
College of Central Florida
Meeting of the District Board of Trustees
Wednesday, June 26, 2019
3:00 p.m.
Ocala Campus
Ocala, FL

A G E N D A

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

RECOGNITION

CONSENT AGENDA

Routine Business

1. Adoption of Minutes
2. Personnel Actions
3. Property Donations/Dispositions

Agreements, Contracts, Leases

4. Agreement for Services of International Independent Contractors
5. Early Learning Coalition of Marion County – Statewide School Readiness Program – Renewal
6. State of Florida Voluntary Pre-Kindergarten Education Program (VPK) Agreement – Renewal
7. Private School Inter-Institutional Articulation Cooperative Agreement 2019-2020 - Renewal
8. School Board of Marion County Inter-Institutional Articulation Cooperative Agreement 2019-2020 – Renewal
9. School Board of Levy County Inter-Institutional Articulation Cooperative Agreement 2019-2020 – Renewal
10. School Board of Citrus County Inter-Institutional Articulation Cooperative Agreement 2019-2020 – Renewal
11. Marion County School Board Articulation Agreement for Internships – Renewal
12. School Board of Levy County – Mid Florida Career Pathway Consortium - Renewal
13. School Board of Citrus County – Mid Florida Career Pathway Consortium – Renewal

14. The School Board of Marion County – Mid Florida Career Pathway Consortium Agreement – Renewal
 15. President’s Contract Addendum
 16. College Attorney Agreement - Renewal
 17. Appointments to the Appleton Museum of Art Advisory Council
 18. 2018 Accountability Report
-

PUBLIC HEARING

Board Policies/Actions

19. Student and Mandatory Fees 2019-2020
 20. Policy 3.17 – Public Records
-

OTHER BUSINESS

For Approval

21. Annual Operating Budget for 2019-2020
22. Capital Improvement Plan – FY 2020-21 through FY 2024-25 & Fund 7 College-Wide Capital Outlay Projects Budget – 2019-2020
23. 2019-2020 Salary Schedule and Related Personnel Policies
24. Appleton Museum of Art Operating Budget for 2019-2020
25. Guidelines for Base Fee Facilities Rentals
26. Agreement with Siemens Industry, Inc.
27. RFP 19-2 Custodial Services Recommendation for Award
28. ITB 18-1 Beverage Services Recommendation for Award
29. Write-offs for Fiscal Year 2018-2019
30. Board Calendar for 2019-2020

Acknowledge Receipt

31. Financial Information – Monthly Financial Summary Report
 32. CF Foundation Audit and DSO Checklist – January 1, 2018 through December 1, 2018
-

BOARD CHAIR/TRUSTEE REMARKS

BOARD REORGANIZATION

PRESIDENT’S REPORT

ADJOURNMENT

COLLEGE OF CENTRAL FLORIDA

1

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Minutes of the May 29, 2019 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the May 29, 2019 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 May 29, 2019.

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, May 29, 2019 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Ocala Campus.

Members Present: Russell Branson, Chair	Bobby Durrance
Joyce Brancato, Vice Chair	Dr. Robert Winsler
Avis Marie Craig	James D. Henningsen, Board Secretary
Randy Ewers	Robert Batsel, College Attorney

Members Absent: Bill Edgar

Lois Brauckmuller, Berry Davis, Danielle Doty, Christopher Knife, Vernon Lawter, Jessica Kummerle, Joe Mazur, Robert Reynolds, Mark Paugh, Jillian Ramsammy, Saul Reyes, Allan Danuff, Bob Zelinski, Tommy Morelock, Jennifer Fryns, Kevin Fagan, Sydney Simmons and Sherri Hinkle

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

The District Board of Trustees, on behalf of the College of Central Florida, received a plaque of appreciate from Lockheed Martin. Bill Paul, site director, along with other employees of Lockheed Martin presented the plaque. Mikel James was inducted into the Florida College System Activities Association Hall of Fame for his time as a student at CF and his involvement with the student’s activities board.

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

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

The minutes of the April 24, 2019 District Board of Trustees meeting.

Recommend Board approval of the following:

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

Operating Fund 1:

Adams, Priscilla A. – Disability Services Access and Accommodations Specialist – Disability Services – May 1, 2019

Clinton, Jamie W. – Data Analyst / Reporting Coordinator – Institutional Effectiveness – June 1, 2019

Keene, Robert M. – Coordinator – Academic Support – Learning Support Center – May 16, 2019

Wutzler, Mike J. – Accountant III – Financial Operations – Amended Hire Date of May 1, 2019

Grants and Contracts – Fund 2:

None this reporting period.

Auxiliaries – Fund 3:

None this reporting period.

Reorganizations:

None this reporting period.

CALL TO ORDER

PRESENT

ABSENT

OTHERS IN ATTENDANCE

RECOGNITION

PUBLIC COMMENT

CONSENT AGENDA

Minutes

Personnel Report

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

McClain, Darin G.

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:

Chessar, Annette M. Trapp, Michael G.

Temporary Part -Time Career Service: OPS

Brummet, Jeffrey L.	Webber, Audriana A.	Winter, Daniel A.
Copeland, Amy M.	Whitehead, Sherie N.	Yancey, Cleve F.
Waddell, Heather L.		

Temporary Part -Time Hourly: That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$8.25:

None this reporting period.

Notification of engagement in outside employment or extra college activities:

Davis, Mark T.

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

Orme, Joyce S. – Staff Assistant III – Appleton Museum of Art – July 15, 2019

Resignations:

Adams, Priscilla A. – Assessment Specialist – Career Assessment Center – April 30, 2019
 Clinton, Jamie W. – Institutional Research Analyst – Institutional Effectiveness – May 31, 2019
 Sheppard, Deanna M. – Transition Specialist/Instructor – Levy Campus – May 3, 2019
 Wutzler, Mike J. – Accountant I – Financial Operations – April 30, 2019

Terminations.

None this reporting period.

Separation from the College due to end of temporary appointment:

None this reporting period.

Separation from the College due to end of grant funding:

None this reporting period.

Separation from the College due to Leave of Absence:

None this reporting period.

Separation from the College due to Elimination of Position:

None this reporting period.

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

James, Katelyn B. – Admissions Advisor – Admissions & Records.

The Board was asked to approve the disposal of 21 items of surplus property valued at \$85,062.13 in accordance with applicable state law, State Board of Education rules, and Board policy.

At the April meeting, the Curriculum Committee recommended several course and program modifications, a new program and new courses to the current curriculum, which the President has recommended for approval.

The Board was asked to ratify approval of a Health Care Affiliation & Internship Agreement and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

The Board was asked to ratify approval of two (2) Appleton Museum of Art Loan Agreements and gives authorization to the Board Chair to sign the agreements on behalf of the College of Central Florida.

The Board was asked to ratify approval of four (4) Agreements for Services of International Independent Contractors and gives authorization to the Board Chair to sign the agreements on behalf of the College of Central Florida.

The Board was asked to approve the Renewal Agreement between the University of North Florida and the College of Central Florida and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

The Board was asked to approve the Renewal Agreement to Sublease the Airport Facility Driving Pad to the School Board of Marion County and gives authorization to the Board Chair to sign the agreement to Sublease on behalf of the College of Central Florida.

The Board was asked to approve the 2018-2019 Equity Report and gives authorization to the Board Chair to sign the 2018-2019 Equity Report on behalf of the College of Central Florida.

Upon a motion by Joyce Brancato, seconded by Randy Ewers 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.

Athletics Director Bob Zelinski gave a presentation on athletics and wellness. The women’s softball team won their conference and the first ever State Championship for the college. They went on to compete in the NJCAA National Tournament in Utah, finishing third. Men’s baseball won the conference. Women’s softball coach Kevin Fagan was named NJCAA State Coach and Conference Coach of the Year and men’s baseball coach Marty Smith was named Conference Coach of the Year. The NJCAA honored eight student athletes for First Team All-State and 18 student athletes for First Team All-Conference. All sports teams have a combined GPA for the academic year of over 3.0.

**Property Donations/
Dispositions**

Curriculum Changes

**Health Care Affiliation &
Internship Agreement(s)**

**Appleton Museum of Art
Loan Agreement**

**Agreement for Services of
International Independent
Contractors**

**Agreement Between
University of North
Florida and the College of
Central Florida - Renewal**

**Agreement to Sublease the
Airport Facility Driving
Pad to the School Board of
Marion County – Renewal**

2018-2019 Equity Report

**Approval of Consent
Agenda**

**PRESENTATION
Athletics and Wellness**

The Board was asked to approve the Appleton Museum of Art Loan Agreement Museum of International Folk Art. Upon a motion by Bobby Winsler, seconded by Bobby Durrance and unanimously passed, the Board approved the Appleton Museum of Art Loan Agreement Museum of International Folk Art.

The Board was asked to approve the RFQ 19-1 Energy Performance Savings Recommendation for Award. Upon a motion by Bobby Durrance, seconded by Joyce Brancato and unanimously passed, the Board approves and authorizes the President or his designee to negotiate and sign the agreement on behalf of the College.

Mr. Mazur presented the annual 2018-2019 State Requirements for Educational Facilities (SREF) Fire Safety, Sanitation and Casualty Inspection Report. The report identifies deficiencies found and subsequently corrected during the college's formal inspection on April, 2019. Upon a motion by Avis Craig, seconded by Bobby Winsler and unanimously passed, the Board approved the 2018-2019 Annual State Requirements for Educational Facilities (SREF) report. A copy of the report is on file in the office of the Vice President for Administration and Finance.

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

- a. Student Fees 2019-2020 – the student fees and mandatory fees include tuition, out-of-state, and other fees charged as part of registration for courses and other services provided by the college.
- b. Policy 3.17 – Public Records – a policy on public records.

After discussion the Chair accepted the policies for first reading and authorized advertisement of the required hearing.

Mr. Mazur, Vice President of Administration and Finance reviewed the highlights and variance analysis of the Monthly Financial Summary Report of revenues and expenses for the comparative periods ended April 30th for the fiscal years 2017-2018 and 2018-2019. The report included information about general college operations (Fund 1). The Chair acknowledged receipt of the reports on behalf of the Board.

Mr. Mazur presented the Appleton Cultural Center, Inc. Annual Financial Audit. At the June 26, 2007 Board meeting, the Board approved the recommendation to make the Appleton Cultural Center, Inc. a Direct Support Organization (DSO) of the College. The Appleton Cultural Center, Inc. is required to have an annual financial audit performed. The Financial Statements and Independent Auditors' Report for the period ending December 31, 2017, was provided for the Board's review, as well as the IRS Form 990 and the Direct-Support Organizations (DSO) Audit Review Check List. The auditors issued a clean audit opinion and there were no findings or deficiencies in internal controls over financial reporting nor any non-compliance issues. The auditors had no comments in their Management Letter to the Board. The Vice Chair acknowledged receipt and accepted the reports on behalf of the Board.

OTHER BUSINESS

Appleton Museum of Art Loan Agreement Museum of International Folk Art

RFQ 19-1 Energy Performance Savings Recommendation for Award

2018-2019 Annual State Requirements for Educational Facilities (SREF) Report – Fire Safety, Sanitation and Casualty Inspection

FIRST READING

Student Mandatory Fees 2019-2020

Policy 3.17 – Public Records

ACKNOWLEDGE RECEIPT

Financial Information – Monthly Financial

Appleton Cultural Center, Inc. Annual Financial Audit Ending 12-31-17

FOR INFORMATION ONLY

Mr. Mazur presented a summary of the results of the 2018-19 Technology Plan developed by the College’s Technology Resources Committee, a representative group of faculty, staff and administrators. The plan focuses on specific initiatives and recommendations that support the goals of the college. The Technology Plan is a guidebook which assists the college in planning and decision making.

2018-19 Technology Plan

A proposed list of meetings dates for 2019-2020 was provided that follows the normal schedule of the fourth Wednesday (unless otherwise specified) of the month and no meeting in July or November. The President will request approval of the meeting dates at the June Board meeting.

Proposed Board Calendar for 2019-2020

Jessica Kummerle provided an update to the board on how 2019 legislative session ended. She reviewed what higher education bills passed through both the house and senate and awaiting the Governor’s signature. She discussed what happened with the state budget and how it impacts CF. Chair Branson thanked the College and its employees for all the hard work.

Legislative Update

BOARD CHAIR/ TRUSTEE COMMENTS

PRESIDENT’S REPORT

Florida #1 in Higher Education for Third Consecutive Year. Governor Ron DeSantis announced that the *U.S. News & World Report* has named Florida the top state in the country for higher education. Metrics considered by *U.S. News & World Report* include the share of Floridians holding college degrees, the time it takes students to complete both two- and four-year college programs, the cost of in-state tuition and fees, and the burden of debt that college graduates carry.

Florida #1 in Higher Education for Third Consecutive Year

Jack Wilkinson Levy Campus Update. The Levy Campus hosted “Senior Round-up” events at Chiefland (April 23), Bronson (April 24) and Williston (April 25) high schools. The events provide students assistance in completing the college application and information regarding financial aid, course offerings, and more.

Jack Wilkinson Levy Campus Update

Leah Gamble, Manager of Instructional Services, represented the Levy Campus at the awards ceremony for the S.A.L.T. (Shark Aquaculture Life Training) program in Cedar Key on May 20. The program is sponsored by the Florida Aquaculture Association (FAA) and requires 300 hours of hands-on training in shell-fish aquaculture and certifications in several relevant areas. The Levy Campus provided the forklift training component, in coordination with the CF Corporate College, for the second year.

Citrus Campus Update. Citrus County Schools has agreed to sponsor an Early Childhood Education cohort to prepare Citrus County School Board paraprofessionals to become classroom teachers. Cohort classes are projected to begin January 2020. A program orientation is tentatively scheduled for July 17 at the Citrus Campus.

Citrus Campus Update

On May 2, 2019, the Citrus Campus hosted the Saint John Paul II Sports Awards Banquet with 224 guests attending. 2009 CF Distinguished Alumni winner **Clint Hart** was the guest speaker. Clint Hart had a seven season career in the NFL, playing defensive back for the Saint Louis Rams, San Diego Chargers, and the Philadelphia Eagles. Clint is now the owner of Healthy Harts Fitness in Ocala.

Employee Service and Recognition Awards. The 31st Annual Employee Service and Recognition Awards Ceremony was held May 3. PRIDE awards were presented to **Rachel Cote** in Marketing and Public Relations, **Mike Crosby** in Plant Operations, **Cheryl Metz** in Student

Employee Service and Recognition Awards

Services and **Lori Wesley** in Printing and Postal Services. In addition, 52 team members were recognized for service milestones of five, 10, 15, 20, 25, 30, and 35 years, with a combined total of 830 years of service to CF. **Carol Smith**, Student Affairs Executive Assistant, was recognized for 35 years of service.

Higher Education Happenings Radio Show. The WOCA Higher Education Happenings radio show on May 30 will focus on financial aid. Financial Literacy Specialist **Kathy Vasquez** and Associate Director of Financial Aid **Gene Kirkland** will represent CF along with CF alum **Crystal Flynn**, who will represent Webster University. The talk radio show is facilitated by the CF Marketing and Public Relations department.

Higher Education Happenings Radio Show

Friday Talks Business Advancement Series. The Friday Talks Business Advancement Series on May 26 featured Associate Professor **Mark Davis** on “Logistics: What is it and Who Does it Impact?” The monthly program is held at the Hampton Center and begins at 8:30 a.m. Friday Talks is facilitated by the CF Marketing and Public Relations department.

Friday Talks Business Advancement Series

Citrus County Public Schools. **Dr. Vernon Lawter**, Vice President for Regional Campuses, and I met with Citrus County Superintendent of Schools **Sandra “Sam” Himmel** on May 8 to review and discuss partnership opportunities.

Citrus County Public Schools

Hurricane Emergency Shelter Visit. **Joe Mazur**, Vice President of Administration and Finance, and I joined a delegation from Marion County that included **Representative Charlie Stone**, **County Commission Chair Michelle Stone**, **County Administrator Mounir Bouyounes**, in addition to other county, city, fire and sheriff offices staff. The purpose was to tour and learn more about the Mike Fasano Pasco County Special Needs Hurricane Shelter and how we could create a similar facility for Marion County. Currently, there is a shortage in the county of special needs shelters.

Hurricane Emergency Shelter Visit

Department of Education. The Education Commissioner of Florida **Richard Corcoran** called a meeting of college presidents on May 21 to discuss a shared vision for growing our system and improving our legislative funding support.

Department of Education

Program Advisory Committee Breakfast. Members of the College of Central Florida’s many advisory committees were honored at the first annual Advisory Committee Appreciation Breakfast on May 23. The featured speaker was **Beth McCall**, member of the Marion County School Board and Executive Director of the Marion County Children’s Alliance. The first ever Outstanding Advisory Committee Member award was presented to **Mr. Jeromy Williams**, owner and operator of Chick-fil-a Ocala. Mr. Williams is a dedicated and long-time supporter of the college who recently celebrated his 100th speaking engagement at CF. Over three hundred industry leaders and community representatives serve each year on CF’s advisory committees and provide input in order to keep our programs relevant and effective.

Program Advisory Committee Breakfast

Foundation Update. The 30th Annual CF Foundation Gabor Awards winners are:

Foundation Update

- Category 1, Faculty: **Nancy Abshier**, Associate Professor
- Category 2, Career Service: **Max Montalvo**, Trades Specialist-Locksmith and Facilities
- Category 3, Administrative/Professional: **Lana Lutz**, Business Analyst.

The Gabor Awards were part of the Employee Recognition program held on May 3, 2019. The Gabor Awards are given to outstanding employees by a peer reviewed committee. These three individuals, and our many past winners, exemplify the commitment and pride faculty and staff have in transforming lives of our students at CF. Endowed Chair/New Initiatives: **Dr. Renae Robinson**, Faculty, Teacher Education, was awarded the Regions Federal Endowment Challenge Endowed Chair for a three year teacher education enhancement program; **Dr. Charles “Mac” McIntosh**, Dean of Public Service/Criminal Justice, and **Dr. Lisa L. Smith**, Director, Student Services, were awarded the Administrative/Professional New Initiative Grant for a joint project focused on recruitment and retention of black males. **Peggy Recanzone**, Recruiter/Outreach Specialist, Health Sciences, was awarded the College Wide New Initiative Grant for Allied Health/Nursing camps for middle and high school students.

Spring Commencement. CF wants to thank Board of Trustees **Chair Rusty Branson**, along with Trustees **Bill Edgar, Joyce Brancato, Avis Craig, Randy Ewers, and Robert Winsler**, all of whom participated in the May commencement ceremony. During the ceremony, the President and Trustees conferred diplomas to 488 out of 1086 graduates for the spring semester. Of those 1086 graduates: 370 earned an Associate in Arts, 127 earned an Associates in Science, 64 earned a Bachelor of Applied Science and 32 earned a Bachelor of Science. Additionally, 446 earned a College Credit Certificate, 23 earned a Vocational Certificate, and 24 earned an Advanced Technical Certificate. CF would also like to thank **Ms. Loida Beatriz Garcia Flores** for sharing her incredibly inspiring story with the graduates and their guests, along with **Mr. Kevin T. Sheilly**, President and CEO of the Ocala/Marion County Chamber and Economic Partnership, the spring commencement speaker. Finally, the Distinguished Alumni Award was presented to **Mr. and Mrs. John S. and Shirley B. Rudnianyn**.

Spring Commencement

Admissions/Recruitment. In the last month, admissions/recruitment participated in many high school recruitment events including Dual Enrollment Information Night at CF (30 students & parents), Dual Enrollment Information Session at Trinity Catholic High School (39 participants), West Port High School's College and Career Fair (250 juniors and seniors), 3 group tours to local high schools (150 students) and Belleview High School's College and Career Fair (500 students). Other events includes Magical Night at the Museum at the Appleton (150 attendees), YMCA Healthy Kids Event, Wildwood Middle School group tour at CF (32 students), Stanton-Weirsdale Elementary School group tour at CF (30 students). On May 15, **Marissa Brown**, Admissions and School Relations Specialist, and **Keith Bracey**, Educational Opportunity Center Coordinator, presented at the AFC Conference on our partnership – "EOC Student Services and Admissions Collaboration." **Dr. Raphel Robinson**, Director of Admissions and Student Recruitment, graduated from Leadership Ocala/Marion County Class XXXII, through the Ocala/Marion County Chamber and Economic Partnership. Leadership Ocala/Marion is a nine-month program which runs from September through May. Participants are selected each spring through an application process based upon their past involvement in the community and their ability to set and achieve high personal goals.

Admissions/Recruitment

Financial Aid. **Patrick Hoffman**, Director of Financial Aid, reported that during spring 2019, \$13,241,109 in financial aid was disbursed to 3,873 students. CF recently partnered with FATV's award-winning GetAnswers service to launch "Ask CF" which is an artificially intelligent chatbot available to answer financial aid questions 24/7/365. The chatbot can quickly answer questions using a combination of short text-based answers, engaging videos and links to website information. "Ask CF" can communicate complex financial aid information to current and prospective students in an easy-to-understand style. It also covers a wide array of topics including: financial aid, financial literacy, loans, grants and more. The "Ask CF" chatbot is a great tool for training new staff and cross-training other departments on financial aid. Since going live on Monday, May 6, there has been 66 conversations and 209 interactions. "Ask CF" can be accessed by visiting the [Financial Aid page](#) of the CF website.

Financial Aid

On May 21 through May 24, **Patrick Hoffman** and **Jean Imes**, Financial Aid Assistant Director, attended the Florida Association of Student Financial Aid Administrators annual conference in Bonita Springs. Financial Aid professionals from around the state met to receive federal and state financial aid updates, attend topical financial aid sessions and discuss best practices with other financial aid professionals.

Appleton Museum of Art Exhibits, Education and Events Update.**Appleton Museum of Art****➤ Exhibits**

- *Through May 26*
America's Everglades: Through the Lens of Clyde Butcher
This exhibition of large format black and white photographs spans three decades and captures the rugged and remote beauty of the Everglades.
- *Through July 7*
Familiar Beauty: Drawings by Vicki Jones

Jones' realistic and sometimes surreal works vary in subject matter including landscapes, portraiture, still-lives and architecture.

➤ **Education**

- April 5
First Friday Art Walk
The museum's booth and art making station was visited by more than 125 people.
- April 13
Our First Saturday event was rescheduled to April 13 due to a Culinary Festival Brunch held April 6. Thirty-five people attended First Saturday.

➤ **Events**

- April 20
Magical Night at the Museum
Over 650 people attended the 4th annual Magical Night at the Museum and enjoyed unicorn carriage rides, artwork that came to life and created their own wands and orbs.
- April 29
Volunteer and Docent Appreciation Luncheon
Forty-six volunteers and docents attended the annual luncheon which recognized the time and talents they donate in support of the museum.
- May 1
More than 800 people attended the reception for the Superintendent's Art Exhibition which featured artwork by Marion County middle and high school students.
- May 7
Forty-five members of the 2019 Leadership Ocala Class attended a Culture Session hosted by the museum.
- May 9
Over 160 Director's Circle members attended a reception at The Vintage Farm. **Amy Townsend**, CF's Vintage Farm Manager, provided a history of the property and gave a guided tour of the grounds and the house.
- May 11
Vicki Jones presented an Artist's Talk on her work to over 60 people.
- May 12
Over 350 people visited the museum's booth and art activity station during Fine Arts for Ocala's Symphony Under the Stars event.

The next meeting will be held *Wednesday, June 26, 2019*, at 3 p.m. at the Ocala Campus.

There being no further business to come before the Board, a motion was made by Joyce Brancato to adjourn the meeting at 3:45 p.m.

Russell Branson, Chair

James D. Henningsen, Secretary

Next Board Meeting

ADJOURNMENT

COLLEGE OF CENTRAL FLORIDA

2

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Personnel Actions

INITIATOR: Jennifer Klepfer
Director – Human Resources

THROUGH: F. Joseph Mazur III, CPA
Vice President of Administration and Finance

DATE: June 19, 2019

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 JUNE 26, 2019 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:

Diaz, Joanne N. – Instructional Designer – E-Learning – May 16, 2019

Glaspie IV, Henry W. – Associate Vice President – Information Technology – Extension of Temporary Appointment – July 1, 2019

Pfeiffer, Victoria FA – Groundskeeper – Facilities – June 3, 2019

Piper, Chase D. – Trades Specialist – Electrician – Trainee – Facilities – June 3, 2019

Grants and Contracts – Fund 2:

Cardona, Maribel – Graphic Design and Website Coordinator – Appleton Museum of Art – June 17, 2019

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:

Knapp, Nathan SM

Ramirez, Manuela P.

Weldon, Joanne A.

McChesney, Jeremy K.

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:

Burleson, Benny F.

McCarroll, Nicole J.

Sowder, Jr, Theodore W.

Hinchman, Samantha R.

Rafferty, Christopher B.

Spaeth, Shari L.

Horvath, Deborah L.

Sheffield, Khristopher D.

Temporary Part -Time Career Service: OPS

Boicelli, Gary A.

Holmes, Nicholas J.

Matheny, Zoey M.

Baldwin, John AK

Lower, Bradley J.

Pallotta, KC D.

Edwards, Carlene K.

Temporary Part -Time Hourly: That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$8.46:

Burgos, Joshua B. Eaton, Lauryn-Alexis Pitter, Taylor R.
Gibson, Alivia A. Olivera Betancourt, Alain J.

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:

Diaz, Joanne N. – E-Learning Specialist – E-Learning – May 15, 2019
McDonald, Eileen K. – Student Activities Coordinator – Citrus Campus – May 31, 2019
Piper, Chase D. – Facilities Worker – Facilities – May 31, 2019
Summers, Regina G. – Educational Advisor – Student Success – June 30, 2019

Terminations:

None this reporting period.

Separation from the College due to end of temporary appointment:

None this reporting period.

Separation from the College due to end of grant funding:

None this reporting period.

Separation from the College due to Leave of Absence:

None this reporting period.

Separation from the College due to Elimination of Position:

None this reporting period.

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

Ciepiela, Cory S. – Programmer Analyst I – Information Technology
Crocker, Jr, Archie O. – Mail Courier – CF Printing & Postal Services

COLLEGE OF CENTRAL FLORIDA

3

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Property Donations/Dispositions

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

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: 218

Total

\$271,887.61

School Tag #	Description	Dept. Respon.	Acquired Date	Disposal Code	Disposal Date	Acquired Price
0000005544	CAMERA, DIGITAL PANASONIC	PHOT	01/05/2000	PBA		799.00
0000005759	CAMERA, PANASONIC	PHOT	10/12/2000	PBA		828.99
0000005760	CAMERA, PANASONIC	PHOT	10/12/2000	PBA		828.99
0000005762	CAMERA, PANASONIC	PHOT	10/12/2000	PBA		828.99
0000005807	CART CREATION STATION, COOKING CART	CA	01/10/2001	PBA		2,270.00
0000007884	COMPUTER, NETVISTA P4	CS	10/08/2003	PBA		768.00
0000008195	MOWER, DIXIE CHOPPER 50" #33	GROU	08/04/2004	PBA		7,699.99
0000008219	COMPUTER, NETVISTA P4 M42	CS	10/08/2003	PBA		768.00
0000008261	PROJECTOR, INFOCUS LP640	CS	06/02/2004	PBA		2,699.00
0000008278	ESPRESSO MACHINE	CA	04/06/2005	PBA		6,749.00
0000008309	DIGITAL HANDYCAM, SONY	PHOT	01/12/2005	PBA		1,399.95
0000008332	KILN, DIGITAL	ART	01/12/2005	PBA		1,395.00
0000008441	COMPUTER, THINKCENTRE M50 P4	CS	12/21/2004	PBA		1,274.57
0000008498	MOWER, KUBOTA W/SIDE DISCHARGE #37	GROU	11/02/2005	PBA		16,058.50
0000008584	COMPUTER, THINKCENTRE P4 S51	CS	10/19/2005	PBA		1,056.11
0000008607	COMPUTER, THINKCENTRE P4 S51	CS	11/02/2005	PBA		1,056.11
0000008911	PROJECTOR, HITACHI X260	CS	11/01/2006	PBA		909.00
0000008920	COMPUTER, THINKCENTRE P4 M52	CS	11/15/2006	PBA		777.15
0000008985	COMPUTER, THINKCENTRE M52 P4	CS	01/17/2007	PBA		769.50
0000008986	PROJECTOR, HITACHI X260	CS	01/17/2007	PBA		909.00
0000008988	ELMO VISUAL PRESENTER	CS	01/17/2007	PBA		1,618.75
0000008995	COMPUTER, THINKCENTRE M52 P4	CS	01/17/2007	PBA		769.50
0000009005	COMPUTER, THINKCENTRE M52 P4	CS	01/17/2007	PBA		769.50
0000009020	COMPUTER, THINKCENTRE M55 SFF	CS	02/14/2007	PBA		765.00
0000009025	COMPUTER, THINKCENTRE M55 SFF	CS	02/14/2007	PBA		765.00
0000009026	COMPUTER, THINKCENTRE M55 SFF	CS	02/14/2007	PBA		765.00
0000009027	COMPUTER, THINKCENTRE M55 SFF	CS	02/14/2007	PBA		765.00
0000009029	COMPUTER, LAPTOP, THINKPAD T60	CS	03/13/2007	PBA		1,511.62
0000009034	ELMO VISUAL PRESENTER	CS	01/17/2007	PBA		1,618.75
0000009042	PROJECTOR, HITACHI X260	CS	01/17/2007	PBA		909.00
0000009045	COMPUTER, THINKCENTRE M55 SFF	CS	04/04/2007	PBA		931.00
0000009046	COMPUTER, THINKCENTRE M55 SFF	CS	04/04/2007	PBA		931.00
0000009063	SHREDDER, POWERSHRED	SAS	04/20/2007	PBA		798.06
0000009065	COMPUTER, THINKCENTRE M52 P4	CS	01/17/2007	PBA		769.50
0000009090	SWITCHER, EXTRON	CS	01/24/2007	PBA		1,163.50
0000009092	COMPUTER, THINKCENTRE M52 P4	CS	01/17/2007	PBA		769.50
0000009101	COMPUTER, LAPTOP THINKPAD T60	CS	04/25/2007	PBA		2,169.62
0000009147	COMPUTER, THINKCENTRE M55 SFF	CS	05/16/2007	PBA		883.00
0000009192	COMPUTER, THINKCENTRE M55 TOWER	CS	05/16/2007	PBA		926.10
0000009194	COMPUTER, THINKCENTRE M55 SFF	CS	05/16/2007	PBA		883.00
0000009199	COMPUTER, THINKCENTRE M55 SFF	CS	05/16/2007	PBA		883.00
0000009202	PROJECTOR, HITACHI X260	CS	01/17/2007	PBA		909.00
0000009205	SWITCHER, EXTRON	CS	01/24/2007	PBA		1,163.50
0000009207	PROJECTOR, HITACHI X260	CS	01/17/2007	PBA		909.00
0000009210	SWITCHER, EXTRON	CS	01/24/2007	PBA		1,163.50
0000009228	COMPUTER, THINKCENTRE M52 P4	CS	01/17/2007	PBA		769.50
0000009236	PROJECTOR, HITACHI X260	CS	01/17/2007	PBA		909.00
0000009263	COMPUTER, THINKCENTRE M55 SFF	CS	06/27/2007	PBA		883.00
0000009271	PLASMA DISPLAY, 50" PANASONIC	CS	06/29/2007	PBA		1,694.75
0000009289	PROJECTOR, HITACHI X260	CS	01/17/2007	PBA		909.00
0000009291	ELMO VISUAL PRESENTER	CS	01/17/2007	PBA		1,618.75
0000009317	SWITCHER, EXTRON	CS	01/24/2007	PBA		1,163.50
0000009321	SWITCHER, EXTRON	CS	01/24/2007	PBA		1,163.50
0000009330	PROJECTOR, HITACHI X260	CS	04/18/2007	PBA		909.00
0000009333	SWITCHER, EXTRON	CS	01/24/2007	PBA		1,163.50
0000009343	SWITCHER, MPX	CS	07/18/2007	PBA		1,529.60
0000009369	ELMO VISUAL PRESENTER	CS	01/17/2007	PBA		1,618.75
0000009411	COMPUTER, THINKCENTRE M55 TOWER	CS	06/28/2007	PBA		833.96
0000009425	PLASMA DISPLAY, 50" PANASONIC	CS	09/26/2007	PBA		1,560.00
0000009449	PROJECTOR, HITACHI X260	CS	01/17/2007	PBA		909.00
0000009476	COMPUTER, THINKCENTRE M52 P4	CS	01/17/2007	PBA		769.50
0000009502	COMPUTER, THINKCENTRE M57	CS	01/16/2008	PBA		829.00
0000009512	DVR STORAGE, 16 CHANNEL, PELCO	CS	11/20/2007	PBA		5,685.00
0000009530	SWITCHER, EXTRON	CS	01/24/2007	PBA		1,163.50
0000009533	SWITCHER, EXTRON	CS	10/24/2007	PBA		1,193.33
0000009539	PROJECTOR, HITACHI X260	CS	01/17/2007	PBA		909.00
0000009546	COMPUTER, THINKCENTRE TOWER M57	CS	02/06/2008	PBA		798.00
0000009550	COMPUTER, THINKCENTRE TOWER M57	CS	02/06/2008	PBA		798.00
0000009551	COMPUTER, THINKCENTRE TOWER M57	CS	02/06/2008	PBA		798.00
0000009565	COMPUTER, THINKCENTRE SFF M57	CS	02/06/2008	PBA		793.00
0000009567	COMPUTER, THINKCENTRE SFF M57	CS	02/06/2008	PBA		793.00
0000009571	MOWER, DIXIE CHOPPER, 60" #48	GROU	02/20/2008	PBA		6,499.99

0000009615	COMPUTER, THINKCENTRE TOWER M57	CS	05/07/2008	PBA	754.00
0000009632	SWITCHER, EXTRON	CS	04/02/2008	PBA	1,193.33
0000009731	AMX NETLINK INTERGRATED CONTROLLER	CS	07/16/2008	PBA	1,512.00
0000009746	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009761	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009765	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009766	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009768	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009770	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009774	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009776	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009778	PROJECTOR, EPSON 822	CS	09/10/2008	PBA	775.20
0000009843	SWITCHER, EXTRON	CS	01/21/2009	PBA	962.37
0000009848	SWITCHER, EXTRON	CS	01/21/2009	PBA	962.37
0000009896	ELMO VISUAL PRESENTER	CS	04/02/2008	PBA	1,618.75
0000009898	PROJECTOR, EPSON POWERLITE G5000	CS	04/01/2009	PBA	2,009.00
0000009899	PROJECTOR, EPSON POWERLITE G5000	CS	04/01/2009	PBA	2,009.00
0000009900	PROJECTOR, EPSON POWERLITE G5000	CS	04/01/2009	PBA	2,009.00
0000009901	PROJECTOR, EPSON POWERLITE G5000	CS	04/01/2009	PBA	2,009.00
0000009925	VISUAL PRESENTER, PROMAX	CS	04/22/2009	PBA	899.00
0000009995	AMX TOUCH PANEL CONTROL (SMALL ONE)	CS	06/30/2009	PBA	5,005.29
0000010020	PROJECTOR, EPSON POWERLITE G5350	CS	07/15/2009	PBA	3,537.00
0000010032	DIGITAL MIXER	CS	07/15/2009	PBA	1,088.23
0000010033	DIGITAL MIXER	CS	07/15/2009	PBA	1,088.23
0000010052	SWITCHER, EXTRON W/IP LINK	CS	07/15/2009	PBA	1,891.73
0000010095	STARBOARD, HITACHI 17" PANEL	CS	07/15/2009	PBA	1,588.24
0000010151	VISUAL PRESENTER, QOMO	CS	10/21/2009	PBA	999.00
0000010164	DIGITAL MATRIX MIXER, GENTNER	CS	10/07/2009	PBA	1,601.74
0000010194	AMX MODERO TABLE TOP DOCKING STATION	CS	06/30/2009	PBA	1,129.41
0000010210	SWITCHER, EXTRON W/IP LINK	CS	12/16/2009	PBA	1,908.05
0000010212	ICE MACHINE, MANITOWOC	CITR	12/16/2009	PBA	3,395.00
0000010285	COMPUTER, LAPTOP THINKPAD T410	CS	03/31/2010	PBA	1,010.00
0000010317	COMPUTER, THINKCENTRE M58 TOWER	CS	04/21/2010	PBA	832.01
0000010319	SWITCHER, EXTRON W/IP LINK	CS	05/05/2010	PBA	1,925.60
0000010370	AMX CONTROL PANEL DOCKING STATION	CS	06/16/2010	PBA	1,280.00
0000010372	AMX MODERO TOUCH PANEL	CS	06/16/2010	PBA	3,333.00
0000010386	SWITCHER, EXTRON W/IP LINK	CS	06/30/2010	PBA	1,925.60
0000010387	SWITCHER, EXTRON W/IP LINK	CS	06/30/2010	PBA	1,925.60
0000010400	COMPUTER, LAPTOP THINKPAD T410	CS	09/15/2010	PBA	862.39
0000010429	PROJECTOR, EPSON SHORT THROW	CS	12/01/2010	PBA	1,572.68
0000010432	PROJECTOR, EPSON SHORT THROW	CS	12/01/2010	PBA	1,572.68
0000010440	AMX MODERA TOUCH PANEL	CS	12/17/2010	PBA	3,754.34
0000010441	COMPUTER, THINKCENTRE SFF M58	CS	02/02/2011	PBA	832.24
0000010529	SWITCHER, EXTRON W/IP LINK	CS	06/29/2011	PBA	1,925.60
0000010550	PROJECTOR, EPSON 4100 XGA	CS	08/24/2011	PBA	2,479.00
0000010568	CALL MANAGER, CISCO	CS	08/24/2011	PBA	9,474.56
0000010647	COMPUTER, THINKCENTRE ALL IN ONE	CS	12/07/2011	PBA	899.17
0000010653	COMPUTER, THINKCENTRE ALL IN ONE	CS	12/07/2011	PBA	899.17
0000010658	COMPUTER, THINKCENTRE ALL IN ONE	CS	12/07/2011	PBA	899.17
0000010733	SWITCHER, EXTRON W/IP LINK	CS	05/23/2012	PBA	1,925.60
0000010734	SWITCHER, EXTRON W/IP LINK	CS	05/23/2012	PBA	1,925.60
0000010875	COMPUTER, THINKCENTRE ALL IN ONE	CS	07/25/2012	PBA	949.78
0000010887	SERVER, IBM X3630 M3	CS	10/19/2012	PBA	6,193.23
0000010940	PROJECTOR, EPSON 915W	CS	06/26/2013	PBA	774.03
0000010941	PROJECTOR, EPSON 915W	CS	06/26/2013	PBA	774.03
0000010942	PROJECTOR, EPSON 915W	CS	06/26/2013	PBA	774.03
0000011161	MICROPHONE SYSTEM, TOPCAT	CS	07/16/2014	PBA	1,116.75
0000054039	COMPUTER, THINKCENTRE P4 S51	CS	08/17/2005	PBA	715.00
0000054040	COMPUTER, THINKCENTRE P4 S51	CS	08/17/2005	PBA	715.00
0000054128	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054129	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054130	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054149	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054159	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054183	COMPUTER, THINKCENTRE S51	CS	11/09/2005	PBA	690.00
0000054220	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054221	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054231	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054232	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054233	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054235	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054236	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054237	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054238	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054243	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054246	COMPUTER, THINKCENTRE P4 S51	CS	08/30/2005	PBA	715.00
0000054274	COMPUTER, THINKCENTRE P4 S51	CS	04/05/2006	PBA	690.00
0000054282	COMPUTER, THINKCENTRE P4 M52	CS	05/03/2006	PBA	695.00
0000054283	COMPUTER, THINKCENTRE P4 M52	CS	06/14/2006	PBA	695.00

0000054415	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054441	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054461	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054462	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054465	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054467	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054468	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054481	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054488	COMPUTER, THINKCENTRE TOWER M57	CS	05/21/2008	PBA	740.00
0000054490	COMPUTER, THINKCENTRE SFF M57	CS	11/12/2008	PBA	740.00
0000054492	COMPUTER, THINKCENTRE SFF M57	CS	11/12/2008	PBA	740.00
0000054493	COMPUTER, THINKCENTRE SFF M57	CS	11/12/2008	PBA	740.00
0000054498	COMPUTER, THINKCENTRE SFF M57	CS	11/12/2008	PBA	740.00
0000054499	COMPUTER, THINKCENTRE SFF M57	CS	11/12/2008	PBA	740.00
0000054501	COMPUTER, THINKCENTRE SFF M57	CS	11/12/2008	PBA	740.00
0000054504	COMPUTER, THINKCENTRE TOWER M57	CS	11/12/2008	PBA	740.00
0000054510	PROJECTOR, EPSON 822	CS	01/21/2009	PBA	739.00
0000054512	PROJECTOR, EPSON 822	CS	01/15/2009	PBA	739.00
0000054517	COMPUTER, THINKCENTRE TOWER M58	CS	03/11/2009	PBA	678.00
0000054521	COMPUTER, THINKCENTRE SFF M58	CS	03/11/2009	PBA	678.00
0000054525	COMPUTER, THINKCENTRE SFF M58	CS	03/11/2009	PBA	678.00
0000054528	COMPUTER, THINKCENTRE SFF M58	CS	03/11/2009	PBA	678.00
0000054575	COMPUTER, THINKCENTRE SFF M58	CS	03/11/2009	PBA	678.00
0000054576	COMPUTER, THINKCENTRE SFF M58	CS	03/11/2009	PBA	678.00
0000054577	COMPUTER, THINKCENTRE SFF M58	CS	03/11/2009	PBA	678.00
0000054578	COMPUTER, THINKCENTRE SFF M58	CS	03/11/2009	PBA	678.00
0000054579	COMPUTER, THINKCENTRE SFF M58	CS	03/11/2009	PBA	678.00
0000054600	COMPUTER, THINKCENTRE SFF M58	CS	07/08/2009	PBA	684.72
0000054601	COMPUTER, THINKCENTRE SFF M58	CS	07/08/2009	PBA	684.72
0000054602	COMPUTER, THINKCENTRE SFF M58	CS	07/08/2009	PBA	684.72
0000054603	COMPUTER, THINKCENTRE SFF M58	CS	07/08/2009	PBA	684.72
0000054605	PROJECTOR, EPSON 822	CS	07/15/2009	PBA	694.00
0000054610	PROJECTOR, EPSON 822	CS	07/15/2009	PBA	694.00
0000054671	COMPUTER, THINKCENTRE M58 TOWER	CS	03/03/2010	PBA	675.00
0000054672	COMPUTER, THINKCENTRE M58 TOWER	CS	03/03/2010	PBA	675.00
0000054673	PROJECTOR, EPSON POWERLITE 84	CS	03/17/2010	PBA	659.00
0000054675	COMPUTER, THINKCENTRE SFF M58	CS	03/31/2010	PBA	685.00
0000054687	PROJECTOR, EPSON POWERLITE 84	CS	05/12/2010	PBA	633.00
0000054689	PROJECTOR, EPSON POWERLITE 84	CS	05/12/2010	PBA	633.00
0000054696	PROJECTOR, EPSON POWERLITE 84	CS	05/12/2010	PBA	633.00
0000054697	COMPUTER, THINKCENTRE SFF M58	CS	04/21/2010	PBA	635.40
0000054698	COMPUTER, THINKCENTRE SFF M58	CS	04/21/2010	PBA	635.40
0000054699	COMPUTER, THINKCENTRE SFF M58	CS	04/21/2010	PBA	635.40
0000054700	COMPUTER, THINKCENTRE SFF M58	CS	04/21/2010	PBA	635.40
0000054701	COMPUTER, THINKCENTRE SFF M58	CS	04/21/2010	PBA	635.40
0000054707	COMPUTER, THINKCENTRE SFF M58	CS	04/21/2010	PBA	635.40
0000054711	COMPUTER, THINKCENTRE TOWER M58	CS	06/02/2010	PBA	636.01
0000054736	COMPUTER, THINKCENTRE TOWER M58	CS	05/05/2010	PBA	734.01
0000054737	COMPUTER, THINKCENTRE TOWER M58	CS	05/05/2010	PBA	734.01
0000054738	COMPUTER, THINKCENTRE TOWER M58	CS	05/05/2010	PBA	734.01
0000054744	COMPUTER, THINKCENTRE SFF M58	CS	05/26/2010	PBA	635.40
0000054745	COMPUTER, THINKCENTRE SFF M58	CS	05/26/2010	PBA	635.40
0000054747	COMPUTER, THINKCENTRE SFF M58	CS	05/26/2010	PBA	635.40
0000054749	PROJECTOR, EPSON POWERLITE 84	CS	06/30/2010	PBA	630.00
0000054752	COMPUTER, THINKCENTRE M58E, TOWER	CS	06/16/2010	PBA	636.01
0000054766	COMPUTER, THINKCENTRE SFF, M58E	CS	06/16/2010	PBA	636.01
0000054772	PROJECTOR, EPSON POWERLITE 84	CS	07/28/2010	PBA	630.00
0000054776	COMPUTER, THINKCENTRE SFF, M58E	CS	09/08/2010	PBA	636.01
0000054790	COMPUTER, THINKPAD X120E	CS	04/13/2011	PBA	478.28
0000054794	PROJECTOR, EPSON 95	CS	05/18/2011	PBA	630.00
0000054897	KINDLE READER 6"	CS	10/20/2011	PBA	139.00
0000054913	PROJECTOR, EPSON 95	CS	12/07/2011	PBA	566.00
0000055000	TABLET, SAMSUNG GALAXY 7.0+	CS	05/10/2012	PBA	305.00
0000055013	PROJECTOR, EPSON 95	CS	08/01/2012	PBA	566.00
0000055024	PROJECTOR, EPSON 95	CS	08/01/2012	PBA	566.00
0000055028	PROJECTOR, EPSON 95	CS	08/01/2012	PBA	566.00
0000055031	PROJECTOR, EPSON 95	CS	08/01/2012	PBA	566.00

218 Records for a Total

271,887.61

COLLEGE OF CENTRAL FLORIDA

4

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Agreement for Services of International Independent Contractors

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

INTERNATIONAL INDEPENDENT CONTRACTOR AGREEMENT

The President or his designee has signed the following standard International Independent Contractor Agreement(s). The agreement(s) provide representational marketing services to be performed on an international basis to recruit students to attend programs of study, to enhance the global diversity of the student body, and to provide for cross-cultural learning opportunities for all students at the College of Central Florida. The name of the agency and approval date is noted below:

INDEPENDENT CONTRACTOR	DESIGNATED COUNTRY	DATE OF SIGNATURE
Eduplanet	Sweden	06/03/19
ICCE Intercambio Cultural Viagens e Turismo Ltda	Brazil	06/03/19
Study Abroad Association	Japan	06/03/19
Study Abroad Sweden	Sweden	06/03/19
TMS Education Agency Joint Stock Company	Vietnam	06/03/19

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees ratify approval of the International Independent Contractor Agreement(s).

**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT
CONTRACTOR**

THIS AGREEMENT, entered into by and between the College of Central Florida District Board of Trustees, a political subdivision of the State of Florida (hereinafter referred to as "College"), principally located at 3001 SW College Road, Ocala, Florida, 34474, USA, and the following Contractor:

(Contractor's Name and Address)

EduPlanet

Box 2097

75002 Uppsala, Sweden

(hereafter referred to as "Contractor"), for representational marketing work to be performed on behalf of students from the Country of Scandinavia, Finland, Iceland (hereinafter referred to as "Designated Country").

WHEREAS:

A. The College desires to make its credit programs of study known and available to potential students in Designated Country. To further that goal, the College and Contractor enter into this agreement, under which the Contractor will promote interest in, provide information about, and recommend qualified students for admission to the College.

B. The College designates Contractor as a representative for it in Designated Country for the purposes stated above. The College grants to the Contractor the non-exclusive right to represent the College solely for the purposes of (1) disseminating information about the College and its programs in Designated Country and (2) screening and recommending prospective students to the College.

C. The College and Contractor agree to a cooperative relationship in which Contractor will recommend students for admission to College of Central Florida based upon the following terms and conditions. This contract is entered into in exchange for the mutual promises contained herein.

NOW, THEREFORE, in consideration of the matters set forth above (which are incorporated herein by reference), the exchange of mutual promises set forth herein, and other good and valuable consideration, the parties hereto agree as follows:

1. **DUTIES OF THE COLLEGE.** Per this agreement, the College authorizes and appoints

Contractor to act as a representative of College of Central Florida in Designated Country. Contractor will disseminate accurate information to potential students living in Designated Country about the College and Florida and conduct recruitment on its behalf. In order to effectuate the intended results, the College shall perform as follows:

1.1 The College will provide the Contractor with brochures, forms and marketing materials. It will be the College's responsibility to provide information on admissions requirements and procedures as well as anticipated cost of attendance.

1.2 The College will compensate the contractor for each individual student that the contractor has assisted, provided orientation to and recommended for admission if the student (1) is admitted and pays tuition due, (2) enrolls within one year of the recommendation, (3) attends classes for at least thirty-five calendar days from the beginning of the semester, and (4) is neither a citizen of the United States nor holds permanent residency status in the United States, as per payment provisions stipulated in Section 3 of this agreement.

1.3 The College will reimburse the Contractor in a timely manner for students admitted to the College. The College will compensate the contractor for a maximum of three college semesters (Fall, Spring and Summer), provided the student has been in attendance for the number of semester(s) being compensated, paid tuition and fees due for the number of compensated semesters, and the other provisions of this contract have been met. The College is not obligated to the student for any agreements made between the Contractor and the student that are not explicitly written as part of this contract. In no event shall the student be considered a third-party beneficiary to this contract.

1.4 The College will provide the referred students all regular services provided to other international students including orientation, advising and counseling assistance. The College assumes no financial responsibility for students in its programs for any reason.

1.5 In accordance with United States Customs and Immigration Service regulations, the College will issue a Form I-20 only upon receipt of a completed application and verification of financial resources for the duration of the course of study. The College retains all rights pertaining to the admission or non-admission of the applicant.

2. DUTIES OF THE CONTRACTOR. The Contractor agrees to conduct student recruitment, marketing and development of educational projects in Designated Country together with the College, as requested by the College. In order to effectuate the intended results, the Contractor shall perform as follows:

2.1 The Contractor agrees that it will submit copies of any and all materials, written or electronically made (such as, but not limited to, videos, tapes, internet home-pages etc.) that represent the College or bear the College's name or logo to the College's approved representative. The College reserves the right to approve all marketing materials prior to use.

2.2 The Contractor agrees to provide assistance to prospective students in completing college application materials, and provide orientation and general information to prospective students about the College and the state of Florida.

2.3 The Contractor will evaluate and screen all prospective students recommended for admission to the College regarding academic ability, financial ability, and other criteria as directed by the College.

2.4 The Contractor is not authorized to and shall not accept payments from prospective students or others on behalf of the College or otherwise. Students shall make all payments for the costs of attendance directly to the College.

2.5 The Contractor is required to submit a Form W-8BEN (attached). Compensation earned by the Contractor cannot be paid until this form is on file at the offices of College of Central Florida.

2.6 The Contractor is responsible for payment of all taxes, tariffs, and fees in the execution of their responsibilities under the agreement.

3. FEES AND COMMISSIONS.

For placements to College of Central Florida:

3.1 The College agrees to pay Contractor a contract fee of 15% of the applicable tuition per semester for a maximum of three (3) semesters (Fall, Spring and Summer) for each student admitted to the College's regular academic program, or college preparation classes as per provisions laid out in this agreement.

3.2 The Contractor will not be required to invoice the College for each student as cited in item No. 1 of this Section. Instead, the College will generate a Statement of Account each semester that confirms the enrollment and registration of each student placed by the Contractor at the College, and indicating the amount of fee to be paid in each semester. A copy of this Statement of Account will accompany all payments made by the College to the Contractor. This Statement of Account will be issued to the Contractor not later than the last week of the semester, to accompany each payment.

The College will not pay any fees to the Contractor for students who withdraw within the first thirty-five calendar days of the semester.

3.3 All compensation due to Contractor under the terms of this agreement shall be paid by wire transfer. For purposes of making compensation, please complete the wire transfer information on page 6.

4. DURATION OF AGREEMENT.

4.1 This agreement shall be effective for a period of two years from the date of signing, except as stipulated in Section 5.

4.2 This agreement may be extended for an additional two-year increment, as agreeable to both parties. Any such extension or modification of this agreement must be in writing and signed by duly authorized representatives of both parties.

5. TERMINATION. Either party, in its sole discretion, may terminate this agreement by providing the other party fifteen (15) days written notice of intent to terminate. All notices are to be hand-delivered by duly authorized representatives or mailed through a recognized commercial service to the authorized representatives listed below:

ON BEHALF OF THE COLLEGE

Joe Mazur, Vice President

Administration and Finance

College of Central Florida

3001 SW College Road, #1-107

Ocala, FL 34474

USA

ON BEHALF OF THE CONTRACTOR

Name of representative Henrik Boivie

Title: Director

Address: Box 2097, 75002 Uppsala

email: henrik@eduplanet.se

Country: Sweden

Any change of address or representatives shall be provided to the other party in writing within thirty (30) days. All notices required to be delivered by this Agreement shall be deemed received on the date of delivery, if hand-delivered; on the date of receipt, if mailed certified mail, return receipt requested; or five (5) days after mailing, if mailed in regular mail. If a notice is received on a weekend or national holiday, it shall be deemed received on the next regularly scheduled business day.

6. Relationship of the Parties.

6.1 Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

6.2 It is mutually understood and agreed that the Contractor and the College are separate, independent agencies. The employees of the Contractor are not, nor shall they be deemed to be employees of the College, and the employees of the College are not, nor shall they

be deemed to be employees of the Contractor.

7. **GOVERNING LAW.** This agreement shall be governed by the laws of the State of Florida. Venue shall be in Marion County, State of Florida.

8. **DISPUTE RESOLUTION.** Any disputes regarding the terms of this agreement shall be decided by the College of Central Florida, Vice President, Student Affairs or his/her designee and the Contractor.

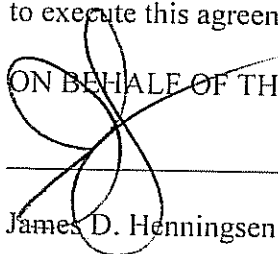
9. **EXCEPTIONS.** Both parties agree that if, due to extenuating circumstances, (for example a death in the student's family or a debilitating illness that would require the student to seek prolonged medical attention), a student withdraws from school and is awarded a full refund of tuition by the College, there will be no contractor's fee paid for that semester, and that the regular stipulations of this contract will bind once the student is back in attendance. The College reserves the right to make final determinations in such cases.

10. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties, and the terms and conditions agreed upon by both parties, and supersedes all previous written or oral agreements regarding the subject of this agreement. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or bind any of the parties hereto. Any modification or waiver of the terms of the Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this agreement in duplicate original on the date of signing.

ON BEHALF OF THE COLLEGE

ON BEHALF OF THE CONTRACTOR


James D. Henningsen

Name of representative Henrik Boivie

President

Title: Director

College of Central Florida

Address: Box 2097, 75002 Uppsala

3001 SW College Road

Ocala, FL 34474

Country: Sweden

USA

Date: 06/03/19

Date: April 25th 2019

**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT
CONTRACTOR**

THIS AGREEMENT, entered into by and between the College of Central Florida District Board of Trustees, a political subdivision of the State of Florida (hereinafter referred to as "College"), principally located at 3001 SW College Road, Ocala, Florida, 34474, USA, and the following Contractor:

(Contractor's Name and Address)

ICCE Intercambio Cultural Viagens e Turismo Ltda

Rua Visconde de Pirajá, 207 lj 105

Rio de Janeiro - RJ 22410-001

Brazil

(hereafter referred to as "Contractor"), for representational marketing work to be performed on behalf of students from the Country of Brazil (hereinafter referred to as "Designated Country").

WHEREAS:

- A. The College desires to make its credit programs of study known and available to potential students in Designated Country. To further that goal, the College and Contractor enter into this agreement, under which the Contractor will promote interest in, provide information about, and recommend qualified students for admission to the College.
- B. The College designates Contractor as a representative for it in Designated Country for the purposes stated above. The College grants to the Contractor the non-exclusive right to represent the College solely for the purposes of (1) disseminating information about the College and its programs in Designated Country and (2) screening and recommending prospective students to the College.
- C. The College and Contractor agree to a cooperative relationship in which Contractor will recommend students for admission to College of Central Florida based upon the following terms and conditions. This contract is entered into in exchange for the mutual promises contained herein.

NOW, THEREFORE, in consideration of the matters set forth above (which are incorporated herein by reference), the exchange of mutual promises set forth herein, and other good and valuable consideration, the parties hereto agree as follows:

1. **DUTIES OF THE COLLEGE.** Per this agreement, the College authorizes and appoints

04/20/07

Contractor to act as a representative of College of Central Florida in Designated Country. Contractor will disseminate accurate information to potential students living in Designated Country about the College and Florida and conduct recruitment on its behalf. In order to effectuate the intended results, the College shall perform as follows:

1.1 The College will provide the Contractor with brochures, forms and marketing materials. It will be the College's responsibility to provide information on admissions requirements and procedures as well as anticipated cost of attendance.

1.2 The College will compensate the contractor for each individual student that the contractor has assisted, provided orientation to and recommended for admission if the student (1) is admitted and pays tuition due, (2) enrolls within one year of the recommendation, (3) attends classes for at least thirty-five calendar days from the beginning of the semester, and (4) is neither a citizen of the United States nor holds permanent residency status in the United States, as per payment provisions stipulated in Section 3 of this agreement.

1.3 The College will reimburse the Contractor in a timely manner for students admitted to the College. The College will compensate the contractor for a maximum of three college semesters (Fall, Spring and Summer), provided the student has been in attendance for the number of semester(s) being compensated, paid tuition and fees due for the number of compensated semesters, and the other provisions of this contract have been met. The College is not obligated to the student for any agreements made between the Contractor and the student that are not explicitly written as part of this contract. In no event shall the student be considered a third-party beneficiary to this contract.

1.4 The College will provide the referred students all regular services provided to other international students including orientation, advising and counseling assistance. The College assumes no financial responsibility for students in its programs for any reason.

1.5 In accordance with United States Customs and Immigration Service regulations, the College will issue a Form I-20 only upon receipt of a completed application and verification of financial resources for the duration of the course of study. The College retains all rights pertaining to the admission or non-admission of the applicant.

2. DUTIES OF THE CONTRACTOR. The Contractor agrees to conduct student recruitment, marketing and development of educational projects in Designated Country together with the College, as requested by the College. In order to effectuate the intended results, the Contractor shall perform as follows:

2.1 The Contractor agrees that it will submit copies of any and all materials, written or electronically made (such as, but not limited to, videos, tapes, internet home-pages etc.) that represent the College or bear the College's name or logo to the College's approved representative. The College reserves the right to approve all marketing materials prior to use.

2.2 The Contractor agrees to provide assistance to prospective students in completing college application materials, and provide orientation and general information to prospective students about the College and the state of Florida.

2.3 The Contractor will evaluate and screen all prospective students recommended for admission to the College regarding academic ability, financial ability, and other criteria as directed by the College.

2.4 The Contractor is not authorized to and shall not accept payments from prospective students or others on behalf of the College or otherwise. Students shall make all payments for the costs of attendance directly to the College.

2.5 The Contractor is required to submit a Form W-8BEN (attached). Compensation earned by the Contractor cannot be paid until this form is on file at the offices of College of Central Florida.

2.6 The Contractor is responsible for payment of all taxes, tariffs, and fees in the execution of their responsibilities under the agreement.

3. FEES AND COMMISSIONS.

For placements to College of Central Florida:

3.1 The College agrees to pay Contractor a contract fee of 15% of the applicable tuition per semester for a maximum of three (3) semesters (Fall, Spring and Summer) for each student admitted to the College's regular academic program, or college preparation classes as per provisions laid out in this agreement.

3.2 The Contractor will not be required to invoice the College for each student as cited in item No. 1 of this Section. Instead, the College will generate a Statement of Account each semester that confirms the enrollment and registration of each student placed by the Contractor at the College, and indicating the amount of fee to be paid in each semester. A copy of this Statement of Account will accompany all payments made by the College to the Contractor. This Statement of Account will be issued to the Contractor not later than the last week of the semester, to accompany each payment.

The College will not pay any fees to the Contractor for students who withdraw within the first thirty-five calendar days of the semester.

3.3 All compensation due to Contractor under the terms of this agreement shall be paid by wire transfer. For purposes of making compensation, please complete the wire transfer information on page 6.

JMM

4. DURATION OF AGREEMENT.

4.1 This agreement shall be effective for a period of two years from the date of signing, except as stipulated in Section 5.

4.2 This agreement may be extended for an additional two-year increment, as agreeable to both parties. Any such extension or modification of this agreement must be in writing and signed by duly authorized representatives of both parties.

5. TERMINATION. Either party, in its sole discretion, may terminate this agreement by providing the other party fifteen (15) days written notice of intent to terminate. All notices are to be hand-delivered by duly authorized representatives or mailed through a recognized commercial service to the authorized representatives listed below:

ON BEHALF OF THE COLLEGE

Joe Mazur, Vice President

Administration and Finance

College of Central Florida

3001 SW College Road, #1-107

Ocala, FL 34474

USA

ON BEHALF OF THE CONTRACTOR

Name of representative Isabel Matos

Title: Director

Address: Rua Visconde de Piraja, 207 lj 105

Rio de Janeiro - RJ

22410-001

Country: Brazil

Any change of address or representatives shall be provided to the other party in writing within thirty (30) days. All notices required to be delivered by this Agreement shall be deemed received on the date of delivery, if hand-delivered; on the date of receipt, if mailed certified mail, return receipt requested; or five (5) days after mailing, if mailed in regular mail. If a notice is received on a weekend or national holiday, it shall be deemed received on the next regularly scheduled business day.

6. Relationship of the Parties.

6.1 Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

6.2 It is mutually understood and agreed that the Contractor and the College are separate, independent agencies. The employees of the Contractor are not, nor shall they be deemed to be employees of the College, and the employees of the College are not, nor shall they

1/11/17

be deemed to be employees of the Contractor.

7. **GOVERNING LAW.** This agreement shall be governed by the laws of the State of Florida. Venue shall be in Marion County, State of Florida.

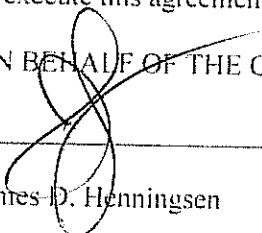
8. **DISPUTE RESOLUTION.** Any disputes regarding the terms of this agreement shall be decided by the College of Central Florida, Vice President, Student Affairs or his/her designee and the Contractor.

9. **EXCEPTIONS.** Both parties agree that if, due to extenuating circumstances, (for example a death in the student's family or a debilitating illness that would require the student to seek prolonged medical attention), a student withdraws from school and is awarded a full refund of tuition by the College, there will be no contractor's fee paid for that semester, and that the regular stipulations of this contract will bind once the student is back in attendance. The College reserves the right to make final determinations in such cases.

10. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties, and the terms and conditions agreed upon by both parties, and supersedes all previous written or oral agreements regarding the subject of this agreement. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or bind any of the parties hereto. Any modification or waiver of the terms of the Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this agreement in duplicate original on the date of signing.

ON BEHALF OF THE COLLEGE


James D. Henningsen

President

College of Central Florida

3001 SW College Road

Ocala, FL 34474

USA

Date: 06/03/19

ON BEHALF OF THE CONTRACTOR


Name of representative Isabel Matos

Title: Director

Address: Rua Visconde de Piraja, 207 lj. 105

Rio de Janeiro - RJ

22410-001

Country: Brazil

Date: 05/13/2019

**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT
CONTRACTOR**

THIS AGREEMENT, entered into by and between the College of Central Florida District Board of Trustees, a political subdivision of the State of Florida (hereinafter referred to as "College"), principally located at 3001 SW College Road, Ocala, Florida, 34474, USA, and the following Contractor:

(Contractor's Name and Address)

Study Abroad Association

Zenken Plaza 2F. 1-4-11

Nishishinjuku, Shinjuku-ku,

Tokyo160-0023 Japan

(hereafter referred to as "Contractor"), for representational marketing work to be performed on behalf of students from the Country of Japan (hereinafter referred to as "Designated Country").

WHEREAS:

- A. The College desires to make its credit programs of study known and available to potential students in Designated Country. To further that goal, the College and Contractor enter into this agreement, under which the Contractor will promote interest in, provide information about, and recommend qualified students for admission to the College.
- B. The College designates Contractor as a representative for it in Designated Country for the purposes stated above. The College grants to the Contractor the non-exclusive right to represent the College solely for the purposes of (1) disseminating information about the College and its programs in Designated Country and (2) screening and recommending prospective students to the College.
- C. The College and Contractor agree to a cooperative relationship in which Contractor will recommend students for admission to College of Central Florida based upon the following terms and conditions. This contract is entered into in exchange for the mutual promises contained herein.

NOW, THEREFORE, in consideration of the matters set forth above (which are incorporated herein by reference), the exchange of mutual promises set forth herein, and other good and valuable consideration, the parties hereto agree as follows:

1. **DUTIES OF THE COLLEGE.** Per this agreement, the College authorizes and appoints

Contractor to act as a representative of College of Central Florida in Designated Country. Contractor will disseminate accurate information to potential students living in Designated Country about the College and Florida and conduct recruitment on its behalf. In order to effectuate the intended results, the College shall perform as follows:

1.1 The College will provide the Contractor with brochures, forms and marketing materials. It will be the College's responsibility to provide information on admissions requirements and procedures as well as anticipated cost of attendance.

1.2 The College will compensate the contractor for each individual student that the contractor has assisted, provided orientation to and recommended for admission if the student (1) is admitted and pays tuition due, (2) enrolls within one year of the recommendation, (3) attends classes for at least thirty-five calendar days from the beginning of the semester, and (4) is neither a citizen of the United States nor holds permanent residency status in the United States, as per payment provisions stipulated in Section 3 of this agreement.

1.3 The College will reimburse the Contractor in a timely manner for students admitted to the College. The College will compensate the contractor for a maximum of three college semesters (Fall, Spring and Summer), provided the student has been in attendance for the number of semester(s) being compensated, paid tuition and fees due for the number of compensated semesters, and the other provisions of this contract have been met. The College is not obligated to the student for any agreements made between the Contractor and the student that are not explicitly written as part of this contract. In no event shall the student be considered a third-party beneficiary to this contract.

1.4 The College will provide the referred students all regular services provided to other international students including orientation, advising and counseling assistance. The College assumes no financial responsibility for students in its programs for any reason.

1.5 In accordance with United States Customs and Immigration Service regulations, the College will issue a Form I-20 only upon receipt of a completed application and verification of financial resources for the duration of the course of study. The College retains all rights pertaining to the admission or non-admission of the applicant.

2. DUTIES OF THE CONTRACTOR. The Contractor agrees to conduct student recruitment, marketing and development of educational projects in Designated Country together with the College, as requested by the College. In order to effectuate the intended results, the Contractor shall perform as follows:

2.1 The Contractor agrees that it will submit copies of any and all materials, written or electronically made (such as, but not limited to, videos, tapes, internet home-pages etc.) that represent the College or bear the College's name or logo to the College's approved representative. The College reserves the right to approve all marketing materials prior to use.

2.2 The Contractor agrees to provide assistance to prospective students in completing college application materials, and provide orientation and general information to prospective students about the College and the state of Florida.

2.3 The Contractor will evaluate and screen all prospective students recommended for admission to the College regarding academic ability, financial ability, and other criteria as directed by the College.

2.4 The Contractor is not authorized to and shall not accept payments from prospective students or others on behalf of the College or otherwise. Students shall make all payments for the costs of attendance directly to the College.

2.5 The Contractor is required to submit a Form W-8BEN (attached). Compensation earned by the Contractor cannot be paid until this form is on file at the offices of College of Central Florida.

2.6 The Contractor is responsible for payment of all taxes, tariffs, and fees in the execution of their responsibilities under the agreement.

3. **FEEES AND COMMISSIONS.**

For placements to College of Central Florida:

3.1 The College agrees to pay Contractor a contract fee of 15% of the applicable tuition per semester for a maximum of three (3) semesters (Fall, Spring and Summer) for each student admitted to the College's regular academic program, or college preparation classes as per provisions laid out in this agreement.

3.2 The Contractor will not be required to invoice the College for each student as cited in item No. 1 of this Section. Instead, the College will generate a Statement of Account each semester that confirms the enrollment and registration of each student placed by the Contractor at the College, and indicating the amount of fee to be paid in each semester. A copy of this Statement of Account will accompany all payments made by the College to the Contractor. This Statement of Account will be issued to the Contractor not later than the last week of the semester, to accompany each payment.

The College will not pay any fees to the Contractor for students who withdraw within the first thirty-five calendar days of the semester.

3.3 All compensation due to Contractor under the terms of this agreement shall be paid by wire transfer. For purposes of making compensation, please complete the wire transfer information on page 6.

4. **DURATION OF AGREEMENT.**

4.1 This agreement shall be effective for a period of two years from the date of signing, except as stipulated in Section 5.

4.2 This agreement may be extended for an additional two-year increment, as agreeable to both parties. Any such extension or modification of this agreement must be in writing and signed by duly authorized representatives of both parties.

5. **TERMINATION.** Either party, in its sole discretion, may terminate this agreement by providing the other party fifteen (15) days written notice of intent to terminate. All notices are to be hand-delivered by duly authorized representatives or mailed through a recognized commercial service to the authorized representatives listed below:

ON BEHALF OF THE COLLEGE

Joe Mazur, Vice President

Administration and Finance

College of Central Florida

3001 SW College Road, #1-107

Ocala, FL 34474

USA

ON BEHALF OF THE CONTRACTOR

Name of representative Miki Saito

Title: Manager

Address: Zenken Plaza 2F.

1-4-11 Nishishinjuku,

Shinjuku-ku, Tokyo 160-0023

Country: Japan

Any change of address or representatives shall be provided to the other party in writing within thirty (30) days. All notices required to be delivered by this Agreement shall be deemed received on the date of delivery, if hand-delivered; on the date of receipt, if mailed certified mail, return receipt requested; or five (5) days after mailing, if mailed in regular mail. If a notice is received on a weekend or national holiday, it shall be deemed received on the next regularly scheduled business day.

6. **Relationship of the Parties.**

6.1 Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

6.2 It is mutually understood and agreed that the Contractor and the College are separate, independent agencies. The employees of the Contractor are not, nor shall they be deemed to be employees of the College, and the employees of the College are not, nor shall they

be deemed to be employees of the Contractor.

7. **GOVERNING LAW.** This agreement shall be governed by the laws of the State of Florida. Venue shall be in Marion County, State of Florida.

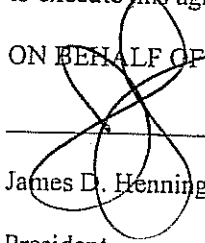
8. **DISPUTE RESOLUTION.** Any disputes regarding the terms of this agreement shall be decided by the College of Central Florida, Vice President, Student Affairs or his/her designee and the Contractor.

9. **EXCEPTIONS.** Both parties agree that if, due to extenuating circumstances, (for example a death in the student's family or a debilitating illness that would require the student to seek prolonged medical attention), a student withdraws from school and is awarded a full refund of tuition by the College, there will be no contractor's fee paid for that semester, and that the regular stipulations of this contract will bind once the student is back in attendance. The College reserves the right to make final determinations in such cases.

10. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties, and the terms and conditions agreed upon by both parties, and supersedes all previous written or oral agreements regarding the subject of this agreement. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or bind any of the parties hereto. Any modification or waiver of the terms of the Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this agreement in duplicate original on the date of signing.

ON BEHALF OF THE COLLEGE


James D. Henningsen

President

College of Central Florida

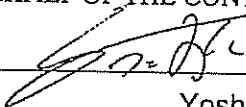
3001 SW College Road

Ocala, FL 34474

USA

Date: 06/03/19

ON BEHALF OF THE CONTRACTOR


Name of representative Yoshikazu Ueoku

Title: Director

Address: Zenken Plaza 2F.

1-4-11 Nishishinjuku,

Shinjuku-ku, Tokyo 160-0023

Country: Japan

Date: 5/13/2019

**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT
CONTRACTOR**

THIS AGREEMENT, entered into by and between the College of Central Florida District Board of Trustees, a political subdivision of the State of Florida (hereinafter referred to as "College"), principally located at 3001 SW College Road, Ocala, Florida, 34474, USA, and the following Contractor:

(Contractor's Name and Address)

Study Abroad Sweden AB

Ostra Larmgatan 1

411 07 GOTHENBURG

SWEDEN

(hereafter referred to as "Contractor"), for representational marketing work to be performed on behalf of students from the Country of _____ (hereinafter referred to as "Designated Country").

WHEREAS:

- A. The College desires to make its credit programs of study known and available to potential students in Designated Country. To further that goal, the College and Contractor enter into this agreement, under which the Contractor will promote interest in, provide information about, and recommend qualified students for admission to the College.
- B. The College designates Contractor as a representative for it in Designated Country for the purposes stated above. The College grants to the Contractor the non-exclusive right to represent the College solely for the purposes of (1) disseminating information about the College and its programs in Designated Country and (2) screening and recommending prospective students to the College.
- C. The College and Contractor agree to a cooperative relationship in which Contractor will recommend students for admission to College of Central Florida based upon the following terms and conditions. This contract is entered into in exchange for the mutual promises contained herein.

NOW, THEREFORE, in consideration of the matters set forth above (which are incorporated herein by reference), the exchange of mutual promises set forth herein, and other good and valuable consideration, the parties hereto agree as follows:

1. **DUTIES OF THE COLLEGE.** Per this agreement, the College authorizes and appoints

Contractor to act as a representative of College of Central Florida in Designated Country. Contractor will disseminate accurate information to potential students living in Designated Country about the College and Florida and conduct recruitment on its behalf. In order to effectuate the intended results, the College shall perform as follows:

1.1 The College will provide the Contractor with brochures, forms and marketing materials. It will be the College's responsibility to provide information on admissions requirements and procedures as well as anticipated cost of attendance.

1.2 The College will compensate the contractor for each individual student that the contractor has assisted, provided orientation to and recommended for admission if the student (1) is admitted and pays tuition due, (2) enrolls within one year of the recommendation, (3) attends classes for at least thirty-five calendar days from the beginning of the semester, and (4) is neither a citizen of the United States nor holds permanent residency status in the United States, as per payment provisions stipulated in Section 3 of this agreement.

1.3 The College will reimburse the Contractor in a timely manner for students admitted to the College. The College will compensate the contractor for a maximum of three college semesters (Fall, Spring and Summer), provided the student has been in attendance for the number of semester(s) being compensated, paid tuition and fees due for the number of compensated semesters, and the other provisions of this contract have been met. The College is not obligated to the student for any agreements made between the Contractor and the student that are not explicitly written as part of this contract. In no event shall the student be considered a third-party beneficiary to this contract.

1.4 The College will provide the referred students all regular services provided to other international students including orientation, advising and counseling assistance. The College assumes no financial responsibility for students in its programs for any reason.

1.5 In accordance with United States Customs and Immigration Service regulations, the College will issue a Form I-20 only upon receipt of a completed application and verification of financial resources for the duration of the course of study. The College retains all rights pertaining to the admission or non-admission of the applicant.

2. DUTIES OF THE CONTRACTOR. The Contractor agrees to conduct student recruitment, marketing and development of educational projects in Designated Country together with the College, as requested by the College. In order to effectuate the intended results, the Contractor shall perform as follows:

2.1 The Contractor agrees that it will submit copies of any and all materials, written or electronically made (such as, but not limited to, videos, tapes, internet home-pages etc.) that represent the College or bear the College's name or logo to the College's approved representative. The College reserves the right to approve all marketing materials prior to use.

2.2 The Contractor agrees to provide assistance to prospective students in completing college application materials, and provide orientation and general information to prospective students about the College and the state of Florida.

2.3 The Contractor will evaluate and screen all prospective students recommended for admission to the College regarding academic ability, financial ability, and other criteria as directed by the College.

2.4 The Contractor is not authorized to and shall not accept payments from prospective students or others on behalf of the College or otherwise. Students shall make all payments for the costs of attendance directly to the College.

2.5 The Contractor is required to submit a Form W-8BEN (attached). Compensation earned by the Contractor cannot be paid until this form is on file at the offices of College of Central Florida.

2.6 The Contractor is responsible for payment of all taxes, tariffs, and fees in the execution of their responsibilities under the agreement.

3. FEES AND COMMISSIONS.

For placements to College of Central Florida:

3.1 The College agrees to pay Contractor a contract fee of 15% of the applicable tuition per semester for a maximum of three (3) semesters (Fall, Spring and Summer) for each student admitted to the College's regular academic program, or college preparation classes as per provisions laid out in this agreement.

3.2 The Contractor will not be required to invoice the College for each student as cited in item No. 1 of this Section. Instead, the College will generate a Statement of Account each semester that confirms the enrollment and registration of each student placed by the Contractor at the College, and indicating the amount of fee to be paid in each semester. A copy of this Statement of Account will accompany all payments made by the College to the Contractor. This Statement of Account will be issued to the Contractor not later than the last week of the semester, to accompany each payment.

The College will not pay any fees to the Contractor for students who withdraw within the first thirty-five calendar days of the semester.

3.3 All compensation due to Contractor under the terms of this agreement shall be paid by wire transfer. For purposes of making compensation, please complete the wire transfer information on page 6.

4. DURATION OF AGREEMENT.

4.1 This agreement shall be effective for a period of two years from the date of signing, except as stipulated in Section 5.

4.2 This agreement may be extended for an additional two-year increment, as agreeable to both parties. Any such extension or modification of this agreement must be in writing and signed by duly authorized representatives of both parties.

5. TERMINATION. Either party, in its sole discretion, may terminate this agreement by providing the other party fifteen (15) days written notice of intent to terminate. All notices are to be hand-delivered by duly authorized representatives or mailed through a recognized commercial service to the authorized representatives listed below:

ON BEHALF OF THE COLLEGE

Joe Mazur, Vice President

Administration and Finance

College of Central Florida

3001 SW College Road, #1-107

Ocala, FL 34474

USA

ON BEHALF OF THE CONTRACTOR

Name of representative Lars Garvik

Title: Managing Director

Address: Ostra Larmgatan 1
411 07 GOTHENBURG

Country: SWEDEN

Any change of address or representatives shall be provided to the other party in writing within thirty (30) days. All notices required to be delivered by this Agreement shall be deemed received on the date of delivery, if hand-delivered; on the date of receipt, if mailed certified mail, return receipt requested; or five (5) days after mailing, if mailed in regular mail. If a notice is received on a weekend or national holiday, it shall be deemed received on the next regularly scheduled business day.

6. Relationship of the Parties.

6.1 Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

6.2 It is mutually understood and agreed that the Contractor and the College are separate, independent agencies. The employees of the Contractor are not, nor shall they be deemed to be employees of the College, and the employees of the College are not, nor shall they

be deemed to be employees of the Contractor.

7. **GOVERNING LAW.** This agreement shall be governed by the laws of the State of Florida. Venue shall be in Marion County, State of Florida.

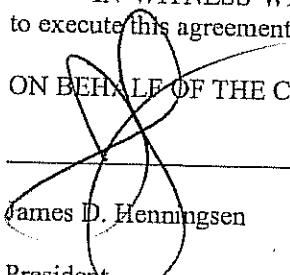
8. **DISPUTE RESOLUTION.** Any disputes regarding the terms of this agreement shall be decided by the College of Central Florida, Vice President, Student Affairs or his/her designee and the Contractor.

9. **EXCEPTIONS.** Both parties agree that if, due to extenuating circumstances, (for example a death in the student's family or a debilitating illness that would require the student to seek prolonged medical attention), a student withdraws from school and is awarded a full refund of tuition by the College, there will be no contractor's fee paid for that semester, and that the regular stipulations of this contract will bind once the student is back in attendance. The College reserves the right to make final determinations in such cases.

10. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties, and the terms and conditions agreed upon by both parties, and supersedes all previous written or oral agreements regarding the subject of this agreement. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or bind any of the parties hereto. Any modification or waiver of the terms of the Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this agreement in duplicate original on the date of signing.

ON BEHALF OF THE COLLEGE


James D. Henningsen

President

College of Central Florida

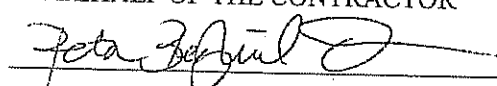
3001 SW College Road

Ocala, FL 34474

USA

Date: 06/03/2019

ON BEHALF OF THE CONTRACTOR


Name of representative Petra Orn

Title: Associate Director

Address: Ostra Larmgatan 1

411 07 GOTHENBURG

Country: SWEDEN

Date: 20190423

**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT
CONTRACTOR**

THIS AGREEMENT, entered into by and between the College of Central Florida District Board of Trustees, a political subdivision of the State of Florida (hereinafter referred to as "College"), principally located at 3001 SW College Road, Ocala, Florida, 34474, USA, and the following Contractor:

(Contractor's Name and Address)

TMS EDUCATION AGENTY JOINT STOCK COMPANY

6 Floor, Center Point Building, 27 Le Van Luong, Hanoi.

(hereafter referred to as "Contractor"), for representational marketing work to be performed on behalf of students from the Country of Vietnam (hereinafter referred to as "Designated Country").

WHEREAS:

- A. The College desires to make its credit programs of study known and available to potential students in Designated Country. To further that goal, the College and Contractor enter into this agreement, under which the Contractor will promote interest in, provide information about, and recommend qualified students for admission to the College.
- B. The College designates Contractor as a representative for it in Designated Country for the purposes stated above. The College grants to the Contractor the non-exclusive right to represent the College solely for the purposes of (1) disseminating information about the College and its programs in Designated Country and (2) screening and recommending prospective students to the College.
- C. The College and Contractor agree to a cooperative relationship in which Contractor will recommend students for admission to College of Central Florida based upon the following terms and conditions. This contract is entered into in exchange for the mutual promises contained herein.

NOW, THEREFORE, in consideration of the matters set forth above (which are incorporated herein by reference), the exchange of mutual promises set forth herein, and other good and valuable consideration, the parties hereto agree as follows:

1. **DUTIES OF THE COLLEGE.** Per this agreement, the College authorizes and appoints

Contractor to act as a representative of College of Central Florida in Designated Country. Contractor will disseminate accurate information to potential students living in Designated Country about the College and Florida and conduct recruitment on its behalf. In order to effectuate the intended results, the College shall perform as follows:

1.1 The College will provide the Contractor with brochures, forms and marketing materials. It will be the College's responsibility to provide information on admissions requirements and procedures as well as anticipated cost of attendance.

1.2 The College will compensate the contractor for each individual student that the contractor has assisted, provided orientation to and recommended for admission if the student (1) is admitted and pays tuition due, (2) enrolls within one year of the recommendation, (3) attends classes for at least thirty-five calendar days from the beginning of the semester, and (4) is neither a citizen of the United States nor holds permanent residency status in the United States, as per payment provisions stipulated in Section 3 of this agreement.

1.3 The College will reimburse the Contractor in a timely manner for students admitted to the College. The College will compensate the contractor for a maximum of three college semesters (Fall, Spring and Summer), provided the student has been in attendance for the number of semester(s) being compensated, paid tuition and fees due for the number of compensated semesters, and the other provisions of this contract have been met. The College is not obligated to the student for any agreements made between the Contractor and the student that are not explicitly written as part of this contract. In no event shall the student be considered a third-party beneficiary to this contract.

1.4 The College will provide the referred students all regular services provided to other international students including orientation, advising and counseling assistance. The College assumes no financial responsibility for students in its programs for any reason.

1.5 In accordance with United States Customs and Immigration Service regulations, the College will issue a Form I-20 only upon receipt of a completed application and verification of financial resources for the duration of the course of study. The College retains all rights pertaining to the admission or non-admission of the applicant.

2. DUTIES OF THE CONTRACTOR. The Contractor agrees to conduct student recruitment, marketing and development of educational projects in Designated Country together with the College, as requested by the College. In order to effectuate the intended results, the Contractor shall perform as follows:

2.1 The Contractor agrees that it will submit copies of any and all materials, written or electronically made (such as, but not limited to, videos, tapes, internet home-pages etc.) that represent the College or bear the College's name or logo to the College's approved representative. The College reserves the right to approve all marketing materials prior to use.

2.2 The Contractor agrees to provide assistance to prospective students in completing college application materials, and provide orientation and general information to prospective students about the College and the state of Florida.

2.3 The Contractor will evaluate and screen all prospective students recommended for admission to the College regarding academic ability, financial ability, and other criteria as directed by the College.

2.4 The Contractor is not authorized to and shall not accept payments from prospective students or others on behalf of the College or otherwise. Students shall make all payments for the costs of attendance directly to the College.

2.5 The Contractor is required to submit a Form W-8BEN (attached). Compensation earned by the Contractor cannot be paid until this form is on file at the offices of College of Central Florida.

2.6 The Contractor is responsible for payment of all taxes, tariffs, and fees in the execution of their responsibilities under the agreement.

3. FEES AND COMMISSIONS.

For placements to College of Central Florida:

3.1 The College agrees to pay Contractor a contract fee of 15% of the applicable tuition per semester for a maximum of three (3) semesters (Fall, Spring and Summer) for each student admitted to the College's regular academic program, or college preparation classes as per provisions laid out in this agreement.

3.2 The Contractor will not be required to invoice the College for each student as cited in item No. 1. of this Section. Instead, the College will generate a Statement of Account each semester that confirms the enrollment and registration of each student placed by the Contractor at the College, and indicating the amount of fee to be paid in each semester. A copy of this Statement of Account will accompany all payments made by the College to the Contractor. This Statement of Account will be issued to the Contractor not later than the last week of the semester, to accompany each payment.

The College will not pay any fees to the Contractor for students who withdraw within the first thirty-five calendar days of the semester.

3.3 All compensation due to Contractor under the terms of this agreement shall be paid by wire transfer. For purposes of making compensation, please complete the wire transfer information on page 6.

4. DURATION OF AGREEMENT.

4.1 This agreement shall be effective for a period of two years from the date of signing, except as stipulated in Section 5.

4.2 This agreement may be extended for an additional two-year increment, as agreeable to both parties. Any such extension or modification of this agreement must be in writing and signed by duly authorized representatives of both parties.

5. TERMINATION. Either party, in its sole discretion, may terminate this agreement by providing the other party fifteen (15) days written notice of intent to terminate. All notices are to be hand-delivered by duly authorized representatives or mailed through a recognized commercial service to the authorized representatives listed below:

ON BEHALF OF THE COLLEGE

Joe Mazur, Vice President

Administration and Finance

College of Central Florida

3001 SW College Road, #1-107

Ocala, FL 34474

USA

ON BEHALF OF THE CONTRACTOR

Name of representative Hanh Nguyen

Title: Director

Address: 6 Floor, Center Point Building

27 Le Van Luong, Thanh Xuan, Hanoi.

Country: Vietnam

Any change of address or representatives shall be provided to the other party in writing within thirty (30) days. All notices required to be delivered by this Agreement shall be deemed received on the date of delivery, if hand-delivered; on the date of receipt, if mailed certified mail, return receipt requested; or five (5) days after mailing, if mailed in regular mail. If a notice is received on a weekend or national holiday, it shall be deemed received on the next regularly scheduled business day.

6. Relationship of the Parties.

6.1 Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

6.2 It is mutually understood and agreed that the Contractor and the College are separate, independent agencies. The employees of the Contractor are not, nor shall they be deemed to be employees of the College, and the employees of the College are not, nor shall they

be deemed to be employees of the Contractor.

7. **GOVERNING LAW.** This agreement shall be governed by the laws of the State of Florida. Venue shall be in Marion County, State of Florida.

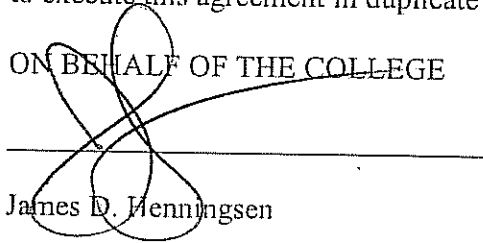
8. **DISPUTE RESOLUTION.** Any disputes regarding the terms of this agreement shall be decided by the College of Central Florida, Vice President, Student Affairs or his/her designee and the Contractor.

9. **EXCEPTIONS.** Both parties agree that if; due to extenuating circumstances, (for example a death in the student's family or a debilitating illness that would require the student to seek prolonged medical attention), a student withdraws from school and is awarded a full refund of tuition by the College, there will be no contractor's fee paid for that semester, and that the regular stipulations of this contract will bind once the student is back in attendance. The College reserves the right to make final determinations in such cases.

10. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties, and the terms and conditions agreed upon by both parties, and supersedes all previous written or oral agreements regarding the subject of this agreement. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or bind any of the parties hereto. Any modification or waiver of the terms of the Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this agreement in duplicate original on the date of signing.

ON BEHALF OF THE COLLEGE


James D. Henningsen

President

College of Central Florida

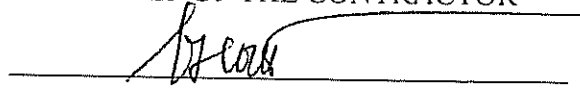
3001 SW College Road

Ocala, FL 34474

USA

Date: 06/03/19

ON BEHALF OF THE CONTRACTOR


Name of representative HANH NGUYEN

Title: Director

Address: 6 Floor, Center Point

Building, 27 Le Van Luong

Thanh Xuan, Ha Noi

Country: Viet Nam

Date: 22 May 2019

COLLEGE OF CENTRAL FLORIDA

5

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Early Learning Coalition of Marion County –
Statewide School Readiness Program – Renewal

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

This continuation agreement for subsidized child care between the Early Learning Coalition of Marion County and the College provides support for certain child care services, in accordance with the State of Florida licensing and registration, standards, all applicable local licensing, fire and health standards and the Coalition Child Care Program Assessment. Please note that pages 23 through 30 regarding “Exhibit 3: Quality Improvement Plan Selection” are not in the renewal agreement because the College is not required to submit a Quality Improvement Plan.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the renewal agreement with the Early Learning Coalition of Marion County and authorize the Board Chair to sign the agreement on behalf of the College.



**STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20**

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 1st day of July, 2019, by and between the Early Learning Coalition of Marion County (herein referred to as "COALITION"), and COLLEGE OF CF LEARNING LAB SCHOOL doing business as (if applicable), COLLEGE OF CF LEARNING LAB SCHOOL

(herein referred to as "PROVIDER"), with its principal offices located at 3001 SW COLLEGE RD, OCALA, FL, 34474-4415 and its provider physical site address (if the single site provider physical site address is different from principal office address) located at _____

- a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) Program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.
- b. **Multiple Private Locations.** If PROVIDER is executing a single Contract on behalf of multiple private SR provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.
- c. **Employer Identification Number.** Insert PROVIDER's EIN or SSN here: 591213999. PROVIDER's EIN or SSN is requested in accordance with ss. 119.071(5)(a)2 and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as an SR provider, for reporting those payments for federal tax purposes, and for routine identification. If PROVIDER completes Exhibit 1 listing multiple locations with multiple EIN numbers, this paragraph may be left blank.

2. **Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in the SR Program. Payment is not conveyed to PROVIDER through this Contract. Instead, PROVIDER must agree to comply with the terms and conditions of this Contract in order to be eligible to participate in the SR Program. This contract is to engage an eligible provider to provide SR services to eligible SR children. PROVIDER will receive payment based on Legislative appropriations, the Office's Child Attendance and Provider Reimbursement (Rule 6M-4.500, Florida Administrative Code (F.A.C.)), and Reimbursement During Emergency Closures (Rule 6M-4.501, F.A.C.)

3. **Term.** This Contract begins on July 1st of the fiscal year (2019) or on the date on which the Contract is signed and dated by the last party required to sign the Contract, whichever occurs last, and the Contract ends on (COALITION select one) June 30th of the fiscal year

20 20 or the last day of the month twelve (12) months after the effective date of the contract as indicated herein.

4. **Payment Limitations.** PROVIDER will not receive nor be entitled to payment for SR Program services performed before this Contract is fully executed by both parties or after expiration of the Contract.
5. **Applicable Law.** PROVIDER and COALITION agree that the following, including any revision made after the execution of this Contract, are the provisions governing the SR Program and that PROVIDER and COALITION will be bound by the same:
 - 42 U.S.C. §9858, et seq.;
 - 45 C.F.R. §98;
 - 45 C.F.R. §99;
 - Chapter 1002, Florida Statutes;
 - Chapter 6M-4, Florida Administrative Code; and
 - Chapter 6M-9, Florida Administrative Code.
6. **Not Transferrable.** This Contract is not transferrable or assignable to another entity. A change in ownership requires execution of a new contract. In the event of a change of ownership, sale, sale of assets, conveyance of ownership or other transfer of ownership interest, the provider shall notify the coalition no later than 30 calendar days prior to the transfer of ownership.

II. PROVIDER ELIGIBILITY

7. General Eligibility

- a. **Provider Type.** To be eligible to deliver the School Readiness Program, PROVIDER must be one of the provider types identified in section (s.) 1002.88(1)(a), F.S., listed below.

Check the box to indicate PROVIDER's type:

- A child care facility licensed under s. 402.305, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)
- A family day care home licensed or registered under s. 402.313, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)
- A large family child care home licensed under s. 402.3131, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)
- A public school or nonpublic school exempt from licensure under s. 402.3025, F.S. (Form OEL-SR 20LE is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)
- A faith-based child care provider exempt from licensure under s. 402.316, F.S. (Form OEL-SR 20LE is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

A before-school or after-school program described in s. 402.305(1)(c), F.S.

For a licensed before-school or after-school program described in s. 402.305(1)(c), F.S., Form OEL-SR 20L must be completed as an authorized attachment to this Contract.

For a license exempt or programs that are not required to be licensed as described in Rule 65C-22.008, F.A.C., before-school or after-school program described in s. 402.305(1)(c), F.S., Form OEL-SR 20LE must be completed as an authorized attachment to this Contract.

An informal child care provider to the extent authorized in the state's Child Care and Development Fund Plan as approved by the United States Department of Health and Human Services pursuant to 45 C.F.R. s. 98.18. (Form OEL-SR 20FFN is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

- b. **Eligibility pursuant to s. 1002.91(5), F.S.** PROVIDER represents that PROVIDER, or an owner, officer, or board director thereof, has not been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years and is not acting as the beneficial owner for someone who has been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years.
- c. **Eligibility pursuant to s. 1002.91(7), F.S.** PROVIDER represents that PROVIDER is not on the United States Department of Agriculture National Disqualified List nor does PROVIDER share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.
- d. **Eligibility pursuant to the successful completion of terms of existing Quality Improvement Plan, corrective action plans or probation.** PROVIDER represents that PROVIDER agrees to successfully complete previous Quality Improvement Plan, corrective action or terms of probation due to noncompliance determinations from a prior Contract, as applicable, for the duration of this Contract. PROVIDER also represents that currently PROVIDER, or an owner, officer, or board director thereof, has not had their eligibility to provide School Readiness services revoked. For multi-site PROVIDERS, such as corporate chains or school districts, eligibility revocation is per site and not all locations unless specifically determined otherwise by the coalition pursuant to criteria referenced in Paragraph 70 of this contract.
- e. **Eligibility pursuant to ss. 1002.82 and 1002.84, F.S.** PROVIDER represents that PROVIDER must have a pre-contractual inspection conducted by the Department of Children and Families or local licensing agency (as applicable) to ensure compliance with health and safety standards and checklist(s) established pursuant to Rule 6M-4.620, F.A.C to be eligible to deliver the School Readiness Program.
- f. **Eligibility pursuant to ss. 1002.82(2)(n) F.S.** PROVIDER acknowledges that PROVIDER must have a program assessment score that meets the contract minimum threshold prior to contracting in accordance with Rules 6M-4.740 and 6M-4.741, F.A.C.

The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, F.A.C.

Yes No

The PROVIDER waives the PROVIDERS exemption and agrees to comply with the requirements of Rule 6M-4.740, F.A.C.

Yes No

8. Contracted Slots Eligibility

a. The Coalition participates in the Contracted Slots Program.

Yes No

b. To participate in the Contracted Slots Program, PROVIDER must have no Class I licensing violations and no more than three of the same Class II licensing violations as cited by the Department of Children and Families or local licensing agency, as applicable, within a two year period and meet the criteria established in the COALITION'S SR Plan, pursuant to Rule 6M-9.115, F.A.C.

c. The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program.

Yes No NA

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

9. **Child Enrollment.** PROVIDER agrees to enroll eligible children for the SR Program only with authorization from COALITION which will be provided in the form of a child care certificate from the statewide information system. PROVIDER also understands that it will not be reimbursed for services provided to a child beyond the service begin and end date identified by COALITION on the child care certificate, or if the child's eligibility is terminated prior to the end date. As described in s. 1002.87(2), F.S., PROVIDER also agrees to serve children enrolled into its SR Program according to the services and location established by COALITION on the child care certificate indicating authorized hours of care. In the event that PROVIDER has multiple locations, PROVIDER shall notify and obtain approval from COALITION prior to changing the location where the child shall be served.
10. **Child Care.** PROVIDER agrees to provide child care and to supervise enrolled children at the care level designated by the child care certificate received from the COALITION. Pursuant to 45 C.F.R s. 98.2, child care is defined as the care given to an eligible child by an eligible child care provider. PROVIDER will comply with all applicable state and federal laws, regulations and other standards and requirements in providing child care services under this agreement.
11. **Instruction and Activities.** In accordance with s. 1002.88(1)(b), F.S., PROVIDER agrees to offer instruction and activities to enhance the age-appropriate progress of each child in attaining the child development standards established by the *Florida Early Learning and Developmental Standards: Birth to Kindergarten*, Form OEL-SR 30, adopted by the Office of Early Learning in Rule 6M-4.700, F.A.C. PROVIDER agrees to include activities to foster brain development in infants and toddlers; provide an environment that is rich in language and appropriate and child-friendly music and filled with objects of various colors, shapes, textures, and sizes to stimulate

visual, tactile, auditory, and linguistic senses; and include at least thirty (30) minutes of reading to children each day.

12. **General Health and Safety.**

a. Provider agrees to provide a healthy and safe environment for children in care pursuant to s. 402.305(5), (6), and (7), F.S., Rule 6M-4.620, F.A.C, and all Forms adopted by reference, as applicable, and as verified pursuant to s. 402.311, F.S. Health and Safety requirements are specifically addressed in the administration of the Child Care and Development Block Grant pursuant to 45 CFR 98 and in each provider type attachment.

b. **Supervision.** Provider agrees to provide minimum staff-to-children ratio by provider type at all times and direct supervision to ensure the health and safety of children in care.

13. **Program Assessments and Quality Improvement Plans.**

a. Pursuant to s. 1002.82(2)(n), F.S., PROVIDER agrees to comply with program assessment requirements defined in Rule 6M-4.740, F.A.C.

b. **Quality Improvement Plan.** If the PROVIDER is required to complete a Quality Improvement Plan during the contract period in accordance with Rule 6M-4.740, F.A.C. the PROVIDER agrees to the PROVIDER responsibilities outlined in Exhibit 3 of this contract. COALITION must notify PROVIDER in writing if it is required to complete a Quality Improvement Plan. The notice must identify the specific requirement(s) which PROVIDER is required to complete and set a deadline for completion of the Quality Improvement Plan.

c. The COALITION has determined the PROVIDER is required to participate in a Quality Improvement plan.

Yes No

14. **Smoke Free Environment.** In accordance with Part C of Public Law 107-110 (No Child Left Behind), the "Pro-Children Act of 2001," no child care facility shall permit smoking within any indoor facility (or portion of such facility) operated by PROVIDER, to provide routine child care or early childhood development services to children. This does not apply to any portion of such facility that is used for a private residence. Individuals in violation are subject to a \$1,000 fine, administrative compliance or both.

15. **Curricula.** In accordance with s. 1002.88(1)(f), F.S., PROVIDER agrees to use the following state-approved curriculum or curricula in the provision of the SR Program: BEYOND CNTRS CIRCLE TIME, BEYOND CRIBS & ; RATTLES

edition or date: 2nd edition/2007, 1st edition/2005

If PROVIDER is using different curricula at different PROVIDER sites listed in Exhibit 1, PROVIDER must complete the column in Exhibit 1 indicating the name of the curriculum or curricula being used at each site. If PROVIDER is offering school age programs exclusively, PROVIDER may insert "Not Applicable" in the space provided. This requirement is not applicable to licensed providers who only offer before or after school programs that include 4 year-olds.

16. **Character Development Program.** In accordance with s. 1002.88(1)(g), F.S., PROVIDER agrees to implement the following character development program to develop basic values: _____
Beyond Centers and Circle Time Beyond Cribs and Rattles _____, edition or date:
2nd edition/2007, 1st edition/2005 _____. If PROVIDER does not use a professionally published character development program and it is not included in the approved curriculum the PROVIDER uses, describe the program here:

If PROVIDER is using a different program at different PROVIDER sites listed in Exhibit 1, PROVIDER must complete the column in Exhibit 1 indicating the name of the character development program being used at each site. If PROVIDER is offering school age programs exclusively, PROVIDER may insert "Not Applicable" in the space provided.

17. **Developmental Screenings.** PROVIDER acknowledges that Provider is responsible for conducting developmental screenings for each child aged six weeks to kindergarten eligibility in accordance with Rule 6M-4.720, F.A.C. In accordance with s. 1002.88(1)(i), F.S., PROVIDER must collaborate with COALITION to complete initial screening for each child, aged six weeks to kindergarten eligibility, within forty-five (45) days after the child's first or subsequent enrollment, to identify a child who may need individualized supports. PROVIDER acknowledges that COALITION is responsible for initiating individualized supports, including but not limited to providing referrals, based on child screening results. PROVIDER and COALITION acknowledge that pursuant to s. 1002.84(5), F.S., screening shall not be a requirement of entry into the School Readiness Program and shall be only given with parental consent.

Subsequent Screenings. PROVIDER acknowledges that Provider is responsible for subsequent screenings. Subsequent screening will be conducted at a minimum, annually in the month of the child's birthday or at time of redetermination in accordance with Rule 6M-4.720, F.A.C.

18. **Prohibited Forms of Discipline.** In accordance with s. 1002.88(1)(j), F.S., PROVIDER agrees to implement minimum standards for child discipline practices that are age-appropriate and consistent with the requirements in s. 402.305(12), F.S. Such standards must provide that children not be subjected to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.
19. **Child Immunizations and Health Screenings.** In accordance with s. 1002.88(1)(k), F.S., within thirty (30) calendar days of enrolling a child, PROVIDER agrees to obtain and retain information from the parent regarding the child's age-appropriate immunizations, physical development and other health requirements as indicated on the Student Health Examination form DH 3040 and Florida Certification of Immunization form Part A-1, B, or C DH 680 or the Religious Exemption from Immunization form DH 681.
20. **Program Operation.** In accordance with s. 1002.88(1)(l), F.S., if PROVIDER offers before-school or after-school programs, PROVIDER agrees those programs shall meet or exceed the requirements of s. 402.305(5), (6), and (7), F.S. In accordance with s. 1002.88(1)(r), F.S., and as identified in Exhibit 5, PROVIDER agrees to operate on a full-time and part-time basis and provide extended-day and extended-year services to the maximum extent possible without compromising the quality of the program to meet the needs of parents who work.

21. **Workers' Compensation and Reemployment Assistance.** In accordance with s. 1002.88(1)(o), F.S., PROVIDER agrees to obtain and maintain any required workers' compensation insurance under Chapter 440, F.S., and any required reemployment assistance or unemployment compensation coverage under Chapter 443, F.S.
22. **Sign-In/Sign-Out Process.** PROVIDER agrees to maintain daily attendance documentation, including a documented "sign-in/sign-out" process in accordance with Rule 6M-4.500(1)(c), F.A.C. which accurately documents attendance and absences. PROVIDER agrees to retain the attendance documentation in accordance with COALITION's records retention requirement established in accordance with s. 1002.84(10), F.S.
23. **Child Absences.** In accordance with s. 1002.87(8), F.S., PROVIDER agrees to notify COALITION in writing if a child enrolled is absent for five (5) consecutive days with no contact from the parent by the close of the fifth (5th) day. In accordance with ss. 1002.81(5) and 1002.87(7), F.S., if the need for care cannot be re-established, then the COALITION will notify the PROVIDER and the parent that School Readiness funding will be discontinued. The end of eligibility for funded child care services will be fourteen (14) days from the fifth (5th) day that the child was not in attendance with no contact from the parent.
24. **Rilya Wilson Act and At-Risk Children.** PROVIDER agrees to abide by the provisions of the "Rilya Wilson Act" (s. 39.604, F.S.) for each at-risk child under the age of school entry who is enrolled in the School Readiness Program.
25. **Parental Choice.** PROVIDER agrees that the parent has the right to choose the provider of child care services for his/her children. In the event the parent chooses to change to a different SR PROVIDER, it is within the parent's rights to do so, except as limited by s. 1002.84(8), F.S., as described in paragraph 54.c.
26. **Parental Access.** PROVIDER agrees to afford authorized parents unlimited access to their children in SR Programs, during normal hours of provider operation and whenever the children are in the care of the provider. Access may be subject to appropriate safety procedures.
27. **Statewide Information System.** PROVIDER agrees to utilize the statewide information system as referenced in s. 1002.82(2)(p), F.S., as available, to submit information and updates regarding the SR Program. The PROVIDER shall register and execute this Contract on the Provider Portal found on <https://providerservices.floridaearlylearning.com>.
28. **Child Care Resource and Referral.** PROVIDER agrees to participate in the annual update process coordinated by each Child Care Resource and Referral agency as described in Rule 6M-9.300(5) and (8), F.A.C.
29. **Direct Deposit.** PROVIDER agrees to provide information necessary to facilitate direct deposit in order to receive SR reimbursement for services rendered. PROVIDER agrees to provide alternative reimbursement arrangements if PROVIDER chooses to opt out of Direct Deposit, however, the reimbursement may be delayed up to 21 calendar days should the PROVIDER choose to opt out.
30. **Contracted Slots.** If applicable, does the eligible PROVIDER, pursuant to paragraph 8, elect to participate in the Contracted Slots Program? By selecting "Yes" PROVIDER agrees to the PROVIDER responsibilities outlined in Exhibit 4.

Yes No

31. **Orientation.** PROVIDER agrees to participate in a SR Program Orientation conducted by the COALITION prior to the execution of this Contract, if offered by the coalition.
32. **Child Assessment.** If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet the criteria described in s. 1002.82(2)(k), F.S., at least three times per year and will submit valid and reliable data to the statewide information system.

Yes No

33. **Deliverables**

Deliverable	Tasks and Activities	Due Date	Payment
1. One month of child care services	Child enrollment activities per the requirements in section III	Monthly	Per the level of service; established by the child care certificate provided to the PROVIDER by the COALITION; at the rates specified in Exhibit 5: Provider Reimbursement Rates; and documented through an approved monthly attendance report
	Instruction and activities per the requirements in section III		
	Health and safety activities per the requirements in section III		
	Use of curriculum per the requirements in section III		
	Character development activities per the requirements in section III		
2. Monthly attendance report	Monthly attendance report submitted by the PROVIDER to the COALITION per the requirements in section VII	Monthly by the day indicated in section VII	N/A
3. Proof of Developmental Screening Applies to providers responsible for developmental screening as indicated in section III Proof of Developmental Screening (continued)	If applicable: Developmental screenings for each child aged six weeks to kindergarten eligibility per the requirements in section III.	Within 45 days after the child's first or subsequent enrollment	N/A
	Subsequent screenings conducted annually in month of child's birthday.	Annually	

Deliverable	Tasks and Activities	Due Date	Payment
	<p>PROVIDER shall submit the child's screening results to the COALITION</p> <p>Enter the data into an electronic system</p> <p>PROVIDER shall provide in writing the screening results for each child to the child's parent.</p>	<p>Within thirty (30) calendar days of completion of screening</p> <p>Within sixty (60) calendar days after screening</p>	

IV. COALITION RESPONSIBILITIES

- 34. **Training and Technical Assistance.** COALITION will notify PROVIDER of the availability of training, technical assistance, and other targeted assistance in support of the provision of quality SR services.
- 35. **Developmental and Subsequent Screenings.** Applicable if PROVIDER is responsible for Developmental Screenings and Subsequent Screenings as indicated in paragraph 17. COALITION shall give notification to PROVIDER a minimum of thirty (30) calendar days prior to the date the child must be screened. COALITION will have staff persons available to explain screening results if requested by a parent.
- 36. **Child Eligibility.** COALITION has the responsibility for determining the eligibility of children enrolling in the SR Program. COALITION will issue forms that make up a child care certificate (also known as a payment certificate), as described in s. 1002.82(6)(b) and (c), F.S., to the parent of each eligible child who enrolls in the SR Program.
- 37. **Limitations on Authority.** COALITION may not impose any requirement on PROVIDER that exceeds the authority provided under Chapter 1002, F.S., or rules adopted pursuant to Chapter 1002, F.S.; or require PROVIDER to administer a pre-assessment or post-assessment.

V. MONITORING, AUDITING AND ACCESS

- 38. **Monitoring.**
 - a. COALITION will monitor PROVIDER for compliance with this Contract and the provisions governing the SR Program listed in paragraph 5, in accordance with s. 1002.85(2)(h), F.S. PROVIDER will be monitored in accordance with the COALITION monitoring plan, or in response to a parental complaint.
 - b. PROVIDER monitoring results may be shared with other COALITIONS that have an executed and current School Readiness contract with the PROVIDER for the purposes of minimizing the administrative burden on the COALITIONS and the PROVIDER.

39. **Physical Access.** PROVIDER agrees to allow the Office of Early Learning, the Department of Children and Families or Local Licensing Agency, if applicable, and COALITION staff or sub-contractors immediate access to the facilities and spaces used to offer the SR Program during normal business hours, except as otherwise restricted by government facilities.
40. **Records Access.** PROVIDER agrees to allow COALITION staff or sub-contractors, the Department of Children and Families or Local Licensing Agency, if applicable, the Office of Early Learning or the United States Department of Health and Human Services to inspect and copy records pertaining to the SR Program during normal business hours and upon request by COALITION, the Department of Children and Families, the Office of Early Learning or the United States Department of Health and Human Services. Records that are stored off-site shall be provided within seventy-two (72) hours.

VI. MAINTENANCE OF RECORDS, DATA, AND CONFIDENTIALITY

41. **Record Confidentiality.** PROVIDER agrees to protect the confidentiality of child and family records. PROVIDER agrees to have all staff complete confidentiality agreements and have processes in place to protect the privacy of child and family information. Confidentiality agreements will be maintained by the PROVIDER and provided to the COALITION upon request. Information associated with the SR Program shall only be made available in accordance with the restrictions of s. 1002.97, F.S. For the purposes of records of children enrolled in the SR Program, this Contract is considered an interagency agreement for the purpose of implementing the SR Program as described in s. 1002.97(3)(g), F.S. Accordingly, to the extent that PROVIDER receives School Readiness records in order to carry out its official functions, PROVIDER must maintain and protect the data as required in s. 1002.97, F.S., and as explained below. Individuals and organizations eligible to receive records include PROVIDER, the parent, COALITION, Office of Early Learning, and other entities identified in s. 1002.97, F.S.
42. **Record Maintenance.** PROVIDER agrees to maintain records, including sign in and sign out documentation, enrollment and attendance certification, documentation to support excused absences and proof of parent co-payments for children funded by the SR Program. The records must be maintained for audit purposes for a period of five (5) years from the date of the last reimbursement request for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last. PROVIDER may maintain records in an electronic medium and if the PROVIDER does so, then the PROVIDER shall back up records on a regular basis to safeguard against loss.
43. **Record Transfer on Termination.** In the event that PROVIDER permanently ceases to offer the SR Program before the conclusion of the retention period for SR records as described in paragraph 42, whether as a result of unilateral or mutual termination of PROVIDER's eligibility to offer the SR Program or as a result of PROVIDER ceasing to do business, PROVIDER shall transfer all SR records required to be maintained under paragraph 42 to COALITION no later than the close of business on the day PROVIDER ceases to offer the SR Program. Failure to remit all SR Program records required to be maintained will result in COALITION withholding final payment until the requirements of this paragraph are met.

VII. COMPENSATION AND FUNDING

44. **Method of Payment.** PROVIDER reimbursement for eligible children will be based on the child care certificate (also known as a payment certificate) issued by COALITION and presented by a parent, and through the use of the procedures outlined herein.
45. **Reimbursement Rates Established.** PROVIDER agrees to provide documentation of its published private child care rates included in Exhibit 5. PROVIDER agrees to accept the approved PROVIDER reimbursement rate which is the lesser of the COALITION maximum reimbursement rate established by COALITION and approved by Office of Early Learning, identified in Exhibit 5. PROVIDER is paid based on budget availability, at the approved PROVIDER reimbursement rate less any parent co-payments assessed by COALITION as reflected on the child care certificate.
46. **Gold Seal Rate.** PROVIDER agrees to provide documentation of its Gold Seal Quality Designation. Gold Seal providers shall receive the Gold Seal rate identified in Exhibit 5 for all care levels which have received a Gold Seal Quality Designation. The reimbursement rate for the Gold Seal differential may be up to twenty (20) percent above an early learning coalition's approved reimbursement rate for each care level and unit of care.
47. **Quality Performance Incentive Rate.** If PROVIDER is not on a Quality Improvement Plan, the PROVIDER will receive a Quality Performance Incentive Rate pursuant to s. 1002.82(2)(o), F.S. and identified in Exhibit 5 of this contract.
48. **Child Assessment Rate.** Eligible PROVIDERS that agree to conduct child assessments pursuant to paragraph 32 of this contract will receive a Child Assessment rate pursuant to s. 1002.82(2)(o), F.S., as identified in Exhibit 5.
49. **Contracted Slots Rate.** Eligible PROVIDERS, pursuant to paragraph 8 of this contract will receive the Contracted Slots Rate identified in Exhibit 5, if applicable.
50. **Special Needs Rate.** PROVIDER may receive a special needs rate identified in Exhibit 5 when providing services to a child with an identified special need in accordance with Rule 6M-4.500(5)(a) and (b), F.A.C.
51. **Rate Changes and Limitations.** PROVIDER agrees to report any changes in its published child care rates or its Gold Seal status, if applicable. PROVIDER acknowledges that COALITION is prohibited from paying an Approved Provider Reimbursement Rate included in Exhibit 5 of this contract, which would exceed PROVIDER's private payment rate. In the event that any information submitted by PROVIDER in Exhibit 5 changes, PROVIDER must notify COALITION in writing of the change no later than close of business on the day of the change. COALITION may amend PROVIDER's reimbursement rate based on the information submitted by PROVIDER or any of the factors identified in this paragraph. COALITION must notify PROVIDER, in writing, of any change in reimbursement rate at least thirty (30) calendar days before the change is implemented.
52. **Rates and Fees for Parents.** PROVIDER acknowledges that it is prohibited from charging parents receiving SR services a higher rate than that charged to private pay parents. In addition to the parent co-payment assessed by COALITION, PROVIDER must provide the parent with a list of any fees it charges and, if applicable, written notice of the difference between the private pay rate and SR reimbursement, prior to the parent enrolling his/her child in PROVIDER's SR Program.

PROVIDER is prohibited from charging any fees other than the parent co-payment or those fees provided to the parent on the fee list described above.

53. **Military Subsidies.** PROVIDER agrees that it will notify COALITION if it receives military subsidy payments through or from the Child Care Aware of America[®] (formally NACCRRA) or any legal successor organizations, on behalf of any child enrolled in PROVIDER's SR Program. PROVIDER understands that its SR reimbursement rate may be changed as a result of receipt of such military subsidy payments. If PROVIDER fails to report receipt of such military subsidy payments, PROVIDER will be subject to fraud investigation for violation of the requirements of the SR Program.
54. **Co-payment.** As required by s. 1002.84(8), F.S., PROVIDER shall collect the assessed parent co-payment or graduated phase-out co-payment in accordance with Rule 6M-4.400, F.A.C., from the parent.
- a. **Co-payment Amount or Graduated Phase-Out Co-payment Amount.** The amount of the co-payment or graduated phase-out co-payment which must be collected for each child is included on his or her child care certificate. In the event that an assessed parent co-payment or graduated phase-out co-payment is changed by COALITION, COALITION will send the PROVIDER written notice of the change. Only co-payment or graduated phase-out co-payment changes from the COALITION are valid.
- b. **Co-payment or Graduated Phase-out Co-payment Assessment and Collection.** Assessed parent co-payments or graduated phase-out co-payments are automatically deducted from PROVIDER's monthly reimbursement. PROVIDER is required to collect parent co-payments or graduated phase-out co-payments.
- c. **Co-payment or Graduated Phase-out Co-payment Documentation.** PROVIDER must give the parent a receipt for each co-payment or graduated phase-out co-payment made by the parent and retain receipt records for all child care co-payments or graduated phase-out co-payments. Upon request, PROVIDER shall provide a current accounting and copy of co-payment or graduated phase-out co-payment receipt records to the COALITION. COALITION will use this documentation to ensure parents who transfer their children to another child care provider have met their co-payment or graduated phase-out co-payment obligations before receiving additional School Readiness services.
55. **Holiday Schedule.** PROVIDER agrees to follow the holiday schedule approved by COALITION for PROVIDER's program, which includes up to 10 days per year as set forth in Exhibit 6: Holiday Schedule and understands that these are the only holidays for which PROVIDER will receive reimbursement. Pursuant to Rule 6M-4.500, F.A.C., reimbursement may be made for up to twelve (12) recognized holidays per year.
56. **Attendance Documentation.** PROVIDER agrees to document daily attendance and submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3rd) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.

57. **Reimbursement Summary Review.** PROVIDER agrees to review the reimbursement summary provided with the monthly reimbursement statement. PROVIDER agrees to report to COALITION any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary.
58. **Emergency Temporary Closure.** PROVIDER agrees all requests for compensation for temporary closures beyond PROVIDER's control will be handled in accordance with Rule 6M-4.501, F.A.C.
59. **Disallowed Costs.** PROVIDER understands expenditures submitted for reimbursement shall be disallowed if PROVIDER does not adhere to the provisions governing the SR Program as described in paragraph 5. Any disallowed expenditure may be deducted from any future reimbursement. PROVIDER agrees to return to COALITION any funds received as a result of error or overpayment or disallowed cost. If PROVIDER ceases to offer the SR Program before the payment is fully recovered, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER will be subject to collection efforts and restitution.
60. **Reconciliation.** PROVIDER agrees that, if the reconciliation of services and payments reveals that PROVIDER received payments in excess of the amount owed to PROVIDER, COALITION will offset the overpayment against the final payment owed to PROVIDER for the program year and any future payments issued to PROVIDER for early learning programs. If PROVIDER ceases to offer early learning programs before the repayment is fully offset, PROVIDER agrees to return the funds. If PROVIDER fails to return the funds it was overpaid, PROVIDER will be subject to collection efforts.
61. **Head Start Agencies.** If PROVIDER is a Head Start Agency, PROVIDER understands that, in accordance with federal law, PROVIDER's Head Start programs must be "in addition to, and not in substitution for, comparable services previously provided without Federal assistance." (42 U.S.C., s. 9835(c))
62. **Title 20 Schools.** If PROVIDER receives federal funds under Title 20, United States Code, ss. 6311-6322, PROVIDER understands that, in accordance with federal law, PROVIDER may use "Federal funds to supplement, [but] not [to] supplant non-Federal funds." (20 U.S.C., s. 6314(a)(3)(B))

VIII. FINANCIAL CONSEQUENCES

63. **Financial Consequences.** As a result of PROVIDER's failure to provide the minimum level of services required by this Contract, COALITION shall temporarily withhold reimbursement, disallow all or part of services not in compliance with the terms of this contract or terminate the contract.

IX. NONDISCRIMINATION

64. **Discrimination Prohibited.** PROVIDER agrees not to discriminate against children, families and staff on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability. PROVIDER will comply with the terms of 45 C.F.R. §98.49 regarding non-discrimination against staff persons on the basis of religion.

X. NONCOMPLIANCE, PROBATION AND TERMINATION

65. Noncompliance Determination.

- a. **Corrective Action Notice.** If COALITION determines PROVIDER has failed to comply with the provisions governing the SR Program as described in paragraph 5, or the requirements of this Contract, and COALITION concludes that corrective action will resolve the failure to comply, COALITION must notify PROVIDER in writing. ("Corrective action" means implementation of specific action(s) designed to correct the failure to meet a specific requirement.) The notice must identify the specific requirement(s) which PROVIDER failed to meet and describe how PROVIDER failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 75. Upon determining that the PROVIDER has satisfactorily completed the corrective action, the COALITION shall notify the PROVIDER in writing. If the PROVIDER has not satisfactorily implemented its corrective actions by the end of this CONTRACT, the PROVIDER will still be held accountable for implementing the remainder of the corrective actions accepted under the previous contract if the PROVIDER remains eligible to deliver the School Readiness Program and executes a new CONTRACT with the COALITION.
- b. **Probation.** If COALITION concludes that PROVIDER has received a corrective action notice for the same violation two or more times or have had multiple corrective action plans within the contract year or if the corrective action plan is not completed within the prescribed timelines, PROVIDER shall be placed on probation for a period up to six (6) months. Probation may include one or more of the following conditions: training or staff development, monitoring or technical assistance by COALITION or submission of documentation related to the violation. COALITION must notify PROVIDER in writing of the terms and duration of the probation, including required timelines. The terms of the probation must correlate to the basis of the corrective action. If the PROVIDER has not satisfactorily completed the terms of its probation by the end of this CONTRACT, the PROVIDER will still be held accountable for the terms of the probation of the previous contract if the PROVIDER remains eligible to deliver the School Readiness Program and executes a new CONTRACT with the COALITION.

66. Termination for Cause.

- a. **Basis of Termination for Cause.** PROVIDER agrees that COALITION has the right to terminate this Contract for cause at any time. The following are grounds for termination for cause: (a) Action, or lack of action, which threatens the health, safety or welfare of children or citation for a Class I violation by the Department of Children and Families or local licensing agency, as applicable (b) The material failure to comply with one or more of the terms of this Contract, including, but not limited to, failure to implement the Quality Improvement Plan, corrective action or comply with the terms of probation as described in paragraph 65 above; (c) The refusal to accept any notice described under this Contract which COALITION is required to send to PROVIDER; or (d) Reasonable or probable cause for COALITION to suspect that fraud has been committed by PROVIDER as described in paragraph 74.
- b. **Notice of Termination for Cause.** In order to terminate PROVIDER for cause, COALITION must send a written notice of termination for cause to PROVIDER. Such notice must be sent, with proof of delivery, at least five (5) business days before termination. The notice must state

the date of, and the specific basis for, termination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 75. Notwithstanding PROVIDER's refusal of delivery of the notice, this Contract shall be terminated on the date identified in the notice. COALITION shall document any refusal of delivery.

67. **Emergency Termination.** COALITION must immediately terminate this Contract on an emergency basis upon notification by the Department of Children and Families (DCF) or local licensing agency of actions or inactions of a PROVIDER that pose an immediate and serious danger to the health, safety, or welfare of children. COALITION will terminate this Contract on an emergency basis by sending PROVIDER written notice of emergency termination at least twenty-four (24) hours prior to termination. The written notice must specifically state the basis of COALITION's determination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 75.
68. **Termination for Health and Safety Violations.** PROVIDER agrees that COALITION has the right to terminate this Contract based on Health and Safety violations, verified by the Department of Children and Families or Local Licensing Agency, if applicable, in accordance with ss. 1002.82 and 1002.84, F.S., and Rule 6M-4.620, F.A.C., and applicable adopted forms. This is considered termination for cause and is subject to the notice requirements of paragraph 66(b).
69. **Termination and Revocation of Eligibility for Program Assessment.**
 - a. PROVIDER agrees that COALITION shall terminate this Contract if the PROVIDER refuses to participate in program assessment requirements, refuses to participate in Quality Improvement Plan or fails to maintain the Contract Minimum Threshold Score on the Program Assessment, in accordance with Rule 6M-4.741, F.A.C., for a period of up to five (5) years, unless the COALITION has determined the PROVIDER essential to meeting local child care capacity needs based on the Community Assessment as approved in the COALITION SR Plan pursuant to Rule 6M-9.115, F.A.C. This is considered termination for cause and is subject to the notice requirements of paragraph 66(b).
 - b. In determining whether to revoke PROVIDER'S eligibility and the duration of the revocation, the COALITION shall consider the following factors: the severity of the PROVIDER'S actions leading to the termination of the contract, the health, safety and welfare of children enrolled at the PROVIDER, the financial impact of the PROVIDER'S actions, the impact that the revocation would have upon the local community, consistency with COALITION'S actions against other PROVIDERS for similar violations of the Contract or program requirements, the length of time that PROVIDER provided services under contract with the COALITION, and whether the PROVIDER had previously violated the terms of this Contract and prior contracts with the COALITION. COALITION shall provide notice of its intent to revoke PROVIDER'S eligibility at the same time that it provides written notice of intent to terminate the contract to PROVIDER.
70. **Revocation of Eligibility.**
 - a. In accordance with s. 1002.88(2), F.S., if PROVIDER's Contract is terminated under paragraph 66, 67, or 68, COALITION may revoke PROVIDER's eligibility to deliver the School Readiness Program for a period of five (5) years. The only statutorily authorized period of revocation is five (5) years (s.1002.88(2), F.S.). In determining whether to revoke

PROVIDER'S eligibility, the COALITION shall consider the following factors: the severity of the PROVIDER'S actions leading to the termination of the contract, the health, safety and welfare of children enrolled at the PROVIDER, the financial impact of the PROVIDER'S actions, the impact that the revocation would have upon the local community, consistency with COALITION'S actions against other PROVIDERS for similar violations of the Contract or program requirements, the length of time that PROVIDER provided services under contract with the COALITION, and whether the PROVIDER had previously violated the terms of this Contract and prior contracts with the COALITION. COALITION shall provide notice of its intent to revoke PROVIDER'S eligibility at the same time that it provides written notice of intent to terminate the contract to PROVIDER.

b. The PROVIDER agrees that in the event that this contract is terminated under the provisions of paragraphs 66, 67, or 68, and the PROVIDER'S eligibility is not revoked for a period of five (5) years under paragraph 70 part a, the parties may not enter into another contract for School Readiness services for the remainder of the contract term of this contract.

71. **Termination of Contract by Provider.** PROVIDER and COALITION may agree to terminate this Contract by mutual consent or PROVIDER may unilaterally terminate this Contract at will. Written notice of termination must be given at least thirty (30) calendar days before the termination date in order for the COALITION to make alternative arrangements for uninterrupted services for children served under this Contract. If sufficient notice of termination is not provided, COALITION may refuse to issue the final reimbursement payment to PROVIDER. If PROVIDER unilaterally terminates this Contract during the pendency of an inquiry due to suspected noncompliance with parts V and VI of chapter 1002, of the Florida Statutes, and Chapters 6M, Florida Administrative Code, the COALITION may revoke the PROVIDER'S eligibility to offer the SR Program for a period of 5 years in accordance with s.1002.88(2), F.S., if the noncompliance is upheld by the early learning coalition review committee.

72. **Legislative Appropriation.** Any obligation for payment under this Contract is contingent upon an appropriation by the Florida Legislature. If funds required to finance this Contract are unavailable, COALITION shall terminate this Contract after providing written notice, with proof of delivery, at least twenty-four (24) hours before termination of this Contract. In the event of termination of this Contract under this paragraph, PROVIDER shall be paid for the documented SR hours completed prior to termination of this Contract.

73. **Eligible Child Care Provider.** In order to receive state or federal funds under this Contract, PROVIDER must be an eligible child care provider as defined under 45 C.F.R. §98.2. Failure to maintain status as an eligible child care provider shall be considered an immediate and serious danger to the health, safety, or welfare of children, which is grounds for emergency termination of this Contract as described in paragraph 67. PROVIDER certifies that each location at which PROVIDER offers the SR Program is an eligible child care provider. PROVIDER agrees to notify COALITION immediately if it ceases to be an eligible child care provider.

74. **Fraud.**

a. **Payment Certificate Fraud Investigation.** In accordance with s. 1002.82(6)(d), F.S., if it is determined that PROVIDER has given any cash or other consideration to the beneficiary in return for receiving a payment certificate, COALITION or its fiscal agent shall refer the matter to the Department of Financial Services pursuant to s. 414.411, F.S., for investigation.

- b. **Suspension for Suspected Fraud.** In accordance with s. 1002.91(4), F.S., COALITION may suspend or terminate PROVIDER from participation in the School Readiness Program when it has reasonable cause to believe that PROVIDER has committed fraud. PROVIDER may request a review of COALITION's determination to suspend PROVIDER as described in paragraph 75. This review shall be limited to a determination of whether the COALITION has reasonable belief fraud occurred. If suspended, PROVIDER shall remain suspended until the completion of any investigation by the Office of Early Learning, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceeding.
- c. **Termination for Fraud.** In accordance with s. 1002.91(5), F.S., if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., the COALITION shall refrain from contracting with, or using the services of, PROVIDER for a period of five (5) years. In addition, COALITION shall refrain from contracting with, or using the services of, any provider that shares an officer or board director with a provider that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S. for a period of five (5) years.
- d. **Termination for National Disqualification.** In accordance with s. 1002.91(7), F.S., if PROVIDER is placed on the United States Department of Agriculture National Disqualified List, COALITION must terminate this Contract for cause. In addition, if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List, COALITION must terminate this Contract for cause.
75. **Due Process Procedures.** PROVIDER may request a review of determinations made by COALITION under this Contract. Reviews will be conducted in accordance with Exhibit 7: Due Process Procedures. While a request for a review is being examined, PROVIDER is not required to implement corrective action. In accordance with s. 1002.82(2)(m), F.S., PROVIDER may not offer any School Readiness services while a request for a review regarding termination of PROVIDER's School Readiness Contract is being examined.
76. **Severability of Provider Location.** If PROVIDER has executed this Contract on behalf of multiple locations and one or more of the locations is terminated pursuant to Section X of this Contract, then in lieu of re-executing a new contract for the remaining locations, COALITION may modify Exhibit 1 to indicate which location(s) previously part of this Contract has been removed by submitting an amendment on Form OEL-SR 20A. This Contract shall remain in full force and effect as to all other locations on Exhibit 1 which have not been stricken.
77. **Litigation and Venue.** In the event that PROVIDER believes that this Contract has been inappropriately terminated, or in the event of a breach of this Contract, any available remedies may be pursued in a court of competent jurisdiction. COALITION and PROVIDER agree that any litigation related to this Contract which is brought by COALITION or PROVIDER will be brought in a county within COALITION's geographical service area.

XI. NOTIFICATION

78. **Information Change Notification.** PROVIDER agrees that it will comply with each of the following notification requirements:
- a. **Providing notice to the coalition of changes in contact or program information** within fourteen (14) calendar days.
 - b. **Providing notice to the coalition of temporary emergency closings of the SR Program** within two (2) calendar days.
 - c. **Providing notice to the coalition of permanent business closings or changes in business location or ownership** must be reported at least thirty (30) calendar days prior to changes.
79. **CCR&R Participation.** PROVIDER agrees to provide program and business information annually for inclusion in the Child Care Resource and Referral Network and is responsible for ensuring that COALITION has up-to-date business and contact (including emergency contact) information.
80. **Unusual Incident Notification.** PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION shall constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include: accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child which requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is named party or defendant and which relates to the PROVIDERs operation at any location at which SR services are being provided.
81. **Notification of Disqualification or Public Assistance Fraud.**
- a. PROVIDER shall notify COALITION within five (5) calendar days if the PROVIDER is placed on the United States Department of Agriculture National Disqualified List, or if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.
 - b. PROVIDER shall notify COALITION within five (5) calendar days if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S.
82. **Contact Persons.**
- a. **Coalition Contact.** The representative for COALITION for the purposes of this Contract is Elizabeth Deola who can be contacted at 352-369-2315 or by email at edeola@elc-marion.org.

- b. **Provider Contact.** The representative for PROVIDER for the purposes of this Contract is Kim Sellers who can be contacted at 3528735806 or by email at sellersk@cf.edu.
- c. **Contact Change.** In the event that either party designates different representatives after execution of this Contract, notice of the name and contact information of the new representative will be rendered in writing to the other party within ten (10) calendar days of change.

XII. INDEMNIFICATION

83. **Indemnification.** PROVIDER shall be fully liable for and indemnify, defend and hold harmless COALITION, the Office of Early Learning and all of their officers, directors, agents, contractors, subcontractors and employees from and against any and all third-party claims, suits, actions, damages, judgments and costs that arise whether in law or in equity, from any of the PROVIDER's agents, subcontractors or employees' acts, actions, neglect or omission during the performance or operations under this Contract or any subsequent modification thereof. This includes attorney's fees and costs. This indemnification holds whether liability is direct or indirect and whether damage is to any person or real or personal tangible or intangible property. If PROVIDER is a state agency, or subdivision thereof, as defined in s. 768.28(2), paragraph is limited to the extent permitted by s. 768.28, F.S.

XIII. SEVERABILITY

84. **Severability.** If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions remain in full force and effect.

XIV. AMENDMENTS

85. **Only Authorized Amendments.** No attachments, or supplements to this Contract are authorized or permitted, except those specifically incorporated by reference in this form, including Exhibit 1: Provider Location List; Exhibit 2: Required Documentation; Exhibit 3: Quality Improvement Plan Selection; Exhibit 4: Contracted Slots Program; Exhibit 5: Provider Reimbursement Rates; Exhibit 6: Holiday Schedule; Exhibit 7: Due Process Procedures; and Form OEL-SR 20L, Form OEL-SR 20LE, or Form OEL-SR 20FFN, as described in paragraph 7. No amendments to this contract are authorized or permitted except for those amendments made with the execution of Form OEL-SR 20A (School Readiness Provider Contract Amendments).

(Remainder of this page intentionally left blank.)

XV. EXECUTION OF CONTRACT

In accordance with s. 1002.88(1)(q), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness Program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X.

Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

Signature of President/Vice President/ Secretary/Officer/Owner/Principal/or Other Authorized Representative <input type="checkbox"/> By Electronic Signature Board Chair, District Board of Trustees of College of Central Florida	Russell Branson, Board Chair
Title	Print Name
	June 26, 2019
Title	Date

Provider's Additional Signatory (If required by the Provider) <input type="checkbox"/> By Electronic Signature	
Title	Print Name
	Date

COALITION has caused this Contract to be executed as of the date set forth in paragraph 1.

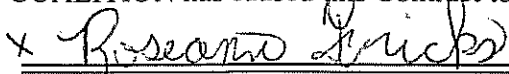
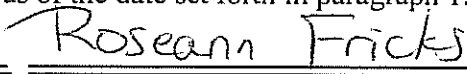
	
Signature of Authorized Coalition Representative <input type="checkbox"/> By Electronic Signature CEO	Print Name
Title	6/10/19
	Date

Exhibit 1: Provider Location List

Provider Name: COLLEGE OF CF LEARNING LAB SCHOOL

If PROVIDER is executing this Contract on behalf of one physical location, mark this Exhibit "Not Applicable" in the box below.

Not Applicable.

If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) Program providers or if PROVIDER is executing a single Contract on behalf of multiple private SR sites within COALITION's service area, PROVIDER shall complete a Provider Location List in a table format with the following columns:

- A. Location Number (optional)
- B. Location Legal Name
- C. Doing Business As Name (if applicable)
- D. Physical Address
- E. Employer Identification Number (EIN)
- F. Curriculum (Date/Edition)
- G. Character Development (Date/Edition)
- H. Official Use Only (for coalition use)

The COALITION will only contract with locations that are eligible to offer the SR Program.

Exhibit 2: Required Documentation

Provider Name: COLLEGE OF CF LEARNING LAB SCHOOL

PROVIDER must mark the appropriate box in each section or subsection below. In addition, if PROVIDER is executing this Contract on behalf of multiple public schools or private provider sites, PROVIDER must mark the documentation with the corresponding Location Number from Exhibit 1.

1. Private Child Care Rates

PROVIDER has provided a copy of its private child care rate information to COALITION with this Contract.

2. Gold Seal Rates

- PROVIDER has provided a copy of documentation with appropriate age designation related to its Gold Seal status, if applicable, to COALITION with this Contract.
- PROVIDER does not possess a Gold Seal Quality Care Designation.

3. Documentation of Eligible Child Care Provider

Private SR Providers

- PROVIDER has provided a copy of its Certificate of Licensure which includes a DCF identification number.
- PROVIDER has provided a copy of its Letter of Confirmation which includes a DCF exemption number and explains the nature of the exemption.
- PROVIDER has provided a copy of its certificate of accreditation.
- PROVIDER certifies that it is not regulated by DCF and therefore does not require documentation from DCF.
- PROVIDER has provided evidence of liability insurance.

Public School, Private School, and Charter School SR Providers

- PROVIDER is a public school and has provided a copy of documentation showing its school district and public school number.
- PROVIDER is a private school and has provided a copy of its Certificate of Licensure which includes a DCF identification number or a Letter of Confirmation which includes a DCF exemption number.
- PROVIDER is a charter school and has provided a copy of its charter which includes preschool aged children as a service population and documentation showing its school district and school number.
- PROVIDER has provided evidence of liability insurance.

4. Specialized Program Type

- PROVIDER offers the Head Start program.
- PROVIDER does not offer the Head Start program.

5. IRS W-9 Form (Request for Taxpayer Identification Number).

6. Signature authority delegated.

7. Current Sunbiz print-out identifying the office, director or authorized person(s), if applicable.

Exhibit 4: Contracted Slots Program

A. Participation Requirements

1. Provider Responsibilities

The Provider shall:

- 1.1. Maintain status of current SR Provider in good standing and in compliance with the terms and conditions of this Contract.
- 1.2. Provide services to participating children in accordance with this Contract.
- 1.3. Report vacancies within 5 business days of the first undocumented absence.

B. Compensation and Funding

1. Method of Payment

Provider reimbursement for children participating in Contracted Slots will be in accordance with this Contract, Section VII, subsection 49.

2. Reimbursement Rates Established

Provider agrees to accept the Contracted Slots reimbursement rates for the participating number of children established by the Coalition and identified within Exhibit 5. The Contracted Slots reimbursement rates will be paid:

- 2.1 For all scheduled days during this contract period for each child enrollment, regardless of whether the child is in attendance or not.
- 2.2 At the Contracted Slots Differential Daily Rates established in Exhibit 5 in addition to the reimbursement rates established within the SR Provider Contract for the children identified as participating in Contracted Slots for days paid in accordance with the SR attendance rules.
- 2.3 At the Contracted Slots Full-Time Daily Rates established in Exhibit 5 for unexcused absences and vacancy days, up to a maximum of 60 consecutive calendar days for an absent child in a Contracted Slot, at the reimbursement rate for the care level of the child enrolled in the Contracted Slot prior to the vacancy/absence.

3. Restriction to Care Levels

- 3.1. Contracted Slots shall only be filled with children ages birth through five years old.
- 3.2. The SR child selected to receive a transferred Contracted Slot within the conditions of Section B, subsection 4.1 may be from a different care level than the child prior to the vacancy (restricted to ages birth through five years old).

4. Vacancies and Loss/Transfer of Contracted Slots

- 4.1. Upon notification of a vacancy, the Coalition must immediately take all actions necessary in an effort to fill the vacant Contracted Slot with another SR child (from the Coalition's wait list or existing child) as quickly as possible. In the event that the Contracted Slot is not filled after 60 consecutive calendar days, the Coalition may transfer the Contracted Slot to another eligible Provider. If the Provider has no

remaining Contracted Slots under this contract after a transfer has occurred, this will result in termination of the Contracted Slots Program.

4.2. The Provider will lose the Contracted Slots payment for the total number of children identified in in this exhibit if it does not continue to meet terms and conditions of this exhibit. This will result in termination of the provider's contracted slots eligibility, and the balance of the Provider's Contracted Slots will be transferred to another eligible Provider.

5. Number of Contracted Slots.

5.1. The Coalition and Provider will agree upon the number of contracted slots for each care level are identified below:

Number of contracted slots for
Infants: _____
Number of contracted slots for
Toddlers: _____
Number of contracted slots for 2 year
olds: _____
Number of contracted slots for 3 year
olds: _____
Number of contracted slots for 4 year
olds: _____
Number of contracted slots for 5 year
olds: _____
Number of contracted slots for school-
age: _____

6. Rates and Fees for Parents

Provider is prohibited from charging the differential between the Provider's private pay rate and the Contracted Slots reimbursement rates established in Exhibit 5. Provider is prohibited from charging any fees to parents/families other than the parent co-payment or late fees.

Exhibit 5: Provider Reimbursement Rates

Provider Name: COLLEGE OF CF LEARNING LAB SCHOOL

Provider Operational Hours: M-F 6:00am-6:00pm ;

PROVIDER must mark the appropriate box below indicating the appropriate provider type. In addition, PROVIDER must mark whether or not it has a Gold Seal Quality Care Designation. PROVIDER must mark whether it requires the parent to pay the differential between the Reimbursement Rate and Copayment and the private pay rate. Finally, PROVIDER must complete the table below marked "To be completed by PROVIDER." COALITION will complete the remainder of the Exhibit.

Does PROVIDER have a Gold Seal Designation for children ages 0-5? Yes No

Does PROVIDER have a Gold Seal Designation for school aged children? Yes No

PROVIDER'S Private Pay Rates

(To be Completed by PROVIDER)

CARE LEVEL	(INF) <12 MTH	(TOD) 12<24 MTH	(2YR) 24<36	(PR3) 36<48	(PR4) 48<60	(PR5) 60<72	(SCH) In School	(SPCR) Special Needs If applicable
Full-Time Daily Rates	NA	31	30	28	27	27	0	0
Part-Time Daily Rates	NA	31	30	28	27	27	0	0
Before or After School Rates	N/A	N/A	N/A	N/A	0	0	0	0

If PROVIDER charges a registration fee please check one and provide the amount: \$ 100.00

One time fee

Annual fee

Other Describe: _____

Does PROVIDER require the parent to pay the differential between the Approved Reimbursement Rate and the PROVIDER'S Private Pay Rate? Yes No

COALITION Maximum Reimbursement Rates

(To be Completed by COALITION)

CARE LEVEL	(INF) <12 MTH	(TOD) 12<24 MTH	(2YR) 24<36 MTH	(PR3) 36<48 MTH	(PR4) 48<60 MTH	(PR5) 60<72 MTH	(SCH) In School	(SPCR) Special Needs
Full-Time Daily Rates	24.15	20.32	20.32	18.10	18.10	18.10	15.63	24.15
Full-Time Gold Seal Daily Rates	28.98	24.38	24.38	21.72	21.72	21.72	18.76	28.98
Part-Time Daily Rates	17.64	14.13	14.13	13.23	13.23	13.23	9.00	17.64
Part-Time Gold Seal Daily Rates	21.17	16.96	16.96	15.88	15.88	15.88	10.80	21.17
Before or After School Rates					0.00	0.00	9.00	0.00

Quality Performance Incentive Rate: 4.00 %

Child Assessment Rate: 5.00 %

Contracted Slots Rate: N/A %

Cost of Additional Program Assessment conducted by the Coalition: \$ 350.00

Approved PROVIDER Reimbursement Rate*

(To be Completed by COALITION)

CARE LEVEL	(INF) <12 MTH	(TOD) 12<24 MTH	(2YR) 24<36 MTH	(PR3) 36<48 MTH	(PR4) 48<60 MTH	(PR5) 60<72 MTH	(SCH) In School	(SPCR) Special Needs If applicable
Full-Time Daily Rates	0.00	20.32	20.32	18.10	18.10	18.10	0.00	0.00
Part-Time Daily Rates	0.00	14.13	14.13	13.23	13.23	13.23	0.00	0.00
Before or After School Rates		N/A	N/A	N/A	0.00	0.00	0.00	0.00

**Note: The Approved PROVIDER Reimbursement Rate PROVIDER will be paid shall not exceed PROVIDER's Private Pay Rates for each category.*

***VPK Wrap Rates will be calculated per child based on the child's full or part time unit of care and the Approved Provider Reimbursement Rates for full or part time care, whichever is applicable, as indicated in the table above.*

Effective Date of Rates Established in This Exhibit 7/1/2019

Exhibit 6: Holiday Schedule

Provider Name: COLLEGE OF CF LEARNING LAB SCHOOL

Holiday	Date Observed
4th of July	7/4/2019
Labor Day	9/2/2019
Thanksgiving	11/28/2019
Day After Thanksgiving	11/29/2019
Christmas Eve	12/24/2019
Christmas Day	12/25/2019
New Year's Day	1/1/2020
Martin Luther King Day	1/20/2020
President's Day	2/17/2020
Memorial Day	5/25/2020

If the holiday falls on a Saturday, the holiday is observed on the Friday preceding the holiday. If the holiday falls on a Sunday, the holiday is observed on the Monday following the holiday.

Exhibit 7: Due Process Procedures

Provider Legal Name: COLLEGE OF CF LEARNING LAB SCHOOL

1. **Purpose of Exhibit.** Early Learning Coalitions are responsible for the local implementation of early learning programs funded with state and federal funds, such as the School Readiness Program and Voluntary Prekindergarten Education Program. Providers of such early learning programs may request a review of determinations made by an Early Learning Coalition in accordance with the due process procedures described below.
2. **Request for Review Hearing.** If a provider disputes any action taken by the Coalition pursuant to the terms of the Statewide School Readiness Provider Contract, the provider may request a review hearing in writing by sending it to the contact person listed in the Coalition's action. A review hearing is a "meeting" for the purposes of the Sunshine Law which is subject to public notice. During a review hearing, the provider will have a reasonable opportunity to address Coalition staff-persons or sub-contractor staff regarding the Coalition's action and to present supporting evidence before a Review Hearing Committee. Provider may have an attorney present at the review hearing to represent or advise the provider.
 - a. **Content of Request for Review Hearing.** The request for review hearing must state: the name and contact information of an individual authorized to provide information and binding responses on behalf of provider; the specific action by the Coalition that the provider disputes, the specific reasons for the provider's belief; and whether the provider will be represented by an attorney or another individual during the review hearing.
 - b. **Request Time.** The provider's request for a review hearing must be submitted in writing to the Coalition within five (5) business days of receipt of notice of the determination which the provider believes to be incorrect.
 - c. **Supporting Documentation.** The provider must send copies of any written documentation supporting the claims of the provider. Examples of relevant documentation may include, but are not limited to, attendance documentation, notarized attestations from parents, documentation from licensing or accrediting bodies, documents demonstrating dates of information submission, and a proposed corrective action plan.
3. **Implementation of Review.** If the Coalition receives a request for review hearing from the provider, the Coalition must address the request by taking the following steps.
 - a. **Assignment of Review Hearing Committee.** Within three (3) business days of receipt of a request for review hearing, the Coalition must assign a Review Hearing Committee to complete the review. The Review Hearing Committee must be composed of at least three but no more than five members of the Coalition Board. The Chair of the ELC shall appoint the Review Hearing Committee and shall name the chair of the committee. At least one of the members must be a mandatory member as set forth in section 1002.83(4) and at least one other member shall be one of the provider representative members. If all attempts have been made by the Coalition to schedule among the selected Review

Hearing Committee members potential dates for the hearing and neither provider representative from the Coalition Board is available, then the requirement for a provider representative will be waived for this hearing and the minutes of the Review Hearing Committee will document that the Coalition made every attempt to have a provider representative member included but was unable to do so for this hearing.

- b. Response to Request for Review Hearing.** Within five (5) business days of receipt of the request for review hearing, the Coalition must respond to the provider in writing, return receipt requested. The notice must include at least three (3) proposed dates and times for the review hearing which must be within forty-five (45) days of the date of receipt of the request for review hearing. The notice must also state that the review hearing may be conducted in person at a location designated by the Coalition or via any method of telecommunications, as long as the public is given reasonable access to observe and participate. Finally, the notice must state whether or not all of the Coalition staff persons or sub-contractor staff whom the provider wishes to have present during the hearing will be made available. If any individual who the provider requested to have present is not available, the Coalition must make available an individual who is qualified to address the subjects the provider wished the individual to address.
- c. Date and Location Selection.** Within five (5) business days of receipt of the response to a request for review hearing, the provider must inform the Coalition of the date and time which it selects for the review hearing and whether the provider will attend the meeting in person or via a method of telecommunication. Within five (5) business days of receipt of the response to a request for review hearing, if the provider is unable to attend any of the proposed dates and times for the review hearing, the provider must submit written notice which states the specific reasons that provider is unable to attend and must contact the Coalition to select a mutually agreed upon date for the review hearing. If the provider does not inform the Coalition of the date and time within the required time period, then the process is considered complete and the request is denied.
- d. Conducting the Review Hearing.** The Review Hearing Committee shall assess the claim(s) the provider made in its request for review by examining all information and documentation submitted by the provider. The provider must be given a reasonable opportunity to question Coalition staff-persons or sub-contractor staff regarding the determinations of the Coalition and to present evidence before the Review Hearing Committee. The Coalition will also be provided a reasonable opportunity to submit evidence to rebut any claims made by the provider.
- e. Review Hearing Committee Decision.** Following completion of the presentation by the provider and the Coalition, the Review Hearing Committee will vote regarding each of the provider's claims. The decision of the Review Hearing Committee is final. In its' deliberations, the Review Hearing Committee must determine:

 - i.** If the determination made by the Coalition was correct, in whole or in part, or incorrect.

- ii. If no part of the determination made by the Coalition was correct, then provider is not required to take further action.
- iii. If any part of the determination made by the Coalition is correct, the Committee must identify the portion(s) determined to be correct and as applicable, decide:
 - A. If corrective action is necessary, that the provider must take corrective action in regard to the part(s) which the Review Hearing Committee determines to be correct; and the revised deadlines for completion of the corrective action(s); or
 - B. If the provider's School Readiness Contract or eligibility to offer the School Readiness Program will be terminated, the date of termination.

f. Notice of Review Hearing Conclusion. The Chair of the Review Hearing Committee shall ensure a written notice of the review hearing conclusion is prepared. The written notice must state the outcome of the Review Hearing Committee's vote regarding each of the provider's claims. In addition, the notice must specifically state the reasons supporting the Review Hearing Committee's conclusions. The dates for either corrective action to be completed, or termination of eligibility to offer the School Readiness [Voluntary Prekindergarten] Program shall be included in the notice. The Chair of the Review Hearing Committee shall approve the notice and ensure it is made public within ten business days of the conclusion of the Review Hearing.



STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
LICENSED PROVIDER RESPONSIBILITIES
FORM OEL-SR 20L

I. PARTIES AND PROVIDER TYPE

1. **Parties.** This document is executed as an attachment to the Contract made and entered into the 1st day of July, 2019, by and between the Early Learning Coalition of Marion (herein referred to as "COALITION"), and COLLEGE OF CF LEARNING LAB SCHOOL (herein referred to as "PROVIDER").

2. **Provider Type.** To be eligible to deliver the school readiness program, PROVIDER must be one of the provider types identified in section (s.) 1002.88(1)(a), Florida Statutes (F.S.). This form is designed for use by licensed providers. PROVIDER must check the box to indicate PROVIDER's type:

- A child care facility licensed under s. 402.305, F.S.
- A family day care home licensed or registered under s. 402.313, F.S.
- A large family child care home licensed under s. 402.3131, F.S.
- A before-school or after-school program described in s. 402.305(1)(c), F.S., which has elected to be licensed.

II. LICENSED PROVIDER RESPONSIBILITIES

1. **Health and Safety.**

- a. In accordance with s. 1002.88(1)(c), F.S., PROVIDER agrees to offer basic health and safety of its premises and facilities and compliance with requirements for age-appropriate immunizations of children enrolled in the school readiness program. PROVIDER's compliance with ss. 402.305, 402.3131, or 402.313, F.S., satisfies this requirement.
- b. In accordance with s. 1002.88(1)(c), F.S., PROVIDER agrees to comply with the health and safety standards and checklist(s) established pursuant to ss. 1002.82, F.S., and Rule 6M-4.620, F.A.C., and verified by the Department of Children and Families or, if applicable, Local Licensing Agency.
- c. In accordance with s. 1002.88(1)(e), F.S., PROVIDER agrees to employ child care personnel, as defined in s. 402.302(3), who have satisfied the screening requirements of Chapter 402 and fulfilled the training requirements of the Office pursuant to Rule 6M-4.620, F.A.C.

2. **Group Size and Staff to Children Ratio.** In accordance with s. 1002.88(1)(d), F.S., PROVIDER agrees to maintain the required group size and staff to child ratio in accordance with ss. 402.305(4), 402.302(8), or 402.302(11), F.S., as verified pursuant to s. 402.311, F.S.

3. **Insurance.**

- a. **General liability insurance.** In accordance with s. 1002.88(1)(m), F.S., PROVIDER agrees to maintain general liability insurance and provide the coalition with written evidence of general liability insurance coverage, including coverage for transportation of children if school readiness program children are transported by the PROVIDER. PROVIDER must obtain and retain an insurance policy that provides a minimum of \$100,000 of coverage per occurrence and a minimum of \$300,000 general aggregate coverage. PROVIDER must add the coalition as a named certificateholder and as an additional insured. PROVIDER must provide COALITION with a minimum of ten (10) calendar days' advance written notice of cancellation of or changes to coverage. The general liability insurance required by this paragraph must remain in full force and effect for the entire period of this Contract.
- b. **Limitations on indemnification.** In accordance with s. 1002.88(1)(p), F.S., if PROVIDER is a state agency or a subdivision thereof, as defined in s. 768.28(2), F.S., PROVIDER agrees to notify the coalition of any additional liability coverage maintained by the provider in addition to that otherwise established under s. 768.28, F.S. PROVIDER shall indemnify COALITION to the extent permitted by s. 768.28, F.S.

4. **Substitute Instructors.** In accordance with s. 1002.83(14), F.S., COALITION may request a list of all individuals currently eligible to act as a substitute teacher from a school district. PROVIDER may employ individuals listed as substitute instructors for the purpose of offering the school readiness program, the Voluntary Prekindergarten Education Program, and all other legally operating child care programs.

COLLEGE OF CENTRAL FLORIDA

6

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: State of Florida Voluntary Pre-Kindergarten Education Program (VPK)
Agreement – Renewal

INITIATOR: F. Joseph Mazur III, CPA
Vice President Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

In December 2004, the Legislature enacted House Bill 1-A, which created the Voluntary Pre-Kindergarten Education Program (VPK). The bill became effective January 2, 2005. The College has had a Provider Agreement in place for the last thirteen school years and the College's Child Development Center and Lab School desires to be a provider for this program again for 2019-2020.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the renewal agreement with the Early Learning Coalition of Marion County for the Voluntary Pre-Kindergarten Education Program and authorize the Board Chair to sign the agreement.



**STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER
CONTRACT
FORM OEL-VPK 20**

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 1st day of July, 2019, by and between the Early Learning Coalition of Marion County (herein referred to as "COALITION"), and COLLEGE OF CF LEARNING LAB SCHOOL (doing business as, if applicable) COLLEGE OF CF LEARNING LAB SCHOOL (herein referred to as "PROVIDER"), with its principal office located at 3001 SW COLLEGE RD, OCALA, FL, 34474-4415 and its provider physical site address (if the single site provider physical site address is different from principal office address) located at _____.

- a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school Voluntary Prekindergarten (VPK) Education Program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.
- b. **Multiple Private Provider Locations.** If PROVIDER is executing a single Contract on behalf of multiple private VPK provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.
- c. **Identification Number.** Insert PROVIDER's EIN or SSN here: 591213999

PROVIDER's EIN (Employer Identification Number) or SSN (Social Security Number) is requested in accordance with ss.119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as a VPK provider, for reporting those payments for federal tax purposes, and for routine identification.

- 2. **Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in the VPK Program. Payment is not conveyed to PROVIDER through this Contract. Instead, PROVIDER must agree to comply with the terms and conditions of this Contract in order to be eligible to participate in the VPK Program. This Contract is to engage an eligible provider to provide VPK services to eligible VPK children. PROVIDER will receive payment based on Legislative appropriations, the Office's Uniform Attendance Policy for Payment (Rule 6M-8.204, Florida Administrative Code (F.A.C.)), and a child's attendance certified by the parent and provider (Rule 6M-8.305, F.A.C.).
- 3. **Term.** This Contract applies to the 2019 - 2020 VPK program year. PROVIDER shall offer a school-year program and/or a summer program. This Contract begins on July 1, 2019, or on the date on which the Contract is signed and dated by the last party required to sign the Contract, whichever occurs last, and expires upon completion of

the VPK instructional hours and completion of the requirements outlined in this Contract or termination of this Contract under Section XI.

A school-year VPK program shall be 540 instructional hours and a summer VPK program shall be 300 instructional hours. In the event there is a transfer of ownership before all instructional hours are completed, PROVIDER may schedule only the remaining instructional hours of the program for the VPK class(es) previously enrolled under the prior ownership.

4. **Payment Limitations.** PROVIDER will not receive nor be entitled to payment for VPK program services before this Contract is fully executed by both parties or after expiration of the Contract.
5. **Applicable Law.** PROVIDER and COALITION agree that the following, including any revision made after the execution of this Contract, are the provisions governing the VPK program and that PROVIDER and COALITION will be bound by the same:
 - Chapter 1002, Florida Statutes (F.S.);
 - Chapter 6M-8, Florida Administrative Code (F.A.C.); and
 - Rules 6A-1.09433 & 6A-6.03033, F.A.C.
6. **Not Transferrable.** This Contract is not transferrable or assignable to another entity. A change in ownership requires execution of a new contract. In the event of a change of ownership, sale, sale of assets, conveyance of ownership or other transfer of ownership interest, the provider shall notify the coalition no later than 30 calendar days prior to the transfer of ownership.

II. PROVIDER ELIGIBILITY

7. **General Eligibility.**

a. Provider Type. To be eligible to deliver the VPK Program, PROVIDER must be either a public school or a private provider (a licensed child care facility, a licensed family day care home, a licensed large family child care, a non-public school exempt from licensure, or a faith-based child care provider exempt from licensure).

A charter school that includes VPK in its charter is a public school and shall only execute this Contract with the approval and oversight of the school district. A charter school that does not include VPK in its charter must meet the requirements to be a private provider to be eligible to deliver the VPK Program.

Check the box to indicate PROVIDER's type:

A public school (Form OEL-VPK 20PS must be completed as an authorized attachment to this Contract.)

A private provider (Form OEL-VPK 20PP must be completed as an authorized attachment to this Contract.)

b. Eligibility pursuant to s. 1002.91(5), F.S. PROVIDER represents that PROVIDER, or an owner, officer, or board director thereof, has not been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years and is not acting as the beneficial owner for someone who has been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years.

c. **Eligibility pursuant to s. 1002.91(7), F.S.** PROVIDER represents that PROVIDER is not on the United States Department of Agriculture National Disqualified List nor does PROVIDER share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.

d. **Eligibility pursuant to the successful completion of terms of prior contract.** PROVIDER agrees to successfully complete corrective action due to noncompliance determinations from a prior Contract, as applicable, for the duration of this Contract.

8. **Required Forms.** PROVIDER certifies that it has registered with COALITION on forms prescribed by the Office of Early Learning, that any information supplied by PROVIDER is accurate and complete, and that it will notify COALITION in accordance with the notification requirements in Paragraph 63 of any change in the information submitted on those forms. Changes implemented by PROVIDER prior to notification to COALITION that fail to comply with all VPK qualifications and requirements shall result in financial consequences referenced in Paragraph 50 and corrective action referenced in Paragraph 53.

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

9. **Child Enrollment.** PROVIDER agrees to enroll eligible children for the VPK Program only with authorization from COALITION. PROVIDER agrees to obtain and complete, with parent, an eligibility certificate form (Form OEL-VPK 02 or Form OEL-VPK 04). In the event that PROVIDER has multiple locations, PROVIDER may only change the location where the child is served in accordance with the reenrollment requirements established in Rule 6M-8.210, F.A.C.
10. **Adherence to Requirements.**
- a. Provider agrees to deliver the VPK Program in accordance with all of the requirements which are set forth in applicable statutes, rules, and this Contract.
 - b. Provider agrees to participate in a VPK orientation prior to the execution of the VPK contract if offered by the coalition.
11. **Assessment.** PROVIDER agrees to implement the Voluntary Prekindergarten pre- and post-assessment in accordance with s. 1002.67(3), F.S., and rules 6A-1.09433 and 6M-8.620, F.A.C. Individuals administering the pre- and post-assessment shall meet the qualifications established in rule. PROVIDER must register each year to access the Bright Beginnings website at <https://brightbeginningsfl.org/Register.aspx>. The PROVIDER shall order pre- and post-assessment materials as needed and submit assessment scores by logging into the Bright Beginnings website by the deadlines established in rule which are based on the PROVIDER's VPK class schedule approved by the COALITION. VPK child assessment records shall be maintained in accordance with Paragraph 33 of this Contract. For providers not previously issued a provider ID, the early learning coalition will request the provider ID on behalf of the provider.
12. **Curricula.** PROVIDER agrees that it will implement curricula to deliver VPK Program instruction which:
- a. Are developmentally appropriate;
 - b. Are designed to prepare children for early literacy;
 - c. Enhance the age-appropriate progress of children in attaining each of the performance standards approved for use in VPK; and
 - d. Prepare children to be ready for kindergarten.

13. **Required Parent Information.** PROVIDER agrees that PROVIDER will provide a copy of its attendance policy to the COALITION before contract execution and to the parent of each child at the time the child is admitted into PROVIDER's VPK Program. The PROVIDER ~~shall~~ may adopt its own, but in accordance with s. 1002.71, F.S., the attendance policy must require parents to verify each month, the child's attendance on forms prescribed by the Office of Early Learning in Rule 6M-8.305, F.A.C. PROVIDER agrees to not amend its VPK program attendance policy for the duration of this Contract. The providers attendance policy shall address school year and summer programs separately if applicable.
14. **Fees Prohibited.** PROVIDER agrees that, in accordance with s. 1002.71(8)(a), F.S., PROVIDER shall not require payment of a fee or charge for services provided for a child in the VPK Program during instructional hours reported for funding. PROVIDER shall not require a fee or payment as a condition of enrollment or participation in the VPK Program. A provider found to have required such fees is subject to termination for cause of this Contract as described in paragraph 54.
15. **Supplemental Services.** PROVIDER agrees that, in accordance with section 1002.71(8)(b), F.S., PROVIDER shall not require a child to enroll for, or require the payment of any fee or charge for, supplemental services (e.g., "extended-day," "extended-year," "wrap-around," or "full-day" services) as a condition of admitting the child in the VPK Program. PROVIDER agrees to schedule all VPK hours offered for any VPK class so that parents are not constructively required to enroll child in supplemental services or pay any fee or charge (e.g., scheduling instructional hours in a day with a break in instructional time, for which parents would be required to pay for supplemental services for care). A provider found to have required such fees is subject to termination for cause of this Contract as described in paragraph 54.
16. **Parent Not Responsible for Financial Consequences.** PROVIDER agrees that, if PROVIDER does not receive payment from COALITION for offering VPK Program instruction to a child, PROVIDER shall not require the child's parent to pay for the services.
17. **Instructor Requirements.** PROVIDER agrees that at all times each of its VPK instructor(s) and substitute instructor(s):
 - a. Has provided documentation to be maintained in the files of PROVIDER and COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., including a federal (Federal Bureau of Investigation) and state (Florida Department of Law Enforcement) screening which demonstrates that the individual is not ineligible to act as a VPK instructor;
 - b. Is eligible to be employed as a VPK instructor in accordance with section 435.06, F.S.;
 - c. Is not ineligible to teach in a public school because his or her educator certificate is suspended or revoked;
 - d. Is qualified to act as a VPK instructor or substitute in accordance with sections 1002.55, 1002.61 and 1002.63, F.S.
18. **VPK Class Staffing.** PROVIDER agrees to maintain proper staffing as required by VPK statutes. A properly credentialed instructor must be present for all VPK classes. For school-year classes that are composed of 12-20 children, an additional adult instructor must be present who is eligible to work in the VPK provider's setting. The VPK class size shall not exceed the approved capacity of the physical space where instruction is provided.
19. **Substitute Instructors.** PROVIDER agrees that substitute instructors who meet the

requirements of Rule 6M-8.410, F.A.C. may replace a lead VPK instructor, when the VPK lead instructor is not present at the facility. The time that any substitute instructors that do not meet the credentials of a lead instructor may replace a lead instructor is limited to 30 percent of the VPK Program's total instructional hours in a VPK class.

20. **Prohibited Forms of Discipline.** In accordance with s. 1002.55(5), F.S., PROVIDER agrees to implement minimum standards for child discipline practices that are age-appropriate and consistent with the requirements in s. 402.305(12), F.S. Such standards must provide that children not be subjected to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.
21. **Statewide Information System.** PROVIDER agrees to utilize the statewide information system as referenced in s. 1002.82(2)(n), F.S., to submit information and updates regarding the VPK Program. The PROVIDER shall execute this Contract on the Provider Portal found on <https://providerservices.floridaearlylearning.com>.
22. **Rilya Wilson Act and At-Risk Children.** PROVIDER agrees to abide by the provisions of the "Rilya Wilson Act" (s.39.604,F.S.) for each at-risk child under the age of school entry who is enrolled in the Voluntary Prekindergarten Education Program.
23. **VPK Logo.** PROVIDER may use the registered VPK logo in conjunction with the operation of the VPK program in advertisements, letterhead, educational and promotional materials. PROVIDER agrees to comply with the VPK Logotype Usage and Brand Guidelines (Form OEL-VPK 20B) and must cease use of the VPK logo once services under this contract are suspended or terminated. Form OEL-VPK 20B can be found at the following web address: [http://www.floridaearlylearning.com/Content/Uploads/floridaearlylearning.com/files/VPK/Form_OELVPK%2020B_Final_ADA%20\(1\)_2.pdf](http://www.floridaearlylearning.com/Content/Uploads/floridaearlylearning.com/files/VPK/Form_OELVPK%2020B_Final_ADA%20(1)_2.pdf)
24. **Provider Deliverables**

Deliverable	Provider Type	Task and Activities	Due Date
VPK instructional hours; 540 for school year programs and/or 300 for summer programs	Private and Public	Child enrollment activities per paragraph 9	For the term of this Contract
		Implementation of curricula per the requirements in paragraph 12	
		Instructor Requirements per paragraphs 17-19	
VPK Child Attendance	Private and Public	Completion of Child Attendance and Parental Choice Certificate forms (OEL-VPK 03S and OEL-VPK 03L) per paragraph 37	Monthly

		Monthly Certification of Child Attendance by Provider per paragraph 43	
		Certification of annual cumulative child attendance per paragraph 41	
Information change notification	Private and Public	Compliance with notification requirements per paragraph 63	See paragraph 63
Liability insurance notification	Private	Notification of cancellation of changes to general liability coverage	Within 10 calendar days of cancellation or changes to general liability coverage
Implementation of VPK pre- and post-assessment	Private and Public	Administration of Assessment Period One items per paragraph 11	Within the first 30 calendar days of the VPK class schedule
		Submission of Assessment Period One data per paragraph 11	No later than first 45 calendar days of the VPK class schedule
		Administration of Assessment Period Three items per paragraph 11	Within the last 30 calendar days of the VPK class schedule
		Submission of Assessment Period Three data per paragraph 11	No later than 15 calendar days after the last day of the VPK class schedule

IV. COALITION RESPONSIBILITIES

25. **Forms Approved.** COALITION has reviewed the documents submitted by PROVIDER and, based on the information submitted, has determined that PROVIDER has completed the forms, meeting necessary requirements established in ss. 1002.55(3)(h), 1002.61(8), or 1002.63(8), F.S., as applicable.
26. **Technical Assistance.** COALITION will offer technical assistance for providers on probation. The technical assistance will be designed to facilitate the development and implementation of an

improvement plan. The technical assistance will be offered in a manner and schedule prescribed by the coalition or school district.

27. **Child Eligibility.** COALITION has the responsibility for determining the eligibility of children enrolling in the VPK Program. COALITION will issue a *child certificate of eligibility* (Form OEL-VPK 02), as described in Rule 6M-8.201, F.A.C. or a *certificate of eligibility for reenrollment* (Form OEL-VPK 04), as described in Rule 6M-8.210, F.A.C., for each eligible child who's parent applies for the VPK program or a reenrollment through the Family Portal.
28. **Limitations on Authority.** COALITION shall not impose any requirement on PROVIDER that exceeds the authority provided under Chapter 1002, F.S., or rules adopted pursuant to Chapter 1002, F.S.

V. MONITORING, AUDITING, AND ACCESS

29. **Monitoring.** PROVIDER understands that the provisions of this Contract are required to fulfill its obligation to offer the VPK Program, and that COALITION or school district (as applicable) will monitor PROVIDER for compliance with the requirements of offering the VPK Program.
30. **Physical Access.** PROVIDER agrees to allow the Office of Early Learning and COALITION staff or sub-contractors immediate access to the facilities and spaces used to offer the VPK Program during normal business hours.
31. **Records Access.** PROVIDER agrees to allow COALITION staff or sub-contractors and the Office of Early Learning to inspect and copy records pertaining to the VPK Program during normal business hours and upon request by COALITION or the Office of Early Learning.

VI. MAINTENANCE OF RECORDS, DATA, AND CONFIDENTIALITY

32. **Record Confidentiality.** PROVIDER agrees to protect the confidentiality of child and family records. Information associated with the VPK Program shall only be made available in accordance with the restrictions of s. 1002.72, F.S. For the purposes of records of children enrolled in the VPK Program, this Contract is considered an interagency agreement for the purpose of implementing the VPK Program as described in s. 1002.72 (3)(a), F.S. Accordingly, to the extent that PROVIDER receives VPK records in order to carry out its official functions, PROVIDER must maintain and protect the data as required in s. 1002.72, F.S., and as explained below. Individuals and organizations eligible to receive records include PROVIDER, the parent, COALITION, Office of Early Learning, and other entities identified in s. 1002.72, F.S.
33. **Record Maintenance.** PROVIDER agrees to maintain records, including enrollment and attendance records for children funded by the VPK Program; records of each VPK child, VPK instructor, substitute instructor, or VPK director; and other fiscal records for audit purposes for a period of five (5) years from the date of the last payment for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last. PROVIDER may maintain records in an electronic medium and if the PROVIDER does so, then the PROVIDER shall back up records on a regular basis to safeguard against loss.
34. **Record Transfer on Termination.** In the event that PROVIDER permanently ceases to offer the VPK Program before the conclusion of the retention period for VPK records as described in Paragraph 33, whether as a result of unilateral or mutual termination of PROVIDER's eligibility to offer the VPK Program or as a result of PROVIDER ceasing to do business, PROVIDER shall

transfer all VPK records required to be maintained under Paragraph 33 to COALITION no later than the close of business on the day PROVIDER ceases to offer the VPK Program. Failure to remit all VPK records required to be maintained will result in COALITION withholding final payment until the requirements of this paragraph are met.

VII. COMPENSATION AND FUNDING

35. **Notification of Enrollment.** PROVIDER agrees that it will not receive payment until the provider has entered the certificate of eligibility number into the Provider Portal and the coalition has in turn approved the enrollment of the child through the provider portal.
36. **Attendance Documentation.** PROVIDER agrees to document the daily attendance, to certify the monthly attendance, and to certify the annual cumulative attendance of each child admitted to PROVIDER's VPK Program class(es) in accordance with rules of the Office of Early Learning. PROVIDER agrees that, after the annual cumulative attendance has been certified, the certified annual cumulative attendance may not be disputed for payment purposes.
37. **Parent Attendance Certification.** PROVIDER agrees to require that the parent of each child in the VPK Program verify, each month, the child's attendance on the prior month's certified child attendance, in accordance with the requirements of s. 1002.71(6)(b)2., F.S. PROVIDER agrees to maintain the Child Attendance and Parental Choice Certificates (Forms OEL-VPK 03L or OEL-VPK 03S) which have been signed each month by a parent for each child admitted into PROVIDER's VPK Program class(es) in accordance with the rules of the Office of Early Learning.
38. **Direct Deposit.** PROVIDER agrees to provide information necessary to facilitate direct deposit in order to receive VPK reimbursement for services rendered. PROVIDER agrees to provide alternative reimbursement arrangements if PROVIDER chooses to opt out of Direct Deposit, however the reimbursement may be delayed up to 21 calendar days should the PROVIDER choose to opt out.
39. **Payment Rate.** PROVIDER understands that payments for each child may not exceed the amount of funding for one full-time equivalent (FTE) student, as established by the Florida Legislature, except for extreme hardship reenrollment circumstances described in Rule 6M-8.210, F.A.C. The amount of funding for one FTE student is calculated by multiplying the base student allocation provided in the General Appropriations Act by the county's district cost differential. The formula for FTE calculation is subject to revision by the Legislature during the course of the program year. In the event that a change of ownership or transfer of a VPK program has occurred and payment, including advance payment, has been made, the succeeding VPK provider shall not receive funding, that combined with the funds already dispersed to the preceding VPK provider(s), would exceed the funding for one full-time (FTE) for each child enrolled.
40. **Advance Payment Option.** PROVIDER understands that PROVIDER will receive monthly payments in accordance with the rules of the Office of Early Learning. PROVIDER further understands that PROVIDER may elect to receive monthly advance payments based on the number of children enrolled in the PROVIDER's VPK Program class(es) by checking the appropriate box for each program:

School Year Program

PROVIDER elects to receive monthly advance payments for the school year program and understands that advance payments will be reconciled and adjusted in accordance with the rules of the Office of Early Learning.

PROVIDER elects **not** to receive monthly advance payments for the school year program.

or

PROVIDER does not intend to offer the school year program.

Summer Program

PROVIDER elects to receive monthly advance payments for the summer program and understands that advance payments will be reconciled and adjusted in accordance with the rules of the Office of Early Learning.

PROVIDER elects **not** to receive monthly advance payments for the summer program.

or

PROVIDER does **not** intend to offer the summer program.

41. **Final Payment.** PROVIDER understands that COALITION will not issue a final payment to PROVIDER for the VPK program year until PROVIDER certifies the annual cumulative attendance of each child enrolled in PROVIDER's VPK Program in accordance with the rules of the Office of Early Learning.
42. **Overpayment.** PROVIDER agrees that, if the end-of-year reconciliation of payments reveals that PROVIDER received payments in excess of the amount owed to PROVIDER, COALITION will offset the overpayment against the final payment owed to PROVIDER for the program year and any future payments issued to PROVIDER for early learning programs. If PROVIDER ceases to offer early learning programs before the overpayment is fully offset, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER will be subject to collection efforts.
43. **Attendance Documentation Submission.** PROVIDER agrees to submit monthly attendance certification in accordance with Rule 6M-8.305, F.A.C., for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the 3rd business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next payment cycle.
44. **Reimbursement Summary Review.** PROVIDER agrees to review the reimbursement summary provided with the monthly reimbursement statement. PROVIDER agrees to report to COALITION any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary.

45. **Closures.** PROVIDER agrees compensation for temporary closures will be handled in accordance with Office of Early Learning Rule 6M-8.204(5), F.A.C.
46. **Disallowed Costs.** PROVIDER understands expenditures submitted for reimbursement shall be disallowed if PROVIDER does not adhere to the provisions governing the VPK Program as described in paragraph 5. Any disallowed expenditure may be deducted from any future reimbursement. PROVIDER agrees to return to COALITION any funds received as a result of error or overpayment or disallowed cost. If PROVIDER ceases to offer the VPK Program before the payment is fully recovered, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER will be subject to collection efforts and fraud restitution.
47. **Head Start Agencies.** If PROVIDER is a Head Start Agency, PROVIDER understands that, in accordance with federal law, PROVIDER's Head Start programs must be "in addition to, and not in substitution for, comparable services previously provided without Federal assistance." (42 U.S.C., s. 9835(c))
48. **Title 20 Schools.** If PROVIDER receives federal funds under Title 20, United States Code, ss. 6311-6322, PROVIDER understands that, in accordance with federal law, PROVIDER may use "Federal funds to supplement, [but] not [to] supplant non-Federal funds." (20 U.S.C., s. 6314(a)(3)(B))

VIII. PROVISIONS FOR PROVIDER PROBATION

49. **Readiness Rates.** PROVIDER understands that, in accordance with s. 1002.69(5), F.S., the Office of Early Learning will annually issue kindergarten readiness rates to each PROVIDER. PROVIDER understands that if it, or any of its providers listed in Exhibit 1, receives a kindergarten readiness rate which falls below the minimum readiness rate established by the Office of Early Learning, in accordance with s. 1002.67(4)(c)1., F.S., PROVIDER or any of its PROVIDERS listed in Exhibit 1 will be placed on probation and must submit an improvement plan and/or annual progress report for approval to either the school district or COALITION in accordance with rules adopted by the Office of Early Learning or be removed from eligibility to offer the program type for five (5) years. In the event that PROVIDER fails to meet the minimum readiness rate for a program type (school-year or summer) three consecutive times, in accordance with s. 1002.67(4)(c)3, F.S., PROVIDER will be removed from eligibility to offer the program type for five (5) years unless PROVIDER is granted a good cause exemption by the Office of Early Learning. If a PROVIDER is removed from summer eligibility, then this Contract is considered void for that PROVIDER's summer program type of the program year.
50. **Probation.** PROVIDER understands that in accordance with s. 1002.67(4)(c)2, F.S., PROVIDER on probation must continue the corrective actions in its improvement plan, including the use of an approved curriculum or a staff development plan, until PROVIDER meets the readiness rate. Failure to do so will result in the termination of PROVIDER's contract and the PROVIDER losing eligibility to deliver the VPK Program for five (5) years.

IX. FINANCIAL CONSEQUENCES

51. **Financial Consequences.** As a result of PROVIDER's failure to provide the minimum level of services required by this Contract, COALITION shall temporarily withhold reimbursement, disallow all or part of services not in compliance with the terms of this Contract, or terminate the Contract.

X. NONDISCRIMINATION

52. **Discrimination Prohibited.** PROVIDER agrees to comply with the antidiscrimination requirements of 42 U.S.C. s. 2000d, regardless of whether PROVIDER receives federal financial assistance. PROVIDER agrees not to discriminate against a parent or child, including the refusal to admit a child for enrollment in the VPK Program, in violation of the antidiscrimination requirements.

XI. TERMINATION AND NONCOMPLIANCE

53. **Noncompliance Determination and Corrective Action Notice.** If COALITION determines PROVIDER has failed to comply with the provisions governing the VPK Program as described in paragraph 5. or the requirements of this Contract, and COALITION concludes that corrective action will resolve the failure to comply, COALITION must notify PROVIDER in writing. (“Corrective action” means implementation of specific action(s) designed to correct the failure to meet a specific requirement.) The notice must identify the specific requirement(s) which PROVIDER failed to meet and describe how PROVIDER failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 60. Upon determining that the PROVIDER has completed the corrective action, the COALITION shall notify the PROVIDER in writing. If the PROVIDER has not satisfactorily implemented its corrective actions by the end of this Contract, the PROVIDER will still be held accountable for implementing the remainder of the corrective actions if the PROVIDER remains eligible to deliver VPK and executes a new contract with the COALITION.
54. **Termination for Cause.**
- a. **Basis of Termination for Cause.** PROVIDER agrees that COALITION has the right to terminate this Contract for cause at any time. The following are grounds for termination for cause: (a) Action, or lack of action, which threatens the health, safety or welfare of children; or cited for a Class I violation by the Department of Children and Families or local licensing agency as applicable (b) The material failure to comply with one or more of the terms of this Contract, including failure to implement corrective action; (c) The refusal to accept any notice described under this Contract which COALITION is required to send to PROVIDER; or (d) Reasonable or probable cause for COALITION to suspect that fraud has been committed by PROVIDER as described in paragraph 59.
- b. **Notice of Termination for Cause.** In order to terminate PROVIDER for cause, COALITION must send a written notice of termination for cause to PROVIDER. Such notice must be sent, with proof of delivery, at least five (5) business days before termination. The notice must state the date of, and the specific basis for, termination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 60. Notwithstanding PROVIDER’s refusal of delivery of the notice, this Contract shall be terminated on the date identified in the notice. COALITION shall document any refusal of delivery.
55. **Emergency Termination.** COALITION must immediately terminate this Contract on an emergency basis upon a notification by the Department of Children and Families (DCF) or local licensing agency or accreditation body actions or inactions of a PROVIDER that pose an immediate and serious danger to the health, safety, or welfare of children. COALITION will terminate this Contract on an emergency basis by sending PROVIDER written notice of

emergency termination at least twenty-four (24) hours prior to termination. The written notice must specifically state the basis of COALITION's emergency termination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 60.

56. Revocation of Eligibility.

a. In accordance with s. 1002.67(4)(b), F.S., if PROVIDER's Contract is terminated under paragraph 53 or 54, COALITION may revoke PROVIDER's eligibility to deliver the VPK Program for a period of five (5) years. The only statutorily authorized period of revocation is for five (5) years (s.1002.67(4), F.S.). In determining whether to revoke PROVIDER'S eligibility, the COALITION shall consider the following factors: the severity of the PROVIDER'S actions leading to the termination of the contract, the health, safety and welfare of children enrolled at the PROVIDER, the financial impact of the PROVIDER'S actions, the impact that the revocation would have upon the local community, consistency with COALITION'S actions against other PROVIDERS for similar violations of the Contract or program requirements, the length of time that PROVIDER provided services under the contract with the COALITION, and whether the PROVIDER had previously violated the terms of this Contract and prior contracts with the COALITION. COALITION shall provide notice of its intent to revoke PROVIDER'S eligibility at the same time that it provides written notice of intent to terminate the contract to PROVIDER.

b. The PROVIDER agrees that in the event that this contract is terminated under the provisions of paragraphs 54 or 55, and the PROVIDER's eligibility is not revoked for a period of five (5) years under paragraph 56 part a, the parties may not enter into another contract for VPK services for the remainder of the contract term of this contract.

57. Termination of Contract by Provider. PROVIDER and COALITION may agree to terminate this Contract by mutual consent or PROVIDER may unilaterally terminate this Contract at will. Written notice of termination must be given at least thirty (30) calendar days before the termination date in order for the COALITION to make alternative arrangements for uninterrupted services for children served under this Contract. If sufficient notice of termination is not provided, COALITION may refuse to issue the final reimbursement payment to PROVIDER. If PROVIDER unilaterally terminates this Contract during the pendency of an inquiry due to suspected noncompliance with part V or part VI of chapter 1002, of the Florida Statutes or chapter 6M-4, 6M-8, or rules 6A-1.09433 and 6A-6.03033, F.A.C., the COALITION may revoke the PROVIDER'S eligibility to offer the VPK program for a period of 5 years in accordance with s. 1002.67(4) and 1002.88(2), F.S. if the noncompliance is upheld by the early learning coalition review committee.

58. Legislative Appropriation. Any obligation for payment under this Contract is contingent upon an appropriation by the Florida Legislature. If funds required to finance this Contract are unavailable, COALITION shall terminate this Contract after providing written notice, with proof of delivery, at least twenty-four (24) hours before termination of this Contract. In the event of termination of this Contract under this paragraph, PROVIDER shall be paid for the documented VPK hours completed prior to termination of this Contract.

59. Fraud.

a. **Suspension for Suspected Fraud.** In accordance with s. 1002.91(4), F.S., COALITION may suspend or terminate PROVIDER from participation in the VPK Program when it has reasonable

cause to believe that PROVIDER has committed fraud. PROVIDER may request a review of COALITION's determination to suspend PROVIDER as described in paragraph 59. This review shall be limited to a determination of whether the COALITION has reasonable belief fraud occurred. If suspended, PROVIDER shall remain suspended until the completion of any investigation by the Office of Early Learning, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceeding.

b. Termination for Fraud. In accordance with s. 1002.91(5), F.S., if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., the COALITION shall refrain from contracting with, or using the services of, PROVIDER for a period of 5 years. In addition, COALITION shall refrain from contracting with, or using the services of, any provider that shares an officer or director with a provider that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S. for a period of five (5) years.

c. Termination for National Disqualification. In accordance with s. 1002.91(7), F.S., if PROVIDER is placed on the United States Department of Agriculture National Disqualified List, COALITION must terminate this Contract for cause. In addition, if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List, COALITION must terminate this Contract for cause.

60. **Due Process Procedures.** PROVIDER may request a review of determinations made by COALITION under this Contract. Reviews will be conducted in accordance with Exhibit 2, Due Process Procedures. While a request for a review is being examined, PROVIDER is not required to implement corrective action. In accordance with s. 1002.75(1), PROVIDER may not offer any VPK Program services while a request for a review regarding termination of PROVIDER's VPK Statewide Contract is being examined.
61. **Severability of Provider Location.** If PROVIDER has executed this Contract on behalf of multiple locations and one or more of the locations is terminated pursuant to Section XI of this Contract, then in lieu of re-executing a new contract for the remaining locations, COALITION may modify Exhibit I to indicate which location(s) previously part of this Contract has been removed by striking through the location(s), initialing and dating in the "official use only" column. COALITION shall provide a copy of Exhibit 1 showing any stricken locations to PROVIDER. This Contract will remain in force and effect as to all locations in Exhibit 1 which are not stricken.
62. **Litigation and Venue.** In the event that PROVIDER believes that this Contract has been inappropriately terminated, or in the event of a breach of this Contract, any available remedies may be pursued in a court of competent jurisdiction. COALITION and PROVIDER agree that any litigation related to this Contract which is brought by COALITION or PROVIDER will be brought in a county within COALITION's geographical service area.

XII. NOTIFICATION

63. **Information Change Notification.** PROVIDER agrees that it will comply with each of the following notification requirements:

- a. Providing notice of class transfers of children at the same provider location within fourteen (14) calendar days;
 - b. Providing notice of changes to information provided on Forms OEL-VPK 10, OEL-VPK 11A, and OEL-VPK 11B within fourteen (14) calendar days after the information changes in accordance with Rule 6M-8.300, F.A.C.;
 - c. Submitting documentation demonstrating temporary closure by the close of business on the first day that a closing occurs and submitting documentation demonstrating subsequent reopening within two (2) business days after reopening;
 - d. Providing notice and documentation specifying reasons for dismissal of children within fourteen (14) calendar days;
64. **CCR&R Participation.** PROVIDER agrees to provide program and business information annually for inclusion in the Child Care Resource and Referral (CCR&R) Network and is responsible for ensuring that COALITION has up-to-date business and contact (including emergency contact) information. This information shall be provided in the Provider Portal.
65. **Unusual Incident Notification.** PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION shall constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include: accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child which requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is a named party or defendant that relates to PROVIDER's operation of VPK services.
66. **Notification of Disqualification or Public Assistance Fraud.**
- a. PROVIDER shall notify COALITION within five (5) calendar days if PROVIDER is placed on the United States Department of Agriculture National Disqualified List, or if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.
 - b. PROVIDER shall notify COALITION within five (5) calendar days if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S.

XIII. INDEMNIFICATION

67. **Indemnification.** PROVIDER shall be fully liable for and indemnify, defend and hold harmless COALITION, Office of Early Learning and all of their officers, directors, agents, contractors, subcontractors and employees from and against any and all third-party claims, suits, actions, damages, judgments and costs that arise whether in law or in equity, from any of the PROVIDER's agents, subcontractors or employees' acts, actions, neglect or omission during the performance or operations under this Contract or any subsequent modification thereof. This includes attorney's

fees and costs. This indemnification holds whether liability is direct or indirect and whether damage is to any person or real or personal tangible or intangible property. If PROVIDER is a state agency or a subdivision thereof, as defined in s. 768.28(2), this paragraph is limited to the extent permitted by s. 768.28, F.S.

XIV. SEVERABILITY

68. **Severability.** If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions remain in full force and effect.

XV. AMENDMENTS

68. **Only Authorized Amendments.** Only authorized attachments, amendments, or supplements to this Contract are authorized or permitted including those specifically incorporated by reference in this form, such as Exhibit 1, Provider Location List; Exhibit 2, Due Process Procedures; Form OEL-VPK 20A, Amendment to the Statewide Voluntary Prekindergarten Provider Contract; and Form OEL-VPK 20PP or Form OEL-VPK 20PS, as described in paragraph 7.

XV. EXECUTION OF CONTRACT

In accordance with ss. 1002.55(3)(i), 1002.61(3)(b), and 1002.63(3)(b), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the VPK Program, which include the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section XI.

Warranty of Authority. Each person signing this contract warrants that he or she is duly ~~dually~~ authorized to do so and to bind the respective party to the contract.

<hr/> <hr/> Signature of President/Vice President/ Secretary/Officer/Owner/Principal/or Other Authorized Representative <input type="checkbox"/> By Electronic Signature Board Chair, District Board of Trustees of College of Central Florida	Russell Branson
<hr/> <hr/> Title	<hr/> <hr/> Print Name
	June 26, 2019
	<hr/> <hr/> Date

<hr/> <hr/> Provider's Additional Signatory (If required by the Provider) <input type="checkbox"/> By Electronic Signature	
<hr/> <hr/> Title	<hr/> <hr/> Print Name
	<hr/> <hr/> Date

Provider's Additional Signatory (If required by the Provider)

Print Name

By Electronic Signature

Title

Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

X Roseann Fricks

Roseann Fricks

Signature of Authorized Coalition Representative

Print Name

By Electronic Signature

CEO

6/10/19

Title

Date



STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER
CONTRACT
FORM OEL-VPK 20

Exhibit 1: Provider Location List

Provider Legal Name: COLLEGE OF CF LEARNING LAB SCHOOL
(doing business as) _____

If PROVIDER is executing this Contract on behalf of one physical location, mark this Exhibit "Not Applicable" in the box below.

Not Applicable

If PROVIDER is a school district executing a single Contract on behalf of multiple public school VPK providers or if PROVIDER is executing a single Contract on behalf of multiple private VPK sites within COALITION's service area, PROVIDER shall complete a Provider Location List in a table format with the following columns:

- A. Location Number (optional)
- B. Location Legal Name
- C. Doing Business As Name (if applicable)
- D. Physical Address
- E. Employer Identification Number (EIN)
- F. School Year (Y/N)
- G. Summer (Y/N)
- H. Official Use Only (for coalition use)

Exhibit 2: Due Process Procedures

Provider Legal Name: COLLEGE OF CF LEARNING LAB SCHOOL

1. Purpose of Exhibit. Early Learning Coalitions are responsible for the local implementation of early learning programs funded with state and federal funds, such as the School Readiness Program and Voluntary Prekindergarten Education Program. Providers of such early learning programs may request a review of determinations made by an Early Learning Coalition in accordance with the due process procedures described below.

2. Request for Review Hearing. If a provider disputes any action taken by the Coalition pursuant to the terms of the Statewide Voluntary Prekindergarten Provider Contract, the provider may request a review hearing in writing by sending it to the contact person listed in the Coalition's action. A review hearing is a "meeting" for the purposes of the Sunshine Law which is subject to public notice. During a review hearing, the provider will have a reasonable opportunity to address Coalition staff-persons or sub-contractor staff regarding the Coalition's action and to present supporting evidence before a Review Hearing Committee. Provider may have an attorney present at the review hearing to represent or advise the provider.

a. Content of Request for Review Hearing. The request for review hearing must state: the name and contact information of an individual authorized to provide information and binding responses on behalf of provider; the specific action by the Coalition that the provider disputes, the specific reasons for the provider's belief; and whether the provider will be represented by an attorney or another individual during the review hearing.

b. Request Time. The provider's request for a review hearing must be submitted in writing to the Coalition within five (5) business days of receipt of notice of the determination which the provider believes to be incorrect.

c. Supporting Documentation. The provider must send copies of any written documentation supporting the claims of the provider. Examples of relevant documentation may include, but are not limited to, attendance documentation, notarized attestations from parents, documentation from licensing or accrediting bodies, documents demonstrating dates of information submission, and a proposed corrective action plan.

3. Implementation of Review. If the Coalition receives a request for review hearing from the provider, the Coalition must address the request by taking the following steps.

a. Assignment of Review Hearing Committee. Within three (3) business days of receipt of a request for review hearing, the Coalition must assign a Review Hearing Committee to complete the review. The Review Hearing Committee must be composed of at least three but no more than five members of the Coalition Board. The Chair of the ELC shall appoint the Review Hearing Committee and shall name the chair of the committee. At least one of the members must be a mandatory member as set forth in section 1002.83(4) and at least one other member shall be one of the provider representative members. If all attempts have been made by the Coalition to schedule among the selected Review Hearing Committee members potential dates for the hearing

and neither provider representative from the Coalition Board is available, then the requirement for a provider representative will be waived for this hearing and the minutes of the Review Hearing Committee will document that the Coalition made every attempt to have a provider representative member included but was unable to do so for this hearing.

b. Response to Request for Review Hearing. Within five (5) business days of receipt of the request for review hearing, the Coalition must respond to the provider in writing, return receipt requested. The notice must include at least three (3) proposed dates and times for the review hearing which must be within forty-five (45) days of the date of receipt of the request for review hearing. The notice must also state that the review hearing may be conducted in person at a location designated by the Coalition or via any method of telecommunications, as long as the public is given reasonable access to observe and, when appropriate, participate. Finally, the notice must state whether or not all of the Coalition staff persons or sub-contractor staff whom the provider wishes to have present during the hearing will be made available. If any individual whom the provider requested to have present is not available, the Coalition must make available an individual who is qualified to address the subjects the provider wished the individual to address.

c. Date and Location Selection. Within five (5) business days of receipt of the response to a request for review hearing, the provider must inform the Coalition of the date and time which it selects for the review hearing and whether the provider will attend the meeting in person or via a method of telecommunication. Within five (5) business days of receipt of the response to a request for review hearing, if the provider is unable to attend any of the proposed dates and times for the review hearing, the provider must submit written notice which states the specific reasons that provider is unable to attend and must contact the Coalition to select a mutually agreed upon date for the review hearing. If the provider does not inform the Coalition of the date and time within the required time period, then the process is considered complete and the request is denied.

d. Conducting the Review Hearing. The Review Hearing Committee shall assess the claim(s) the provider made in its request for review by examining all information and documentation submitted by the provider. The provider must be given a reasonable opportunity to question Coalition staff-persons or sub-contractor staff regarding the determinations of the Coalition and to present evidence before the Review Hearing Committee. The Coalition will also be provided a reasonable opportunity to submit evidence to rebut any claims made by the provider.

e. Notice of Review Hearing Committee Decision. Following completion of the presentation by the provider and the Coalition, the Review Hearing Committee will vote regarding each of the provider's claims. The decision of the Review Hearing Committee is final. In its' deliberations, the Review Hearing Committee must determine:

- i. If the determination made by the Coalition was correct, in whole or in part, or incorrect.

ii. If no part of the determination made by the Coalition was correct, then the provider is not required to take further action.

iii. If any part of the determination made by the Coalition is correct, the Committee must identify the portion(s) determined to be correct and as applicable, decide:

A. If corrective action is necessary, that the provider must take corrective action in regard to the part(s) which the Review Hearing Committee determines to be correct; and the revised deadlines for completion of the corrective action(s); or

B. If the provider's eligibility to offer the Voluntary Prekindergarten Education Program will be terminated, the date of termination.

f. Notice of Review Hearing Conclusion. The Chair of the Review Hearing Committee shall ensure a written notice of the review hearing conclusion is prepared. The written notice must state the outcome of the Review Hearing Committee's vote regarding each of the provider's claims. In addition, the notice must specifically state the reasons supporting the Review Hearing Committee's conclusions. The dates for either corrective action to be completed, or termination of eligibility to offer the Voluntary Prekindergarten Education Program shall be included in the notice. The Chair of the Review Hearing Committee shall approve the notice and ensure it is made public within ten business days of the conclusion of the Review Hearing.



STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN
PROVIDER CONTRACT
PRIVATE PROVIDER ATTACHMENT FORM OEL-VPK 20PP

I. PARTIES AND TERMS OF CONTRACT ATTACHMENT

1. **Parties.** This document is executed as an Attachment to the Contract made and entered into the 1st _____ day of July _____, 20¹⁹ _____, by and between the Early Learning Coalition of Marion County _____ (herein referred to as "COALITION"), and COLLEGE OF CF LEARNING LAB SCHOOL _____ (herein referred to as "PROVIDER"), (doing business as, if applicable) COLLEGE OF CF LEARNING LAB SCHOOL _____ with its principal offices located at 3001 SW COLLEGE RD, OCALA, FL, 34474-4415 _____.

2. **Provider Type.** This attachment is designed for use by private providers. PROVIDER must check the box to indicate PROVIDER type:
- A child care facility licensed under s. 402.305, F.S.
 - A family day care home licensed under s. 402.313, F.S.
 - A large family child care home licensed under s. 402.3131, F.S.
 - A nonpublic school exempt from licensure under s. 402.3025(2), F.S., that also either holds a current Gold Seal Quality Care designation under s. 402.281 F.S., or accredited by an accrediting association under s. 1002.55(3)(b)1., F.S.
 - A faith-based child care provider exempt from licensure under s. 402.316, F.S., that also either holds a current Gold Seal Quality Care designation under s. 402.281 F.S., or accredited by an accrediting association under s. 1002.55(3)(b)1., F.S.

II. PRIVATE PROVIDER REQUIREMENTS

3. **Additional Provisions.** PROVIDER understands that the following provisions of this Attachment are required in addition to those in the Contract to fulfill its obligation to offer the VPK program, and that COALITION will monitor PROVIDER to ensure the conditions of offering the VPK program are met. Failure on the part of PROVIDER to comply with these provisions may result in the termination of this Contract by COALITION and PROVIDER's ineligibility to offer the VPK program for five (5) years.
4. **VPK Director.** At each VPK site, PROVIDER agrees that it has a prekindergarten director, for the majority of hours in which VPK instructional hours are being delivered, as required by s. 1002.57, F.S., who has one of the following credentials:
- a. A child care facility director credential approved by the DCF under s. 402.305(2)(f), F.S., if the child care facility director credential was issued before December 31, 2006; or
 - b. A VPK director credential approved by the Office of Early Learning under s. 1002.57, F.S., if the child care facility director credential is issued after December 31, 2006.

5. **Coalition Access.** PROVIDER must permit COALITION, COALITION's representative or agent, or the Office of Early Learning, at any reasonable time, to enter PROVIDER's VPK program site(s) to verify PROVIDER's compliance with the requirements of the VPK program. This paragraph does not convey authority to COALITION, COALITION's representative or agent, or the Office of Early Learning to enforce licensing requirements established by the DCF, accreditation requirements established by PROVIDER's accrediting organization, or impose any requirement beyond the requirements of statute, rule, and this Contract, as applicable.

III. INSURANCE REQUIREMENTS

6. **Liability Insurance.** If PROVIDER is not a state agency or a subdivision thereof, it certifies to maintain general liability insurance and provide the COALITION with written evidence of the coverage, including coverage for transportation of children if VPK children are transported by the PROVIDER. The insurance policy must provide for a minimum of \$100,000 of general liability insurance coverage per occurrence and a minimum of \$300,000 general aggregate coverage, unless the Office of Early Learning has authorized a lower limit, as per s. 1002.55(3)(j), F.S. PROVIDER must name COALITION as a certificate holder and as an additional insured.
7. **Notification of liability coverage changes.** PROVIDER agrees that it will provide notice to COALITION within 10 calendar days of cancellation or changes to general liability coverage required in this Contract in accordance with s. 1002.55(3)(j), F.S. The general liability insurance must remain in full force and effect for the entire period PROVIDER is contracted with COALITION.
8. **Workers' Compensation and Reemployment Compensation Assistance.** In accordance with s. 1002.55(3)(k), F.S., PROVIDER agrees to obtain and maintain any required workers' compensation insurance under Chapter 440, F.S., and any required reemployment assistance or unemployment compensation coverage under Chapter 443, F.S.
9. **State Agencies and Subdivisions.** In accordance with section 1002.55(3)(l), F.S., if PROVIDER is a state agency or a subdivision thereof, as defined in s. 768.28(2), PROVIDER agrees to notify the coalition of any additional liability coverage maintained by the provider in addition to that otherwise established under s. 768.28, F.S.

COLLEGE OF CENTRAL FLORIDA

7

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Private School Inter-Institutional Articulation Cooperative Agreement 2019-2020 – Renewal

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

The following standard agreement is between the District Board of Trustees of College of Central Florida and the secondary school listed. Whereas Florida Statute 1007.271 and State Board of Education Rules 6A-10.024(1) and 6A-14.031 address the use of articulated accelerated mechanisms for students and programs of study, these District Inter-institutional Agreements address the use of Dual Enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level.

SCHOOL
Creekside Christian Academy
First Assembly Christian School
First Place Academy
Inverness Christian Academy
Meadowbrook Academy School
Ocala Christian Academy
Palm Grove Academy
Redeemer Christian School
Riverside Christian School
Seven Rivers Christian School
Souls Harbor Christian Academy
St. John Lutheran School
Trinity Catholic High School
Village View Christian Academy
Vision Christian Academy
Williston Central Christian Academy

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Articulation Agreement(s) and give authorization to the Board Chair to sign the agreement(s) on behalf of the College.

Articulation Agreement for College and Career Acceleration
Between the District Board of Trustees of the College of Central Florida
And PRIVATE SCHOOL
2019-2020

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: PRIVATE SCHOOL members –NAME, School Administrator, NAME, School Coordinator
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphel Robinson, Director of Admissions and Student Recruitment.

The Committee will assess the need to meet annually in the spring to go over the current year's articulation agreements and discusses changes that are required due to changes in statute or rule and any changes desired by either the school or the college. If applicable, a draft document will be prepared by college personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school to take to their Director of Education for approval and signatures. Once approved and signed, copies are sent to CF to be reviewed, approved and signed by the Board of Trustees. Signed hard copies are mailed to the school personnel.

The Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by CF by August 1 of each year.

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2019-2020 academic year will take precedence.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

1. References to *students* in this document, means any student enrolled in PRIVATE SCHOOL.
2. The College of Central Florida will provide information to PRIVATE SCHOOL regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
3. PRIVATE SCHOOL, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. PRIVATE SCHOOL will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.

4. The College of Central Florida will post application deadline and registration dates on its dual enrollment Web page at least one term in advance.

3. A delineation of courses and programs available to students eligible to participate in Dual enrollment

1. Courses to be provided by the College of Central Florida under this agreement will be mutually agreed upon by the College of Central Florida and PRIVATE SCHOOL and will avoid unnecessary duplication of existing courses in grades 9-12. Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity.
2. The College of Central Florida will furnish PRIVATE SCHOOL with access to the current course (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled.
3. A student education plan may developed by the College of Central Florida for each student registering for a dual enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in a college credit certificate, an Associate in Science degree or an Associate in Arts degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
4. PRIVATE SCHOOL will assure that appropriate high school credit will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the State Articulating Committee recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for high school credit and will not constitute dual enrollment.
5. Only **seniors** (beginning with the summer between their junior and senior year) will be allowed to enroll full-time (12 to a maximum of 15 credit hours in any given semester) through dual enrollment.
6. Registration for dual enrollment students taking classes on the college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2019).
7. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of the school administrator and parents before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees with the exception of developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity. However, the student is responsible for the full cost of travel.
8. The College of Central Florida will make available advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes and provide a

progress and attendance report to PRIVATE SCHOOL at the college mid-term and upon completion of the college term. Students with unsatisfactory progress will be reported to the guidance counselor immediately upon receipt via email.

9. The College of Central Florida has the option to limit dual enrollment participation based on capacity.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Students and the parents/guardians of students wishing to pursue participation in an articulated acceleration program must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information.

Application Process - Students interested in dual enrollment must meet with their school guidance counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school guidance counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.

Registration - Dual enrollment brochures will be provided to guidance counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school guidance counselor will assist the student in their course selection to ensure the course requirements are met for school.

Withdrawal Process - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their guidance counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.

Course Load – High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may only register for summer B and may take up to six (6) credit hours on-campus only. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits

must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

	Fall Credit Hours	Spring Credit Hours	Summer Credit Hours	Total
Grades 6-8	3	3	0	6
Freshmen	6	6	0	12
Sophomores	6	6	6 (Summer B)	18
Juniors	9	9	9	27
Seniors	16	16	0	32

Failing Grade –If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An “FF” grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. These students will not enroll in additional dual enrollment courses until they re-establish GPA eligibility. Additionally, if a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

Grade Distribution - All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by the school. Grades will be electronically transmitted securely by CF to the student's school for posting.

Academic Advising – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor's degree program and institution of their choice.

4. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

1. An overall GPA of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA and the minimum GPA required by CF.
2. PRIVATE SCHOOL shall identify those students qualified to participate in dual enrollment classes. The school administrator or designee will approve student eligibility for participation in these classes.
3. The student must be enrolled in PRIVATE SCHOOL, and must be working towards a high school diploma to participate in dual enrollment.
4. The student must demonstrate readiness for college-level coursework by passing the reading English and math sections of the ACT, SAT or PERT, in accordance with the cut scores established by CF. Any combination of test scores may be considered if taken within two (2) years of the time of enrollment for first time dual enrollment students. Students must take the CLM (College Level Math exam) to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

	ACT	SAT	PERT
Reading	19	24	106
English	17	25	103
Math	19	24	114

PERT 114 – Placement for MAT1033, Intermediate Algebra

PERT 123 – Placement for MAC1105, College Algebra

5. Students who are enrolled in Advanced Placement (AP) English Literature or English Language are eligible to take courses that have ENC 1101 as a **co-requisite** during the same semester. Students who have a score of three (3) or above on the Advance Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semester.
6. Permission for participation must be granted by the student's parent or legal guardian.
7. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
8. Any exceptions to the requirements must be approved by both the school and college's Dual Enrollment Petitions Committee. Students and their parents should contact the Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students and their guidance counselor are notified of the committee's decision in writing within one week following the meeting.
9. Students who will graduate from school prior to completion of the post-secondary course may not register for the course through dual enrollment. This means that school seniors may NOT take a summer A course as dual enrollment or as a regular college student since they have not officially graduated from high school prior to the start of that term.
10. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. See Student Code of Conduct section J(9).
11. CF has the option to limit dual enrollment participation based on capacity.

5. A delineation of the high school credit earned for the passage of each dual enrollment course

The high school will ensure that appropriate high school credits will be awarded upon successful completion of dual enrollment classes. All academic courses will correlate to the dual enrollment Course-High School Subject Area Equivalency List recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for high school credit and will not constitute dual enrollment.

6. A description of the process for informing students and their parents of college-level course expectations

1. CF will supply school guidance counselors with dual enrollment brochures which include application instructions to inform students/parents of the requirements and benefits of participation in the program.

2. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the school campus.
3. Students will be informed during dual enrollment orientation that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

7. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

There will be no exceptions made to the required grade point averages for academic dual enrollment.

8. The registration policies for dual enrollment courses as determined by the postsecondary institution

1. Registration for dual enrollment students taking classes on the CF campus will take place after the 0+ credit hour priority registration date each semester. Registration will be conducted through electronic communication between the school guidance counselor or designee and the Dual Enrollment Coordinator at CF.
2. Dual enrollment students will follow CF's procedures for drop, withdrawal and petition policies.
3. The beginning and ending dates of courses offered during the regular day in the school facilities will coincide with the PRIVATE SCHOOL calendar. Courses offered after the regular school day or on the college campus will be scheduled on the CF calendar. Courses taught by college faculty will follow the CF academic calendar.

9. The responsibilities of the PRIVATE SCHOOL regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.
2. PRIVATE SCHOOL shall identify those students qualified to participate in dual enrollment classes and will verify their continued eligibility throughout their participation. The school administrator will approve student eligibility for participation.
3. Students and their parents will be informed of college-level course expectations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by PRIVATE SCHOOL. Grades will be securely electronically transmitted by the College of Central Florida to PRIVATE SCHOOL.

6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an “FF” grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. These students will not enroll in additional dual enrollment courses until they re-establish GPA eligibility. Additionally, if a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
8. Dual Enrollment students will follow the College’s procedures for drop, withdrawal and petition policies.
9. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF’s Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF’s Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
10. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2019) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2019) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

10. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to the PRIVATE SCHOOL.

1. Students with unsatisfactory progress reports should be counseled by the high school guidance counselor immediately upon receipt of the college reports.
2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student’s high school transcript by PRIVATE SCHOOL. Grades will be electronically transmitted securely by CF to the student’s high school.
3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An “FF” grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. These students will not enroll in additional dual enrollment courses until they re-establish GPA eligibility. Additionally, if a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

11. A funding provision that delineates costs incurred by each entity. PRIVATE SCHOOL should share funding to cover instructional and support costs incurred by the postsecondary institution

1. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
2. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2019), the private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
3. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
4. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2019) will be funded by the PRIVATE SCHOOL.
5. The PRIVATE SCHOOL shall be responsible for the inventory, recovery, reuse, and sale of textbooks and instructional materials provided under this agreement in conjunction with the College of Central Florida Bookstore (Barnes & Nobles).
6. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

12. Any institutional responsibilities for student transportation, if provided.

The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

13. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Access Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

P. MISCELLANEOUS

- A. **Excess Funds:** Any party receiving funds erroneously paid by the School under this Agreement shall promptly notify and return to the School such erroneously paid funds.
- B. **Entire Understanding:** This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other understanding(s) and agreement(s) by the parties.
- C. **Amendments:** The provisions of this Agreement may only be amended, supplemented, waived, or changed by a writing making specific reference to this Agreement signed by both parties.
- D. **Governing Law & Venue:** This Agreement and all transactions contemplated hereunder 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. Venue for any litigation related hereto shall be in Marion County, Florida.

- E. Compliance with Laws and Policies:** Each party shall comply with all applicable federal and state laws, codes, rules, and regulations and the School policies in performing its duties, responsibilities, and obligations pursuant to this Agreement.
- F. Public Records:** Each party shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, PRIVATE SCHOOL (“School”) shall:
- i. Keep and maintain public records required to perform the service.
 - ii. Upon request from the CF’s custodian of public records, provide CF 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.
 - iii. 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 School does not transfer the records to CF.
 - iv. Upon completion of this Agreement, transfer, at no cost, to CF all public records in possession of School or keep and maintain public records required by CF to perform the service. If School transfers all public records to the public agency upon completion of the contract, then it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If School keeps and maintains public records upon completion of the contract, then it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CF, upon request from CF’s custodian of public records, in a format that is compatible with the information technology systems of the public agency.

If the school has questions regarding the application of Chapter 119, Florida Statutes, it is the school duty to provide Public Records relating to this contract, contact the custodian of records at: Joe Mazur, VP Administration and Finance at (352) 854-2322, ext. 1637, mazurj@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2019).

- G. 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, or religion in the performance of the parties’ respective duties, responsibilities, and obligations under this Agreement.
- H. 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. (2019). 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.
- I. Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. 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.

- K. Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. 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:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: robinsra @cf.edu
Fax Number: 352-291-4450

PRIVATE SCHOOL
ADDRESS
Email: EMAIL
Fax Number: FAX

or to such other address(es) as the 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,
- (b) On the date faxed or emailed, if by facsimile or 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, if mailed.

COLLEGE OF CENTRAL FLORIDA

8

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: School Board of Marion County Inter-institutional Articulation
Cooperative Agreement 2019-2020 – Renewal

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

This is a renewal Agreement between the District Board of Trustees of College of Central Florida and the School Board of Marion County. Whereas Florida Statute 1007.271 and State Board of Education Rules 6A-10.024(1) and 6A-14.031 address the use of articulated accelerated mechanisms for students and programs of study, these District Inter-institutional Agreements address the use of Dual Enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Articulation Agreement renewal with the School Board of Marion County and give authorization to the Board Chair to sign the agreement on behalf of the College.

**Articulation Agreements for College and Career Acceleration
Between the District Board of Trustees of the College of Central Florida
And the School Board of Marion County, Florida
2019-2020**

I. DUAL ENROLLMENT ARTICULATION AGREEMENT

The Articulation Committee that has negotiated/drafted the Agreement includes Marion County Public Schools' (hereafter referred to as "School District") members, William McAteer, Director of Secondary Education; Jennifer Leeds, High School Coordinator, Ginger Cruze, Principal, West Port High School.

The College of Central Florida (CF) members include Jennifer Fryns, Dean of Arts & Education; Raphael Robinson, Director of Admissions and Student Recruitment; Dual Enrollment Coordinator; Maureen Anderson, Dean of Enrollment Management; and, Allan Danuff, Dean of Liberal Arts and Sciences, Saul Reyes, Vice President Student Affairs.

The Committee meets annually in the spring to go over the current year's Articulation Agreements and discusses changes that are required due to changes in statute or rule and any changes desired by either the School District or CF. A draft document is prepared by CF personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the School Districts to take to their School Board for approval and signatures. Once approved and signed, copies are sent to CF to be reviewed, approved, and signed by the Board of Trustees. Signed hard copies are mailed to the School District personnel.

The Articulation Agreements for College and Career Acceleration are completed annually and submitted to the Department of Education by CF by August 1 of each year.

A. Program Requirements and Allowances

1. A ratification or modification of all existing Articulation Agreements.

Once both boards sign the Articulation Agreement, the Agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This Agreement covers not only Dual Enrollment, but also Career Pathways, Remediation, and Teacher Preparation. Legislative changes that occur after the final draft of this document which impact the 2019-2020 academic year will take precedence.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the Dual Enrollment program.

- a. References to *students* in this document mean any student enrolled in a Marion County Public School, including Marion Virtual School.
- b. CF will provide information to the schools regarding requirements for participation in, and the educational benefits to be derived from, Dual Enrollment or other accelerated programs.
- c. The schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parent/guardian of the opportunity to participate in these articulated acceleration programs. The schools will additionally provide information, using these same methods, to students and their parent/guardian, of the eligibility criteria for participation in these programs.
- d. CF will post application deadlines and registration dates on its Dual Enrollment Web page at least one term in advance.

- e. CF Admissions & Records staff will work with district and school officials on targeted Dual Enrollment recruiting activities.
3. **A delineation of courses and programs available to students eligible to participate in Dual Enrollment.**
- a. Courses to be provided by CF under this Agreement will be mutually agreed upon by CF and the School District, and will avoid unnecessary duplication of existing courses in grades six (6) - twelve (12). Current law allows for any course in the Statewide Course Numbering System, except developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity.
 - b. CF will furnish each school with a copy of the current courses (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on school campuses in Marion County will be mutually agreed upon by the host school principal and CF.
 - c. CF may develop a student education plan for a student registering for a Dual Enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in an Applied Technology Diploma, an Associate in Science (A.S.) degree or an Associate in Arts (A.A.) degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
 - d. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing or visual arts, applied technology, and any other classes that comply with applicable state regulations will be counted toward meeting the graduation requirement of §1003.4282, Fla. Stat. (2018).
 - e. Students (age eighteen [18]) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of their school principal and parent/guardian before participating. If the permission is granted, the student will be exempt from the payment of the registration, matriculation and laboratory fees. However, the student is responsible for the full cost of travel.
 - f. Students have an opportunity to participate in Dual Enrollment through Marion County Public Schools (MCPS) until they have successfully earned an associate's degree or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework (including AP, AICE, Cambridge, IB, Dantes).
4. **A description of the process by which students and their parents exercise options to participate in the Dual Enrollment program.**
- a. Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information.
 - b. **Application Process:** Students interested in Dual Enrollment must meet with their school guidance counselor or principal for permission to participate in the program. Students must complete the online Dual Enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the Dual Enrollment program. The student must turn the form in to their school guidance counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes school transcript and placement test scores (ACT, SAT, or PERT). The CF Dual Enrollment Coordinator must receive all documentation by the posted application deadlines. Once all documents are received and

processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.

- c. **Registration:** Dual Enrollment brochures will be provided to guidance counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online Dual Enrollment orientation on their CF portal. The orientation is required to register for Dual Enrollment courses. The student must take and pass the quiz at the end of the orientation. Registration will be completed through the school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school guidance counselor will assist the student in their course selection to ensure the course requirements are met for high school graduation. If Dual Enrollment courses are offered through the school or offered online through the School District, students must register for these courses before enrolling in courses offered at CF.
- d. **Withdrawal Process:** Dual Enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their guidance counselor to complete the Dual Enrollment Withdrawal form. The student, course instructor, and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
- e. **Course Load:** Students in grades six (6) - eight (8) may register for no more than three (3) credit hours only during the fall and spring terms. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. New dual enrollment students beginning in the summer may only register for summer "B" and may take up to six (6) credit hours. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school district to enroll for up to twelve credit hours. Before the beginning of their senior year the student may take up to nine (9) credit hours total in the summer semester (no more than two (2) courses in each summer term). High school seniors may take up to sixteen credit hours in the fall and spring terms. Please refer to the student progression plan for grade level designation.

	Fall Credit Hours	Spring Credit Hours	Summer Credit Hours	Total
Grades 6-8	3	3	0	6
Freshmen	6	6	0	12
Sophomores	6	6	6 (Summer B)	18
Juniors	9	9	9	27
Seniors	16	16	0	32

- f. Juniors participating in West Port High School's or Dunnellon High School's Early College Program may take a maximum of nine (9) credit hours at CF, but may take additional Dual Enrollment courses at the high school for a maximum of twelve (12) credit hours per semester in their junior year. Seniors may take up to 16 (sixteen) credit hours in the fall and spring terms. Students may register for a maximum of twelve (12) credits during the summer; however they may not register for more than six (6) credit hours during any summer term. CF's Dual Enrollment Petitions Committee must approve any exception to these limits.
- g. **Grade Distribution:** All students enrolled in Dual Enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's transcript by the School District. Grades will be electronically transmitted securely by CF to the district offices for posting.

- h. **Academic Advising:** All A.A. degree seeking students must be advised by a CF meta-major advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor's degree program and institution of their choice.
5. **A list of any additional initial student eligibility requirements for participation in the Dual Enrollment program.**
- a. An overall grade point average (GPA) of 3.0 on an unweighted 4.0 scale is required for college credit Dual Enrollment courses. An overall GPA of 2.0 on an unweighted 4.0 scale is required for students to enroll in Career Academy or vocational certificate Dual Enrollment programs. Continued eligibility for college credit Dual Enrollment requires the maintenance of a 3.0 unweighted GPA and the minimum GPA required by CF.
 - b. The School District will identify those students qualified to participate in Dual Enrollment classes. The school principals will approve student eligibility for participation in these classes.
 - c. The student must be enrolled in the School District and must be working towards a high school diploma to participate in Dual Enrollment. The student must demonstrate readiness for college-level coursework by passing the reading, English and mathematics sections of the ACT, SAT or PERT, in accordance with the cut scores established in §1008.30(6)Fla. Stat. (2018). Any combination of these test scores may be considered if taken within two (2) years of the beginning of classes for first-time Dual Enrollment students. Cut scores for the three (3) placement tests are as follows:

	<u>ACT</u>	<u>SAT</u>	<u>PERT</u>
Reading	19	24	106
English/Writing	17	25	103
Mathematics	19	24	114

PERT 114 - Placement for MAT1033, MGF1106, MGF1107 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- d. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123. Students who wish to be initially placed in an upper level mathematics course beyond MAC1105 must take the CLM (College Level Math) test and score a seventy (70) or higher.
- e. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements.
- f. Students enrolled in Advanced Placement (AP) English Literature or English Language are eligible to take courses that have ENC 1101 as a co-requisite during the same semester. Students who have a score of three (3) or above on the Advanced Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a pre-requisite in subsequent semesters.
- g. Students must demonstrate readiness for college-level coursework to be admitted into CF's school/career academy Dual Enrollment program. To satisfy this requirement, students must meet specific requirements of the cohort, should they exist, or pass a minimum of two (2) corresponding sections of the ACT, SAT or PERT in reading and writing or mathematics (algebra and arithmetic).
- h. Students enrolled in a collaborative CF-approved cohort must demonstrate readiness for college-level coursework to be admitted into the College of Central Florida's high school dual enrollment program. To satisfy this requirement, students must meet specific requirements of the cohort, should they exist, or pass a minimum of two corresponding sections of the ACT, SAT or PERT in reading, English/writing or math (algebra).
- i. The student's parent/guardian must grant permission for participation.

- j. Students must have earned four (4) high school level credits for consideration for Dual Enrollment courses. Students have an opportunity to participate in Dual Enrollment through MCPS until they have successfully earned an associate's degree or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive (including AP, AICE, Cambridge, IB, Dantes) of all college credit earning coursework.
 - k. Students are no longer eligible for Dual Enrollment once they successfully complete four (4) years of enrollment in high school or graduate, whichever comes first. Any exceptions to the requirements must be approved by both the school principal and CF's Dual Enrollment Petitions Committee. Students and their parent/guardian should contact the CF Dual Enrollment Coordinator to request a meeting with the Dual Enrollment Petitions Committee. Students and their school guidance counselor are notified of the committee's decision in writing within one (1) week of the meeting.
 - l. Students who will graduate from high school before completion of the postsecondary course may not register for the course through Dual Enrollment. This means that high school seniors may NOT take a summer "A" course as Dual Enrollment or as a regular college student since they have not officially graduated from high school before the start of that term.
 - m. Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process. Please refer to Section 12(i).
6. **A delineation of the high school credit earned for the passage of each Dual Enrollment course.**
- a. The School District will ensure that appropriate high school credits will be awarded upon successful completion of Dual Enrollment classes. All academic and vocational courses will correlate to the Dual Enrollment Course – **High School Subject Area Equivalency List** recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three (3) to five (5) credit hour college course to result in the awarding of one-half (0.5) high school credit in Carnegie units. Any other non-identified college course offered at fewer than three (3) credit hours will be ineligible for high school credit and will not constitute Dual Enrollment. Science courses and labs are combined and reported to Bright Futures.
 - b. High school credit for Postsecondary Adult Vocational certificate classes will be awarded based on the number of contact hours in the program of study. For each one hundred and thirty-five (135) clock hours in the program, a student will be awarded one (1) high school credit in Carnegie units; one-half (0.5) high school credit will be awarded for any number of clock hours between sixty-eight (68) and one hundred and thirty-five (135); and no high school credit will be awarded for any number of clock hours less than sixty-eight (68).
7. **A description of the process for informing students and their parents of college-level course expectations.**
- a. CF will supply school guidance counselors with Dual Enrollment information which include application instructions to inform students/parents of the requirements and benefits of participation in the program.
 - b. Dual Enrollment courses meet the curricular expectations and are at the same depth and rigor of non-Dual Enrollment postsecondary instruction, including those offered on the school campus.
 - c. Students will be informed during Dual Enrollment orientation that they should plan to study at least two (2) to three (3) hours outside of class for every hour they are in the class to be successful in college-level courses. In addition, Dual Enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

8. **The policies and procedures, if any, for determining exceptions to the required GPA on an individual student basis.**

There will be no exceptions made to the required GPA for academic or career Dual Enrollment.

9. **The registration policies for Dual Enrollment courses as determined by the postsecondary institution.**

- a. Registration for Dual Enrollment students taking classes on the CF campus will take place after the ten+ (10+) credit hour priority registration, but before zero+ (0+) registration date each semester. Course requests are due to CF from school guidance counselor(s) one week before the published registration date for Dual Enrollment students.
- b. For courses offered on the high school campuses, the school guidance counselor(s) will submit an electronic spreadsheet showing the students to be registered for the courses offered on their campuses.
- c. Dual Enrollment students will follow CF's procedures for drop, withdrawal, and petition policies. Dual Enrollment students will not be permitted to take dual enrollment courses while petitioning a grade of "D," "F," or "FF." If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the School District's calendar. Courses offered after the regular school day or on the CF campus will be scheduled on the CF calendar. Courses taught by college faculty will follow the CF academic calendar.

10. **Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.**

All School District employees serving as Dual Enrollment faculty approved to teach college courses under this Agreement will annually attend a new fall faculty or adjunct orientation conducted by CF. At orientation, they will receive a copy of the Adjunct Faculty Handbook, which includes the Web address of the Student Handbook detailing add/drop, withdrawal and grading policies, as well as the CF Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook.

11. **Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.**

- a. The School District will annually assess the demand for Dual Enrollment and provide that information to CF for assistance in planning classes in the CF scheduling system.
- b. CF will be responsible for ensuring that the quality of instruction provided Dual Enrollment students is comparable to that afforded other CF students. To this end, the following will apply to Dual Enrollment courses taught on high school campuses:
 1. Dual Enrollment faculty will be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.
 2. Dual Enrollment faculty will be provided a copy of course plans, objectives, and relevant CF Institutional Student Learning Outcomes. These objectives and outcomes must be included in the course syllabus.
 3. The course syllabus must be provided to students and filed with the CF discipline chairperson before the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at CF.
 4. Textbooks, technology, and instructional materials used in Dual Enrollment courses must be the same or comparable with those used in course taught on the CF campus. If not identical, they must be approved by the discipline chairperson at CF.

5. For academic disciplines where a departmental exam is used, the final exam will be provided to the School District's Dual Enrollment faculty by CF in a timely fashion to ensure availability before the scheduled administration dates. For all others, final examinations must be approved by the appropriate CF discipline chairperson as a comprehensive assessment of expected learning outcomes. The high school Dual Enrollment instructor should send their exam to their CF faculty liaison for review and approval at least three weeks before the exam delivery date.
- c. The high school principal, or his/her designee, will recommend qualified high school teachers as instructors for Dual Enrollment courses to be taught during the regular school day or extended school day on high school campuses. To be qualified, faculty selected to teach Dual Enrollment classes must submit an adjunct application to their administrative contact at CF, along with their postsecondary transcripts, which will be kept on file in the CF Human Resources Office.
- d. In the absence of qualified high school instructors, CF may provide adjunct instructors to teach Dual Enrollment courses on high school campuses, if such arrangements are approved by CF's Vice President for Academic Affairs (see item 7.b. above). In each case, once an academically qualified instructor is identified, he/she must meet all of the requirements established by the School District before having contact with the students. This process will be coordinated through the School District's Director of Secondary Education
- e. All instructors, regardless of location must meet CF faculty credentialing requirements set by the Southern Association of Colleges and Schools (SACSCOC) Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement, Current Edition* (section 3.7.1).
- f. School District instructors who teach Dual Enrollment courses during the regular or extended school day will be evaluated by the high school administration using the districtwide evaluation instrument. These instructors will also be observed for evaluative purposes by a CF administrator, faculty liaison, or a trained School District official in accordance with CF faculty evaluation processes. CF will follow the School District's guidelines for the performance of employees when evaluating these Dual Enrollment instructors. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least twenty (20) days before the classroom observation; scheduling the observation in advance; providing a copy of the performance assessment to the instructor within ten (10) working days after the observation; allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at CF; and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of CF's observation will be shared with the School District administrator.
- g. Dual Enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.
- h. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age or maturity.
- i. Any course-, discipline-, college-, or system-wide learning assessments required by CF in non-Dual Enrollment sections of a course will also be administered in all Dual Enrollment sections of the course.
- j. CF will analyze student performance in Dual Enrollment course offerings on high school and college campuses to ensure that the level of preparation for future success is comparable with non-Dual Enrollment college students. Analyses and recommendations will be shared and reviewed with School District principals and administrators.
- k. CF and the School District will design strategies for collaborative professional development to improve Dual Enrollment counseling and instructional efficacies,

encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.

1. **IMPORTANT:** If a high school wants to offer fifteen (15) or more credits (i.e., twenty-five [25] percent over a two [2] year period of an associate's degree program) on their campus, they must submit a request to the Vice President for Academic Affairs at CF at least six (6) months in advance to allow sufficient time for approval and notification to SACSCOC. If a high school wants to offer thirty (30) credits or more (i.e., fifty [50] percent of an associate's degree program) on their campus, they must submit a request to CF's Vice President for Academic Affairs at least nine (9) months in advance. If approved by CF officials, the high school and School District administrators will work with CF officials to create and submit a "substantive change" to SACSCOC. Approval must be received from SACSCOC before the additional courses on the high school campus may be advertised or offered.
12. **The responsibilities of the School District regarding the determination of student eligibility before participating in the Dual Enrollment program and the monitoring of student performance while participating in the Dual Enrollment program.**
- a. Each student must be recommended by their school principal. Student screening for eligibility and participation is the responsibility of the school principals according to district and state requirements.
 - b. The school counselor will identify those students qualified to participate in Dual Enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify CF's Dual Enrollment Coordinator when a student's eligibility status changes.
 - c. The school counselor will work with students to review Dual Enrollment course plans to minimize enrollment in courses that are not a part of the student's chosen academic pathway.
 - d. CF may provide academic advising services to Dual Enrollment students, monitor their progress and attendance in Dual Enrollment classes, and provide progress and attendance reports to their school at the college mid-term and upon completion of the college term.
 - e. Students and their parent/guardian will be informed of college-level course expectations.
 - f. Any "grade level" classification listed in this Dual Enrollment Agreement is based on the School District's Student Progression Plan.
 - g. Students attending Dual Enrollment classes held in high school facilities during regular school hours will be subject to the School District attendance regulations. Students attending Dual Enrollment classes held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to CF attendance policies. Required documentation of enrollment will be reported School District Student Information and State Reporting (SISR) office.
 - h. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through Dual Enrollment. The student may apply to CF and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees, and textbooks/ instructional materials for the summer "B" session.
 - i. **CODE OF STUDENT CONDUCT:** Students attending Dual Enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., cheating and plagiarism). Students taking Dual Enrollment classes on their high school campus will be subject to the current School District Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF

campus, regardless of what disciplinary action the School District takes. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the Dual Enrollment course, regardless of eligibility requirements for continued enrollment.

- j. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2018) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2018) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

13. The responsibilities of CF regarding the transmission of student grades in Dual Enrollment courses to the School District.

- a. Students with unsatisfactory progress reports should be counseled by the school guidance counselor immediately upon receipt of the college reports.
- b. All students enrolled in Dual Enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's school transcript by the School District. Grades will be electronically transmitted securely by CF to the School District offices for posting.
- c. If a Dual Enrollment student earns a "D," "F," or "FF" grade in any course(s) during one (1) semester, he/she will no longer be eligible to participate in Dual Enrollment. Payment for courses cannot be made on behalf of the student or by the student's family, etc. while the student is still in school. They must have graduated and have been admitted as a regular college student to do this. Please refer to 9(c) if the student successfully petitions and the grade is subsequently changed to an acceptable grade.
- d. For Career Academy Students only: If a student earns a "D," "F," or "FF" grade in any course(s) during the semester, he/she will be able to repeat ONLY those courses in the following semester. This is a one-time allowance for the duration of their Dual Enrollment participation and the student must pass all repeated courses with a "C" grade or higher.

14. A funding provision that delineates costs incurred by each entity.

- a. Subject to annual appropriation in the General Appropriation Act, and in accordance with §1007.271(21)(n)(1), Fla. Stat. (2018), the School District will pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) from funds provided in the Florida Education Finance Program (FEFP) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online. Courses taken during the summer term will not be charged to the School District.
- b. Students must drop courses during the add/drop period to have the cost of tuition removed. If the student later withdraws from a course, the tuition will remain and be charged to the School District.
- c. If a faculty member is provided by CF to teach a Dual Enrollment course on a high school campus, the high school will be required to cover the cost of that instructor. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.
- d. Students enrolled in a Dual Enrollment or early admissions program will be exempt from the payment of registration, matriculation, and laboratory fees.
- e. Required textbooks and other instructional materials as defined in §1006.28, Fla. Stat. (2018) will be funded by the School District provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in §1004.085, Fla. Stat. (2018) in regards to the affordability of textbooks.

- f. The School District will be responsible for the instructional materials provided under this Agreement in conjunction with the CF Bookstore (Barnes & Noble). Students will be responsible for the replacement costs for textbooks/ instructional materials issued to them that are lost, stolen or damaged.
- g. To be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a Dual Enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.
- h. CF will invoice the School District for costs incurred following each semester. Payment must be made by check.

15. Any institutional responsibilities for student transportation, if provided.

The student will be responsible for providing transportation to and from facilities where Dual Enrollment classes are held.

II. MECHANISMS AND STRATEGIES FOR DECREASING THE NEED FOR REMEDIATION OF HIGH SCHOOL GRADUATES AT CF.

- A. There will be established a "college and career collaborative" comprised of two (2) representatives from each School District, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Dean of Enrollment Management at CF, and others as the plan warrants.
- B. Initiatives include:
 - Analysis of student readiness for college by administering the PERT to eligible students from Levy, Marion, and Citrus Counties.
 - 1. CF will provide:
 - a. One (1) administration of the PERT exam at no cost for students who wish to apply for participation in Dual Enrollment
 - b. walk-in testing available at the college
 - 2. The School District will provide:
 - a. space for testing
 - b. test sites
 - c. testing information to all eligible students
- C. CF will provide assessment of student readiness for college by administration of PERT to all incoming students without ACT or SAT scores. Incoming students will be required to submit PERT, SAT and ACT scores if they do not meet exemption requirements as identified by §1008.30, Fla. Stat. (2018).
- D. The limitation on PERT retakes has been removed from statute. CF will accept the PERT scores from the school transcripts only if they cannot be found at the PERT repository.
- E. CF will provide a statistical study by districts and by schools of first time in college (FTIC) and prior year in school students needing College Prep courses.
- F. Articulation agreements will be established between Levy, Marion, and Citrus school districts and CF.
- G. CF advising and enrollment services staff from all campuses will meet with school counselors in all three (3) school districts to provide in-service training regarding CF course requirements. School counselors are encouraged to visit CF's workforce development programs.
- H. CF will conduct a "college preview" type event for students in each of the School Districts.
- I. CF will provide information about its programs and how to be a successful college student to sixth (6th) through twelfth (12th) graders in Levy, Marion, and Citrus Counties in a variety of formats, materials, and events.

- J. Educational Opportunity Center (EOC), a Federal TRIO program that serves approximately one thousand (1,000) high school & postsecondary students at educational institutions in the service area, will offer activities including individual needs assessment, individual educational plans, tutoring, career exploration, mentoring, visits to local business and industry and college campuses, motivational sessions, etc. (dependent upon grant funding).

III. MECHANISMS AND STRATEGIES FOR PROMOTING “CAREER PATHWAYS” PROGRAMS OF STUDY.

A. Courses and programs available to students eligible for Career Pathways.

1. A Career Pathway Program of Study is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support an accelerated transition to postsecondary coursework in a related career area of interest. According to the Florida Department of Education Information Data Base Requirements, Vol. 1, a Secondary Career Pathways student is defined as “a career and technical education student who has earned three (3) or more (high school) credits in a single career and technical education program and has participated in a locally developed Program of Study that has a written articulation agreement in place which establishes and validates the career pathway.” Such is the purpose of this Articulation Agreement between CF and the School District.
2. Courses to be articulated to CF under this Agreement will be mutually agreed upon by CF and the School District. Career Pathways course and program offerings will be accessible on the Career Pathways Web page of CF’s Website (www.CF.edu/careerpathways), and the School District’s Website on the Career and Technical Education Web page. Alterations to this list of offerings may be made with mutual consent of CF and the School District.

B. The process for notifying parents and students of the option to participate in Career Pathways programs.

1. CF will provide information to the schools regarding the requirements for participation in, and the educational benefits to be derived from, Career Pathways or other accelerated programs.
2. The school, in turn, will utilize printed, published, electronic, or other media to notify students and their parent/guardian of the opportunity to participate in these articulated acceleration programs. The schools will also provide information, using these same methods, to students and their parent/guardian regarding the eligibility criteria for participation in these programs.

C. Eligibility criteria for student participation.

1. Eligibility for participation in a Career Pathways program of study is determined by a student’s enrollment in a Career & Technical Education (CTE) Program of Study. A student who is defined as a “concentrator” (students earning three [3] or more courses in a CTE Program of Study) and has met the minimum academic requirements of a “B” (3.0) in the CTE Program is considered a Career Pathway student.
2. Career Pathways students who are eligible for articulated credits and desire to attend CF in an aligned A.S. degree program must apply for a CF student identification number and request to take an end-of-course exam for the articulated credit. Students, who pass an Industry Certification on the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AAS/AS Degree are exempt from taking the end of course exam for the courses specified in Appendices A-Y (http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp).

D. Institutional responsibilities for student screening before enrollment and monitoring enrolled students.

1. The School District will identify those students who have completed Career Pathways courses of study and are current seniors (within twelve [12] months of high school graduation) and will notify CF.
2. CF will make available advising services to Career Pathways students, as provided to all CF students.

E. Awarding college credit for articulated Career Pathways courses.

1. To receive Career Pathways credit, students must demonstrate mastery of articulated career and technical courses by earning at least a grade of "B" as indicated on their official high school transcripts. Additionally, students may also be required to pass the Industry Certification identified on the Gold Standard Statewide Articulation Agreement, an exam or approved alternative assessment of work to demonstrate mastery of course material at a level acceptable to CF.
2. The articulated Career Pathways credits will be awarded and posted to the student's CF transcript upon acceptance to CF and his/her declaration of an A.S. program of study. The articulated CF courses will be awarded a grade of "S" and will not factor into the student's GPA at CF.
3. Statewide Career and Technical Education Articulation Agreements which are based on nationally recognized industry certification support the Department of Education's Next Generation Strategic Areas of Focus (number three) effort to "expand opportunities for postsecondary degrees and certifications." Gold Standard Career Pathways Industry Certification to AAS/AS Degree Statewide Articulation Agreements (see item C.2. above) based on nationally recognized industry certification does not preclude CF from granting additional credit based on the local Agreement.

F. Criteria by which the instructional quality will be maintained.

CF will work with the School District personnel to provide program and related course learning outcomes, curriculum, and other resources to help ensure that the quality of instruction provided the high school students in the Career Pathways articulated courses is comparable to that afforded CF students enrolled in said program.

G. Cost of Career Pathways

Students who receive Career Pathways credits will be exempt from the payment of registration and laboratory fees for the CF courses for which they receive articulated credit.

H. Program review

1. CF and the School District personnel will, on an annual basis, review and revise the Articulation Agreement to keep it aligned with the most current program and course requirements. All Career Pathway programs offered by CF are annually reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. Upon request, CF will work with the School District personnel to develop additional articulated Career Pathways programs of study as new programs are added at the secondary or postsecondary levels.

IV. MECHANISMS AND STRATEGIES FOR IMPROVING THE PREPARATION OF ELEMENTARY, MIDDLE, AND HIGH SCHOOL TEACHERS.

- A. There will be established a consortium among CF, the CF University Center partners, and the school boards of Citrus, Marion, and Levy Counties to affect collaborative methods for improving the preparation of elementary, middle, and high school teachers.
- B. Additionally, methods for providing support to the public school systems in recruiting, retaining, and recertifying teachers will be developed by the consortium members.
- C. Training programs will be developed to provide professional development to meet the needs of teacher mandates. These courses and programs will be made available to the public school systems in Citrus, Marion, and Levy Counties at various times and places.
- D. The members of the consortium will promote the advantages of partnering in educational programming.
- E. The members of the consortium will work to provide a coordinated effort to develop and implement alternative certification procedures and programs for classroom teachers.
- F. The members of the consortium will work to provide a coordinated effort to develop and implement methods for state and federal mandates.
- G. The members of the consortium, in developing these programs, will strive to utilize new technologies in the training programs, to address critical needs of teachers and public school systems in implementing them, and to include both pre-service and in-service initiatives in so doing.

V. MISCELLANEOUS

- A. **Excess Funds**: Any party receiving funds erroneously paid by School District under this Agreement will promptly notify and return to School District such erroneously paid funds.
- B. **Entire Understanding**: This Agreement represents the entire understanding and agreement between the parties concerning the subject matter hereof, and supersedes all other understanding(s) and agreement(s) by the parties.
- C. **Amendments**: The provisions of this Agreement may only be amended, supplemented, waived, or changed by a writing making specific reference to this Agreement signed by both parties.
- D. **Governing Law & Venue**: The laws of the State of Florida govern all aspects of this Agreement and all transactions contemplated by it without regard to principles of conflicts of laws. Venue for any litigation related to this Agreement will be in Marion County, Florida.
- E. **Compliance with Laws and Policies**: Each party will comply with all applicable federal and state laws, codes, rules, and regulations and School District policies in performing its duties, responsibilities, and obligations pursuant to this Agreement.
- F. **Public Records**: IF CF HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CF'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 OR IN PERSON AT 420-A SE ALVAREZ AVENUE, OCALA, FLORIDA 34471.

IF SCHOOL BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SCHOOL BOARD'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: [JOE MAZUR, VP ADMINISTRATION AND FINANCE AT (352) 854-2322, EXT. 1637, MAZURJF@CF.EDU OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FL 34474. §119.0701, FLA. STAT. (2018).

- G. **Non-Discrimination**: Neither party will subject any person to discrimination because of age, race, color, disability, pregnancy, gender, marital status, national origin, or religion in the performance of the parties' respective duties, responsibilities, and obligations under this Agreement.
- H. **No Waiver of Sovereign Immunity**: This Agreement does not waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be apply, or of any rights or limits of liability existing under §768.28, Fla. Stat. (2018). This term survives the termination of all performance or obligations under this Agreement and is fully binding until any applicable statute of limitations bars any proceedings brought under this agreement.
- I. **Inspector General Audits**: The parties and their subcontractors (if any), will comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the inspector General or by any other Florida Official with proper authority.
- J. **No Third Party Beneficiaries**: Nothing in this Agreement provides consent by any agency or political subdivision of the state of Florida to allow any person or entity not a party to this Agreement to sue, including, but not limited to, any citizen or employees of the parties, in any matter arising out of this Agreement, or to confer any rights to any third party to allow any claim otherwise barred under the doctrine of sovereign immunity or by operation of law.
- K. **Waiver**: A waiver by either party of a breach or failure to perform under this Agreement will not constitute a waiver of any subsequent breach or failure to perform. No waiver is valid against any Party unless made in writing and signed by the Party against whom enforcement of such waiver is sought and then only to the extent expressly specified herein.
- L. **Assignment**: Neither CF nor School Board may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement will inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. **Notices**: All notices, requests, consents, and other communications required or permitted under this Agreement must 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:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: robinsra@cf.edu
Fax Number: 352-291-4450

William McAteer, The School Board of Marion County, Florida
PO Box 670
Ocala, FL 34478
Email: william.mcateer@marion.k12.fl.us
Fax Number: 352-236-0519

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

- (a) On the date delivered, if by personal delivery,
- (b) On the date faxed or emailed, if by facsimile or 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, if mailed.

VI. ACCOUNTABILITY

This Agreement and the policies and allocation of responsibility will be effective upon being signed by the chair of The School Board of Marion County, Florida and the chair of the District Board of Trustees of the College of Central Florida, but must be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of CF's President and the District Superintendent or his/her designee. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement will be valid for the 2019-2020 school year.

IN WITNESS WHEREOF, The School Board of Marion County, Florida and the District Board of Trustees of The College of Central Florida have adopted this Agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with §1007.23, Fla. Stat. (2018), Statewide Articulation Agreement.

District Board of Trustees of The College of Central Florida

Date Rusty Branson, Board Chair

The School Board of Marion County, Florida

Date Kelly King, Board Chair

**2019-2020 Career Pathways Articulation Agreement between The College of
Central Florida and The School Board of Marion County, Florida**

Table of Contents for Appendices A-Y

<i>Administrative Office Specialist (Appendix A)</i>	<i>Pages 1-3</i>
<i>Agritechnology (Appendix B)</i>	<i>Pages 4-5</i>
<i>Allied Health Assisting (Appendix C)</i>	<i>Pages 6-8</i>
<i>Animal Science and Services (Appendix D)</i>	<i>Pages 9-10</i>
<i>Applied Engineering Technology (Appendix E)</i>	<i>Pages 11-12</i>
<i>Advanced Manufacturing Technology (Appendix F)</i>	<i>Pages 13-15</i>
<i>Business Management and Analysis (Appendix G)</i>	<i>Pages 16-17</i>
<i>Communications Technology (Appendix H)</i>	<i>Pages 18-19</i>
<i>Criminal Justice (Appendix I)</i>	<i>Pages 20-21</i>
<i>Digital Design (Appendix J)</i>	<i>Pages 22-23</i>
<i>Digital Video Technology (Appendix K)</i>	<i>Pages 24-25</i>
<i>Drafting (Appendix L)</i>	<i>Pages 26-27</i>
<i>Early Childhood Education (Appendix M)</i>	<i>Pages 28-30</i>
<i>Electronic Business Enterprise (Appendix N)</i>	<i>Pages 31-32</i>
<i>Global Finance (Appendix O)</i>	<i>Pages 33-34</i>
<i>Global Logistics and Supply Chain Technology (Appendix P)</i>	<i>Pages 35-36</i>
<i>Landscape Operations (Appendix Q)</i>	<i>Pages 37-38</i>
<i>Power and Energy Technology (Appendix R)</i>	<i>Pages 39-40</i>
<i>Principles of Teaching (Appendix S)</i>	<i>Pages 41-43</i>
<i>Promotional Enterprise Management (Appendix T)</i>	<i>Pages 44-45</i>
<i>Technical Agriculture Operations (Appendix U)</i>	<i>Pages 46-47</i>
<i>Technical Design (Appendix V)</i>	<i>Pages 48-49</i>
<i>Technology Support Services (Appendix W)</i>	<i>Pages 50-52</i>
<i>Veterinary Assisting (Appendix X)</i>	<i>Pages 53-54</i>
<i>Web Development (Appendix Y)</i>	<i>Pages 55-56</i>

Appendix A
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Administrative Office Specialist program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Administrative Office Specialist

Postsecondary Program
 Office Administration - Legal Office Specialist, A.S.
 Office Administration - Medical Office Specialist, A.S.
 Office Administration - Office Management, A.S.
 Business Administration, A.S.

Marion County
 Dunnellon High School
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8212110 Administrative Office Technology I 8212120 Business Software Applications 1	OST 1100 Introduction to Word (3)	3

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
MICRO 017 Microsoft Office Master MICRO 069 Microsoft Office Specialist Microsoft Excel Expert Microsoft Word Expert	Microsoft Office Master CGS 1100 Microcomputer Applications (3) OST 2717 Advanced Word (3) CGS 2540 Database Management (3) Microsoft Office Specialist	15

	OST 1100 Introduction to Word (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 2717 Advanced Word (3)	
--	---	--

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school

official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix B
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Agritechnology program to transition into the College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Agritechnology

Postsecondary Program
Agribusiness Management, A.S.

Marion County
Dunnellon High School

College
The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8106810 Agriscience Foundations 8106820 Agritechnology 1 8106830 Agritechnology 2	OST 1100 Introduction to Word (Elective 3) ORH 1000C Introduction to Horticulture (3) ORH 1510 Ornamental Plant ID (3) ANS 1003 Introduction to Animal Science (3)	3 to 12

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

FLFBR 005 Animal Science Certification

Industry Certification	CF College Courses	College Credits
FNGLA 001 Certified Horticulture Professional FLFBR 005 Animal Science Certification	<u>FNGLA 001 Certified Horticulture Professional</u> ORH 1000C Introduction to Horticulture (3) ORH 1510 Ornamental Plant ID (3) <u>FLFBR 005 Animal Science Certification</u> ANS 1003 Introduction to Animal Science (3)	3 to 9

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix C
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Allied Health Assisting program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Allied Health Assisting

Postsecondary Program
 Health Information Technology, A.S.
 Dental Assisting, A.S./ATD
 Physical Therapy Assistant, A.S.
 Nursing, A.S.

Marion County
 Belleview High School
 Dunnellon High School
 North Marion High School
 Vanguard High School
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8417100 Health Science Anatomy and Physiology 8417110 Health Science Foundations 8417131 Allied Health Assisting 3	DEP 2004 Human Growth and Development (3) <i>*Applies toward A.S. in Nursing and A.S. in PTA</i> HSC 2531 Medical Terminology (3) <i>*Applies toward A.S. in HIT</i> PHT 2342 Medical Terminology for the Physical Therapy Assistant (3) <i>*Applies toward A.S. in PTA</i> BSC 1080 Basic Anatomy and Physiology (3) <i>*Please note: BSC 1080 only applies to the Dental Assisting Diploma</i> HUN 1201 Human Nutrition (3) <i>*Applies toward A.S. in Nursing</i>	Up to 6

- B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
NONE	NONE	0

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.
- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.
- E. Students who have obtained their Certified Nursing Assistant (CNA) will be recognized for their accomplishment by receiving additional consideration when applying for the nursing program.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix D
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Animal Science and Services program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Animal Science and Services

Postsecondary Program
 Agribusiness Management, A.S.
 Equine Studies, A.S. – Business Management
 Specialization
 Equine Studies, A.S. – Exercise Physiology
 Specialization

Marion County
 Belleview High School
 Lake Weir High School
 North Marion High School
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8106810 Agriscience Foundations 8106210 Animal Science and Services 2 8106220 Animal Science and Services 3	OST 1100 Introduction to Word (Elective 3) ANS 1236 Introduction to Equine Studies (3) <i>*Please note the above ANS 1236 course only applies toward the Equine Studies A.S. Degrees and is an open book exam</i> ANS 1003 Introduction to Animal Science (3) <i>*Please note the above ANS 1003 course only applies toward the Agribusiness Management A.S. Degree</i>	3 or 6

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
FLFBR 005 Animal Science Certification	ANS 1003 Introduction to Animal Science	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix E
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Applied Engineering Technology program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Applied Engineering Technology

Postsecondary Program
 Engineering Technology, A.S. - Quality Specialization
 Engineering Technology, A.S – Advance Manufacturing Specialization

Marion County
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology	OST 1100 Introduction to Word (Elective 3)	12 to 15
8401110 Applied Engineering Technology 1	EGN 1111 Engineering Graphics (3)	
8401120 Applied Engineering Technology 2	EET 1084 Survey of Electronics (3)	
8401130 Applied Engineering Technology 3	ETI 1843 Motors and Controls (3) ETS 1542 Introduction to PLC's (3)	

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADESK 002 Autodesk Certified User	EGN 1111 Engineering Graphics (3)	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix F
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Automation and Production Technology program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Advanced Manufacturing Technology

Postsecondary Program
 Engineering Technology, A.S. - Quality Specialization
 Engineering Technology, A.S – Advance Manufacturing Specialization

Marion County
 Belleview High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 9200210 Advanced Manufacturing Technology 1 9200220 Advanced Manufacturing Technology 2 9200230 Advanced Manufacturing Technology 3 9200240 Advanced Manufacturing Technology 4	OST 1100 Introduction to Word (Elective 3) EGN 1111 Engineering Graphics (3) EET 1084 Survey of Electronics (3) ETI 1843 Motors and Controls (3) ETS 1542 Introduction to PLC's (3)	12 to 15

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
MSSCN 001 MSSC Certified Production	<u>MSSC CPT Safety</u>	3 to 15

Technician	ETI 1720C Industrial Safety (3) <u>MSSC CPT Quality</u> ETI 1117 Introduction to Quality Control (3) <u>MSSC CPT Manufacturing Processes & Production</u> ETI 1411 Manufacturing Processes I (3) <u>MSSC CPT Maintenance Awareness</u> ETI 1084 Survey of Electronics (3) <u>MSSC CPT Manufacturing Processes & Production</u> ETI 1511 Instrument Techniques and Measurement (3)	
------------	---	--

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- C. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix G
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Business Management and Analysis program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Business Management and Analysis

Postsecondary Program
 Business Administration, A.S.

Marion County
 Belleview High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8215120 Business and Entrepreneurial Principles 8203310 Accounting Applications 1	GEB 1011 Introduction to Business (3) ENT 2112 Entrepreneurship Opportunities (3)	Up to 6

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
MICRO 017 Microsoft Office Master Microsoft EXCEL Expert Microsoft WORD Expert	<u>MICRO 017 Microsoft Office Master</u> CGS 1100 Microcomputer Applications (3) OST 2717 Advanced Word (3) CGS 2540 Database Management (3) <u>Microsoft EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>Microsoft WORD Expert</u> OST 2717 Advanced Word (3)	Up to 15

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix H
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Communications Technology program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Communications Technology

Postsecondary Program
 A.S. Digital Media Technology
 Web Design Specialization

Marion County
 Lake Weir High School
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

C. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8601000 Communications Technology 1 8601020 Communications Technology 2 8601030 Communications Technology 3	DIG 2100 Web Design I	3

D. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADOBE020 Illustrator ADOBE022 Photoshop ADOBE010 Dreamweaver	DIG 2000 Introduction to Digital Media <i>*must have all 3 industry certifications listed on the left</i>	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix I
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Criminal Justice program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Criminal Justice

Postsecondary Program
 Criminal Justice Technology, A.S.

Marion County
 Forest High School
 Lake Weir High School
 North Marion High School
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology		
8918010 Criminal Justice Operations 1	OST 1100 Introduction to Word (Elective 3)	
8918020 Criminal Justice Operations 2	CCJ 1020 Introduction to Criminal Justice System (3)	6 or 9
8918030 Criminal Justice Operations 3	CCJ 1949 Internship (3)	

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below.

Industry Certification	CF College Courses	College Credits
NONE	NONE	0

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix J
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Digital Design program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Digital Design

Postsecondary Program

A.S. Digital Media Technology
 Web Design Specialization

Marion County

Lake Weir High School
 Vanguard High School

College

The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

E. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8209510 Digital Design 1 8209520 Digital Design 2 8209530 Digital Design 3	DIG 2100 Web Design I	3

F. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADOBE020 Illustrator ADOBE022 Photoshop ADOBE010 Dreamweaver	DIG 2000 Introduction to Digital Media	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix K
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Digital Video Production program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Digital Video Technology

Postsecondary Program
 Digital Design, A.S.

Marion County
 Belleview High School
 Dunnellon High School
 Forest High School
 Lake Weir High School
 North Marion High School
 Vanguard High School
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

G. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8201410 Digital Video Technology 1 82014420 Digital Video Technology 2 8201430 Digital Video Technology3	DIG 2100 Web Design I	3

H. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADOBE020 Illustrator ADOBE022 Photoshop ADOBE010 Dreamweaver	DIG 2000 Introduction to Digital Media	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix L
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Drafting program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Drafting

Postsecondary Program

Engineering Technology, A.S. - Quality Specialization
 Engineering Technology, A.S – Advance
 Manufacturing Specialization

Marion County

Vanguard High School

College

The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8725010 Drafting 1 8725020 Drafting 2 8725030 Drafting 3	OST 1100 Introduction to Word (Elective 3) EGN 1111 Engineering Graphics (3)	3 or 6

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADESK 002 Autodesk Certified USER AutoCAD	EGN 1111 Engineering Graphics (3)	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix M
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Early Childhood Education program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Early Childhood Education

Postsecondary Program
 Early Childhood Education, A.S.

Marion County
 Dunnellon High School
 Marion Technical Institute

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8405110 Early Childhood Education 1 8405120 Early Childhood Education 2 8405130 Early Childhood Education 3	OST 1100 Introduction to Word (Elective 3) CHD 1440D Child Care Practicum I (3) CHD 1339 Learning Through Play (3)	6 or 9

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CPREC 001 Child Development Associate FLDOE 001 Early Childhood Professional Certificate (ECPC)	<u>CPREC 001: Child Development Associate</u> EEC 1921 Preschool Workshop (3) EEC 2401 Home and Community (3) CHD 1440D Practicum I (3) <u>FLDOE 001 Early Childhood Professional</u>	3 to 12

Director's Credential	<u>Certificate (ECPC)</u> EEC 2001 Introduction to Administration in Early Childhood Education (3) <u>Director's Credential</u> EEC 2001 Introduction to Administration in Early Childhood Education (3)	
-----------------------	---	--

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school

official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix N
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Electronic Business Enterprise program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Electronic Business Enterprise

Postsecondary Program
 Business Administration, A.S.

Marion County
 Forest High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8200340 Introduction to E-Commerce 8200350 E-Commerce Entrepreneurship	GEB 1011 Introduction to Business (3) ENT 2112 Entrepreneurship Opportunities (3)	6 to 9

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
MICRO 017 Microsoft Office Master Microsoft EXCEL Expert Microsoft WORD Expert	<u>MICRO 017 Microsoft Office Master</u> CGS 1100 Microcomputer Applications (3) OST 2717 Advanced Word (3) CGS 2540 Database Management (3) <u>Microsoft EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>Microsoft WORD Expert</u> OST 2717 Advanced Word (3)	Up to 15

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix O
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Global Finance program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Global Finance

Postsecondary Program

Business Administration, A.S.

Marion County

Marion Technical Institute

College

The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8203310 Accounting Applications I 8815160 Managerial Accounting	ACG 2021 Financial Accounting (3)	3

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
QuickBooks Certified User (INTUT001)	ACG2450 Integrated Accounting (3)	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of “S” which will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix P
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Global Logistics and Supply Chain Technology program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Global Logistics and Supply Chain
 Technology

Postsecondary Program
 Engineering Technology, A.S. – Quality Specialization
 Engineering Technology, A.S – Advance
 Manufacturing Specialization
 Supply Chain Management, A.S.

Marion County
 Lake Weir High School
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 9503110 Global Logistics and Supply Chain Technology 9503120 Introduction to Information Technology Applications 9503130 Global Logistics Operations	OST 1100 Introduction to Word (3) TRA 2154 Introduction to Supply Chain (3) TRA 2230 Warehouse Management (3)	6 or 9

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
MSSCN 002 MSSC Certified Logistics Technician (CLT) GLA Global Logistics Associate	MSSC Certified Logistics Technician (CLT) TRA 2154 Introduction to Supply Chain (3) TRA 2230 Warehouse Management (3) GLA Global Logistics Associate TRA 2154 Introduction to Supply Chain (3) TRA 2230 Warehouse Management (3)	6 or 12

	ETI 1117 Introduction to Quality Control (3) <i>*Applies only to Engineering Technology A.S. degrees</i> TRA 2131 Purchasing and Inventory Management	
--	---	--

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix Q
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Landscape Operations program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Landscape Operations

Postsecondary Program
 Agribusiness Management, A.S.

Marion County
 Belleview High School
 Forest High School
 Vanguard High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8106810 Agriscience Foundations 8121510 Introductory Horticulture 2 8121520 Horticulture Science 3	OST 1100 Introduction to Word (Elective 3) ORH 1000C Introduction to Horticulture (3) ORH 1510 Ornamental Plant ID (3)	6 or 9
8215120 Business and Entrepreneurial Principles	ENT 1000 Introduction to Entrepreneurship (3)	3

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
FNGLA 001 Certified Horticulture Professional	ORH 1000C Introduction to Horticulture (3) ORH 1510 Ornamental Plant ID (3)	6

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix R
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Power and Energy Technology program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Power and Energy Technology

Postsecondary Program
 Engineering Technology, A.S. - Quality Specialization
 Engineering Technology, A.S - Advance
 Manufacturing Specialization

Marion County
 Dunnellon High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology	OST 1100 Introduction to Word (3)	12 or 15
8601310 Power and Energy Technology 1	EET 1084 Survey of Electronics (3)	
8601320 Power and Energy Technology 2	ETI 1843 Motors and Controls (3)	
8601330 Power and Energy Technology 3	ETS 1542 Introduction to PLC's (3)	
	ETI 1720C Industrial Safety (3)	

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
NCCER 010 Electrical – Level 1 and NCCER 038 Electrical – Level 2	NCCER Electrical - Level 1 & 2 EET 1084 Survey of Electronics (3) NCCER Power Generation I & C Maintenance Technician - Level 1, 2, 3 & 4	3 or 9
NCCER Power Generation I & C Maintenance Technician - Level 1, 2, 3	EET 1084 Survey of Electronics (3)	

and 4	ETI 1843 Motors and Controls (3) ETS 1542 Introduction to PLC's (3)	
-------	--	--

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix S
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Principles of Teaching program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Principles of Teaching

Postsecondary Program
Early Childhood Education, A.S.

Marion County
Dunnellon High School
Forest High School
Vanguard High School
West Port High School

College
The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology	OST 1100 Introduction to Word (3)	3 or 6
8909010 Introduction to the Teaching Profession	CHD 1339 Learning Through Play (3)	
8909020 Human Growth and Development		
8909030 Foundations of Curriculum and Instruction		

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CPREC 001 Child Development Associate	CPREC 001 Child Development Associate	3 to 12
FLDOE 001 Early Childhood Professional	EEC 1921 Preschool Workshop (3)	
	EEC 2401 Home and Community (3)	
	CHD 1440D Practicum I (3)	

Certificate (ECPC)	<u>FLDOE 001 Early Childhood Professional Certificate (ECPC)</u>	
Director's Credential	EEC 2001 Introduction to Administration in Early Childhood Education (3)	
	<u>Director's Credential</u>	
	EEC 2001 Introduction to Administration in Early Childhood Education (3)	

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school

official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix T
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Promotional Enterprise to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Promotional Enterprise

Postsecondary Program
 Business Administration, A.S.

Marion County
 Belleview High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

C. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8217110 Custom Promotional Layout Design 8217120 Promotional Design Management 8217130 Custom Promotional Sales & Distribution Management	MAN 2021 Principles of Management (3)	3

D. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
MICRO 017 Microsoft Office Master Microsoft EXCEL Expert Microsoft WORD Expert	<u>MICRO 017 Microsoft Office Master</u> CGS 1100 Microcomputer Applications (3) OST 2717 Advanced Word (3) CGS 2540 Database Management (3) <u>Microsoft EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>Microsoft WORD Expert</u> OST 2717 Advanced Word (3)	Up to 15

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix U
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Technical Agriculture Operations program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Technical Agriculture Operations

Postsecondary Program
 Agribusiness Management, A.S.

Marion County
 Belleview High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8106810 Agriscience Foundations 8005110 Technical Agricultural Operations 2 8005120 Technical Agricultural Operations 3	OST 1100 Introduction to Word (Elective 3) ANS 1003 Introduction to Animal Science (3) ORH 1000C Introduction to Horticulture (3) ORH 1510 Ornamental Plant ID (3)	9 or 12

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
FNGLA 001 Certified Horticulture Professional FLFBR 005 Animal Science Certification	FNGLA001 Certified Horticulture Professional ORH 1000C Introduction to Horticulture (3) ORH 1510 Ornamental Plant ID (3) FLFBR005 Animal Science Certification	3 or 6

	ANS 1003 Introduction to Animal Science (3)	
--	--	--

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix V
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Technical Design program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Technical Design

Postsecondary Program
 Engineering Technology, A.S. – Quality Specialization
 Engineering Technology, A.S – Advance Manufacturing Specialization

Marion County
 Forest High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology	OST 1100 Introduction to Word (Elective 3)	3 or 6
8401010 Technical Design 1	EGN 1111 Engineering Graphics (3)	
8401020 Technical Design 2		
8401030 Technical Design 3		

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADESK 002 Autodesk Certified USER AutoCAD	EGN 1111 Engineering Graphics (3)	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix W
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Technology Support Services program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Technology Support Services

Postsecondary Program
 Computer Information Technology, A.S.

Marion County
 Marion Technical Institute

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 9001420 Technology Support Services - Client Services 9001430 Technology Support Services - Network Systems	CET 1171 Introduction to Computer Technology (3) CGS 2540 Database Management Systems (3)	3 or 6

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CompTIA A+ CompTIA Network+ CompTIA Security + Comp TIA Server + Microsoft Desktop Support MICRO 076 MTA-Windows OS Fundamentals MICRO 017 Microsoft Office Master Microsoft Excel Expert	<u>COMPT 001 CompTIA A+</u> CET 1278 A+ Fundamentals (3) CET 2180 Practical PC Technician (3) <u>COMPT 006 CompTIA Network+</u> CTS 2134 Networking Fundamentals (3) <u>Security +</u> CTS 2120 Security Fundamentals (3) <u>Server +</u> CTS 2143 Server Fundamentals (3)	3 to 30

Microsoft Word Expert	<u>Microsoft Certified Desktop Support Technician</u> CTS 2136 PC Desktop Support (3) <u>MICRO 017 Microsoft Office Master</u> CGS 1100 Microcomputer Applications (3) OST 2717 Advanced Word (3) CGS 2540 Database Management Systems (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 2717 Advanced Word (3)	
-----------------------	---	--

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix X
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Veterinary Assisting program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Veterinary Assisting

Postsecondary Program

Agribusiness Management, A.S.

Marion County

Vanguard High School

College

The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8111510 Veterinary Assisting 1 8111520 Veterinary Assisting 2 8111550 Veterinary Assisting 3	OST 1100 Introduction to Word (Elective 3) ANS 1003 Introduction to Animal Science (3)	3 or 6

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
FLFBR 005 Animal Science Certification	ANS 1003 Introduction to Animal Science	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of seventy percent (70%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix Y
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Marion County, Florida

In a continuing effort to provide opportunities for secondary school students in the Web Development program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Marion County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Web Development

Postsecondary Program
 A.S. Digital Media Technology
 Web Design Specialization

Marion County
 Dunnellon High School
 West Port High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- I. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 9001110 Foundations of Web Design 9001120 User Interface Design 9001130 Web Scripting Fundamentals	DIG 2100 Web Design I	3

- J. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADOBE020 Illustrator ADOBE022 Photoshop ADOBE010 Dreamweaver	DIG 2000 Introduction to Digital Media	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Marion County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Marion County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information will be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

COLLEGE OF CENTRAL FLORIDA

9

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: School Board of Levy County Inter-institutional Articulation
Cooperative Agreement 2019-2020 – Renewal

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

This is a renewal Agreement between the District Board of Trustees of College of Central Florida and the School Board of Levy County. Whereas Florida Statute 1007.271 and State Board of Education Rules 6A-10.024(1) and 6A-14.031 address the use of articulated accelerated mechanisms for students and programs of study, these District Inter-institutional Agreements address the use of Dual Enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Articulation Agreement renewal with the School Board of Levy County and give authorization to the Board Chair to sign the agreement on behalf of the College.

Articulation Agreements for Career and College Acceleration
Between the District Board of Trustees of the College of Central Florida
And the School Board of Levy County, Florida
2019-2020

Board

MAY 14 2019

Approved

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Levy County School District members: John Lott, Assistant Superintendent of Curriculum; Carol Jones, CTE Coordinator; and, Morgan Bennett, Coordinator of MIS/Technology. College of Central Florida (CF) members: Holland McGlashan, Provost - Levy Campus; Maureen Anderson, Dean of Enrollment Management; Allan Danuff, Associate Vice President Arts and Sciences; Raphel Robinson, Director of Admissions and Student Recruitment; Kelly Besser, Dual Enrollment Coordinator; Leah Gamble, Manager of Instructional Services; and, Corrine Wiygul, Career Pathways Coordinator.

The Committee meets annually in the spring to go over the current year's articulation agreements and discuss changes that are required due to changes in statute or rule and any changes desired by either the school district or the college. A draft document is prepared by college personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school districts to take to their School Boards for approval and signatures. Once approved and signed, copies are sent to CF to be reviewed, approved and signed by the Board of Trustees. Signed hard copies are mailed to the school district personnel. The Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by CF by August 1 of each year.

1. A ratification or modification of all existing articulation agreements.

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2019-2020 academic year will take precedence.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

A. References to students in this document mean any student enrolled in a Levy County Public School.

B. CF will provide information to the schools regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.

C. The schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.

D. CF will post application deadlines and registration dates on its dual enrollment Web page at least one term in advance.

E. CF Admissions & Records staff will work with district and school officials on targeted dual enrollment recruiting activities.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment

A. Courses to be provided by CF under this agreement will be mutually agreed upon by CF and the School District, and will avoid unnecessary duplication of existing courses in grades six (6)- twelve (12). Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity.

B. CF will furnish each school with a copy of the current courses (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on school campuses in Levy County shall be mutually agreed upon by the host school principal and CF.

C. A student education plan may be developed by CF for each student registering for a dual enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in an Applied Technology Diploma, an Associate in Science degree or an Associate in Arts degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.

D. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts, applied technology, and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of §1003.4282, Fla. Stat. (2019).

E. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of their school principal, parent/guardian and the School District before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees with the exception of developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity. However, the student is responsible for the full cost of travel.

F. Students have an opportunity to participate in dual enrollment through the School Board of Levy County until they have successfully earned an Associate's degree and/or accrued sixty- seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information.

Application Process - Students interested in dual enrollment must meet with their school guidance counselor or principal for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application and the parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school guidance counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.

Registration -Dual enrollment brochures will be provided to guidance counselors by CF to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Registration will be completed through the school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The guidance counselor will assist the student in their course selection to ensure the course requirements are met for school. Once the course selection is made, the counselor will submit the list of courses for each student to the CF Dual Enrollment Coordinator for registration.

Withdrawal Process- Dual enrollment students will follow the college's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their instructor and guidance counselor to complete the dual enrollment withdrawal form. The Dual Enrollment Withdrawal form must be signed by the student, instructor, and the guidance counselor. The form is sent to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their college transcript for the attempt in the course. For additional information regarding withdrawals, see Section 13(C).

Course Load- Students in grades six (6) - eight (8) may register for no more than three (3) credit hours during the fall and spring terms. High school freshmen and sophomores may register for no more than six (6) credit hours during the fall and spring terms. Prior to the beginning of their junior year, the student may register only for summer B and may take six (6) credit hours. Juniors may take up to nine (9) college credit hours in the fall and spring terms. Prior to the beginning of their senior year the student may register for up to (9) credit hours total (no more than two courses in any summer mini term). Seniors may take up to sixteen (16) credit hours in the fall and spring. Additional hours above the fall and spring hours

may be petitioned to the school district administration. Additional hours for summer may be petitioned to CF.

	Fall Credit Hours	Spring Credit Hours	Summer Credit Hours	Total
Grades 6-8	3	3	0	6
Freshmen	6	6	0	12
Sophomores	6	6	6 (Summer B)	18
Juniors	9	9	9	27
Seniors	16	16	0	32

Grade Distribution -All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by the school district. Grades will be electronically transmitted securely by CF to the School District office for posting.

Academic Advising- All A.A./A.S. degree seeking students must be advised by a CF meta-major advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A./A.S. and any additional requirements necessary for a smooth transition into the bachelor's degree program and institution of their choice.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

A. An overall GPA of 3.0 on an un-weighted 4.0 scale is required for college credit dual enrollment courses. An overall GPA of 2.0 on an un-weighted 4.0 scale is required for students to enroll in Career Academy or vocational certificate dual enrollment programs. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 un-weighted school GPA and the minimum GPA required by the college. Career Academy students admitted into the EMT program as a dual enrolled student must have a 3.0 grade point average in Career Academy coursework and satisfy all EMT program entry requirements.

B. the Levy County School Board shall identify those students qualified to participate in dual enrollment classes. The high school principals will approve student eligibility for participation in these classes.

C. The student must be enrolled in the Levy County Public School System and must be working towards a high school diploma to participate in dual enrollment. The student must demonstrate readiness for college-level coursework by passing the reading, English and math sections of the ACT, SAT or PERT in accordance with the cut scores established by (s.) 1008.30(4) (a), (F.S.). Any combination of these test scores may be considered if taken within two (2) years of the beginning of classes for first-time dual enrollment students. Cut scores for the three (3) placement tests are as follows:

	ACT	SAT	PERT
Reading	19	24	106
English/Writing	17	25	103
Math	19	24	114

PERT 114- Placement for MAT1033, MGF1106, MGF1107 or STA2023 PERT 123- Placement for MAC1105, College Algebra

- D. Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 500; PERT 123. Students who wish to take upper level math beyond MAC1105 must satisfy the above test requirements and take the CLM (College Level Math) test and score a 70 or higher.
 - E. Students enrolling in vocational or other programs not requiring placement testing must satisfy the dual enrollment grade point average and specific program entry requirements.
 - F. The student must pass the grade level Required State Assessment in English Language Arts and the end of course exams for Algebra I, as required.
 - G. Students who have a score of three (3) or above on the Advanced Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semesters.
 - H. Students enrolled in a collaborative CF-approved cohort must demonstrate readiness for college-level coursework to be admitted into the College of Central Florida's high school dual enrollment program. To satisfy this requirement, students must meet specific requirements of the cohort, should they exist, or pass a minimum of two corresponding sections of the ACT, SAT or PERT in reading, English/writing or math (algebra).
 - I. Permission for participation must be granted by the student's parent/guardian.
 - J. Students have an opportunity to participate in Dual Enrollment through Levy County School District until they have successfully earned an Associate's degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework. Students are no longer eligible for dual enrollment once they successfully complete four (4) years of enrollment in high school or graduation, whichever comes first.
 - K. Any exceptions to the requirements must be approved by both the school district and CF's Dual Enrollment Petitions Committee. Students and their parent/guardian should contact the CF Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students and their guidance counselor are notified of the committee's decision in writing within one (1) week of the meeting.
 - L. Students who will graduate from high school prior to completion of the post-secondary course may not register for the course through dual enrollment. This means that high school seniors may NOT take a summer "A" course as dual enrollment or as a regular college student since they have not officially graduated from high school prior to the start of that term.
 - M. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. See Code of Conduct in section 12(H).
- 6. A delineation of the high school credit earned for the passage of each dual enrollment course**
- A. The School Board of Levy County will ensure that appropriate high school credits will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate

to the Dual Enrollment Course- High School Subject Area Equivalency List recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three (3) credit hours will be ineligible for high school credit and will not constitute dual enrollment.

B. High school credit for Post-Secondary Adult Vocational certificate classes shall be awarded based on the number of contact hours in the program of study. For each 135 clock hours in the program, a student will be awarded one (1) high school credit in Carnegie units; one-half (0.5) high school credit will be awarded for any number of clock hours between 68 and 135; and no high school credit will be awarded for any number of clock hours less than 68.

7. A description of the process for informing students and their parents of college-level course expectations.

A. CF will supply school guidance counselors with dual enrollment information which include application instructions to inform students/parents of the requirements and benefits of participation in the program.

B. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus.

C. Students will be informed during dual enrollment orientation that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

There will be no exceptions made to the required grade point averages for academic or career dual enrollment, with the exception of special cohorts.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

A. Registration for dual enrollment students taking classes on the college campus will take place after the 10+ credit hour priority, but before the 0+ registration date each semester. Registration dates for dual enrollment will be consistent with other registration windows and based on the number of completed credit hours. Registration will be conducted through electronic communication between the high school guidance counselor or designee and the Dual Enrollment Coordinator at CF.

B. Dual enrollment students will follow the college's procedures for drop, withdrawal and petition policies. Students appealing a grade of D, F, W or FF will not be eligible to continue in dual enrollment until a decision is rendered.

C. The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the Levy County school district's calendar. Courses taught by college faculty will follow CF's academic calendar.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

All Levy County school district employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a new fall faculty or adjunct orientation conducted by CF where they will receive a copy of the Adjunct Faculty Handbook, which includes the Web address of the Student Handbook detailing add/drop, withdrawal and grading policies, as well as the CF Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

A. The School Board shall annually assess the demand for dual enrollment and provide that information to CF for assistance in planning classes in the CF scheduling system.

B. CF shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other CF students. To this end, the following will apply to dual enrollment courses taught on high school campuses:

1. Dual enrollment faculty shall be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.

2. Dual enrollment faculty shall be provided a copy of course plans objectives and relevant CF Institutional Student Learning Outcomes. These objectives and outcomes must be included in the course syllabus.

3. The course syllabus must be provided to students and filed with the CF discipline chairperson prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at CF.

4. Textbooks, technology and instructional materials used in dual enrollment courses must be the same or comparable with those used in course taught on the CF campus. If not identical, they must be approved by the discipline chairperson at the college.

5. For academic disciplines where a departmental exam is used, the final exam will be provided to the dual enrollment faculty by the college in a timely fashion to ensure availability prior to the scheduled administration dates. For all others, final examinations must be approved by the appropriate discipline chairperson as a comprehensive assessment of expected learning outcomes. The dual enrollment instructor should send their exam to their faculty liaison for review and approval at least three weeks before the exam delivery date.

C. The high school principal, or his/her designee, will recommend qualified high school teachers as instructors for dual enrollment courses to be taught during the regular school day or extended school day

on high school campuses. To be qualified, faculty selected to teach dual enrollment classes must submit an adjunct application to their administrative contact at CF, along with their postsecondary transcripts which will be kept on file in the CF Human Resources Office. In the absence of qualified high school instructors, CF may provide adjunct instructors to teach dual enrollment courses on high school campuses in Levy County, if such arrangements are approved by the Vice President for Academic Affairs (see item 7.B. above). In each case, once an academically qualified instructor is identified, he/she must meet all of the requirements established by the School Board of Levy County before having contact with the students. This process will be coordinated through the School Board of Levy County Assistant Superintendent of Curriculum.

D. All instructors, regardless of location must meet CF faculty credentialing requirements set by the Southern Association of Colleges and Schools (SACSCOC) Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, Current Edition (section 3.7.1).

E. School Board of Levy County instructors who teach dual enrollment courses during the regular or extended school day will be evaluated by the high school administration using the district-wide evaluation instrument. These instructors shall also be observed for evaluative purposes by a CF administrator, faculty liaison, or a trained Levy County school district official in accordance with CF faculty evaluation processes. CF will follow the school board's guidelines for the performance of employees when evaluating these dual enrollment instructors. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least 20 days prior to the classroom observation; scheduling the observation in advance; providing a copy of the performance assessment to the instructor within ten (10) working days after the observation; allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at CF; and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of CF's observation will be shared with the district administrator.

F. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.

G. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.

H. Any course-, discipline-, college-, or system-wide learning assessments required by the college in non-dual enrollment sections of a course shall also be administered in all dual enrollment sections of the course.

I. CF shall analyze student performance in dual enrollment course offerings on high school and college campuses to ensure that the level of preparation for future success is comparable with non-dual enrollment college students. Analyses and recommendations shall be shared and reviewed with principals and school district administrators.

J. CF and the School Board of Levy County will design strategies for collaborative professional development to improve dual enrollment counseling and instructional efficacy, encourage teacher

utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.

K. IMPORTANT: If a high school wants to offer 15 or more credits (i.e., 25% over a two year period of an Associate Degree program) on their campus, they must submit a request to the Vice President for Academic Affairs at CF at least 6 months in advance to allow sufficient time for college approval and notification to SACSCOC. If a high school wants to offer 30 credits or more (i.e., 50% of an Associate Degree program) on their campus, they must submit a request to CF's Vice President for Academic Affairs at least 9 months in advance. If approved by CF officials, the high school and school district administrators will work with college officials to create and submit a "substantive change" to SACSCOC. Approval must be received from SACSCOC before the additional courses on the high school campus may be advertised or offered.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

- A. Each student must be recommended by their school principal. Student screening for eligibility and participation is the responsibility of the high school principals according to district and state requirements.
- B. Their school counselor shall identify those students qualified to participate in dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify the college's dual enrollment coordinator when a student's eligibility status changes.
- C. The school counselor will work with students to review dual enrollment course plans to minimize enrollment in courses that are not a part of the student's chosen academic pathway. CF will provide academic advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes, and provide progress and attendance reports to their school at the college mid-term and upon completion of the college term.
- D. Students and their parents will be informed of college-level course expectations.
- E. Any "grade level" classification listed in this agreement is based on the School District's Student Progression Plan.
- F. Students attending dual enrollment classes held in high school facilities during regular school hours will be subject to the Levy County attendance regulations. Students attending dual enrollment classes held in college facilities will be subject to college attendance policies. Required documentation of enrollment and attendance will be reported to the Levy County MIS offices by required state reporting deadlines.
- G. Students may enroll in courses conducted during school hours, after school hours and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a post-secondary course, the student may not register for that course through dual enrollment. The student may apply to CF and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees for the summer B session

H. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., cheating and plagiarism). Students taking dual enrollment classes on their high school campus will be subject to the current School Board of Levy County Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus, regardless of what disciplinary action is taken by the School Board of Levy County. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.

I. STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2019) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2019) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

A. Students with unsatisfactory progress reports should be counseled by the school guidance counselor immediately upon receipt of the college reports.

B. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's school transcript by the school district. Grades will be electronically transmitted securely by CF to the student's to the district MIS/Curriculum offices for posting.

C. Students who intend to continue in the Dual Enrollment Program must obtain a minimum of a C grade in dual enrollment classes. Students who earn a grade of D, F, FF, or W will no longer be allowed to take dual enrollment classes. A withdrawal from a class is considered the same as a failed class. Grades for continued eligibility in the Dual Enrollment Program are calculated each semester. Extenuating circumstances may be considered on a case-by-case basis by the district administration.

14. A funding provision that delineates costs incurred by each entity.

A. Subject to annual appropriation in the General Appropriation Act, and in accordance with §1007.271(21) (n) (1), Fla. Stat. (2019), the School District shall pay the standard tuition rate per credit hour (\$71.98) from funds provided in the Florida Education Finance Program (FEFP) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online. Courses taken during the summer term will not be charged to the School Districts

B. Students must drop courses during the add/drop period to have the cost of tuition removed. If the student later withdraws from a course, the tuition will remain and be charged to the district.

C. If a faculty member is provided by the college to teach a dual enrollment course on a high school campus, the high school will be required to cover the cost of that instructor. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.

D. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation and laboratory fees excluding private instruction.

E. Required textbooks and other instructional materials as defined in §1006.28, Fla. Stat. (2019) will be funded by the School District provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in §1004.085, Fla. Stat. (2019) in regards to the affordability of textbooks.

F. The School Board of Levy County shall be responsible for the instructional materials provided under this agreement in conjunction with CF Bookstore (Barnes & Noble).

G. CF will invoice the School District for costs incurred following each semester.

15. Any institutional responsibilities for student transportation, if provided.

The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

16. For the students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

A. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations

II. Mechanisms and strategies for decreasing the need for developmental education of high school graduates at CF.

A. There shall be established a "College and Career Collaborative" comprised of two representatives from each school district, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Dean of Enrollment Management at CF, and others as the plan warrants.

B. Initiatives include:

Analysis of student readiness for college by administering the PERT to eligible students from Levy, Marion and Citrus counties.

1. CF will provide:

- a. One (1) administration of the PERT exam at no cost for students who wish to apply for participation in dual enrollment;
- b. walk-in testing available at the college

2. School Board of Levy County will provide:

- a. space for testing;

- b. test sites;
- c. testing information to all eligible students

C. CF will provide assessment of student readiness for college by administration of PERT to all incoming students without ACT or SAT scores. Incoming students will be required to submit PERT, SAT or ACT scores if they do not meet exemption requirements as identified by Fla Stat. §1008.30 (2019).

D. The limitation on the number of PERT retakes has been removed from statute. CF will accept the PERT scores from the transcripts only if not found in the PERT repository.

E. Articulation agreements will be established between Levy, Marion, and Citrus school districts and CF.

F. CF advising and enrollment services staff from all campuses will meet with school counselors in all three school districts to provide in-service training regarding CF course requirements. School counselors are encouraged to visit CF's workforce development programs.

G. CF will conduct a "college preview" type event for students in each of the school districts.

H. CF will provide information about its programs and how to be a successful college student to sixth (6th) through twelfth (12th) graders in Levy, Marion, and Citrus counties in a variety of formats, materials and events.

I. Educational Opportunity Center (EOC), a Federal TRIO program that serves approximately 1,000 high school & post-secondary students at educational institutions in the service area, will offer activities including individual needs assessment, individual educational plans, tutoring, career exploration, mentoring, visits to local business and industry and college campuses, motivational sessions, etc. (dependent upon grant funding).

III. Mechanisms and strategies for promoting "Career Pathways" programs of study

A. Courses and programs available to students eligible for Career Pathways

1. A Career Pathway Program of Study is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support an accelerated transition to postsecondary coursework in a related career area of interest. According to the Florida Department of Education Information Data Base Requirements, Vol. 1, a Secondary Career Pathways Student is defined as "a career and technical education student who has earned three or more (high school) credits in a single career and technical education program and has participated in a locally developed Program of Study that has a written articulation agreement in place which establishes and validates the career pathway." Such is the purpose of this articulation agreement between the College of Central Florida (CF) and the Levy County School Board.

2. Courses to be articulated by CF under this agreement will be mutually agreed upon by the college and the Levy County School board. Career Pathways course and program offerings will be accessible on the Career Pathways Web page of CF's Web site (www.CF.edu/careerpathways), and the Levy County School's Web site on the Career and Technical Education (CTE) Web page. Alterations to this list of offerings may be made with mutual consent of CF and the Levy County School Board. (See Appendices for a full list of articulated credits).

B. The process for notifying parents and students of the option to participate in Career Pathways programs

1. CF will provide information to the schools regarding the requirements for participation in, and the educational benefits to be derived from, Career Pathways or other accelerated programs.
2. The school in turn will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The schools will also provide information, using these same methods, to students and their parents or guardians regarding the eligibility criteria for participation in these programs

C. Eligibility criteria for student participation

1. Eligibility for participation in a Career Pathways program of study is determined by a student's enrollment in a Career & Technical Education Program of Study. A student who is defined as a "concentrator" is a student who has enrolled in three (3) or more courses in a CTE Program of Study) and has met the minimum academic requirements of a "B" (3.0) in the CTE Program is considered a Career Pathway student.
2. Career Pathways students who are eligible for articulated credits and desire to attend CF in an aligned Associate of Science degree (A.S.) program must apply for a CF student identification number and request to take an end-of-course exam for the articulated credit. Students, who pass an Industry Certification on the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AAS/AS Degree, are exempt from taking the end of course exam for the courses specified in Appendices. (http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp)

D. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students

1. The Levy County School Board shall identify those students who have completed Career Pathways courses of study and are current seniors (within 12 months of high school graduation) and shall so notify the College of Central Florida.
2. CF will make available advising services to Career Pathways students, as provided to all CF students.

E. Awarding college credit for articulated Career Pathways courses

1. To receive Career Pathways credit, students must demonstrate mastery of articulated career and technical courses by earning at least a grade of "B" average (3.0) as indicated on their official high school transcripts. Additionally, students may also be required to pass the Industry Certification identified on the Gold Standard State Wide Articulation Agreement, an exam and/or approved alternative assessment of work to demonstrate mastery of course material at a level acceptable to the College of Central Florida.
2. The articulated Career Pathways credits will be awarded and posted to the student's CF transcript upon acceptance to CF and his/her declaration of an A.S. program of study. The articulated CF courses will be awarded a grade of "S" and will not factor into the student's CF grade point average.

3. Statewide Career and Technical Education Articulation agreements which are based on nationally recognized industry certification support the Department of Education's Next Generation Strategic Areas of Focus (number three) effort to "expand opportunities for postsecondary degrees and certifications." Gold Standard Career Pathways Industry Certification to AAS/AS Degree Statewide Articulation Agreements based on nationally recognized industry certification does not preclude CF from granting additional credit based on the local agreement. See Appendices for a full list of articulated credits.

F. Criteria by which the instructional quality will be maintained

CF will work with the Levy County School Board personnel to provide program and related course learning outcomes, curriculum and other resources to help ensure that the quality of instruction provided the high school students in the Career Pathways articulated courses is comparable to that afforded CF students enrolled in said program.

G. Cost of Career Pathways

Students who receive Career Pathways credits shall be exempt from the payment of registration and laboratory fees for the CF courses for which they receive articulated credit.

H. Program review

1. CF and the Levy County School Board personnel will, on an annual basis, review and revise the articulation agreement to keep it aligned with the most current program and course requirements. All Career Pathway programs offered by the College of Central Florida are annually reviewed and revised to accommodate and adapt to changing labor market trends and demands.

2. Upon request, CF will work with the Levy County School Board personnel to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

I. MECHANISMS AND STRATEGIES FOR IMPROVING THE PREPARATION OF ELEMENTARY, MIDDLE, AND HIGH SCHOOL TEACHERS

A. There shall be established a consortium among CF, and the school boards of Citrus, Marion, and Levy Counties to affect collaborative methods for improving the preparation of elementary, middle, and high school teachers.

B. Additionally, methods for providing support to the public school systems in recruiting, retaining, and recertifying teachers will be developed by the consortium members.

C. Training programs will be developed to provide professional development to meet the needs of teacher mandates. These courses and programs will be made available to the public school systems in Citrus, Marion, and Levy Counties at various times and places.

D. The members of the consortium will promote the advantages of partnering in educational programming.

E. The members of the consortium will work to provide a coordinated effort to develop and implement alternative certification procedures and programs for classroom teachers.

F. The members of the consortium will work to provide a coordinated effort to develop and implement methods for state and federal mandates.

G. The members of the consortium, in developing these programs, will strive to utilize new technologies in the training programs, to address critical needs of teachers and public school systems in implementing them, and to include both pre-service and in-service initiatives in so doing.

II. MISCELLANEOUS

A. **Excess Funds:** Any party receiving funds erroneously paid by School District under this Agreement shall promptly notify and return to School District such erroneously paid funds.

B. **Entire Understanding:** This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other understanding(s) and agreement(s) by the parties.

C. **Amendments:** The provisions of this Agreement may only be amended, supplemented, waived, or changed in writing, by making specific reference to this Agreement, and then signed by both parties.

D. **Governing Law & Venue:** This Agreement and all transactions contemplated hereunder 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. Venue for any litigation related hereto shall be in Marion County, Florida.

E. **Compliance with Laws and Policies:** Each party shall comply with all applicable federal and state laws, codes, rules, and regulations and School District policies in performing its duties, responsibilities, and obligations pursuant to this Agreement.

F. **Public Records:** if CF has questions regarding the application of chapter 119, Florida statutes, to CF'S duty to provide public records relating to this contract, contact the custodian of records at: public relations and communication officer: John Lott, assistant superintendent of schools, at (352) 486-5231, john.lott@levyK12.org or in person at 480 Marshburn drive, Bronson, Florida 32621.

If the school board has questions regarding the application of chapter 119, Florida statutes, to school board's duty to provide public records relating to this contract, contact the custodian of records at: [Joe Mazur, VP administration and finance at (352)-854-2322, ext. 1637, mazurj@cf.edu or in person at 3001 SW college road, Ocala, FL 34474. §119.0701, Fla. stat. (2019)

G. **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, or religion in the performance of the parties respective duties, responsibilities, and obligations under this Agreement.

H. 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. (2019). 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.

I. Inspector General Audits: The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.

J. 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.

K. Waiver: A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School District does not relieve CF of the indemnification provisions required by this Agreement.

L. Assignment: Neither CF nor School District may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.

M. 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:

Raphel Robinson, the College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: robinsra@cf.edu
Office Number: 352-854-2322

John Lott, the School Board of Levy County, Florida
480 Marshburn Drive
Bronson, FL 32621
Email: john.lott@levyK12.org
Office Number: 352-486-5231

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

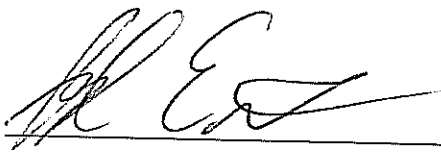
- (a) On the date delivered, if by personal delivery,
- (b) On the date faxed or emailed, if by facsimile or email, and
- (c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, if mailed.

III. ACCOUNTABILITY

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the chairman of The School Board of Levy County, Florida and the chair of the District Board of Trustees of the College of Central Florida, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of CF's President and the District School Board's Chair. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement shall be valid for the 2019-2020 school year.

IN WITNESS WHEREOF, The School Board of Levy County, Florida and the District Board of Trustees of the College of Central Florida have adopted this Agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with §1007.23, Fla. Stat. (2019), Statewide Articulation Agreement.

Date Rusty Branson, Chair, District Board of Trustees, College of Central Florida

5/28/19 

Date Brad Etheridge, Board Chair, The School Board of Levy County, Florida

Board

MAY 14 2019

Approved

COLLEGE OF CENTRAL FLORIDA

10

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: School Board of Citrus County Inter-institutional Articulation
Cooperative Agreement 2019-2020 – Renewal

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

This is a renewal Agreement between the District Board of Trustees of College of Central Florida and the School Board of Citrus County. Whereas Florida Statute 1007.271 and State Board of Education Rules 6A-10.024(1) and 6A-14.031 address the use of articulated accelerated mechanisms for students and programs of study, these District Inter-institutional Agreements address the use of Dual Enrollment for high school students and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the secondary school level.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Articulation Agreement renewal with the School Board of Citrus County and give authorization to the Board Chair to sign the agreement on behalf of the College.

**Articulation Agreements for,
College and Career Acceleration,**

**Between the District Board of Trustees of the College of Central Florida
and the Citrus County School Board, Florida
2019-2020**

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Citrus County School district members – Amy Crowell, Director of Research and Accountability, David Roland (Director of Secondary Education), Debra Stanley, Coordinator of Special Academic Programs. College of Central Florida members –Raphel Robinson, Director of Admission and Student Recruitment, Dual Enrollment Coordinator, Maureen Anderson, Dean, Enrollment Management, and Vernon Lawter, Vice President, Citrus Campus, Saul Reyes, Vice President Student Affairs, Jennifer Frys, Dean of Arts and Education, Allan Danuff, Dean of Liberal Arts and Sciences, Corrine Wiygul, Coordinator-Career Pathways, Sonya Warden, Director of Student Affairs - Citrus, Rory Wells, Manager of Instructional Services - Citrus.

The Committee meets annually in the spring to go over the current year’s articulation agreements and discusses changes that are required due to changes in statute or rule and any changes desired by either the school district or the college. A draft document is prepared by college personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school districts to take to their School Board for approval and signatures. Once approved and signed, copies are sent to the College of Central Florida to be reviewed, approved and signed by the Board of Trustees. Signed hard copies are mailed to the school district personnel. The Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by the College of Central Florida by August 1 of each year.

Citrus County Schools makes this agreement on behalf of the public schools within the County School District, which also includes the Academy of Environmental Science and PACE. Any non-traditional private or non-public schools are not part of this agreement and would need to negotiate their own dual-enrollment agreement with the College of Central Florida.

1. A ratification or modification of all existing articulation agreements.

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation.

Legislative changes that occur after the final draft of this document which impact the 2019-2020 academic year will take precedence.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

A. References to *students* in this document mean any student enrolled in a Citrus County Public School.

- B. CF will provide information to the schools regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
 - C. The schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
 - D. The College of Central Florida will post application deadlines and registration dates on its dual enrollment Web page at least one term in advance.
 - E. CF Admissions and Student Recruitment and Enrollment Services staff will work with district and school officials on targeted dual enrollment recruiting activities.
3. **A delineation of courses and programs available to students eligible to participate in dual enrollment.**
- A. Courses to be provided by CF under this agreement will be mutually agreed upon by CF and the Citrus County School Board, and will avoid unnecessary duplication of existing courses in grades six (6)- twelve (12). Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education courses.
 - B. CF will furnish each school with a copy of the current courses (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on school campuses in Citrus County shall be mutually agreed upon by the host school district, school principal and CF.
 - C. A student education plan may be developed by CF for each student registering for a dual enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in an Applied Technology Diploma, an Associate in Science degree or an Associate in Arts degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
 - D. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts, applied technology, and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43. All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed .5 high school credits.
 - E. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of their school principal, parent/guardian and the School District before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees. However, the student is responsible for the full cost of travel.
 - F. Students have an opportunity to participate in dual enrollment through the Citrus County School Board until they have successfully earned an Associate's degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework.

4. **A description of the process by which students and their parents exercise options to participate in the dual enrollment program.**
- A. Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information.
 - B. **Application Process** - Students interested in dual enrollment must meet with their school guidance counselor or principal for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their high school guidance counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the Dual Enrollment Coordinator the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
 - C. **Registration** – Dual enrollment information will be provided to guidance counselors by CF to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Registration will be completed through the high school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The guidance counselor will assist the student in their course selection to ensure the course requirements are met for school. Once the course selection is made the counselor will submit the list of courses for each student to the CF Dual Enrollment Coordinator for registration. Deadlines are posted on CF's dual enrollment webpage at least one semester in advance. Priority dual enrollment registration will occur as close as possible to the dates set for regular college students.
 - D. **Withdrawal Process** - Dual Enrollment students will follow the college's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their guidance counselor to complete the Dual Enrollment Withdrawal form. The student, counselor, and instructor must sign the form and send to the Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a W on their transcript for the attempt in the course.
 - E. **Course Load** - Students in grades six (6) - eight (8) may register for no more than three (3) credit hours during the fall and/or spring terms. High school freshmen and sophomores may register for no more than six (6) credit hours during the fall and/or spring terms. Prior to the beginning of their junior year, the student may only register for

summer B and may take six (6) credit hours. Juniors may take up to nine (9) college credit hours in the fall and/or spring terms. Prior to the beginning of their senior year, the student may register for up to nine (9) credit hours total (no more than two courses in any summer term). Seniors may take twelve (12) – sixteen (16) credit hours each term in the fall and/or spring. Please refer to the Citrus County student progression plan for grade level designation.

	Fall Credit Hours	Spring Credit Hours	Summer Credit Hours	Total
Grades 6-8	3	3	0	6
Freshmen	6	6	0	12
Sophomores	6	6	6 (Summer B)	18
Juniors	9	9	9	27
Seniors	16	16	0	32

F. **Grade Distribution** - All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's school transcript by the school district. Grades will be electronically transmitted securely by CF to the student's high school and to the district MIS/Curriculum offices for posting.

G. **Academic Advising** – all A.A. degree seeking students must be advised by a CF meta-major advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor's degree program and institution of their choice.

5. Student eligibility requirements for participation in the dual enrollment program.

- A. An overall GPA of 3.0 on an un-weighted 4.0 scale is required for college credit dual enrollment courses. An overall GPA of 2.0 on an un-weighted 4.0 scale is required for students to enroll in Career Academy or vocational certificate dual enrollment programs. CF dual enrollment career courses must lead to Industry Certification and must not be offered if made available by the Citrus County Schools. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 un-weighted high school GPA and the minimum GPA required by the college.
- B. The Citrus County School District shall identify those students qualified to participate in dual enrollment classes. The school principals will approve student eligibility for participation in these classes.
- C. The student must be enrolled in the Citrus County School District and must be working towards a high school diploma to participate in dual enrollment.
- D. The student must demonstrate readiness for college-level coursework by passing the reading, English and math sections of the ACT or SAT or PERT, in accordance with the cut scores established by section (s.)1008.30(7), (F.S.). Any combination of these test scores may be considered if taken within two (2) years of the beginning of classes for first-time dual enrollment students.

Cut scores for the three (3) placement tests are as follows:

	ACT	SAT	PERT
Reading	19	24	106
English/Writing	17	25	103

Math	19	24	114
------	----	----	-----

PERT 114 – Placement for MAT1033, MGF1106, MGF1107 or STA2023
 PERT 123 – Placement for MAC1105, College Algebra

- E. Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123 Students who wish to take upper level math beyond MAC1105 must satisfy the above test requirements and take the CLM (College Level Math) test and score a 70 or higher.
 - F. Students enrolling in vocational or other programs not requiring placement testing must satisfy the dual enrollment grade point average and specific program entry requirements.
 - G. Students who have not satisfied the Graduation Assessments Requirements will not be eligible for dual enrollment by the school district.
 - H. Students enrolled in Advanced Placement (AP) English Literature or English Language are eligible to take courses that have ENC 1101 as a **co-requisite** during the same semester. Students who have a score of three (3) or above on the Advanced Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semesters.
 - I. Permission for participation must be granted by the student's parent/guardian (for students under the age of 18).
 - J. Students must have earned four (4) high school level credits for consideration for dual enrollment courses. Students have an opportunity to participate in Dual Enrollment through CCSB until they have successfully earned an Associate's degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework. Students are no longer eligible for dual enrollment once they successfully complete 4 years of enrollment in high school or graduation, whichever comes first. Any exceptions to the requirements must be approved by both the school and college's Dual Enrollment Petitions Committee. Students and their parents should contact the CF Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students and their guidance counselor are notified of the committee's decision in writing within one (1) week of the meeting.
 - K. Students who will graduate from high school prior to completion of the post-secondary course may not register for the course through dual enrollment. This means that high school seniors may NOT take a summer "A" course as dual enrollment or as a regular college student since they have not officially graduated from high school prior to the start of that term.
 - L. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process (See section 12(I), Student Code of Conduct.
6. **A delineation of the high school credit earned for the passage of each dual enrollment course.**
- A. The Citrus County School Board will ensure that appropriate high school credits will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the Dual Enrollment Course – High School Subject Area Equivalency List recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for

high school credit and will not constitute dual enrollment. The school district combines the science course and lab when taken to satisfy Bright Futures eligibility requirements. If the additional hour exceeds the maximum course load, the district preapproves the additional credit hour.

- B. High school credit for Post-Secondary Adult Vocational certificate classes shall be awarded based on the number of contact hours in the program of study. For each 135 clock hours in the program, a student will be awarded one (1) high school credit in Carnegie units; one-half (0.5) high school credit will be awarded for any number of clock hours between 68 and 135; and no high school credit will be awarded for any number of clock hours less than 68.
7. **A description of the process for informing students and their parents of college-level course expectations.**
- A. The college will supply school guidance counselors with dual enrollment information which include application instructions to inform students/parents of the requirements, responsibilities and benefits of participation in the program. Deadline dates will be posted on the college's DE webpage at least one semester in advance.
 - B. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the school campus.
 - C. Students will be informed during dual enrollment orientation that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
8. **The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.**

There will be no exceptions made to the required grade point averages for academic or career dual enrollment.

9. **The registration policies for dual enrollment courses as determined by the postsecondary institution.**
- A. Registration for dual enrollment students will take place after the 10+ credit hour priority registration, but before the 0+ registration date each semester. Registration will be conducted through electronic communication between the high school guidance counselor or designee and the Dual Enrollment Coordinator at CF. In the event the student has completed more than 10 credit hours, priority registration dates will apply.
 - B. Dual Enrollment students will follow the college's procedures for drop, withdrawal, grade appeals and petition policies. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she will no longer be eligible to participate in dual enrollment.
 - C. The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the Citrus County school district's calendar. Courses offered after the regular school day or on the college campus will be scheduled on the college's calendar. Courses taught by college faculty will follow the College's academic calendar.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

All Citrus County school district employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a new fall faculty or adjunct orientation conducted by CF where they will receive a copy of the Adjunct Faculty Handbook, which includes the Web address of the Student Handbook detailing add/drop, withdrawal and grading policies, as well as the CF Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook along with the district's Code of Ethics.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

- A. The School Board shall annually assess the demand for dual enrollment and provide that information to CF for assistance in planning classes in the CF scheduling system.
- B. CF shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other CF students. To this end, the following will apply to dual enrollment courses taught on high school campuses:
 - 1. Dual Enrollment faculty shall be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.
 - 2. Dual Enrollment faculty shall be provided a copy of course plans, objectives and relevant CF Institutional Student Learning Outcomes. These objectives and outcomes must be included in the course syllabus.
 - 3. The course syllabus must be provided to students and filed with the CF discipline chairperson prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at CF.
 - 4. Textbooks, technology and instructional materials used in dual enrollment courses must be the same or comparable with those used in course taught on the CF campus. If not identical, they must be approved by the discipline chairperson at the college.
 - 5. For academic disciplines where a departmental exam is used, the final exam will be provided to the dual enrollment faculty by the college in a timely fashion to ensure availability prior to the scheduled administration dates. For all others, final examinations must be approved by the appropriate discipline chairperson as a comprehensive assessment of expected learning outcomes. The dual enrollment instructor should send their exam to their faculty liaison for review and approval at least three weeks before the exam delivery date.
- C. The high school principal, or his/her designee, will recommend qualified high school teachers as instructors for dual enrollment courses to be taught during the regular school day or extended school day on high school campuses. To be qualified, faculty selected to teach dual enrollment classes must submit an adjunct application to their administrative contact at CF, along with their postsecondary transcripts which will be kept on file in the CF Human Resources Office.
- D. In the absence of qualified high school instructors, CF may provide adjunct instructors to teach dual enrollment courses on high school campuses in Citrus County, if such arrangements are approved by the Vice President for Academic Affairs and Citrus County Schools Assistant Superintendent, School Operations. In each case, once an

academically qualified instructor is identified, he/she must meet all of the requirements established by the Citrus County School Board before having contact with the students. This process will be coordinated through the School Board's Director of Curriculum and Director of Human Resources. If any change occurs with personnel teaching DE at the HS, the school principal or district HR Director will contact CF.

- E. All instructors, regardless of location must meet CF faculty credentialing requirements set by the Southern Association of Colleges and Schools (SACSCOC) Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, Current Edition (section 3.7.1)
- F. Citrus County School Board instructors who teach dual enrollment courses during the regular or extended school day will be evaluated by the high school administration using the district-wide evaluation instrument. These instructors shall also be observed for evaluative purposes by a CF administrator, faculty liaison, or a trained Citrus County school district official in accordance with CF faculty evaluation processes. CF will follow the school board's guidelines for the performance of employees when evaluating these dual enrollment instructors. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated within the first 10 working days of the instructional term; providing a copy of the performance assessment to the instructor within ten (10) working days after the observation; allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at CF; and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of CF's observation will be shared with the school and district administrator.
- G. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.
- H. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.
- I. Any course-, discipline-, college-, or system-wide learning assessments required by the college in non-dual enrollment sections of a course shall also be administered in all dual enrollment sections of the course.
- J. The college shall analyze student performance in dual enrollment course offerings on high school and college campuses to ensure that the level of preparation for future success is comparable with non-dual enrollment college students. Analyses and recommendations shall be shared and reviewed with principals and school district administrators.
- K. CF and the Citrus County School Board will design strategies for collaborative professional development to improve dual enrollment counseling and instructional efficacy, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.
- L. **IMPORTANT:** If a high school wants to offer 25% or more of an Associate Degree program (15 or more credits) over a two year period on their campus, they must submit a request to the Vice President for Academic Affairs at CF at least 6 months in advance to allow sufficient time for college approval and notification to SACS. If a high school wants to offer 30 credits or more (i.e., 50% of an Associate Degree program) on their campus, they must submit a request to CF's Vice President for Academic Affairs at least 9 months in advance. If approved by CF officials, the high school and school district administrators will work with college officials to create and submit a "substantive change" to SACS. Approval must be received from SACS before the additional courses on the high school campus may be advertised or offered.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.
- A. Each student must be recommended by their school principal. Student screening for eligibility and participation is the responsibility of the high school principals according to district and state requirements.
 - B. Their school counselor shall identify those students qualified to participate in dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify the college's dual enrollment coordinator when a student's eligibility status changes.
 - C. The school counselor will work with students to review dual enrollment course plans to minimize enrollment in courses that are not a part of the student's chosen academic pathway.
 - D. CF will provide academic advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes, and provide progress and attendance reports to their school guidance counselor and district coordinator at the college mid-term and upon completion of the college term.
 - E. Students and their parents will be informed of college-level course expectations.
 - F. Any "grade level" classification listed in this agreement is based on the School District's Student Progression Plan.
 - G. Students attending dual enrollment classes held in high school facilities during regular school hours will be subject to the Citrus County attendance regulations. Students attending dual enrollment classes held in college facilities or through college online learning during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies. Required documentation of enrollment will be reported to the schools and county MIS offices.
 - H. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a post-secondary course, the student may not register for that course through dual enrollment. The student may apply to CF and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees for the summer B session.
 - I. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., cheating and plagiarism). Students taking dual enrollment classes on their high school campus will be subject to the current School Board of Citrus County Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus, regardless of what disciplinary action is taken by the Citrus County School Board. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
 - J. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to

Section 1002.22(3)(d), Fla. Stat. (2019), and 20 U.S.C.A. 1232g Each party further agrees to comply with Section 1002.22, Fla. Stat. (2019), and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

13. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to the school district.

- A. Students with unsatisfactory progress reports should be counseled by the school guidance counselor immediately upon receipt of the college reports.
- B. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's school transcript by the school district. Grades will be electronically transmitted securely by CF to the district MIS/Curriculum offices for posting.
- C. If a dual enrollment student earns D, F, or FF grade in any course(s) during one semester, he/she will no longer be eligible to participate in dual enrollment. Payment for courses cannot be made on behalf of the Student or by the student while the student is in school. They must have graduated and have been admitted as regular college student to do this.

14. A funding provision that delineates costs incurred by each entity.

- A. In accordance with F.S. 1007.271, the School District shall pay the standard tuition rate per credit hour (\$71.98) from funds provided in the Florida Education Finance Program to CF for all dual enrollment instruction that takes place on the CF campus. There will be no additional charges to the District for these courses. Courses taken during the summer will not be charged to the School District. Students must drop courses during the add/drop period to have the cost of tuition removed. If the student later withdraws from a course, the tuition will remain and be charged to the district.
- B. If a faculty member is provided by the college to teach a dual enrollment course on a high school campus, the Citrus County School District will be required to cover the cost of that instructor's salary for that course. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.
- C. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation and laboratory fees (excluding private lessons).
- D. Required textbooks and other instructional materials as defined in F.S. 1006.28 will be funded by the Citrus County School Board provided the FEFP provides funding for such expenses. The college will adhere to the requirements set forth in F.S. 1004.085 in regards to the affordability of textbooks.
- E. The Citrus County School Board shall be responsible for the inventory, recovery, reuse, and sale of textbooks and instructional materials provided under this agreement in conjunction with CF Bookstore (Barnes & Nobles).
- F. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.
- G. CF will invoice the School District for costs incurred for the fall and spring semesters only. There will be no charges for the summer semester. Payment must be made by check.

15. Any institutional responsibilities for student transportation, if provided.

The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to student with disabilities who register in a dual enrollment course at the eligible institution.

A. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.

II. Mechanisms and strategies for decreasing the need for developmental education of high school graduates at CF

A. There shall be established a "College and Career Collaborative" comprised of two representatives from each school district, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Dean of Enrollment Management at CF, and others as the plan warrants.

B. Initiatives include:

1. Analysis of student readiness for college by administering the PERT to eligible students from Levy, Marion, and Citrus counties.

CF will provide:

- ✓ one administration of the PERT exam at no cost for students who wish to apply for participation in dual enrollment
- ✓ walk-in testing available at the college;

The Citrus County School Board will provide:

- ✓ space for testing;
- ✓ test sites;
- ✓ testing information to all eligible students;

2. CF will provide assessment of student readiness for college by administration of PERT to all incoming students without ACT or SAT scores. Incoming students will be required to submit PERT, SAT or ACT scores if they do not meet exemption requirements as identified by (s.) 1008.30(4) (a), (F.S.).CF will accept the PERT scores from the transcripts or PERT repository. Permission from the District and CF is needed if retaken within 30 days.
3. CF will provide a statistical study by districts and by schools of first time in college (FTIC) and prior year in school students needing College Prep courses.
4. Articulation agreements will be established between Levy, Marion, and Citrus school districts and the College of Central Florida.

5. CF advising and enrollment services staff from all campuses will meet with school counselors to provide in-service training regarding CF course requirements. School counselors are encouraged to visit CF's workforce development programs.
6. CF will conduct a "college preview" type event for students in each of the school districts.
7. CF will provide information about its programs and how to be a successful college student to 6th through 12th graders in a variety of formats, materials and events.
8. Educational Opportunity Center (EOC), a federal TRIO program that serves approximately 1,000 high school & post-secondary students at educational institutions in the service area, will offer activities including individual needs assessment, individual educational plans, tutoring, career exploration, mentoring, visits to local business and industry and college campuses, motivational sessions, etc. (dependent upon grant funding).

III. Mechanisms and strategies for promoting "Career Pathways" programs of study

A. Courses and programs available to students eligible for Career Pathways

1. A Career Pathway Program of Study is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support an accelerated transition to postsecondary coursework in a related career area of interest. According to the Florida Department of Education Information Data Base Requirements, Vol. 1, a Secondary Career Pathways Student is defined as "a career and technical education student who has earned three or more (high school) credits in a single career and technical education program and has participated in a locally developed Program of Study that has a written articulation agreement in place which establishes and validates the career pathway." Such is the purpose of this articulation agreement between the College of Central Florida and the Citrus County School Board.
2. Courses to be articulated by CF under this agreement will be mutually agreed upon by the college and the Citrus County School Board. Career Pathways course and program offerings will be accessible on the Career Pathways Web page of CF's Website (www.CF.edu/careerpathways), and the Citrus County school's Website on the Career and Technical Education Web page. Alterations to this list of offerings may be made with mutual consent of the College of Central Florida and the Citrus County School Board. (See Appendices A-Y for a full list of articulated credits).

B. The process for notifying parents and students of the option to participate in Career Pathways programs

1. CF will provide information to the schools regarding the requirements for participation in, and the educational benefits to be derived from, Career Pathways or other accelerated programs.
2. The school, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The schools will also provide information, using these same methods, to students and their parents or guardians regarding the eligibility criteria for participation in these programs.

C. Eligibility criteria for student participation

1. Eligibility for participation in a Career Pathways program of study is determined by a student's enrollment in a Career & Technical Education Program of Study. A student who is defined as a "concentrator" students earning three (3) or more courses in a CTE Program of Study) and has met the minimum academic requirements of a "B" (3.0) in the CTE Program is considered a Career Pathway student.
2. Career Pathways students who are eligible for articulated credits and desire to attend the College of Central Florida in an aligned Associate of Science degree (A.S.) program must apply for a CF student identification number and request to take an end-of-course exam for the articulated credit. Students who pass an Industry Certification on the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AAS/AS Degree, are exempt from taking the end of course exam for the courses specified in Appendices. (http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp)

D. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students

1. The Citrus County School Board shall identify those students who have completed Career Pathways courses of study and are current seniors (within 12 months of high school graduation) and shall so notify the College of Central Florida.
2. CF will make available advising services to Career Pathways students, as provided to all CF students.

E. Awarding college credit for articulated Career Pathways courses

1. To receive Career Pathways credit, students must demonstrate mastery of articulated career and technical courses by earning at least an average grade of a "B" (3.0) in the CTE Program courses as indicated on their official high school transcripts. Additionally, students may also be required to pass the Industry Certification identified on the Gold Standard State Wide Articulation Agreement, an exam and/or approved alternative assessment of work to demonstrate mastery of course material at a level acceptable to the College of Central Florida.
2. The articulated Career Pathways credits will be awarded and posted to the student's CF transcript upon acceptance to CF and his/her declaration of an A.S. program of study. The articulated CF courses will be awarded a grade of "S" and will not factor into the student's CF grade point average.
3. Statewide Career and Technical Education Articulation agreements which are based on nationally recognized industry certification support the Department of Education's Next Generation Strategic Areas of Focus (number three) effort to "expand opportunities for postsecondary degrees and certifications." Gold Standard Career Pathways Industry Certification to AAS/AS Degree Statewide Articulation Agreements based on nationally recognized industry certification does not preclude CF from granting additional credit based on the local agreement. See Appendix A for a full list of articulated credits. (http://www.fldoe.org/workforce/dwdframe/artic_frame.asp)

F. Criteria by which the instructional quality will be maintained

The College of Central Florida will work with the Citrus County School Board personnel to provide program and related course learning outcomes, curriculum and other resources to help ensure that the quality of instruction provided the high school students in the Career Pathways articulated courses is comparable to that afforded CF students enrolled in said program.

G. Cost of Career Pathways

Students who receive Career Pathways credits shall be exempt from the payment of registration and laboratory fees for the CF courses for which they receive articulated credit at College of Central Florida

H. Program review

1. The College of Central Florida and the Citrus County School Board personnel will, on an annual basis, review and revise the articulation agreement to keep it aligned with the most current program and course requirements. All Career Pathway programs offered by the College of Central Florida are annually reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. Upon request, the College of Central Florida will work with the Citrus County School Board personnel to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

IV. Mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers

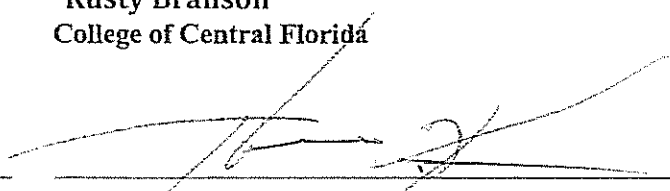
- A. There shall be established a consortium among CF, the CF University Center partners, and the school boards of Citrus, Marion, and Levy counties to affect collaborative methods for improving the preparation of elementary, middle, and high school teachers.
- B. Additionally, methods for providing support to the public school systems in recruiting, retaining, and recertifying teachers will be developed by the consortium members.
- C. Training programs will be developed to provide professional development to meet the needs of teacher mandates. These courses and programs will be made available to the public school systems in Citrus, Marion, and Levy counties at various times and places.
- D. The members of the consortium will promote the advantages of partnering in educational programming.
- E. The members of the consortium will work to provide a coordinated effort to develop and implement alternative certification procedures and programs for classroom teachers.
- F. The members of the consortium will work to provide a coordinated effort to develop and implement methods for state and federal mandates.
- G. The members of the consortium, in developing these programs, will strive to utilize new technologies in the training programs, to address critical needs of teachers and public school systems in implementing them, and to include both pre-service and in-service initiatives in so doing.

Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the chairpersons of the Citrus County School Board and the District Board of Trustees of the College of Central Florida, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of CF's President and the District Superintendent. Courses of study and programs are to be incorporated into the agreement before instruction begins. This Agreement shall be valid for the 2019-2020 school year.

IN WITNESS WHEREOF, the Citrus County School Board and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, F.S., Dual Enrollment Articulation Agreements.

Date **Rusty Branson**
 College of Central Florida



Date **Thomas Kennedy, Chair, Citrus County School Board**

2019-2020 Career Pathways Articulation Agreement between the College of
Central Florida and the Citrus County School Board, Florida

Table of Contents for Appendices A-X

<i>Accounting Applications (Appendix A)</i>	<i>Pages 1-3</i>
<i>Administrative Office Specialist (Appendix B)</i>	<i>Pages 4-6</i>
<i>Agritechnology (Appendix C)</i>	<i>Pages 7-9</i>
<i>Allied Health Assisting (Appendix D)</i>	<i>Pages 10-12</i>
<i>Applied Cybersecurity (Appendix E)</i>	<i>Pages 13-14</i>
<i>Applied Information Technology (Appendix F)</i>	<i>Pages 15-17</i>
<i>Business Management & Analysis (Appendix G)</i>	<i>Pages 18-20</i>
<i>Dental Aide (Appendix H)</i>	<i>Pages 21-23</i>
<i>Digital Design (Appendix I)</i>	<i>Pages 24-25</i>
<i>Digital Media Technology (Appendix J)</i>	<i>Pages 26-27</i>
<i>Digital Video Technology (Appendix K)</i>	<i>Pages 28-29</i>
<i>Drafting (Appendix L)</i>	<i>Pages 30-32</i>
<i>Early Childhood Education (Appendix M)</i>	<i>Pages 33-35</i>
<i>Electricity (Appendix N)</i>	<i>Pages 36-38</i>
<i>Emergency Medical Responder (Appendix O)</i>	<i>Pages 39-41</i>
<i>Medical Administrative Specialist (Appendix P)</i>	<i>Pages 42-44</i>
<i>Network Systems Administrations (Appendix Q)</i>	<i>Pages 45-47</i>
<i>Nursing Assistant (Appendix R)</i>	<i>Pages 48-50</i>
<i>Photography (Appendix S)</i>	<i>Pages 51-52</i>
<i>Principles of Teaching (Appendix T)</i>	<i>Pages 53-55</i>
<i>Technology Support Services (Appendix U)</i>	<i>Pages 56-58</i>
<i>Web Development (Appendix V)</i>	<i>Pages 59-60</i>
<i>Welding Technology Fundamentals (Appendix W)</i>	<i>Pages 61-63</i>
<i>3D Animation Technology (Appendix X)</i>	<i>Pages 64-65</i>

Appendix A
Career Pathways Articulation Agreement Between
The College of Central Florida
and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Accounting Applications program to transition into the College of Central Florida’s postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Accounting Applications

Postsecondary Program
 Accounting Technology, A.S.
 Business Administration, A.S.

Citrus County
 Citrus High School
 Crystal River High School
 Lecanto High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a “B” or better before assessment will be made to award the College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Accounting Applications 1 (8203310) Accounting Applications 2 (8203320)	ACG 2021 Financial Accounting (3)	3

B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
QuickBooks Certified User (INTUT001)	ACG 2450 Integrated Accounting (3)	3

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix B Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Administrative Office Specialist program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Administrative Office Specialist

Postsecondary Program

Office Administration – Legal Office Specialist, A.S.
Office Administration- Medical Office Specialist, A.S.
Office Administration- Office Management, A.S.
Business Administration, A.S.

Citrus County

Citrus High School
Crystal River High School

College

The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a “B” or better before assessment will be made to award the College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Administrative Office Technology I (8212110) Business Software Applications I (8212120)	OST 1100 Introduction to Word (3)	3

B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CPS Cert or CAP MICRO017: Microsoft Office Master MICRO069: Microsoft Office Specialist Microsoft Excel Expert Microsoft Word Expert TAFLP001: Accredited Legal Secretary (ALS)	<u>CPS Cert or CAP</u> OST 2401 Office Administration 1 (3) <u>Microsoft Office Master (MOM)</u> CGS 1100 Microcomputer Applications (3) OST 2717 Microsoft Word (3) CGS 2540 Database Management (3) <u>Microsoft Office Specialist (MOS)</u> OST 1100 Introduction to Word <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 2717 Advanced Word (3) <u>Accredited Legal Secretary (ALS) (8212000 ONLY)</u> PLA 1103 Intro to Paralegal Field (3)	3 to 15

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a

grade of "S" and will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.

- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix C Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Agritechnology program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Agritechnology

Postsecondary Program

Agribusiness Management A.S.

Citrus County

Citrus High School
Crystal River High School
Lecanto High School

College

The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

College Credit through Career Pathways College Credit Assessment: The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Agriscience Foundation (8106810) Agritechnology I (8106820) Agritechnology II (8106830)	OST 1100 Introduction to Word (Elective 3) ORH 1000C Introduction to Horticulture (3) ORH 1510 Ornamental Plant ID (3) ANS 1003 Introduction to Animal Science (3)	3 to 12

C. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
FNGLA 001: Certified Horticulture Professional FLFBR005: Animal Science Certification FLFBR001 : Agritechnology Specialist Certification	<u>FNGLA 001 Certified Horticulture Professional</u> ORH 1000C Introduction to Horticulture (3) ORH 1510 Ornamental Plant ID (3) <u>FLBR005 Animal Science</u> ANS 1003 Introduction to Animal Science <u>FLFBR001 Agritechnology Specialist Certification</u> AEB 2012 Principles of Agribusiness Management (3)	3 to 12

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 70% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S.degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix D Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Allied Health Assisting program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Allied Health Assisting

Postsecondary Program
Health Information Technology A.S.
Dental Assisting A.S./ Certificate
Physical Therapy Assistant A.S.
Nursing A.S.

Citrus County
Crystal River High School

College
The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
8417100 Health Science Anatomy and Physiology 8417110 Health Science Foundations 8417131 Allied Health Assisting 3	DEP 2004 Human Growth and Development (3) <i>*Applies toward A.S. in Nursing and A.S. in PTA</i> HSC 2531 Medical Terminology (3) <i>*Applies toward A.S. in HIT</i> PHT 2342 Medical Terminology for the Physical Therapy Assistant (3) <i>*Applies toward A.S. in PTA</i> BSC 1080 Basic Anatomy and Physiology (3) <i>*Please note: BSC 1080 only applies to the Dental Assisting Diploma</i> HUN 1201 Human Nutrition (3) <i>*Applies toward A.S. in Nursing</i>	Up to 6

- B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
NONE	NONE	0

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to

The College of Central Florida until all required admissions criteria have been met.

- E. Students who have obtained their Certified Nursing Assistant (CNA) will be recognized for their accomplishment by receiving additional consideration when applying for the nursing program.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix E

Career Pathways Articulation Agreement Between The College of Central Florida and The School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Applied Cybersecurity program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary/PSAV Program

Applied Cybersecurity

Postsecondary Program

Computer Information Technology, A.S.

Citrus County

WTC

College

The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours and/or admission points:

High School/PSAV Courses	CF College Courses	College Credits
Cybersecurity Associate (CTS0018) Information Security Manager (CTS0019)	CET 1171 Introduction to Computer Technology (3) CGS 2557 Internet Technology (3)	3 to 6

B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
COMPT 008 Security+ CISCO011-Cisco Certified Network Associate Security	<u>COMPT Security +</u> CTS Security Fundamentals (3) <u>CISCO011-Cisco Certified Network Associate Security</u> CET 1171 Introduction to Computer Technology (3)	3 to 12

Edited 4/3/2019

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain the Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Citrus County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students

Appendix F Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Applied Information Technology program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Applied Information Technology

Postsecondary Program
Computer Information Technology, A.S.

Citrus County
Citrus High School

College
The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Web Technologies (9003420) Programming Essentials (9003440) Cybersecurity Fundamentals (9003490)	CET1171 Introduction to Computer Technology (3) CGS 2540 Database Management Systems (3)	Up to 6

B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CompTIA A+ CompTIA Network+ Comp TIA Security+ Comp TIA Server+ Microsoft Office Master Excel Expert Word Expert MTA-Windows Operating 98-349	<u>COMPT001: CompTIA A+</u> CET 1278 A+ Fundamentals (3) CET 2180 Practical PC Technician (3) <u>COMPT006: CompTIA Network+</u> CTS 2134 Networking Fundamentals (3) <u>Security+</u> CTS 2120 Security Fundamentals (3) <u>Server+</u> CTS 2143 Server Fundamentals (3) <u>Microsoft Office Master (MOM)</u> CGS 1100 Microcomputer Applications (3) OST 2717 Advanced Word (3) CGS 2540 Database Management Systems (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 2717 Advanced Word (3)	3 to 15

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the Industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of "S" and will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix G
Career Pathways Articulation Agreement Between
The College of Central Florida
and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Business Supervision and Management program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Business Management and Analysis

Postsecondary Program
 Business Administration, A.S.

Citrus County
 Citrus High School
 Crystal River High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Business and Entrepreneurial Principles (8215120) Legal Aspects of Business (8215130)	GEB 1011 Introduction to Business (3) ENT 2112 Entrepreneurship Opportunities (3)	Up to 6

B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
MICRO017: Microsoft Office Master Microsoft Excel Expert Microsoft Word Expert TAFLP001: Accredited Legal Secretary (ALS) INTUIT001-QuickBooks	<u>Microsoft Office Master (MOM)</u> CGS 1100 Microcomputer Applications (3) OST 2717 Microsoft Word (3) CGS 2540 Database Management (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 2717 Advanced Word (3) <u>Accredited Legal Secretary (ALS) (8212000 ONLY)</u> PLA 1103 Intro to Paralegal Field (3) <u>INTUIT001 QuickBooks</u> ACG 2540 Integrated Accounting	3 to 15

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- D. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.

- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix H Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Dental Aide program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Dental Aide

Postsecondary Program

Health Information Technology A.S.
Dental Assisting A.S. / Certificate
Nursing A.S.
Physical Therapy Assistant A.S.

Citrus County

Crystal River High School

College

The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
8417100 Health Science Anatomy and Physiology 8417110 Health Science Foundations 8417141 Dental Aid III	DEP 2004 Human Growth and Development (3) <i>*Applies toward A.S. in Nursing and A.S. in PTA</i> HSC 2531 Medical Terminology (3) <i>*Applies toward A.S. in HIT</i> PHT 2342 Medical Terminology for the Physical Therapy Assistant (3) <i>*Applies toward A.S. in PTA</i> BSC 1080 Basic Anatomy and Physiology (3) <i>*Please note: BSC 1080 only applies to the Dental Assisting Diploma</i> HUN 1201 Human Nutrition (3) <i>*Applies toward A.S. in Nursing</i>	Up to 6

- B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
NONE	NONE	0

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to

The College of Central Florida until all required admissions criteria have been met.

- E. Students who have obtained their Certified Nursing Assistant (CNA) will be recognized for their accomplishment by receiving additional consideration when applying for the nursing program.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students

Appendix I Career Pathways Articulation Agreement Between The College of Central Florida and The School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Digital Design program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Digital Design

Postsecondary Program

A.S. Digital Media Technology
Web Design Specialization

Citrus County

Citrus High School
Crystal River High School
Lecanto High School

College

The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

E. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8209510 Digital Design 1 8209520 Digital Design 2 8209530 Digital Design 3	DIG 2100 Web Design I	3

F. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADOBE020 Adobe Illustrator ADOBE022 Adobe Photoshop ADOBE010 Adobe Dreamweaver	DIG 2000 Introduction to Digital Media <i>*Note student must have all three certifications list in left column</i>	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Edited 4/3/2019

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Citrus County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix J Career Pathways Articulation Agreement Between The College of Central Florida and The School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Digital Media Technology program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Digital Media Technology

Postsecondary Program
Digital Design, A.S.

Citrus County
Citrus High School
Crystal River

College
The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

G. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 9005110 Digital Media Fundamentals 9005120 Digital Media Production Systems	DIG 2100 Web Design I	3

H. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADOBE020 Adobe Illustrator ADOBE022 Adobe Photoshop ADOBE010 Adobe Dreamweaver	DIG 2000 Introduction to Digital Media <i>*Note student must have all three certifications list in left column</i>	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Edited 4/3/2019

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Citrus County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix K
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Digital Video Production program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Digital Video Technology

Postsecondary Program
 Digital Design, A.S.

Citrus County
 Lecanto High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- I. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
8201410 Digital Video Technology 1 8201420 Digital Video Technology 2 8201430 Digital Video Technology 3	DIG 2100 Web Design I	3

- J. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADOBE020 Adobe Illustrator ADOBE022 Adobe Photoshop ADOBE010 Adobe Dreamweaver	DIG 2000 Introduction to Digital Media <i>*Note student must have all three certifications list in left column</i>	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Edited 4/3/2019

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of "S" which will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Citrus County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix L

Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Drafting program to transition into the College of Central Florida’s postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Drafting

Postsecondary Program

Engineering Technology, A.S. – Quality Specialization
Engineering Technology, A.S. – Advanced Manufacturing
Specialization

Citrus County

Citrus High School
Crystal River High School

College

The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a “B” or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Drafting 1 (8725010) Drafting 2 (8725020) Drafting 3 (8725030)	OST1100 Introduction to Word (Elective 3) EGN 1111 Engineering Graphics (3)	3 or 6

- B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
AMDDA002 Certified Apprentice Drafter - Architectural OR AMDDA003 Certified Drafter - Architectural OR AMDDA004 Certified Drafter - Mechanical OR AMDDA005 Certified Apprentice Drafter - Mechanical OR AMDDA006 Certified Apprentice Drafter - Architectural OR ADESK002 Autodesk Certified User - AutoCAD	EGN 1111 Engineering Graphics (3)	3

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 70% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to

The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix M Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Early Childhood program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Early Childhood

Postsecondary Program
Early Childhood Education, A.S.

Citrus County
Crystal River High School
Citrus High School

College
The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Early Childhood Education 1 (8405110) Early Childhood Education 2 (8405120) Early Childhood Education 3 (8405130)	OST1100 Introduction to Word (Elective 3) CHD 1440D Child Care Practicum I (3) CHD 1339 Learning Through Play (3)	3 to 9

- B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CPREC001: Child Development Associate FLDOE001: Early Childhood Professional Certificate (ECPC) Director's Credential	CPREC001: Child Development Associate EEC 1921 Preschool Workshop (3) EEC 2401 Home and Community (3) CHD 1440D Practicum I (3) Director's Credential (ECPC) EEC 2001 Introduction to Administration in Early Childhood	3 to 12

	Education (3) <u>Director's Credential</u> EEC 2001 Introduction to Administration in Early Childhood Education	
--	--	--

Representatives of the College of Central Florida's Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 70% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of "S" and will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix N
Career Pathways Articulation Agreement Between
The College of Central Florida
and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Electricity program to transition into the College of Central Florida’s postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary /PSAV Program
 Electricity

Postsecondary Program
 Engineering Technology, A.S. – Quality
 Specialization
 Engineering Technology, A.S. – Advanced
 Manufacturing Specialization

Citrus County
 WTC

College
 The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a “B” or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School/PSAV Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Electrician Helper (BCV0603) Residential Electrician (BCV0640) Commercial Electrician (BCV0652)	OST 1100 Introduction to Word (Elective 3) EET 1084 Survey of Electronics (3)	3 to 6

B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
NONE	NONE	NONE

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 70% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix O Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Emergency Medical Responder program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Emergency Medical Responder

Postsecondary Program

Health Information Technology A.S.
Dental Assisting A.S./ Certificate
Physical Therapy Assistant A.S.
Nursing A.S.

Citrus County

Crystal River High School

College

The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
8417100 Health Science Anatomy and Physiology 8417110 Health Science Foundations 8417171 Emergency Medical Responder III	DEP 2004 Human Growth and Development (3) <i>*Applies toward A.S. in Nursing and A.S. in PTA</i> HSC 2531 Medical Terminology (3) <i>*Applies toward A.S. in HIT</i> PHT 2342 Medical Terminology for the Physical Therapy Assistant (3) <i>*Applies toward A.S. in PTA</i> BSC 1080 Basic Anatomy and Physiology (3) <i>*Please note: BSC 1080 only applies to the Dental Assisting Diploma</i> HUN 1201 Human Nutrition (3) <i>*Applies toward A.S. in Nursing</i>	Up to 6

- B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
NONE	NONE	0

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to

The College of Central Florida until all required admissions criteria have been met.

- E. Students who have obtained their Certified Nursing Assistant (CNA) will be recognized for their accomplishment by receiving additional consideration when applying for the nursing program.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix P

Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Medical Administrative program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary /PSAV Program
Medical Administrative Specialist

Postsecondary Program
Office Administration – Medical Office Administration,
A.S.

Citrus County
WTC

College
The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School/ PSAV Courses	CF College Courses	College Credits
Information Technology Assistant (OTA0040) Front Desk Specialist (OTA0041) Medical Office Technologist (OTA0631)	OST 1100 Introduction to Word (3)	3

- B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CPS Cert or CAP MICRO017: Microsoft Office Master MICRO069: Microsoft Office Specialist Microsoft Excel Expert Microsoft Word Expert TAFLP001: Accredited Legal Secretary (ALS)	<u>CPS Cert or CAP</u> OST 2401 Office Administration 1 (3) <u>Microsoft Office Master (MOM)</u> CGS 1100 Microcomputer Applications (3) COST 2717 Microsoft Word (3) CGS 2540 Database Management (3) <u>Microsoft Office Specialist (MOS)</u> OST 1100 Introduction to Word (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 2717 Advanced Word (3) <u>Accredited Legal Secretary (ALS) (8212000 ONLY)</u> PLA 1103 Intro to Paralegal Field (3)	3 to 15

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a

grade of "S" and will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.

- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix Q
Career Pathways Articulation Agreement Between
The College of Central Florida
and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Network Systems Administration program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary/PSAV Program
 Network Systems Administration

Postsecondary Program
 Computer Information Technology, A.S.

Citrus County
 WTC

College
 The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

C. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School/PSAV Courses	CF College Courses	College Credits
Information Technology Assistant (OTA0040) Computer Support Assistant (EEV0504) Network Support Technician (CTS0026)	CET1171 Introduction to Computer Technology (3)	3

D. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CompTIA A+ CompTIA Network+ CompTIA Security+ CompTIA Server+ Microsoft Office Master Excel Expert Word Expert MTA-Windows Operating 98-349	<u>COMPT001: CompTIA A+</u> CET 1278 A+ Fundamentals (3) CET 2180 Practical PC Technician (3) <u>COMPT006: CompTIA Network+</u> CTS 2134 Networking Fundamentals (3) <u>Security+</u> CTS 2120 Security Fundamentals (3) <u>Server+</u> CTS 2143 Server Fundamentals (3) <u>Microsoft Office Master (MOM)</u> CGS 1100 Microcomputer Applications (3) OST 2717 Advanced Word (3) CGS 2540 Database Management Systems(3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 2717 Advanced Word (3)	3 to 15

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the Industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

Edited 4/3/2019

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of "S" and will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix R
Career Pathways Articulation Agreement Between
The College of Central Florida
and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Nursing Assistant program to transition into the College of Central Florida’s postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Nursing Assistant

Postsecondary Program
 Health Information Technology A.S
 Dental Assisting A.S./ Certificate
 Physical Therapy Assistant A.S.
 Nursing A.S.

Citrus County
 Crystal River High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a “B” or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
8417100 Health Science Anatomy and Physiology 8417110 Health Science Foundations 8417211 Nursing Assistant III	DEP 2004 Human Growth and Development (3) <i>*Applies toward A.S. in Nursing and A.S. in PTA</i> HSC 2531 Medical Terminology (3) <i>*Applies toward A.S. in HIT</i> PHT 2342 Medical Terminology for the Physical Therapy Assistant (3) <i>*Applies toward A.S. in PTA</i> BSC 1080 Basic Anatomy and Physiology (3) <i>*Please note: BSC 1080 only applies to the Dental Assisting Diploma</i> HUN 1201 Human Nutrition (3) <i>*Applies toward A.S. in Nursing</i>	Up to 6

- B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
NONE	NONE	0

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of “S” and will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to

The College of Central Florida until all required admissions criteria have been met.

- E. Students who have obtained their Certified Nursing Assistant (CNA) will be recognized for their accomplishment by receiving additional consideration when applying for the nursing program.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix S Career Pathways Articulation Agreement Between The College of Central Florida and The School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Photography program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program

Photography

Postsecondary Program

A.S. Digital Media Technology
Web Design Specialization

Citrus County

Lecanto High School

College

The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Photography I (8201310) Digital Photography II (8201320) Digital Photography III (8201330)	PGY 2801 Digital Photography 1	3

- B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
None	None	0

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

Edited 4/3/2019

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.
- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of “S” which will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Citrus County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix T Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Principles of Teaching program to transition into the College of Central Florida’s postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 Principles of Teaching

Postsecondary Program
 Early Childhood Education, A.S.

Citrus County
 Lecanto High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a “B” or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
Digital Information Technology (8207310) Intro to Teaching Profession (8909010) Human Growth and Development (8909020) Foundation of Curriculum and Instruction (8909030)	OST1100 Introduction to Word (Elective 3) 1339 Learning Through Play (3)	Up to 6

B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CPREC001: Child Development Associate FLDOE001: Early Childhood Professional Certificate (ECPC) Director's Credential	<u>CPREC001: Child Development Associate</u> EEC 1921 Preschool Workshop (3) EEC 2401 Home and Community (3) CHD 1440 Practicum I (3) <u>Director's Credential (ECPC)</u> EEC 2001 Introduction to Administration in Early Childhood Education (3) <u>Director's Credential</u> EEC 2001 Introduction to Administration in Early Childhood Education (3)	3 to 12

Representatives of the College of Central Florida's Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 70% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of "S" and will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.

Edited 4/3/2019

- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix U
Career Pathways Articulation Agreement Between
The College of Central Florida
and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Technology Support Services program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary/PSAV Program
 Technology Support Services

Postsecondary Program
 Computer Information Technology, A.S.

Citrus County
 WTC

College
 The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

Courses	CF College Courses	College Credits
Technology Support Specialist (CTS0059)	CET1171 Introduction to Computer Technology (3)	Up to 6

B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
CompTIA A+ CompTIA Network+ Comp TIA Security+ Comp TIA Server+ Microsoft Office Master Excel Expert Word Expert MTA-Windows Operating 98-349	<u>COMPT001: CompTIA A+</u> CET 1278 A+ Fundamentals (3) CET 2180 Practical PC Fundamentals (3) <u>COMPT006: CompTIA Network+</u> CTS 2134 Networking Fundamentals (3) <u>Security+</u> CTS 2120 Security Fundamentals (3) <u>Server+</u> CTS 2143 Server Fundamentals (3) <u>Microsoft Office Master (MOM)</u> CGS 1100 Microcomputer Applications (3) OST 2717 Advanced Word (3) CGS 2540 Database Management Systems (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 2717 Advanced Word (3)	3 to 15

Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the Industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

Edited 4/3/2019

- C. Students who score a minimum of 80% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of "S" and will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix V Career Pathways Articulation Agreement Between The College of Central Florida and The School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Web Development program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
Web Development

Postsecondary Program
A.S. Digital Media Technology
Web Design Specialization

Citrus County
Crystal River High School

College
The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

C. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 9001110 Foundations of Web Design 9001120 User Interface Design 9001130 Web Scripting Fundamentals	DIG 2100 Web Design I	3

D. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
ADOBE020 Adobe Illustrator ADOBE022 Adobe Photoshop ADOBE010 Adobe Dreamweaver	DIG 2000 Introduction to Digital Media <i>*Note student must have all three certifications list in left column</i>	3

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Edited 4/3/2019

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of “S” which will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Citrus County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

Appendix W Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the Welding Technology Fundamentals program to transition into the College of Central Florida's postsecondary programs listed below, the College of Central Florida agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secodary/PSAV Program
Welding Technology Fundamentals

Postsecondary Program
Welding Technologies, PSAV

Citrus County
WTC

College
The College of Central Florida

I. Articulated Courses and College Credit

The College of Central Florida agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida credit hours and/or admission points:

High School/PSAV Courses	CF College Courses	Vocational Hours
Welder Assistant I (PMT0070) Welder Assistant II (PMT0071) Welder, SMAW I (PMT0072)	PMT 0930L Welding Skill Development Lab (2+2) PMT 0102 Introduction to Welding (4)	6

- B. *College Credit through Industry Certification:* Students who obtain the following industry certificate(s) will be awarded credit for the postsecondary course(s) listed below:

C.

Industry Certification	CF College Courses	Vocational Hours
Certified Welder (AWELD001)	PMT 0930L Welding Skill Development Lab (2+2) PMT 0102 Introduction to Welding (4)	8

Representatives of the College of Central Florida's Career and Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

- A. Have a minimum of a "B" average in the high school course(s) designated in this document and have the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the Career and Technology Education programs coordinator or obtain the industry certificate(s) as listed. The high school instructor and the College of Central Florida programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the College of Central Florida campus or to verify industry certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by industry certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of 70% on the comprehensive institutional examination or obtain the Industry Certification(s) as listed will be awarded a grade of "S" and will not factor into the student's CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinator at CF.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to The College of Central Florida until all required admissions criteria have been met.

III. Sharing of Data

The College of Central Florida and School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has

Edited 4/3/2019

a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. The College of Central Florida will provide information about the sharing of data in its annual notification to students.

Appendix X
Career Pathways Articulation Agreement Between
The College of Central Florida
and The School Board of Citrus County, Florida

In a continuing effort to provide opportunities for secondary school students in the 3D Animation Technology program to transition into The College of Central Florida's (CF) postsecondary programs listed below, CF agrees to award college credit to eligible Citrus County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program
 3D Animation Technology

Postsecondary Program
 A.S. Digital Media Technology
 Web Design Specialization

Citrus County
 Lecanto High School

College
 The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course(s) must be maintained with a grade of "B" or better before assessment will be made to award the CF credit hours and/or admission points:

High School Courses	CF College Courses	College Credits
3D Animation Technology I (8718110) Animation Technology II (8718120) Animation Technology III (8713130)	DIG 2000 Introduction to Digital Media	3

- B. *College Credit through Industry Certification:* Students who obtain the following Industry Certification(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
None	None	0

Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the high school curriculum, as specified in this Agreement, to ensure standardization and attainment of goals.

II. General Provisions

Comprehensive College Examination and Industry Certification: To receive college credit, students must meet the following criteria:

Edited 4/3/2019

- A. Have a minimum of a “B” average in the high school course(s) designated in this document and have the recommendation of the high school CTE program instructor and permission of the parent/guardian to take a college comprehensive examination for the articulated course(s).
- B. Pass the college comprehensive examination(s) approved by the CTE programs coordinator or obtain Industry Certificate(s) as listed. The high school instructor and the CF programs coordinator will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) at the CF campus or to verify Industry Certification results. The high school and college faculty will identify course competencies.

Students who choose to be exempted from all or part of the examination requirements by Industry Certification will receive credit by experience for the class in question if all other requirements are met.

- C. Students who score a minimum of eighty percent (80%) on the comprehensive institutional examination, or obtain the Industry Certification(s) as listed, will be awarded a grade of “S” which will not factor into the student’s CF grade point average. A permanent college transcript will be generated. The exam results or proof of Industry Certification will be reported to the Career Pathways coordinators at CF and Citrus County Public Schools.
- D. If the credit(s) for the articulated course(s) meet A.S. degree requirements, they will be applied toward the A.S. degree. Students will not be officially admitted to CF until all required admissions criteria have been met.

III. Sharing of Data

CF and The School Board of Citrus County, Florida agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this Agreement. CF will provide information about the sharing of data in its annual notification to students.

COLLEGE OF CENTRAL FLORIDA

11

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Marion County School Board Articulation Agreement for Internships
– Renewal

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the School Board of Marion County. This agreement addresses the use of articulated mechanisms for students in certain programs of study to gain real-world training and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the post-secondary school level in Marion County Public Schools.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the renewal Articulation Agreement with the School Board of Marion County and give authorization to the Board Chair to sign the agreement on behalf of the College.

STUDENT INTERNSHIP PROGRAM AGREEMENT

THIS AGREEMENT, made and entered into by and between the District Board of Trustees of the College of Central Florida whose address is 3001 SW College Road, Ocala, Florida 34471, (hereinafter referred to as “College/University”), and **THE SCHOOL BOARD OF MARION COUNTY, FLORIDA**, whose address is 512 SE Third Street, Ocala, Florida 34471, (hereinafter referred to as “School Board”).

WITNESSETH:

WHEREAS, the School Board is committed to promoting growth in those who teach and to ever improving the quality of teaching, the School Board recognizes that with this commitment comes the responsibility of training teachers new to the field;

WHEREAS, all teachers’ first obligation is to their students, teachers also have a professional responsibility to enhance the craft of teaching itself. To that end, the School Board will work in partnership with educational programs approved by the Florida Department of Education to provide student teaching and other clinical experiences as outlined in this Agreement;

WHEREAS, the School Board and College/University desire that the public interest be served by ensuring a continuing source of competent instructors;

WHEREAS, the College/University desires that its students (hereinafter referred to as “Student Interns”) obtain instructional experience at public schools of the School Board; and

WHEREAS, the School Board is offering to provide the necessary staff and facilities for said instructional experience in recognition of the need to train the Student Interns, under the terms and conditions outlined in this Agreement.

IT IS, THEREFORE, agreed by and between the parties that:

A. SCHOOL BOARD RIGHTS AND RESPONSIBILITIES

1. **Program.** The School Board will determine the work location and assignment of Student Interns in collaboration with the College/University. The School Board will not place any Student Intern applicants for final Student Internship in a school in which applicant has a relative who is an employee or a student. Student Intern applicants must have passed the General Knowledge test before assignment.

(a) Student Intern applications for final Student Internship must be submitted to the School Board by the appropriate College/University representative according to the following timeline:

(i) Fall semester Student Intern applications must be received no later than the last Monday of October of each calendar year.

(ii) Spring semester Student Intern applications must be received no later than the last Monday of March of each calendar year.

2. **Cooperating Teachers.** The School Board shall assign only employees (hereinafter referred to as “Cooperating Teachers”) who have appropriate certifications or licenses, experience, and have met other statutory requirements which meet applicable School Board standards of accreditation to supervise Student Interns. Cooperating Teachers will not receive compensation for serving in such capacity, but College/University may provide them with an honorarium or a tuition waiver. Colleges/Universities must send honorariums to the location identified below:

The School Board of Marion County, Fla

Attn: Accounts Payable

PO Box 670

512 SE 3rd Street

Ocala, FL 34471

- (a) Student Interns will be under the direct supervision of the Supervising Instructor while on School Board property.
- (b) Cooperating Teachers shall be available for scheduled and unscheduled conferences at reasonable times with Student Interns or College/University Staff.
- (c) Cooperating Teachers will timely evaluate the performance of the assigned Student Intern and send the completed evaluation forms to the College/University with a frequency determined by the College/University.
- (d) The School Board will select partnership schools, based on the needs of the Student Interns, to meet the objectives of the Student Internship Program.

3. **Care and Safety.** In consideration of the School Board’s responsibility for the care and safety of its students, the School Board may remove from or refuse access to its facilities to any Student Intern or College/University staff member, who does not continuously meet the School Board’s professional requirements or the requirements of any appropriate authority controlling and directing School Board facilities and services. In the event of any inappropriate actions by a Student Intern or College/University staff member, School Board staff will notify the College/University so that the College/University may take appropriate action. In the event of a threat to student safety, which will be determined by the School Board in its sole discretion, the School Board will take immediate action and verbally notify the College/University as soon thereafter as is practicable.

4. **Facilities.** The School Board agrees to make the following facilities available to Student Interns and College/University staff to provide experience for Student Interns.

- (a) Access to classrooms designated for the Student Internship Program;
- (b) Cafeteria facilities, if available, while on assignment at the School Board. The Student Interns shall bear the costs of meals at such facilities.
- (c) The School Board library facilities used by School Board staff members.
- (d) Vehicular parking at School Board’s facilities.

B. **COLLEGE/UNIVERSITY RESPONSIBILITIES.**

5. **Student Interns Assessment.** The College/University will inform School Board staff of College/University criteria for Student Intern assessment.

6. **Student Interns Information.** The College/University will provide, or cause to be provided, to the School Board at least ten (10) days before the placement, a written list of the following information as it pertains to each Student Intern placed within the School Board.

- (a) Name
- (b) Permanent residence address
- (c) Phone number
- (d) Such other information as the School Board may reasonably require in accordance with its policies, procedures, and regional standards of the education profession.
- (e) The College/University shall inform School Board staff as to the extent of the academic preparation of the Student Interns for assignment of the Student Interns to the appropriate level of clinical experience.
- (f) Proof of background screening
- (g) Copy of signed "Unpaid Student Internship Agreement" from each Student Intern entering the Internship Program (see sample form attached as Exhibit A).

7. **Implementation of Program.** The College/University staff is responsible for the coordination and implementation of the Student Internship Program. The College/University maintains its responsibility for the instruction and supervision of the Student Interns assigned to the School Board for clinical experience:

- (a) The instruction will be pertinent to the clinical objectives outlined in the course syllabus. The College/University staff will not provide on-site clinical supervision of its Student Interns.
- (b) A copy of the clinical objectives will be submitted to the School Board by the College/University clinical coordinator before execution of this Agreement. The College/University clinical coordinator will function in cooperation with the College/University staff assigned responsibility for instruction.
- (c) The College/University will provide the School Board with a copy of the appropriate evaluation form.
- (d) The College/University will assume responsibility for the clinical experience and grades of the Student Interns.
- (e) The College/University shall arrange meetings with appropriate School Board staff to review and evaluate the progress of the Student Interns, as needed, consistent with School Board staff's availability.
- (f) The College/University agrees that the Student Interns and College/University staff assume personal responsibility for their own medical care and hospitalization.

8. **Videotaping / Recording.** The district recognizes that some institutions require their students to photograph and/or videotape the delivery of a lesson. The student observer or student intern must abide by the district's confidentiality policy procedures. Student observers or student interns may not use any form of photography, videography, or any other personally identifying recording methods without district approval and written consent of a student's parent or guardian.

Steps for Permission:

1. The institution must be state approved by the Florida Department of Education.
2. Provide Marion County Public Schools with a consent form for legal approval.
3. Once approved, the cooperating teacher will provide the consent form to applicable classes/students to be signed by the parent(s)/guardian(s).
4. The signed forms will then be submitted to the MCPS Teaching and Learning Department.
5. The MCPS Teaching and Learning Department will notify the cooperating teacher, observer/intern, school administrator(s) and institution contact upon approval.

9. **Student Intern Orientation.** The College/University will require its Student Interns and College/University staff to attend Student Intern orientation(s) scheduled to acquaint the Student Interns and College/University staff with the School Board's rules and regulations and the Florida Department of Education's Code of Ethics and Principles of Professional conduct and the College/University will hold them responsible for same.

10. **Background Screening.** The College/University shall require that each Student Intern and College/University staff member assigned to this Student Internship Program be fingerprinted in accordance with the State of Florida's Jessica Lunsford Act. College/University shall require that all individuals in the Student Internship Program submit to a Level 2 FDLE background check and FBI screening, including fingerprinting, at the sole cost of the Student Intern or College/University. All Student Interns and College/University staff must register as a visitor before entering School Board property and properly display their School District badges.

11. **Insurance.** The College/University agrees, at its option, to either purchase a Professional Liability Insurance Policy with limits no less than \$1,000,000 per occurrence or maintain a self-funded Professional Liability Insurance program with limits no less than \$1,000,000 for liability resulting from professional services performed by or on behalf of the College/University, College/University staff, or Student Interns. School Board "shall notify the Student Intern electronically or in writing of the availability of educator liability insurance under s. 1012.75," pursuant to FLA. STAT. § 1012.39(3).

The College/University agrees to provide Worker's Compensation Insurance coverage in the event their employees (e.g., Program faculty) are injured performing their duties at the site.

12. **Annual Program Performance Evaluation.** Annually, each College/University staff assigned to the Student Internship Program will meet with School Board representatives to coordinate the progress of the course of instruction and to determine its effectiveness.

13. **Compliance with Federal and State Laws.** The College/University understands and agrees that it is subject to all federal and state laws and School Board rules relating to the confidentiality of student information. The College/University further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA"). The College/University shall regard all student information as confidential and will not disclose the student information to any third party.

C. **MUTUAL RESPONSIBILITIES.**

14. **Instructional Schedule.** The instruction schedule and Student Internship sites will be planned in collaboration between the parties. The School Board will have final authority for work location and assignment of Student Interns. The instructional schedule must be finalized at least thirty (30) days before the beginning of such schedule unless otherwise agreed to by the parties' designees.

15. **Regulations.** The parties shall acquaint the Student Interns with the policies, standards, rules, and regulations of the School Board.

16. **Instruction and Supervision.** The parties will direct the instruction and supervision of the Student Interns according to the respective course description or syllabus.

17. **Periodic Assessment.** The parties will make periodic assessment of Student Interns' progress as required herein.

18. **Administration of Agreement.** The parties agree to periodically review and discuss the operation of this Agreement to ensure that each party's objectives are being satisfied. The parties shall confer as otherwise necessary to the administration of this Agreement.

19. **Teaching Experience.** The parties expressly intend that, while performing Student Internship duties, no Student Intern or College/University staff, agent, servant, contractor, or employee be deemed an agent, servant, contractor, or employee of the School Board for purposes of compensation, fringe benefits, workers' compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the educational program, Student Interns are placed with the School Board to receive teaching experience as part of their academic curriculum. Those duties performed by Student Interns are not performed as an employee, but in fulfillment of academic requirements and are performed under supervision. At no time shall Student Interns replace or substitute for an employee of the School Board.

D. **MISCELLANEOUS PROVISIONS.**

20. **No Compensation.** All services rendered by Student Interns under this Agreement for the School Board employees and students will be uncompensated and will be deemed to be given in consideration for instruction and partnership schools. Neither Student Interns nor College/University staff will be considered to be agents or employees of the School Board.

21. **Student Interns Activities.** It is understood by the College/University and the School

Board, that the Student Interns will not be replacing regular School Board employees, and that the School Board is not to immediately benefit from the Student Intern's activities.

22. **No Employment Promise.** All parties agree that the Student Interns will receive no promise of employment from the School Board upon completion of the training.

23. **Non-Eligible Students.** At the discretion of the School Board or College/University, any Student Interns unacceptable to either the College/University or School Board for reasons of health, performance, or other reasonable and legally permissible cause, will be withdrawn from the Student Internship Program.

24. **Compliance with Policies & Procedures.** The College/University agrees to comply with all existing policies and procedures of the School Board in the planning and documentation of the partnership schools, and the College/University further agrees to comply with all existing policies and procedures of the School Board related to the specific areas of training in the Student Internship Program. The College/University acknowledges that it is aware of the relevant policies in effect as of the date of this Agreement. If these policies and procedures are changed, School Board agrees to notify the College/University to disseminate and make College/University aware of such changes so that the College/University will be able to disseminate the information to the Student Interns and College/University staff.

25. **Evaluation of Programs.** Both parties will cooperate in planning, implementing and evaluating the Student Internship Program.

26. **Two-Year Guarantee.** Hiring and retaining high-quality teachers is vital to the educational growth of our Marion County Public Schools students. To this end, the partnership between Marion County Public Schools and the initial teacher preparation programs from which our newest teachers graduate provides a powerful bridge of support. Student observers and student interns have the unique opportunity to observe and practice the tools and skills they are acquiring through their institution's program. There is no substitute, however, for the experience of being a first-year teacher responsible for all elements of the learning environment and instructional delivery. This transition can prove to be challenging, and some teachers may find themselves in need of intensive support.

(a) As specified in Florida State Statute 1004.04(04)(d), teachers in their first two years of employment immediately following their preparation program completion who have earned a rating of Progressing or Unsatisfactory through the district evaluation system are to receive additional training from their initial teacher preparation program. This support is referred to as the Two-Year Guarantee in State Board Rule 6A-5.066(1)(ee) and (5)(d).

(b) Marion County Public Schools will host an informational meeting in the spring and summer to address both internship procedures as well as the Two-Year Guarantee support process.

(c) All schools with whom Marion County Public Schools maintains an internship articulation agreement are expected, as a required component of the articulation

agreement, to participate in an informational meeting. This participation is necessary to maintain effective communication and implementation of procedures as well as offer feedback for continuing program improvement.

27. **Term & Termination.** The term of this Agreement will commence upon the signing date of the executed agreement, and continue through the end of the 2019 – 2020 school year. Upon mutual written consent of the parties, this Agreement may be renewed for three (3) additional one (1) year periods. Either party may terminate this Agreement by giving ninety (90) days written notice (Certified Mail, Return Receipt Requested) to the other party. This Agreement will remain in full force and effect until terminated by either party in accordance with this Agreement.

28. **Non-Discrimination.** The parties agree that no person will be subjected to discrimination because of age, race, color, disability, pregnancy, gender, marital status, national origin, or religion, in the performance of the parties' respective duties, responsibilities and obligations under this Agreement

29. **Public Records.**

(a) **IF COLLEGE/UNIVERSITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO COLLEGE/UNIVERSITY'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 OR IN PERSON AT 420-A SE ALVAREZ AVENUE, OCALA, FLORIDA 34471.**

(b) **IF SCHOOL BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SCHOOL BOARD'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT THE OFFICE OF THE VICE PRESIDENT OF ADMINISTRATION AND FINANCE: F. JOSEPH MAZUR III, MS-CIS, CPA AT 352-873-5823, MAZURF@CF.EDU OR IN PERSON AT FOUNDERS HALL 107, 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34471:**

30. **Entire Understanding.** This Agreement represents the parties' entire understanding and agreement concerning the subject matter hereof and supersedes any and all other written or oral communications or negotiations by and between the parties.

31. **Confidentiality.** For the purposes of this Agreement, "Confidential Information" means all information disclosed by School Board to Student Intern or College/University, which is in a tangible form and labeled "confidential" (or with a similar legend) or which a reasonable person would understand to be confidential given the nature of the information and circumstances of disclosure. At all times, College/University shall protect the School Board's Confidential Information from unauthorized use, access or disclosure.

32. **Governing Laws.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Florida. Venue for any litigation related to this Agreement will be in Marion County, State of Florida.

33. **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.

34. **Notices.** All notices, requests, consents and other communications required or permitted under this Agreement must 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:

AS TO COLLEGE/UNIVERSITY:

F. Joseph Mazur III
College of Central Florida
3001 SW College Rd.
Building 1, Room 107
Ocala, FL 34474
E-Mail: mazurf@cf.edu
Fax: _____

AS TO SCHOOL BOARD:

Kyra Schafte
Teaching and Learning Department
Marion County Public Schools
Email:Kyra.Schafte@marion.k12.fl.us
Fax Number: (352)236-0519

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

- (a) On the date delivered, if by personal delivery,
- (b) On the date faxed or emailed, if by facsimile or 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, if mailed.

35. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed an original, all of which together will constitute one legal instrument.

36. **Survival.** All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, will survive the execution and delivery of this Agreement and the consummation of services contemplated by it.

37. **Remedies.** No remedy 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 under this Agreement will preclude any other or further exercise thereof.

38. **Severability.** Provisions contained in this Agreement which may be determined contrary to, prohibited by or invalid under law will be deemed omitted from this Agreement and will not invalidate the remaining provisions.

39. **Waiver.** 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, will not be deemed a waiver of any other right or remedy available to either party under this Agreement.

40. **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party will be entitled to assert a claim against any of the parties based upon this Agreement. Nothing in this Agreement is to 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.

41. **No Waiver of Sovereign Immunity.** Nothing in this Agreement is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under § 768.28, Fla. Stats. (2017). This section will survive the termination of all performance or obligations under this Agreement and will be fully binding until any applicable statute of limitations bars any proceeding brought on account of this Agreement.

42. **Compliance with Laws.** Each party must comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities, and obligations under this Agreement.

43. **Attorney's Fees.** If any legal action is brought for the enforcement of this Agreement, the prevailing party will be entitled to recover reasonable attorney's fees and costs, in addition to such other relief the party may lawfully be entitled.

44. **Enforcement.** The terms and provisions of this Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties, their respective legal representatives, heirs, estates, successors and permitted assigns.

45. **Transportation of Student.** College/University acknowledges that this Agreement strictly prohibits Student Interns and College/University staff from providing transportation in any form to any student of the Marion County School System without prior written permission of School Board.

46. **Independent Contractor.** Neither the Student Intern nor the College/University employees will be considered to be agents or employees of the School Board.

47. **Legal Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has 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 concerning all provisions contained in this Agreement.

IN WITNESS WHEREOF; the parties have executed this Agreement as of the date set forth below.

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

Superintendent

Date

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

College of Central Florida

(COLLEGE/UNIVERSITY)

(Authorized Signature)

Russell Branson, Board Chair

(Title)

June 26, 2019

(Date)

EXHIBIT A

SAMPLE UNPAID STUDENT INTERNSHIP AGREEMENT

This is an agreement between _____ (“Student Intern”), and The School Board of Marion County, Florida (“School Board”). The purpose of this Educational Internship Program (“EIP”) is for Student Intern to learn about School Board’s business and to gain valuable insight and experience.

The term of this Student Internship begins on _____ and ends _____.

A. CONDITIONS OF THE AGREEMENT:

1. The Student Internship is related to an educational purpose, and there is no guarantee or expectation that the activity will result in employment with the School Board.
2. The education received by the Student Intern from the EIP is for the express benefit of the Student Intern.
3. The Student Intern does not replace or displace any employee of the School Board.
4. The Student Intern will receive direct and close supervision by an appropriate School Board supervisor.
5. The School Board does not derive an immediate advantage from the activities performed by the Student Intern.
6. The Student Intern is not entitled to wages or any compensation or benefits for the time spent in the EIP.
7. School Board is not liable for injury sustained or health conditions that may arise for the unpaid Student Intern during the course of the EIP.

B. THE STUDENT INTERN SPECIFICALLY AGREES TO AND ACKNOWLEDGES THE FOLLOWING:

1. This EIP is educational in nature, and there is no guarantee or expectation that the Student Internship will result in employment.
2. School Board may at any time in its sole discretion, terminate the Student Internship without notice or cause.
3. Student Intern will maintain a regular EIP schedule determined by the Student Intern and their supervisor.
4. Student Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
5. Student Intern will obey the policies, rules, and regulations of the School Board site and comply with the School Board’s business practices and procedures.

6. Student Intern will furnish his/her supervisor with all necessary information about the Student Intern's unpaid Student Internship, including related assignments and reports.
7. Under no circumstances will Student Intern leave the EIP without first conferring with Student Intern's supervisor.
8. Transportation to and from the EIP site is the responsibility of the Student Intern.
9. While Student Intern is on School Board property, he/she is not considered an agent of the School Board for any purposes, including but not limited to workers' compensation.
10. Student Intern must submit to a Level 2 Background Screening and pre-assignment drug test, and must test drug-free before entering the EIP.
11. Student Intern must complete the School Board's Code of Ethics training Moodle before entering the EIP.
12. Student Intern acknowledges that this Agreement strictly prohibits the Student Intern from providing transportation in any form to any student of the Marion County School System without the prior written permission of the School Board.
13. Student Intern hereby releases the School Board from any liability whatsoever in connection with Student Interns participation in the EIP, and waive liability, discharge, hold harmless, indemnify, and covenant not to sue, School Board or College/University, their administrators, officers, managers, employees, agents, and volunteers from any and all known and unknown claims, and causes of action of every kind, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees, incurred in the conduct of, and as a result of Student Intern's participation in this EIP.

BY SIGNING BELOW, STUDENT INTERN HAS READ THE ABOVE WAIVER OF LIABILITY AND RELEASE PROVISION CAREFULLY AND UNDERSTANDS ITS TERMS. STUDENT INTERN IS AWARE THAT THIS IS A LEGALLY BINDING DOCUMENT AND BY SIGNING IT STUDENT INTERN AGREES TO HOLD HARMLESS AND RELEASE SCHOOL BOARD AND COLLEGE/UNIVERSITY, THEIR ADMINISTRATORS, OFFICERS, MANAGERS, EMPLOYEES, AGENTS, AND VOLUNTEERS FROM ANY AND ALL CLAIMS KNOWN AND UNKNOWN, AND CAUSES OF ACTION OF EVERY KIND ARISING FROM STUDENT INTERN'S PARTICIPATION IN THE EIP. STUDENT INTERN FULLY UNDERSTANDS THAT STUDENT INTERN IS WAIVING LEGAL RIGHTS WHICH STUDENT INTERN'S OR STUDENT INTERN'S HEIRS, NEXT-OF-KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST SCHOOL BOARD FOR STUDENT INTERN'S PARTICIPATION IN THE EIP, AND ENTERS THIS AGREEMENT VOLUNTARILY.

I UNDERSTAND THAT THIS IS AN UNPAID LEARNING EXPERIENCE. THE EIP IS NOT EMPLOYMENT, AND I AM NOT ENTITLED TO

WAGES OR BENEFITS OF ANY KIND FROM SCHOOL BOARD OR COLLEGE/UNIVERSITY. I FURTHER UNDERSTAND THAT THERE IS NO PROMISE OF EMPLOYMENT AT THE COMPLETION OF THE UNPAID STRUCTURED LEARNING EXPERIENCE.

The School Board of Marion County, Florida

By: _____

Student Intern

Title: _____

Date: _____

Date: _____

COLLEGE OF CENTRAL FLORIDA

12

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

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

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

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, 2019 and ending June 30, 2020.

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.

Board

CONTRACT AGREEMENT

MAY 14 2019

Between School Board

Approved

THE SCHOOL BOARD OF LEVY COUNTY, FLORIDA

480 Marshburn Drive, Bronson FL 34471

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 workshops.
 - iv. Attending State and National Conferences as it relates to Career Pathways. (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 2019-2020 fiscal year, starting July 1, 2019, and ending June 30, 2020
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, 2019.
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)

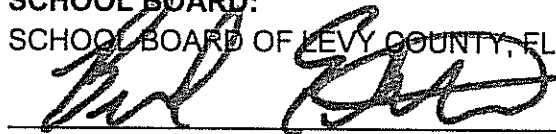
Or, to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- 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 2019-2020 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 LEVY COUNTY, FLORIDA



Brad Etheridge Chairperson

Board

MAY 14 2019

Date 5/14/19 Approved

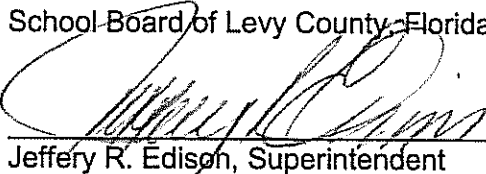
**CONTRACTOR (Fiscal Agent)
COLLEGE OF CENTRAL FLORIDA**

Date 06/26/2019

Russell Branson, Chair of the District Board of Trustees
College of Central Florida

AGENCY HEAD:

School Board of Levy County, Florida



Jeffery R. Edison, Superintendent

Board

Date 5/7/2019 MAY 14 2019

Approved

AGENCY HEAD:

College of Central Florida

Date 06/26/2019

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 (12/31/2019 & 6/30/2020) and one annual report (6/30/20) 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 Workshops held at 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/ Payment Amount	Validation/ 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 Technical Assistant Workshops to be held at 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.	4/1/2020	\$2,421.25	Agendas for each Consortium Stakeholder's workshop 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.	11/1/2019	\$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.	5/1/2020	\$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 Career and Technical Act of 2006, 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 Career and Technical Education Act of 2006 Implementation Guide (2018-2019 Edition) 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

13

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

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

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

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, 2019 and ending June 30, 2020.

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 workshops.
 - 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 2019-2020 fiscal year, starting July 1, 2019, and ending June 30, 2020
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, 2019.
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:

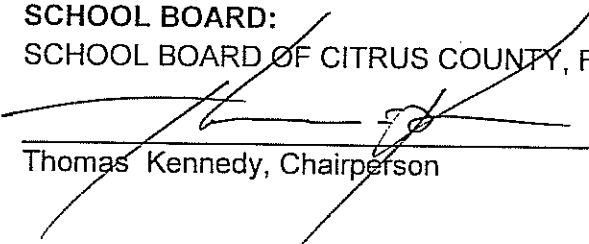
- a. On the date delivered if by personal delivery, or
- b. On the date faxed if by fax, or
- c. On the date upon which the Return Receipt is signed or delivery is refused or the

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 2019-2020 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



Thomas Kennedy, Chairperson

Date 5/14/19

CONTRACTOR (Fiscal Agent)
COLLEGE OF CENTRAL FLORIDA

Russell Branson, Chair of the District Board of Trustees
College of Central Florida

Date _____

AGENCY HEAD:
School Board of CITRUS COUNTY, Florida



Sandra "Sam" Himmel, Superintendent

Date 5/14/19

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 (12/31/2019 & 6/30/2020) and one annual report (6/30/20) 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 Workshops held at 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/ Payment Amount	Validation/ 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 Technical Assistant Workshops to be held at 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.	4/1/2020	\$2,421.25	Agendas for each Consortium Stakeholder's workshop 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.	11/1/2019	\$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.	5/1/2020	\$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	\$1,000.00	\$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 Career and Technical Act of 2006, 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 Career and Technical Education Act of 2006 Implementation Guide (2018-2019 Edition) 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

14

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

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

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

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.

RECOMMENDATION/ACTION REQUESTED:

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

CONTRACT AGREEMENT

Between School Board

THE SCHOOL BOARD OF MARION COUNTY, FLORIDA
512 SE 3rd Street, Ocala, FL 34471

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 workshops.
 - 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 2019-2020 fiscal year, starting July 1, 2019, and ending June 30, 2020
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, 2019.
7. **Entire Understanding:** The Parties understand and agree that this Agreement contains the complete understanding and agreement between the parties. No stipulation, agreement, or understanding will be valid or enforceable unless contained in this Agreement. No representations or statements made by any employees, agents, or representatives of either Party will be binding on either Party as a warranty or otherwise, except as expressly set forth herein. Only amendments, modifications, or waivers of terms that are in writing and signed by both Parties are binding.
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, will 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 must 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
Mark Vianello, Executive Director
Career and Technical Education
512 SE Third Street
Ocala, FL 34471
352-671-4180 (Telephone)
352-671-4188 (Fax)

The CONTRACTOR (Fiscal Agent)

College of Central Florida
Mid Florida Career Pathway Consortium
Cory Wyigul
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,
- b. On the date faxed or emailed, if by facsimile or email,
- c. On the date, a party signed the Return Receipt, or refused acceptance of delivery, or the notice is designated by the postal authorities as not delivered, if mailed to the proper address.

11. **Governing Laws:** The laws of the State of Florida govern all aspects of this Agreement and all transactions contemplated by it without regard to principles of conflicts of laws. Venue for any litigation related to this Agreement will be in Marion County, Florida.
12. **Attorney's Fees:** If any legal action is brought for the enforcement of this Agreement, the prevailing party will be entitled to recover reasonable attorney's fees, and costs, in addition to such other relief the party may lawfully be entitled.
13. **Counterparts:** The Parties may execute this Agreement in counterparts. Faxed or other electronic imaging will be acceptable in place of originals.
14. **Survival of Covenant:** All covenants, agreements, representations and warranties made herein or otherwise made in writing by any party pursuant hereto will 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 will 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 are deemed omitted from this document and will 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, will 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, the U.S. Department of Education, and the Florida Auditor General, 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 2019-2020 Carl D. Perkins, Career & Technical Education Secondary and Post-Secondary Grant funding. (Subject to the Provisions in Section 4).
21. **Non-Discrimination**: Neither Party will subject any person to discrimination because of age, race, color, disability, pregnancy, gender, marital status, national origin, or religion, in the performance of the Parties' respective duties, responsibilities, and obligations under this Agreement.
22. **No Waiver of Sovereign Immunity**: This Agreement does not waive sovereign immunity by any agency or political subdivision to which sovereign immunity may apply, or of any rights or limits of liability existing under § 768.28, Fla. Stat. (2018). This term survives the termination of all performance or obligations under this Agreement and is fully binding until any applicable statute of limitations bars any proceeding brought under this Agreement.
23. **No Third Party Beneficiaries**: Nothing in this Agreement provides consent by any agency or political subdivision of the State of Florida to allow any person or entity not a party to this Agreement to sue, including, but not limited to, any citizen or employees of the CONTRACTOR or SCHOOL BOARD, in any matter arising out of this Agreement, or to confer any rights on any third party to allow any claim otherwise barred under the doctrine of sovereign immunity or by operation of law.

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 OR IN PERSON AT 420-A SE ALVAREZ AVENUE, OCALA, FLORIDA 34471.

B. IF "SCHOOL BOARD" HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO "SCHOOL BOARD'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**

_____ Date _____
Kelly King, Board Chair

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

_____ Date _____
Russell Branson, Chair of the District Board of Trustees
College of Central Florida

**AGENCY HEAD:
THE SCHOOL BOARD OF MARION COUNTY, FLORIDA**

_____ Date _____
Heidi Maier, Ed.D., 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: 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:

- 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)

Contingent upon funding from the FLDOE, the fiscal agent will be required to provide its consortium stakeholders with a minimum of two semiannual reports (12/31/2019 & 6/30/2020) and one annual report (6/30/20) 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 workshops held at 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/ Payment Amount	Validation/ 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 Technical Assistant Workshops to be held at 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.	4/1/2020	\$2,421.25	Agendas for each Consortium Stakeholder's workshop 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.	11/1/2019	\$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.	5/1/2020	\$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, the Florida Auditor General, 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 §1006.52(2), Fla. Stat. (2018) and 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 will 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, Fla. Stat. (2018) (as revised).

ARTICLE #14: MONITORING PROCESS

In accordance with the Carl D. Perkins Career and Technical Act of 2006, 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 will be terminated if any CONSORTIUM STAKEHOLDERS fails to perform its duties or responsibilities under this Agreement or in accordance with the conditions for this addendum as described in the Carl D. Perkins Career and Technical Education Act of 2006 Implementation Guide (2018-2019Edition) FLDOE.

ARTICLE #16: REFERENCES

The recommendations in this Addendum are based on Sections 215.422, 216.347, 216.3475, 287.058, and 287.133, Fla. Stats. (2018); Rule 60A-1.017, Florida Administrative Code; and State of Florida Contract and Grant User Guide.

COLLEGE OF CENTRAL FLORIDA

15

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: President's Contract Addendum

INITIATOR: Dr. James D. Henningsen
President

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

An addendum for the president's contract for 2019-2020 is presented for approval and has been reviewed by the college attorney.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the president's contract addendum.

COLLEGE OF CENTRAL FLORIDA

16

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: College Attorney Agreement – Renewal

INITIATOR: Dr. James D. Henningsen
President

DATE: June 19, 2019

BACKGROUND AND PERTINENT FACTS (including Objective):

The contract with the Board Attorney needs to be renewed. This contract will be for the period June 1, 2019 thru June 30, 2020.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the renewal contract for board legal services and authorizes the Board Chair to sign on behalf of the College.

COLLEGE ATTORNEY AGREEMENT

The District Board of Trustees of the College of Central Florida, 3001 SW College Road, Ocala, Florida, 34474 (hereinafter "COLLEGE"), and Robert W. Batsel, Jr. of Gilligan, Gooding, Franjola & Batsel, P.A., 1531 S.E. 36th Avenue, Ocala, FL 34471, (hereinafter "COLLEGE ATTORNEY") mutually agree as follows:

1. Robert W. Batsel, Jr. shall be appointed as COLLEGE ATTORNEY for a term commencing June 1, 2019 and ending on June 30, 2020, and may be reappointed for additional terms as provided by the District Board of Trustees.
2. The COLLEGE ATTORNEY shall serve as Chief Legal Advisor to the COLLEGE, the District Board of Trustees, the COLLEGE President and all COLLEGE departments, shall represent the COLLEGE in all legal proceedings and shall perform any other duties as assigned or prescribed by the COLLEGE. The COLLEGE ATTORNEY may assign legal work to partners or associates of his law firm as long as all work is accomplished in accordance with the Rules of Professional Responsibility of the Florida Bar. All such work shall be billed in accordance with the schedule and procedures set forth below. In the event that a potential conflict of interest arises between the District Board of Trustees and an individual employed by the COLLEGE, the COLLEGE ATTORNEY's fiduciary obligation is to the District Board of Trustees. More specifically, the duties of the COLLEGE ATTORNEY shall include, but are not limited to:
 - 2.1 Reviewing and analyzing COLLEGE legal matters, data, documents and other materials concerning the COLLEGE and advise on legal issues and recommended course of action.
 - 2.2 Attending and participating in all meetings and workshops of the District Board of Trustees.
 - 2.3 Reviewing or drafting contracts or agreements related to the business of the COLLEGE.
 - 2.4 In matters not involving tort litigation defense or matters for which special counsel is retained pursuant to Paragraph 2.5., below, representing the COLLEGE in any threatened or pending litigation, which shall include, but not be limited to preparing and filing pleadings, motions or briefs, initiating and conducting discovery, and representing the COLLEGE at trial or on appeal.
 - 2.5 Special Counsel Services. On occasion, the COLLEGE may, upon the recommendation of the COLLEGE ATTORNEY or upon its own volition, decide to retain special counsel to provide representation in circumstances requiring particular expertise or situations in which a defense is provided by an insurer or the Florida College System Risk Management Consortium. On such an occasion, the COLLEGE ATTORNEY shall recommend special counsel and, thereafter, remain generally informed regarding the special counsel's actions, providing assistance as may be reasonably necessary or requested by the special counsel.
3. Compensation. The COLLEGE shall compensate the COLLEGE ATTORNEY as follows:
 - 3.1 Fees.
 - 3.1.1 Attached as Exhibit "A" is the Schedule of Fees and Costs for services rendered or costs incurred by the COLLEGE ATTORNEY and by other employees of Gilligan, Gooding, Franjola & Batsel, P.A.
 - 3.1.2 Billable hours shall be measured in six (6) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the

COLLEGE.

- 3.1.3 Premium rates will not be paid for overtime work.
- 3.1.4 Attorney time while traveling will be compensated at one hundred percent (100%) of the hourly rate reflected in Exhibit "A".

3.2 Costs.

- 3.2.1 Reimbursement for costs for such items as exhibits, transcripts and witness fees requires prior oral authorization by the COLLEGE and shall be reimbursed based upon documented third party vendor charges. The COLLEGE shall not pay for any firm surcharges added to third party vendor charges.
- 3.2.2 Routine expenses, such as local phone calls, local facsimile transmissions, copy work, local travel expenses within the City of Ocala, local courier services, and clerical or secretarial services are considered overhead and will not be separately compensated. (See Exhibit "A").
- 3.2.3 Non-routine office expenses, such as long distance phone calls, long distance facsimile transmissions, long distance courier services, bulk mailings, bulk third party copying, blueprints, x-rays, photographs, and electronic legal research services, must be justified to the COLLEGE and shall be reimbursed based upon documented third party vendor charges. If such charges are anticipated exceed \$1,000.00 per month, prior written approval from the COLLEGE should be obtained. In-house bulk mailings and bulk copying expenses must be supported by usage logs or other similar documentation. Firm surcharges are not reimbursable. (See Exhibit "A").
- 3.2.4 Reimbursable costs shall not exceed \$1,500.00 per month without prior COLLEGE approval when such approval is reasonably practicable. The COLLEGE ATTORNEY shall notify the COLLEGE when costs reach \$1,000.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

3.3 Format for Invoices. Within thirty (30) days of service provision, each statement for fees and costs shall be submitted in a format that includes, at a minimum, the following information:

- 3.3.1 Case name and number, if applicable, or other legal matter reference.
- 3.3.2 Invoice number for the particular bill.
- 3.3.3 COLLEGE ATTORNEY taxpayer identification number.
- 3.3.4 COLLEGE ATTORNEY and COLLEGE contract administrator names.
- 3.3.5 Inclusive dates of the month covered by the invoice.
- 3.3.6 Itemization of the date; hours billed (if hourly); a concise, meaningful description of the services rendered, with sufficient detail to enable the COLLEGE to evaluate the services rendered and costs; the person(s) who performed the services; and the hourly rate (if hourly) as specified in Exhibit "A".

- 3.3.7 A listing of all invoiced costs to be accompanied by copies of actual receipts.
- 3.3.8 The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
- 3.3.9 A certification statement, signed by the COLLEGE ATTORNEY's contract administrator, that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Robert W. Batsel, Jr. and the District Board of Trustees of the College of Central Florida."
- 3.3.10 Any other information as may be requested by the COLLEGE's contract administrator.
4. Evaluation. The COLLEGE shall have the opportunity to evaluate the legal services provided by the COLLEGE ATTORNEY annually, if requested by the District Board of Trustees.
5. Travel. Any travel outside of Marion County on COLLEGE business for which the COLLEGE ATTORNEY requested reimbursement and/or compensation from the COLLEGE, with the exception of District Board of Trustees meetings or workshops in Citrus or Levy County, shall be approved in advance by the COLLEGE.
6. Termination. The COLLEGE or the COLLEGE ATTORNEY may terminate this agreement for cause within thirty (30) days written notice to the other party at any time when (i) the other party fails to comply with the terms of this agreement and (ii) fails to cure the default within ten (10) days of receiving written notice of such default, provided such default can be reasonably cured within this period. Upon termination under this paragraph, the COLLEGE shall compensate the COLLEGE ATTORNEY all fees and costs accrued at the effective date of termination.
7. Amendment. This Agreement may be amended at any time with the mutual consent of COLLEGE and COLLEGE ATTORNEY. Amendments to this agreement must be in writing, executed by each party.
8. Entire Understanding. This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other statements or representations (if any) made by and between the parties.
9. Notices. All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing (including email communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, emailed, or mailed by registered or certified mail (postage pre-paid), return receipt requested, addressed to:

Robert W. Batsel, Jr.
Gilligan, Gooding, Franjola, & Batsel, P.A.
1531 S.E. 36th Avenue
Ocala, Florida 34471
rbatsel@ocalalaw.com
Fax: (352)867-0237

James D. Henningsen
District Board of Trustees of the
College of Central Florida
3001 SW College Road
Ocala, Florida 34474
henninj@cf.edu
Fax: (352)873-5847

Or to such other addressees as any third 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 if by facsimile,
 - (c) on the date emailed if by email, and
 - (d) on the date upon which a 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.
10. Administration of Agreement. The COLLEGE contract administrator shall be President James Henningsen. The COLLEGE ATTORNEY contract administrator shall be Robert W. Batsel, Jr. All oral approvals must be obtained from a party's contract administrator or his/her designee. All notices must be given to a party's contract administrator.
11. Severability. Provisions contained in this Agreement which are contrary to, prohibited by or invalid under applicable laws or regulations shall be deemed omitted from this Agreement and shall not invalidate the remaining provisions thereof.
12. Public Records. Records created pursuant to this Agreement may be subject to Florida's public records law with certain exceptions. Refusal of the COLLEGE ATTORNEY to allow public access to such records, as required by law, shall constitute grounds for unilateral cancellation of this Agreement.
13. Special Conditions.
- 13.1 The COLLEGE ATTORNEY will make affirmative efforts to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.
 - 13.2 Multiple staff utilized at meetings, hearings, depositions, trials, etc., by the COLLEGE ATTORNEY will not be compensated without prior approval from the COLLEGE.
 - 13.3 The COLLEGE ATTORNEY agrees that all documents shall be promptly returned at the termination of the COLLEGE ATTORNEY's involvement in the case or matter at hand.
 - 13.4 COLLEGE staff shall be used in each legal matter to the maximum extent possible.
 - 13.5 COLLEGE ATTORNEY shall provide immediate notice regarding significant case developments which are likely to result in media inquiries.
 - 13.6 The COLLEGE ATTORNEY shall provide immediate notice of any representation undertaken by the COLLEGE ATTORNEY in matters where the client is suing or being sued by the state or state entities in any civil or adversarial administrative action.
 - 13.7 A contingency fee contract must be commercially reasonable. "Commercially reasonable" means the fees shall be no more than the amount permissible pursuant to Rule 4-1.5 of the Rules Regulating the Florida Bar and case law interpreting that rule. If the amount of the fee is in dispute, counsel retained by the state shall participate in mandatory binding arbitration. Payment of all attorney's fees is subject to appropriation. Attorney's fees shall be forfeited if, during the pendency of the case, counsel retained by the state takes a public position that is adverse to the state's litigation or settlement posture.
 - 13.8 Each private attorney who is under contract to provide attorney services for the state or a state agency shall, from the inception of the contractual relationship until at least four (4)

years after the contract expires or terminates, maintain detailed current records, including documentation of all expenses, disbursements, charges, credits, underlying receipts and invoices, and other financial transactions that concern the provision of such attorney invoices. The private attorney shall make all such records available for inspection and copying upon request in accordance with Chapter 119, Florida Statutes.

- 13.9 The COLLEGE acknowledges that the COLLEGE ATTORNEY has advised the COLLEGE that members of Gilligan, Gooding, Franjola & Batsel, P.A. serve as City Attorney and Assistant City Attorneys for the City of Ocala, a Florida municipal corporation (“City”). The COLLEGE ATTORNEY has advised the COLLEGE that Gilligan, Gooding, Franjola & Batsel, P.A. is unable to represent COLLEGE in any matters between the COLLEGE and the City of Ocala. Further, the COLLEGE has consented, in the event a conflict of interest arises between the COLLEGE and the City of Ocala, to Gilligan, Gooding, Franjola & Batsel, P.A. withdrawing as counsel for the COLLEGE and continuing to represent the City of Ocala in connection with that matter.

The COLLEGE and COLLEGE ATTORNEY have executed this Agreement on this 26th day of June, 2019.

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

COLLEGE ATTORNEY

Russell Branson, Chair

Robert W. Batsel, Jr.

COLLEGE OF CENTRAL FLORIDA

17

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Appointments to the Appleton Museum of Art Advisory Council

INITIATOR: Dr. James Henningsen
President

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

The Board has the responsibility to appoint members of the Appleton Museum of Art Advisory Council. The following individual is recommended for appointment to a three-year term:

Xochi Jacques-Smith attended University of Miami School of Film and started her career at Manhattan Transfer Productions in Miami, as a Broadcast Producer, where she produced several independent commercials, features, music videos and documentaries in both general and Latin markets. After graduating film school, she was hired by Federated Department Stores as their in-house Broadcast/Marketing Creative Director. It was at FDS where she was able to demonstrate her marketing expertise by creating comprehensive marketing strategies, building brand awareness plans and award winning image campaigns and templates that were mirrored through all means of their brand advertising. She has spent the last decade of her career in artist development, strategic brand management, artist repertoire and content distribution. Her passion for artist development and led her to become Marion Cultural Alliance's Gallery Director (2017-2019) where she was able to contribute to MCA's overall mission; to champion, create and convene opportunities for artists and arts organizations on a local level.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the appointment of the above named individual to the Appleton Museum of Art Advisory Council for a three-year term.

COLLEGE OF CENTRAL FLORIDA

18

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: 2018 Accountability Report

INITIATOR: Dr. James Henningsen, President

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

Each year an Accountability Report is presented to the Board. This state-generated report compares CF's performance on various measures with other colleges in the Florida College System.

RECOMMENDATION/ACTION REQUESTED:

For information only; no action required.

College of Central Florida

2018 Accountability Measures

for 2014-2018



Presented June 2019



College of Central Florida 2018 Accountability Summary Report 2014-2018

Summary Analysis Highlights (As of June 4, 2019)

HS Graduates:

- The percentage of high school graduates enrolled at CF decreased by 1.10% from 24.9% to 23.8%.

A.A. Degrees:

- Graduation rate for A.A. degree seeking students increased by 6.01% from 35.75% to 41.76%.
- Success rate for A.A. degree seeking students is 9.12 percentage points higher than the FCS system average.
- The retention rate for high school students seeking an A.A. degree increased by 9.69%.

A.S. Degrees:

- Graduation rates for high school students seeking an A.S. degree is up from last year and 13% higher than the FCS average.
- Success rate for high school students seeking an A.S. degree is 8.92% higher than the FCS average.
- The retention rate for high school students seeking an A.S. degree increased by 16.01%.

PSVC/ATD:

- The success rate for high school students seeking PSVC/ATD is 5.65% higher than the FCS average.
- The success rate for high school students seeking PSVC/ATD are 1.65% higher than the FCS average and success rates are 5.65% higher compared to last year.
- The graduation rate for high school students seeking PSVC/ATD is 5.86% higher than the FCS average.
- Vocational program leavers placement rate increased by 18.59%. Completers increased by 9.55%.

College Prep:

- College prep success rate fell in reading: 12.67%, writing: 12.04% and math 12.23% from last year, each having a significant decrease compared to the FCS; reading 21.17%, writing 19.63% and math 10.81%.
- Retention rate for college prep students seeking an A.A. degree increased 11.13% from last year, 12.61% below the FCS.
- Graduation rate for college prep students seeking an A.A. degree increased by 5.09%, 10.03% below FCS.
- Success rates for college prep students seeking an A.A. degree is up from last year by 8.08%.

Information in the following table was provided by the Florida Department of Education as part of the assessment of the 28 colleges in the Florida College System (FCS). Figures are provided by the Florida Department of Education Community College and Technical Center Management Information System (CCTCMIS).

Measure 1 - Part 1: This measure looks at the number of students that graduated from Florida public high schools and determines what percentage of those graduates enrolled in the FCS the year following graduation. CF enrolled 23.8% of the high school graduates within its tri-county area from the 2016-2017 class. This is 1.10% below last year and 0.8% below the FCS system average.

Measure 1 - Part 2: This measure provides the retention and success rate of high school graduates attending CF, broken down by enrollment category. The retention rate for Associate in Arts degree seeking students was 58.89% which is up by 9.69%, while the success rate increased 7.99%. The retention rate is 5.60% below the FCS average, with the success rate 9.12% above the FCS average. The A.A. graduation rate increased 6.01% over last year and is 0.56% below the FCS average.



College of Central Florida 2018 Accountability Summary Report 2014-2018

The retention rate for those students seeking an Associate in Science degree was 59.34%, which was 16.01% above last year and 4.63% above the FCS average. The success rate was 91.21%, which was 3.43% above last year and 8.92% above the FCS average. The A.S. graduation rate was 36.26% which is 10.70% above last year and 13% above the FCS average.

The retention rate for those high school students seeking Postsecondary Vocational Credit was 93.51%, which was 2.94% above last year and 1.65% above the FCS average. The success rate was 97.40%, which was 1.17% above last year and 5.65% above the FCS average. The PSVC graduation rate was 87.01% which is 2.10% above last year and 5.86% above the FCS average.

The state added the retention, success and graduation rates for baccalaureate students in 2015. The retention rate for those students seeking a baccalaureate degree was 64.89%, which was 10.42% above last year and 3.20% above the FCS average. The success rate was 97.78%, which was 0.15% below last year and 0.09% below the FCS average. The baccalaureate graduation rate was 53.33% which is 10.57% above last year and 9.46% above the FCS average.

Measure 2: This measure shows the success rate of students who earned an A.A. degree at CF and then transferred to the State University System (SUS). A total of 135 CF students transferred to the SUS, which is 118 fewer than last year. The percentage of students with a grade point average (GPA) less than 2.0 was 6.66%, which was 0.86% below last year and 2.87% below the FCS average. The percentage of students with GPAs that fell between 2.0 but less than 2.5 was 10.37%, which was 3.83% below last year and 2.34% below the FCS average. The percentage of students whose GPA was 2.5 or above but below 3.0 was 82.96%, which was 4.68% above last year and 5.22% above the FCS average. The percentage of students whose GPA was a 3.0 or above was 65.18%, which was 8.24% above last year and 8.96% above the FCS average. Overall GPA increased by 0.07 from 3.03 to 3.10 and was 0.13 above the FCS average of 2.97.

Measure 3 - Part 2: This measure shows the placement rate of both completers and leavers of the vocational programs at CF. The placement rate of those students completing vocational programs was 96.33%, which was 9.55% above last year and 3.85% above the FCS average. The placement rate of those leaving the vocational programs before completing them was 83.49%, which was 18.59% above last year and 5.91% above the FCS average.

Measure 4 - Part 1: This measure shows the success rate of college preparatory students from the 2016-2017 cohort tracked through the summer 2017-2018. The success rate for Reading was 48.91%, which was 12.67% below last year and 21.17% below the FCS average. The success rate for Writing was 43.80%, which was 12.04% below last year and 19.63% below the FCS average. The success rate for Math was 46.28%, which was 12.23% below last year and 10.81% below the FCS average.

Measure 4 - Part 2: This measure provides the college preparatory graduates, retention and success rates of the fall 2014 cohort tracked through spring 2018. Students pursuing an A.A. degree had a graduation rate of 24.73% which was 5.09% above last year and 10.03% below the FCS average. The retention rate of 51.61% was 11.13% above last year and 12.61% below the FCS average. The success rate was 96.77%, which was 8.08% above last year and 8.4% above the FCS average.

Students pursuing an A.S. degree had a graduation rate of unknown due to small quantity over last year, a retention rate of 28.57%, which was 3.69% below last year and 29.49% below the FCS average and the success rate was 100%, which was 12.90% above last year and 13.02% above the FCS average.

Students pursuing PSVC/ATD certificates/diplomas are not calculated by the State this year because data for groups less than 10 are displayed with an asterisk (*).



College of Central Florida
2018 Accountability Summary Report
2014-2018

Measure (M) and Part (P)		All figures are in percentages					Diff. Prior Year	FCS System Avg.	Diff. from FCS
		Year of Accountability Report							
		2014	2015	2016	2017	2018			
M1P1	PY HS Graduates Enrolled	27.44	26.42	28.14	24.9	23.8	-1.10	24.57	-0.77
M1P2	Retention and Success Rate								
	A.A. - Retention Rate	52.92	53.73	55.17	49.20	58.89	9.69	64.49	-5.60
	A.A. - Success Rate	81.60	83.54	87.72	87.12	95.11	7.99	85.99	9.12
	A.A. - Graduation Rate	32.52	33.33	35.17	35.75	41.76	6.01	42.32	-0.56
	A.S./A.A.S. - Retention Rate	44.64	52.89	52.50	43.33	59.34	16.01	54.71	4.63
	A.S./A.A.S. - Success Rate	77.68	82.64	86.67	87.78	91.21	3.43	82.29	8.92
	A.S./A.A.S. - Graduation Rate	25.00	24.79	22.50	25.56	36.26	10.70	23.26	13.00
	P.S.V.C./ATD - Retention Rate	89.74	78.05	91.53	90.57	93.51	2.94	91.86	1.65
	P.S.V.C./ATD - Success Rate	92.31	80.49	94.92	96.23	97.40	1.17	91.75	5.65
	P.S.V.C./ATD - Graduation Rate	69.23	73.17	91.53	84.91	87.01	2.10	81.15	5.86
	B.A.S./B.S. - Retention Rate			53.96	54.48	64.89	10.41	61.69	3.20
	B.A.S./B.S. - Success Rate			91.37	97.93	97.78	-0.15	97.87	-0.09
	B.A.S./B.S. - Graduation Rate			33.81	42.76	53.33	10.57	43.87	9.46
M2	GPA Performance A.A. A.A. Transfer to SUS								
	N = Number of students	261	265	239	253	135	-118		
	GPA < 2.0	9.96	6.41	6.69	7.52	6.66	-0.86	9.53	-2.87
	2.0 <= GPA < 2.5	13.02	9.05	11.29	14.20	10.37	-3.83	12.71	-2.34
	GPA >= 2.5	77.01	84.52	82.00	78.28	82.96	4.68	77.74	5.22
	GPA >= 3.0	58.23	62.64	59.83	56.94	65.18	8.24	56.22	8.96
	Mean GPA	3.01	3.09	3.05	3.03	3.10	0.07	2.97	0.13
M3P2	Vocational Program Placements								
	Completers	89.54	89.46	91.82	86.78	96.33	9.55	92.48	3.85
	Leavers	73.72	75.73	74.04	64.90	83.49	18.59	77.58	5.91
M4P1	College Prep Success Rate in Reading, Writing and Math								
	Reading	77.48	82.25	76.84	61.58	48.91	-12.67	70.08	-21.17
	Writing	60.62	66.81	65.26	55.84	43.80	-12.04	63.43	-19.63
	Math	71.72	76.49	70.92	58.51	46.28	-12.23	57.09	-10.81
M4P2	College Prep Graduates, Retention Rates and Success Rates								
	Retention Rate A.A.	48.92	48.64	51.59	40.48	51.61	11.13	64.22	-12.61
	Success Rate A.A.	81.82	83.27	87.70	88.69	96.77	8.08	88.37	8.40
	Graduated	23.38	19.46	25.79	19.64	24.73	5.09	34.76	-10.03
	Retention Rate A.S./A.A.S.	49.09	58.33	44.19	32.26	28.57	-3.69	58.06	-29.49
	Success Rate A.S./A.A.S.	81.82	81.25	88.37	87.10	100.00	12.90	86.98	13.02
	Graduated	23.64	27.08	13.95	19.35	*	*	36.98	*
	Retention Rate PSVC/ATD	100.00	83.33	100.00	100.00	*	*	98.00	*
	Success Rate PSVC/ATD	90.91	83.33	100.00	100.00	*	*	84.50	*
	Graduated	63.64	83.33	100.00	100.00	*	*	87.00	*

Source: Florida College System's Accountability Reports. Data for groups less than 10 are displayed with an asterisk (*).

COLLEGE OF CENTRAL FLORIDA

19

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Student and Mandatory Fees 2019 - 2020

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

BACKGROUND AND PERTINENT FACTS:

State Board of Education Rules and Florida Statutes require Board approval of student and mandatory fees prior to publication in the college catalog. We are presenting for public hearing all student fees for fiscal year 2019-2020.

The student fees presented include tuition, out-of-state, and other fees charged as part of registration for courses. All fees are within the guidelines established by the Legislature and the State Board of Education.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Student and Mandatory Fees for fiscal year 2019-2020.

COLLEGE of CENTRAL FLORIDA
STUDENT FEES FOR 201918 – 202019

Table of Contents

Student Fees	1
General Fees	2
Instructional Lab Fees.....	3-7
CF Learning Lab School and Lab Customer Service Charges	8
Assessment and Testing Fees.....	9-11
Continuing Education-Noncredit Fees.....	12-13
Membership Fees (Visual Arts Society).....	13
Appleton Museum of Art Membership and Admission Charges.....	14

COLLEGE of CENTRAL FLORIDA
Student Fees for 201918-202019

Advanced & Professional, Postsecondary Vocational and College Preparatory		
	Resident	Non-Resident
Tuition	79.60 <u>82.78</u>	79.60 <u>82.78</u>
Out-of-State		238.80 <u>248.34</u>
Financial Aid	3.98 <u>4.14</u>	15.92 <u>16.56</u>
Technology	3.98 <u>4.14</u>	15.92 <u>16.56</u>
Student Activity	7.96 <u>8.28</u>	7.96 <u>8.28</u>
Capital Improvement	11.58 <u>13.58</u>	63.68 <u>65.68</u>
TOTAL PER CREDIT HOUR:	\$107.10 <u>\$112.92</u>	\$421.88 <u>438.20</u>
Career and Technical Certificates		
	Resident	Non-Resident
Tuition	71.60 <u>74.46</u>	71.60 <u>74.46</u>
Out-of-State		214.80 <u>223.38</u>
Financial Aid	7.16 <u>7.45</u>	28.64 <u>29.80</u>
Technology	3.58 <u>3.72</u>	14.32 <u>14.88</u>
Capital Improvement	3.58 <u>3.72</u>	14.32 <u>14.88</u>
TOTAL PER VOCATIONAL CREDIT HOUR:	\$85.92 <u>\$89.35</u>	\$343.68 <u>357.40</u>
Baccalaureate Degree (3xxx & 4xxx Level Courses)		
	Resident	Non-Resident
Tuition	91.79 <u>95.45</u>	91.79 <u>95.45</u>
Out-of-State		340.20 <u>353.16</u>
Financial Aid	4.59 <u>4.77</u>	21.60 <u>22.42</u>
Technology	4.59 <u>4.77</u>	21.60 <u>22.42</u>
Student Activity	9.18 <u>9.54</u>	9.18 <u>9.54</u>
Capital Improvement	12.74 <u>14.74</u>	86.40 <u>88.40</u>
TOTAL PER CREDIT HOUR:	\$122.89 <u>\$129.27</u>	\$570.77 <u>\$591.39</u>
Adult Education and Vocational Preparatory (VPI)		
	Resident	Non-Resident
Tuition	<u>30.00 / term</u> 30.00 / term	<u>30.00 / term</u> 30.00 / term

Formatted Table

Field Code Changed

TOTAL:

\$30.00 / term
~~\$30.00 / term~~

\$30.00 / term
~~\$30.00 / term~~

Formatted: Centered

Field Code Changed

GENERAL FEES¹
20~~19~~18 – 20~~20~~19

Admission Application Fee	\$30.00
International Education Application Fee	\$30.00
Transcript Fee (each request)	\$5.00
Credit by examination/Experiential Learning (Departmental Exam)	\$100.00
Distance Learning Course User Fee (per credit hour)	\$10.00
Parking Decal (additional and replacement)	\$5.00
ID Card Replacement	\$5.00
Pre-Admission Background Check Healthcare, Law Enforcement/Corrections, Education	\$89.25 ²
Background Screening for Licensure	\$79.00
Substance Screening for Health Sciences and Internship Programs	\$29.00
<u>Health Science Pre-Clinical Compliance Screening</u>	<u>\$99.00</u>
Duplicate Diploma.....	\$25.00
Community Library Borrowers ID Card.....	\$10.00
Online Proctoring and Verification of Student Identity (paid through ProctorU).....	Varies ³
On Campus Testing Center Proctored Exam.....	\$25.00
<u>On Campus Testing Administrative Fee.....</u>	<u>\$15.00</u>

Formatted: Font: Arial (W1), 10 pt, Font color: Black

Formatted: Font: Arial (W1), 10 pt, Font color: Black

FINES and PENALTIES

Stop Payment on CF Check	\$25.00
Stop Payment Individual Check.....	\$25.00
Non-Sufficient Funds Checks	as per Florida Statute 68.065(2)
Amount of Check \$.01 to \$50.00	\$25.00
Amount of Check \$50.01 to \$300.00	\$30.00
Over \$300 – 5% of face value or \$40.00, whichever is greater	\$40.00
Credit Card Charge Back	\$20.00
BankMobile Vibe Replacement Card ..	\$10.00
Parking and other Citations	\$15.00
Handicap Parking Citation	\$50.00
Vehicle Immobilization Device (boot)	\$50.00
Towing	Charges determined by tow truck operator
Lost/Damaged library materials	Replacement costs
Appleton Museum Trip Cancellations (if canceled within 10 business days of trip).....	\$50.00

INSTRUCTIONAL FEES AND MATERIALS SUPPLIES (ESTIMATED)

Law Enforcement Students (estimated)	Varied
Corrections Students (estimated)	Varied
Occupational Materials and Supplies (sold at bookstore except for Health Sciences Skills Kits - not sold at bookstore and price varies)	
Nursing Skills, Surgical Technology, Physical Therapy Assistant, Nursing Pins	Varied
Cap and Gown Bundle (sold at bookstore)	Varied

LEARNING SUPPORT CENTER

CF Students.....	No Charge
University <u>PartnersCenter</u>	No Charge
Vocational Preparatory Students (VPI)	No Charge
Adult Education Students (GED).....	No Charge

¹ The President has authority and discretion to waive, but not to raise, user fees and fines enumerated in Section 1009.43, Florida Statutes, in unique situations or circumstances in which it is deemed a waiver to be in the best interest of the College

² Payable before registration; subject to change without notice

³ Fee based upon length of exam and scheduling timeframe

Field Code Changed

2019-2020 LAB AND SPECIAL COURSE FEES

COURSE NUMBER	TITLE	LAB FEE
ACG1949	Accounting Co-Op I	\$6.00
ACG2450	Integrated Accounting	\$425.00 130.00
AEB1949	Agribusiness Internship	\$6.00
ANS1073C	Equine Anatomy and Physiology	\$12.00
ANS1237C	Equine Health Care	\$27.00
ANS1949	Equine Co-Op I	\$15.00
ANS3950	Equine Practicum	\$6.00
ANS4218	Equine Learning Theory	\$6.00
ANT2825	Anthropology Field School	\$30.00
ART1201C	Basic Design I	\$20.00
ART1300C	Freehand Drawing I	\$4.50
ART1400	Printmaking I	\$90.00
ART1500C	Painting I	\$23.00
ART2203C	Basic Design II	\$47.00
ART2301C	Freehand Drawing II	\$33.00
ART2401	Printmaking II	\$80.00
ART2501C	Painting II	\$60.00
ART2701C	Sculpture I	\$40.00
ART2702C	Sculpture II	\$40.00
ART2750C	Ceramics I	\$ 58.00
ART2751C	Ceramics II	\$ 58.00
BSC1005L	Introduction to Biology Lab	\$20.00
BSC2010L	Integrated Principles of Biology Laboratory I	\$20.00
BSC2011L	Integrated Principles of Biology Laboratory II	\$20.00
BSC2085L	Human Anatomy and Physiology I Lab	\$30.00
BSC2086L	Human Anatomy and Physiology II Lab	\$30.00
CCJ1949	Criminal Justice Co-Op I	\$6.00
CET1114	Digital Circuits	\$39.00
CET1278	A+ Fundamentals	\$25.00
CET2180	Practical PC Technician	\$194.00 200.00
CGS1949	Computer Information Co-Op	\$6.00
CGS2103	Spreadsheet Applications	\$95.25 94.00
CGS2540	Database Management Systems	\$95.25 94.00
CHM1025L	Introductory Chemistry Laboratory	\$30.00
CHM1032L	Chemistry for Health-Related Fields Lab	\$30.00
CHM2045L	General Chemistry I Lab	\$30.00
CHM2046L	General Chemistry II Lab	\$30.00
CHM2210L	Organic Chemistry I Lab	\$30.00
CHM2211L	Organic Chemistry II Lab	\$30.00
CIS2321	Introduction to Systems Analysis and Design	\$25.00
CJK0001	Introduction to Law Enforcement	\$61.00
CJK0012	Legal	\$1.00
CJK0013	Interactions in a Diverse Community	\$1.00
CJK0014	Interviewing and Report Writing	\$1.00
CJK0020	Vehicle Operations	\$184.00
CJK0031C	First Aid for Criminal Justice Officers	65.00
CJK0040	Firearms	\$165.00
CJK0051	Defensive Tactics	\$150.00
CJK0064	Fundamentals of Patrol	\$1.00
CJK0065	Calls for Service	\$1.00
CJK0077	Criminal Investigations	\$1.00
CJK0078	Crime Scene to Courtroom	\$3.00
CJK0084	DUI Traffic Stops	\$89.00

Field Code Changed

COURSE NUMBER	TITLE	LAB FEE
CJK0087	Traffic Stops	\$95.00
CJK0088	Traffic Crash Investigations	\$13.00
CJK0092	Critical Incidents	\$125.00
CJK0096	Physical Fitness for Law Enforcement	\$1.00
CJK0393	Crossover Program Updates	\$1.00
CJK0300	Introduction to Corrections	\$25.00
CJK0305	Communications	\$2.00
CJK0310	Officer Safety	\$1.00
CJK0315	Facilities and Equipment	\$1.00
CJK0320	Intake and Release	\$2.00
CJK0325	Supervising in a Correctional Facility	\$2.00
CJK0330	Supervising Special Populations	\$1.00
CJK0335	Responding to Incidents and Emergencies	\$1.00
CJK0340	Officer Wellness and Physical Abilities	\$29.00
CJK0422	Dart Firing Stun Gun	\$44.00
CTS2134	Network Fundamentals	\$150.00 154.00
CTS2120	Security Fundamentals	\$200.00 215.00
DEA1805L	Dental Clinical Seminar	\$250.00
DEA1806L	Clinic Practice I	\$384.94 354.91
DEA1855L	Clinic Practice II	\$75.00
DEA1856	Clinical Seminar III	\$250.00
DEA1949	Dental Internship Co-Op I	\$6.00
DES1100L	Dental Materials Lab	\$60.00
DES1200L	Dental Radiology Lab	\$345.00
DES1502	Dental Office Management	\$20.00
DES1806L	Introduction to Clinical Procedures Lab	\$50.00
DES2832C	Expanded Functions w/Lab	\$45.00
DIG1949	Digital Media Co-Op I	\$6.00
DIG1950	Digital Media Co-Op II	\$6.00
DIG2109C	Digital Imaging and Fundamentals	\$81.00
DIG2280C	Digital Video and Sounds	\$22.00
EEC2300	Instructional Practices	\$60.00
<u>EET1015</u>	<u>DC Circuits</u>	<u>\$21.00</u>
<u>EET1021</u>	<u>AC Circuits</u>	<u>\$21.00</u>
<u>EET1082</u>	<u>Introduction to Electronics</u>	<u>\$21.00</u>
EET1084	Survey of Electronics	\$25.00 30.00
<u>EET1140</u>	<u>Electronic Devices and Circuits</u>	<u>\$41.00</u>
<u>EET1155</u>	<u>Linear Integrated Circuits</u>	<u>\$30.00</u>
<u>EET1610</u>	<u>High Liability Soldering</u>	<u>\$39.00</u>
<u>EET1620</u>	<u>Advanced Surface Mount Soldering</u>	<u>\$33.00</u>
EGS1949	Engineering Technology Co-Op I	\$6.00
EGN1111	Engineering Graphics	\$25.00 115.00
EME2040	Introduction to Technology for Educators	\$25.00
EMS1119L	Fundamentals EMT Skills Lab	\$72.00
EMS1431	EMT Field Experience	\$87.94 172.91
EMS2611L	Paramedic Fundamentals Skills Lab	\$108.00
EMS2612L	Paramedic Airway Management Lab	\$12.00
EMS2613L	Paramedic Patient Assessment Lab	\$12.00
EMS2614L	Trauma Emergency Skills Lab	\$12.00
EMS2615L	Medical Emergencies Lab I	\$80.00
EMS2619L	Medical Emergencies Lab II	\$91.00
EMS2628L	Paramedic OB/GYN Neonatal Emergency Skills Lab	\$12.00
EMS2645	Paramedic Clinical Experience II	\$27.00
EMS2656	Paramedic Clinical I	\$171.94 141.91

Field Code Changed

COURSE NUMBER	TITLE	LAB FEE
EMS2658	Paramedic Clinical Experience III	\$170.00
ESC1000L	Earth Science Lab	\$10.00
ESC1200C	Earth Science for Educators	\$10.00
ETI1117	Introduction to Quality Control	\$25.00
ETI1151	Instrument Techniques and Measurement	\$25.00 75.00
ETI1411	Manufacturing Processes I	\$75.00
ETI1622	Concepts of Lean Manufacturing and Six Sigma	\$25.00
ETI1720C	Industrial Safety	\$25.00 70.00
ETI1843	Motors and Controls	\$25.00 95.00
ETM2401	Mechanical Devices and Systems	\$29.66
ETS1535	Automated Process Control	\$25.00
ETS1540	Industrial Applications Using PLC's and Robots	\$100.00
ETS1542	Introduction to PLC's	\$25.00 100.00
ETS1700	Hydraulics and Pneumatics	\$55.42
GRA2120C	Page Design and Layout (Adobe InDesign)	\$70.00
GRA2156C	Digital Illustration (Vector-Based) (Adobe Illustrator)	\$70.00
HIM1940	Professional Practice Experience (PPE)	\$6.00
HIM1949	Practicum I: Acute Care Settings	\$15.00
HIM2941	Coding Professional Practice Experience	\$15.00
HLP1081	Personal Wellness Appraisal and Improvement	\$10.00
HSC2400	First Aid	\$10.00
MAN1949	Management Co-Op	\$6.00
MAN4940	Internship in Business and Organizational Management	\$6.00
MCB2010L	Microbiology	\$30.00
MUC1101	Introduction to Music Composition	\$480.00
MUC1102	Music Composition	\$480.00
MVB1211-2221	Trumpet	\$240.00
MVB1212-2222	Horn	\$240.00
MVB1213-2223	Trombone	\$240.00
MVB1214-2224	Baritone Horn	\$240.00
MVB1215-2225	Tuba	\$240.00
MVB1311-2321	Trumpet	\$480.00
MVB1312-2322	Horn	\$480.00
MVB1313-2323	Trombone	\$480.00
MVB1314-2324	Baritone Horn	\$480.00
MVB1315-2325	Tuba	\$480.00
MVK1111	Class Piano I	\$15.00
MVK1211-2221	Piano	\$240.00
MVK1311-2321	Piano	\$480.00
MVK2121	Class Piano III	\$15.00
MVO2220-2221	Other Instruments	\$240.00
MVO2320-2321	Other Instruments	\$480.00
MVP1211-2221	Percussion	\$240.00
MVP1311-2321	Percussion	\$480.00
MVS1211-2221	Violin	\$240.00
MVS1212-2222	Viola	\$240.00
MVS1213-2223	Violoncello	\$240.00
MVS1214-2224	Double Bass	\$240.00
MVS1216-2226	Guitar	\$240.00
MVS1311-2321	Violin	\$480.00
MVS1312-2322	Viola	\$480.00
MVS1313-2323	Violoncello	\$480.00
MVS1314-2424	Double Bass	\$480.00

Field Code Changed

COURSE NUMBER	TITLE	LAB FEE
MVS1316-2326	Guitar	\$480.00
MVS1816	Class Guitar	\$15.00
MVV1111	Class Voice	\$15.00
MVV1211-2221	Voice	\$240.00
MVV1311-2321	Voice	\$480.00
MVW1211-2221	Flute	\$240.00
MVW1212-2222	Oboe	\$240.00
MVW1213-2223	Clarinet	\$240.00
MVW1214-2224	Bassoon	\$240.00
MVW1215-2225	Saxophone	\$240.00
MVW1311-2321	Flute	\$480.00
MVW1312-2322	Oboe	\$480.00
MVW1313-2323	Clarinet	\$480.00
MVW1314-2324	Bassoon	\$480.00
MVW1315-2325	Saxophone	\$480.00
NUR1004C	Bridge Clinical Concepts	\$271.94 329.91
NUR1006C	Transition to Nursing Concepts	\$329.91
NUR1021C	Foundations in Nursing	\$461.94 159.91
NUR1052C	Clinical Concepts I	\$20.00 93.00
NUR1241C	Clinical Concepts II	\$450.00 241.00
NUR1520C	Behavioral Concepts in Nursing	\$20.00
NUR2243C	Clinical Concepts III	\$55.94 159.91
NUR2244C	Clinical Concepts IV	\$400.00 209.00
NUR2440C	Developmental Concepts in Nursing	\$20.00
NUR2713C	Nursing IVA	\$107.45
NUR2734C	Nursing IV	\$85.00
NUR3066C	Advanced Nursing Health Assessment with Lab	\$34.00
NUR4636C	Community Nursing with Lab	\$21.00
NUR4776C	Evidence Based Clinical Judgment with Lab	\$20.00
ORH1000C	Introduction to Horticulture	\$15.00
ORH1113C	Pest and Disease Control	\$15.00
ORH1260	Greenhouse Operations	\$46.00
ORH1510	Ornamental Plant Identification	\$15.00
ORH1949	Ornamental Horticulture Co-Op	\$6.00
OST1949	Office Administration Co-Op	\$6.00
OST2401	Office Administration I	\$412.00 105.00
OST2461	Medical Office Procedures	\$25.00
OST2717	Advanced Word	\$412.00 105.00
PEL1011	Team Sports I	\$5.00
PEL1012	Team Sports II	\$5.00
PEL2121	Golf	\$5.00
PET1000	Introduction to Physical Education	\$5.00
PET2622C	Care and Prevention Athletic Injuries	\$10.00
PGY1401C	Photography I	\$30.00
PHT1130C	Data Collection Skills for the PTA	\$16.00
PHT1175C	Functional Anatomy and Kinesiology	\$17.79
PHT1210C	Therapeutic Modalities I	\$54.00
PHT1212C	Therapeutic Modalities II	\$24.00
PHT1801L	PTA Clinical Lab I	\$30.00
PHT1802L	PTA Clinical Lab II	\$10.00
PHT2810L	Clinical Practice II	\$15.94 49.24
PHY1053C	General Physics I	\$20.00
PHY1054C	General Physics II w/Lab	\$20.00
PHY2048C	General Physics w/Calculus I	\$20.00
PHY2049C	General Physics w/Calculus II	\$20.00

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Field Code Changed

COURSE NUMBER	TITLE	LAB FEE
PLA1949	Legal Assisting Co-Op I	\$6.00
PLS1220L	Propagation of Nursery Plants Laboratory	\$15.00
PMT0102	Introduction to Welding	\$150.00 250.00
PMT0111	Oxyacetylene Welding	\$50.00
PMT0121	Shielded Metal Arc Welding	\$50.00
PMT0131	Gas Tungsten Arc Welding	\$50.00
PMT0134	Gas Metal Arc Welding	\$50.00
PMT0161	Pipe Welding	\$50.00
PMT0165	Shielded Metal Arc Pipe Welding	\$250.00
PMT0168	Gas Tungsten Arc Pipe Welding	\$50.00
PMT0172	Heavy Wall Pipe Welding	\$50.00
PMT0175	Pipe Fitting	\$50.00
PMT0185	Pipe Welding Certification	\$50.00
PMT0186	Stainless Pipe Welding	\$50.00
PMT0930L	Welding Skills Development Lab	\$50.00
RTE1111L	Patient Care Procedures Lab	\$26.00
RTE1503L	Radiographic Procedures I Lab	\$26.00
RTE1513L	Radiographic Procedures II Lab	\$26.00
RTE1804	Clinical Education I	\$311.24 281.21
RTE1814	Clinical Education II	\$37.67
RTE1824	Clinical Education III	\$37.67
RTE2061	Radiography Seminar	\$80.00
RTE2130	Pharmacology in Radiography	\$9.00
RTE2523L	Radiographic Procedures III Lab	\$26.00
RTE2834	Advanced Clinical Education IV	\$102.17
RTE2844	Advanced Clinical Education V	\$51.26
STS0003	Introduction to Surgical Technology	\$85.04 55.91
STS0810	Surgical Technology I	\$20.00
STS0820	Surgical Technology II	\$260.00

Field Code Changed

CF LEARNING LAB SCHOOL CUSTOMER SERVICE CHARGES

Effective fiscal year ~~201918~~ – 202019

(Per week per child; **Patrons enrolled in VPK will be assessed for extended care if utilized**)

Child Care Registration Fee \$100/\$150 Annually^{1/2}
 Child Care Bill Late Fee (assessed after due date) \$20 per week or portion thereof³
 Late Pick-up Fee \$10 first five minutes, \$1 each minute thereafter

F/T Student or CF Employee– Toddler ~~\$2829~~ Daily/~~\$140145~~ Week³
 All Others – Toddler ~~\$3031~~ Daily/~~\$150155~~ Week³

F/T Student or CF Employee – Two Year Old ~~\$2728~~ Daily/~~\$135140~~ Week³
 All Others – Two Year Old ~~\$2930~~ Daily /~~\$145150~~ Week³

F/T Student or CF Employee– Three Year Old ~~\$2526~~ Daily/~~\$125130~~ Week³
 All Others – Three Year Old ~~\$27-28~~ Daily/~~\$135140~~ Week³

F/T Student or CF Employee – Four Year Old ~~\$2425~~ Daily/~~\$120125~~ Week³
 All Others – Four Year Old ~~\$2627~~ Daily/~~\$130135~~ Week³

F/T Student or CF Employee – Five Year Old ~~\$2425~~ Daily/~~\$120125~~ Week³
 All Others – Five Year Old ~~\$2627~~ Daily/~~\$130135~~ Week³

F/T Student or CF Employee – VPK Wrap Around ~~\$44-0712.07~~ Daily/~~\$55-3560.35~~ Week
 All others – VPK Wrap Around ~~\$43-0714.07~~ Daily/~~\$65-3570.35~~ Week

Patrons enrolled in VPK, will be assessed for extended care if utilized

F/T Student or CF Employee – Fees for VPK Program will vary based on state rate.²
 All Others – Fees for VPK Program will vary based on state rate.²

¹Single child/multiple children
²Payable before registration
³ Subject to change without notice

Field Code Changed

ASSESSMENT AND TESTING FEES
Effective Fiscal Year 201918 – 202019

Fees to the public are subject to change without notice. Student Fees embedded in the cost of tuition may vary from semester to semester.

A+	A+ Essentials Certification	\$213.00 219.00 \$25.00 CF Fee
ACT	American College Test	No Charge \$50.50 (no writing) \$67.00 (with writing)
ANAT	Anatomy Pretest	No Charge
ASE	Automotive Service Excellence	No Charge \$36.00 Registration Fee \$43.00 Certification Tests \$86.00 Advanced Level Certification
ASVAB	Armed Services Vocational Aptitude Battery	No Charge
AWS	American Welding Society Certification Exam	\$150.00 Levy
BEST	Barriers To Success Employment Inventory	Students: No Charge Others: \$5.00
CAS	College Adjustment Scale	\$10.00
Castle	Certification Exams	\$25.00 Exam price varies; No CF Fees
CDS	Career Decision Scale	Students: No Charge Others: \$5.00
CEI	The Career Exploration Inventory	Students: No Charge Others: \$5.00
CELT	Comp. English Lang. Test for Learners of English	\$10.00
Certiport	Certiport Certifications	\$25.00 CF Fee plus cost of exam voucher
CIC	Crane Institute	\$25.00
CLA	Certified Legal Assistant Certification Exam	\$250.00
CLEP	College Level Examination Program (non-refundable CF fee per test in addition to CLEP fees)	\$87.00 89.00 to CLEP \$25.00 CF fee
CLM	College Level Math	\$10.00 first time \$5.00 retake
Comira	Certification Exams	\$25.00 Exam price varies; No CF Fees
CPT	Computerized Placement or Companion Test	\$10.00 First time Student \$5.00 retake \$25.00 for non-students
CCAI	Cross Cultural Adaptability Inventory	\$12.00
CS	CareerScope (Assessment)	\$41.00 Others No Charge CF Students
CSSI	Customer Service Skills Inventory	\$10.00
CTI	Career Thoughts Inventory	Students: No Charge Others: \$6.00
DANTES <u>DSST</u>	Defense Activity for Nontraditional Education Support (non-refundable CF fee per test in addition to DS <u>ANTES</u> fees)	\$80.00 85.00 to DANTES <u>DSST</u> \$25.00 to CF
EL	Electest	Varies, depending on occupation for which test is given
ELT	Electrontest	Varies, depending on occupation for which test is given
F-BAT	Florida Basic Abilities Test	\$45.00
FCB	Florida Certification Board	Exam price varies; \$25.00 CF Fee

Field Code Changed

FIT	Flanagan Industrial Tests	Varies, depending on occupation for which test is given
FLATS	Foreign Language Achievement Testing Service	\$50.00 <u>Electronic</u> \$75.00 <u>Paper/Pencil</u> \$25.00 <u>CF Fee</u>
FNGLA	Florida Nursery, Growers and Landscape Association Certification Exam	\$85.00 <u>for FNGLA members</u> <u>\$125.00 for nonmembers</u>
GAMA	General Ability Measure for Adults	\$15.00
GED	General Educational Development Tests (Account must be created at www.ged.com with a valid username. To schedule an exam, a candidate must schedule through their GED.com account)	\$128.00 full battery \$32.00 RLA (Reasoning through Language Arts) \$32.00 Social Studies \$32.00 Science \$32.00 Mathematics <u>No CF Fees</u>
GED Official Practice Test GED Ready	Practice Test for the General Education Development Tests (Administered at Levy Campus only; can be taken online through GED.com account)	\$6.00 per subject unless recommended by an instructor. If recommended, a voucher is given to cover the cost.
GOE	Guide for Occupational Exploration Inventory	Students: No Charge Others: \$5.00
GSD	Gregoric Style Delineator	\$15.00
HESI <u>A2</u>	Admissions Test for Associate Degree Nursing and Dental Assisting	\$65.00 <u>\$25.00 Proctoring fee for non-students</u>
HESI Exit Exam	Exam – Nursing Students	\$65.00 <u>\$25.00 Proctoring fee for non-students</u>
HSDS	Holland Self-Directed Search	Students: No Charge Others: \$5.00
<u>HSRT</u>	<u>Health Sciences Reasoning Test</u>	<u>Students: \$25.00</u> <u>Non students: \$25.00 w/voucher</u>
<u>HSRT-N</u>	<u>Health Sciences Reasoning Test-Numeracy</u>	<u>\$25.00</u>
IC3	IC3 Certification Exam – three modules	\$25.00 each
IC3 Fast Track	IC3 Fast Track (Computer Competency Assessment)	Students: No charge Non-students: \$25 w/voucher <u>\$25.00</u>
IM	Intuitive Mechanics Test (Weights and Pulleys)	Varies, depending on occupation for which test is given
<u>IQT</u>	<u>ISO-Quality Testing</u>	<u>Exam price varies: No CF Fees</u>
JOB O A	JOB-O Career Test	Students: No Charge Others: \$5.00
JSS	Job Stress Survey	\$10.00
KFAST	Kaufman Functional Academic Skills Test	\$15.00
Kryterion	Certifications	\$25.00 <u>Exam price varies: No CF Fees</u>
LISRES	Life Stressors and Social Resources Inventory	\$12.00
Littauer	Personality Plus Test	No Charge
LSI	Leisure/Work Search Inventory	Students: No Charge Others: \$5.00
MAB II	Multidimensional Aptitude Battery	\$15.00
MMT	Mechanical Movements Test	Varies, depending on occupation for which test is given
MOS	Microsoft Office Suite (Word, Excel, Access, Dbase or PowerPoint)	\$119.00 each with retake \$98.00 each without retake \$20.00 each practice test <u>\$25.00 CF Fee</u>
MSSC	Manufacturing Skills Standards Council Assessment	\$50.00 <u>60.00</u> one-time registration fee

Field Code Changed

		\$60.00 — Manufacturing Processes and Production \$60.00 — Safety \$60.00 — Quality Practices and Continuous Improvement \$60.00 — Maintenance Awareness, \$45.00 per section fee \$25.00 CF Fee
MT	Mectest	Varies, depending on occupation for which test is given
MTA	Microsoft Technology Associate (MTA)	\$83.25 61.00 each with retake \$75.00 53.00 each without retake \$25 CF Fee
NALA	National Association of Legal Assistants	\$250.00 for NALA members \$275.00 for nonmembers \$25.00 CF Fee
<u>NBDHMT</u>	<u>National Board of Diving and Hyperbaric Medicine Technology</u>	Exam price varies \$25.00 CF Fee
<u>NCCT</u>	<u>National Center for Competency Testing</u>	Exam price varies \$25.00 CF Fee
Nebosh	Technical Certifications	Exam price varies \$25.00 CF Fee
NET +	Net + Certification	\$209.00 319.00 per exam \$25.00 CF Fee
PAI	Personality Assessment Inventory	\$15.00
Pearson Vue	Pearson Vue Tests	\$25.00 Exam price varies. No CF Fee
PERT	Postsecondary Education Readiness Test	\$10.00 first time \$5.00 retake per section up to \$10.00 \$25.00 proctoring fee for non-students
PET	Professional Employment Test	\$15.00
PSB-PTA	Psychological Services Bureau Academic Comprehension	\$25.00
PSB-RAD	Psychological Services Bureau	\$27.00
PSB-RN	Psychological Services Bureau	\$27.00
Proctoring	Special Testing - Correspondence and from other colleges	\$25.00 for each test proctored
Project +	Project + Certification	\$170.00 319 per exam \$25.00 CF Fee
PROV	PROV Certifications	\$25.00 Exam price varies; No CF Fee
<u>PST</u>	<u>Public Safety Testing</u>	Exam price varies; No CF Fee
Quickbooks	<u>Certiport</u> Quickbooks	\$124.00 102.99 per exam \$25.00 CF Fee
<u>RVTrade</u>	<u>RV Trade Testing</u>	Exam price varies; \$20.00 proctoring fee paid by vendor; No charge to candidates
Security +	Security + Certification	\$228.00 339.00 per exam \$25.00 CF Fee
SOCE	State Officers Certification Exam	\$25.00 100.00 per exam \$25.00 CF Fee
T.A.B.E.	Test of Adult Basic Education	\$15.00 first time \$5.00 retake
Teamwork	KSA (Knowledge, Skills, Abilities) test	\$15.00
T.E.A.S.	Test of Essential Academic Skills	\$68.00 for CF Students \$25.00 proctoring fee for

Field Code Changed

		<u>nonstudents</u>
TOMAL	Test of Memory and Learning	\$20.00
TTS	Thurston Temperamental Schedule	\$15.00
TTMA	Thurston Test of Mental Ability	\$15.00
TJTA	Taylor-Johnson Temperament Analysis	\$10.00
TMC	Tests of Mechanical Concepts	Varies, depending on occupation for which test is given
TONI 3	Test of Nonverbal Intelligence	\$15.00
WBST	Wonderlic Basic Skills Test	\$15.00
WPT	Wonderlic Personnel Test	\$15.00
WRP	Work Readiness Profile	\$15.00

~~CONTINUING EDUCATION NONCREDIT FEES~~
Effective Fiscal Year 20~~19~~18 – 20~~20~~19

The President is authorized to approve fees for continuing workforce education and noncredit programs, recreation and lifelong learning programs on a course-by-course basis.

~~For continuing workforce education courses,~~ **CONTINUING WORKFORCE EDUCATION**
In accordance with Florida Statutes, the President will establish fees that equal at least 100% of the total annual cost of the supplemental vocational program.

RECREATION AND LIFELONG LEARNING

The fees for recreation and lifelong learning programs will generate at least the direct cost of instruction. Other fees related to continuing education classes include:

CPR Card (after satisfactory completion of course).....	No Charge
CPR Card Replacement	\$5.00
Certificates (for any courses that certificates are issued)	No Charge
Certificate replacement	\$7.00

CORPORATE COLLEGE FEES

<u>Certificates of Completion Replacements</u>	<u>\$5.00</u>
<u>OSHA Card Replacements</u>	<u>Varies</u>
<u>Forklift Card Replacements</u>	<u>\$5.00</u>

Formatted: Centered

FEE WAIVERS AND EXEMPTIONS

The college president is authorized to grant student fee exemptions from all fees adopted by the District Board of Trustees, as allowed by law.

As recommended by the college president, homeless students enrolled in non-credit courses are exempt from the payment of registration, matriculation and laboratory fees for instruction.

Students enrolled in approved apprenticeship programs are exempt from the payment of matriculation, registration and laboratory fees for instruction.

REFUND POLICY

Credit and Vocational Education Classes

For credit and vocational education classes, petitions for refunds and withdrawal from the college are available in the offices of Enrollment Management, and the Vice President for Student Affairs on the Ocala Campus, in the Enrollment Services Office on the Citrus Campus, at the front desk or from the Enrollment Student Services Coordinator at the Levy Center, or from the Staff Assistant at the Hampton Center. It is the student's responsibility to initiate official withdrawal, and the official date of withdrawal will be determined by the date the completed form is returned to the office of the Vice President for Student Affairs. Regardless of when the refund is applied for, no refund will be processed before thirty (30) days have elapsed from the date of the refund form, or two weeks after the end of the Add/Drop Date, whichever is the greater time period.

Credit, occupational and audit students who officially withdraw and complete a proper refund petition through the office of the Vice President for Student Affairs will receive refunds according to the following schedule:

100 percent: When official drop notification is received and approved prior to the end of the published drop/add period.

Less than 100 percent: The refund will be affected by the portion of the term completed. When a

Field Code Changed

student drops a course due to circumstances determined by the college to be exceptional and beyond the control of the student, which may include but not be limited to:

- ◆ Illness of the student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s);
- ◆ Death of the student or the student's parent, spouse, child or sibling;
- ◆ Involuntary call to active military duty;
- ◆ A situation where the college is in error;
- ◆ A change of a course or section(s) initiated by the college because of cancellation, time or location; and
- ◆ Other circumstances that may be approved upon timely filing with complete documentation with the division of Student Affairs.

Classroom-Noncredit

For continuing education classes, refunds for "live classroom" courses will be given when a student requests to drop a course at least three business days before the course begins.

Online-Noncredit

For online continuing education classes, refunds will be granted when a student requests to drop the course prior to accessing the online course or receiving and using associated course materials. Students may request a refund for all or a portion of the course after being granted access to the classes only if there are technical difficulties with the delivery of a course that are not resolved in a reasonable period of time or a refund extension period is published ~~either in the CF Institute non-credit schedule or online.~~

PRO-RATA REFUNDS

Pro-Rata Refunds

Campus-based programs will be refunded using pro-rated formula to comply with federal regulations defined in Reauthorization of the Higher Education Act.

Corporate College

The Corporate College does not offer refunds for its programs, including custom, online or stacking options.

MEMBERSHIP FEES

VISUAL ARTS SOCIETY	
Annual Membership (January 1 – December 31)	\$40.00
Student Membership (with Current CF ID)	No Charge

Appleton Museum of Art Membership and Admission Charges
Effective July 1, 2018~~9~~ – June 30, 20~~19~~

Admission	Charge/Fee
General Admission	
Members – General, Directors Circle	No Charge
Adult	\$10.00
Children – age 0 – 5	No Charge
Youth – age 6-17	\$5.00
CF Faculty, Staff, Retiree, CF Alumni Assoc. member with I.D.	No Charge
Student – CF with I.D.	No Charge
Student-University – Students 18 and over with I.D.	\$8.00
Educator	\$8.00
Senior – 55 and over	\$8.00
AAA Member Discount	\$8.00
Active Military	No Charge
Veterans	No Charge
Family passes (2 adults and 3 children ages 17 and under)	\$25.00
Reciprocal Members	No Charge
Appleton Store Only	No Charge
<u>Admission for Special Events and Exhibits</u>	
<u>Appleton After Hours events (Separate ticket required as approved by the president)</u>	<u>\$5.00</u>
<u>Marquis Events and Exhibitions (Separate ticket required as approved by the president)</u>	<u>varies</u>
Group Tour Admission (15 or more persons)	
Adult	\$8.00
Senior – 55 and over	\$6.00
Educator	\$5.00
Student-University – Students 18 and over with I.D.	\$5.00 <u>\$3.00</u>
Students K-12 (Marion, Citrus and Levy counties)	No Charge
Bus Driver for Group	No Charge
Chaperone (1 per 10 Students)	No Charge <u>\$8.00</u>
Members	No Charge
Memberships	
General Membership	
Student/Educator with I.D.	\$20.00
Individual Senior – 55 and over	\$30.00
Individual	\$35.00
Dual Senior – 55 and over	\$50.00
Dual/Family – 2 adults and any children (17 and under)	\$60.00
**CF Membership	
CF Faculty, Staff, Retiree, CF Alumni Assoc. Member with I.D.	\$40.00
CF Dual/Family 2 adults and any children (17 and under)	\$20.00
**CF memberships include free admission to the Appleton, 10% discount at the Appleton Store and a discount on selected classes only. Additional benefits such as free admission to events and participating in the Reciprocal Program are included in the General and Directors Circle Membership levels.	
Directors Circle Memberships	
Friend	\$125.00
Associate	\$250.00
Fellow	\$500.00

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5"

Field Code Changed

Colleague	\$1,000.00
Partner	\$2,500.00
Sustainer	\$5,000.00
<u>College of Central Florida</u>	
<u>CF Faculty, Staff, Students, Retirees and CF Alumni Association members with CF ID receive free admission only to the Appleton year round. To receive additional benefits, a membership fee is required as follows:</u>	
<u>Receive a 10% discount at the Appleton store, discount on classes and free admission to events.</u>	<u>CF Individual \$10.00</u>
	<u>CF Dual/Family \$20.00</u>

COLLEGE OF CENTRAL FLORIDA

20

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Policy 3.17 – Public Records

INITIATOR: Dr. James Henningsen
President

DATE: June 19, 2019

BACKGROUND AND PERTINENT FACTS (including Objective):

The following policy was presented to the District Board of Trustees for first reading at the May 29, 2019 meeting. A public hearing on the revised policy was advertised as required by state statute:

(1) 3.17 Public Records

RECOMMENDATION/ACTION REQUESTED:

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



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: PUBLIC RECORDS	Number: 3.17	Page: 1 of 1
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes Chapter 119, 120.53, 1012.81	Board Adoption/Revision Approval Dates: 11/19/86, 6/10/87, 4/13/88, 10/19/88, 6/14/95, 5/15/99, 2/27/01, 10/22/02; 5/27/03, Pending	

Access to Public Records

The District Board of Trustees is committed to providing Floridians with access to information to promote transparency and accountability as a publicly funded higher education institution. Florida's Constitution and public records laws provide a right to inspect or copy such records unless specifically exempted by the Constitution, by Florida statute, or by Federal Laws and Rules.

As defined by Florida Statute 119.011(12) [2018], public records are "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

To provide full and expeditious compliance with Florida's public records laws, the President shall establish and disseminate procedures to coordinate and fulfill all public records requests on behalf of the District Board of Trustees.

Disposition of Public Records

The college will adhere to the minimum set of standards for scheduling and destroying records in accordance with Rule 1B-24 of the Florida Administrative Code.

The designation of the college's Records Management Liaison Officer and all requests for records dispositions shall be documented according to procedures established and disseminated by the President on behalf of the District Board of Trustees.



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

Title: PUBLIC RECORDS	Number: 3.17	Page: 1 of 32
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes Chapter 119, 120.53, 1012.81	Board Adoption/Revision Approval Dates: 11/19/86, 6/10/87, 4/13/88, 10/19/88, 6/14/95, 5/15/99, 2/27/01, 10/22/02; 5/27/03, <u>Pending</u>	

Comment [FJM1]: This is still a working copy and not ready to be posted as a draft. 4/22/19-- FJM

Access to Public Records

The District Board of Trustees is committed to providing Floridians with access to information to promote transparency and accountability as a publicly funded higher education institution. Florida's Constitution and public records laws provide a right to inspect or copy such records unless specifically exempted by the Constitution, by Florida statute, or by Federal Laws and Rules.

As defined by Florida Statute 119.011(12) [2018], public records are "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

To provide full and expeditious compliance with Florida's public records laws, the President shall establish and disseminate procedures to coordinate and fulfill all public records requests on behalf of the District Board of Trustees.

~~The College shall make available any public records, as defined in Chapter 119 of the Florida Statutes, to any citizen upon oral or written request to the Chief Fiscal Officer who is designated as the Records Management Liaison Officer. Any and all other College departments receiving requests for access and/or copying of public records, not in the course of normal daily business, shall obtain clearance from the Records Management Liaison Officer prior to releasing information.~~

~~Access to such records shall include the right to make photographic copies in accordance with the provisions of Chapter 119 of the Florida Statutes. The College shall provide a photographic copy within a reasonable amount of time. Records containing confidential information may require special preparation time prior to release. Once the record is properly prepared, it will be made available for public inspection.~~

~~In the event the College is required to provide a photographic copy, the person requesting the~~



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

<u>Title:</u>	<u>Number</u>	<u>Page:</u>
<u>PUBLIC RECORDS</u>	<u>3.17</u>	<u>22 of 32</u>

~~information shall pay to the College a charge for making such copy or copies, the amounts prescribed as follows:~~

- ~~(1) Fifteen (15) cents per page for straight copy work, one sided legal or smaller, not requiring research.~~
- ~~(2) Twenty (20) cents per page for straight copy work, two sided legal or smaller, not requiring research.~~
- ~~(3) A service charge if the nature or volume of the records requested is such as to require extensive use of information technology resources or extensive use of clerical or supervisory assistance by personnel. Any request taking longer than 30 minutes to complete will be considered "extensive" and is subject to a service charge equaling the time X hourly minimum wage of lowest paid College employee who would normally be assigned the task.~~



COLLEGE of CENTRAL FLORIDA POLICY MANUAL

<u>Title:</u>	<u>Number</u>	<u>Page:</u>
<u>PUBLIC RECORDS</u>	<u>3.17</u>	<u>2 of 2</u>

- ~~(4) Certified copies shall be provided for the charge prescribed by Florida Statute 28.24 for similar services by the Clerk of the Circuit Court.~~

~~When access to records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the particular record or his/her designee.~~



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

<u>Title:</u>	<u>Number</u>	<u>Page:</u>
<u>PUBLIC RECORDS</u>	<u>3.17</u>	<u>32 of 32</u>

~~The Records Management Liaison Officer shall maintain a record of all requests for public records.~~

Disposition of Public Records

The College will adhere to the minimum set of standards for scheduling and destroying records in accordance with Rule 1B-24 of the Florida Administrative Code.

~~The designation of the college's Records Management Liaison Officer and All requests for records dispositions shall be documented according to procedures established and disseminated by the President on behalf of the District Board of Trustees or the Chief Fiscal Officer who is designated as the Records Management Liaison Officer.~~

COLLEGE OF CENTRAL FLORIDA

21

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Annual Operating Budget for 2019 – 2020

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

Each year, the District Board of Trustees is required to approve the College's Operating Budget which is prepared with input from all departments, deans, directors, vice presidents, and other budget managers. Additionally, this year the President again appointed a Budget Hearing Panel Committee to review and discuss the proposed budget requests.

A report summarizing the budget and focusing on Board-established priorities will be made to the Board, and a copy of the proposed budget presented in the format required by the Division of Florida Colleges will be available for review at the June Board meeting.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the 2019 - 2020 General Fund Operating Budget as presented and authorize the President to sign.

COLLEGE OF CENTRAL FLORIDA

22

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Capital Improvement Program – FY 2020-21 through FY 2024-25 & Fund 7
College-Wide Capital Outlay Projects Budget – 2019-2020

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

BACKGROUND AND PERTINENT FACTS (including Objective):

Each year the College submits a five-year Capital Improvement Program (CIP) to the Division of Florida Colleges. The CIP describes the status of the College's land and facilities. The CIP also requests consideration by the Division of Florida Colleges of specific projects for land acquisitions, new construction, renovation, remodeling and general maintenance. A summary of the Capital Improvement Program is included. Additionally, attached for the Board's review and approval is a proposed Fund 7 College-Wide Capital Outlay Projects budget for 2019-2020. The entire Capital Improvement Program will be available at the Board Meeting.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the Capital Improvement Program for Fiscal Years FY 2020-21 through FY 2024-25 and the Fund 7 College-Wide Capital Outlay Projects budget for 2019-2020 and authorizes the Board Chair to sign.

Capital Improvement Program

Fiscal Years 2020-21 through 2024-25



Ocala, Florida

June 2019

**FLORIDA COLLEGE SYSTEM
CAPITAL IMPROVEMENT PLAN &
LEGISLATIVE BUDGET REQUEST
FY 2020-21**

TRANSMITTAL FORM

COLLEGE College of Central Florida

APPROVED BY BOARD OF TRUSTEES June 26th, 2019
(DATE)

SIGNATURE OF PRESIDENT OR DESIGNEE _____

Print Name Russell Branson

Title Chair, District Board of Trustees

DATE June 26th, 2019

CONTACT PERSON Katie Hunt, Facility Manager

TELEPHONE 352-854-2322, ext. 1729

Capital Improvement Program Current Status



**FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2019-20**

COLLEGE: College of Central Florida
DATE: May 8th, 2019
REVISED: June 11th, 2019

PROJECT TITLE (Include Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?***	ON APPROVED PPL?****	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Citrus Campus Facilities Enhancement Challenge Grant - Match Request	PECO	2004-05	37,216		1,591,500			YES	YES	Complete	
Levy Campus Facilities Enhancement Challenge Grant - Match Request	PECO	2007-08	49,287		1,668,060			YES	YES	Complete	
Ocala, Building 3 ADA Rest Room Remodel	SYD	2017-19	338	94,000	0	0	64,665	YES	YES	Complete	3/27/2019
Ocala, Building 3 General Renovations	CIF/Grant	2017-18	10,261	265,000	0	0	393,119	YES	YES	Complete	3/27/2019
Ocala, Building 3 HVAC (VAV Box / BAS Upgrades)	SYD	2017-18	N/A	154,000	0	0	243,611	YES	YES	Complete	3/27/2019
Vintage Farm, Life Safety Upgrades	SYD / Donation	2017-19	9,653	250,000	0	100,000	483,773	YES	YES	Complete	1/11/2019
AMA, Cooling Tower Repairs	Grant	2018-19	N/A	27,000	0	0	26,720	YES	YES	Complete	7/1/2018
Ocala, Building 2, Science Wing Roof Replacement	SYD	2018-19	8,682	125,000	0	0	231,603	YES	YES	Complete	5/8/2019
College Wide Safety & Security	CIF	2018-19	N/A	150,000	0	0	301,178	YES	YES	Complete	6/30/2019
College Wide HVAC Repairs	CIF	2018-19	N/A	200,000	0	0	388,529	YES	YES	Complete	6/30/2020
College Wide Roof Repairs	CIF	2018-19	N/A	75,000	0	0	38,500	YES	YES	Complete	6/30/2020
College Wide Signage	CIF	2018-19	N/A	7,500	0	0	19,992	YES	YES	Complete	6/30/2020
College Wide Site Improvement	CIF	2018-19	N/A	200,000	0	0	127,712	YES	YES	Complete	6/30/2020
College Wide Classroom Upgrades	CIF	2018-19	N/A	200,000	0	0	68,866	YES	YES	Complete	6/30/2020
College Wide ADA Compliance	CIF	2018-19	N/A	25,000	0	0	5,668	YES	YES	Complete	6/30/2020
College Wide Painting	CIF	2018-19	N/A	65,000	0	0	12,080	YES	YES	Complete	6/30/2020
College Wide General Renovations	CIF	2018-19	N/A	180,000	0	0	201,802	YES	YES	Complete	6/30/2020
Health Science Technology Center - Design Fee	PECO	2018-19	N/A	2,152,412			2,152,412	YES	YES	Construction	7/30/2022
Health Science Technology Center - Project	PECO / Grant	2018-19	85,806	0	23,705,071	2,700,000	26,405,071	YES	YES	Construction	7/30/2022
Health Science Technology Center - Site Infrastructure and Relocation	PECO	2018-19	N/A	3,847,588	0		3,847,588	YES	YES	Construction	7/30/2022
Health Science Technology Center - FFE	Grant	2018-19	N/A			5,941,014	5,941,014	YES	YES	Construction	7/30/2022
Ocala, South Campus, Building 39 Boiler / Pump Replacement	SYD	2018-19	N/A	225,000	0	0	225,000	YES	YES	Construction	10/1/2019
Ocala, Building 7 HVAC (Replace Re-Heat Boiler)	SYD	2018-19	N/A	135,000	0	0	135,000	YES	YES	Construction	10/1/2019
Ocala, Building 3 Academic Commons Remodel	Grant / Donation	2017-19	N/A	417,000	0	50,000	456,054	YES	YES	Construction	7/1/2020
Ocala, Bryant Union, Cyber Café Renovation	CIF	2019-20	1,294	25,000	0	0	0	YES	YES	Planning	8/15/2019
College Wide Safety & Security	CIF	2019-20	N/A	200,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide HVAC Repairs	CIF	2019-20	N/A	150,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide Roof Repairs	CIF	2019-20	N/A	75,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide Signage	CIF	2019-20	N/A	50,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide Site Improvement	CIF	2019-20	N/A	200,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide Classroom Upgrades	CIF	2019-20	N/A	150,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide ADA Compliance	CIF	2019-20	N/A	25,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide Painting	CIF	2019-20	N/A	75,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide General Renovations	CIF	2019-20	N/A	300,000	0	0	0	YES	YES	Planning	6/30/2020
College Wide Sidewalk Repair	CIF	2019-20	N/A	25,000	0	0	0	YES	YES	Planning	6/30/2020

**Capital Improvement Program
Project Summary (CIP-2)**



**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2020-2021 through 2024-25**

COLLEGE: College of Central Florida

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PECO Sum-of-the-digits Projects

Priority #	Request Yr	Initial Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2020-21	2021-22	2022-23	2023-24	2024-25	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY? **	SCORE**
		Renovation	Building 6 HVAC (RTU Replacements)	1		\$	100,000.00				\$100,000.00			\$100,000.00	YES	NA
		Renovation	Building 7 HVAC (Replace Re-Heat Boiler)	1		\$	135,000.00				\$135,000.00			\$135,000.00	YES	NA
		Renovation	Building 71 HVAC (Replace AHU & Re-heat Boiler)	1		\$	325,000.00				\$325,000.00			\$325,000.00	YES	NA
		Renovation	Building 31 - 37 HVAC (Re-Heat Boiler Replacement)	1		\$	225,000.00				\$225,000.00			\$225,000.00	YES	NA
		Renovation	Building C2,C4 HVAC (AHU & BAS Replacement)	6			\$584,000.00				\$584,000.00			\$584,000.00	YES	NA
		Renovation	Citrus Campus Site Lighting Upgrades	6			\$47,000.00				\$47,000.00			\$47,000.00	YES	NA
		Renovation	Hampton Center Site Lighting Upgrades	4			\$55,000.00				\$55,000.00			\$55,000.00	YES	NA
		Renovation	Ocala, Building 2-Data Room HVAC Replacement	1			\$290,000.00				\$290,000.00			\$290,000.00	YES	NA
		Renovation	Citrus Campus - North Soil Stabilization	6			\$135,000.00				\$135,000.00			\$135,000.00	YES	NA
		Renovation	Citrus Campus - Chiller Replacement	6			\$525,000.00				\$525,000.00			\$525,000.00	YES	NA
		Renovation	Ocala, Building 4, Theater House Lighting Replacement	1		\$	35,000.00			\$	35,000.00		\$	35,000.00	YES	NA
		Renovation	Ocala, Building 4, Theater Stage Floor Replacement	1		\$	50,000.00			\$	50,000.00		\$	50,000.00	YES	NA
		Renovation	Ocala, Building 18, Playground Renovation - Safety Items	1		\$	25,000.00			\$	25,000.00		\$	25,000.00	YES	NA
		Renovation	Ocala, Building 20, Chiller Replacement - Replace (2) 19 Year Old Air Cooled Chiller and Controls or EPC	1		\$	325,000.00			\$	325,000.00		\$	325,000.00	YES	NA
		Renovation	Ocala, Building 40, Chiller Replacement - Replace (3) 19 Year Old Air Cooled Chiller and Controls or EPC	1		\$	475,000.00			\$	475,000.00		\$	475,000.00	YES	NA
		Renovation	Ocala, Building 71, Replace AHU #1, AHU #2, and boiler. Rework/replace piping, controls and wiring	1		\$	325,000.00			\$	325,000.00		\$	325,000.00	YES	NA
		Renovation	Ocala, Buildings 2, 3, and 4 Roof Replacements	1		\$	2,798,065.00			\$	2,798,065.00		\$	2,798,065.00	YES	NA
		Renovation	AMA, HVAC Repairs/Upgrades - Replace Non-Operational VAV Boxes as required	10		\$	15,000.00			\$	15,000.00		\$	15,000.00	YES	NA
		Renovation	AMA, Fire Alarm System Repairs and Upgrades	10		\$	30,500.00			\$	30,500.00		\$	30,500.00	YES	NA
		Renovation	AMA, Parking Lot & Site Lighting Upgrades to LED Fixtures	10		\$	23,000.00			\$	23,000.00		\$	23,000.00	YES	NA
		Renovation	AMA, Central Utility Plant - Replace Obsolete Automation Controls (Phase 1)	10		\$	50,000.00			\$	50,000.00		\$	50,000.00	YES	NA
		Renovation	AMA, Central Utility Plant - Replace Re-Heat Boilers (Phase 1)	10		\$	170,000.00			\$	170,000.00		\$	170,000.00	YES	NA
		Renovation	AMA, Roofing - Auditorium Roof Replacement	10		\$	50,000.00			\$	50,000.00		\$	50,000.00	YES	NA
		Renovation	AMA, Roofing - Annex Building	10		\$	15,000.00			\$	15,000.00		\$	15,000.00	YES	NA
		Renovation	Vintage Farm - Site Lighting Upgrades	5		\$	25,000.00			\$	25,000.00		\$	25,000.00	YES	NA
		Renovation	Citrus, ADA Upgrades (Replacement of Automatic Door Openers)	6		\$	15,000.00			\$	15,000.00		\$	15,000.00	YES	NA
		Renovation	Citrus, Roofing Repairs/Maintenance C2 & C3 Lightning Rod Penetrations, C4 Membrane Repairs)	6		\$	50,000.00			\$	50,000.00		\$	50,000.00	YES	NA
		Renovation	Levy, Welding Lab Additional Fans/Ventilation	3		\$	25,000.00			\$	25,000.00		\$	25,000.00	YES	NA
		Renovation	College Wide Fire Alarm System Upgrade	1,3,4,5,6		\$	150,000.00			\$	150,000.00		\$	150,000.00	YES	NA
SUBTOTAL Maintenance/Repair/Ren (PECO Sum-of-the-digits) Projects						0	7,072,565	0	0	0	7,072,565					

RENOVATION PROJECTS

2	2008	Renovation	Security Systems (Ocala, Hampton, Vintage Farm, Citrus, Levy)	1,3,4,5,6	6	\$2,483,299.00					\$2,483,299.00		\$125,000.00	\$2,608,299.00	YES	16.528
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
											0			0		
SUBTOTAL Renovation Projects						2,483,299	0	0	0	0	2,483,299					

TOTAL MAINTENANCE/REPAIR, & RENOVATION **\$2,483,299** **\$7,072,565** **\$0** **\$0** **\$0** **\$9,555,864**

* Total Project Cost includes funding from all sources
 ** Maintenance & Repair Projects funded with PECO sum-of-the-digits do not need survey recommendations or scores.

**College Wide Capital Outlay Projects
Capital Improvement Fee
PECO Sum of the Digits**





PLANT OPERATIONS DEPARTMENT

MEMORANDUM

To: Joe Mazur, Vice President Administration and Finance
 Date: June 11th, 2019
 From: Tommy Morelock

Re: FY 2019-20 Capital Outlay Project List

For your review and approval by the District Board of Trustees:

I am requesting approval to proceed with the projects listed on the attached “College of Central Florida FY2019-2020 Capital Outlay Project List” utilizing the means and methods as detailed in Florida Statute and State Requirements for Educational Facilities. The Priority A list of projects total \$8,031,885.00. I recommend funding these projects as detailed on the attached project list using Fund 1 Building Maintenance, Capital Improvement Fee, and PECO-Sum Of The Digits Allocation.

Russell Branson
 Chair District Board of Trustees

Date _____

FY 19- 20 Projected Funding		
FY 18- 19 Sum-of- the Digits Carry Over		\$ 350,184.00
FY 18- 19 CIF Carry Over		\$ 900,000.00
FY 19-20 PECO Sum-of- the- Digits Allocations (\$ x .021787)		\$ -
FY 19-20 CIF		\$ 1,550,000.00
Current PECO & Grant (Health Science & MCHA Grant)		\$ 5,231,701.00
TOTAL PROJECTED FUNDING		\$ 8,031,885.00

Cc: Katie Hunt, Steve Ash, Mary Cipolla, Pat Wender

Budget Type	College Wide Project	Fund Source	Project Type	Requested Budget	Status	Proposed Project Delivery	CIP PECO Request	Priority A Budget	Priority B Budget	Priority C Budget
Ocala Main Campus - Site 1										
2 Est.	ADA Rest Room Addition		Renovation / Addition	\$ 1,149,888.00	CIP Request	Hard Bid				
2 Estimated	Server / Data Room HVAC Upgrades		Remodel	\$ 35,000.00	Planning	Day Labor			\$ 35,000.00	
3 Estimated	LRC East & West Entrance - Exterior Hardscaping / Landscaping		Remodel	\$ 150,000.00	Planning	Day Labor			\$ 150,000.00	
3 Proposal	LRC Lobby Lighting		Remodel	\$ 7,000.00	Planning	Day Labor				\$ 7,000.00
4 Proposal	Theater House Lighting Replacement		Remodel	\$ 35,000.00	Planning	Day Labor				\$ 35,000.00
4 Proposal	Theater Stage Floor Replacement	CIF	Remodel	\$ 50,000.00	Planning	Day Labor		\$ 50,000.00	\$ 50,000.00	
5 Estimated	5-106 Financial Aid Renovation / Remodel		Remodel	\$45,000.00	Planning	Day Labor				\$ 45,000.00
5 Estimated	5-104 Remodel (aka old cyber café)	CIF	Remodel	\$25,000.00	Planning	Day Labor		\$ 25,000.00	\$ 25,000.00	
5 Estimated	Student Union - Entrance Surface and Shade System		Remodel	\$125,000.00	Planning	Hard Bid			\$ 125,000.00	
5 Estimated	Testing Area - Sound Remediation		Remodel	\$ 50,000.00	Planning	Day Labor			\$ 50,000.00	
5 Est.	Bryant Student Union / Student Services Addition		Remodel / Addition	\$ 19,088,037.00	CIP Request	CM				
6 Est	Replace 3 old RTUs on front section of building. Rework/replace moisture damaged insulation on exterior ductwork between gym and mechanical building		Renovations	\$ 100,000.00	Planning	Day Labor			\$ 100,000.00	
6 Est.	Health and Exercise Science Addition / Hurricane Hardening		Remodel / Addition	\$ 25,122,468.00	CIP Request	CM				
6 Proposal	Gymnasium - Special Needs Shelter Remodel		Remodel / Addition	\$ 1,700,000.00	Planning	State Contract				
6 Est/RR	Baseball Score Board Structure	CIF	Remodel / Addition	\$ 50,000.00	Planning	Day Labor		\$ 25,000.00		
6 Est/RR	Tennis Courts Re-surfacing		Renovations	\$ 45,000.00	Planning	Contact			\$ 45,000.00	
7 Est.	7-102 Smart Room	CIF	Renovations	\$ 45,000.00	Planning	Day Labor		\$ 45,000.00		
7 Est	7-201, 202, 203 Faculty Office Remodel	CIF	Remodel	\$ 75,000.00	Planning	Day Labor		\$ 75,000.00		
8 Est	8-110 Renovations	CIF	Remodel	\$ 35,000.00	Planning	Day Labor		\$ 35,000.00	\$ 35,000.00	
9 Estimated	Engineering Tech - Relocation	CIF	Remodel	\$ 25,000.00	Planning	Day Labor		\$ 25,000.00		
10 Estimated	Plant Operations / Purchasing Administration Office Remodel		Remodel	\$ 35,000.00	Planning	Day Labor			\$ 35,000.00	
12 Estimated	Pool Demoliton		Demolition	\$ 194,455.00	Planning	Hard Bid		\$ 194,455		
12 Estimated	Pool Support Building Remodel (Wellness and Athletic Support)		Remodel	\$ 350,000.00	Planning	Day Labor			\$ 350,000.00	
13 Estimated	West Campus Utility Plant - Energy Performance Contract	PECO	Remodel	\$ 2,000,000.00	Planning	ESCO		\$ 2,000,000.00		
WC Estimated	West Campus Demolition / Site / Infrastructure (Phase II), 183 Space Student Parking (Phase III)	PECO	New Construction	\$ 1,665,000.00	Bid/Planning	CM		\$ 1,665,000.00		
18 Estimated	Playground Renovation - Safety Items	CIF	Remodel	\$ 25,000.00	Planning	Day Labor		\$ 25,000.00		
19 Estimated	Nursing Lab Remodel - Room 19-106	CIF	Remodel	\$ 200,346.00	Planning	Day Labor		\$ 120,729.00		
19 Estimated	Landscaping / Hardscape Student Exterior Study Area		Remodel	\$ 150,000.00	Planning	Day Labor			\$ 150,000.00	
19 Estimated	Anatomy & Physiology Remodel		Remodel	\$ 1,998,416.00	Planning	CM				
19 Estimated	General Renovation 17,032 gsf		Renovation	\$ 1,604,244.00	Planning	CM				
20 Estimated	20-207 MAC Lab - (relocation of Citrus MAC Lab to Ocala)	CIF	Remodel	\$ 45,000.00	Planning	Day Labor		\$ 45,000.00	\$ 45,000.00	

	Budget Type	College Wide Project	Fund Source	Project Type	Requested Budget	Status	Proposed Project Delivery	CIP PECO Request	Priority A Budget	Priority B Budget	Priority C Budget
Ocala Main Campus - Site 1											
20	Estimated	Rooms 108/211 Rad Lab / LM Soldering Lab Remodel		Remodel	\$ 60,000.00	Planning	Day Labor			\$ 60,000.00	
20	Estimated	Chiller Replacement - Replace (2) 19 Year Old Air Cooled Chiller and Controls or EPC		Renovation	\$ 325,000.00	Planning	State Contract			\$ 325,000.00	
31	Est	CJI Renovations		Remodel	\$ 20,000.00	Planning	Day Labor				\$ 20,000.00
31	Est	CJI Patrol Vehicle Pavilion (80' x 100' at \$125sf)		New Construction	\$ 1,000,000.00	Planning	Hard Bid				\$ 1,000,000.00
39	Est	Replace two boilers, pumps, and associated piping and valves. Rework / replace controls and wiring.	CIF	Renovation	\$ 225,000.00	Planning	State Contract		\$ 225,000.00		
40/42	Est.	Access Controls		Renovation	\$ 85,000.00	Planning	State Contract				\$ 85,000.00
40	Estimated	40-108 Acoustical Panel Replacement		Renovation	\$ 60,000.00	Planning	Day Labor				\$ 60,000.00
40	Estimated	Chiller Replacement - Replace (3) 15 Year Old Air Cooled Chiller and Controls		Renovation	\$ 475,000.00	Planning	State Contract				\$ 475,000.00
42	Est	Talent Center Office Changes		Remodel	\$ 20,000.00	Planning	Day Labor				\$ 20,000.00
64	Estimated	Baseball Press box Structural Repairs		Renovation	\$ 35,000.00	Planning	Day Labor			\$ 35,000.00	
71	Est	Replace AHU #1, AHU #2 and boiler. Rework / replace piping, controls, and wiring		Renovation	\$ 325,000.00	Planning	State Contract			\$ 325,000.00	
2,3,4	Est	Bldg-2,3, & 4 Roof Replacements		Renovations	\$ 2,798,065.00	CIP Request	Hard Bid				
New Construction											
HS	Contract	Health Science Project - Design Fees	PECO	New Construction	\$ 2,426,783.00	CIP Request	PSP				
HS	Contract	Health Science Project - Construction	PECO	New Construction	\$ 23,747,500.00	CIP Request	PSP	\$ 23,747,500.00			
HS	Contract	Health Science Project - Furniture/Fixtures/Equipment	PECO	New Construction	\$ 2,907,122.00	CIP Request	State Contract				
Appleton Museum - Site 10											
AMA	Est	HVAC Repairs/Upgrades - Replace Non-Operational VAV Boxes As Required		Renovation	\$ 15,000.00	Planning	State Contract				
AMA	Est	Misc Landscaping, Sidewalk, and Hardscape Repairs		Renovation	\$ 15,000.00	Planning	Day Labor				
AMA	Est	Camera System - Replacement of all old analog CCTV Cameras.		Renovation	\$ 40,000.00	Planning	Day Labor / IT				
AMA	Est	Fire Alarm System Repairs and Upgrades		Renovation	\$ 30,500.00	Planning	State Contract				
AMA	Est	Parking Lot & Site Lighting Upgrades to LED Fixtures		Renovation	\$ 23,000.00	Planning	Day Labor				
AMA	Est	Central Utility Plant - Replace Obsolete Automation Controls (Phase I)	SYD	Renovation	\$ 50,000.00	Planning	State Contract		\$ 25,000.00		
AMA	Est	Central Utility Plant - Replace Re-Heat Boilers (Phase I)	SYD	Renovation	\$ 170,000.00	Planning	State Contract		\$ 60,000.00		
AMA	Est	Roofing - Auditorium Roof Replacement		Renovation	\$ 50,000.00	Planning	Hard Bid				
AMA	Est	Roofing - Annex Building - Roof Repairs		Renovation	\$ 15,000.00	Planning	Hard Bid				
AMA	Est	Access Control (system is outdated and not up to standard for support. System requires separate access badge and ID badge for use with readers in place. With upgrade of existing readers, AMA can utilize same cards as Ocala campus and have printed by Ocala Security for new employees)		Renovation	\$ 2,000.00	Planning	Day Labor			\$ 2,000.00	
AMA	Est	Auditorium Renovation - Carpet in auditorium is worn and stained beyond repair. Also, the sound system is not sufficient for hearing impaired. Project involves removing the carpet and installing a polished concrete floor surface. Additionally, we plan an audio loop (amplification for hearing impaired)		Renovation	\$ 163,865.00	Planning	Day Labor			\$ 163,865.00	

	Budget Type	College Wide Project	Fund Source	Project Type	Requested Budget	Status	Proposed Project Delivery	CIP PECO Request	Priority A Budget	Priority B Budget	Priority C Budget
Appleton Museum - Site 10											
AMA	Est	Exterior Granite (Building exterior and porches have substantial damage to grout and marble and granite tiles)		Renovation	\$ 500.00	Planning	Day Labor			\$ 500.00	
AMA	Est	Lightening Protection (Rooftop lightening protection system has degraded and needs to be repaired and updated. Existing system mounts were screwed into sides of marble tiles and have caused numerous cracked tiles. System needs to be reinstalled by mounting on top of capstone tiles without drilling thru tiles and full system recertified UL. Damaged marble tiles need to be repaired and replaced.)		Renovation	\$ 7,000.00	Planning	Day Labor			\$ 6,500.00	
AMA	Est	Exterior Painting (Maintenance / mechanical building exterior.)		Renovation	\$ 1,500.00	Planning	Day Labor			\$ 1,500.00	
AMA	Est	South Fountain Repairs (pump replacement, repair diamond brite)		Renovation	\$ 45,000.00	Planning	Day Labor			\$ 45,000.00	
AMA	Est	Courtyard Fountain Repairs (heads are deteriorated due to years of wear resulting in fountain pattern not being crisp and much spray being created which flows out and damages the vegetation due to chlorine content)		Renovation	\$ 8,000.00	Planning	Day Labor			\$ 7,500.00	
AMA	Est	Landscaping / Hardscaping (Grass in courtyard presents a very difficult challenge to control weeds, and the area is currently beyond the point of weed treatment and needs replacement of sod. Also, the grassy area is damp and soft, which makes it unusable for much traffic during events. Options are to replace the sod with new sod or with a solid surface, such as pavers, which is supportive of traffic and not prone to weeds) (Misc - Concrete Cap / covering around beds)		Renovation	\$ 20,000.00	Planning	Day Labor			\$ 20,000.00	
AMA	Est	Rest Room Repairs (replace toilets)		Renovation	\$ 10,000.00	Planning	Day Labor			\$ 10,000.00	
Hampton Center - Site 4											
HC	Est.	Site Lighting Upgrades	CIF	Renovations	\$ 55,000.00	Planning	Day Labor		\$ 55,000.00		
HC	Estimated	Dental Hygiene Remodel	GRANT	Remodel	\$ 769,701.00	Planning	CM		\$ 769,701.00		
Vintage Farm - Site 5											
Site	Est.	Horse Pasture - Shade Structure		Renovations	\$ 8,500.00	Planning	Day Labor			\$8,500.00	
Site	Est.	Greenhouse Re-Location, Site, & Parking - Phase 2 (87 pervious parking spaces w/ as	PECO	Remodeling	\$ 797,000.00	Planning	CM		\$797,000.00		
Site	Est.	Equine Learning & Agri Business Center, Equine Arena		New Construction	\$ 3,540,945.00	Planning	CM				
Site	Est.	Site Lighting Upgrades		Renovations	\$ 25,000.00	Planning	Day Labor			\$25,000.00	
Citrus Campus - Site 6											
Site	Est.	Site Lighting Upgrades		Renovations	\$ 47,000.00	Planning	Day Labor			\$47,000.00	
C2	Est.	Health Science Renovations (C2-Rooms 103, 104, 105, 106, 107)		Remodeling	\$ 375,000.00	Planning	Day Labor				\$375,000.00
Site	Est.	North 10 Acres - Soil Stabilization		Renovation	\$ 135,000.00	Planning	Day Labor			\$135,000.00	
C4	Est.	Room 109, 109B, 110, 208 Testing Remodel	CIF	Remodel	\$ 85,000.00	Planning	Day Labor			\$85,000.00	
All	Est.	ADA Upgrades (Replacement of Automatic Door Openers)		Remodel	\$ 15,000.00	Planning	Day Labor				\$50,000.00
C2/C3	Est.	AHU / BAS Replacement		Renovations	\$ 584,000.00	Planning	Day Labor			\$584,000.00	
C3	Proposal	Replace Classroom F/F (C3-201,202, 204, 206, 207)		Remodel	\$ 125,000.00	Planning	Day Labor			\$125,000.00	
C2	Est.	Rest Room Counter Top Replacement (sinks/faucets/ trap)	CIF	Remodel	\$ 15,000.00	Planning	Day Labor		\$15,000.00		
C2	Est.	Classroom / Lab Renovations / Student Lounge Renovations (4273 sf)	CIF	Renovation	\$ 55,000.00	Planning	Day Labor		\$55,000.00		

	Budget Type	College Wide Project	Fund Source	Project Type	Requested Budget	Status	Proposed Project Delivery	CIP PECO Request	Priority A Budget	Priority B Budget	Priority C Budget
Citrus Campus - Site 6 - Continued											
C3	Est.	Classroom / Lab Renovations (7297sf)	CIF	Renovation	\$ 109,455.00	Planning	Day Labor			\$109,455.00	
All	Est.	Roofing Repairs / Maintenance C2 & C3 Lighting Rod Penetrations, C4 Membrane Repairs)	CIF	Remodel	\$ 50,000.00	Planning	Day Labor		\$50,000.00		\$50,000.00
JWLC Levy Campus / Levy - Fanning Springs - Site 3											
Site	Est.	Welding Lab Landscaping / Hardscape		Renovation	\$ 10,000.00	Planning	Day Labor			\$ 10,000.00	
Safety	Est.	Access Controls Upgrades		Renovation	\$ 15,000.00	Planning	Day Labor			\$ 15,000.00	
L3	Est.	Welding Lab Interior Lighting Upgrades		Renovation	\$ 15,000.00	Planning	Day Labor				\$ 15,000.00
L3	Est.	Replace Welding Lab Sky Lights		Renovation	\$ 4,500.00	Planning	Day Labor				\$ 4,500.00
L3	Est.	Welding Lab Additional Fans / Ventilation		Renovation	\$ 25,000.00	Planning	Day Labor				\$ 25,000.00
L3	Est.	Welding Lab Exterior Storage Area for Gas Bottles	CIF	Renovation	\$ 25,000.00	Planning	Day Labor		\$ 25,000.00		
L3	Est.	Welding Lab Laydown Area	CIF	Renovation	\$ 35,000.00	Planning	Day Labor		\$ 25,000.00		
L3	Est.	Welding Lab Additional Exterior Lighting		Renovation	\$ 7,500.00	Planning	Day Labor				\$ 7,500.00
L3	Est.	Welding Lab Classroom (20SS - 400sf at \$45)		Renovation	\$ 18,000.00	Planning	Day Labor				\$ 18,000.00
L2	Est.	MEP to Support Washer & Dryer		Renovation	\$ 750.00	Planning	Day Labor				\$ 750.00
College Wide											
CW	Est.	College Wide General Renovations	CIF		\$ 300,000.00		TBD		\$ 200,000.00	100000	
CW	Est.	Annual Service Agreements-projected contract cost	CIF		\$ 400,000.00		Contract		\$ 400,000.00		
Site	Est.	College Wide Security Systems			\$ 2,358,299.00	CIP Request	TBD	\$ 2,358,299.00			
CW	Est.	College Wide Painting	CIF		\$ 75,000.00		TBD		\$ 75,000.00		
CW	Est.	Sidewalk Repairs	CIF		\$ 25,000.00		TBD		\$ 25,000.00		
CW	Est.	ADA Compliance	CIF		\$ 25,000.00		TBD		\$ 25,000.00		
CW	Est.	College Wide Classroom Upgrades/Repairs	CIF		\$ 150,000.00		TBD		\$ 150,000.00		
CW	Est.	College Wide Site Improvement	CIF		\$ 200,000.00		TBD		\$ 150,000.00		
CW	Est.	College Wide Safety & Security	CIF		\$ 200,000.00		TBD		\$ 150,000.00		
CW	Est.	College Wide HVAC Repairs	CIF/SYD		\$ 150,000.00		TBD		\$ 200,000.00		
CW	Est.	College Wide Roof Repairs	SYD		\$ 75,000.00		TBD		\$ 75,000.00		
CW	Est.	College Wide Signage	CIF		\$ 50,000.00		TBD		\$ 50,000.00		
CW	Est.	Fire Alarm System Upgrades	SYD		\$ 150,000.00		TBD		\$ 100,000.00	\$ 50,000.00	
Capital Minor Equipment 19/20											
	Est.	Plant Operation Tools	F1		\$ 5,000.00						

COLLEGE OF CENTRAL FLORIDA

23

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: 2019 - 2020 Salary Schedule and Related Personnel Policies

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

The 2019 - 2020 Salary Schedule and Related Personnel Policies manual includes salary schedules for all groups of employees, CF Board Policies pertinent to employees' salaries and benefits, and information to assist in interpreting and implementing the policies.

Proposed additions to the revised Salary Schedule and Related Personnel Policies are underlined and deletions are shown with a ~~striketrough~~.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the 2019 - 2020 Salary Schedule and Related Personnel Policies manual as presented.



COLLEGE *of*
CENTRAL
FLORIDA

SALARY SCHEDULE
AND
RELATED PERSONNEL
POLICIES

~~2018~~2019-~~2019~~2020

College of Central Florida

~~2018~~2019-20192020 Salary Schedule and Related Personnel Policies

TABLE OF CONTENTS

(CF Board Policies are identified with *italics*)

INTRODUCTION	4
GENERAL PERSONNEL POLICIES	4
Employment of Personnel	4
Criminal Background Screenings	5
Job Descriptions and Classifications	5
Grant-Funded Positions.....	6
GENERAL SALARY POLICIES	7
Minimal Requirements and Educational Advancement	7
Initial Salary Placement.....	7
Observation Period	8
Annual Salary Increases	9
Limits on Eligibility for Annual Salary Increases	9
Definition of a Work Year	9
Definition of a Year's Service with the College	10
Salary Adjustments	10
Supplemental Services Assignments.....	10
Salary and Position Changes.....	11
Promotions and Appointments	11
Reclassifications of Positions	11
Departmental Reorganizations	11
Demotions	11
Contract-Type Changes	12
Transfers	12
New Hires	12
Trainee Category	12
Special Assignment Category (SAC).....	12
Post-Maximum Increase	13
Termination of Employment.....	13
Employee Benefits.....	13
"Whale Done" Award	13
Incentives for Degree Attainment	13 <u>14</u>
Florida Retirement System Information	14
Social Security and Medicare	15
Retiree Benefits	15
Overtime Pay and Flexible Scheduling.....	15
Payroll Dates and Pay Options.....	15 <u>16</u>

TEACHING FACULTY AND LIBRARIANS.....	<u>1716</u>
Employment Criteria for Instructional Personnel.....	<u>1716</u>
Work Days and Basic Teaching Requirements	<u>2019</u>
Salary Determination	<u>2019</u>
Bachelor's Degree and Below	<u>2019</u>
Advancement in Rank	<u>2019</u>
Regular Part-Time Teaching Faculty	<u>2120</u>
Work Year	<u>2120</u>
Pay Periods	<u>2120</u>
Supplements	<u>2120</u>
Faculty Overload Supplements.....	<u>2120</u>
Distance Learning Compensation.....	<u>2224</u>
Added Responsibility Supplements	<u>2224</u>
Summer Salary Schedule for Full-time Faculty.....	<u>2224</u>
Department Chairs and Program Managers	<u>2322</u>
Other Stipends.....	<u>2322</u>
Librarian – Special Information	<u>2423</u>
Work Days and Requirements.....	<u>2423</u>
Salary Determination	<u>2423</u>
Procedures for 220-Day Instructional Faculty.....	<u>2423</u>
Salary Schedule for Teaching Faculty and Librarians	<u>2524</u>
 ADMINISTRATIVE SALARY PROCEDURES	 <u>2625</u>
Work Days and Requirements.....	<u>2625</u>
Salary Determination	<u>2625</u>
Supplements	<u>2625</u>
Salaries	<u>2625</u>
 PROFESSIONAL SALARY PROCEDURES	 <u>2726</u>
Work Days and Requirements.....	<u>2726</u>
Salary Determination	<u>2726</u>
Supplements	<u>2726</u>
Salaries	<u>2726</u>
PART-TIME PROFESSIONAL SALARY PROCEDURES	<u>2726</u>
Work Days and Requirements.....	<u>2726</u>
Pay Determination	<u>2726</u>
 CAREER SERVICE SALARY PROCEDURES	 <u>2827</u>
Work Days and Requirements.....	<u>2827</u>
Salary Determination	<u>2827</u>
Supplements	<u>2827</u>
Salaries	<u>2827</u>
 PART-TIME CAREER SERVICE SALARY PROCEDURES	 <u>2827</u>
Work Days and Requirements.....	<u>2827</u>
Pay Determination	<u>2827</u>
 CF SALARY SCHEDULE 2018 <u>2019-2019</u> <u>2020</u>	 <u>2928</u>

OTHER PERSONNEL SERVICES (OPS).....	<u>4039</u>
General Policy	<u>4039</u>
Teaching Faculty	<u>4039</u>
Substitute Teachers.....	<u>4039</u>
Adjunct Instructors.....	<u>4039</u>
Continuing Education and Criminal Justice Institute Teaching Faculty.....	<u>4140</u>
Visiting Professors.....	<u>4140</u>
Supplements for Instructors of Comprehensive Vocational Education Programs/Courses.....	<u>4140</u>
Other Temporary Employees.....	<u>4140</u>
Temporary Replacement.....	<u>4140</u>
Temporary Employees for Career Service Positions.....	<u>4140</u>
Consultants	<u>4241</u>
Assistant Coaches.....	<u>4241</u>
Part-time Head Coaches	<u>4241</u>
Building Official Plant Operations and Facilities	<u>4241</u>
Visual and Performing Arts Consultants	<u>4241</u>
Staff Piano Accompanist	<u>4241</u>
Testing: GED Examinations	<u>4241</u>
Interpreters	<u>4241</u>
Student-Only Positions.....	<u>4342</u>
Miscellaneous.....	<u>4342</u>
TEMPORARY PART-TIME INSTRUCTORS (HOURLY PAY)	<u>4443</u>
Pay Grade Determination	<u>4443</u>
Documentation Verifying Qualifications for Pay Grade Placement.....	<u>4443</u>
Pay Grade Advancement	<u>4443</u>
Interruption of Service	<u>4544</u>
Adjustment for Low Enrollment.....	<u>4544</u>
PART-TIME INSTRUCTOR SALARY SCHEDULE	<u>4645</u>
Part-time Appleton Museum of Art, Continuing Education, Corporate Training, Workforce Development Salary Schedule	<u>4645</u>
Part-time Health Sciences Instructor Salary Schedule	<u>4746</u>
Part-time Public Service/Criminal Justice Instructor Salary Schedule	<u>4847</u>
Part-time Adult General Education Salary Schedule	<u>4948</u>

College of Central Florida

~~20182019~~-~~20192020~~ Salary Schedules

and

Related Personnel Policies

Introduction

The college's salary schedule and related personnel policies manual includes a number of policies that make up part of the policies of the District Board of Trustees. All CF Board Policies that are directly quoted within this document are presented in *italic* type to make them easily distinguishable. The policies are included in the salary schedule to assure a timely annual review, to streamline the college's administrative operations, and to provide a concise reference to procedures and policies related to salary administration and related personnel policies. This document is adopted annually by the District Board of Trustees.

General Personnel Policies

Employment of Personnel

The District Board of Trustees appoints all personnel upon recommendation of the President. Individuals who have retired from the College may be considered for positions for which they qualify but may not be appointed to a position they held previously at the College unless selected for that position via the normal advertisement and selection process. The college reserves the right to assign and transfer these personnel within the assigned level of employment to meet the needs of the college. In a situation in which the college requires service prior to Board approval, the employee will receive compensation until the time of Board action.

New employees may not receive paychecks or other forms of compensation until all appropriate documentation is on file in the Human Resources Office. Documentation includes all official college and university transcripts; appropriate licenses, certifications, and other documentation to support job qualifications; a copy of the high school or trade school diploma, if appropriate for the position; a signed drug-free statement; a loyalty oath; W-4 and I-9 forms; and a signed form indicating knowledge of this requirement. Each employee must also sign the CF Appropriate Use Agreement.

Employees are responsible for maintaining required licenses and certificates as necessary for the areas in which they work or teach. A copy of the current license must be on file in the Human Resources Office. Failure to maintain necessary licensure or certification is grounds for termination of employment.

Employment contracts are issued to faculty and administrators. The college annually submits contractual arrangements and salary schedules for all personnel to the District Board of Trustees. Salaries for all employees are determined according to the Salary Schedule.

The Board of Trustees may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct, if determined to be in the best interest of the college. (CF Policy 6.00)

Criminal Background Screenings

It is the policy of the College of Central Florida (the "College") to perform pre-employment Level II criminal background screenings of all final candidates for employment, including current employees seeking transfer or promotional opportunities and external job applicants who are finalists for full and part-time positions. Further, the College shall perform Level II criminal background screenings of any College volunteer prior to entering upon the College campus to interact with students, faculty or staff in a volunteer capacity.

The purpose and intent of this policy is to promote a safe and secure College community and learning environment for the benefit of students, faculty staff and guests.

The president may adopt and amend procedures for the implementation of this policy. (CF Policy 6.05)

Job Descriptions and Classifications

Job descriptions and classifications are developed to provide for uniform and consistent determination of salaries and equitable treatment of employees. The adoption of the Salary Schedule by the District Board of Trustees recognizes and approves the classifications. Copies of the job descriptions and classifications are available from the Human Resources Office, from each vice president, in college libraries, on the internet, Citrus Campus, Hampton Center, Levy Campus, and the Appleton Museum of Art.

In classifying positions, the college uses the following definitions:

Regularly Established Full-time Positions: A position authorized and established by the Board to satisfy a continuing and recurring workload requirement. For teaching faculty, full-time positions require a schedule of not less than 35 hours per week and not less than 168 scheduled work days during an academic or budget year. For all other employees, full-time positions are scheduled for a minimum of at least 37.5 hours per week for eight or more calendar months during a fiscal year (July 1 through June 30).

Temporary Full-Time Faculty: An instructional position on a temporary full-time basis may be established for duration no longer than 168 or 220 days, but successive contracts of the same or less duration may be issued upon the President's approval for up to a maximum of two years.

Temporary Administrative, Professional and Career: An administrative, professional or career service position may be established on a temporary basis for duration of up to 260 days per fiscal year (July 1 through June 30) upon the President's approval. These positions may be renewed with President's approval for up to a maximum of two years.

Regularly Established Part-time Positions: A position authorized and established by the Board to satisfy a continuing and recurring workload requirement for an administrative, professional or career service employee which requires an employee to provide service for up to 25 or less hours per week for at least eight (8) calendar months each academic or budget year.

Other Personal Services (OPS – Temporary Positions): A position for which compensation is paid to a person who is not a full-time or part-time employee in a regularly established position. The definition includes student assistants, temporary employees, and part-time academic employees specifically budgeted by the college.

The position is established to meet a workload of a temporary, casual or seasonal nature. The position may be established for a period not to exceed a total of 2,080 clock hours.

Employees in OPS positions do not receive benefits except those required by statute or regulation.

Temporary positions do not automatically become regular positions even though an employee is assigned to perform or agrees to accept work assignments that exceed the normal workload for short periods of time.

Classification of positions is according to the predominance of tasks assigned. Generally, that requires analysis of the tasks that make up fifty percent (50%) or more of the assigned workload. Positions are not reclassified because an employee is assigned to or agrees to perform supplemental duties.

Employees are classified according to the positions to which they have been assigned or appointed. Employment contracts are issued to administrative and faculty employees.

Faculty – Positions officially designated by the District Board of Trustees as instructional. The primary and predominant activities of such positions involve direct instruction, library or learning resources support services, academic advisement, career advisement and student support services. Instructional positions include full-time and part-time faculty, temporary full-time faculty, librarians, department chairs, program managers, and adjunct instructors.

Administrative Positions – The primary duties of such positions shall involve executive, managerial, and decision-making responsibilities. The duties of these positions include planning, directing, developing, organizing, and utilizing college resources (manpower, material, financial, and facility resources). Administrators direct, schedule, manage and supervise other employees. Examples of positions classified as Administrative are the following: President, Vice President, Executive Director, Dean, and Associate Dean.

Professional Positions – The primary duties of such positions provide oversight of specific operations of the college or provide services of a highly technical nature. Employees in these positions generally have specialized training, experience or certifications that relate directly to the functions of the positions. Employees in these positions may supervise other employees. Examples of positions classified as Professional are the following: Coordinators, Managers, and Programmers.

Career Service Positions – The primary duties of such positions involve performance of support functions essential for the effective operation of the college and other than those designated as Faculty, Administrative or Professional. Some Career Service employees may supervise other employees. Career Service positions may be further classified as Administrative Support, Instructional Support, Student Support, Technical Support, Plant Support and Facilities Support.

Other – In order to conduct effective operations, the college may periodically employ individuals to perform services in positions that are not classified in one of the above groups.

Administrators are obligated to monitor and control workload assignments given to subordinates to avoid inadvertent conflict with these guidelines.

Regular positions are funded from the regular college budget or from grant and contract program funds. Temporary positions are paid from the Other Personnel Services (OPS) category. (CF Policy 6.01)

Grant-Funded Positions

Persons employed through a grant or similar types of non-recurring funds hold their positions only for the duration of the grant. The college Salary Schedule determines grant-funded positions. Persons employed in positions funded by grants should not expect continuation of employment beyond the expiration of the grant.

Annual increases must be projected in grant budgets. The amount of increase will not differ from increases approved for regular college employees. Increases for grant-funded persons are given at the same time as other college employees. Reclassification of positions funded through grants must follow the normal college reclassification process.

Except as provided herein, grant employees are eligible for college benefits and subject to all other terms and conditions of employment. (CF Policy 6.21)

General Salary Policies

Minimum Requirements and Educational Advancement

The minimum requirements for positions at the college are outlined in the job descriptions which are published on the intranet under Human Resources – Job Descriptions.

When a person is recommended for employment and is the best applicant for a position but does not meet certain minimum qualifications for the position, the college may place the employee in a “Trainee” position. (CF Policy 6.02) (See separate section on Trainees.)

Initial Salary Placement

The college places employees in the appropriate pay grade for the position at the time of their appointment or reappointment according to the provisions of the salary schedule. (CF Policy 6.02). Employees are placed at the minimum salary for the position unless exceptions are approved by the President according to the following criteria is used for placement:

1. Administrative Personnel – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President ~~may~~must approve exceptions above this percentage.
2. Professional Personnel – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President ~~may~~must approve exceptions above this percentage.
3. Instructional Personnel – Initial salary is determined by the academic rank assigned and years of verifiable instructional or other directly related work experience. A maximum of eight (8) years qualified experience may be counted to determine the initial salary placement. Each year of experience will be evaluated to determine its value to the position. For each year of qualified experience, two percent (2%) of the base salary will be added to the base salary. The President ~~may~~must approve exceptions ~~to~~above the 8-year limit.
4. Career Service Personnel – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than six percent (6%) above the minimum salary for the position. The President ~~may~~must approve exceptions above this percentage.
5. Previous CF Experience – Individuals returning to the college after a break in service will return at the same level of experience and pay associated with that level (unless prevented by budget constraints) at which they were placed when they ended employment provided they are returning to the same position. A break in service shall be defined as 12 months or less.
6. Fractional Years of Service – Credit is allowed if an employee was employed for at least $\frac{3}{4}$ of the scheduled workdays in an academic or fiscal year as a full-time employee. Minor fractions of a year may not be credited toward experience nor may fractions of years be combined to create a year of service.
7. Hiring Below Minimum Salary – When an individual does not meet the minimum training and experience requirement for a classification, an individual may be paid below the minimum of the appropriate classification as described in the “Trainee Category.”

Observation Period

The Observation Period is intended to give new career service and professional employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The college uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the college may end the employment relationship at will at any time during the Observation Period, with or without cause.

All new and rehired career service and professional employees work in an observation period for the first 90 calendar days after their date of hire. Career service and professional employees who are promoted or transferred within the college must complete an Observation Period of the same length with each reassignment to a pay grade or position in which the employee has not previously served. (CF Policy 6.06)

Any significant absence extends the Observation Period by the length of the absence. If the college determines that the initial Observation Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Observation Period may be extended for a specified period of time.

Upon completion of the initial 90-day Observation Period, the immediate supervisor completes a performance evaluation of the employee and makes one of the following recommendations:

1. That Observation status is removed and the employee is recommended for regular appointment.
2. That the Observation Period continues for an additional 30 days or longer as determined by the supervisor after consultation with the Human Resources Office.
3. That employment is terminated.

The recommendation of the supervisor is reviewed by the vice president supervising the area. Personnel who satisfactorily complete the Observation Period, including any extension(s), shall be referred to the District Board of Trustees for regular appointment at the first regular meeting of the Board following completion of this period.

Employee Benefits During the Observation Period – Career Service and Professional employees assigned to regular full-time positions will be eligible for the following benefits during the Observation Period:

1. Sick leave - *During the Observation Period, sick leave will be earned at the rate of one day per month or major fraction thereof for each month of actual employment. Earned sick leave may be used during the Observation Period when required because of illness.*
2. Vacation leave - *During the Observation Period, 260 day employees earn vacation leave at the rate of one day per month or major fraction thereof for each month of actual employment. However, employees shall not be eligible to use vacation leave until they have completed the Observation Period, unless approved by the President. (CF Policy 6.06) Employees will receive service credit toward vacation accrual for prior full-time employment in another Florida College System institution.*
3. Group insurance - *Regular, full-time employees shall be eligible to participate in group medical and life insurance programs effective the first day of the calendar month immediately following the initial date of employment.*
4. Waiver - *Full-time employees and/or immediate family may be given up to six (6) credits per term per person. Immediate family for waiver purposes is defined as spouse/domestic partner and/or unmarried, natural, adopted or stepchildren under the age of 24 who are claimed as a dependent for IRS reporting purposes. Foster children may be considered immediate family up until age 18 if the employee is a court ordered custodian or legal guardian of such foster child.*

Forfeiture of Benefits – Personnel who fail to satisfy all employee requirements during the Observation Period, including those who resign, abandon their job, fail to report to work, are terminated for cause, or any other reason, shall automatically forfeit all rights and entitlements to employee benefits described herein. (CF Policy 6.06)

Annual Salary Increases

Full-time employees must normally have a year of service before becoming eligible for an increase in pay. In order to qualify, an employee must work at least one day more than half the workdays as determined by their contract or assigned work year schedule.

Annual pay increases for full-time personnel may be given subject to adequate funding and based on the recommendation of the President and approval of the District Board of Trustees. (CF Policy 6.22)

Limits on Eligibility for Annual Salary Increases

Persons employed to teach full-time on a month-to-month basis as needed normally do not receive annual increases.

Employees on leave more than half of the scheduled workdays (as determined by their contracts or assigned work year schedule) in one year, with or without compensation, are not eligible for a pay increase the following year. Employees on approved sabbatical leave are exempt from this provision.

Employees whose overall rating in an annual evaluation is determined to be unsatisfactory will not be eligible for an annual pay increase during the fiscal year following the unsatisfactory evaluation rating.

Work performed during an overtime assignment shall not be recognized in calculating years of service.

Only one year of service may be recognized within one fiscal year. (CF Policy 6.22)

Definition of a Work Year

The work year for all employees is defined as concurrent with the college's fiscal year that begins at 12:01 AM on July 1st and ends at midnight on June 30th of the following year.

The work year includes all weekdays from and including January 1 through December 31. Of the total work days, the following are classified as paid holidays:

*New Year's Day
Martin Luther King, Jr. Day
Spring Break
Memorial Day
Fourth of July
Labor Day
Veterans Day
Thanksgiving and the day after
Christmas and the day before
All weekdays falling between Christmas Day and New Year's Day.
(The college calendar, as adopted by the District Board of Trustees, may identify additional days as non-working days.)*

Full-time employees in a non-exempt status who are required by their supervisor to work during paid college holiday periods will receive their regular holiday pay plus their straight hourly rate for the first 2.5 hours and time and a half for any time beyond the first 2.5 hours. An extra duty form must be completed for payroll purposes.

For the purpose of calculating daily rates for Administrative, Professional and Career Service employees, the work year for a full-time employee is defined as 260 days.

The work year for employees assigned to the Appleton Museum of Art is defined as 260 days of which the number of paid non-working days will be the equivalent of all other full-time employees. Employees assigned to the Museum will work individually assigned annual schedules to facilitate Museum operations.

When a holiday falls on a weekend, the college calendar may be adjusted to provide employees with another non-working day. (CF Policy 6.23)

Definition of a Year's Service with the College

An employee is considered to have completed a year of service when they work at least one day more than half the scheduled work days as determined by their contracts or assigned work year.

Salary Adjustments

The following are examples of exceptions that may be made within the approved salary schedules:

- **Delayed Funding** -The timing of legislative appropriations may preclude determining the amount of funds available for salary purposes. If at any time during the fiscal year additional funds become available, the District Board of Trustees may exercise any option it selects in order to provide salary adjustments for college personnel. Options may include, but are not limited to, lump sum payments, a percentage increase prorated and spread throughout the remainder of employees' pay periods in the budget year, and amendments to the approved salary schedules.
- **Highly Specialized or Limited Availability Positions** - In order to attract and/or retain employees in certain technical and otherwise highly specialized positions, and upon previous employment verification by the appropriate vice president or the Director of Human Resources, the President is authorized to recommend salary adjustments to the District Board of Trustees beyond the adopted schedules, based on current market data or other appropriate comparison. This authority also extends to adjunct faculty positions and overload situations in geographic areas where needed faculty are not readily available.
- **Change in Job Classification** - When an employee moves from one job classification to another, the employee's salary will normally be adjusted upward or downward in order to keep the employee's salary within the appropriate salary range. (See **Transfers** and **Reclassification of Position.**)
- **One-Time Salary Adjustments** - The District Board of Trustees, upon recommendation of the President, may make a one-time, non-recurring adjustment to employee salaries. The adjustment may be for all employees, all employees in a pay classification or for a designated group of employees involved in a specific activity or program. Such adjustments may be made as a lump sum adjustment or spread over the remaining paychecks during the fiscal year.

Supplemental Services Assignments

The President is authorized to assign supplemental duties to regular full-time members of the college staff, who have been properly appointed by the Board, as may be necessary or required. Such duties include teaching overloads, teaching non-credit classes, acting as substitutes or performing supplemental duties as outlined in the current salary schedules, such as special administrative responsibilities. Supplements beyond the basic salary, justified because of extra or extended duties and services or special situations may be provided. (CF Policy 6.24)

Employees given temporary assignments perform these assignments outside their normal duties and work hours. A Contract for Supplemental Services is to be signed by the employee and appropriate college officials prior to the supplement being included in the employee's pay. The terms and conditions of the supplement are to be described in the Contract.

The President is authorized to award supplements to full-time employees who are assigned supplemental duties to function as a manager or supervisor during the extended absence of the incumbent (usually more than 30 calendar days) or during a period when the supervisory position is vacant for more than 30 calendar days. A supervisory supplement may be in the form of a one course teaching overload for teaching faculty or an equivalent amount determined by the President if the assignment involves positions other than teaching faculty.

No employee of the college may be granted an Agreement to Provide Professional Services contract.

Salary and Position Changes

Salary ranges and positions are approved by the District Board of Trustees. When the President approves a classification change (promotion, salary upgrade, reclassification, demotion, contract change or transfer) as described in the Salary Schedule, that action will be reported to the District Board of Trustees. (CF Policy 6.07).

1. **Promotions and Appointments** – Promotions and appointments are reassignments to a position of higher skills, responsibility and salary range. Promotions generally occur at the beginning of the fiscal year except in cases of resignation, termination or death of an employee, creation of a new position, or as determined by the President. Appointments occur at the determination of the President and are based on the needs of the college over all.

Promotions and appointments occur when an employee is moved from a position in one pay grade to another position in a different pay grade, which has a higher salary. If the position is one pay grade higher, the employee will receive a salary increase to at least the minimum rate of the new pay range or five percent (5%), whichever is greater. If the position move is more than one pay grade the employee's salary will be increased to at least the minimum rate of the new pay range or ten percent (10%), whichever is greater. All exceptions to these salary guidelines must be approved by the President.

2. **Reclassification of Positions** - Career Service, Professional and Administrative personnel are employed to fill specific jobs which, by title and description, are assigned to pay grades on the salary schedule. If a supervisor assigns additional duties at a higher level of responsibility to an employee, the position may be evaluated for possible reclassification.

The college will have one period each year, generally in January, when reclassifications are considered. Specific instructions for submitting requests for reclassification will be issued annually by the Human Resources Office.

When a position is reclassified to a **higher pay grade classification**, adjustments to salary will be handled in the same manner as **Promotion**. When a reclassification results in assignment to a **lower pay grade classification**, adjustment should be made in accordance with the rules for **Demotion**.

Position reclassifications approved by the Board shall normally have adjustment in pay effective the first day of the month in which the Board acts.

Supervisors should not assure, guarantee or promise employees that their pay grade will be elevated without the written permission of the President or designee.

3. **Departmental Reorganizations** - Departmental reorganizations may be recommended at any time during the year. Reclassifications recommended as part of reorganization will be evaluated as part of the reorganization plan and take effect when the plan has been approved.
4. **Demotions** - If an employee is demoted for cause, the demotion will be to a lesser job classification, which may include a reduction in pay.

Employees receiving demotions at their own request, or due to inability to perform the work because of health or other reasons, may be adjusted to a lower job classification. When a demotion of this nature occurs, a reduction is made in the employee's pay to correspond to the range of the new position. When circumstances dictate, consideration may be given to allowing the employee to remain at the pay level attained prior to the demotion. This will be based on the recommendation of the appropriate senior administrator and the approval of the President; however, in no case should this exceed the maximum rate of the lower pay range.

5. Contract-Type Changes- When an individual's contract is changed from faculty to administrator or vice versa, the calculation of salary change shall normally be based on daily rate of pay, unless the President approves an exception.
6. Transfers - Transfer is reassignment from one department or division to another or a transfer of assigned duties and change in job title, but with no change in pay grade. Transfers may take place at any time with the President's approval, and the Board shall be notified of these changes for the record. Employees transferred to another position in the same classification or to a different position with the same pay grade are not eligible for an increase. **(NOTE: Employee transfers to positions with a higher pay grade are considered promotions).**
7. New Hires – Any existing employee who applies and is selected for a posted position at a higher pay grade will have their starting salary determined by the guidelines for *Initial Salary Placement*. Employees who apply and are selected for a posted position at a lower pay grade will have their starting salary determined by the guidelines for *Salary and Position Changes (4) Demotions*. Employees who apply and are selected for a posted position in the same pay grade will have their starting salary determined by the guidelines for *Salary and Position Changes (6) Transfers*. College employees who are currently on a Performance Improvement Plan (PIP) or suspension at the time of a vacancy posting are not eligible to apply. All exceptions to these salary guidelines must be approved by the President.

Trainee Category

If an applicant for a position does not meet certain minimum qualifications, but is otherwise qualified for the position, the department head may request approval by the President that the applicant be appointed as a "Trainee." In such cases, the employee may be hired below the minimum salary, until the minimum qualifications have been satisfied. The individual's observation period, if applicable, begins after the trainee period has been completed. (CF Policy 6.02)

This category is used to train people on-the-job who have the potential to do the work but lack some of the skills or experience needed. The normal time a person remains in a trainee category would be a minimum of six (6) months and a maximum of twenty-four (24) months. This time period would depend upon the skills or experience needed in individual cases and when the minimum qualifications are met. In such cases, the employee may be hired at a rate of ten to fifteen percent (10% to 15%) below the minimum salary.

The college requires trainees to attain the missing qualifications within a contracted period of time. A plan for meeting the minimum qualifications shall be developed by the employee and supervisor, approved by the appropriate vice president and filed with Human Resources. Employees who do not complete the plan may be discharged for cause. The employee shall assume full financial responsibility for meeting the minimum qualifications of the position. College funds shall not be used to pay tuition or fees for helping employees reach minimum employment qualification levels unless approved in advance by the President.

Supervisors who propose hiring a "trainee" must have the support of the appropriate vice president and approval of the President before making a formal recommendation.

Special Assignment Category (SAC)

This category may be used when an individual in a position is given an assignment(s), which encompasses duties and responsibilities of a different, advanced, and/or supervisory nature. These assignments are usually for a specific limited period of time. This type of assignment is of a temporary nature and can be rescinded unilaterally by the college and does not constitute a promotion. A pay supplement of five percent (5%) may be given for the period of time of the assignment. The President must approve all such assignments.

Post-Maximum Increase

When the individual reaches the maximum of the pay range, they may be eligible for a performance adjustment. This adjustment would not be added to the individual's base pay. The President will determine the amount of the adjustment. This type of arrangement has the effect of not compounding salary or fringe benefit costs and limits the overall short and long-term impact on the college. It also helps in the retention of productive, long-term employees.

Termination of Employment

The college shall have authority to withhold an employee's final paycheck until the exit process is completed. The exit process includes completion of the Personnel Action Form, return of all college property including keys, and a voluntary exit survey provided by the Human Resources Office. (The exit survey is also available online at <http://inside.cf.edu/forms/ExitInterview>)

Employees who are terminated by the college may be given up to two (2) weeks severance pay in lieu of notice. The President is authorized to approve severance pay.

Employee Benefits

The District Board of Trustees shall make available for college employees those benefits which, by statute and rule, it is authorized to provide and which it deems in the best interest of employees. These benefits or privileges may include, but are not limited to, the following:

- 1) *Group employee insurance (medical and life insurance for full-time permanent employees)*
- 2) *Retirement and Social Security contributions (as required by Florida Statute and Federal Regulations)*
- 3) *Waiver of fees and tuition (as provided by a separate Board Rule* [see below](#))*
- 4) *Staff development funds for advanced training*
- 5) *Leaves of absence (for full-time permanent employees)*
- 6) *Free admission for certain programs and activities*
- 7) *Use of college facilities and equipment (according to Board policy)*
- 8) *Payroll deduction opportunities*
- 9) *Legal defense for actions that occur in performance of designated duties*
- 10) *Annual wellness screenings*
- 11) *Paid holidays*
- 12) *Employee Assistance Program*
- 13) *Tuition Reimbursement Program*
- 14) *Incentives for degree attainment (CF Policy 6.04)*

Additional benefits include:

- 15) Flexible Benefit Plan
- 16) Health Care Reimbursement Plan (high deductible)
- 17) CF Foundation grants
- 18) Tax Deferred programs

*Full-time employees and/or immediate family may be given up to six (6) credits per term per person. Part-time instructional staff, including adjuncts and part-time instructors, and part-time staff who are FRS eligible (have met the 2,080 work hour requirement) and/or immediate family may be given up to three (3) credits per term per person. Immediate family for waiver purposes is defined as spouse/domestic partner and/or unmarried, natural, adopted or stepchildren under the age of 24 who are claimed as a dependent for IRS reporting purposes. Foster children may be considered immediate family up until age 18 if the employee is a court ordered custodian or legal guardian of such foster child. (CF Policy 5.08)

Questions concerning all benefits should be directed to the Human Resources Office.

"Whale Done" Award

Beginning January, 2007, full-time recipients of the "Whale Done" Award will receive one vacation day as part of the recognition for that award.

Incentives for Degree Attainment

Full-time employees who earn an associates, bachelors, masters, or doctoral degree after January 1, 2006, will be eligible to receive an incentive payment. The incentive payment does not become part of the employee's base pay. The incentive amounts by degree level are:

Associate's Degree	\$ 500
Bachelor's Degree	\$1,000
Master's Degree	\$1,500
Doctorate	\$2,000

The following guidelines apply to the incentive payment program:

- The program applies to degrees earned after January 1, 2006, and the program is not retroactive.
- The incentive award will be provided for no more than one degree per level.
- The incentive may only be paid for earned degrees beyond degrees already attained. That is, an individual who already has a bachelor's degree would not receive an incentive for subsequently earning an associate's degree.
- The incentive payment does not become part of the base pay.
- The employee who earns a degree eligible for incentive payment is responsible for providing Human Resources with an official copy of a transcript indicating the degree earned.
- The incentive program only applies to degrees earned at regionally accredited institutions. Exception: Employees who earned any of the above degrees prior to January 1, 2006 and who subsequently earn another degree at the same level will be eligible for the incentive award (example: Employee 'X' currently holds an Associate in Arts degree earned in 2005 which did not qualify for an incentive award. Employee 'X' then earns an Associate in Science degree after January 1, 2006. Employee 'X' would receive the incentive award for the A. S. degree).
- Incentive awards are for degrees earned after the individual has started full-time employment with the college.

This award will be treated as a "Special Payroll" and will be run for the award amount less FICA, Medicare, and federal income tax withholding.

Florida Retirement System Information

The College participates in the Florida Retirement System (FRS). A number of changes occurred during the 2011 legislature and were signed into law. The highlights of Senate Bill 2100 follow:

1. Employee Contribution: Effective July 1, 2011, requires a 3% employee contribution for **all** FRS members, except DROP participants are not required to pay employee contributions.
2. Average Final Compensation: For new employees initially enrolled on or **after** July 1, 2011, the definition of "average final compensation" means the average of the 8 highest fiscal years of compensation for creditable service prior to retirement, for purposes of calculation of retirement benefits. For employees initially enrolled **prior to July 1, 2011**, the definition of "average final compensation" continues to be the average of the 5 highest fiscal years of compensation.
3. Vesting for Pension Plan: For employees initially enrolled in the **pension plan** on or **after** July 1, 2011, such members will vest in 100% of employer contributions upon completion of 8 years of creditable service. For **existing** participants, vesting will remain at 6 years of creditable service.
4. Retirement age: For employees initially enrolled on or **after** July 1, 2011, increases the normal retirement age and years of service requirements, as follows: Increases the age from 62 to 65 years of age; and increases the years of creditable service from 30 to 33 years. Existing FRS enrollee retirement age is not changed.
5. DROP: Maintained, however, employees entering DROP on or after July 1, 2011 will earn interest at a reduced accrual rate of 1.3%. For employees currently in DROP or entering before July 1, 2011, the interest rate remains 6.5%.
6. COLA: Members with an effective retirement date or DROP begin date before August 1, 2011 will not have a change in their 3% cost of living adjustment. Members with an effective retirement date

or DROP begin date on or after August 1, 2011 will have individually calculated cost of living adjustment that is a reduction from 3% using the following formula:

- The total years of service before July 1, 2011, divided by the total years of service at retirement. Multiply this number by 3% to get the retiree's cost of living adjustment.
7. Defined Benefit Plan: Continues as currently offered with a new title "Pension Plan." Senior management hired on or after July 1, 2011 is not eligible and must enroll in the Investment Plan. New hires still choose plan when hired. One-time plan switch still available.
 8. Defined Contribution Plan: Continues as currently offered for all employees with new title the "Investment Plan."
 9. Health Insurance Subsidy (H.I.S.): No changes, continues as currently offered.
 10. Community College Optional Retirement Plan (CCORP): Continues as currently available with employee contribution of 3% required.

Effective July 1, 2010, any person hired by the college who has retired from the FRS, is not permitted to participate in the FRS.

It is highly recommended for all employees to visit the Florida Retirement System website at www.myfrs.com for specific information.

Social Security and Medicare

In addition, Social Security (FICA) and Medicare are deducted from each employee's pay in accordance with federal law, which requires that the college match this contribution. Adjunct instructors are enrolled in a TIAA-CREF Social Security Alternative Plan in lieu of contributions to Social Security (Medicare is deducted and matched).

Retiree Benefits

College employees who retire under an approved Florida retirement plan shall continue to receive the same privileges of attending college-sponsored activities, and using the Learning Resources Center as are available to currently-employed personnel. Identification for retirees is handled by Human Resources. (CF Policy 3.00)

Overtime Pay and Flexible Scheduling

The job description for each position in the college designates whether the position is non-exempt or exempt. The classifications are based on Federal guidelines. Non-exempt employees are eligible for overtime pay. The President, or the President's designee, must approve overtime in advance.

The Chief Business Officer will publish the specific procedures for overtime pay. (CF Policy 6.17)

Non-exempt employees are scheduled to work 37.5 hours per week. During the summer, ~~non-exempt employees are scheduled to work 36 hours per week~~ work hours per week will be approved by the District Board of Trustees. For approved overtime beyond the regular schedule and up to 40 hours in the work week, the employee will receive the regular hourly rate for the position. For time worked above 40 hours, the employee will be paid at a premium rate (1.5 times his or her hourly rate).

Occasionally, the employee may request that the supervisor modify the employee's schedule or departmental needs may require temporarily changing the schedule. In such cases, the modified schedules must not exceed the regularly scheduled hours for the employee unless approved in advance as described above.

Payroll Dates and Pay Options

Employees are paid twice each month. Paychecks are issued on the 15th day of the month (or the last working day before the 15th) and the last working day of the month.

Full-time employees hired after July 1, 2000 are paid by direct deposit. An employee must designate a banking institution that is part of the Federal Reserve System as a depository to participate in the direct deposit program. Forms for designating a depository are available in the Payroll office as well as on the college intranet. If an employee has extenuating circumstances, the employee may request that his or her check be mailed. Those requests are reviewed by the chief business officer.

Paychecks for part-time employees are mailed to their official address on file in the Human Resources Office. Part-time employees may also participate in the direct deposit program.

Teaching Faculty and Librarians

Employment Criteria for Instructional Personnel

The college's certification manual will be used to determine specific requirements for each discipline.

The college shall employ instructional personnel who most clearly meet or exceed the requirements of each specified position, consistent with the college's general philosophy, objectives and obligations to the community and in accordance with the college's equity policy. Specific definitions and requirements are approved annually as part of the college's Salary Schedule. Instructors in associate degree transfer programs and baccalaureate programs shall meet the minimum requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), generally defined as having at least a master's degree with 18 graduate semester hours in field. Special exemptions may be given according to SACSCOC guidelines.

Should the college employ a person who does meet minimum qualifications for a position and the college feels it would be in its best interest for that employee and the college to have additional educational training; the college may assist the employee financially, provided funds are available. (CF Policy 6.02)

(1) The following definitions shall apply as referenced in this salary schedule:

- (a) Accredited institution of higher education. An institution which is fully accredited by one of the following agencies:
 - 1. One of the six regional accrediting associations
 - 2. The National Council for Accreditation of Technical Education
 - 3. A vocational or technical institution approved by the state board for career and technical education in the state where the institution is located.
- (b) Instructional personnel. A term that includes faculty, adjuncts, substitute teachers, and any other employees whose primary duties involve teaching. Also includes librarians.
- (c) Professional preparation means a combination of courses or work experience designed to prepare and qualify individuals to be effective within the teaching profession.
- (d) Postsecondary vocational education is a program for credit leading to the award of an Associate of Science degree and includes programs such as Nursing, Radiation Protection, Criminal Justice, Business and Technology careers.
- (e) Career and technical certificate education indicates a non-credit (clock-hour or certificate) program designed to prepare graduates for gainful employment, such as Welding, Automotive Service or Automotive Body.

(2) The President has designated the Chief Academic Officer as responsible for developing and recommending both general and specific qualification requirements for instructional and library positions and the Chief Student Affairs Officer as responsible for recommending both general and specific qualification requirements for counseling positions.

The President reviews the recommendations of the Vice Presidents, Provost and Executive Directors and submits appropriate recommendations to the District Board of Trustees for approval. In unique and unusual circumstances, the President is authorized to approve waivers of specific and general employment requirements on an individual basis. This authority shall be exercised when:

- (a) Fully qualified applicants are not available, or
- (b) An otherwise qualified applicant does not fully meet established employment criteria.

(3) The following are minimum competencies required for specific positions:

(a) Applicants for Librarian positions must:

1. Possess an awarded Master's degree from an American Library Association (ALA) accredited institution of higher education, with major specialization in library science, or the equivalent.
2. Preferably, have two years full-time validated work experience in library science in an educational environment.

(b) Applicants for Academic/University Transfer position must:

1. Possess an awarded Master's degree from a regionally accredited institution of higher education, with major concentration of not less than 18 graduate semester hours in the field(s) to be taught.
2. Agree to complete within five (5) years a program of additional professional preparation as may be required at the direction of the Chief Academic Officer. The professional development plan will be filed in the Human Resources Office.
3. Preferably, have two years of full-time validated teaching experience.

(c) Applicants for Occupational Education/A.S. Degree positions must:

1. Possess an awarded Bachelor's degree, its equivalent, or Master's degree from a regionally accredited institution. A major concentration in the field(s) to be taught or the equivalent should also have been completed.
2. Complete, or agree to complete within five (5) years, an approved program of education designed to develop competencies in pedagogy or other appropriate areas. The professional development plan must be approved by the Chief Academic Officer and a copy of the plan placed on file in the Human Resources Office.
3. Possess a current Florida license where such is legally required.
4. Preferably, have two (2) years of full-time validated teaching experience and two years of work experience in the field to be taught.

(In certain highly specialized programs, the criteria specified for Career and Technical instructors may substitute for the above.)

(d) Applicants for Workforce (Career and Technical Certificate) Non-Degree positions must qualify under one of the following criteria categories:

1. Bachelor's degree equivalency:
 - a. High school diploma or equivalent
 - b. Six (6) years of relevant work experience, two of which must have been at the journeyman technician, skilled craftsperson level or possess professional certification in the area.
 - c. Complete, or agree to complete within five (5) years, a program of education approved by the Dean and Chief Academic Officer designed to develop competencies in pedagogy or other appropriate areas. The approved professional improvement plan must be filed in the Human Resources Office.
2. Bachelor's degree:
 - a. Awarded Bachelor's degree, with a major related to the area of instruction.
 - b. Two years of relevant work experience and/or professional certification in the area.
 - c. Complete, or agree to complete within five (5) years, a planned program of education designed to develop competencies in pedagogy. The program is to be approved by the Dean and Chief Academic Officer. The approved professional improvement plan must be filed in the Human Resources Office.
 - d. Possess a current Florida license where such is legally required.

3. Master's degree equivalency:
 - a. Completion of all requirements for the Bachelor's degree equivalency; and
 - b. Completion of a formal program of education of no less than 36 semester hours of college credit. The planned program, designed to develop competencies directly related to the teaching field, shall be approved by the Dean and the Chief Academic Officer, and a copy of the plan filed in the Human Resources Office.

4. Master's degree:
 - a. Awarded Master's degree, with a major related to the area of instruction.
 - b. Two years of work experience in the occupational field and/or professional certification.
 - c. Complete, or agree to complete within five (5) years, an approved program of education designed to develop competencies in pedagogy. The program is to be approved by the Dean and Chief Academic Officer. The approved professional improvement plan must be filed in the Human Resources Office.
 - d. Possess a current Florida license where such is legally required.

- (e) The competencies of applicants will be determined and verified by the following:
 1. Review and evaluation of the application for employment.
 2. Evaluation of official transcripts
 3. Verification that the degree and other qualifying education were earned at accredited standard institutions
 4. Verification of qualifying work experiences through prior employers and listed personal references.
 5. Personal interviews by appropriate director or dean and may include interviews and evaluation by a designated screening committee.
 6. Review and evaluation of professional work, articles, books, publication, if available.
 7. Any other method that may be appropriate.

- (4) Code of Ethics: Applicants selected for instructional positions must agree to accept and adhere to the professional principles contained in the "Code of Ethics of the Education Profession in Florida", Florida Administrative Code Section 6B-1.001 and 6B-1.006, standards of the Education Practices Commission, or equivalent.

- (5) Continuing Contract: All professional education requirements specified under various degree and degree equivalency criteria must be met prior to issuance of the continuing contract.

- (6) Recency of Experience and Education: All new instructors will be required to update their education subsequent to fulfilling the requirements for a continuing contract. The updating of educational experience may be met in any one or combination of the following:
 - (a) Complete six (6) semester hours college credit in a relevant subject every five years until instructors have fulfilled requirements for a Master's degree equivalency (for Occupational/Technical instructors), or 36 semester hours of graduate courses beyond a Master's degree (for Academic instructors).
 - (b) Three (3) months, or equivalent, work experience in the teaching specialty every five (5) years.
 - (c) Enrollment and participation in workshops in the teaching specialty. (For purpose of equating workshops to semester hours credit, 15 hours workshop time will equal one (1) semester hour credit.)
 - (d) The faculty member's plan for meeting this requirement must be approved by the immediate supervisor and the Chief Academic Officer. The plan must be on file in the Human Resources Office.

Work Days and Basic Teaching Requirements

For teaching faculty, full-time positions require a schedule of not less than 35 hours per week and not less than 168 scheduled work days during an academic or budget year. (CF Policy 6.01) State statute requires that each full-time teaching faculty member shall teach a minimum of 15 classroom contact hours per week. A classroom contact hour consists of regularly scheduled classroom activity of not less than 50 minutes in a course of instruction which has been approved by the District Board of Trustees. (CF Policy 4.04) In accordance with CF Policy 4.04, teaching faculty are required to teach, keep regularly scheduled office hours and devote time to such activities as professional development, college service, service to students, and public service. A more detailed list of the responsibility categories will be maintained by the Chief Academic Officer.

In the event a credit class fails to materialize, teaching faculty may be assigned to other duties, which will be documented for audit purposes.

Work assigned beyond that prescribed in the instructional contract shall be considered supplemental to the basic contract and shall be compensated according to the salary schedules described herein.

Salary Determination

Initial salary is determined by the academic rank assigned and years of verifiable instructional or other directly related work experience as per the salary schedule. Each year of experience is evaluated to determine its value to the position. For each year of verifiable, degree relevant work experience, two percent (2%) will be added to the base for each year up to a maximum of eight (8) years of previous service. The President may approve exceptions beyond the 8 years. New Faculty with a Doctorate and seven (7) or more years experience may be hired as Associate Professor. New Faculty will not be hired above the rank of Associate Professor. Salaries for employees hired after the beginning of the academic year will be prorated for the remainder of the current academic year based on actual days worked.

Bachelor's Degree and Below

Teaching faculty who do not possess an awarded Bachelor's degree at time of initial employment may be granted additional salary increments when they complete a planned program to improve their professional knowledge, teaching skills and abilities, and overall effectiveness. The planned program must be approved in advance by the Dean supervising the faculty member and the Chief Academic Officer, and the planned program must be on file with the Human Resources Office.

Two percent (2%) may be granted upon being awarded an Associate degree or upon completing 64 semester credit hours of instruction. A second two percent (2%) may be granted upon being awarded a Bachelor's degree. Increments are awarded at the beginning of the contract year following receipt of official transcripts. No more than four percent (4%) may be granted under this policy. After receiving a Bachelor's degree, teaching faculty shall advance in pay grade in accordance with the following section.

Advancement in Rank

There are five (5) academic ranks for faculty: Instructor, Assistant Professor, Associate Professor, Professor and Senior Professor. Each rank has a corresponding salary range.

All full-time faculty hired will be assigned a professional rank at the time they are hired, based on criteria in the Salary Schedule and using the "Candidate Salary and Rank Evaluation – Faculty" form completed by the Dean or Provost, reviewed by the Director for Human Resources, and approved by the Chief Academic Officer. New faculty will not be hired above the rank of Associate Professor.

The procedures for achieving professorial rank and promotion are outlined in "Procedures for the Development and Submission of a Portfolio to Support Promotion in Rank." Procedures are maintained by the Chief Academic Officer, and changes to this document must be approved by the President. This document is distributed to faculty who are eligible to apply for promotion in rank. Faculty applying for promotion in rank must have received continuing contract.

The procedures include submission of a portfolio. The templates for the portfolio are available on the college's Intranet.

The minimum time in rank required for consideration for promotion to the higher rank follows*:

Instructor to Assistant Professor	4 years**
Assistant Professor to Associate Professor	5 years**
Associate Professor to Professor	7 years**
Professor to Senior Professor	8 years**

Promotion in rank carries a salary adjustment of 6% effective with the new academic year following approval by the District Board of Trustees.

*Note: Before being considered for a first promotion to the next rank, current full-time faculty must have the cumulative years required or the minimum time to the next rank, whichever is less.

** A year is defined as one year of full-time teaching at CF.

Regular Part-Time Teaching Faculty

The compensation of instructional personnel filling regular part-time positions are determined by the contact hour, semester hour, fractional daily rate, or daily rate basis, as may be consistent with the duties assigned, and appropriate for level of qualifications.

Work Year

The work year is defined as concurrent with the college's fiscal year, which begins July 1 at 12:01 AM and ends on June 30 at midnight of the following year. The faculty member is assigned to work a contractually determined number of days within the fiscal year.

Pay Periods

Instructional personnel are paid over 24 pay periods.

Paychecks are issued on the 15th day of the month (or the last working day before the 15th) and on the last working day of the month. The first paycheck for instructional personnel is issued on August 31.

Separately contracted summer contracts will be paid in equal installments on the regularly scheduled pay dates beginning with the second pay date of the summer term.

Supplements

Supplements in the form of extra compensation or equivalent reassigned time may be authorized for full-time teaching faculty or other full-time employees assigned to the Teaching Faculty Schedule as indicated below:

- **Faculty Overload Supplements** - Full-time faculty may be asked, but not required, to teach credit classes beyond the maximum credit hour assignment as defined in the faculty contract, currently 15 credits per semester. Assignment of overload will be at the discretion of the supervising academic administrator, based on the needs of the college; without encroaching upon either the quality or quantity of faculty performance of primary responsibilities. No full-time faculty member will teach more than 21 credits, or the equivalent, in any one semester. Exceptions to this requirement may be authorized only by the Chief Academic Officer, and then only on condition of full justification and evidence that the faculty member's performance will in no way be jeopardized.

Teaching faculty receive a supplement for teaching an overload assignment in the fall and/or spring term if the minimum of 15 classroom contact hours or the equivalent each term is met and if student enrollment supports such action. Department Chairs are eligible to receive supplements for overloads after the conditions of their regular assignment are met. Compensation is determined by academic degree, according to the following schedule:

Less than Master's	\$615 per Credit Hour
Master's	\$640 per Credit Hour
Doctorate	\$665 per Credit Hour

- Distance Learning Compensation - Faculty members may be assigned to teach distance learning courses as part of the regularly assigned teaching load.

When a faculty member teaches a distance learning course as an overload, the pay shall be based on the faculty overload rate. Exceptions to minimum class size requirements may be recommended by the supervisor and approved by the Chief Academic Officer. Distance learning courses include telecourses, interactive television classes, and on-line courses.

- Added Responsibility Supplements - With approval of the President, teaching faculty who accept added responsibility may receive a supplement, generally equal to the faculty overload rate for one 3-credit hour course. In lieu of the supplement, the faculty member may be given reassigned time for these responsibilities. Reassigned time may be given for up to three 3-credit hour courses or a total of nine semester hours in each semester depending on the level of responsibility and the anticipated time the activity is projected to require.

Examples of responsibilities that **may** warrant eligibility for a supplement or reassigned time include, but are not limited to, the following: Brain Bowl Coach/Sponsor, Faculty Senate President, Department Chair, Patriot Press Advisor, Forensics, Equity Officer, Band Director, Drama Director, Vocal Music Director, PTK and Honors Institute Advisor, Corporate Training instructor (as assigned by the Chief Academic Officer), or other special assignments such as coordination of program accreditation.

- Summer Salary Schedule for Full-time Faculty - Compensation for summer teaching shall be based on a plan approved annually by the President. The Chief Academic Officer and Chief Fiscal Officer shall submit a recommendation on summer pay in January of each year.

Workforce Development, Public Service, Health Sciences and Adult General Education Divisions:

Summer compensation will be based on the instructor's ~~weekly~~ daily rate of pay as calculated below. As in a regular term, instructors are paid for 35 hours per week. However, during summer they are not responsible for ten (10) hours of professional development and service to the college, so the hours are to be dedicated to student contact (i.e. classroom, lab, clinical, office) hours.

Summer Salary Calculation:

1. At least a week prior to the start of summer classes, each instructor will submit a Faculty Workload Form for Summer Salary Calculation to his or her instructional supervisor documenting the student contact hours related to the courses being taught. These hours include classroom, lab, and clinical contact hours, clearly tied to course(s) credit/clock hour requirements. The instructor may include two scheduled office hours per week for each course taught and must indicate the days, times, and location of those office hours on the form. The *Total Summer Hours* will be documented on the form and must be approved by the Chief Academic Officer (or designee), along with the Supplemental Duties form, before the start of the summer term.
2. The Total Summer Hours divided by 35 hours/week 7 hours/day will determine the *Full-time Equivalent (FTE) Summer* ~~Weeks-Days~~ for which the instructor will be paid.

3. The instructor's annual salary divided by 168 days (220 contract faculty use 220 days) equals the instructor's *Daily Rate of Pay*.
 4. The *Daily Rate of Pay multiplied by the FTE Summer Days* (i.e. Item 3 x Item 2) will determine the instructor's total summer pay.
- Department Chairs and Program Managers - Faculty assigned as Department Chairs or Program Managers may receive the equivalent of up to six (6) semester hours of reassigned time per semester. These chairs and managers may also be assigned to work five (5) days during the summer term at daily rates. This compensation will be determined by workload (including such factors as the number of faculty members in the department and the number of laboratories supervised). Reassigned time or supplements will be recommended by the Chief Academic Officer and must be approved by the President.
 - Other Stipends
 1. Independent Study - Faculty members who direct an Independent Study program for a student will receive a stipend of \$35.00 per semester hour for each such assignment. Independent study courses are initiated by students who meet with the instructor to discuss how this option will meet the student's individual goals. Students must be academically "in good standing" and desire more in depth experience in a subject area or need course work for university transfer which is not available. Independent study courses must be approved by the appropriate dean.
 2. Credit by Exam – Faculty members who supervise a student taking an examination for course credit will receive a stipend of \$75.00 for each examination administered.
 3. Credit for Experiential Learning – Faculty members who evaluate a student's experiential learning for course equivalency will receive a stipend of \$75.00 for each student's work evaluated.

All reassigned time, supplements, stipends or additional compensation will be recommended by the Chief Academic Officer and must be approved by the President.

Librarian – Special Information

Work Days and Requirements

Librarians are classified as non-teaching instructional staff for contractual purposes and are generally employed on 220-workday schedules during the fiscal year. Librarians are scheduled to work 37.5 hours per week. The 37.5-hour workweek is flexible to include some night and/or weekend work as arranged through the appropriate supervisor. (CF Policy 4.05, 4.06) Librarians will adhere to the summer four-day workweek ~~schedule of 36 hours per week~~hours as approved by the District Board of Trustees. ~~(CF Policy 4.05, 4.06)~~

Salary Determination

Librarians are placed in the appropriate pay grade at the time of their appointment by the District Board of Trustees, based on the recommendation of the President. Salary is determined by the professional rank assigned and years of verifiable, related work experience applicable to the position. Each year of experience is evaluated to determine its value to the position. For each year of experience (up to a maximum of eight (8) years of relevant work experience), two percent (2%) will be added to the base salary (up to a maximum of 16% above base).

Full-time instructor salaries will be based on the academic year (August 16 to August 15) and will be prorated according to the number of days worked and pay periods remaining thru August 15 of the academic year.

Procedures for 220-day Instructional Faculty

- A. The President has the authority to issue 220-day employment contracts as recommended by the Chief Academic Officer.
- B. The Chief Academic Officer will consider seniority and/or special needs of the college when recommending these designated positions.
- C. 220-day faculty will work the standard 35-hour faculty work week.
- D. Summer Overload: During the regular semesters (fall and spring) overload for Nursing faculty is calculated based on the number of contact hours over the required 225 hours (i.e. 15 contact hours times 15 credits required for full-time faculty). In the summer term 15 instructional weeks are compressed into 12 weeks, therefore it has been determined that overload will be paid for any approved contact hours over 158 hours. These hours will be converted into credits, by dividing by 15, and documented as overload on the faculty's course load sheet.

Salary Schedule for Teaching Faculty and Librarians (FAC and L)

A range of salaries is implemented for all teaching faculty, and Librarians. Additionally, grants or contracts that include compensation or stipends that vary from these established pay ranges must be approved by the President or his designee. The current ranges are shown below.

Rank	Classroom Faculty (168 Days)					
	Less than Master's		Master's		Doctorate	
Instructor	\$33,561	\$47,490	\$36,263	\$51,052	\$39,888	\$54,880
Assistant Professor	\$34,354	\$52,238	\$38,808	\$55,801	\$42,791	\$59,605
Associate Professor	\$36,899	\$65,298	42,625	\$68,860	\$46,887	\$72,614
Professor	\$38,745	\$79,545	\$45,170	\$83,107	\$49,688	\$86,827
Senior Professor	\$40,685	\$91,418	\$47,715	\$94,978	\$52,487	\$98,676
QEP Implementation Director Faculty Coordinator, Teaching, Learning and Engagement	Per Faculty Pay Plan based on Rank and Degree as listed above. Positions classified Exempt (E)					

Rank	Classroom Faculty (220 Days) / Librarians (220 Days)					
	Less than Master's		Master's		Doctorate	
Instructor	\$43,950	\$62,189	\$47,487	\$66,853	\$51,678	\$71,866
Assistant Professor	\$44,988	\$68,407	\$50,820	\$73,072	\$56,036	\$78,053
Associate Professor	\$48,321	\$85,509	\$55,818	\$90,174	\$61,400	\$95,090
Professor	\$50,737	\$104,167	\$59,151	\$108,831	\$65,067	\$113,702
Senior Professor	\$53,277	\$119,714	\$62,484	\$124,376	\$68,733	\$129,219

New Faculty with a Doctorate and seven (7) or more years experience may be hired as Associate Professor. New Faculty will not be hired above the rank of Associate Professor.

NOTE: Given the implementation of this faculty salary schedule as part of a new process for promotion in rank, faculty employed full-time prior to February 1, 2003 may exceed the maximum of the rank they qualified for on July 1, 2003 for as long as they are employed by the college. An administrator who moves to a faculty contract, and who was employed by the college prior to February 1, 2003 is also covered by this exception.

Administrative Salary Procedures

Work Days and Requirements

As a rule, administrators are employed for a work year on 12-month contracts that runs concurrently with the college's fiscal year (beginning July 1 and ending June 30). Based on the responsibilities of the position, a term of employment may be established for less than 12 months with a variable workday schedule. Where the administrator is scheduled for less than the standard work year, the salary will be prorated based on daily rates.

The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. [\(CF Policy 6.17\)](#) The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall ~~consist of 36 scheduled work hours to~~ be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars. ~~(CF Policy 6.17)~~

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer ~~begin at 7:30 a.m. and end at 5:30 p.m. daily, Monday through Thursday~~ will be approved by the District Board of Trustees.

Administrators shall be accessible for college business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

Salary Determination

Administrators and managerial personnel are placed in their appropriate pay grade and range at time of appointment or reappointment by the District Board of Trustees. Salary is determined by level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Generally, starting salary is limited to not more than ~~than~~ twenty-five percent (25%) above the minimum salary for the position. The President may approve exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

When approved by the President, full-time administrative and managerial personnel may receive a supplement for added responsibilities. Supplements may be for teaching duties or other added responsibilities as approved by the President.

Salaries

A range of salaries for Administrative positions is shown on the College of Central Florida Salary Schedule. The college President's salary is determined by the District Board of Trustees and is not a part of this schedule. The President and all other administrative personnel's annual remuneration is funded in accordance with Florida Statutes specifically in compliance with Florida Statute 1012.885 and revisions therein as they may occur through legislative action. Any funds in excess of the identified limit will come from sources other than state appropriations.

Professional Salary Procedures

Work Days and Requirements

As a rule, professional employees are employed on a 12-month schedule beginning July 1 and ending June 30. Based on responsibilities of the position, a schedule may be established for less than the regular work year. Where the employee is scheduled for less than the standard work year, the salary will be prorated based on daily rates.

The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall ~~consist of 36 scheduled work hours to~~ be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars. ~~(CF Policy 6.17)~~

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer ~~begin at 7:30 a.m. and end at 5:30 p.m. daily, Monday through Thursday will be approved by the District Board of Trustees.~~

Professional employees shall be available for college business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

Salary Determination

Professional service employees are placed in their appropriate pay grade and range at time of appointment or reappointment by the District Board of Trustees. Salary is determined by level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President may approve exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

When approved by the President, full-time professional employees may receive a supplement for added responsibilities.

Salaries

A range of salaries for professional positions is shown on the College of Central Florida Salary Schedule. Professional employees serve a 90-day Observation Period.

Part-Time Professional Salary Procedures

Work Days and Requirements

The standard workweek for part-time Professional service employees is 25 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Pay Determination

Part-time Professional service personnel are placed in their appropriate pay grade and hourly rate range at the time of their appointment. Appointment of part-time Professional service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the salary schedule. Pay is determined by the grades in which specific jobs have been classified. Hourly rate is determined by the level of responsibility and by years of verifiable experience applicable to the position and other factors as

determined by the President. Normally, the initial hourly rate shall not be greater than twenty-five percent (25%) above the minimum hourly rate established for the position. The President may approve exceptions.

Career Service Salary Procedures

Work Days and Requirements

The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall ~~consist of 36 scheduled work hours to~~ be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars. ~~(CF Policy 6.17)~~

Normal work hours begin at 8:00 a.m. and end at 4:30 p.m. daily, Monday through Friday. Work hours for the summer ~~begin at 7:30 a.m. and end at 5:30 p.m. daily, Monday through Thursday will be approved by the District Board of Trustees.~~

Variable schedules may include some night and/or weekend work as arranged through the appropriate supervisor. Work hours for custodians vary by shift. Maintenance employees normally begin work at 7:30 a.m.

Salary Determination

Career service personnel are placed in their appropriate pay grade and range at time of appointment as recommended by the President and approved by the Board. Salary is determined by the Level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than six percent (6%) above the minimum salary for the position. The President may approve adjustment exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

When approved by the President, full-time career service employees may receive a supplement for added responsibilities. Compensation will be paid at the employee's hourly rate of pay and subject to overtime rules described in the "Overtime Pay and Flexible Scheduling" section of this manual.

Salaries

A range of salaries for career service positions is shown on the College of Central Florida Salary Schedule. Career service employees serve a 90-day Observation Period.

Part-Time Career Service Salary Procedures (Non-Student Positions)

Work Days and Requirements

The standard workweek for part-time Career Service employees is 25 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Pay Determination

Part-time Career Service personnel are placed in the appropriate grade and hourly rate range at the time of their appointment. Appointment of Part-time Career Service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the salary schedule. Pay is determined by the grades in which specific jobs have been classified.

CF SALARY SCHEDULE ~~20182019~~-20192020

Grade	Minimum	Maximum
1	\$16,167 <u>\$16,497</u>	\$32,902 <u>\$33,576</u>
2	\$16,834	\$33,783
3	\$18,347	\$36,291
4	\$19,998	\$39,023
5	\$21,800	\$42,000
6	\$23,760	\$45,245
7	\$26,017	\$48,979
8	\$28,620	\$53,284
9	\$31,482	\$58,018
10	\$34,632	\$63,225
11	\$38,094	\$68,956
12	\$40,960	\$76,234
13	\$45,465	\$83,967
14	\$50,464	\$92,551
15	\$56,520	\$102,947
16	\$63,302	\$114,587
17	\$70,266	\$126,539
18	\$77,996	\$139,804
19	\$85,796	\$153,190
20	\$94,374	\$167,916

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
1				\$16,167.1 6,497	\$32,902.33 .576	\$8,298.46
2	C	Cashier–Cafeteria Services (P/T)	NE	\$16,834	\$33,783	\$8.63
	C	Catering Assistant (P/T)	NE			
	C	Childcare Cook Assistant (P/T)	NE			
	C	Conference Centers Assistant (P/T)	NE			
	C	Custodian	NE			
	C	Grill Cook (P/T)	NE			
	C	Preschool Teacher Assistant (P/T)	NE			
	C	Visitor Services Specialist, AMA (P/T)	NE			
3	C	Weight Room Supervisor (P/T)	NE	\$18,347	\$36,291	\$9.40
	C	Childcare Cook (P/T)	NE			
	C	Communications Center Assistant	NE			
	C	Gallery Assistant (P/T)	NE			
	C	Groundskeeper	NE			
	C	Instructional Aid I (P/T)	NE			
	C	Line Cook–Cafeteria Services (P/T)	NE			
	C	Mail Courier	NE			
	C	Mailroom/Printing and Postal Services Assistant (P/T)	NE			
	C	Mailroom/Staff Services Assistant (P/T)	NE			
	C	Maintenance Repair Worker (P/T)	NE			
	C	Preschool Teacher I	NE			
C	Public Safety Officer	NE				
C	Staff Assistant I	NE				
4	C	Conference Centers Assistant II (P/T)	NE	\$19,998	\$39,023	\$10.25
	C	Custodial Supervisor	NE			
	C	Financial Aid Specialist I	NE			
	C	Friends of the Foundation (FOF) Volunteer Coordinator (P/T)	NE			
	C	Gallery Coordinator (P/T)	NE			
	C	Grill Cook II (P/T)	NE			
	C	Instructional Aid II (P/T)	NE			
	C	Library Technician	NE			
C	Museum Assistant, AMA (P/T)	NE				

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person

qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
4	C	Museum Events Specialist, AMA (P/T)	NE	\$19,998	\$39,023	\$10.25
	C	Night Cashier/Accounting Clerk (P/T)	NE			
	C	Preschool Teacher II	NE			
	C	Printing Assistant (P/T)	NE			
	C	Public Safety Officer	NE			
	C	Public Safety Sergeant	NE			
	C	Specialist-Cafeteria Services	NE			
C	Staff Assistant II	NE				
5	C	Accounting Specialist I	NE	\$21,800	\$42,000	\$11.17
	C	Auditorium Assistant (P/T)	NE			
	C	Cashier Specialist I	NE			
	C	Catering Captain (P/T)	NE			
	C	Conference Services Specialist (P/T)	NE			
	C	Costume Shop Assistant (P/T)	NE			
	C	Cyber Café Specialist I (P/T)	NE			
	C	Evening Coordinator, Citrus (P/T)	NE			
	C	Facilities Worker	NE			
	C	Grounds Specialist, Citrus	NE			
	C	Instructional Aid III (P/T)	NE			
	C	Neighborhood Recruiter (P/T)	NE			
	C	Preschool Teacher III	NE			
	C	Public Safety Assistant	NE			
	C	Public Safety Sergeant	NE			
	C	Public Service Division Support Specialist	NE			
	C	Records Technician-CJI	NE			
C	Staff Assistant III	NE				
C	Student Services Specialist, Citrus	NE				
C	Trades Helper (P/T)	NE				
C	Trips and Tours Specialist I, AMA (P/T)	NE				
C	Webber Center Specialist (P/T)	NE				
C	Weekend Manager, AMA (P/T)	NE				
6	C	Accounting Specialist II	NE	\$23,760	\$45,245	\$12.18
	C	Admissions and Records Technician	NE			
	C	Assessment Specialist	NE			
	C	Athletic Facilities Groundskeeper	NE			

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person

qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
6	C	Cashier Specialist II	NE	\$23,760	\$45,245	\$12.18
	C	Communication Center Specialist	NE			
	C	Computer Specialist (P/T)	NE			
	<u>C</u>	<u>Cyber Café Specialist II (P/T)</u>	<u>NE</u>			
	C	Disability Services Assessment Specialist	NE			
	C	Financial Aid Technician (P/T)	NE			
	C	Instructional Assistant	NE			
	<u>C</u>	<u>Instructional Assistant, Vintage Farm</u>	<u>NE</u>			
	C	Learning Commons Specialist	NE			
	<u>C</u>	<u>Public Safety Assistant</u>	<u>NE</u>			
	C	Public Safety Lieutenant	NE			
	C	Public Safety Training Specialist (P/T)	NE			
	C	Scholarship Technician	NE			
	C	Senior Library Technician	NE			
	C	Senior Library Technician, Citrus	NE			
	C	Specialist – Catering Services	NE			
	C	Staff Assistant IV	NE			
C	Technician-Enrollment Services Center	NE				
C	Veterans Affairs Specialist (P/T)	NE				
7	C	Accounting Specialist III	NE	\$26,017	\$48,979	\$13.34
	C	Assistant to the POD Project Managers	NE			
	C	Communications Technician (P/T)	NE			
	C	Computer Lab Assistant (P/T)	NE			
	C	Conference Services Coordinator, Citrus	NE			
	C	Conference Services Coordinator, Ocala	NE			
	C	Donor Relations Specialist, CF Foundation	NE			
	C	Financial Aid Specialist II	NE			
	C	Financial Literacy Specialist, Financial Aid	NE			
	C	Grants Specialist I	NE			
	C	Grounds Supervisor	NE			
	C	Human Resources Assistant	NE			
	C	Learning Support Specialist	NE			
	C	Library Specialist	NE			
	<u>C</u>	<u>Public Safety Lieutenant</u>	<u>NE</u>			

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
7	C	Trades Technician	NE	\$26,017	\$48,979	\$13.34
	C	Trades Worker	NE			
	C	Trips and Tours Specialist II, AMA (P/T)	NE			
8	P	Academic Support Specialist	NE	\$28,620	\$53,284	\$14.67
	P	Accountant I	E			
	C	Admissions Advisor	E			
	C	Assessment and Career Specialist	NE			
	C	Assistant Payroll Specialist (P/T)	NE			
	C	Audio-Visual Specialist/Videographer	NE			
	C	Disability Services Assessment and Accommodations Specialist	NE			
	P	Educational Assistant, AMA (P/T)	E			
	C	Enrollment Specialist	NE			
	C	Executive Administrative Assistant	NE			
	C	Foundation Scholarship Accounting Specialist	NE			
	P	Gift Shop and Visitor Services Manager, AMA	E			
	C	Hampton Center Coordinator	NE			
	P	Human Resources Specialist	NE			
	P	Manager - Membership/Events and Fundraisers, AMA	E			
	C	Marketing and Public Relations Specialist	NE			
	C	Marketing Assistant, Suicide Prevention Program (P/T)	NE			
	C	PC/AV Technician	NE			
	C	Print and Design Specialist	NE			
	P	Property and Plant Fund Accountant	E			
	C	Public Safety Coordinator, AMA	NE			
P	Skills Lab Specialist, Citrus	E				
C	Technical Learning Support Specialist	NE				
C	Trades Specialist-Carpenter	NE				
C	Trades Specialist-Electrician	NE				
C	Trades Specialist-HVAC	NE				
C	Trades Specialist-HVAC/Preventive Maintenance	NE				

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
8	C	Trades Specialist-Locksmith	NE	\$28,620	\$53,284	\$14.67
	C	Trades Specialist-Painter	NE			
	C	Trades Specialist-Plumber/Irrigation	NE			
	P	Transition Specialist/Instructor	E			
9	P	Accountant II	E	\$31,482	\$58,018	\$16.14
	C	AV Automation Specialist	NE			
	P	Chief Preparator, AMA	E			
	P	Coordinator-Adult Education Enrollment/ Student Services, Levy	E			
	P	Coordinator–Athletics/Wellness	E			
	P	Coordinator–Enrollment/Student Services, Levy	E			
	P	Coordinator-Grounds Maintenance and Appleton Support, AMA	NE			
	P	Coordinator–Grounds Maintenance and College Support (P/T)	NE			
	P	Coordinator–Special Events	E			
	P	Educational Advisor	E			
	P	E-Learning Specialist	NE			
	C	Executive Administrative Assistant, CF Foundation	NE			
	C	Executive Administrative Assistant to the President	NE			
	P	First Year Success Specialist	E			
	P	Graphic Design and Website Coordinator, AMA (P/T)	E			
	P	Graphic Design, Web and Public Relations Coordinator, Ocala	NE			
	P	International Student Admissions and Advising Specialist	E			
	P	Marketing, and Public Relations, Graphic Arts Coordinator (P/T)	NE			
	P	Payroll Specialist	NE			
	P	Program Liaison/Recruiter (P/T)	NE			
P	Program Specialist	NE				
P	Programmer Analyst I	E				
C	Public Safety Coordinator, AMA	NE				

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
9	P	Recruiter/Outreach Specialist, Admissions (P/T)	NE	\$31,482	\$58,018	\$16.14
	P	Recruiter/Outreach Specialist , Levy (P/T)	NE			
	<u>P</u>	<u>Specialist, Perkins Grant</u>				
	P	Student Activities Coordinator, Citrus	NE			
	P	Student Activities Coordinator, Ocala	NE			
	P	Technical Support Specialist	NE			
	P	Technology Specialist	NE			
10	P	Admissions and School Relations Specialist	E	\$34,632	\$63,225	\$17.76
	P	Coordinator–Academic Support	E			
	P	Coordinator-Assessment and Career Services	E			
	P	Coordinator-Career Pathways	E			
	P	Coordinator-Corporate College	E			
	P	Coordinator-Curriculum Services and Faculty Credentialing	NE			
	P	Coordinator–Educational Opportunity Center	E			
	P	Coordinator-Finance Services, AMA	NE			
	P	Coordinator–Pathways Life Services (P/T)	NE			
	<u>P</u>	<u>Coordinator-Perkins Professional Development Institute</u>	<u>NE</u>			
	P	Coordinator-Recruitment and Retention, Business and Technology	E			
	P	Database Manager, CF Foundation	E			
	P	Dual Enrollment Coordinator	E			
	<u>GP</u>	<u>Executive Administrative Assistant to the President</u>	<u>ENE</u>			
	P	Fine Arts Center Manager, Visual and Performing Arts	E			
	P	Grants Specialist II	NE			
P	Human Resources Compensation Specialist	E				
P	Human Resources Coordinator	E				
P	Institutional Research Analyst, Title III/Start Smart <u>Institutional Effectiveness</u>	E				

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
10	P	Librarian	E	\$34,632	\$63,225	\$17.76
	P	Museum Educator, AMA	E			
	P	Network/Server Support Specialist	E			
	P	Programmer Analyst II	E			
	P	Senior Technical Support Specialist	NE			
	P	Transfer Specialist Coordinator	E			
11	P	Accountant III	E	\$38,094	\$68,956	
	P	Assistant Registrar	NE			
	P	Business Accounts Coordinator	E			
	P	Campus Coordinator–Student Life, Citrus	NE			
	P	Coordinator–Administrative Services	NE			
	P	Coordinator–Benefits and Special Projects	E			
	P	Coordinator-Food Services	E			
	P	Coordinator-Maintenance, Citrus	E			
	P	Coordinator-Maintenance, Levy	E			
	P	Coordinator-Maintenance, Ocala, Hampton, Vintage Farm	E			
	P	Coordinator-Online Library Resources and Instruction	E			
	P	Coordinator–Payroll Services	NE			
	P	Coordinator-Resource Development (Annual Giving and Alumni)	E			
	P	Curator of Exhibitions, AMA	E			
	P	Foundation Accountant III	E			
	P	Head Coach of Intercollegiate Athletics	E			
	P	Instructional Designer	E			
	P	Instructional Designer-Compliance Specialist, E-Learning	E			
	P	Manager-CF Printing and Postal Services	E			
	P	Manager-Learning Resource Center, Citrus	E			
P	Museum Registrar, AMA	E				
P	Programmer III	E				
P	Project Director-Campus Suicide Prevention Program	E				

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
12	P	Assistant Director-Academic Advising	E	\$40,960	\$76,234	
	P	Assistant Director-Admissions/International Students	E			
	P	Assistant Director-Financial Aid	E			
	P	Assistant Director-First Year Success (Or Student Success)	E			
	P	Assistant Director-Museum Operations, AMA	E			
	<u>P</u>	<u>Business Analyst, Administration and Finance</u>	<u>E</u>			
	P	Coordinator-Criminal Justice/Public Service	E			
	P	Coordinator-Facilities, AMA	E			
	P	Counseling and Community Resources Coordinator	E			
	<u>P</u>	<u>Data Analyst/Reporting Coordinator, Institutional Effectiveness</u>	<u>E</u>			
	P	Director-Disability Services	E			
	P	Director-Lab School	E			
	P	Health Sciences Recruiter/Outreach Specialist	E			
	P	Manager-Conference and Food Services	E			
	P	Manager-Facility Operations and Construction Projects	E			
	P	Manager-Instructional Services, Citrus	E			
	P	Manager-Instructional Services, Levy	E			
	P	Manager-Plant Safety and Facility Operations	E			
	P	Manager-Professional Development	E			
	P	Manager-Testing and Assessment	E			
P	Programmer Analyst III	E				
P	Project/Tutor Coordinator	E				
P	Web Developer/Communication Specialist	NE				
13	P	Associate Director-Financial Aid	E	\$45,465	\$83,967	
	<u>P</u>	<u>Center Manager, Levy</u>	<u>E</u>			
	P	Director-Corporate College	E			
	P	Director-Student Accounts	E			

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
13	P	Director-Student Life	E	\$45,465	\$83,967	
	P	Director –Student Success and Educational Outreach Programs	E			
	A	Director-Student Support Services	E			
	P	Manager-Accounting	E			
	P	Manager-Community Relations	E			
	P	Manager-Marketing and Public Relations	E			
	P	Manager-Public Safety	E			
	P	Manager-Web Communications and New Media	E			
	P	Network Engineer	E			
	P	Senior Analyst-Decision Support Systems	E			
	P	Systems Programmer	E			
14	A	Director-Athletics and Wellness Education	E	\$50,464	\$92,551	
	P	Director-Development, CF Foundation	E			
	P	Director-E-Learning and Learning Support Centers	E			
	P	Director-Governmental Relations and Special Assistant to the President	E			
	A	Director-Marketing and Public Relations	E			
	P	Director-Purchasing and Risk Management	E			
	P	Director-Resource Development and Accreditation	E			
	P	Director-Student Affairs, Citrus	E			
	P	Enterprise Resource Planning Manager	E			
P	Manager-Governmental Relations	E				
15	A	Associate Dean-Health Sciences	E	\$56,520	\$102,947	
	A	Chief Fiscal Officer, CF Foundation	E			
	A	Director-Admissions and Student Recruitment	E			
	A	Director-Enrollment Services/Registrar	E			
	A	Director–Facilities and Plant Operations	E			
	A	Director–Human Resources	E			
	A	Director-Institutional Research and Effectiveness	E			
	A	Director-Marketing, Public and Community Relations	E			

	P	Information Technology Manager	E			
--	---	--------------------------------	---	--	--	--

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20182019-20192020~~

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
15	A	Library Director	E	\$56,520	\$102,947	
	A	Project Manager, Title III Grant <u>for StartSmart@CF</u>	E			
16	A	Assistant Vice President, Finance	E	\$63,302	\$114,587	
	A	Director-Financial Aid	E			
	A	Dean-Arts and Education	E			
17	A	Dean-Business, Technology and Career and Technical Education	E	\$70,266	\$126,539	
	A	Dean-Criminal Justice Institute/Public Service	E			
	A	Dean-E-Learning and <u>Learning Resources Academic Services</u>	E			
	A	Dean-Enrollment Management	E			
	A	Dean-Health Sciences	E			
	A	Dean-Liberal Arts and Sciences	E			
	A	Dean-Student Services	E			
	A	Dean-Student Success	E			
18	A	<u>Associate Vice President, Arts and Sciences</u>	E	\$77,996	\$139,804	
	A	<u>Associate Vice President, Career and Professional Programs</u>	E			
	A	Associate Vice President, Information Technology	E			
	A	Executive Director, CF Foundation	E			
	A	Provost, Levy Campus	E			
19	A	General Counsel/Director of Governmental Relations	E	\$85,796	\$153,190	
20	A	Vice President, Academic Affairs	E	\$94,374	\$167,916	
	A	Vice President, Administration and Finance	E			
	A	Vice President, Institutional Effectiveness and College Relations	E			
	A	Vice President, Regional Campuses	E			
	A	Vice President, Student Affairs	E			

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

Other Personnel Services (OPS)

General Policy

The President is authorized to employ temporary employees as may be required to perform the necessary functions of the college within budget limitations and any employment constraints established for temporary employees through District Board of Trustees' rules.

Teaching Faculty

Substitute Teachers

Substitute instructors, including regular full-time faculty, are compensated at the rate of \$25.00 per contact hour. The President has authority to increase this compensation in instances where it is justified. A Personnel Action Form, with all required paperwork attached, must be submitted to the Human Resources Office for any substitute expected to teach more than one class session. For substitutes teaching only one class session, an Agreement to Provide Professional Services should be completed.

Adjunct Instructors

The college may employ part-time instructional personnel on a permanent or as-needed basis. To the extent possible, all part-time instructors shall meet the employment criteria described for regular full-time instructors of credit and non-credit program. Waiver of criteria shall be recommended by the appropriate Coordinator and Dean, concurred with by the Chief Academic Officer, and approved by the President.

- The following definitions shall apply as referenced in this policy:
 - (a) Lecturer or adjunct instructor. A temporary instructor employed to teach a specific course or courses in degree or certificate granting programs. The instructor is appointed one term at a time to provide specific instructional requirements. When appointed, the instructor will be filling a temporary position.
 - (b) Regular part-time instructor. An instructor employed to teach less than a full instructional load in a position that will exist for more than four (4) consecutive calendar months, for normally a minimum of two consecutive terms.
 - (c) Temporary part-time instructor. A temporary instructor employed to teach non-credit courses, normally sponsored through the Continuing Education Division, including the Florida Institute of Criminal Justice, the Nursing or other similar activities. (Such instructional requirements shall not normally exist for more than one term at a time and there is no expectation of continued employment in succeeding or subsequent terms. The employment of temporary part-time instructors is contingent upon adequate student enrollments in the course or courses offered.)
 - (d) Term. As used in this policy, "term" shall mean any recognized term of instruction, or any period of instruction, which does not exceed 85 instructional workdays even though the period may overlap recognized "terms."
 - (e) Four consecutive months. A position shall be considered to exist for four (4) consecutive months if it exists for more than 121 consecutive calendar days.

- Temporary part-time instructors of non-credit courses shall meet the following minimum criteria:
 - (a) Possess a high school diploma, or equivalent, and
 - (b) Two years full-time work experience in the field to be taught; or
 - (c) A combination of post-secondary education and full-time work experience which equals two years.

(d) Possess a current valid license in the field of specialization issued by the state of Florida, if one is required.

- Credit instructors are employed on a term-by-term basis as needed. Adjunct Instructors teach credit courses, which exceed the teaching capacity of regular full-time faculty. Compensation is at the rates shown below, according to academic degree and number of credit or equivalent contact hours taught:

Less than Master's	\$615 per Credit Hour
Master's	\$640 per Credit Hour
Doctorate	\$665 per Credit Hour

When teaching **vocational** courses, compensation is normally at the rate of **\$16.00** per contact hour of instruction regardless of degree, certificate rank, or contractual status with other institutions.

Continuing Education and Criminal Justice Institute Teaching Faculty

Continuing Education faculty, Criminal Justice Institute faculty and other part-time faculty are compensated in accordance with the specific salary schedules included in this document.

Visiting Professors

Visiting Professors are paid in accordance with the TEACHING FACULTY SALARY SCHEDULE (FAC).

Supplements for Instructors of Comprehensive Vocational Education Programs/Courses

When suitable instructors are not available to teach a comprehensive vocational/occupational course or program at the regular compensation rate, the President is authorized to approve payment of a supplement to a qualified instructor. This supplemental pay is in addition to the regular hourly rate, but the combined hourly rate shall not exceed the rate of **\$25.00** per contact hour of instruction.

Other Temporary Employees

When an appropriate job classification does not exist within the college's job inventory, the President is authorized to establish a **temporary job classification** at a pay rate commensurate with the duties to be performed.

Temporary Replacement

A person employed to temporarily fill a regularly established position during the absence of the incumbent may be compensated at **no less than the current minimum wage** and no more than the same level at which the position has been classified.

Temporary Employees for Career Service Positions

Persons hired to fill temporary positions created to accomplish specific tasks within a specific time shall be classified as temporary employees. A temporary employee does not serve on a contractual basis nor does the Personnel Action Form for a temporary employee constitute a contract.

1. Temporary employees are to be paid as recommended by the Director of Human Resources and approved by the President.

2. Temporary employees whose responsibilities have degree requirements must provide a copy of the required transcript to the Office of Human Resources in order for the appropriate compensation rate to be determined. In order for these workers to receive a paycheck, an original transcript showing the degree must be on file in the Office of Human Resources.

Consultants

The college is authorized to acquire and pay consultants as authorized under current Board Rules. Guidelines for paying consultants are listed in College Policy 5.07, which is available on the college intranet. The Agreement to Provide Professional Services form is available from the Administration and Finance office.

Assistant Coaches

Assistant coaches in college-sponsored intercollegiate team sports shall be compensated on a seasonal basis for actual coaching assistance. Compensation will be determined on an hourly salary basis dependent on the level of coaching experience and seasons of service. Compensation will not exceed twenty-five hours per week and a maximum of \$15,000 over a 10 month period.

Part-time Head Coaches

Compensation will be determined by the President based on the scope of work required.

Building Official – Plant Operations and Facilities

Compensation will be determined by the President based on the scope of duties and degrees/certifications relevant to building code inspection and examination.

Visual and Performing Arts Consultants

Consultants in Visual and Performing Arts shall be compensated on a seasonal basis for actual consultant assistance with VPA performances or exhibits. Compensation will be determined on an hourly salary basis dependent on the level of experience and seasons of service. Compensation will not exceed \$15,000 over a 10-month period. NOTE: an approved memo outlining salary and credentials must be provided at the time of hire.

Staff Piano Accompanist

Staff Piano Accompanists are employed to assist instructors in ensemble courses and with applied lessons. Accompanists must possess a Bachelor degree in music and/or three years' experience in piano accompaniment to choirs, ensembles and individual student performances. Compensation will not exceed twenty-five hours per week and a maximum of \$30.00/hour.

Testing: GED Examinations

Test Administrator:	\$25.00/hour
Room Supervisor:	\$17.50/hour

Interpreters

These individuals are employed to assist hearing- and sight-impaired students. Interpreters must possess evidence of qualification and are paid commensurate with their level of training. Rates range from \$10.00 to \$18.00.

~~2018~~2019)

Student-Only Positions

Hourly Rate (January 1,

Notetaker	\$8-258.46
Transcriber	\$8-258.46
Student Assistant	\$8-258.46
SAFE	\$8-258.46
Peer Educators	\$8-258.46
*America Reads Tutor	\$8-258.46
Child Care-Work Study	\$8-258.46
*TRIO Tutor	\$8-258.46

*Positions contingent on continuation of Federal Government/Grant Approval

Miscellaneous

Miscellaneous category/job title employees with non-student status are eligible for annual increases when approved by the Board. Student employees will remain at the current minimum wage rate unless otherwise directed by the Board.

Reader	\$8-258.46
Office Aide	\$8-258.46
Tutor (AA/AS or less)	\$8-258.46
Tutor (BA/BS/Certified)	\$9.27
Tutor (Master's/Specialized)	\$10.30

Temporary Part-Time Instructors (Hourly Pay)

**Appleton Museum of Art
Continuing Education
Corporate Training
Workforce Development
Criminal Justice Institute
Health Sciences**

Pay Grade Determination

The initial pay grade for temporary part-time instructors employed to teach occupational or technical programs or in non-credit courses offered by the college shall be determined by a combination of education and work experience. Both the education and experience must be directly related to the field of specialization that the instructor is employed to teach. The program manager recommending the employment of the part-time instructor is responsible for verifying that the combination of education and work experience is appropriate for the program to which the instructor is assigned.

Pay grade for temporary part-time instructors employed for continuing education courses (not related to occupational or technical programs) is determined by the degree or experience of the instructor based on review and recommendation of the program manager.

The college determines the initial placement and evaluates part-time instructors for increases. Initial placement is determined when the instructor concurrently presents evidence of directly related education and work experience. Those for whom no documentation is provided are placed at PG-1 on the appropriate salary schedule.

The President or a designee may approve exceptions to the salary schedule based on market pricing for the specific occupational field or on the applicant's credentials. Exceptions include corporate workforce development and continuing education courses, which are fully supported by student fees. In these cases, the salary or stipend for instructors may be negotiated based on market pricing or instructor availability.

Part-time instructors in occupational and technical programs, selected to teach courses conducted for the college by an outside department or board, must present evidence of certification as a qualified instructor or expert in the field, issued by the department or board, which mandates or sponsors the training.

Documentation Verifying Qualifications for Pay Grade Placement

Program coordinators seeking applicants for part-time occupational and technical teaching positions must be able to verify the applicant's qualifications to teach the subject matter. Such documentation includes:

- (1) Official transcripts,
- (2) Letters from agencies or employers certifying work-related experience, or
- (3) Copies of professional licenses or certificates required for the discipline.

Pay Grade Advancement

Part-time instructors may be advanced in pay grade when they present acceptable documentation that all requirements for a higher pay grade have been completed.

Advances in pay grade may be given when the instructor:

- (1) Obtains a higher degree;
- (2) Completes the next level of work-related experience; or
- (3) Completes a higher level of professional credentialing.

Advances in pay grade occur only once each year at the beginning of the fiscal year following the year in which an instructor completes requirements for advancement and provides the college with the necessary documentation to support the requested increase.

Instructors are responsible for notifying the program coordinators before May 1 that all requirements for advancement including the submission of official transcripts have been met and for submitting supporting documentation to the Human Resources Office of the college. Documentation must be on file in the Human Resources Office prior to May 31st.

All yearly advancements are effective at the beginning of the fiscal year following the year in which appropriate documentation was received.

NOTE: Program Coordinators certify that requirements for advancement have been met. Advancement is recommended by the Dean and Chief Academic Officer and approved by the President.

Interruption of Service

Part-time instructors who interrupt their teaching service with the college will return to the same pay grade and step held at the time service was interrupted unless, during the break in service, they attained a higher level of education verified by official transcripts or verifiable additional experience which reaches the threshold level of the next pay grade.

Adjustment for Low Enrollment

For those courses with low enrollment which are subject to cancellation, the college is authorized to offer continuing education instructors a lower hourly pay rate, not below State of Florida Minimum Wage Rate currently at ~~\$8-258.46~~ an hour, with recommendation of the Dean and the Chief Academic Officer and the approval of the President.

Part-Time Instructor Salary Schedule

Appleton Museum of Art
Continuing Education
Corporate Training
Workforce Development

Pay Grade (P.G.)	Hourly Salary Range	Minimum Qualifications (Education and Experience)	Advancement Between Pay Grades
P.G. 1	\$17.71	High school diploma or equivalent and 2 years work-related experience.	Associate's degree or equivalent or Professional credentialing and 3 years work-related experience.
P.G. 2	\$20.39	Associate's degree or equivalent or Professional credentialing and 3 years work-related experience.	Bachelor's degree or equivalent or Professional credentialing and 5 years work-related experience.
P.G. 3	\$23.07	Bachelor's degree or equivalent or Professional credentialing and 5 years work-related experience.	Master's degree, professional credentialing or Professional Credentialing and 7 years work-related experience.
P.G. 4	\$28.42	Master's degree, professional credentialing or Professional Credentialing and 7 years work-related experience.	Doctoral degree or equivalent or Professional credentialing and 10 years work-related experience.
P.G. 5	\$33.78	Doctoral degree or equivalent or Professional credentialing and 10 years work-related experience.	

NOTE: Professional services contracts are used to employ part-time instructors when some or all of the following conditions apply: the instructor is employed for a limited time (for example, the instructor teaches one three-hour session), the stipend includes additional costs (such as developing classroom lectures, developing materials, providing materials for students, travel, etc.), or the instructor has unique credentials that may be difficult to document or do not fit the standard schedule. Professional services contracts can be used to pay instructors where the full cost of instruction is paid by the students (such as in continuing education or corporate training programs).

Part-Time Instructor Salary Schedule

Health Sciences

Pay Grade (P.G.)	Hourly Salary Range	Minimum Qualifications (Education and Experience)	Advancement Between Pay Grades
P.G. 1	\$22.04	Certificate in discipline, license to practice and 2 years work-related experience or Associate degree or equivalent	Associate degree in discipline, license to practice, 4 years work-related experience
P.G. 2	\$25.23	Associate degree in discipline, license to practice, 4 years work-related experience	Bachelor's degree in discipline, license to practice and 2 years work-related experience
P.G. 3	\$28.42	Bachelor's degree in discipline, license to practice and 2 years work-related experience	Master's degree in discipline, license to practice and 4 years work-related experience.
P.G. 4	\$30.59	Master's degree in discipline, license to practice and 4 years work-related experience.	Doctoral degree (or specialist license or credential plus Master's degree), license to practice and 5 years work-related experience.
P.G. 5	\$33.78	Doctoral degree (or specialist license or credential plus Master's degree), license to practice and 5 years work-related experience.	

NOTE:

- A: Professional services contracts are used to employ part-time instructors when some or all of the following conditions apply: the instructor is employed for a limited time (for example, the instructor teaches one three-hour session), the stipend includes additional costs (such as developing classroom lectures, developing materials, providing materials for students, travel, etc.), or the instructor has unique credentials that may be difficult to document or do not fit the standard schedule. Professional services contracts can be used to pay instructors where the full cost of instruction is paid by the students (such as in continuing education or corporate training programs).
- B: When a part-time Health Sciences instructor teaches in one of the programs at the Criminal Justice Institute, they continue to be paid from the Health Sciences Salary Schedule.

Part-Time Instructor Salary Schedule

Public Service/Criminal Justice

Pay Grade (P.G.)	Hourly Salary Range	Qualifications	Advancement Between Pay Grades
P.G.1	\$21.42	Industry Certification	Each part-time faculty member teaching courses in occupational and technical areas of the Public Service/Criminal Justice Division that are components of a PSAV program must possess appropriate academic preparation coupled with a minimum of three years work experience. The minimum academic preparation for faculty teaching in occupational and technical areas must be at the same level at which the faculty member is teaching.
P.G.2	\$24.72	Associate's degree	
P.G.3	\$27.91	Bachelor's degree	
P.G.4	\$31.10	Master's degree	
P.G.5	\$34.29	Doctoral degree	

Temporary Part-Time Instructors (Hourly Pay)

Adult General Education Salary Schedule

Position	Position Description	Hourly Rate	Minimum Qualifications (Education and Experience)
Evaluation and Assessment instructor	Provides instruction in test preparation. Assess and evaluate student placement and learning gains.	\$12.36	High School Diploma or equivalent required
Assessment Specialist	Coordinate, schedule and administer entry level standard and specialty assessments.	\$12.17	Associate degree in general education or a related field.
Lab Instructor	Uses software and Web only to facilitate computer-based instruction.	\$14.52	Bachelor's degree required
Transition Specialist/ Instructor	Interactive teaching of college and career academic readiness skills, financial aid and supportive services using a variety of delivery methods.	\$14.66	Bachelor's degree plus a minimum of 18 graduate credit hours in education, counseling, math, English, reading or a social science.
Instructor	Teaches all subjects in class or lab setting using a variety of curricula.	\$17.71	Bachelor's degree required
Adult Education Database Manager	Provide maintenance and support of AGE ACCESS database, and responsibility for NRS reporting to Institutional Effectiveness and IT departments.	\$17.75	Bachelor's degree or equivalent experience required. Experience with database building and management preferred.
Lead Instructor	Interactive teaching of all subjects in small/large groups using a variety of curricula. Serves as lead teacher for instructional site.	\$20.90	Bachelor's degree required

* The Adult General Education salary schedule is effective per District Board of Trustees action taken on March 23, 2004. All Adult Education Instructors hired after this date will be paid on this schedule.

COLLEGE OF CENTRAL FLORIDA

24

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Appleton Museum of Art Operating Budget for 2019 – 2020

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

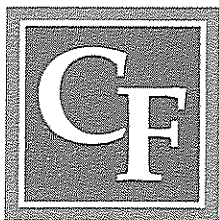
DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

Each year, the District Board of Trustees is required to approve the Appleton Museum of Art's Operating Budget which is prepared with input from the Appleton Museum of Art's staff. A report summarizing the AMA budget will be made to the Board for consideration and approval.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the 2019 – 2020 Operating Budget for the Appleton Museum of Art as presented.



COLLEGE of
CENTRAL
FLORIDA

—an equal opportunity college—

TO: Dr. James D. Henningsen, President

FROM: F. Joseph Mazur III, CPA, Vice President, Administration and Finance

DATE: June 13, 2019

RE: 2019-20 Appleton Museum of Art Budget

Please find below our recommendation for the Appleton Museum of Art 2019-20 operating budget.

A. Revenue Projections

State Appropriation	\$1,350,000
Endowment	<u>500,000</u>
Total Revenue	\$1,850,000

B. Operating Expenses

Personnel	\$1,167,238
Current Expenses	<u>682,762</u>
Total Expenses	\$1,850,000

COLLEGE OF CENTRAL FLORIDA

25

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Guidelines for Base Fee Facilities Rentals

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration and Finance

DATE: June 19, 2019

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, Citrus Campus Conference Center, Klein Conference Center, Levy Campus Conference Center, Webber Center, the Vintage Farm, the gymnasium, the Fine Arts auditorium, outside areas, and certain classrooms, and/or conference/seminar rooms at the Hampton 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, 2019.

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 20182019-20192020

Ocala



Citrus



Appleton



Dassance



Levy



Table of Contents

Definitions	1
General Fees	2 – 3
Classrooms/Small Conference or Seminar Room	3
Special Facilities – Conference Rooms	3
Fine Arts Center	4
Appleton Museum of Art	5
Webber Center	6
Klein Center	7
Catering Services	8
Citrus Campus Conference Center	9
Levy Campus Conference Center	10
<u>Vintage Farm Barn</u>	<u>11</u>
Ewers Century Center Strategic Planning Room	11 <u>12</u>
Enterprise Center Classrooms	11 <u>12</u>
Teleconference Center	11 <u>12</u>
Gymnasium	12 <u>13</u>
Insurance – Liability/Alcohol	13 <u>14</u>

DEFINITIONS

1. Agency – A commercial or government bureau furnishing some form of service for the public.
2. 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).
3. Educational – In its strictest sense, refers to the curricular and co-curricular programs of the College.
4. 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.
5. 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).
6. TBD – To be determined.
7. 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.
8. Normal working hours – The normal operating hours the specific facility's administrative offices remain open.
9. 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).

GENERAL FEES		Comments	Charge
PERSONNEL	Security Guard	Contract service	\$25 per hour per person
	Parking Personnel	Contract service	\$25 per hour per person
	Audio-visual Technician	Will vary with individual needs, complexity of set up, etc.	\$30 per hour
	Custodian ¹		\$25 per hour
AUDIO-VISUAL EQUIPMENT	P/A System (includes microphone: podium, handheld, lavalier, table)		\$30 per microphone per day or any part thereof
	TV/VCR – on a cart Video/Computer		\$30 per day or any part thereof
	Stage Lighting <ul style="list-style-type: none"> • Basic Lighting • Advanced Lighting 		\$100 per day \$250 per day
	Screen		No Charge
	<ul style="list-style-type: none"> • Projector (Overhead/Slide) ▪ Conference Phone ▪ Whiteboard 		\$30 per item per day or any part thereof
	Other: <ul style="list-style-type: none"> ▪ Video Projector (Proxima) 		\$125 per item per day or any part thereof
BUSINESS SERVICES & SUPPLIES	<ul style="list-style-type: none"> ▪ Photocopies 	1 sided page 2 sided page	10 cents 15 cents
	Flip Charts with markers		\$20 per item
	Internet Access		\$25 per day per outlet
MISCELLANEOUS	Weekend Use Fee		\$100
	Tablecloth Fee	60" x 120" oblong 96" round	\$7 – Internal, \$10 - External \$7 – Internal, \$10 - External
	Napkins		\$.75 each
	Damage Fee ¹		\$250

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

GENERAL FEES		Comments	Charge
MISCELLANEOUS	Piano Rental If needed: • Tuning • Moving		\$200 If needed: \$200 for piano tuning \$400 for piano moving
	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 per day per outlet

CLASSROOMS/SMALL CONFERENCE OR SEMINAR ROOM		During Normal Working Hours	After hours & weekends
	CF Educational Functions	No Charge	No Charge
	CF sponsored events w/revenue generated for profit of club, etc.	TBD	TBD
	Other Educational Institutions	TBD	TBD
	Community Events: Non-profit	\$70 per event	\$70 per hour
	Private for profit Organizations/Groups	\$100 per event	\$100 per hour

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

SPECIAL FACILITIES – CONFERENCE ROOMS (Bldg 5 Room 104/Bldg 8 Room 110/Community Room - Hampton Center)		During Normal Working Hours	After hours & weekends
	Community Events: Non-profit	\$70 per event	\$70 per hour
	Private for profit Organizations/Groups	\$100 per event	\$100 per 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 for Instruction.

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

FINE ARTS CENTER		Hourly rate	Daily Maximum
	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 st 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			

ADDITIONAL FEES FOR FINE ARTS CENTER		Charge	Comments
	Security Deposit	\$200 per event	Refunded if no damage or loss is incurred
	Custodial Fee	\$165 per day or any part thereof	Minimum charge of six (6) hours at \$27.50 per hour
	Fine Arts Outdoor Stage	\$200 for 4 hrs \$400 for 8 hrs	Additional costs are applied if cleaning is necessary.

APPLETON MUSEUM OF ART		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 Charges for direct services will apply	
Auditorium		\$500	\$600
Café/Courtyard		\$400	\$700
Auditorium/Café/Courtyard		N/A	\$1,000
First Floor		\$1,200	\$1,400
Seminar/Conference Rooms			
Single Room		\$175	\$200
Double Room <u>Artspace</u>		\$225	\$250
Bride/Groom/Changing Room		\$50	\$50
Community Non-Profit		30%	30%
After Event Cleaning Fee	\$25 per hour	Charge four (4), six (6) or eight (8) hours relative to space rented.	
* Please see page 13 for Insurance/Liability and Alcohol Information			

WEBBER CENTER	Charge
CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – <u>Week days only</u>	Charges for direct services
CF-Sponsored Events with revenue generated for club profit, etc. – <u>Week days only</u>	\$150 base fee plus charges for direct services will apply
CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
Community Non-Profit	30% discount Charges for direct services will apply
Community for Profit	Fees as follows Charges for direct services will apply
Conference/Banquet Room <u>Weekday Events</u>	<p>\$650¹ charge for 8 hour event - additional hours available at \$125 \$100 per hour</p> <p>\$400.00 charge for 4 hour event – additional hours Available at \$125.00 \$100 per hour</p> <p>(NOTE: 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/Banquet Room <u>Weekend Events</u>	<p>\$800¹ charge for 8 hour event - additional hours available at \$150 \$100 per hour</p> <p>\$600 charge for 4 hour event – additional hours available at \$125.00 per hour.</p> <p>(NOTE: 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>
* Please see pages 13 for Insurance/Liability and Alcohol Information	

HARVEY R. KLEIN CONFERENCE CENTER	Maximum Charge
CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – <u>Week days only</u>	Charges for direct services
CF-Sponsored Events with revenue generated for club profit, etc. – <u>Week days only</u>	\$250 base fee plus Charges for direct services will apply
CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
Community Non-Profit	30% discount Charges for direct services will apply
Community for Profit	Charges for direct services will apply
Harvey R. Klein Conference Center <i>Weekday Events</i>	<p>\$1000¹ charge for 8 hour event-additional hours available at \$150<u>\$100</u> per hour.</p> <p>\$600 charge for 4 hour event – additional hours available at \$150.00<u>\$100</u> per hour. <u>No other discounts available.</u></p> <p><i>(NOTE: 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)</i></p>
Harvey R. Klein Conference Center <i>Weekend Events</i>	<p>\$1200¹ charge for 8 hour event-additional hours available at \$175 per hour.</p> <p>\$750 charge for 4 hour event – additional hours available at \$150.00 per hour.</p> <p><i>(NOTE: 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)</i></p>
* 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 15% 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.	*Charges for direct services plus 15% 20% -service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café.
	CF Staff/Faculty/Current Students	*Charges for direct services plus 15% 20% service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café.
	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 7%* state sales tax for all deliveries and set up.
	Off Campus Deliveries	*Charges for direct services plus 20% service charge and 7%* state sales tax for all deliveries and set up.
	Off Campus Catered Events	*Charges for direct services plus 20% service charge and 7%* state sales tax for all deliveries and set up.
<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"> • \$12.00 per hour/per server and/or additional service staff for events off campus, Ocala on-campus events after normal week day business hours (after 4:30 p.m.) or on weekends. • <u>Minimum of \$30.00 for drop off delivery fee for food services outside a 5 mile radius from the Ocala campus.</u> • <u>A Preferred catering vendor will be utilized for all Ocala area off-campus catering in CF campus venues. This preferred caterer will have first right of refusal for any events referred by CF event staff.</u> <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.)		Charges for direct services
CF-Sponsored Events with revenue generated for club profit, etc.		\$200 base fee (\$125 for half Conference Center) plus charges for direct services will apply
CF Staff/Faculty/Current Students		30% discount Charges for direct services will apply
Community Non-Profit		30% discount Charges for direct services will apply
Community for Profit		Charges for direct services will apply
Conference Room <u>Weekday Events</u>		<p>Full Conference Center \$650¹ charge for 8 hour event - additional hours available at \$125 per hour. \$450¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$350¹ charge for 8 hour event – additional hours available at \$125 per hour. \$250¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: 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)</i></p>
Conference Room <u>Weekend Events</u>		<p>Full Conference Center \$800¹ charge for 8 hour event - additional hours available at \$125 per hour. \$600¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$500¹ charge for 8 hour event – additional hours available at \$125 per hour. \$400¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: 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)</i></p>
* Please see page 13 for Insurance/Liability and Alcohol Information		

¹ 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.

LEVY CAMPUS CONFERENCE CENTER	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.	\$200 base fee (\$125 for half Conference Center) plus charges for direct services will apply
CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
Community Non-Profit	30% discount Charges for direct services will apply
Community for Profit	Charges for direct services will apply
Conference Room <u>Weekday Events</u>	<p>Full Conference Center \$650¹ charge for 8 hour event - additional hours available at \$125 per hour. \$450¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$350¹ charge for 8 hour event – additional hours available at \$125 per hour. \$250¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: 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)</i></p>
Conference Room <u>Weekend Events</u>	<p>Full Conference Center \$800¹ charge for 8 hour event - additional hours available at \$125 per hour. \$600¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$500¹ charge for 8 hour event – additional hours available at \$125 per hour. \$400¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: 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)</i></p>
* Please see page 13 for Insurance/Liability and Alcohol Information	

¹ 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>VINTAGE FARM BARN</u>		<u>Charge</u>
	<u>Traditional Package</u>	<u>\$4,000¹ plus tax for 1 ½ day rental</u> <u>Rental Includes:</u> <ul style="list-style-type: none"> • <u>Day One: 4 Hours (Set Up, Decorate, Rehearsal)</u> • <u>Day Two: 12 Hours (Event Day, Tear Down)</u>
	<u>Rustic Charm Package</u>	<u>\$5,000¹ plus tax for weekend rental</u> <u>Rental Includes:</u> <ul style="list-style-type: none"> <u>Day One: 8 Hours (Set Up, Decorate, Rehearsal)</u> <u>Day Two: 12 Hours (Event Day, Tear Down)</u> <u>Day Three: 3 Hours (Final Clean Up, Vendor Pick Up if needed)</u>
<u>* Please see page 13 for Insurance/Liability and Alcohol Information</u>		

¹ 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; additional chairs for exterior set ups. 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 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, et.	\$100 for 4 hour event additional hours available at \$50 per 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 on full rate Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Fees as follows Charges for direct services will apply
	Strategic Planning Room <i>Weekday and Weekend Events</i>	\$275 charge for ½ day (up to 4 hours) full day (up to 8 hours) \$550 for full day (up to 8 hours) Additional hours available at \$100 per hour. (NOTE: 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 Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	For Profit	Fees as follows Charges for direct services will apply
	Weekday and Weekend Events	\$275 charge for full day (up to 8 hours) ½ day (up to 4 hours) \$550 for full day (up to 8 hours) Additional hours available at \$100 per hour.
* Please see page 13 for Insurance/Liability Information		

GYMNASIUM	Facility/Other Fees	Daily Rates
	Gymnasium	\$1,750 ¹
	*Plus 6.0% sales tax (sales tax will be charged at applicable sales tax rate enforced at time of event)	TBD
	Additional electrical supply ²	\$400
	Grounds outside gymnasium ³	\$500
* Please see page 13 for Insurance/Liability Information		

¹ Includes set-up of gymnasium (floor covering, chairs, podium, stage, etc.) and custodial service

² Includes additional five (5) rows of electrical service for booths and/or other set-ups

³ Area outside gymnasium is only available to those renting the inside of gymnasium

INSURANCE

LIABILITY: The Florida College System Risk Management Consortium (FCSRMC) through the University Risk Management and Insurance Association (URMIA) offers a Tenants' and Users' Liability Insurance Policy (TULIP) that provides liability coverage for non-college-sponsored individuals, groups, agencies and organizations renting College facilities that do not carry liability insurance. (If the renter has private insurance available, a certificate of liability insurance naming the "College as an additional insured" in the amount of \$1,000,000 is required.)

In the event the licensee does not carry liability insurance in the amount required, participation in the TULIP program is mandatory. The user/renter will be required to complete the convenient online TULIP application and pay the insurance premium at that time and prior to the event. A certificate of insurance will be emailed to the renter and to the College. If you need information on the TULIP program, please contact our Director of Purchasing and Risk Management, Mr. Stewart Trautman, at (352) 854-2322, ext. 1227 or by email at trautmas@cf.edu.

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." If the renter does not have private alcohol liability insurance, participation in the TULIP program detailed above is mandatory. 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

26

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Agreement with Siemens Industry, Inc.

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

As part of the Health Science Technology Center site demolition and infrastructure upgrades, the attached proposal will provide the required materials and labor to relocate HVAC systems for Buildings 16 and 19 in preparation of the west campus demolition.

Services provided:

- Engineering, Project Management, Construction Management
- Mechanical Services
- Electrical Services
- Plumbing Services
- Hydronic Piping
- Building Automation
- Test and Balance

The college will receive preferential pricing by utilizing Siemens Industry Inc. services under the current Florida Department of Management Services contract award number DMS-14/15-003C-02. The total project cost under the state contract is \$379,285.00.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the agreement with Siemens Industry Inc. for the relocation of HVAC systems for Buildings 16 and 19 in preparation of the west campus demolition and authorize the Board Chair to sign.



COLLEGE of
CENTRAL
FLORIDA

PLANT OPERATIONS DEPARTMENT

MEMORANDUM

To: Joe Mazur, Vice President Administration and Finance
Date: June 11th, 2019
From: Tommy Morelock

Tommy Morelock

A handwritten signature in black ink, appearing to read 'Tommy Morelock', written over a horizontal line.

Date

6/12/19

Re: Health Science Project – Site and Infrastructure / HVAC Relocation

For your review / approval and District Board of Trustees Approval:

The attached proposal will provide the required materials and labor to relocate HVAC systems to Buildings 16 and 19 in preparation of the west campus demolition.

Services provided:

- o Engineering, Project Management, Construction Management
- o Mechanical Services
- o Electrical Services
- o Plumbing Services
- o Hydronic Piping
- o Building Automation
- o Test and Balance

Requesting approval for the attached Proposal from Siemens Smart Infrastructure, Inc utilizing the State of Florida Department of Management Services Contract #DMS-1415-003C-02.

Funding: PECO Health Science Technology Center

Cc: Katie Hunt, Project Manager

Attached: Siemens Proposal



To: College of Central Florida
3001 SW College Road
Ocala, Florida 34478-1388

Attn: Tom Morelock
Director of Facilities

From: Siemens Industry, Inc.
8940 Western Way, Suite One
Jacksonville, Florida 32256
Steven A. Moore
Account Executive
(904)-472-8836

Dear Mr. Morelock,

The following is the requested proposal to provide the following:

1. Make Building #16 ready for the demolition of Building #13
2. Isolate Chiller #1 from Building #13
3. Secure the piping and the electrical connections on Chiller #1 and abandon Chiller #2 on the existing concrete pad. Make electrical and chilled water safe.
4. No further demo of the existing chiller plant and or hot water plant is included in this proposal and will be taken care of in subsequent demo of the Building #13 project.
5. Provide a 6" concrete pad for Chiller #1 on the north side of Building #16. Make ready for approximately a one year to eighteen-month Life Cycle for the chilled water side of the plant until the new chiller plant is built. All heating hot water systems will remain intact for the life cycle of the equipment with the exception of the hot water piping. The hot water piping between Building #16 and #19 will be utilizing the old piping and will not be replaced until the parking lot project has begun.
6. Provide a 30-day load test on Building #16 to make sure that we have the proper electrical capacity for the new chiller, boiler and pump loads. (This is being performed now)
7. Pretest the chilled water and hot water load needs of Building #16 and the hot water loads of Building #19.
8. Relocate Chiller #1 to the new location at Building #16. Provide the associated crane and or forklift needed for the relocation. Place the Chiller #1 on the concrete pad, provide the associated electrical to the chiller. Apply the new associated controls to the chiller Start and stop, status, chiller alarm, Bacnet connection and new chilled water isolation valve and (2) new immersion sensors for chilled water supply and return. Remove the color graphics from the Desigo workstation of Building #13 and provide new graphics, alarms and trends for Building #16.
9. Provide new electrical to the Chiller #1. Perform factory type start up of the chiller and provide the new test and balance of the chiller.
10. Provide (2) new Bell and Gossett chilled water pumps. The chilled water pumps will be mounted and wired outside the facility on the same pad as the relocated chiller.
11. Provide electrical connection to the (2) new chilled water pumps. Provide approximately 100' of new chilled water piping to the new chiller. Provide lead and lag programming of the pumps.
12. Dig and find with the assistance of COCF the connection point of the chilled water piping and shut off to Building #16. Isolate and abandon in place.
13. Provide new hot water boiler for Building #16 and #19. Connect electrically to new load. Provide changes in the existing boiler room closet to be able to add the new boiler. The

SIEMENS

- boiler now chosen is an Aerco 750 gas fired. Connect the boiler to the existing exhaust vent located in the Domestic hot water heater room.
14. Provide natural gas piping from the existing gas piping at Building #16. Provide the electrical and mechanical connection of (2) new boiler pumps at Building #16. The two boiler pumps will also be programmed as lead lag control and will serve building #16 and #19. The new boiler pumps will be housed inside the Building #16 AHU room.
 15. The hot water loop will also need to be dug up in the eastern side of Building #16. The boiler loop will be isolated from Building #13.
 16. The boiler loop that goes from the existing hot water loop to Building #16 and Building #19 will be reused and will not be replaced at this time. The existing piping will be flushed properly with water only and no chemicals to only flush possible debris. The existing piping is very unstable and is need of replacement. Siemens will take no responsibility for the existing condition of the piping and suggests that no chemical flushing be performed on the piping as it may make the condition worse. We will use water flushing only at each point to ensure that most all loose debris has been flushed. Please note that there is no guarantee due to the aging of the piping.
 17. Demo and provide new hot water booster pump at Building #19 above the ceiling.
 18. Provide new electrical connection to new booster pump in Building #19.
 19. Provide new test and balance of Building #19 and #16 hot water loops. Please note that the new HW piping that will be provided between Building #16 and #19 will be performed during the renovation of the parking lot and amenities of the Building #16 and #19 areas to not disturb the areas twice. The new hot water piping and directional boring of that pipe has been removed from this project cost and will be performed under the new parking lot project cost.
 20. All work has been estimated to be performed during normal working hours. No overtime is included.
 21. Project cost includes associated permits.
 22. Project cost does not include any demo of the new chilled water systems once the new chiller plant has been provided.

This project is for the total sum of:

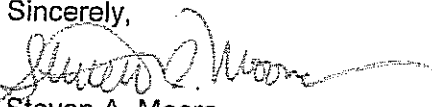
\$379, 285.00

Thank you again for your interest in Siemens Industry, Inc and the services that we provide. Please contact me with any associated questions.

Please use the following State Contracts:

State of Florida Department of Management Services Contract # DMS-1415-003C-02

Sincerely,


Steven A. Moore
Account Executive

District Board of Trustees of the College
of Central Florida:
Russell Branson, Board Chair

Signature

June 26, 2019

Date

GENERAL TERMS AND CONDITIONS (SERVICE)

Article 1: General

1.1 These General Terms and Conditions, including any supplemental terms (each a "Rider"), are attached to and made part of the Proposal, Advantage Services Agreement, or other document as the case may be including any change order, in which these General Terms and Conditions are incorporated (the "Document"), that when approved in writing by the Customer and accepted by an authorized representative of Siemens shall (a) constitute the entire, complete and exclusive contract between the parties (this "Agreement") (i) to implement the services identified in the Document (the "Services") to be provided by Siemens and (ii) for the physical equipment ("Equipment"), software owned or licensable by Siemens ("Software"), any related documentation ("Related Documentation"), deliverable Instruments (as defined in Section 9.2), and Work Product Deliverables (as defined in Section 9.1) identified in the Document to be provided by Siemens under the Agreement in accordance with the performance of the Services (collectively, the "Deliverables") and (b) supersedes and cancels all prior proposals, agreements and understandings, written or oral, relating to the subject matter of this Agreement.

1.2 Neither party may assign this Agreement or any rights or obligations hereunder without the prior written consent of the other except that either party may assign this Agreement to its affiliates and Siemens may grant a security interest in the proceeds to be paid to Siemens under this Agreement; assign proceeds of this Agreement; and/or use subcontractors in performance of the Services.

1.3 The terms and conditions of this Agreement shall not be modified or rescinded except in writing, with the prior approval of the Legal Departments of Siemens and Customer and signed by duly authorized officers or managers of Siemens and Customer.

1.4 In the event of conflict between the Document and these General Terms and Conditions, these General Terms and Conditions shall control. In the event of conflict between a Rider and Document or these General Terms and Conditions, the Rider shall control. Any differing or additional terms and conditions in any purchase order or other document are of no force and effect unless specifically accepted in writing by the parties.

1.5 Nothing contained in this Agreement shall be construed to give any rights or benefits to anyone other than the Customer and Siemens without the express written consent of both parties. All provisions of this Agreement allocating responsibility or liability between the parties shall survive the completion of the Services and termination of this Agreement.

1.6 Certain terms and conditions contained herein may not apply to the Services to be provided hereunder. It is the intent of the parties, however, that the interpretation to be given to the terms and conditions is to apply all terms and conditions unless clearly inapplicable given the type of Services included.

1.7 This Agreement shall be governed by and enforced in accordance with the laws of the State of Illinois. Any litigation arising under this Agreement shall be brought in the State or Commonwealth in which the Services are provided to Customer. TO THE EXTENT PERMITTED BY LAW, THE PARTIES WAIVE ANY RIGHT TO A JURY TRIAL ON MATTERS ARISING OUT OF THIS AGREEMENT.

1.8 AFTER THE EXPIRATION OF THE INITIAL TERM, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE ONE YEAR PERIODS BEGINNING ON THE ANNIVERSARY DATE OF THE INITIAL TERM UNLESS STATED OTHERWISE IN THE DOCUMENT.

1.9 This Agreement is non-cancellable during the Initial Term. Either party, however, may terminate this Agreement at the end of the Initial Term or at the end of a renewal term by giving the other party at least sixty (60) days prior written notice of its intent not to renew.

1.10 If, during or within ninety (90) days after the term of this Agreement, Customer engages any Siemens employee who has performed work under this or any other agreement between Customer and Siemens, Customer shall pay Siemens an amount equal to the employee's latest annual salary.

Article 2: Covered Equipment

2.1 "Covered Equipment" shall mean the equipment expressly

identified in the Document upon which Services will be performed. Customer represents at the commencement of this Agreement that, with the exception of Covered Equipment that is an Equipment Deliverable under this Agreement, if any, all Covered Equipment is in satisfactory working condition and complies with all applicable codes.

2.2 If a fire or life safety system is included as part of the Covered Equipment and does not comply with all applicable codes or if removal of any item of Covered Equipment from coverage would compromise or impair the integrity or the compliance with law of any system or Services, and Customer fails to take all necessary corrective action, then Siemens may terminate this Agreement without further obligation and retain all monies received pursuant to this Agreement.

2.3 All testing and inspection of any Covered Equipment provided for in this Agreement will be performed at the time and place and in the manner deemed appropriate by Siemens, in accordance with applicable law and the requirements of then current National Fire Protection Association ("NFPA") guidelines if applicable, and other relevant standards. Customer is solely responsible for, and hereby indemnifies and holds Siemens harmless from and against, any liability arising from Customer's specification of a testing schedule other than then current NFPA or other applicable standards or laws.

2.4 If the Covered Equipment is altered or moved by any person, including Customer, other than Siemens or a person authorized by Siemens, Customer shall immediately notify Siemens in writing, and Siemens reserves the right to perform a reacceptance test on, or, if necessary, a recommissioning of the system at Customer's expense. Reacceptance tests will be performed in accordance with then current NFPA or other applicable requirements, and charged on a time and materials basis.

Article 3: Services by Siemens

3.1 Siemens shall only perform the Services identified in this Agreement. Siemens is not required to conduct safety or other tests, install or maintain any devices or equipment or make modifications or upgrades to any equipment beyond the scope of this Agreement. Any request to change the scope or the nature of the Services must be in the form of a mutually agreed change order, effective only when executed by all parties hereto.

3.2 Siemens shall perform the Services during its local, normal working hours, unless otherwise stated in this Agreement.

3.3 Siemens shall have no liability or obligation to continue providing Services in the event Customer fails to (a) authorize a reacceptance test or re-commissioning that Siemens reasonably deems necessary; (b) notify Siemens of any modifications or changes to the Covered Equipment or unusual or materially changed operating conditions, hours of usage, system malfunctions or building alterations that may affect the Services; (c) provide the access to any site where Services are to be performed; or (d) operate, service or maintain the Covered Equipment in accordance with manufacturer's or supplier's instructions or this Agreement. After any of the aforesaid events, Siemens may terminate or suspend services under this Agreement immediately, upon giving notice to Customer.

3.4 Any repairs and replacements of Covered Equipment as may be expressly included in the Services are limited to restoring the proper working condition of such Covered Equipment. Siemens will not be obligated to provide replacement Covered Equipment that represents significant capital improvement compared to the original. Exchanged or removed components become the property of Siemens, except Hazardous Materials (as defined in Section 10.1), which under all circumstances remain the property and responsibility of Customer.

3.5 The Services shall be performed in a manner consistent with the degree of care and skill ordinarily exercised by persons performing the same or similar Services in the same locale under similar circumstances and conditions.

3.6 Where Services include energy consulting, any estimates of probable construction or implementation costs, financial evaluations, feasibility studies or economic analyses prepared by Siemens, the documents prepared for the Customer represent Siemens' best judgment based on Siemens' experience and the information reasonably available to Siemens at the time that the Services are

GENERAL TERMS AND CONDITIONS (SERVICE)

performed. Customer acknowledges that Siemens does not control: (a) the costs of labor, materials, equipment or services furnished by others; (b) overall market conditions; or, (c) other contractors' methods of determining prices. Accordingly, Customer acknowledges that proposals, bids or actual costs may differ from opinions, evaluations or studies submitted by Siemens as part of the Services provided hereunder.

3.7 In the event Energy Management & Controlling ("EMC") is expressly included, Siemens will have a disaster recovery plan and a disaster contingency plan.

3.8 In the event Online Data Backup & Protection Services are expressly included in the Document, Siemens will take reasonable steps to protect the security of all Facilities Data stored offsite. Siemens does not represent or warrant that Facilities Data will not be disseminated, compromised or corrupted by reason of unauthorized actions of third parties. For the purposes of these General Terms and Conditions, "Facilities Data" means electronic data that is collected or generated by Siemens through scheduled back-ups of the databases and/or graphics residing in the workstation(s) and/or field panel(s) that constitute part of Customer's automation control, fire and life safety, and/or security systems.

Article 4: Responsibilities of Customer

4.1 Customer, without cost to Siemens, shall:

- (a) Designate a contact person with authority to make decisions for Customer regarding the Services and provide Siemens with information sufficient to contact such person in an emergency. If such representative cannot be reached, any request for Services received from a person located at Customer's site will be deemed authorized by Customer, and Siemens will, in its reasonable discretion, act accordingly;
- (b) Provide or arrange without cost all reasonable provisions, means and access for Siemens to the Covered Equipment;
- (c) Permit Siemens to control and/or operate all controls, systems, apparatus, equipment and machinery necessary to perform the Services;
- (d) Furnish Siemens with all available information pertinent to the Services;
- (e) Obtain and furnish to Siemens all approvals, permits and consents from government authorities and others as may be required for performance of the Services except for those Siemens has expressly agreed in writing to obtain;
- (f) Maintain the Services site in a safe condition; notify Siemens promptly of any site conditions requiring special care; and provide Siemens with any available documents describing the quantity, nature, location and extent of such conditions;
- (g) Comply with all laws and provide any notices required to be given to any government authorities in connection with the Services, except such notices Siemens has expressly agreed in this Agreement to give;
- (h) Provide Siemens with Material Safety Data Sheets (MSDS) conforming to OSHA requirements related to all Hazardous Materials at the site which may impact the Services;
- (i) Furnish to Siemens any contingency plans related to the site;
- (j) Furnish the specified operating environment, including without limitation, suitable, clean, stable, properly conditioned electrical power and other utilities;
- (k) Maintain all Covered Equipment in good working order in compliance with all applicable laws and service, repair and replace all Covered Equipment as necessary; and,
- (l) Perform inspections and tests as indicated in the Life Safety System Logbook and record same in the Life Safety System logbook.

4.2 Unless contrary to applicable law or regulation, Customer acknowledges that the technical and pricing information contained herein is proprietary to Siemens and Customer shall not disclose or otherwise make it available to others.

4.3 Customer acknowledges that it is now and shall be at all times in control of the Services site. Siemens shall not have any responsibility, duty or authority to direct, supervise or oversee any employees or contractors of Customer or their work or to provide the means, methods or sequence of their work or to stop their work. Siemens' work

and/or presence at a site shall not relieve others of their responsibility to Customer or to others. Except as expressly provided herein, Siemens is not responsible for the adequacy of the health, safety or security programs or precautions related to Customer's or its other contractors' activities or operations; the work of any other person or entity; or Customer's site conditions. Siemens is not responsible for inspecting, observing, reporting or correcting health or safety conditions or deficiencies of Customer or others at Customer's site. So as not to discourage Siemens from voluntarily addressing such issues, in the event Siemens does make observations, reports, suggestions or otherwise regarding such issues, Siemens shall not be liable or responsible for same.

4.4 Except as expressly stated in this Agreement, Customer is solely responsible for any removal, replacement or refinishing of the building structure or finishes that may be required to perform or gain access to the Services.

4.5 Customer alone shall act to protect life and property from the time a partial or full system failure occurs until Siemens notifies Customer that such system is operational or the emergency has been cleared. Customer's actions shall include all appropriate interim safety precautions (such as a manual "fire watch"). Siemens shall have no obligation to provide guards, fire watch personnel, or other services following a system failure, except Services as are specifically provided for in this Agreement.

4.6 Customer shall not attach to the Covered Equipment any device that interferes with the Services or the proper operation of the Covered Equipment.

4.7 Customer represents and warrants that it will not use workstations or field panels that constitute parts of its automation control, fire and life safety, and/or security systems for electronic storage of any Personally Identifiable Information. For the purposes of these Terms and Conditions, "Personally Identifiable Information" means any personal information that relates to, describes, or is capable of being associated with, a particular individual. By way of example and not of limitation, Personally Identifiable Information includes an individual's first name or first initial and last name, plus one or more of the following: social security number, health insurance identification number, medical information, insurance policy number, passport number, taxpayer identification number, account number, credit card number or any other financial information.

4.8 SIEMENS HEREBY DISCLAIMS ANY AND ALL LIABILITY FOR DAMAGES, INJURY OR LOSS ARISING OUT OF DISCLOSURE OR DISSEMINATION OF PERSONALLY IDENTIFIABLE INFORMATION THAT WAS STORED IN VIOLATION OF PARAGRAPH 4.7 OF THIS ARTICLE.

4.9 Customer shall indemnify, defend and hold Siemens harmless from any claims, losses or damages arising out of disclosure or dissemination of Personally Identifiable Information that was stored in violation of paragraph 4.7 of this Article.

Article 5: Compensation

5.1 THE ANNUAL FEE IS NON- REFUNDABLE EXCEPT AS MAY BE PROVIDED HEREIN.

5.2 Payments to be made under this Agreement will provide for, and be in consideration of, only Services specifically included under the scope section of the Document. All other Services, including but not limited to the following, shall be separately billed or surcharged on a time and materials basis: (a) emergency Services performed at Customer's request, if inspection does not reveal any deficiency covered by this Agreement; (b) Services performed other than during Siemens' normal working hours; and (c) Service performed on equipment not covered by this Agreement.

5.3 Siemens shall invoice Customer as provided in this Agreement, or if not expressly provided, then on an annual basis prior to the agreed start date and annually thereafter on the anniversary of such start date. Invoices are due and payable net cash upon receipt unless Customer has applied and been approved for credit with Siemens, in which case the invoice is payable within 30 calendar days of receipt by Customer or as otherwise set forth in this Agreement. If any payment is not

GENERAL TERMS AND CONDITIONS (SERVICE)

received when due, Siemens may deem Customer to be in breach hereof and may enforce any remedies available to it hereunder or at law, including without limitation, acceleration of payments and suspension or termination of Services at any time and without notice, and shall be entitled to compensation for Services previously performed and costs reasonably incurred in connection with the suspension or termination. In the event that any payment due hereunder is not paid when due, Customer shall pay, upon demand, as a late charge, one and one-half percent (1.5%) of the amount of the payment per month, limited by the maximum rate permitted by law of each overdue amount under this Agreement. Customer shall reimburse Siemens' costs and expenses (including reasonable attorneys' and witnesses' fees) incurred for collection under this Agreement. If Customer disputes any portion or all of an invoice, it shall notify Siemens in writing of the amount in dispute and the reason for its disagreement within 21 days of receipt of the invoice. The undisputed portion shall be paid when due, and interest on any unpaid portion shall accrue as aforesaid, from the date due until paid, to the extent that such amounts are finally determined to be payable to Siemens.

5.4 Except to the extent expressly identified in this Agreement, Siemens' fees do not include any taxes, excises, fees, duties, permits or other government charges related to the Services. Customer shall pay such amounts or reimburse Siemens for any amounts it pays. If Customer claims a tax exemption or direct payment permit, it shall provide Siemens with a valid exemption certificate or permit and indemnify, defend and hold Siemens harmless from any taxes, costs and penalties arising out of same.

5.5 Unless agreed otherwise, the pricing for each year after the Initial Term of this Agreement and each year of each renewal of the Agreement shall be determined as the immediate prior year price plus a price escalator based upon the U.S. Department of Labor, Bureau of Labor Statistics Urban Consumer Price Index-All Urban Consumers U.S. All items, 1982-1984=100 ("CPI-U"). In addition, each renewal term pricing shall be adjusted for any additions or deletions to Services selected for the renewal term. The price escalator shall be the latest semi-annual CPI-U identified above published prior to each annual anniversary. This escalator shall be applicable to each annual term, whether a renewal term or an annual term after the first year of the Initial Term.

Article 6: Changes; Delays; Excused Performance

6.1 As the Services are performed, conditions may change or circumstances outside Siemens' reasonable control (such as changes of law) may develop which require Siemens to expend additional costs, effort or time to complete the Services, in which case Siemens shall notify Customer and an equitable adjustment made to the compensation and time for performance. In the event conditions or circumstances require Services to be suspended or terminated, Siemens shall be compensated for Services performed and for costs reasonable incurred in connection with the suspension or termination.

6.2 Siemens shall not be responsible for loss, delay, injury, damage or failure of performance that may be caused by circumstances beyond its control, including but not limited to acts or omissions by Customer or its employees, agents or contractors, Acts of God, war, terrorism, civil commotion, acts or omissions of government authorities, fire, theft, corrosion, flood, water damage, lightning, freeze-ups, computer viruses, program or system hackers, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, or shortage of vehicles, fuel, labor or materials. In the event of any such circumstances, Siemens shall be excused from performance of the Services and the time for performance shall be extended by a period equal to the time lost plus a reasonable recovery period and the compensation equitably adjusted to compensate for additional costs Siemens incurs due to such circumstances.

Article 7: Warranties; Disclaimers; Limitation of Liability

7.1 Labor in performing the Services is warranted to be free from defects in workmanship for 90 days after the Services are performed. All labor provided by Siemens hereunder found to be defective and

otherwise qualifying under this warranty shall be re-performed by Siemens. Such re-performance hereunder shall not interrupt or prolong the terms of this warranty. In the event that any such re-performance fails to cure such defects, then Customer's exclusive remedy against Siemens for damages from any cause whatsoever, whether in contract or tort, shall not exceed an amount equal to the limitation set forth in Section 7.9 herein.

7.2 To the extent that Equipment is a Deliverable as part of the Services under this Agreement, Equipment manufactured by Siemens or bearing its nameplate shall be warranted for the earlier of one (1) year from the date of first beneficial use or from the date of installation to be free from defects. To the extent that Software is a Deliverable as part of the Services for use in the Equipment or in a computer owned by the Customer, Customer agrees to take delivery of any such Software subject to (i) any applicable Siemens or third party end-user license agreement (EULA) accompanying such Software, or (ii), if no EULA accompanies such Software, the EULA posted at www.usa.siemens.com/btcpseula (Siemens' EULA web site) for such Software used in or with the Equipment identified by product model or part number on the Siemens EULA web site. Such Software shall be warranted in accordance with its applicable EULA unless an exception is explicitly identified in the Document under this Agreement. For all other Equipment, Siemens hereby assigns to Customer, without recourse, any and all assignable warranties available from any manufacturer or supplier of such Equipment and such Software and will assist Customer in enforcement of such assigned warranties.

7.3 The limited warranties set forth in Sections 7.1 and 7.2 respectively, will be void as to, and shall not apply to, any Services, Equipment or Software (i) repaired, altered or improperly installed by any person other than Siemens or its authorized representative; (ii) Equipment subjected to unreasonable or improper use or storage, used beyond rated conditions, operated other than per Siemens' or manufacturer's instructions, or otherwise subjected to improper maintenance, negligence or accident, by Customer or others; (iii) damaged because of any use of the Equipment after Customer has, or should have knowledge of any defect in the Equipment.

7.4 Any claim under the limited warranties granted above must be made in writing to Siemens within thirty (30) days after discovery of the claimed defect unless discovered directly by Siemens. Such limited warranty only extends to Customer and not to any subsequent owner of the Equipment. As to the Equipment, Customer's sole and an exclusive remedy for any Equipment found to be defective during the warranty period is repair or replacement of the parts or components found to be defective.

7.5 THE EXPRESS LIMITED WARRANTIES PROVIDED ABOVE ARE IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES, STATUTORY, EXPRESS, OR IMPLIED, INCLUDING WITHOUT LIMITATION ALL EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, QUALITY, CAPACITY, OR WORKMANSHIP, ALL EXPRESS OR IMPLIED WARRANTIES AGAINST THIRD PARTY INTELLECTUAL PROPERTY ("IP") INFRINGEMENTS (INCLUDING PATENT, COPYRIGHT AND OTHER REGISTERED OR UNREGISTERED THIRD PARTY IP RIGHTS) OR DEFECTS, WHETHER HIDDEN OR APPARENT, AND EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO COMPLIANCE OF THE COVERED EQUIPMENT AND DELIVERABLES WITH THE REQUIREMENTS OF ANY LAW, REGULATION, SPECIFICATION OR CONTRACT RELATIVE THERETO, WHICH ARE HEREBY EXPRESSLY DISCLAIMED.

7.6 Customer hereby, for it and any parties claiming under it, releases and discharges Siemens from any liability arising out of all hazards covered by Customer's insurance. All claims against Siemens arising out of such hazards, including any right of subrogation by Customer's insurance carrier, are hereby waived by Customer.

7.7 ANY IDEAS, SUGGESTIONS, RECOMMENDATIONS, FINANCIAL EVALUATIONS, FEASIBILITY STUDIES OR

GENERAL TERMS AND CONDITIONS (SERVICE)

ECONOMIC ANALYSIS PREPARED BY SIEMENS UNDER THIS AGREEMENT WILL REPRESENT ITS BEST JUDGMENT BASED ON ITS EXPERIENCE AND THE AVAILABLE INFORMATION. CUSTOMER ACKNOWLEDGES THAT THE ENERGY MARKET IS VOLATILE AND SUBJECT TO FREQUENT PRICE AND REGULATORY CHANGES. THEREFORE, CUSTOMER FURTHER ACKNOWLEDGES THAT SIEMENS DOES NOT CONTROL FUTURE MARKET CONDITIONS OR THE ENERGY MARKET'S REGULATORY CLIMATE. NOTHING HEREIN SHALL BE CONSTRUED BY CUSTOMER AS A PREDICTION OF FUTURE ENERGY MARKET CONDITIONS OR ENERGY PRICES. ACCORDINGLY, SIEMENS DOES NOT PROVIDE CUSTOMER A GUARANTY OR WARRANTY OF THE RESULTS OF SIEMENS' RECOMMENDATIONS. CUSTOMER MAKES ANY AND ALL ENERGY PROCUREMENT AND RELATED DECISIONS. CUSTOMER ACKNOWLEDGES THAT ALL ENERGY PROCUREMENT AND RELATED DECISIONS ARE MADE AT CUSTOMER'S SOLE RISK.

7.8 WITH RESPECT TO ANY LIABILITY (WARRANTY OR OTHERWISE) THAT SIEMENS MAY HAVE UNDER THIS AGREEMENT, IN NO EVENT SHALL SIEMENS BE LIABLE (INCLUDING WITHOUT LIMITATION, UNDER ANY THEORY IN TORTS) FOR ANY LOSS OF USE, REVENUE, ANTICIPATED PROFITS OR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS AND/OR LOST BUSINESS OPPORTUNITIES) ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES WHETHER ARISING IN WARRANTY, TORT, CONTRACT, STRICT LIABILITY, OR ANY OTHER THEORY OF LIABILITY, WHETHER, FOR WARRANTY, LATE OR NON-DELIVERY OF ANY SERVICES, AND WHETHER SIEMENS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

7.9 It is understood and agreed by and between the parties that Siemens is not an insurer and this Agreement is not intended to be an insurance policy or a substitute for an insurance policy. Insurance, if any, shall be obtained by Customer. Fees are based solely upon the value of the Services provided hereunder, and are unrelated to the value of Customer's property or the property of others on Customer's premises. Accordingly, Siemens' aggregate liability for any and all claims, losses or expenses (including attorney's fees) arising out of this Agreement, or out of any Services or goods furnished under this Agreement, whether based in contract, negligence, strict liability, agency, warranty, trespass, indemnity or any other theory of liability, shall be limited, as liquidated damages, to the greater of \$1,000 or 10% of the total compensation received by Siemens from Customer under this Agreement.

7.10 Siemens reserves the right to control the defense and settlement of any claim for which Siemens has an obligation under the warranty hereunder.

7.11 The parties acknowledge that the price which Siemens has agreed to perform its Services and obligations under this Agreement is calculated based upon the foregoing limitations of liability, and that Siemens has expressly relied on, and would not have entered into this Agreement but for such limitations of liability.

Article 8: Limitations of Maintenance or Service Obligations

8.1 Unless agreed otherwise, Services do not include and Siemens is not responsible for: (a) service or provision of consumable supplies, including but not limited to batteries and halon cylinder charging; (b) reinstallation or relocation of Covered Equipment; (c) painting or refinishing of Covered Equipment or surrounding surfaces; (d) changes to Services; (e) parts, accessories, attachments or other devices added to Covered Equipment but not furnished by Siemens; (f) failure to continually provide suitable operating environment including, but not limited to, adequate space, ventilation, electrical power and protection from the elements; (g) the removal or reinstallation of replacement valves, dampers, waterflow and tamper switches, airflow stations, venting or draining systems, and any other permanently mounted integral pipe or air duct component; or (h) latent

defects in the Covered Equipment that cannot be discovered through the standard provision of the Services. Siemens is not responsible for services performed on any Covered Equipment other than by Siemens or its agents.

8.2 Siemens will not be responsible for the maintenance, repair or replacement of, or Services necessitated by reason of: (a) non-maintainable, non-replaceable or obsolete parts of the Covered Equipment, including but not limited to ductwork, shell and tubes, heat exchangers, coils, unit cabinets, casings, refractory material, electrical wiring, water and pneumatic piping, structural supports, cooling tower fill, slats and basins, etc. unless otherwise specifically stated in the Document; or (b) negligence, abuse, misuse, improper or inadequate repairs or modifications, improper operation, lack of operator maintenance or skill, failure to comply with manufacturer's operating and environmental requirements.

8.3 Siemens is not responsible for repairs, replacements or services to Covered Equipment due to corrosion, erosion, improper or inadequate water treatment by others, electrolytic or chemical action, or reasons beyond its reasonable control.

8.4 WHERE SERVICES INCLUDE EFFORTS BY SIEMENS TO HELP CUSTOMER TO ATTAIN REBATES AND/OR INCENTIVES FROM AVAILABLE SOURCES OR ENERGY/FUEL COST REDUCTION, CUSTOMER ACKNOWLEDGES THAT ANY REBATE/INCENTIVE OR ENERGY/ FUEL COST REDUCTION THAT MAY BE AVAILABLE TO CUSTOMER IS GRANTED BY A THIRD PARTY OUTSIDE THE CONTROL OF SIEMENS. CUSTOMER FURTHER ACKNOWLEDGES THAT WHILE SIEMENS WILL EITHER ASSIST CUSTOMER OR ENDEAVOR ITSELF TO OBTAIN ANY AND ALL REBATES/INCENTIVES OR ENERGY/FUEL COST REDUCTION AVAILABLE, SIEMENS DOES NOT GUARANTEE THAT IT WILL OBTAIN OR APPLY FOR ALL REBATES/INCENTIVES OR ENERGY/ FUEL COST REDUCTIONS THAT MAY BE AVAILABLE TO CUSTOMER. FURTHER, CUSTOMER HEREBY RELEASES SIEMENS FROM ANY AND ALL LIABILITY TO CUSTOMER OR ANY THIRD PARTY ARISING FROM SIEMENS' FAILURE TO OBTAIN OR APPLY FOR ANY REBATE/INCENTIVE OR ENERGY/FUEL COST REDUCTION THAT COULD IN ANY WAY BE OBTAINED BY CUSTOMER.

Article 9: License and Intellectual Property

9.1 Any tangible form of a report or drawing specifically developed for, commissioned by and deliverable to the Customer in connection with Services performed by Siemens under this Agreement ("*Work Product Deliverables*") shall become the Customer's property upon receipt by the Customer and payment of any fees due Siemens under this Agreement. Siemens may retain file copies of such Work Product Deliverables.

9.2 If any know-how, tools and related documentation owned or licensed by Siemens and used by Siemens to install or commission Equipment and Software for operation at the Site, including but not limited to tools for installing any Software, performing diagnostics on Equipment as installed at the Site as well as any reports, notes, calculations, data, drawings, estimates, specifications, manuals, documents, all computer programs, codes and computerized materials prepared by or for Siemens and used by Siemens to provide the Services ("*Instruments*") are provided to the Customer under this Agreement, any such Instruments shall remain Siemens property, including the intellectual property conceived or developed by Siemens in the Instruments.

9.3 In addition, all intellectual property: (i) that has been conceived or developed by an employee or subcontractor of Siemens before Siemens performs any Services under this Agreement; (ii) that is conceived or developed by such employee or subcontractor at any time wholly independently of Siemens performing the Services under this Agreement; or, (iii) if developed while performing the Services under this Agreement, where the development of intellectual property for the benefit of the Customer is not expressly identified as an item of Services to be provided to the Customer or where such Services comprised or corresponded to an update, improvement, configuration, or modification of Equipment or Software made in the ordinary course of

GENERAL TERMS AND CONDITIONS (SERVICE)

business solely to allow such products to interface with any software and/or equipment and/or to operate at a site specified by Customer, (collectively, "Siemens Pre-existing Intellectual Property") that may be included in scope provided to the Customer under this Agreement shall also remain Siemens' property including the Siemens Pre-existing Intellectual Property included in the Work Product Deliverables. Siemens Pre-existing Intellectual Property is also included in all reports, notes, calculations, data, drawings, estimates, specifications, manuals, documents, all computer programs, codes and computerized materials prepared by or for Siemens.

9.4 All Work Product Deliverables and any Instruments provided to the Customer are for the Customer's use and only for the purposes disclosed to Siemens. Siemens hereby grants the Customer a royalty-free (once all payments due under this Agreement are paid to Siemens), non-transferable, perpetual, nonexclusive license to use any Siemens Pre-existing Intellectual Property solely as incorporated into the Services and Deliverables (including Work Product Deliverables and any Instruments provided to the Customer under this Agreement). Under such license, and following agreement to be bound to confidentiality provisions under this Agreement and/or in accordance with any separate confidentiality agreement that may exist between the parties, Customer shall have a right to: (a) Use, in object code form only, the Software that is owned or licensed by Siemens or its affiliates and that is either separately deliverable for use in the Equipment or for use in a computer system owned by the Customer or delivered as firmware embedded in the Equipment ("Software Deliverables"); (b) Make and retain archival and emergency copies of such Software Deliverables (subject to any confidentiality provisions) except if the Software Deliverable is embedded in the Equipment; and, (c) Use all such Equipment, Work Product Deliverables, and such Instruments, provided however, the Equipment, Work Product Deliverables, and Instruments shall not be used or relied upon by any third-party, and such use shall be limited to the particular project and location for which the Services are provided.

9.5 The Customer shall not transfer the Equipment, Software, Work Product Deliverables, or Instruments to others or use them or permit them to be used for any extension of the Services or any other project or purpose, without Siemens' prior express written consent.

9.6 Any reuse of Equipment, Software, Work Product Deliverable, or such Instruments for other projects or locations without the written consent of Siemens, or use by any third party will be at the users risk and without liability to Siemens; and, the Customer shall indemnify, defend and hold Siemens harmless from any claims, losses or damages arising therefrom.

9.7 In consideration of such license, the Customer agrees not to reverse engineer any Equipment or Software to reconstruct or discover any source code, object code, firmware, underlying ideas, or algorithms of such Equipment or Software even to the extent such restriction is allowable by law.

9.8 Customer acknowledges that Siemens, in the normal conduct of its business, may use concepts, skills and know-how developed while performing other contracts. Customer acknowledges the benefit which may accrue to it though this practice, and accordingly agrees that anything in this Agreement notwithstanding, Siemens may continue, without payment of a royalty, this practice of using concepts, skills and know-how developed while performing the Services under this Agreement.

9.9 Customer acknowledges that all Facilities Data is owned by Siemens and may be used by Siemens in a commingled or other reasonable manner, provided that such use does not identify Customer or the location(s) of the facility or facilities to which Facilities Data pertains.

Article 10: Hazardous Materials Provisions

10.1 The Services do not include directly or indirectly performing or arranging for the detection, monitoring, handling, storage, removal, transportation, disposal or treatment of oil or Hazardous Materials. Except as disclosed pursuant to this Article, Customer represents that, to its best knowledge, there is no asbestos or any other hazardous or toxic materials, as defined in the Comprehensive Environmental

Response, Compensation and Liability Act of 1980, as amended, the regulations promulgated thereunder, and other applicable federal, state or local law ("Hazardous Materials"), present at Customer's Sites where the Services are performed. Siemens will notify Customer immediately if it discovers or suspects the presence of any Hazardous Material. All Services have been priced and agreed to by Siemens in reliance on Customer's representations as set forth in this Article. The presence of Hazardous Materials constitutes a change in this Agreement whose terms must be agreed upon by Siemens before its obligations hereunder shall continue.

10.2 Customer is solely responsible for testing, abating, encapsulating, removing, remedying or neutralizing such Hazardous Materials, and for the costs thereof. Customer is responsible for the proper disposal of all Hazardous Materials and oil that at any time are present at the Services site in accordance with all applicable federal, state, and local laws, regulations, and ordinances. Even if change order has been entered into pursuant to this Article, Siemens shall have the right to stop the Services until the site is free from Hazardous Materials. In such event, Siemens shall receive an equitable extension of time to complete the Services, and compensation for delays caused by Hazardous Materials remediation. In no event shall Siemens be required or construed to take title, ownership or responsibility for such oil or Hazardous Materials. Customer shall sign any required waste manifests in conformance with all government regulations, listing Customer as the generator of the waste.

10.3 Customer warrants that, prior to the execution of this Agreement, it shall notify Siemens in writing of any and all Hazardous Materials which to Customer's best knowledge are present, potentially present or likely to become present at the Services site and shall provide a copy of any site safety policies, including but not limited to lock-out and tag procedures, chemical hygiene plan, MSDSs or other items required to be disclosed or maintained by federal, state, or local laws, regulations or ordinances.

10.4 Customer shall indemnify, defend and hold Siemens harmless from and against any damages, losses, costs, liabilities or expenses (including attorneys' fees) arising out of any oil or Hazardous Materials or from Customer's breach of, or failure to perform its obligations under this Article.

Article 11: Import / Export Indemnity

Customer acknowledges that Siemens is required to comply with applicable export laws and regulations relating to the sale, exportation, transfer, assignment, disposal and usage of the Covered Equipment or Services provided under the Contract, including any export license requirements. Customer shall not, at any time, either directly or indirectly, use, export, sell, transfer, assign or otherwise dispose of such Covered Equipment or Services in a manner which will result in non-compliance with such applicable export laws and regulations. It shall be a condition of the continuing performance by Siemens of its obligations hereunder that compliance with such export laws and regulations be maintained at all times. CUSTOMER SHALL INDEMNIFY AND HOLD SIEMENS HARMLESS FROM ANY COSTS, LIABILITIES, PENALTIES, SANCTIONS AND FINES RELATED TO THE CUSTOMER'S NON-COMPLIANCE WITH APPLICABLE EXPORT LAWS AND REGULATIONS.

Article 12: Small Business Concern

Siemens shall adhere to FAR 52.219-8 regarding the "Utilization of Small Business Concerns", as part of its Commercial Small Business Subcontracting Agreement with the federal government. Siemens' policy is to offer small business concerns, including small disadvantaged businesses, women owned small-businesses, HUBZone small businesses, veteran owned small businesses and service disabled veteran owned small businesses, the "maximum practical opportunity" to participate in performing contracts let by any commercial entity, local government or federal agency, including subcontracts for subsystems, assemblies, components, and related services for major systems.

COLLEGE OF CENTRAL FLORIDA

27

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: RFP 19-2 Custodial Services Recommendation for Award

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

The College requested proposals to provide Custodial Services to the College of Central Florida. A total of eleven (11) responses were received. The committee shortlisted the top four (4) firms for an invitation to participate in oral presentation/interviews. The top four (4) firms were interviewed and based on those interviews, the committee ranked the firms as shown below:

RANKING	NAME OF FIRM	TOTAL SCORE
1	Owens Realty Services	43.75
2	McLemore Building Maintenance	37.80
3	Grosvenor Building Services	36.25
4	General Building Maintenance	35.35

The Administration is requesting that the District Board of Trustees (DBOT) authorize the President or his designee to negotiate with the first-ranked firm on the list, Owens Realty Services. If an agreement can be reached, the DBOT is requested to authorize the President or his designee to sign the necessary agreement with the firm and report that action to the Trustees at a subsequent meeting. If no agreement is reached, the DBOT is requested to authorize negotiations with the next-ranked firm until an agreement is reached.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees acknowledges the ranked list and authorizes the President or his designee to negotiate the agreement and the President to sign the agreement on successful conclusion of the negotiations. If negotiations with the first-ranked firm are not successful, the Board authorizes negotiations with the next-ranked firm. If no agreement is reached, the College will request new proposals for the project.



COLLEGE of
CENTRAL
FLORIDA

RECOMMENDATION FOR AWARD

PAGE: 1 of 1

Description:
Custodial Services

1. PROCUREMENT METHOD <input type="checkbox"/> Sealed Bid (ITB) <input checked="" type="checkbox"/> Negotiated (RFP) <input type="checkbox"/> Other	2. SOLICITATION/ RFP/ITN NO. RFP 19-2	3. ISSUE DATE March 11, 2019	4. RFP SUBMITTALS DATE/TIME April 26, 2019 2:00 P.M.
5. DESCRIPTION OF COMMODITIES/SERVICES Custodial Services	6. NO. OF RFP'S ISSUED 46	7. NO. OF RFP'S RECEIVED 11	
6. PERIOD OF SERVICE July 1, 2019 – June 30, 2022	7. TOTAL AMOUNT (Annually) \$840,593.67	8. RENEWAL PERIODS (if applicable) Option Year 1: July 1, 2022 – June 30, 2023 Option Year 2: July 1, 2023 – June 30, 2024	

09. BACKGROUND

In June 2014 the District Board of Trustees awarded Owens Realty Services as the vendor providing custodial services collegewide. The term of the agreement began July 1, 2014 through June 30, 2017 as the base years with two (2) one year optional renewals July 1, 2017 through June 30, 2018 and July 1, 2018 through June 30, 2019.

10. EVALUATION OF REQUEST FOR PROPOSALS

Request for Proposal 19-2 was issued to forty-six (46) interested custodial services on March 11, 2019. This requirement was advertised in accordance with the college procedures and Florida Statutes. Eleven (11) firms responded. A committee of a non-voting chair and five members were selected to evaluate and rank the written proposals submitted. The results are as follows:

1 – Owens Realty Services – 21.35	5 - Stockton Maint. Group – 18.10	9 – Elite Maintenance – 15.45
2 – Grosvenor Building Maint. – 18.75	6 - American Maintenance – 18.05	10 – American Facilities – 15.30
3 – McLemore Building Maint. – 18.60	7 – ABM – 17.80	11 – Jani King – 9.75
4 – General Building Maint. – 18.45	8 – Trusted Hand Services – 16.25	

From the above rankings the committee shortlisted 4 firms for oral presentations which were held on Tuesday, May 28th. The total rankings for both written and oral presentations are as follows:

1 – Owens Realty Services – 43.75	3 – Grosvenor Building Services – 36.25
2 – McLemore Building Maint. – 37.80	4 – General Building Maint. – 35.35

11. RECOMMENDATION/ACTION REQUESTED

Based on the above rankings, approval is hereby requested to award RFP 19-2 Custodial Services to Owens Realty Services for the term of July 1, 2019 through June 30, 2024.

12. REQUIRED SIGNATURES

AWARD RECOMMENDATION:


DIRECTOR OF PURCHASING (OR DESIGNEE)

5-28-19
DATE

AWARD CONCURRENCE:


VICE PRESIDENT OF FINANCE AND ADMINISTRATION (OR DESIGNEE)

6-13-2019
DATE

AWARD APPROVAL:

CF PRESIDENT OR DISTRICT BOARD OF TRUSTEES, CHAIR (OR DESIGNEE)

DATE

ORIGINAL

RANKINGS



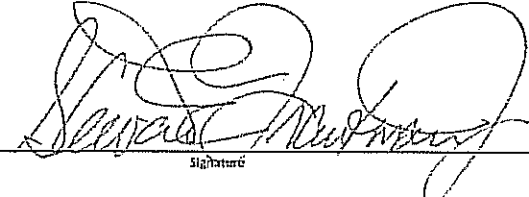
REQUEST FOR PROPOSALS 19-Z
Custodial Services

WRITTEN & ORAL PRESENTATIONS FOR SHORTLISTED COMPANIES

VENDORS	KATIE HUNT			TOM GOLDNER			MARK SAKOWSKI			MICHAEL CROSSBY			JOE MAZUR		
	Written	Presentation & Interviews	TOTAL	Written	Presentation & Interviews	TOTAL	Written	Presentation & Interviews	TOTAL	Written	Presentation & Interviews	TOTAL	Written	Presentation & Interviews	TOTAL
General Building Maint.	3.95	3.70	7.65	3.85	3.00	6.85	3.35	2.75	6.10	3.30	3.50	6.80	4.00	3.95	7.95
Grosvenor Building Serv.	3.60	3.45	7.05	4.05	3.70	7.75	3.30	2.75	6.05	3.55	2.90	6.45	4.25	4.70	8.95
McLemore Building Maint.	4.15	3.50	7.65	3.65	4.40	8.05	3.35	3.00	6.35	3.20	3.85	7.05	4.25	4.45	8.70
Owens	4.45	4.30	8.75	4.35	4.60	8.95	4.35	4.20	8.55	3.85	4.30	8.15	4.35	5.00	9.35

FINAL TOTAL

General Building Maint.	35.35
Grosvenor Building Serv.	36.25
McLemore Building Maint.	37.80
Owens	43.75



 Signature

5-28-19

 Date

COLLEGE OF CENTRAL FLORIDA

28

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: ITB 18-1 Beverage Services Recommendation for Award

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

Solicitation ITB 18-1 was issued to three (3) prospective vendors on December 10, 2018 to provide bids to provide beverage services at the Ocala Main Campus, Levy Campus, Hampton Campus and the Appleton Museum of Art. A total of one (1) competitive bid was received on the official opening date of February 5, 2019.

The recommendation for award is based on the only vendor that provided the lowest, responsive, and responsible bid determined to be in the best interest of the College upon completion of the posting period.

The one (1) firm is ranked and shown below:

RANKING	NAME OF FIRM	TOTAL BID
1	PEPSICO, Pesico Beverages Company	\$102,500

RECOMMENDATION/ACTION REQUESTED:

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



Description:

Beverage Services

1. PROCUREMENT METHOD <input checked="" type="checkbox"/> Sealed Bid (ITB) <input type="checkbox"/> Negotiated (RFP) <input type="checkbox"/> Other	2. SOLICITATION/ RFP/ITN NO. ITB 18-1	3. ISSUE DATE December 10, 2018	4. BID OPENING DATE/TIME February 5, 2019 2:15 P.M.
5. DESCRIPTION OF COMMODITIES/SERVICES Beverage Services	6. NO. OF BIDS ISSUED 3	7. NO. OF BIDS RECEIVED 1 - Bid (2 - No Bids)	
6. PERIOD OF SERVICE 7/01/19 – 6/30/24	7. TOTAL AMOUNT (including renewal periods if applicable) See below	8. RENEWAL PERIODS (if applicable)	

09. BACKGROUND AND PERTINENT FACTS

The College of Central Florida currently procures beverage services from PEPSICO. Their services began on 4/15/14 and ended on 4/14/19. The services were extended until negotiations for this ITB could be finalized.

10. EVALUATION OF BIDS/OFFER

Solicitation ITB 18-1 was issued to three (3) prospective vendors on December 10, 2018. A total of one (1) competitive bid was received on the official opening date of February 5, 2019. The bid was publicized district wide in accordance with established regulations. The results of the bid are provided on the attached bid evaluation sheet.

Pepsi Food Service (PEPSICO) submitted the only responsive and responsible bid considering sponsorship and capital fees, commission rates, vending prices and items for consideration.

11. RECOMMENDATION/ACTION REQUESTED

Approval to award to the only responsive and responsible bidder, Pepsi Food Service (PEPSICO) for five (5) years in accordance with the terms and conditions of ITB 18-1 issued December 10, 2018. Services shall be for the College of Central Florida Ocala Main Campus, Levy Campus, Hampton Center and the Appleton Museum of Art. Upon approval an award document and an agreement will be issued.

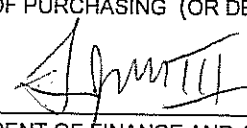
12. REQUIRED SIGNATURES

AWARD RECOMMENDATION:


DIRECTOR OF PURCHASING (OR DESIGNEE)

5-20-19
DATE

AWARD CONCURRENCE:


VICE PRESIDENT OF FINANCE AND ADMINISTRATION (OR DESIGNEE)

6-13-19
DATE

AWARD APPROVAL:

CF PRESIDENT OR DISTRICT BOARD OF TRUSTEES, CHAIR (OR DESIGNEE)

DATE

ORIGINAL



BID TABULATION SHEET

BID NO. ITB 14-1
BID TITLE: BEVERAGE SERVICES

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

Opened by: Stewart E. Trautman, Jr., Director of Purchasing
Recorded by: Mary LaPointe, Staff Assistant IV

BID CUTOFF TIME: 2:00PM
BID OPENING DATE/TIME: 2/5/19 @ 2:15 PM

VENDOR NAME	FLORIDA COCA COLA BOTTLING COMPANY	PEPSICO, Pepsi Beverages Company	7UP/Snappla Southeast
ADDRESS	929 E. University Avenue Gainesville, FL 32601	5820 Pepsi Place Jacksonville, FL 32216	3337 SW 7th Street Ocala, FL 34474
CONTACT PERSON	John Mulkey, Market Development, Manger	KEVIN MUNDER, Key Account Manager	Dennis Ritchie, Local Manager
TELEPHONE	352.214.3607	904.545.0422 (cell)	352-732-9777 x7321305
EMAIL ADDRESS	jmulkey@cccoacoflorida.com	kevin.munder@pepsico.com	dennis.ritchie@dsq.com

Item No.	Item Description	1		2		3	
		Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1.0	Advanced Fee	NO BID		\$5,000	\$5,000 one-time	NO BID	
1.1	Sponsorship Fee			\$15,000 per year	\$15,000 per year		
1.2	Capital Fees			\$3,000 per year	\$3,000 per year		
1.3	Commission Rate			35%	35%		
1.4	Annual Scholarship			\$500 per year	\$500 per year		
1.5	Number of free canned/bottled cases of beverage per month			35	35		

SUBMITTALS										
1.6		CONSIDERATION	Yes <input type="checkbox"/>	No <input type="checkbox"/>	CONSIDERATION	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	CONSIDERATION	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	ADDENDUM NO. 1		Yes <input type="checkbox"/>	No <input type="checkbox"/>	ADDENDUM NO. 1	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	ADDENDUM NO. 1	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	ADDENDUM NO. 2		Yes <input type="checkbox"/>	No <input type="checkbox"/>	ADDENDUM NO. 2	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	ADDENDUM NO. 2	Yes <input type="checkbox"/>	No <input type="checkbox"/>

1.7	Sponsorship Fees/Capital Fees/Commission Rate	*4,500 sponsorship + Capital fees Commission rate will vary by sales per quarter								
1.11	Product/Equivalent	Initial Vend Price	Commission Rate %	Initial Vend Price	Commission Rate %	Initial Vend Price	Commission Rate %	Initial Vend Price	Commission Rate %	
	12 oz. cans/plastic bottles			\$1.00	35%					
	20 oz. carbonated			\$1.75	35%					
	20 oz. non-carbonated			\$1.75	35%					
	20 oz. Energy Drink			\$2.50	35%					
	20 oz. Water			\$1.75	35%					

SECTION II									
	PERFORMANCE BOND	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PERFORMANCE BOND	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PERFORMANCE BOND	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	DRUG FREE WORKFORCE CERT	Yes <input type="checkbox"/>	No <input type="checkbox"/>	DRUG FREE WORKFORCE CERT	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	DRUG FREE WORKFORCE CERT	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	AFFIDAVIT OF COMPLIANCE	Yes <input type="checkbox"/>	No <input type="checkbox"/>	AFFIDAVIT OF COMPLIANCE	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	AFFIDAVIT OF COMPLIANCE	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	STATEMENT OF NO BID	Yes <input type="checkbox"/>	No <input type="checkbox"/>	STATEMENT OF NO BID	Yes <input type="checkbox"/>	No <input type="checkbox"/>	STATEMENT OF NO BID	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	DISPUTES DISCLOSURE FORM	Yes <input type="checkbox"/>	No <input type="checkbox"/>	DISPUTES DISCLOSURE FORM	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	DISPUTES DISCLOSURE FORM	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	REFERENCES	Yes <input type="checkbox"/>	No <input type="checkbox"/>	REFERENCES	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	REFERENCES	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	INSURANCE	Yes <input type="checkbox"/>	No <input type="checkbox"/>	INSURANCE	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	INSURANCE	Yes <input type="checkbox"/>	No <input type="checkbox"/>

BID OPENING OFFICIAL: *Stewart E. Trautman Jr.* DATE: 2-5-19
 BID RECORDER: *Mary LaPointe* DATE: 2-5-19

COPY

COLLEGE OF CENTRAL FLORIDA

29

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Write-offs for Fiscal Year 2018 - 2019

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

Periodically, the Financial Operations Office reviews all student accounts receivable. As authorized by the State Board of Education Rule 6A-14.078, certain accounts may be written off if approved by the Board. This report is in line with the College's Student Fee Collection Procedure, which complies with state board administrative rules and prior accounting recommendations. The students' financial obligations will continue, and the outstanding debt must be paid before they can re-enroll or request transcripts.

For the Board's review, attached are copies of detailed documentation regarding write-offs in the amount of \$180,736.48 which is 2.61% of the related revenue for fiscal year 2018-2019.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees authorizes write-offs in the amount of \$180,736.48 for fiscal year 2018-2019 as reflected on the attached list.

**COLLEGE OF CENTRAL FLORIDA
ACCOUNTS RECEIVABLE WRITE-OFF SUMMARY
JUNE 2019**

<u>Write-Off Description:</u>	<u>Amount</u>
Tuition and Fees:	\$ 103,120.04
Financial Aid R2T4s	\$ 58,206.87
VA/BFFM/Fee Waiver Chargebacks	\$ 2,019.30
Books:	\$ 15,889.13
Parking Fines:	\$ 690.00
Library Fines:	\$ 741.14
AE Registration Fee	\$ 30.00
NSF	\$ 40.00
Total Write-Offs:	\$ 180,736.48

(The total Write-Offs are 2.61 % of the related revenue)

**College of Central Florida
Analysis of Write-Offs Previous Years**

School Year	Date Approved By Board	Amount Approved	# of Students	Amount Recovered By Collection Agencies
08-09	10/28/2008	\$ 65,602.85	209	
	2/24/2009	\$ 58,873.37	226	
	6/16/2009	\$ 95,020.72	193	
	total	\$ 219,496.94		\$ 56,647.00
09-10	10/29/2009	\$ 115,171.21	276	
	2/23/2010	\$ 96,636.47	294	
	6/28/2010	\$ 203,410.74	353	
	total	\$ 415,218.42		\$ 73,806.00
10-11	10/26/2010	\$ 298,342.98	602	
	2/22/2011	\$ 227,531.90	481	
	6/21/2011	\$ 239,685.56	471	
	total	\$ 765,560.44		\$ 105,741.00
11-12	10/25/2011	\$ 239,068.65	509	
	2/28/2012	\$ 113,780.09	239	
	6/26/2012	\$ 241,620.49	446	
	total	\$ 594,469.23		\$ 142,296.00
12-13	10/23/2012	\$ 145,171.05	278	
	2/26/2013	\$ 94,979.65	207	
	6/25/2013	\$ 120,584.87	291	
	total	\$ 360,735.57		\$ 96,337.00
13-14	10/23/2013	\$ 102,631.29	281	
	2/26/2014	\$ 73,966.15	147	
	6/25/2014	\$ 130,729.74	241	
	total	\$ 307,327.18		\$ 94,039.00
14-15	10/29/2014	\$ 143,666.44	283	
	2/25/2015	\$ 108,209.88	194	
	6/24/2015	\$ 162,238.45	295	
	total	\$ 414,114.77		\$ 91,834.00
15-16	10/28/2015	\$ 158,341.62	285	
	2/24/2016	\$ 73,309.43	132	
	6/22/2016	\$ 107,528.98	205	
	total	\$ 339,180.03		\$ 103,659.00
16-17	10/28/2016	\$ 57,233.12	106	
	2/22/2017	\$ 122,206.54	199	
	6/28/2017	\$ 128,942.81	190	
	total	\$ 308,382.47		\$ 100,901.00
17-18	10/25/2017	\$ 116,786.81	169	
	2/28/2018	\$ 77,696.08	124	
	6/27/2018	\$ 89,478.26	132	
	total	\$ 283,961.15		\$ 99,846.20
18-19	10/31/2018	\$ 192,744.53	291	
	2/27/2019	\$ 62,408.64	105	
	6/28/2019	\$ 180,736.48	293	
	total	\$ 435,889.65		\$ 92,696.35
Total write-offs and collections		\$ 4,444,335.85		\$ 1,057,802.55

Total recovery as a percentage of total write-offs **23.8%**

COLLEGE OF CENTRAL FLORIDA

30

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Board Calendar for 2019-2020

INITIATOR: Dr. James D. Henningsen
President

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

Each year the Board establishes a schedule of meeting dates for the coming year. A list of proposed meeting dates has been prepared for 2019-2020, with all meetings to be held on Wednesday, as requested by the Board.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees consider adopting the proposed meeting dates for 2019-2020.

COLLEGE OF CENTRAL FLORIDA

District Board of Trustees

Meeting Dates for 2019-2020

<u>Date</u>	<u>Location</u>
August 28, 2019	Ocala Campus
September 25, 2019	Hampton Center
October 30, 2019	Ocala Campus
December 4, 2019	Appleton Museum of Art
January 22, 2020	Ocala Campus
February 26, 2020	Levy Campus
March 25, 2020	Ocala Campus
April 22, 2020	Citrus Campus
May 27, 2020	Ocala Campus
June 24, 2020	Ocala Campus

All meetings begin at 3:00 p.m.

COLLEGE OF CENTRAL FLORIDA

31

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: Monthly Financial Summary Report

INITIATOR: F. Joseph Mazur III, CPA
Vice President of Administration & Finance

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

Each month the Board is provided with a Monthly Financial Summary Report and additional information of general college operations (Fund 1) indicating major fiscal matters, including 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
GENERAL COLLEGE OPERATIONS FUND 1
MONTHLY FINANCIAL SUMMARY AS OF May 31
FOR FISCAL YEARS 2018 AND 2019**

Reflecting Actual Results for 92% of the Fiscal Year

	FY2017-18 5/31/2018	FY2018-19 5/31/2019	%	FY2018-19 Budget	% of Budget Recognized
			Inc (Dec)		
<u>REVENUES</u>					
1 Student Fees	\$ 14,070,109	\$ 14,020,319	0%	\$ 14,010,267	100%
2 State Support	19,331,168	20,895,906	8%	23,444,786	89%
3 Other Revenue	1,682,641	2,045,786	22%	1,950,000	105%
4 TOTAL REVENUE	\$ 35,083,918	\$ 36,962,011	5%	\$ 39,405,053	94%
<u>EXPENSES</u>					
Personnel Expense					
5 Salary and Wages	\$ 19,635,630	\$ 20,201,000	3%	\$ 23,285,911	87%
6 Employee Benefits	4,779,632	5,089,136	6%	6,219,142	82%
7 Subtotal Personnel Expense	\$ 24,415,262	\$ 25,290,136	4%	\$ 29,505,053	86%
Current Expenses					
8 Operating	\$ 6,249,313	\$ 6,602,766	6%	\$ 7,038,376	94%
9 Supply & Material	885,296	876,262	-1%	1,072,598	82%
10 Scholarships & Other Exp	346,713	422,236	22%	889,026	47%
11 Subtotal Current Expense	\$ 7,481,322	7,901,264	6%	\$ 9,000,000	88%
12 Capital Outlay Expense	\$ 737,698	\$ 879,895	19%	\$ 900,000	98%
13 TOTAL EXPENSES	\$ 32,634,282	\$ 34,071,295	4%	\$ 39,405,053	86%
14 Increase/Decrease to Fund Balance	\$ 2,449,636	\$ 2,890,716	18%	\$ 0	

COLLEGE OF CENTRAL FLORIDA

May 2019 Financial Summary

Variance Notes

FY 2017-18 TO FY 2018-19

Revenues

- Line 1: Decrease in enrollment compared to this period last year.
- Line 2: State Appropriations increased due to performance based incentive funding and nonrecurring appropriations compared to this period last year.
- Line 3: Increase in interest revenue and receipt of Foundation operational support revenue compared to this period last year.

Expenses

- Line 5: Increase in salary and wages due to increased summer overload and one-time non-recurring payment for all employees compared to this period last year.
- Line 6: Increase in health insurance and both Social Security and FRS contributions due to increased summer overload and non-recurring payment for all employees compared to this period last year.
- Line 8: Increases in repair/maintenance technology, student and general liability insurance and contracted services expenses compared to this period last year.
- Line 9: Decrease in administrative software and office materials and supplies compared to this period last year.
- Line 10: Increase in write off of student debt and fundable fee waivers for spring FTE exemptions compared to this period last year.
- Line 12: Increase in Capital Outlay expenses compared to this period last year.

COLLEGE OF CENTRAL FLORIDA

32

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 26, 2019

SUBJECT: CF Foundation Audit and DSO Checklist – January 1, 2018 through December 31, 2018

INITIATOR: Christopher R. Knife

DATE: June 19, 2019

OBJECTIVE AND PERTINENT FACTS:

Annually, the CF Foundation presents to the College of Central Florida District Board of Trustees the Foundation's annual audit and Direct Support Organization (DSO) checklist for their acknowledgement and receipt.

Christopher Knife, Executive Director of the CF Foundation and Dawn Gonsalves, Chief Fiscal Officer of the CF Foundation, will present the audit for the fiscal period ending December, 2018.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees acknowledge receipt of the CF Foundation's annual audit and DSO checklist for the period ending December 31, 2018.

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

DSO NAME: College of Central Florida Foundation, Inc.

FOR THE YEAR ENDING: December 31, 2018

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

1. In accordance with Section 1004.70(2), Florida Statutes, did the chairperson of the board of trustees appoint a representative to the board of directors and the executive committee of each direct-support organization established under Section 1004.70, Florida Statutes?

YES X NO ___

2. In accordance with Section 1004.70(2), Florida Statutes, did the president or the president's designee serve on the board of directors and the executive committee of the college's direct-support organization?

YES X NO ___

3. In accordance with Section 1004.70(4)(c), Florida Statutes, did the board of trustees approve all transactions or agreements between one direct support organization and another direct support organizations or between a direct-support organization and a center of technology innovation designated under s. 1004.77, Florida Statutes?

YES ___ NO ___ N/A X

4. In accordance with Section 1004.70(5), Florida Statutes, did this direct-support organization submit to the board of trustees a copy of its federal IRS Application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990)?

YES X NO ___ N/A ___

5. Did the board of trustees review the following issues and accept the annual audit?
A. College support of direct-support organization's operating expenses.
B. Annual change in the direct -support organization's net assets.
C. Direct-Support Organization's ability to cover indebtedness (both current and projected).

YES X NO ___ N/A ___

COLLEGE NAME : College of Central Florida

PRESIDENT (SIGNATURE) _____
DATE
James D. Henningsen
(Printed)

CHAIRMAN, BOARD OF TRUSTEES (SIGNATURE) _____
DATE
Rusty Branson
(Printed)