee Edgar, seconded by Trustee Roberts 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

OTHER BUSINESS

Dr. Henningsen presented the Mission (Vision) and Core Values of the college and asked the Board reaffirm its commitment to the same. Upon a motion by Trustee Branson, second by Trustee Durrance, and unanimously carried, the Board approved the Mission (Vision) and Core Values of the College.

Mission (Vision) and Core Values of the College

Chuck Prince, Vice-President of Business and Administration presented the Ocala Campus Chiller Plant Cross-Connect project to the Board. The project connects the east and west chiller equipment for improved chilled water production efficiency and will subsequently reduce operation strain on the aging equipment in building 51. Upon a motion by Trustee Juarez, second by Trustee Edgar, and unanimously carried, the Board approved the Ocala Campus Chiller Plant Cross-Connect Project with indemnification changes as per council and authorizes the Vice-Chair to sign on behalf of the Board.

Ocala Campus Chiller Plant Cross-Connect Project

ACKNOWLEDGE RECEIPT

Chuck Prince, Vice President of Administration and Finance, reviewed the highlights and variance analysis of the Monthly Financial Summary Report of revenues and expenses for the periods ending September 2025 for the comparative fiscal years 2024-2025 to 2025-2026. The Chair acknowledged receipt of the reports on behalf of the Board.

Financial Information- Monthly Financial Summary Report

FOR INFORMATION ONLY

Dr. Viviano-Broderick, Vice President Institutional Effectiveness and College Relations introduced Matt Matthews director of Resource Development. Mr. Mathews reviewed how the department locates, researches and applies for funds from federal, state and local grant opportunities. Twelve grants were submitted for FY 2024-2025 with four new and five continuing grants awarded. Additionally, six opportunities were researched but not moved forward. Vice-Chair Brancato congratulated the department on grants received.

Resource Development Annual Report 2024-2025

Dr. Viviano-Broderick, Vice President Institutional Effectiveness and College Relations and Dr. Vernon Lawter, Vice President Regional Campuses and Interim Vice President Enrollment Management and Student Affairs presented an overview of the five-year enrollment history of the college including trends and breakdown by classifications.

Student Enrollment History Report

Dr. Viviano-Broderick, Vice President Institutional Effectiveness and College Relations presented an update to the Board after the Accreditation Re-affirmation site visit. The on-site team reported no findings and no recommendations. They recognized our quality and compliance with standards and were complimentary to our staff, faculty and students. The

Accreditation Update

final report is expected to be complete by June 26, 2026 and the college will be fully accredited. Vice- Chair Brancato congratulated Dr. Viviano-Broderick and team for the A+ results.

Dr. Henningsen presented a legislative update to the Board including asks for operational funding, and the remaining 4.9 million dollars to complete the farm classroom, meetings with Senator Albritton, Senator Harrell and other colleges touring the Vintage Farm Campus. Legislative Fly-in next week with Trustee Juarez and Branson attending with the President.

Legislative Update

There were no Trustee comments at this time.

**BOARD
CHAIR/TRUSTEE
COMMENTS**

Dr. Henningsen presented the President's Report to the board which included updates about the recognition of our students with the Model United Nations – State Conference, American Welding Society Welding Competition, Law Enforcement Commencement, Evidence-Based Practices and Phi Theta Kappa Leadership Conference.

**PRESIDENT'S
REPORT**

Next Board Meeting. Our next meeting will be held **Wednesday, December 3, 2025 at the Appleton Museum.**

Next Board Meeting

There being no further business to come before the Board, Vice-Chair Brancato adjourned the meeting at 4:02 pm.

ADJOURNMENT

Charlie Stone, Chair

James D. Henningsen, Secretary

Joyce Brancato, Vice-Chair

COLLEGE OF CENTRAL FLORIDA

2

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Personnel Actions

INITIATOR: Jennifer Klepfer
Director of Human Resources

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

DATE: November 26, 2025

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 report.

PERSONNEL ACTIONS

FOR THE DECEMBER 3, 2025 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:

Carter, Kaitlyn A. – Marketing and Public Relations Specialist – Marketing, Public and Community Relations – October 16, 2025
Davis, Craig F. – Manager – Facility Operations and Construction Projects – Facilities and Plant Operations – November 03, 2025
Martinez, John J. – Business Accounts Coordinator – Financial Operations – November 03, 2025
Raymundo, Rosdelyn I. – Staff Assistant IV – Academic Advising and First Year Success – November 17, 2025
Sharari, Jennifer P. – Human Resources Assistant – Human Resources – November 17, 2025
Schoneman, Kimberly A. – Employment Specialist – Human Resources – November 17, 2025
Trout, Jennifer L. – Director – Accreditation and Institutional Effectiveness – Institutional Effectiveness and College Relations – November 03, 2025
Wilkerson, Uvonda – Associate Dean – Health Sciences – January 05, 2026
Zatko, Annette L. – Accounting Specialist III – Financial Operations – November 17, 2025

Grants and Contracts – Fund 2:

None this reporting period.

Auxiliaries – Fund 3:

None this reporting period.

Reorganizations:

None this reporting period.

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

Hall, Lacey C.

Sessoms, Candasee

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

Boyle, Camille N.

Hopkins, Briona

Sikes, Taylor R.

Craig, Spencer W.

Jenkins-Nott, Morgan

Slade, Daisy LK

Dunifon, Jennifer

Madej, Michael D.

Smith, Andrew W.

Haworth II, Michael T.

Temporary Part-Time Professional:

None this reporting period.

Temporary Part -Time Career Service: OPS

Ardo, Alan J.	Durst, Sarah E.	Murray, Maverick C.
Caturano, Carlo	Eason, Jill B.	Pappas, Christine A.
Davila Gerena, Kelvin A.	Miranda, Andres A.	Seay, Pomona L.
Davis, Cody 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:

Morin, Ian E.	Roman, Geovanni H.	Solomon, La'Nya
Oats, Kyrach N.	Roberts, Naomi R.	Quinn, Tobaris L.
Philips, Breckin C.	Santana Avila, Karla M.	

Notification of engagement in outside employment or extra college activities:

None this reporting period.

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

None this reporting period.

Resignations:

Matoba, Robert D. – Faculty – Health Sciences – EMS – December 15, 2025
Marlow, Darran Wade – Faculty – Biological Sciences – Academic Affairs – December 15, 2025
Schenk, Steve C. – Faculty – Biological Sciences, Citrus – Instructional Services – Regional Campuses – December 15, 2025

Terminations:

Clemens, James LA – Mail Courier – CF Printing and Postal Services – November 17, 2025

Separation due to Internal Transfer – No Break in Service:

Davis, Craig F. – Manager – Plant Safety and Facility Operations – Facilities and Plant Operations – October 31, 2025
Schoneman, Kimberly A. – Accounting Specialist III – Financial Operations – November 15, 2025
Wilkerson, Uvonda – Faculty – Program Manager – Health Sciences – December 31, 2025

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.

Separation from the College - Other:

None this reporting period.

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

Encarnacion, Paula Y. – Public Safety Lieutenant – Public Safety

Walker, Christina E. - Student Services Specialist, Citrus – Citrus Student Affairs

COLLEGE OF CENTRAL FLORIDA

3

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Property Donations/Dispositions

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

DATE: November 26, 2025

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: **10**

Total: **\$8,959.78**

Wed Nov 19 2025
Page 1
08:05
CFdispose2

College of Central Florida
ASSET DISPOSALS REPORT

School Tag Disposal # Date	Acquired Description Price	Dept. Respon.	Acquired Date	Disposal Code
0000007719 1,425.00	SWITCH, 3COM 4400	CS	10/29/2003	PBA
0000011642 1,834.00	PROJECTOR, EPSON 2265U	V&PA	03/08/2017	PBA
0000054801 749.00	COMPUTER, THINKCENTRE TOWER M91P	CITR	06/29/2011	PBA
0000054813 749.00	COMPUTER, THINKCENTRE TOWER M91P	CS	06/29/2011	PBA
0000054947 749.00	COMPUTER, THINKCENTRE SFF M91	CS	05/11/2011	PBA
0000054948 749.00	COMPUTER, THINKCENTRE SFF M91	CS	05/11/2011	PBA
0000054949 749.00	COMPUTER, THINKCENTRE SFF M91	CS	05/11/2011	PBA
0000054950 749.00	COMPUTER, THINKCENTRE SFF M91	CS	05/11/2011	PBA
0000054951 749.00	COMPUTER, THINKCENTRE SFF M91	CS	05/11/2011	PBA
0000055054 457.78	COMPUTER, THINKCENTRE MINI M72EP	CITR	10/24/2012	PBA
=====				
=====				
10 Records for a Total				
8,959.78				

COLLEGE OF CENTRAL FLORIDA

4

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Curriculum Changes

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

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

The Curriculum Committee recommended at its November 20, 2025 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: November 21, 2025

SUBJECT: Approved Curriculum Actions – Curriculum Changes – November 2025

The following curriculum changes were approved by the Curriculum Committee at its November 20, 2025 meeting, and are awaiting approval by the District Board of Trustees:

Proposal 2025-8 – Renae Robinson

Course Modifications

- EDG4410 Classroom Management and Child Guidance (3 credits)
 - Remove EEX4231 as prerequisite
 - Remove EEC4940 as a corequisite
 - Add LIN2740 and TSL2084 as prerequisites
 - Change term offered from Spring to Fall
- EEC3012 Introduction to Advanced Studies in Early Childhood Education (3 credits)
 - Add TSL2522 as a corequisite
- EEC4404 Relations Across Family, School and Community (3 credits)
 - Add LIN2740 as a corequisite
 - Change term offered from Fall to Summer
- EEC4940 Internship in Early Childhood (6 credits)
 - Add TSL2522 and LIN2740 as prerequisites
 - Change EDG4410 from a corequisite to a prerequisite
- LIN2740 Applied Linguistics (3 credits)
 - Add TSL2522 and EDF2005 as prerequisites
- TSL2522 ESOL Foundations: Language and Culture (3 credits)
 - Add EDF2005 as a prerequisite

Proposal 2025-9 – Thanease Roberts and Melissa Quigley

Course Modifications

- MAC2311 Calculus I with Analytic Geometry (5 credits)
 - Reduce credits from 5 credits to 4 credits
- MAC2311H Calculus I with Analytic Geometry Honors (5 credits)
 - Reduce credits from 5 credits to 4 credits
- MAC2312 Calculus II with Analytic Geometry (5 credits)
 - Reduce credits from 5 credits to 4 credits
- MAC2312H Calculus II with Analytic Geometry Honors (5 credits)
 - Reduce credits from 5 credits to 4 credits

Please let me know if you need any additional information.

Thank you.

COLLEGE OF CENTRAL FLORIDA

5

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Health Care Affiliation & Internship Agreements

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

DATE: November 26, 2025

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
Department of Health – State of Florida (formerly Marion County Health Department)	11/12/2025

RECOMMENDATION/ACTION REQUESTED:

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

**AGREEMENT BETWEEN THE
STATE OF FLORIDA, DEPARTMENT OF HEALTH
AND
DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA**

The purpose of this affiliation agreement is to guide and direct a working relationship between the State of Florida, Department of Health, hereinafter referred to as the "DEPARTMENT", and the District Board of Trustees of the College of Central Florida, an institution providing health care profession education, hereinafter referred to as the "SCHOOL", for the provision of learning opportunities for Health Care Profession students.

RECITALS

The SCHOOL agrees:

1. To provide competent faculty for the planning and implementation of instruction, teaching, guidance, supervision, and evaluation of Health Care Profession students, and to be responsible for the education program, academic affairs, and assessment of the students.
2. To require its students to work in accordance with all DEPARTMENT procedures, policies, protocols, rules, and regulations in carrying out the relationship described herein and in making plans for the observation of and/or practice in Health Care Profession at DEPARTMENT facilities.
3. To provide or assure that students have the necessary, required, and appropriate books, periodicals and teaching materials for SCHOOL's educational program.
4. To submit to the DEPARTMENT a schedule indicating the number and names of students who will be participating in an internship under this agreement and the names of the faculty members who will be indirectly supervising students during the students' rotation at DEPARTMENT facilities.
5. To plan student assignments in consultation with a representative of the DEPARTMENT.
6. To designate a contact person for evaluation and scheduling of student rotations and facilitation of communication between the parties.
7. To provide direct supervision of students whenever students are at DEPARTMENT facilities or indirect academic supervision of students engaged in a mutually agreeable practicum experience with a preceptor at the DEPARTMENT.
8. To initiate and/or participate in group conferences, as requested by DEPARTMENT at mutually agreed upon times, with a designee of the DEPARTMENT for the purpose of discussing objectives of the learning experiences and student performance in caring for patients.
9. To ensure that general and professional liability insurance insuring the SCHOOL, its employees, and its students who will be participating under this agreement, with limits of liability coverage in the amount of not less than Two Hundred Thousand Dollars (\$200,000) per claimant

and Three Hundred Thousand Dollars (\$300,000) per occurrence, is obtained and maintained throughout the term of this agreement and any renewal thereof.

10. It is a material term of this agreement and necessary that the SCHOOL, its employees, and its students who will be participating under this agreement are covered under a general and professional liability policy with the abovementioned limits. However, it is not necessary that the SCHOOL, its employees, and its students who will be participating under this agreement are all covered under the same policy. As evidence of such coverage, the SCHOOL shall furnish to the DEPARTMENT applicable certificates of insurance sufficient to demonstrate full satisfaction of the requirements of this paragraph prior to students beginning their internship under this agreement and upon request thereafter. SCHOOL shall immediately inform DEPARTMENT of any lapses or changes to coverages that would bring SCHOOL out of compliance with this paragraph. Failure of the SCHOOL to ensure that such coverage is obtained and maintained shall be grounds for immediate termination of this agreement. If the SCHOOL is a public college or university in Florida, the SCHOOL may be self-insured through the State Risk Management Trust Fund, established pursuant to section 284.30, Florida Statutes, and administered by the State of Florida, Department of Financial Services, or may be otherwise insured pursuant to the provisions of section 1004.24, Florida Statutes.

11. To be fully responsible for its acts of negligence, or its agents'/students' acts of negligence when acting within the scope of their employment, education, or agency in connection with this Agreement, and to be liable for any damages resulting from said negligence. If SCHOOL is a state agency or subdivision under section 768.28, Florida Statutes, or otherwise protected by sovereign immunity under its respective state law, this paragraph shall not be construed as a waiver of sovereign immunity by any school to whom sovereign immunity may be applicable.

12. Unless SCHOOL is a state agency or subdivision under section 768.28, Florida Statutes, or otherwise protected by sovereign immunity under its respective state law, to be liable for and indemnify, defend, and hold harmless the DEPARTMENT and all of its officers, agents, and employees from all claims, suits, judgments, or damages, consequential or otherwise and including reasonable attorneys' fees and costs, arising out of any negligent act, actions, neglect, or omissions by the SCHOOL, its agents, students, or employees during the performance or operation of this Agreement or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property. Nothing herein is intended to serve as a waiver of sovereign immunity by any school to whom sovereign immunity may be applicable nor consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

13. To require that students maintain confidentiality of all data, files, and client records related to the services provided pursuant to this agreement and comply with state and federal laws, including, but not limited to, section 456.057, Florida Statutes, and 45 Code of Federal Regulations Parts 160, 162 and 164. The SCHOOL will require students' compliance with any applicable professional standards of practice with respect to patient confidentiality. Procedures will be implemented by the SCHOOL to require students to comply with the protection and confidentiality requirements outlined in the Department of Health Information Security Policies, Protocols, and Procedures, as amended, and Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which are incorporated herein by reference. The SCHOOL will require that, prior to beginning their internship at the Department, students be trained in all aspects of ethical standards pertaining to confidentiality issues and privacy rights including federal Privacy Rules and applicable state confidentiality laws. Solely for the purpose of defining

students' roles in relation to the use and disclosure of the DEPARTMENT'S protected health information, the students are defined as members of the DEPARTMENT'S workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this agreement. However, students are not and shall not be considered employees of the DEPARTMENT. This paragraph is not applicable to any students who do not access any confidential information.

14. To keep and maintain public records in accordance with the provisions of Chapter 119, Florida Statutes, including all public records required by the DEPARTMENT to perform the services entailed in this agreement, and to provide the public with access to such public records on the same terms and conditions that the DEPARTMENT would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law; to ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of the term of the agreement, including all renewals, and following completion of the agreement if SCHOOL does not transfer the records to DEPARTMENT; to meet all requirements for retaining public records as set forth in law and DEPARTMENT's retention schedules; and, upon completion of the contract, to transfer to the DEPARTMENT, at no cost to DEPARTMENT, all public records in possession of the SCHOOL and to destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the DEPARTMENT in a format that is compatible with the information technology systems of the DEPARTMENT.

If the SCHOOL has questions regarding the application of Chapter 119, Florida Statutes, to the SCHOOL's duty to provide public records relating to this contract, contact the custodian of public records at (850)245-4005, PublicRecordsRequest@flhealth.gov or 4052 Bald Cypress Way, Bin A02, Tallahassee, FL 32399.

15. To assure that all students are background screened and meet the Level 2 screening requirements of section 435.04, Florida Statutes, prior to students beginning their internship at the DEPARTMENT. The SCHOOL agrees take steps to assure that students, and any SCHOOL personnel that accompany students or have access to DEPARTMENT's confidential records, inform the DEPARTMENT's designated contact person immediately if an arrest is made or a court disposition is entered for any disqualifying offense while participating in this internship. The DEPARTMENT will immediately remove the student from the internship program, or the personnel from further involvement in the program or access to records, if DEPARTMENT determines, in its sole discretion, that continued involvement of that student or personnel would violate the requirements of section 435.04, Florida Statutes, or would otherwise pose a risk to health or safety of any individual(s) or the public. The DEPARTMENT shall not be responsible for any costs associated with this paragraph.

The DEPARTMENT agrees:

1. To provide Health Care Profession students accepted into this internship program access to a planned supervised program of internship experience for the area(s) of practice/study mutually agreed upon by the parties.

2. To provide designated staff members as internship supervisors for students. For clinical experiences, such staff members shall be duly licensed, qualified, and experienced with no less than one year of clinical experience in their designated field and possess sufficient experience to safely and effectively supervise students participating in the rotation. The DEPARTMENT's provision of such supervisors will not substitute for or diminish the requirement that SCHOOL provide faculty supervision as set forth in Paragraph 7 above.
3. To designate a contact person for evaluation and scheduling of student rotations and facilitation of communication between the parties.
4. To make available to the students of the SCHOOL the DEPARTMENT facilities as agreed upon by both designated contact persons.
5. To retain overall responsibility for the quantity and quality of patient care in DEPARTMENT facilities.
6. To give SCHOOL five days' notice prior to removing from the internship program any students not comporting themselves in accordance with the procedures, protocols, regulations, rules, or statutes governing the DEPARTMENT unless DEPARTMENT deems immediate removal necessary, which such removal and determination of immediate necessity shall be at the sole discretion of the DEPARTMENT.
7. To provide as available the physical facilities, equipment, supplies, and patients to supplement an educational program in accordance with the objective of providing an internship experience to Health Care Profession students. Notwithstanding the foregoing, the DEPARTMENT may, at its discretion, temporarily remove access to facilities, equipment, supplies, and patients in the interest of the health or safety of patients, employees, students, or other interns.
8. The DEPARTMENT, a state agency or subdivision, is self-insured through the State Risk Management Trust Fund established pursuant to section 284.30, Florida Statutes, and administered by the State of Florida, Department of Financial Services. The DEPARTMENT certifies that it maintains and agrees to continue to maintain during the term of this agreement, general and professional liability protection coverage through the State Risk Management Trust Fund, and that this protection extends to the Department of Health, its officers, employees, and agents, and covers statutory liability exposure to the limitations described in section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to whom sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties. The DEPARTMENT cannot insure or indemnify the SCHOOL, its officers, employees, students, and agents, or any third parties.
9. For student rotations designated by the SCHOOL as non-clinical, students will not participate in patient care or any other clinical activities while at the DEPARTMENT.

General Terms:

1. Independent Contractor: No relationship of employer/employee, principal/agent, or other association shall be created by this agreement between the parties or their directors, officers, agents, students, or employees. Students shall, at all times, be considered "independent"

and shall, under no circumstances, be considered employees of the DEPARTMENT. The parties agree that they will never act or represent that they are acting as an agent of the other or incur any obligations on the part of the other party.

2. Remedies; Limitations of Liability: Neither party shall be liable to the other for punitive, exemplary, special, indirect, or consequential damages, including without limitation, lost profits, each party's aggregate liability being limited to the other party's direct damages, and other costs set forth herein. This paragraph may only be interpreted as further limitation of the SCHOOL's and DEPARTMENT'S exposure; it shall not be interpreted as a waiver of sovereign immunity beyond that stated in section 768.28, Florida Statutes. In addition to the foregoing, the DEPARTMENT shall not be liable to students, faculty, or SCHOOL in the event of exposure to an infectious, environmental, occupational, or other hazard not caused by the willful or negligent conduct of the DEPARTMENT.

3. Notice: When either party to this Agreement desires to give notice to the other, such notice must be in writing, and delivered by (i) United States certified or registered mail, postage prepaid and return receipt requested, (ii) a nationally recognized overnight delivery service, (iii) personal delivery with a written receipt obtained, or (iv) email transmission with confirmation of receipt provided by the recipient via returned email, at the addresses set forth below. Notices shall be effective upon receipt. Presently, the parties designate the following as the respective places for giving notice:

For DEPARTMENT

Name: Kailee Sanchez
Title: Business Manager
Address: 1801 SE 32nd Avenue Ocala, FL 34471
Telephone: 352-644-2617
E-mail: kailee.sanchez@flhealth.gov

For SCHOOL

Name: Peggy Recanzone
Title: Recruiter/Outreach Specialist
School Name: College of Central Florida
Address: 3001 S.W. College Road Ocala, FL 34474
Telephone: 352-854-2322 ext 1655
E-mail: recanzop@cf.edu

4. Term and Renewal: Unless terminated earlier as provided herein, the term of this agreement shall be from October 1, 2025 or the latest date of signature by the parties, whichever is later, through September 30, 2026. This agreement may be renewed on a yearly basis for no more than three years or the term of the original contract, whichever period is longer. Any renewal shall be in writing upon mutual agreement and subject to the same terms and conditions as set forth in this initial agreement.

5. Termination: This agreement may be terminated by either party upon no less than 30 calendar days' notice in writing to the other party, with or without cause, unless a lesser time is mutually agreed upon in writing by both parties. Such notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The parties will thereafter work cooperatively to coordinate the termination of the services provided under this agreement and use their best efforts to schedule such termination on a date that allows internship rotation(s)

already in progress to be completed where circumstances permit.

6. Entire Agreement and Modification: This agreement represents the entire understanding of the parties with respect to the matters covered herein and supersedes all prior and contemporaneous agreements, representations, and discussion, whether oral or written. This agreement may only be altered, amended, or modified in a writing signed by both parties.

7. Jurisdiction and Venue. This agreement shall be governed by and construed in accordance with the laws of the State of Florida, without respect to its conflict of laws principles. With respect to any action arising out of this agreement, the parties accept the exclusive jurisdiction of the state courts in Florida and agree that venue shall lie exclusively in Marion, County, Florida.

8. Capacity: Each individual signing this agreement on behalf of either party individually warrants that he or she has the full legal power to execute this agreement on behalf of the party for whom he or she is signing and to bind and obligate such party with respect to all provisions contained in this agreement.

9. 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 document.

10. Cooperation with the Inspector General: SCHOOL acknowledges and understands that it has a duty to and will cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing, pursuant to section 20.055(5), Florida Statutes.

IN WITNESS WHEREOF, the parties approve this agreement and have caused it to be executed by their undersigned officials who are duly authorized.

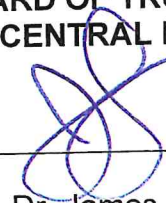
DISTRICT BOARD OF TRUSTEES OF
COLLEGE OF CENTRAL FLORIDA

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____



Dr. James Henningsen

President

11/12/25

STATE OF FLORIDA DEPARTMENT
OF HEALTH, MARION COUNTY
HEALTH DEPARTMENT

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Mark S. Lander

CHD Administrator

COLLEGE OF CENTRAL FLORIDA

6

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Citrus County School Board Memorandum of Understanding for
Emergency Medical Training (EMT) - Renewal

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

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

This memorandum of understanding is between the District Board of Trustees of College of Central Florida and The School Board of Citrus County to renew the activities associated with the Emergency Medical Training (EMT) at Crystal River High School (CRHS) beginning January 1, 2026 and ending October 31, 2026.

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.

Memorandum of Understanding

Between THE DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA,
hereinafter referred to as the COLLEGE, and THE SCHOOL BOARD OF CITRUS COUNTY, FL,
hereinafter referred to as the CCSB.

Purpose: The purpose of this agreement is to establish a cooperative partnership between the COLLEGE and The School Board of Citrus County, FL (CCSB) for the conduct of Emergency Medical Technician (EMT) training at Crystal River High School (CRHS).

Statement of Agreement: Whereas, CCSB has articulated a need for attendees at Crystal River High School to receive EMT training, and the COLLEGE possesses the necessary status to provide this training. CCSB agrees to provide the COLLEGE with the necessary facilities to conduct EMT at the CRHS and the COLLEGE agrees to provide EMT training at the CRHS.

Management: The COLLEGE will continue to manage and administer the EMT Program and provide the instructors. The COLLEGE shall retain the right to replace the instructor at any time with an alternative instructor for unsatisfactory performance, State of Florida Paramedic licensure suspension/revocation, or other disciplinary actions.

Instruction: Instruction will take place at the CRHS campus. The COLLEGE will furnish the instructor with text books and equipment necessary for the instruction of EMT students. The instructor shall be responsible for instruction in the approved EMS---EMT curriculum outlined in the COLLEGE catalog. The students shall have any and all privileges as those of other students of the COLLEGE. CCSB agrees to provide access to CRHS prior to the beginning of classes for purposes of legally required State inspection prior to the beginning of classes. CCSB agrees to supply storage space adequate to store required equipment for the conduct of the course, as well as space for conduct of labs and lecture during the course. This access must include at least the minimum hours required by the program, including 120 hours of didactic, 96 hours of psychomotor lab, and 84 hours of clinicals. Clinical hours are conducted at area hospitals and EMS providers throughout Citrus, Marion and Levy Counties. The student will be responsible for transportation to and from these clinicals. The students will be required to apply to and be admitted to the COLLEGE, as well as to the EMT program using the established admissions procedures and requirements for the current COLLEGE EMT program. CCSB understands that in order to receive a passing grade in the class and be eligible to take the industry certification course that the students must meet all of the requirements of the CF EMT program including meeting CF's behavioral standards, attendance requirements, classroom, lab, and clinical requirements.

Program Costs: CCSB agrees to pay the cost of instruction, namely for a class of up to 6 students; CCSB agrees to pay \$10,914. For a class from 7 to 12 students CCSB agrees to pay \$16,218 For a class of 13 to 18 students CCSB agrees to pay \$21,522. To be billed by the College after the College's add/drop registration period and remitted by CCSB regardless of whether or not the student receives a passing grade in the class.

The COLLEGE waives the lab fees for these students. CCSB agrees to provide the students with text books (See attachment 1), and State Approved CPR certification.

Students' parent or guardian will be required to pay for pre-admission expenses, including: Wonderlic testing and Federal Background check. (See attachment 1);

Students' parent or guardian will be required to pay the following after admission, but prior to the beginning of classes:

Physical Exam (See exam form, attachment 2), Immunizations (see immunization form, attachment 3), Substance Screening, Student Clinical Background Check, and Clinical Compliance Tracker. (See estimated costs, attachment 1);

Students' parent or guardian will be required to provide each student with the required uniform (see attachment 1).

Terms of Agreement: This agreement shall begin on January 1, 2026 and end on October 31, 2026 or until either party gives the other party not less than 30 days advanced written notice of its intent to cancel or withdraw from this agreement, with or without cause.

APPROVED:

THE SCHOOL BOARD OF CITRUS COUNTY, FL

By: _____

Date: _____

Name:

Title:

APPROVED:

THE DISTRICT BOARD OF TRUSTEES,
COLLEGE OF CENTRAL FLORIDA

By: _____

Date: _____

Charlie Stone

Chair

Attachment 1: Estimated Expenses Spring 2026

Costs are estimates. Some of these costs are outside the control of the COLLEGE and may change

Text Books:

EMS1119 - Emergency Care Textbook, ISBN: 9780137288953	\$212.54
EMS1119L - Emergency Care Workbook, ISBN: 9780135379073	Included
EMS1354C – No Text	
EMS1431 – No Text	

Wonderlic Testing: \$15

Federal Criminal Background Check: \$55

Cost due following after admission, but prior to the beginning of classes:

Physical Exam (Attachment 1): \$50

Immunizations: Varies depending on student history (Attachment 2).

Substance Screening: \$38

Student Background Check, Clinical: \$41

Clinical Compliance Tracker: \$44.99

Uniforms:

CF EMS T-Shirt for Class: Provided by CRHS

CF EMS polo Shirt for clinicals: Provided by CRHS

Uniform pants: Navy or Black: Cost Varies

All black shoes: Cost Varies

Wrist watch with second hand: Cost Varies

Stethoscope: Cost Varies

Attachment 2: Performance Requirements for Health Science Students

Performance Requirements for Health Sciences Students:

Health Sciences program applicants should possess sufficient physical, intellectual, emotional, and interpersonal skills to provide for safe and effective patient care. Examples of performance requirements are listed below.

Physical abilities

Applicants must have sufficient gross and fine motor skills to:

- Move from room to room and walk in hallways maneuver in small spaces
- Lift patients as needed (a minimum of 125 lbs. for EMS programs and a minimum of 50 lbs. for all other health science programs)
- Grip, reach above shoulder level, bend at the knee, squat, stoop, and crawl
- Sit or stand for prolonged periods of time
- perform CPR
- Perform safe and effective care
- provide healthcare intervention
- manipulate small objects dexterously

Applicants must have sufficient tactile, auditory and visual abilities to:

- Perform physical assessment necessary in healthcare
- auscultate blood pressure, breath, heart and bowel sounds
- Hear alarms and call bells on units
- Converse with patients and staff on phone and in person

Intellectual abilities

- Critical thinking sufficient for clinical judgment
- prioritize and make rapid decisions under pressure
- problem solve

Emotional abilities

- Cope with a high level of stress
- Cope with anger, fear, hostility, or confrontation in a calm manner
- Concentrate
- Be flexible and self-directed
- demonstrate a high degree of patience
- Work with families/individuals stressed by the condition of patient
- Work with other healthcare providers in stressful Situations in a professional manner

Interpersonal abilities

- Communicate clearly and correctly in writing and verbally
- Abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds

I am aware of the requirements listed above, and to the best of my knowledge, I am capable of complete participation in the health science program I am applying to. I certify that all of the information provided by me is accurate and complete.

Student Signature _____

Date _____

Attachment 3: Health Sciences Health Forms

College of Central Florida Health Sciences Division Student Health History Form

College of Central Florida Health Sciences Division Physical Examination Form

College of Central Florida Health Sciences Division Student Immunization Record Checklist

College of Central Florida Health Sciences Division Declination of Immunization Form

COLLEGE OF CENTRAL FLORIDA

7

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Vintage Farm Renaming

INITIATOR: Dr. James D. Henningsen
President

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

In February 2017, the property known as the Vintage Farm was gifted to the College of CF. The site has received SACSCOC accreditation as an off-campus site and has had classes for students since 2017. The farm continues to expand in the fields of Agribusiness and Equine.

Recently, the State Board of Education approved our new A.S. Degree in Precision Agriculture, the first of its kind in the State of Florida. In addition, Secretary of Commerce J. Alex Kelly recently announced that Agricultural Technology (AgTech) is now one of the state's target industries. With the advancements in technology across all of our agricultural sciences programs at the Vintage Farm location, the College is recommending that the facility name reflect the modernity of our programs and the future of that industry sector. Therefore, staff are recommending that the facility be renamed as the Center for Agricultural Innovation.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the proposal to re-name the Vintage Farm site as the Center for Agricultural Innovation.

COLLEGE OF CENTRAL FLORIDA

8

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Budget Priorities for 2026-2027

INITIATOR: James D. Henningsen, Ed.D.
President

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

Each year the Board establishes global budget priorities for the coming fiscal year. These priorities provide guidance for the budget process, which will begin in January.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Budget Priorities for 2026-2027.

COLLEGE OF CENTRAL FLORIDA BUDGET PRIORITIES FOR 2026-2027

General

The budget for the college is directly related to the Mission, Vision and Strategic Plan. The priorities outlined here are general priorities to provide additional guidance to the annual budgeting process.

A. Fiscal Management

- Maintain a reserve and unencumbered fund balance of at least 5 percent.
- Conservatively budget projected revenue.
- Budget for anticipated increases in fixed costs.
- Continue a budget stabilization reserve to address budget changes resulting from economic instability.

B. Personnel Administration

- Address identified salary inequities.
- Improve full-time faculty, adjunct and staff compensation.
- Conduct market pricing analysis and fund indicated discrepancies, if funds are available.

C. College Operations

- Align services, programs and activities with the mission of the college and eliminate those that are not relevant or that are no longer deemed necessary.
- Add positions strategically and with offsetting staff reductions, if possible; only the addition of the most critical faculty and staff will be considered.
- Fund selected new initiatives that support the college vision and that address college priorities for continuous improvement.

D. Equipment

- Fund instructional equipment to improve student learning.
- Fund the Technology Plan, to the extent possible, with an emphasis on instructional needs, disaster recovery needs, and refresh strategies.
- Fund general equipment, to the extent possible, to increase effectiveness or to maintain/exceed safety standards.

E. Remodeling/Renovation/Construction

- Address safety-to-life issues and improve the learning and work environment.
- Address highest priority renovation and remodeling needs in the Capital Improvement Plan.

COLLEGE OF CENTRAL FLORIDA

9

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Professional Career Center Agreement between the College of Central Florida and CareerSource Citrus Levy Marion – Levy Campus

INITIATOR: Vernon L. Lawter
Vice President of Regional Campuses

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

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

This Professional Career Center Agreement is between the District Board of Trustees of the College of Central Florida and CareerSource Citrus Levy Marion. This agreement will strengthen the partnership between the College of Central Florida and CareerSource in order to provide enhanced career and job placement services for the students of the College of Central Florida.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the agreement with CareerSource Citrus Levy Marion and gives authorization to the Board Chair to sign.

COLLEGE OF CENTRAL FLORIDA LEVY CAMPUS LICENSE AGREEMENT

THIS AGREEMENT is entered into by and between the DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA (“College”) and CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC., a Florida not-for-profit corporation, D/B/A CareerSource Citrus Levy Marion (“CLM”)

WHEREAS, College provides access to high quality, high value baccalaureate degrees, associate degrees, certificates and diplomas, which prepare students for new careers or transfer to a State University System (SUS) institution;

WHEREAS, CLM brings together business and community partners, economic development leaders and educational providers to connect employers with qualified, skilled talent and job seekers with employment and career development opportunities;

WHEREAS, College and CLM have a shared goal of enhancing career and job placement services for Levy County residents, including College students and graduates;

WHEREAS, College and CLM agree to establish a Professional Career Center (the “Center”) at the College’s Jack Wilkinson Levy Campus, located at 15390 US-19, Chiefland, FL 32626, that will further their shared goals.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained hereinafter, the adequacy of which is hereby acknowledged, the parties do agree as follows:

1. Term This Agreement shall continue in full force and effect for twelve (12) months effective January 1, 2026 to December 31, 2026. This Agreement may be extended by written agreement of the parties, which may be in the form of a letter signed by appropriate authorized persons from the respective institutions. Agreement extensions should be executed in October of each year of the agreement.
2. Premises. College grants a license to CLM to use the following space at the Jack Wilkinson Levy Campus in Building L1:
 - a. One office suite with restrooms (Room 102 @ approx.. 1,105 sq.ft);
 - b. One office (Office 204 @ approx.. 159 sq.ft);
 - c. Access to conference rooms, the use of which shall be coordinated with and approved by a designated representative College;
 - d. Access to classrooms as needed, the use of which shall be coordinated with and approved by College;
 - e. Shared access to break room.
3. Obligations of CLM. CLM shall:

- a. Operate the Center, which shall be open to the public a minimum of Monday through Friday, 9:00 a.m. to 4:30 p.m., excluding recognized holidays.
 - b. Provide, at its sole cost, anything necessary to operate the Center, including but not limited to equipment, technology, computers, furniture, and phones, and shall be responsible for all related installation, maintenance, and service costs.
 - c. Provide College with job placement data for College students or graduates at no additional charge to College;
 - d. Meet with College representatives as reasonably requested concerning the status of the Center.
 - e. Provide a minimum of two informational/educational sessions per month for CF students and/or employees inasmuch as there is continuing demand for such sessions.
 - f. Comply with federal and state laws and related regulations including, but not limited to, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights to Privacy Act, not discriminate against any employee or student of CLM or the College on the basis of race, color, religion, age, sex, pregnancy, marital status or national origin, and not discriminate against any individual with a qualified disability. CLM and the College recognize that sexual harassment constitutes discrimination on the basis of sex.
 - g. If special equipment or tutors or other accommodations are required by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act for its clients/students, CLM will be responsible for such equipment, tutors or other accommodation.
 - h. Procure and keep in force at all times general comprehensive liability insurance evidencing the College with minimum limits of \$1,000,000 for bodily injury to or death of any one person and \$3,000,000 for bodily injury to or death of more than one person as a result of any one occurrence, and not less than \$500,000 for damage to any property and a certificate of insurance evidencing Workers' Compensation coverage. The College shall be named as "additional insured" on the Certificate of Insurance, and CLM shall provide a certificate to that effect.
4. Obligations of College. College shall provide CLM with access to the Premises during normal campus operating hours, the use of standard utilities customarily provided to other campus occupants and already paid by the College, and access to campus parking areas as available. Except as expressly stated herein, the College shall have no obligation to provide additional services, equipment, staffing, or resources to support CLM's operations.
 5. Use. No use shall be made of the Premises, or acts done, which shall increase the existing rate of insurance upon the building in which the Premises are located or cause a cancellation of any insurance policy covering said building or any part thereof, nor shall

CLM keep, use, or sell any article which may be prohibited by the standard form of fire insurance policies as the same may provide from time to time.

6. Unauthorized Use. CLM shall, through its agents and employees, prevent the unauthorized use of the Premises or any part thereof not in conformance with this Agreement.
7. Monthly Payment. CLM shall pay the College a monthly license fee of \$1,685.33, due on or before the first day of each month during the Term of this Agreement.
8. Rules and Regulations. CLM agrees to observe and abide by all reasonable rules and regulations governing the Premises, the building, and common areas as the College may, from time to time, adopt or amend and communicate in writing. CLM shall ensure that its employees, agents, clients, and visitors comply with all such rules and regulations. The College's failure to enforce any rule or regulation at any time shall not be deemed a waiver of its right to enforce the same thereafter.
9. Condition of Premises. The College assumes no liability or obligations to CLM with reference to the condition of the Premises. CLM is using the Premises in an "as-is" condition with the College assuming responsibility only for the general care, repair and maintenance of the Premises.
10. Compliance with Laws. CLM agrees to obey all local, state and federal laws, rules and regulations in regard to its use of the Premises.
11. Damage to Premises
 - a. CLM shall not do or suffer to be done in, on or upon the Premises or as affecting said Premises or adjacent properties, any act which may result in damage or depreciation of value to the Premises or adjacent properties or any part thereof.
 - b. CLM shall not generate, store, produce, place, treat, release or discharge any contaminates, pollutants or pollution, including, but not limited to, hazardous or toxic substances, chemicals or other agents on, into, or from the Premises or any adjacent properties or waters in any manner not permitted by law.
12. Default. CLM shall be in default hereunder if CLM fails to observe or perform any of the terms, covenants and/or conditions of this Agreement and if such default shall continue for more than ten (10) days after written notice from the College, unless such default cannot be practically cured in ten (10) days, in which case CLM shall not be in default if it has made a good faith effort to cure the default within the ten (10) day period.
13. The College Remedies upon Default. In the event of any default by CLM, the College may proceed as follows:
 - a. The College may treat the LICENSE as terminated and resume possession of the premises on its own account thereafter using the same exclusively as its own for its own purposes, thus terminating any further liability on the part of CLM.

- b. The College may re-take possession of the PREMISES for the account of the College, holding CLM in general damages for the difference between the rental stipulated to be paid and what, in good faith, the College is able to recover from a re-letting and, by re-taking possession for the account of CLM, the College loses the right to recover the full amount of remaining rent on the basis of acceleration
 - c. The College may stand by and do nothing, holding CLM liable for the monthly payment due as it matures or for the whole when it becomes due.
 - d. The College may exercise any other remedies generally available to the College under Florida law.
- 14. Rights And Responsibilities CLM clients/guests at the College are subject to the rules and regulations of CLM and the College, which may be enforced by CLM and/or the College as necessary.
- 15. Termination. This Agreement may be terminated by College without cause upon 30 days written notice.
- 16. Indemnification. CLM shall indemnify the COLLEGE from any and all liability, loss or damage the COLLEGE may suffer as a result of any claim, demand, cost or judgment against it, related directly or indirectly to the performance of CLM's obligations under the terms of this Agreement. Said indemnity includes, but is not limited to, interest, court costs and attorney's fees incurred by the COLLEGE as a result of any action brought against it, as well as all attorney's fees, court costs and any other costs incurred by the COLLEGE in establishing the right to indemnification and collecting any judgment against CLM. CLM further agrees that the COLLEGE's right to indemnification will not be denied or restricted due to any act or omission on the part of the COLLEGE. The COLLEGE agrees to notify CLM in writing within ten (10) days of receipt of any notice of any action against the COLLEGE pertaining to this matter. Such notice will be by certified mail, return receipt requested or by overnight courier. A notification will be deemed given on the date such notice is postmarked regardless of whether CLM actually receives said notification. CLM further agrees that in the event that the court denies or reduces compensation to or reimbursement of the COLLEGE, CLM will provide the COLLEGE with the full amount of compensation or reimbursement requested in its statement of services.
- 17. General Conditions.
 - a. 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.
 - b. 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 both parties.

- c. 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.
- d. 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 prepaid), Return Receipt Requested, addressed to:

Contact at College of Central Florida:

Dr. Vernon Lawter, Vice President Regional Campuses
College of Central Florida
3800 S. Lecanto Highway
Lecanto, Florida 34461
PH: (352) 746-6721
E-mail: lawterv@cf.edu

Contact at CLM:

Thomas E. Skinner, Jr., Chief Executive Officer
CareerSource Citrus Levy Marion
2703 N.E. 14th St.
Ocala, Florida 34470
PH: (352) 873-7939
E-mail: rskinner@careersourceclm.com

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:

- i. On the date delivered if by personal delivery,
 - ii. On the date faxed if by fax, and
 - iii. 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.
- e. 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.
 - f. 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.

- g. 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.
- h. 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.
- i. 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.
- j. 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.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date stated below.

**CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.,
a Florida not-for-profit corporation, D/B/A CareerSource Citrus Levy Marion**

By: _____
Carl Flanagan, Board Chair

Date: _____

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

By: _____
Charlie Stone, Board Chair

Date: _____

COLLEGE OF CENTRAL FLORIDA

10

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: College of Central Florida Foundation Inc. 2026 Financial Memorandum of Understanding

INITIATOR: Christopher Knife
Vice President – Development / CEO CF Foundation

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

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

Florida Statute 1004.70(1)(a) provides that the College of Central Florida Foundation, Inc., a direct support organization (DSO) of the College of Central Florida, is organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of the College. Additionally, Florida Statute 1004.70(3) authorizes the College's District Board of Trustees to permit the use of College property, facilities, and personal services by the CF Foundation, and to prescribe by rule any conditions with which a DSO must comply for such use. On January 28, 2015 an agreement to formalize the relationship between the College and the Foundation was executed by both corresponding Boards which included an attachment detailing College property, facility, and personal services use and resources provided by both parties in accordance and as authorized with the Florida Statutes referenced above.

While the College and CF Foundation are fully compliant with requirements under Florida law, in order to promote the accountability over property, facility, and personal services use, College administration requests that the Board approve the attached Financial Memorandum of Understanding between the College and the CF Foundation documenting the CF Foundation's anticipated use of College resources including the employee positions providing personal services, the office space and related buildings and property used by both parties, and the estimated value of both the College's and CF Foundation's resources provided.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Financial Memorandum of Understanding and authorize the Board Chair to sign the Memorandum on behalf of the Board.

Financial Memo of Understanding For Internal Use Only

DATE: October 7, 2025
TO: Charles Prince
FROM: Christopher R. Knife 
SUBJECT: College Support of CF Foundation, 2026

The purpose of this memorandum is to describe the financial relationship between the College and CF Foundation for the Foundation's 2026 calendar year. In full accordance with Florida Statute 1004.70 (1)(a)(1) and (3)(a), the CF Foundation is a legally separate, tax-exempt non-profit corporation under Section 501 (c) (3) of the Internal Revenue Code. The College provides both direct and indirect support to the CF Foundation and the Foundation provides both direct and indirect support to the College. The following positions provide services to both the College and the CF Foundation. This mutual support is described in the following paragraphs.

DIRECT PAYROLL SUPPORT

The College pays the salaries and benefits for the following positions. These positions provide services to both the Foundation and College.

Position	Employee	College Support
Chief Fiscal Officer	Donna Sandfort	50%
Executive Administrative Assistant	Sonya Kelly	100%
Accounting Specialist III Foundation	Norma Tellez	100%
Coordinator, Resource Development (Annual Fund & Alumni Affairs)	Terry Boynton	11.7%
TOTAL		\$204,997*

*Salary amount is based on 2025 salaries and includes a 5% recurring increase and fringe benefits (retirement, Social Security, Medicare, health and life insurance, if applicable).

DIRECT BUDGET ALLOCATION

The Foundation's operations budget for 2026 is \$2,270,837. Of that amount 10.7% is provided by the College and 89.3% by the Foundation.

THE APPLETON MUSEUM OF ART

The Appleton and Foundation databases were successfully merged. The College has agreed to pay ½ of the cost of the Raiser's Edge software and any related modules. The Foundation's Database Manager continues to provide staff training and Raiser's Edge database services on the shared

updated Wednesday, October 8, 2025

Financial Memo of Understanding, cont'd

Blackbaud development software for the Appleton employees on an as-needed basis.

The Foundation will receive a 1.35% reinvestment fee on active endowments, however, there are no fees assessed on the Arthur Appleton and Edith Marie Appleton endowments at this time.

It should be noted the College has an operational agreement with the Appleton family that guides the relationship between the College, the Appleton Museum of Art, and the Appleton family endowments. It is understood that the Foundation does not have management of the Appleton Endowments until the end of the operational agreement in 2035. In 2017, an agreement was made to fund the Appleton operating budget from the endowment due to the cut in state funding of the Appleton. During 2019, the College reallocated \$1.2 million of college resources to the Appleton, leaving a current residual shortfall of \$600,000.

THE PROMISE FOR THE FUTURE CAMPAIGN

In early 2010, the campaign funds raised for the Promise for the Future Endowment were added to the core endowment account. The annual reinvestment fee allocated to the Promise for the Future Endowment is the same as that established annually by the Foundation's Board of Directors. Amounts distributed from the PFF Endowment Fund are approved by the College President. PFF earnings are for new program development and support. Since 2016, the PFF Endowment has aided the College in starting new project start-ups that include the creation of the BSN program (2016), Radiography program (2017), maintenance equipment for the new Levy Campus (2017/2018), the Paramedic to RN Bridge program (2019), and the Hospitality Management program (2024).

These funds have been used predominantly to start high demand programs in order to meet health and other industry needs in the community.

COLLEGE SQUARE AGREEMENT

The college made an official request to the Foundation to provide a residential housing facility in 1994. The Foundation paid the mortgage in full on January 2, 2014. This allows the college to recruit scholar athletes and international students as well as out of district students in unique CF programs.

ENTERPRISE CENTER AGREEMENT

The College made an official request to the Foundation to construct, finance and operate a facility (The Enterprise Center) that provided office space for area non-profit and government entities involved with workforce training, job development, and corporate training programs.

Due to changes in the local business environment and seeking the best use of the Enterprise Center, the College and the Foundation terminated the prior agreement and entered into another agreement, effective July 1, 2024 and terminating December 31, 2063, providing for the Foundations' long-term occupancy of the Foundation Office or comparable office space.

The Public Policy Institute, Inc. moved from Building 1 of the College to the Enterprise Center, in order for the CF Grants Department to occupy Building 1 space. PPI occupies one office and common areas for lobby/reception area, kitchen/break room, filing/work area and restrooms totaling a square footage allocation of 219 sq. ft. It is made available to PPI/the College at no cost.

FUNDRAISING EVENTS: NIGHT AT THE FARM

The College provides significant support for this event. The Night at the Farm event provides community and on-campus visibility and scholarship funds for tuition and FTE income for general budget use. The event has historically been held at facilities located on the Ocala college campus, but during 2019, the event was moved to CF's Vintage Farm campus in Ocala.

INDIRECT SUPPORT

It is impossible to quantify the actual dollar amount of indirect support provided for Foundation activities. Much of the support is the same as provided all other departments and divisions of the College. The College supports the Foundation in the following ways:

- Postage — Regular mail (the Foundation pays for bulk mail and Federal Express)
- Telephone (access to phone systems, long distance, FAX lines)
- Security for routine activities
- General administrative activities (Human Resources, Payroll, Business Offices, Staff Services (mail deliveries and copying services)), computer services support
- Public relations and marketing support
- Computer support for purchase orders, general student look-up information, personnel reporting and some budgeting (Development, accounting and finance, and fund-raising service software costs are provided by Foundation)

Per the amended lease, effective July 1, 2024, the College agreed to provide all electric, sewer, water, fiber optic, and other utility services to the Foundation.

FOUNDATION PAYROLL EXPENSE

The following positions will be paid by the Foundation through the College's payroll system. The payroll service is provided without cost to the Foundation. In addition to direct payroll expense, the College serves as employer of record for these Foundation employees. Employment records are maintained in the Human Resources Department and benefits are identical with those provided to all College employees.

Position	Employee	Foundation Expense
VP-Institutional Advancement/CEO CF Foundation	Christopher R. Knife	100%
Chief Fiscal Officer	Donna Sandfort	50%
Director of Development	Traci Mason	100%
Database Manager	Linda Schwambach	100%
Donor Relations Specialist	Vacant	100%
Coordinator, Resource Development (Annual Fund & Alumni Affairs)	Terry Boynton	88.3%
Staff Assistant III (Part-time)	Jeff David	100%

Financial Memo of Understanding, cont'd

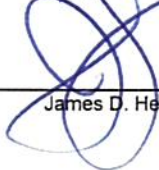
Scholarship Accounting Specialist	Stacey Melancon	100%
Foundation Accountant III	Jennifer Allen-Fuerte	100%
Volunteer Coordinator	Vacant-no plans to fill in 2026	
TOTAL SALARIES & BENEFITS		\$802,297*

*Salary amount is based on 2025 salary amounts and includes a 5% recurring increase and fringe benefits (retirement, Social Security, Medicare, health and life insurance, if applicable).

This summary agreement is discussed and reviewed annually, and changed accordingly by the Foundation and College.

District Board of Trustees of College of Central Florida

By:  Date: 10/23/25
Charles Prince, Vice President of Administration and Finance

By:  Date: 10/29/25
James D. Henningsen, President

By: _____ Date: _____

cc: *Executive Administrative Assistant for preparing budget change request form*
A/P for payment processing
Accountant III for recurring journal entry

COLLEGE OF CENTRAL FLORIDA

11

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Monthly Financial Summary Report – October 2025

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

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

Each month the Board is provided with 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

October 2025 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: Decrease 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: Decrease 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 OCTOBER 31, 2025
FOR FISCAL YEARS 2025 AND 2026

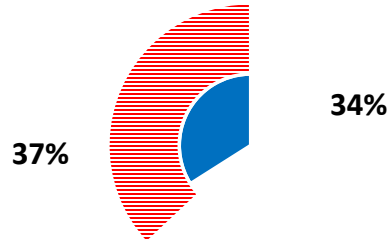
Reflecting Actual Results for 34% of the Fiscal Year

	FY 2024-25 10/31/2024	FY 2025-26 10/31/2025	25/26 % Inc (Dec)	24/25 % Inc (Dec)	FY 2025-26 Budget	25/26 % of Budget Recognized	24/25 % of Budget Recognized
REVENUES							
1 Student Fees	8,716,783	9,736,231	12%	5%	15,481,348	63%	64%
2 State Support	12,156,343	12,685,859	4%	-3%	43,146,825	29%	28%
3 Other Revenue	1,219,195	1,200,295	-2%	13%	3,688,974	33%	54%
4 Transfer from Fund Balance	0	0	0%	0%	2,000,000	0%	0%
5 TOTAL REVENUE	22,092,321	23,622,385	7%	1%	64,317,147	37%	37%
EXPENSES							
Personnel Expense							
6 Salary and Wages	8,758,184	8,425,508	-4%	6%	32,091,472	26%	28%
7 Employee Benefits	2,662,570	3,331,143	25%	7%	11,543,652	29%	27%
8 Subtotal Personnel Expense	11,420,754	11,756,651	3%	7%	43,635,124	27%	28%
Current Expenses							
9 Operating	2,864,222	3,068,280	7%	-7%	13,500,612	23%	26%
10 Supply & Material	1,064,001	1,861,541	75%	0%	1,965,650	95%	58%
11 Scholarships & Other Exp	912,704	498,277	-45%	-2%	3,265,761	15%	37%
12 Subtotal Current Expense	4,840,927	5,428,098	12%	-5%	18,732,023	29%	31%
13 Capital Outlay Expense	1,066,696	1,165,932	9%	-19%	1,950,000	60%	37%
14 TOTAL EXPENSES	17,328,377	18,350,681	6%	2%	64,317,147	29%	29%
15 Incr/Decr to Fund Balance	4,763,944	5,271,704	11%	-2%	0		

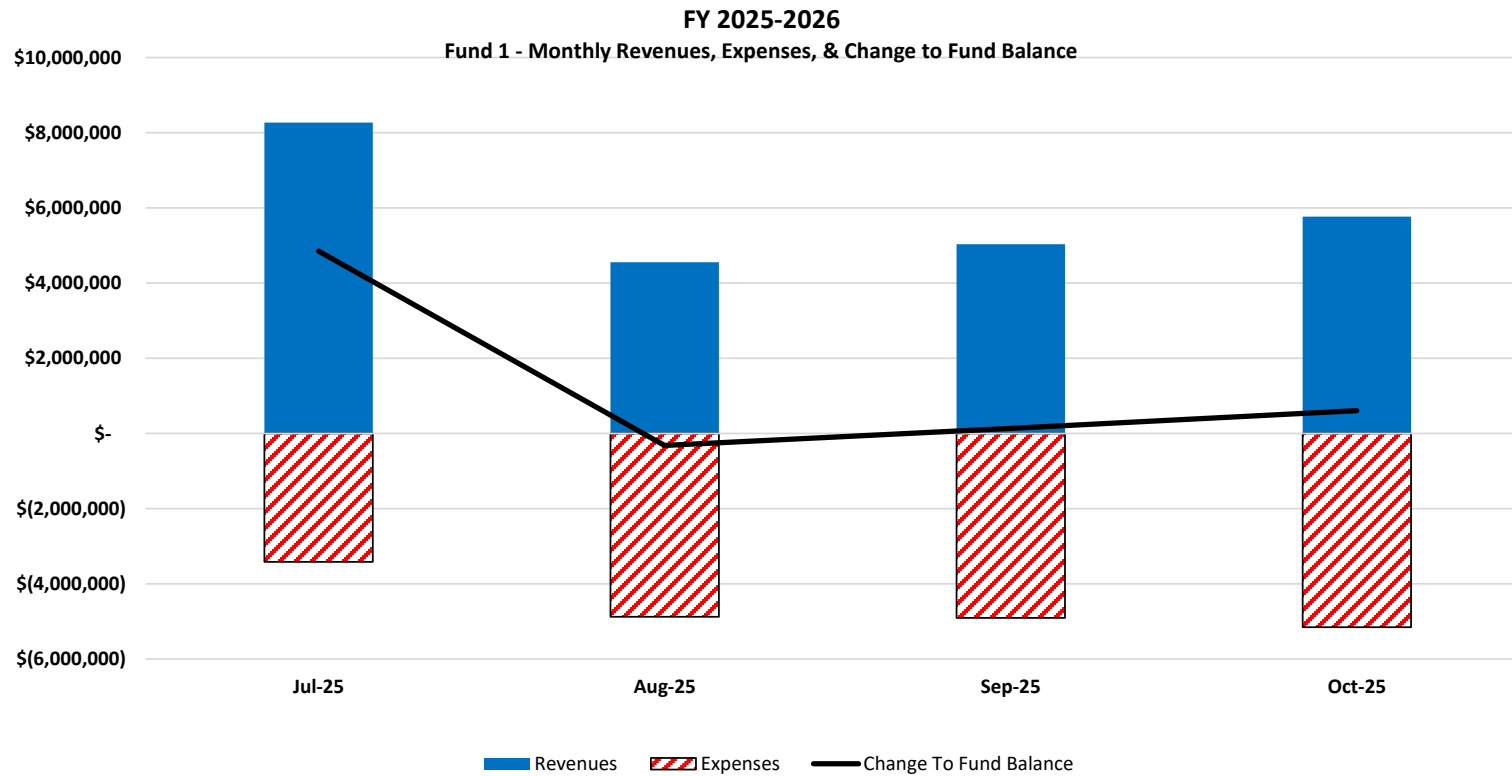
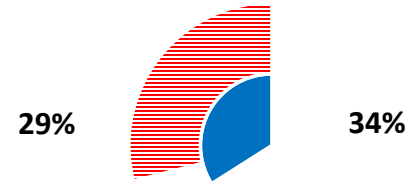
COLLEGE OF CENTRAL FLORIDA
SCHEDULE OF ACCOUNTS
Income Statement
As of October 31, 2025

	CURRENT FUND UNRESTRICTED	CURRENT FUND RESTRICTED	AUXILIARY CURRENT	LOAN AND ENDOWMENTS	SCHOLARSHIP RESTRICTED	AGENCY FUND	UNEXPENDED PLANT	TOTAL
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	
Revenue:								
Student Fees	9,736,231	707,314	-	-	408,682	-	1,347,899	12,200,125
State Support	12,685,859	-	-	-	-	-	5,100,041	17,785,900
Federal Support	33,335	-	-	-	11,757,128	3,076,754	-	14,867,217
Gifts, Grants	-	1,245,769	-	-	-	-	-	1,245,769
Sales and Service Department	283,813	89,180	263,101	-	-	-	-	636,093
Interest Earnings	846,715	-	-	-	-	-	1,235	847,950
Other Revenue	36,432	205	-	-	1,651	-	-	38,288
Non-Revenue Receipts (transfers)	-	584,540	-	-	-	-	-	584,540
Total Revenue	23,622,385	2,627,007	263,101	-	12,167,460	3,076,754	6,449,175	48,205,881
Expenses:								
Personnel Services	11,756,651	1,431,873	72,547	-	-	-	39,520	13,300,591
Current Expense	5,428,098	762,633	66,574	-	11,315,739	3,077,786	260,055	20,910,886
Capital Outlay	1,165,932	224,466	-	-	-	-	3,238,945	4,629,343
Total Expenses	18,350,681	2,418,972	139,121	-	11,315,739	3,077,786	3,538,520	38,840,820
Net Change in Fund Balance	5,271,704	208,034	123,980	-	851,721	(1,032)	2,910,654	9,365,061

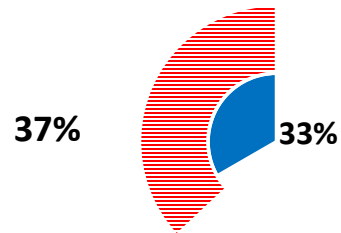
Revenues
% of Budget vs % of Fiscal Year



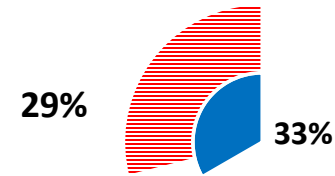
Expenses
% of Budget vs % of Fiscal Year



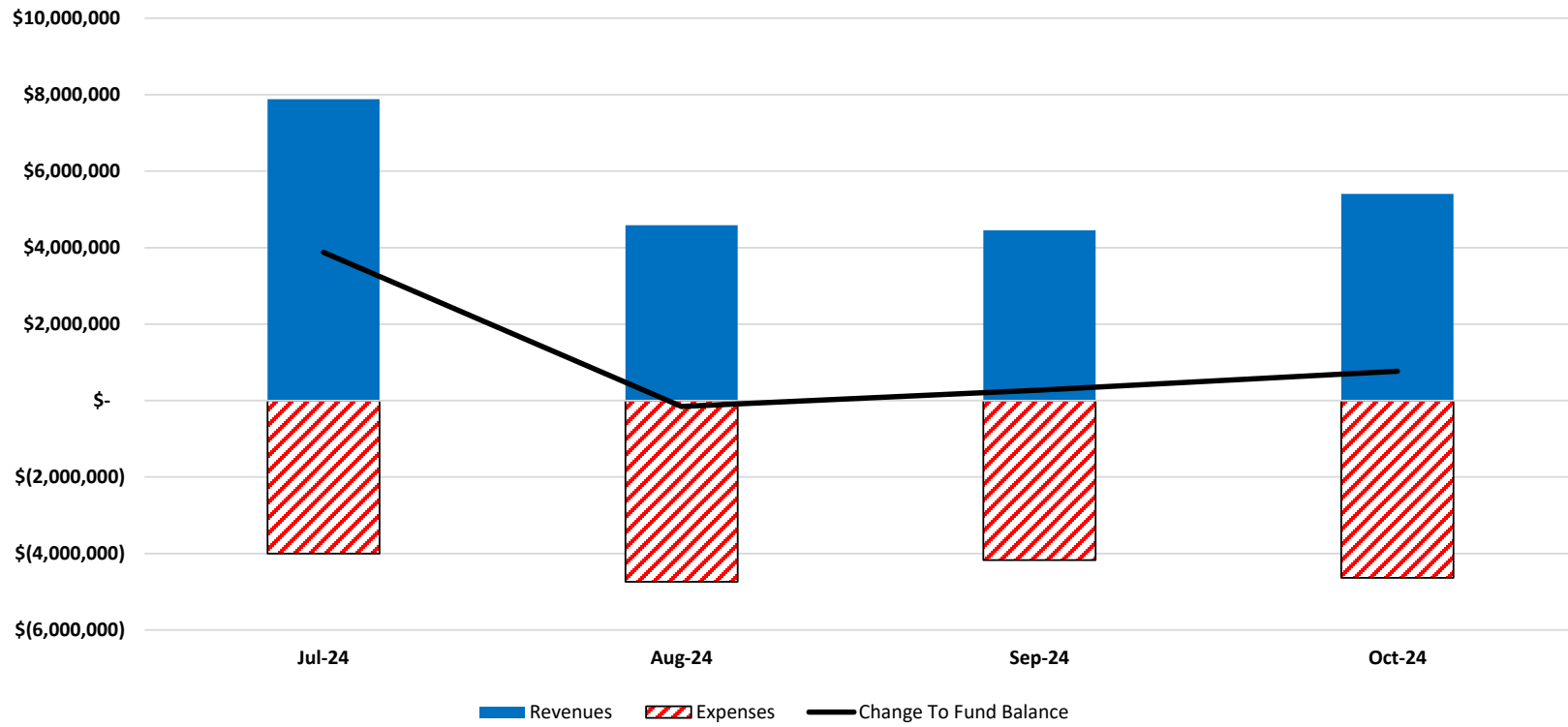
Revenues
% of Budget vs % of Fiscal Year



Expenses
% of Budget vs % of Fiscal Year



FY 2024-2025
Fund 1 - Monthly Revenues, Expenses, & Change to Fund Balance



COLLEGE OF CENTRAL FLORIDA

12

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 3, 2025

SUBJECT: Appleton Museum of Art Update

INITIATOR: Chris Knife, Vice President for Institutional Advancement and CEO
of the Foundation

THROUGH: Jason Steuber, Director, Appleton Museum of Art

DATE: November 26, 2025

OBJECTIVE AND PERTINENT FACTS:

An update on the Appleton Museum of Art will be presented.

RECOMMENDATION/ACTION REQUESTED:

For information only; no action required.