

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, June 23, 2021. The meeting was held on the Ocala Campus.

Members Present: Bobby Durrance, Chair  
Rusty Branson  
Joyce Brancato  
Gabe Bullaro

James D. Henningsen, Board Secretary  
Robert Batsel, College Attorney

Members Absent: Bill Edgar, Vice Chair

Chris Knife, Chuck Prince, Mark Paugh, Saul Reyes, Vernon Lawter, Robert Reynolds, Jennifer Fryns, Jessica McClain, Lois Brauckmuller, Jillian Ramsammy, Katie Hunt, Ron Kielty, Stephenie Butscher, Mary Ann Begley, Jason Steuber, Judy Menadier, Allan Danuff, and Sherri Hinkle

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

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

The minutes of the May 26, 2021 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:**

Knife, Christopher R. – Vice President – Development/CEO of CF Foundation – July 1, 2021  
McGrath, William A. – Academic Support Specialist – Learning Support Center – May 17, 2021

**Grants and Contracts – Fund 2:**

None this reporting period.

**Auxiliaries – Fund 3:**

None this reporting period.

**Reorganizations:**

**Office of the President, Effective July 1, 2021**

Hinkle, Sherri L. – From Executive Administrative Assistant to the President to Manager – Office of President and Board Operations.

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

Ouellette, Paul R.

**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:

**CALL TO ORDER**

**PRESENT**

**ABSENT**

**OTHERS IN  
ATTENDANCE**

**PUBLIC COMMENT**

**CONSENT AGENDA**

**Minutes**

**Personnel Report**

None this reporting period.

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

Dick, Sage L.	Harland, Amanda L.	Tranor, Robert W.
Green, Frankeya E.	Milton, Adrion L.	Quackenbush, Matthew L.
Foust, Richard A.	Pfeiffer, Victoria FA	

**Temporary Part -Time Hourly:** That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$8.56:

Mariita, Diana N.

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

Marrero, Angelia L.  
Sciotto, Frances-Ann

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

Dagg, Susan M. – Staff Assistant II – CF Printing and Postal Services – August 31, 2021

**Resignations:**

Banner, Christina J. – Manager – Marketing & Public Relations – Marketing & Public Relations – June 3, 2021

Breder, Suzanne L. – Instructional Designer – E-Learning – May 31, 2021

Nelson, Zayna C. – Staff Assistant III – Health Sciences – May 31, 2021

**Terminations:**

None this reporting period.

**Separation from the College due to end of temporary appointment:**

None this reporting period.

**Separation from the College due to end of grant funding:**

None this reporting period.

**Separation from the College due to Leave of Absence:**

None this reporting period.

**Separation from the College due to Elimination of Position:**

None this reporting period.

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

None this reporting period.

**2021-2022 Appointment Roster – Administrative Personnel:**

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

The Board was asked to approve the disposal of 23 items of surplus property valued at \$34,880.96 in accordance with applicable state law, State Board of Education rules, and Board policy.

The Board was asked to ratify approval of seven (7) Health Care Affiliation & Internship 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 three (3) Appleton Museum of Art Loan Agreements with Juliet Otterren, Hiromi Moneyhun, and Charles Eady, 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 of an articulation agreement with the School Board of Alachua County that addresses the use of articulated mechanisms for students in certain programs of study to gain real-world training and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the post-secondary school level in Alachua County Public Schools. The agreement is valid for the 2021-2022 school year.

The Board was asked to approve the renewal of an agreement between the District Board of Trustees of College of Central Florida and the School Board of Levy County to implement the activities associated with the Mid Florida Career Pathway Consortium for the fiscal year starting July 1, 2021 and ending June 30, 2022.

The Board was asked to approve the renewal of an agreement between the District Board of Trustees of College of Central Florida and the School Board of Marion County to implement the activities associated with the Mid Florida Career Pathway Consortium for the fiscal year starting July 1, 2021 and ending June 30, 2022.

The Board was asked to approve the following recommendations to the Appleton Museum of Art Advisory Council:

**Three-year term 2021-2024**

Melanie Gordon-Crawford  
Te'Sha Jackson  
Olivia Ortiz  
Dr. Diane Gullett

**Two-year term 2021-2023**

Ms. Judy Johnson  
Ms. Ulli Munroe  
Ms. Sonya Nasser  
Ms. Elodie Perron  
Ms. Susan Peters

**Property  
Donations/Dispositions**

**Health Care Affiliation &  
Internship Agreements**

**Appleton Museum of Art  
Loan Agreement**

**School Board of Alachua  
County Articulation  
Agreement for Internships  
– Renewal**

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

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

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

The Board was asked to approve the President's Contract Addendum for 2021-2022. The contract was reviewed by the college attorney.

**President's Contract Addendum**

The Board was asked to approve the contract renewal with the College Attorney. This contract is valid for the period June 1, 2021 thru June 30, 2022.

**College Attorney Agreement – Renewal**

Christopher Knife, Executive Director, CF Foundation with the support of Dawn Gonsalves, Chief Fiscal Officer of the CF Foundation, reported on the Annual Audit, IRS Form 990, and Direct Support Organization (DSO) checklist for January 1, 2020 through December 31, 2020 as prepared by Purvis, Gray & Company. There were no findings and no comments management in the report. Net assets were over \$113 million. The Chair acknowledged receipt of the report on behalf of the Board.

**CF Foundation Audit, 990 and DSO Checklist – January 1, 2020 through December 31, 2020**

The Chair presented the Consent Agenda for approval. Upon a motion by Joyce Brancato, seconded by Rusty Branson and unanimously carried, the Board approved the items on the Consent Agenda. Copies of all materials relating to this portion of the agenda are on file in the President's office.

**Approval of Consent Agenda**

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

**PUBLIC HEARING**

**Student and Mandatory Fees 2021-2022**

**Student and Mandatory Fees 2021-2022**

As required by State Board of Education Rules and Florida Statutes 2021-2022, student and mandatory fees additions, changes, and deletions were properly noticed at least 28 days before college administration's recommendation for approval at the meeting. There were no changes to the student tuition or standard fees. As there were no questions regarding the fees, upon a motion by Rusty Branson, seconded by Gabe Bullaro and unanimously carried, the Board approved the fee schedule.

**OTHER BUSINESS**

Mr. Prince, Vice President of Administration and Finance, presented highlights from the Annual Operating Budget for 2021-2022. The District Board of Trustees is required to approve the College's Operating Budget. A report summarizing the budget and focusing on Board-established priorities was made to the Board, and a copy of the proposed budget presented in the format required by the Division of Florida Colleges was available for review. The proposed operating budget is \$46,077 million. After discussion and upon a motion by Joyce Brancato, seconded by Gabe Bullaro and unanimously carried, the Board approved the annual operating budget 2020-2021.

**Annual Operating Budget for 2021-2022**

Mr. Prince, Vice President of Administration and Finance, presented budget amendment #1 to the 2020-2021 College Fund Operating Budget. The amendment covers a number of critical facility upgrade, renovation and repair projects in the Unexpended Plant (construction) Fund. With the prolonged statewide reduction in Public Education Capital Outlay (PECO) funds, a transfer of operational reserves to the Unexpended Plant Fund is needed to complete these capital outlay projects. After discussion and upon a motion by Rusty Branson, seconded by Gabe Bullaro and unanimously carried, the Board approved General Fund Operating Budget Amendment #1 for the 2020-2021 Fiscal Year.

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

Mr Prince, Vice President of Administration and Finance, presented the five-year Capital Improvement Program (CIP) to be submitted to the Division of Florida Colleges. The CIP describes the status of the college's land and facilities and provides information on specific projects for land acquisitions, new construction, renovation, remodeling and general maintenance. Additionally, Mr. Prince presented the proposed Fund 7 College-Wide Capital Outlay Projects budget for 2021-2022. Upon a motion by Joyce Brancato, seconded by Gabe Bullaro and unanimously carried, the Board approved the Capital Improvement Program and Fund 7 College-Wide Capital Outlay Projects budget 2021-2022.

**Capital Improvement Plan FY 2022-23 through FY 2026-27 & Fund 7 College-Wide Capital Outlay Projects Budget - 2021-2022**

Mr. Prince, Vice President of Administration and Finance, presented the 2021-2022 Salary Schedule and Related Personnel Policies which included salary schedules for all groups of employees, Board policies pertinent to employees' salaries and benefits, and information to assist in interpreting and implementing the policies. After discussion and upon a motion by Rusty Branson, seconded by Joyce Brancato and unanimously carried, the 2021-2022 Salary Schedule and Related Personnel Policies were approved. A copy of the document is on file in the President's office.

**2021-2022 Salary  
Schedule and Related  
Personnel Policies**

Mr. Prince, Vice President of Administration and Finance, presented the Appleton Museum of Art's operating budget for 2021-2022 which was prepared with input from the Appleton Museum of Art's staff. A budget of \$1,850,000 is proposed for the coming year. After discussion and upon a motion of Joyce Brancato, seconded by Gabe Bullaro and unanimously carried, the Board approved the Appleton Museum of Art operating budget for 2021-2022.

**Appleton Museum of Art  
Operating Budget for  
2021-2022**

The College rents facilities and grounds to various entities throughout the year. Areas available for rent include the Appleton Museum of Art, Citrus Campus Conference Center, Klein Conference Center, Levy Campus Conference Center, Webber Center, the Vintage Farm the gymnasium, the Fine Arts auditorium, outside areas, and certain classrooms, and/or conference/seminar rooms at the Hampton Center and the Ocala, Citrus, and Levy campuses. The rates and regulations will be effective July 1, 2021. After discussion and upon the motion of Bobby Durrance, seconded by Bill Edgar and unanimously carried, the Board approved the rental fees, guidelines, and conditions incorporated within the Guidelines for Base Fee Facilities Rentals.

**Guidelines for Base Fee  
Facilities Rentals**

Dr. Mark Paugh, Vice President for Academic Affairs, presented a Faculty Sabbatical Proposal for associate professor of Sociology in the Humanities and Social Sciences Department Lee Rosen who has applied for a sabbatical leave for the 21-22 academic year to write a textbook. After discussion and upon the motion of Rusty Branson, seconded by Joyce Brancato and unanimously carried, the Board approved the Faculty Sabbatical Proposal.

**Faculty Sabbatical  
Proposal**

Dr. Mark Paugh, Vice President for Academic Affairs presented Academic Program Recommendations for two potential new academic programs to meet community needs and one academic program being recommended to sunset due to low enrollments and completers. After discussion and upon the motion of Rusty Branson, seconded by Gabe Bullaro and unanimously carried, the Board approved the Academic Program Recommendations.

**Academic Program  
Recommendations**

The Board was asked to approve a schedule of meeting dates for the coming year, with all meetings to be held on Wednesday. The dates are: August 25, September 22, October 27 and December 1, 2021 and January 26, February 23, March 23, April 27, May 25 and June 22, 2022. Upon a motion by Bobby Durrance, seconded by Bill Edgar and unanimously carried, the Board approved the schedule of meeting dates for 2020-2021.

**Board Calendar for 2021-  
2022**

**ACKNOWLEDGE  
RECEIPT**

Chuck Prince, Vice President of Administration and Finance, reviewed the highlights and variance analysis of the Monthly Financial Summary Report of revenues and expenses for the periods ended May 31 for the comparative fiscal years 2019-2020 and 2020-2021. The report also included additional financial information about all operating funds at the college. The Chair acknowledged receipt of the reports on behalf of the Board.

**Financial Information –  
Monthly Financial  
Summary Report**

**FOR INFORMATION  
ONLY**

Chuck Prince, Vice President of Administration and Finance, provided an update on Higher Education Emergency Relief Funds (HEERF). The Chair acknowledged receipt of the report on behalf of the Board.

**Higher Education  
Emergency Relief Funds  
(HEERF)**

Dr. Jillian Ramsammy, Vice President of Institutional Effectiveness and College Relations presented the Accountability Report to the Board. This state-generated report compares the College of Central Florida's performance on various measures with other colleges in the Florida College System. The report is also required by statute to be used in the President's evaluation.

## **2020 Accountability Report**

Jessica McClain, Director of Government Relations and Special Assistant to the President, provided the board with a legislative update. Session ended on time, on Friday, April 30. She reviewed higher education bills that Governor DeSantis signed into law. Bills included SB 52 Postsecondary Education, SB 72 Civil Liability for Damages Relating to COVID-19, HB 51 Charter Schools, HB 1507 Workforce Related Programs and Services, SB 1436 Florida Postsecondary Academic Library Network, HB 233 Intellectual Freedom, SB 366 Educational Opportunities Leading to Employment, SB 1108 Education and SB 7017 Foreign Influence. Session 2022 will begin in January with committee meetings beginning in September 2021.

## **Legislative Update**

The Chair reviewed the evaluation for Dr. Henningsen and reported that the board gave him high accolades for his strong leadership and performance during a very challenging year for the college. He further stated that Dr. Henningsen continues to be a great advocate and champion for the College and our communities, and that the college is very fortunate to have him at the helm. Earlier in the agenda the president's contract was approved which adjusted his term of service and included the same compensation changes offered to full-time employees.

## **BOARD CHAIR/ TRUSTEE COMMENTS**

The Chair declared the meeting in recess and asked Dr. Henningsen, as Secretary to the Board, to open the floor for nominations for Chair and Vice Chair for the coming year. Joyce Brancato nominated Bill Edgar, the current Vice Chair, for the position of Chair for 2021-22. Upon motion by Rusty Branson, seconded by Joyce Brancato the motion carried unanimously. Joyce Brancato then nominated Rusty Branson for the position of Vice Chair. Upon motion by Joyce Brancato, seconded by Gabe Bullaro the motion carried unanimously, the Board approved the nomination for Chair and Vice-Chair for 2021-2022.

## **BOARD REORGANIZATION**

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

## **ACC, INC. BOARD REPRESENTATIVE**

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

## **CF FOUNDATION BOARD REPRESENTATIVE**

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

Dr. Henningsen presented the President's Report to the board which included a COVID-19 Update as well as highlights from Academic Affairs, Marketing and Public Relations, the CF Foundation, Enrollment Management and Student Affairs, Regional Campuses, and the Appleton Museum of Art.

## **PRESIDENT'S REPORT**

**Next Board Meeting.** Our next meeting will be held **Wednesday, August 25, 2021 at 3 p.m.** on the Ocala Campus.

## **Next Board Meeting**

There being no further business to come before the Board, Chair Bobby Durrance declared the meeting adjourned at 3:39 pm.

## **ADJOURNMENT**

Robert E. Durrance, Chair

James D. Henningsen, Secretary