
**College of Central Florida
Meeting of the District Board of Trustees
Wednesday, June 25, 2025
3:00 p.m.
Founders Hall Board Room, Ocala Campus**

A G E N D A

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

MINUTES

1. Meeting Minutes
-

CONSENT AGENDA

Routine Business

2. Personnel Actions
3. Property Donations/Dispositions

Agreements, Contracts, Leases

4. Health Care Affiliation & Internship Agreements
5. Ambleside School of Ocala Articulation Agreement 2025-2026 - Renewal
6. Citrus County School Board Articulation Agreement 2025-2026 – Renewal
7. Creekside Christian School Articulation Agreement 2025-2026 - Renewal
8. Crossroads Academy Articulation Agreement 2025-2026 – Renewal
9. Gracepointe Academy Articulation Agreement 2025-2026- Renewal
10. Levy County School Board Articulation Agreement 2025-2026 - Renewal
11. Liberty Christian Preparatory Academy Articulation Agreement 2025-2026 – Renewal
12. Marion County School Board Articulation Agreement 2025-2026 – Renewal
13. Marion County School Board Mid Florida Career Pathway -2025-2026 – Renewal
14. Next Generation Christian Academy Articulation Agreement 2025-2026
15. Ocala Christian Academy Articulation Agreement 2025-2026 - Renewal
16. Seven Rivers Christian School Articulation Agreement 2025-2026 - Renewal
17. Trinity Catholic High School Articulation Agreement 2025-2026 - Renewal

PUBLIC HEARING

Board Policies/Actions

18. Student and Mandatory Fees 2025-2026
-

OTHER BUSINESS

For Approval

19. Eckerd Youth Alternative Inc. Articulation Agreement 2025-
20. Ocali Charter High School Articulation Agreement 2025-2026
21. Virtual Prep Academy Articulation Agreement 2025-2026
22. Marion County School Board Student Internship Program Agreement 2025-2026 –
First Amendment
23. Marion County Housing Finance Authority of Marion County – Cybersecurity MOU– Pg. 438
24. BerryDunn ERP Implementation Project – Change Order No. 2
25. General Fund Operating Budget Amendment
26. Annual Operating Budget 2025-2026
27. Salary Schedule and Related Personnel Policies 2025-2026
28. Write-offs for Fiscal Year 2025-2026
29. Capital Improvement Program- FY 2025-2026 through FY 2029-2030 and Fund 7 College-
Wide Capital Outlay Projects Budget – 2025-2026
30. CF Foundation Audit, 990 and DSO Checklist- January 1, 2024 through December 31,
2024
31. Board Calendar for 2025-2026

Acknowledge Receipt

32. Financial Information – Monthly Financial Summary Report
 33. Technology Plan 2025-2026
 34. Auditor General Report No. 2025-202, Operational Audit
-

BOARD CHAIR/TRUSTEE REMARKS

BOARD REORGANIZATION

PRESIDENT’S REPORT

ADJOURNMENT

COLLEGE OF CENTRAL FLORIDA

1

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Minutes of the May 28, 2025 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the May 28, 2025 minutes of the meeting of the District Board of Trustees.

RECOMMENDATION/ACTION REQUESTED:

That the Board approve the minutes of the meeting of the District Board of Trustees held May 28, 2025.

Board of Trustees Meeting Minutes	May 28, 2025
<p>The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, May 28, 2025 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Ocala Campus.</p>	<p>CALL TO ORDER</p>
<p>Members Present: Bobby Durrance, Chair Charlie Stone – Vice Chair Joyce Brancato Rusty Branson James Henningsen, Board Secretary</p>	<p>PRESENT</p>
<p>Members Absent: William Edgar, Fred Roberts, Jr.</p>	<p>ABSENT</p>
<p>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.</p>	
<p>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.</p>	<p>PUBLIC COMMENT</p>
<p>Dr. Henningsen recognized student Paige DuBecky, a CF EMT student who tragically lost her life on April 9 in a motorcycle accident. Parents Darrin and Bobbie DuBecky were present to accept her diploma posthumously and shared their appreciation to the faculty, staff and students who showed support to the family.</p>	<p>RECOGNITION</p>
<p>Dr. Reyes, Vice President Enrollment Management and Student Affairs acknowledged Marjorie McGee, Director of Student Life, and James Meier, Associate Professor, Humanities and Social Science and Brain Bowl Coach for their induction into the Florida College System Activities Association Hall of Fame. The number of students lives impacted by these two individuals over the past 20 plus years is innumerable.</p>	
<p>The Chair asked for any corrections or updates to the minutes of the April 23, 2025 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Stone, second by Trustee Brancato and unanimously carried, the Board approved the April 23, 2025 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board.</p>	<p>MINUTES</p>
<p>Recommend Board approval of the following:</p>	<p>CONSENT AGENDA</p>
<p>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:</p>	<p>Personnel Report</p>
<p>Operating Fund 1: Citara, Jr., John W. – Trades Technician (Levy) – Facilities & Plant Operations – April 16, 2025 Cooper, Kimberly A. – Educational Advisor – Student Affairs – Levy – April 16, 2025 Dutt, Diane L. – Instructional Assistant – Biological Sciences – May 01, 2025 Gonzalez-Vazquez, Griselle E. – Staff Assistant III – Mathematics – May 1, 2025 Harvick, Rachel L. – Hampton Center Coordinator – Health Sciences – April 16, 2025 Johnson, Nichelle – Accounting Specialist III – Financial Operations – May 19, 2025 McCarter, Jeffrey J. – Mail Courier – CF Printing & Postal Services – April 16, 2025 Rodriguez Velazquez, Lyssel M. – Coordinator – Payroll Services – Financial Operations – April 16, 2025</p>	
<p>Grants and Contracts – Fund 2: None this reporting period. Auxiliaries – Fund 3: None this reporting period.</p>	
<p>Reorganizations: None this reporting period.</p>	
<p>Adjunct Instructors: That the following persons be appointed to teach credit courses on a term- by-term basis as needed:</p>	
<p>Alexander, William T. Martin, Lisa Marie L. Skelhorn, Cynthia P.</p>	

Gonzalez, Gessica E.

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:

Boggs, Zachary N.	Edgecombe, Lisa T.	Randall, Jacquelyn J.
Boymer, Mark L.	Gallagher, Shawn M.	Rinaudo II, Joseph F.
Carey III, Charles K.	Kelly, Raymond	Rioseco, Miguel A.

Temporary Part -Time Career Service: OPS

Eason, Jill B.	Sheffield, Lisa M.	Wyman, Tyson E.
Patterson-Alvarado, Gabrielle A.		Sutliff, Victoria A.

Temporary Part -Time Hourly: That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$15.00:

Blanchard, Deasia N.	Post, Danielle L.	White, Justin S.
Nieves, Jalissa M.		

Notification of engagement in outside employment or extra college activities:
Frigiola, Kaitlyn M., Rodriguez Velazquez, Lyssel M. Sampson, Eric A.

Retirements: That the following individual(s) be approved for retirement: None this reporting period.

Resignations:

Borolov, Virginia M. – Financial Aid Specialist II – Enrollment Management Citrus – April 22, 2025
Miller, Nadia – Chief Fiscal Officer – CF Foundation – May 24, 2025

Terminations: None this reporting period.

Separation due to Internal Transfer – No Break in Service:

Cooper, Kimberly A. – Transition Specialist / Instructor – Instructional Services – Levy – April 15, 2025

Separation from the College due to end of temporary appointment: None this reporting period.

Separation from the College due to end of grant funding: None this reporting period.

Separation from the College due to Leave of Absence: None this reporting period.

Separation from the College due to Elimination of Position: None this reporting period.

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

Bruno Rivera, Siul – Trades Specialist Locksmith – Facilities & Plant Operations
Cady, Jeanine – Manager – CF Printing & Postal Services
Meahl, Linda M. – Staff Assistant III – Health Sciences
Reynolds, Christine V. – Staff Assistant III – Facilities & Plant Operations

The Board was asked to approve the disposal of property in accordance with applicable state law, State Board of Education and Board Policy in the amount of \$13,115.03.

**Property Donations
/Dispositions**

The Curriculum Committee recommended to the Board proposed Curriculum Changes, related courses and program modifications for approval.

Curriculum Changes

Board of Trustees Meeting Minutes	May 28, 2025
<p>Compliance with the Florida state administration rule 6A-10.0331, requires an annual purge of courses that have not been taught in the preceding five years. Upon recommendation by the Curriculum Committee a list of courses was recommended to be deleted upon approval of the Board of Trustees.</p>	<p>College Catalog Deletions 2024-2025</p>
<p>The Board was asked to ratify approval of two (2) Agreement for Services of International Independent Contractors and give authorization to the President to sign the agreement on behalf of the College of Central Florida.</p>	<p>Agreement for Services of International Independent Contractors</p>
<p>The Board was asked to ratify approval of three (3) Health Care Affiliation & Internship Agreements and give authorization to the President to sign the agreements on behalf of the College of Central Florida.</p>	<p>Health Care Affiliation & Internship Agreements</p>
<p>The Board was asked to approve the School Board of Marion County Community Partners – Renewal and give authorization to the Board Chair and President to sign the agreement on behalf of the College of Central Florida.</p>	<p>Marion County School Board Community Partners – First Amendment - Renewal</p>
<p>The Chair presented the Consent Agenda for approval. Upon a motion by Trustee Branson, seconded by Trustee Stone 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.</p>	<p>Approval of Consent Agenda</p>
<p>Dr. Paugh, Vice President of Academic Affairs presented new programs as approved by the Curriculum Committee at the April meeting including Rapid Prototyping Specialist Certificate, Precision Agriculture Technology AS Degree and Artificial Intelligence Awareness Certificate. After review and explanation of programs, a motion by Trustee Stone, second by Trustee Brancato and unanimously carried, the Board approved the recommendations by the Curriculum Committee for New Academic Programs.</p>	<p>New Academic Programs</p>
<p>Mr. Prince, Vice President of Administration and Finance, presented the Appleton Museum of Art operating budget for 2025-2026 which was prepared with input from the Appleton Museum of Art staff. A budget of \$1,950,000.00 is proposed for the coming year. After discussion regarding expenses and revenues, a motion by Trustee Branson, seconded by Trustee Stone and unanimously carried, the Board approved the Appleton Museum of Art operating budget for 2025-2026.</p>	<p>Appleton Museum of Art Annual Operating Budget for 2025-2026</p>
<p>Mr. Prince, Vice President of Administration and Finance, presented the Health Science Technology Center B19- Change Order No. 1 for approval which will increase the project to \$4.8 million but is still under original planned budget. The change order reflects replacement of building items that the construction team was trying to re-use or replacement if the repairs were not sustainable. Upon a discussion, motion by Trustee Stone, second by Trustee Branson and unanimously carried, the Board approved the Health Science Technology Center B19 – Change Order No. 1.</p>	<p>Health Science Technology Center B19 – Change Order No.1</p>
<p>Mr. Prince, Vice President of Administration and Finance presented the Construction Change Order Resolution for approval. The resolution will allow the President or his designee to authorize change orders under \$250,000 for building 19 to be approved and brought to the Board for ratification. After a discussion, a motion was made by Trustee Stone for the Board Chair to approve change orders for building 19 up to \$150,000 and brought to the Board for ratification at the next meeting. Second by Trustee Branson and unanimously carried, the Construction Change Order Resolution was updated and gives authorization for the Chair to sign on behalf of the Board.</p>	<p>Construction Change Order Resolution</p>
<p>Dr. Henningsen presented the E-one Grant of License for approval. This would allow E-One periodical use of the driving pad at the Ocala International Airport Facility for testing of motorized vehicles and other accessory uses. Upon a motion by Trustee Brancato, second by Trustee Stone and unanimously carried, the Board approve E-One Grant of License and authorizes the Chair to sign on behalf of the college.</p>	<p>E- One Grant of License</p>
<p>Dr. Henningsen presented the Embry-Riddle Memorandum of Understanding. This MOU would allow CF and Embry-Riddle to work together to pursue opportunities, collaborate on programming and activities to support student exposure to un-crewed aircraft technologies to support agricultural</p>	<p>Embry-Riddle Memorandum of Understanding</p>

operations and the students enrolled in the CCF Programs. Upon a motion by Trustee Stone, second by Trustee Branson, and unanimously carried, the Board approved the Embry-Riddle Memorandum of Understanding and gives authorization for the Chair to sign on behalf of the Board.

Chuck Prince, Vice President of Administration and Finance presented the Annual State Requirements for Educational Facilities (SREF) Report 2024-2025 - Fire Safety, Sanitation and Casualty Inspections for approval. No serious fire safety deficiencies were identified at any of the campuses. Upon a motion by Trustee Brancato, second by Trustee Stone and unanimously carried, the Board approved the Annual State Requirements for Education Facilities (SREF) Report – Fire Safety, Sanitation and Casualty Inspections 2024-2025 and gives authorization to the Board Chair to sign the inspection on behalf of the College of Central Florida and approves submission to the Florida office of Educational Facilities and the Risk Management Consortium.

The Chair announced the public hearing for policy and asked if there was anyone in the audience that wished to address the Board regarding the policy. As there were no public comments, the Chair asked Mr. Prince, Vice President of Administration and Finance to present the following Board policy for a first reading and give a brief summary:

- a. Student Fees 2025-2026 - The student fees and mandatory fees include tuition, out-of-state, and other fees charges as part of registration for courses and other services provided by the college. There are no changes to the student tuition or standard fees. Individual course fees are only changing to cover the cost of materials or lab fees if increased or decreased.

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

Mr. Prince, Vice President of Administration and Finance reviewed the highlights and variance analysis of the Monthly Financial Summary Report of revenues and expenses for the period ending April 30, 2025 for the comparative fiscal years 2023-2024 to 2024-2025. The report included information about general college operations fund balances and with 83% of the year complete, 85 % of revenue has been received and 72% of budgeted expenses have been paid. The Chair acknowledged receipt of the reports on behalf of the Board.

Dr. Henningsen proposed a list of Board of Trustees meetings dates for 2025-2026 which follows the normal schedule of the fourth Wednesday except for December and no meeting scheduled for July and November. The schedule is for review only and will be voted on during the June meeting.

Dr. Henningsen presented a legislative update including that there is no budget from the state and legislature will be returning June 2. The college will send a cost to continue and amend once a budget is received. The college is still waiting to hear if the Vintage Farm project will be fully or partially funded and how much in operational dollars the college will receive.

Dr. Henningsen asked the Board to assign a trustee to replace Trustee Edgar on ACC Inc. for the remainder of the 2025-2026 school year. Trustee Branson made a motion for Trustee Brancato to fill in for Trustee Edgar on ACC Inc., second by Trustee Stone and unanimously carried, Trustee Brancato will fill in for ACC Inc. for the remainder of 2025-2026 until the June 25, 2025 meeting where new board elections will take place.

Dr. Henningsen presented the President's report to the Board including Spring commencement ceremony success; thank you for those who were able to attend the ceremony. Employee recognitions, Willy Wonka Theater Production awards, student and athletic awards and other campus news was also included in the President's report to the Board.

Annual State Requirements for Education Facilities (SREF) Report 2024-2025- Fire Safety, Sanitation and Casualty Inspection

PUBLIC HEARING
Student and Mandatory Fees 2025-2026- First Reading

ACKNOWLEDGE RECEIPT

Financial Information- Monthly Financial Summary Report

FOR INFORMATION ONLY

Board Calendar for 2025-2026

Legislative Update

BOARD CHAIR/TRUSTEE COMMENTS

PRESIDENT'S REPORT

Next Board Meeting. Our next meeting will be held **Wednesday, June 25, 2025 at 3 p.m.** at the Ocala Campus.

There being no further business to come before the Board, Chair Durrance adjourned the meeting at 4:25 pm.

Bobby Durrance, Chair

James D. Henningsen, Secretary

Next Board Meeting

ADJOURNMENT

COLLEGE OF CENTRAL FLORIDA

2

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Personnel Actions

INITIATOR: Jennifer Klepfer
Director – Human Resources

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

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

RECOMMENDATION/ACTION REQUESTED:

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

PERSONNEL ACTIONS

FOR THE JUNE 25, 2025 MEETING

Recommend Board approval of the following:

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

Operating Fund 1:

Rainey, Kylie N. – Temp to Regular Appointment – Faculty – Nursing – Health Sciences – May 19, 2025

Grants and Contracts – Fund 2:

None this reporting period.

Auxiliaries – Fund 3:

None this reporting period.

Reorganizations:

Institutional Effectiveness and College Relations – Effective June 16, 2025

Purpose: to reorganize the Institutional Research and Effectiveness (IRE) department and the Resource Development & Accreditation department to realign Accreditation with IRE.

Job Title Changes

Vacant – From Director, Institutional Research and Effectiveness to Director, Accreditation and Institutional Effectiveness

Matthew, Louis J. – From Director Resource Development and Accreditation to Director, Resource Development

Powell, Lynanne K. – From Accreditation and Grants Specialist to Accreditation Specialist, reporting change to Director, Accreditation and Institutional Effectiveness

Reclassification

Gremanis, Diana – From Grants Specialist II (P2) to Grants Compliance Manager (P3), reporting change to Director, Institutional Research and Effectiveness

Equity Adjustment – Effective June 01, 2025:

Fryns, Jennifer L. – Vice President, Workforce Development and Innovation

Viviano-Broderick, Tamara F – Vice President, Institution Effectiveness and College Relations

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

Carlisle, John G.

Martin, Lisa Marie L.

Stevens, Melanie S

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:

Allen, Casey R.	Grimes, Timothy	Sitkoff, Zak A.
Angel, Sarah L.	Grover Marsh, Jessica D.	Warren, George T.
Black, Shayne R.	Neil, Ryan D.	York, Beau J.
Bueno Gonzalez, Gessica E.	Perkins, Trisha L.	Zitnick, Dustin M.
Demirovic, Denis	Romero, Justin R.	

Temporary Part -Time Career Service: OPS

Ballard, Beatriz Lopez, Alma D.

Temporary Part -Time Hourly: That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$15.00:

Stokes-Roberts, Deyonna J.

Notification of engagement in outside employment or extra college activities:

Lopez, Leonardo O.

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

Davis, Katheryn M. – Coordinator – Enrollment and Student Services – Levy – May 31, 2025
Pinder, Paula – CF Lab Preschool Teacher – Child Care – June 30, 2025

Resignations:

Davis, Nona Lee – Faculty – Visual and Performing Arts – May 27, 2025
Hughes, Elizabeth J. – Faculty – Nursing – Health Sciences – May 15, 2025
Reick, Charles W. – Faculty – Program Manager – Respiratory Care – Health Sciences – August 15, 2025

Terminations:

None this reporting period.

Separation due to Internal Transfer – No Break in Service:

None this reporting period.

Separation from the College due to end of temporary appointment:

Rainwater, Sabrina BC – Faculty – Mathematics – May 15, 2025
Stevens, Melanie S. – Faculty – Business, Technology & Agricultural Sciences – May 15, 2025

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.

COLLEGE OF CENTRAL FLORIDA

3

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Property Donations/Dispositions

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

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

RECOMMENDATION/ACTION REQUESTED:

DISPOSITIONS

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

SEE ATTACHED LISTING: 7

Total: **\$10,719.57**

Thu Jun 5 2025
Page 1
11:01
CFdispose2

College of Central Florida
ASSET DISPOSALS REPORT

School Tag	Acquired	Disposal	Disposal	Acquired	Dept.
#	Description				Respon.
Date	Code	Date		Price	
0000002304	PIANO, ELECTRONIC BY YAMAHA				MUSI
06/11/1991	PBA			1,666.19	
0000002307	PIANO, ELECTRONIC BY YAMAHA				MUSI
06/11/1991	PBA			1,666.19	
0000008711	AIRWAY MANAGEMENT TRAINER, LAERDAL				EMS
05/17/2006	PBA			1,186.75	
0000010300	COMPUTER, LAPTOP THINKPAD T500 (KJ)				CS
04/14/2010	PBA			1,285.47	
0000011179	TABLET, MICROSOFT SURFACE PRO 3-Hank				CS
12/18/2014	PBA			1,669.99	
0000011820	COMPUTER, APPLE IMAC 27"				V&PA
11/27/2017	PBA			2,499.00	
0000054799	COMPUTER, THINKPAD T420I (Hank)				CS
06/29/2011	PBA			745.98	
=====					
=====					
7 Records for a Total					10,719.57

COLLEGE OF CENTRAL FLORIDA

4

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Health Care Affiliation & Internship Agreements

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

HEALTH CARE AGENCY AFFILIATION & INTERNSHIP AGREEMENTS

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

HEALTH CARE AGENCY	DATE OF SIGNATURE
Village Center Community Development District	06/12/2025

RECOMMENDATION/ACTION REQUESTED:

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

VPSD EMS CLINICAL EXPERIENCE AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into this 1 day of June 2025 by and between DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA, having its principal facility at 3001 SW COLLEGE ROAD, OCALA, FL, (the "School") and VILLAGE CENTER COMMUNITY DEVELOPMENT DISTRICT (the "Agency"), having its principal public safety facility at 3035 Morse Boulevard, The Villages, Florida 32163,

WITNESSETH:

WHEREAS, the School operates **THE DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA**, a **postsecondary academic institution and a part of the Florida College System accredited** by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and

WHEREAS, the Agency operates the Villages Public Safety Department to provide fire and EMS services in The Villages, Florida and adjacent areas, and

WHEREAS, The Agency has an interest in the continuing availability of accredited fire, EMS and paramedic training programs which provide for the development of a robust workforce in the region from which the Agency may draw its future employees, and is able and willing to provide opportunities for clinical/laboratory (on-the-job) training ("Experiences") to qualified students enrolled in the School ("Students") in specified areas of instruction conducted by the School.

WHEREAS, the School desires to utilize the Agency's facility, equipment, and where appropriate and allowable, personnel to conduct Student training.

ARTICLE I

STUDENT EXPERIENCES

- A. The purpose of this Agreement is to establish terms for the Agency to provide facilities and non-clinical and clinical supervision for Experiences for Students who are in good standing with the School. The Parties agree that Students are participating in the Experiences for the exclusive purpose of clinical and non-clinical education and assessment in the context of healthcare clinical and non-clinical activities.
- B. The School assumes full responsibility for the education of its Students.
- C. The Agency agrees to structure Experiences, subject to the terms and limitations set forth herein, to assist the School in meeting the educational requirements of the School's programs.
- D. The Agency agrees to provide clinical experience for the Paramedic program as follows:
 - a. Clinical and field internship experiences for the Paramedic include observation, assistance, and application of basic and advanced life support skills as outlined by the curriculum as deemed feasible by the Agency.
 - b. Students will be assigned for a minimum of 12 hours divided among the various rescue units providing advanced life support, not to exceed one student per unit at any time.
 - c. The students shall be covered by professional liability insurance through the School, at the School's expense.
- E. The Agency agrees to provide experience for the EMT program as follows:
 - a. Clinical and field internship experiences for the EMT include observation, assistance and application of basic life support skills as outlined by the curriculum and as deemed feasible by the Agency.
 - b. Students will be assigned for a minimum of 8 hours divided among the various rescue units.
 - c. The Students shall be covered by professional liability insurance through the School, at the School's expense.

ARTICLE II
REPRESENTATIONS AND WARRANTIES BY THE SCHOOL

The School warrants and represents the following:

- A. That minimum educational admission standards will be established which are consistent with the appropriate accrediting or program approval agency, and that where accrediting and approval agencies for healthcare programs do not exist, minimum educational standards shall be developed by the School's program chairperson and/or director, staff, and special program advisory committee.
- B. That duly enrolled Students shall be accepted for Experiences with the understanding that the maximum number of Students assigned to the Agency departments shall not exceed the capacity determined by the Agency at its sole discretion.
- C. That the School will furnish a written and planned sequence of services and learning competencies specified in the School's program curriculum.
- D. That any special provision, policies, or accrediting agency requirements for educational programs shall be set forth in writing and provided to the Agency.
- E. That the School shall obtain and maintain occurrence-type professional liability insurance coverage in amounts not less than \$2,000,000 per incident and \$5,000,000 annual aggregate covering the Student participants and any faculty members for instruction/supervision of Students. The School shall provide a certificate of insurance to the Agency evidencing such insurance coverage if required by the Agency. Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- F. That, prior to assignment with the Agency, the School shall require prospective Students to obtain a criminal background check in any State/Province in which Student has worked, resided, or been a Student within 24 months prior to accepting assignment with the Agency. If the Student does not pass the applicable screening, the School will not permit him or her to participate in the program.
- G. That the School will provide a letter of good standing indicating that a five-panel drug test has been conducted on all Students prior to the commencement of an Experience. The five-panel drug test shall test for presence of amphetamines, marijuana, cocaine, opiates, and phencyclidine.
- H. That the School will instruct each Student, prior to their participation in the Experience, regarding the requirements for confidentiality of all patient information and records in accordance with all applicable law, including but not limited to the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d through d-8 ("HIPAA"), and the regulations promulgated thereunder, including without limitation the federal privacy regulations as contained in 45 CFR Part 164 (the "Federal Privacy Standards") and the federal security regulations as contained in 45 CFR Part 142 (the "Federal Security Standards"), as well as, any relevant state law and regulation, all as amended. Clinical Provider is a Covered Entity as defined by HIPAA and agrees to adhere to all its applicable requirements.
- I. That each Student assigned to the clinical site shall have completed the appropriate course work, as well as the OSHA educational training program on bloodborne pathogens and HIV, CPR certification, and all other necessary immunizations required by the Agency. Agency and School agree that any immunization requirements for placement at Agency's site shall solely be requirements of the Agency and not of the School. Evidence of all required immunizations shall be provided by School to the Agency except for COVID-19 immunization, which shall be provided directly by the applicable individuals to the Agency, per sections 112.0441 and 389.00319, Florida Statutes.

ARTICLE III
REPRESENTATIONS AND WARRANTIES BY THE AGENCY

The Agency warrants and represents the following:

- A. That subject to the Agency's capacity and scheduling needs, Experiences for Students will be provided for each Student assigned by the School to the Agency for such Experiences.
- B. That the Agency agrees to abide by the following School's student personnel policies:

1. That Students who are scheduled for training shall be scheduled within the hours and days as agreed from time to time between the Agency's supervisor and the School's coordinator.
 2. That the Agency will require Students to wear appropriate clothing which has been adopted by the Agency and the School when on duty.
 3. The final grade for all of the clinical experiences will be given by the School.
- C. That the Agency shall maintain during the term of this Agreement liability insurance in such coverages and in such amounts as are reasonably acceptable to the School.
- D. The Agency shall comply with the requirements, to the extent the same are applicable, of: (i) Sections 1002.22, 1002.221, and 1006.52, Florida Statutes; (ii) The Family Educational Rights and Privacy Act of 1972, codified at 20 U.S.C. 1232g ("FERPA"); (iii) the regulations issued under FERPA at 34 C.F.R. Part 99; and (iv) any other federal, state or School law, regulation, rule, policy or procedure regarding the confidentiality of Student information and records including, but not limited to, restrictions on re-disclosure of such records / information (items (i) through (iv) collectively, "Privacy Laws"). The parties acknowledge that many Student education records are protected by the FERPA and by Florida state law, and that generally, written Student consent must be obtained before releasing personally identifiable Student education records to anyone other than School. School agrees to provide guidance to Agency with respect to complying with the provisions of FERPA and similar state law. Agency agrees to treat all Student education records that are specifically identified as such by the Parties as confidential and not to disclose such Student education records except to School and Agency officials who need the information to fulfill their professional responsibilities or as required or permitted by law. The Parties acknowledge that the fact that a Student is mentioned in a record or report generated and/or maintained by Agency in the normal course and scope of their respective operations, and not created or maintained by School, may not necessarily cause such record or report to be considered a "student education record" for purposes of this paragraph.

ARTICLE IV

MISCELLANEOUS

The School and Agency agree as follows:

- A. Accidents and Absence. That illness, injury, or absence of any Student shall be reported immediately by the Student to the appropriate designated Agency supervisor and the School. A report of any accident shall be completed within a reasonable time as required by the Agency and the School.
- B. Request to Withdraw Student. Upon the request of the Agency, the School will immediately withdraw from the Agency's facility any Student whose work performance, or personal conduct, in the opinion of the Agency is having a detrimental or disruptive effect upon the normal operation of the departments or personnel of the Agency or constitutes a risk to safe patient care.
- C. Previously Withdrawn or Dismissed Student. That the Agency reserves the exclusive right and accepts the responsibility to refuse Agency training privileges in its facility or in any specified department to any Student who has previously been withdrawn by the School at the Agency's request, or who has been legally dismissed as an employee of and by the Agency for reasons which make acceptance as an Agency affiliate inadvisable in the opinion of the Agency. The Agency does not guarantee that it will place or maintain placement of any Student.
- D. Right of School to Withdraw Student. That the School may likewise withdraw any Student whose progress, personal conduct, or work adjustment does not meet the minimum standards set forth by the School for continuation in the enrolled educational program.
- E. Final Action Affecting Substantial Student Rights. That final action which may be taken regarding a Student under sections B, C, and D above rests with the School. The action of the School under these sections shall be subject to the procedural due process rights of the Student.
- G. Medical Assistance to Student. That the Agency will provide medical assistance (if available) upon the Student becoming ill or injured, at the Student's expense.
- F. Patient Care. That the Agency has the ultimate responsibility for patient care.

- G. Agency Policies. That Students shall adhere to all policies, procedures, rules, and regulations of the Agency as periodically amended.
- L. No Illegal Discrimination. That the School and Agency agree that there will be no distinction in regard to placement or treatment of Students because of race, color, religion, national origin, ethnicity, age, sex, gender, veterans or military status, disability, sexual orientation, genetic information, marital status, or any other factor protected under applicable federal, state, and local laws and regulations and the parties agree to adhere to the provisions of Federal and State Laws regarding discrimination.
- M. Nature of Student Experience; Not Employee. Students enrolled in programs offered by the School do so on a voluntary basis to further their education within the designated fields of study. Students shall participate in the clinical experience hereunder for the sole consideration of obtaining an educational experience. All Parties agree that the Students will be in learning situations and that the primary purpose of the placement is for the Student's learning and the benefit of the Students. It is further understood that the Student shall not at any time replace or substitute for the services of any Agency employee. Nor shall Student perform any of the duties normally performed by an employee of the Agency except such duties as are a part of their training and are performed by the Student under the direct supervision of an employee of Agency. Students are not entitled to a job at the completion of the educational experience. Agency derives no immediate advantage from the activities of the Students, and on occasion its operations may actually be impeded. No Student in the clinical experience will be deemed to be an employee, agent, or volunteer of Agency by virtue of participation in the clinical experience, nor will Agency be liable for the payment of any wage, salary, or compensation of any kind for service provided by the Students while participating in the clinical experience. The School shall indemnify, defend, and hold Agency harmless of and from any claim for wages, salary, or compensation of any kind, asserted by any Students participating in any Program arising from this Agreement. Further, no Student will be covered under the respective workers' compensation program, social security withholdings, or unemployment compensation programs of Agency's while participating in the clinical experience.
- N. Governing Law; Venue; Waiver of Jury. This Agreement shall be governed by the laws of the State of Florida. Venue for any actions or proceedings relating to this Agreement shall be in Sumter County, Florida. The parties waive the right to a jury in any such proceeding and consent to a bench trial.
- O. Public Records Act. The Agency is subject to Florida's public records act, Section 119.01, et seq., Florida Statutes. Accordingly, 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 either party is a public record subject to inspection and copying, except where such record is exempt or confidential.
- P. Indemnification; No Waiver of Sovereign Immunity. To the extent permitted by law, the School shall indemnify and hold harmless the Agency from and against any and all claims for damages, costs and expenses arising out of, occasioned by, or relating to this contract or any activities related hereto or from any act or omission of the School or any of its Students. Except as set forth in the preceding sentence, each party, subject to the limitations of section 768.28, Florida Statutes, and decisions thereunder, shall be responsible for any claims, liabilities, or damages directed against such party as the result of its negligent acts or omissions and the negligent acts or omissions of its officers, employees or agents. Nothing herein is intended to be nor shall it be construed to be a waiver of sovereign immunity, nor shall it be construed as consent by the either party to be sued by third parties in any matter arising out of this Agreement. The limited waiver of sovereign immunity set forth in Florida Statute 768.28 for tort actions brought against the Agency shall be applicable to any action brought pursuant to this provision, even if the action sounds in contract and/or indemnity rather than in tort.

ARTICLE V

MODIFICATIONS, ADDENDA AND TERM

- A. Counterparts; facsimile signature allowed. This Agreement may be executed in counterparts. It may however, along with any and all exhibits, be executed and delivered by facsimile signature by any of the

parties to the other parties; to the extent permissible under Florida law, a facsimile signature shall have the same legal force and effect as an original signature and the receiving party may rely on the receipt of such document so executed and delivered by facsimile signature as if the original had been received.

- B. Entire Agreement. This instrument contains the entire general agreement and any special provisions within the appendices, for the respective parties with regard to the Agency training activities contemplated herein, and no representations, statements, or agreements have been made between the parties or their employees which are not specified in this Agreement. This Agreement may not be changed, amended, or modified except in a writing signed by both parties.
- C. Authority. Each individual signing this Agreement directly and expressly represents and warrants that they have been given (and have received and accepted) authority to sign this Agreement by all necessary corporate action on behalf of the party for whom it is indicated they have signed, and that their signature shall bind the party to the terms of this Agreement. Each party to this Agreement is entitled to rely on this representation and warranty when entering into this Agreement.
- D. Discontinuance of Agreement. If either party to this agreement wishes to terminate this agreement, it is understood that at least a ninety (90) day notice shall be given by either participating agency, provided that students currently enrolled in the program shall be permitted to complete the course.
- E. Term and Termination. This agreement shall remain in effect until canceled by either party in accordance with Section D. This agreement may be revised at any time by mutual consent of all parties.
- F. Assignment. This Agreement may not be assigned, either in whole or in part, to a third party without the prior written consent of the non-assigning Parties.
- G. Third Party Beneficiaries. This Agreement is made solely for the benefit of the Parties named in this Agreement and is not intended to create rights or any cause of action in any third parties, including without limitation, the Students.

ARTICLE VII

NOTICE

Any communication provided for herein shall be given in writing to the School and Agency at the addresses shown below, or any other address specified by the parties.

SCHOOL:

Associate Vice President for Health Sciences
College of Central Florida
3001 SW College Road Ocala, FL
34474
(352) 854-2322

AGENCY:

Fire Chief
Villages Public Safety Department
3035 Morse Boulevard
The Villages, Florida 32163
(352) 205-8280

IN WITNESS WHEREOF, the parties have hereunto set their hand and seals and executed this Agreement on the day and year first written.

SCHOOL:

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

BY: _____

Dr. James Henningsen, President

AGENCY:

Village Center Community Development District

BY: _____

Kelly Flores, Chair

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Ambleside School of Ocala Articulation Agreement - Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Ambleside School of Ocala. 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 Ambleside School of Ocala and give authorization to the Board Chair to sign the agreement 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 Ambleside School of Ocala 2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Ambleside School of Ocala members – Jill Romine, Principal
College of Central Florida (CF) members Dr. Raphael Robinson, Director of Admissions and Student Recruitment, Sarah Sandford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Ambleside School of Ocala.
- b. The College of Central Florida will provide information to Ambleside School of Ocala regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Ambleside School of Ocala, 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. Ambleside School of Ocala 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 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

- a. 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 Ambleside School of Ocala 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.
- b. The College of Central Florida will furnish Ambleside School of Ocala with access to the current course (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. Ambleside School of Ocala 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the same as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Ambleside School of Ocala upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.
- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.
- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the

summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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 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.
- b. Ambleside School of Ocala 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.
- c. The student must be enrolled in Ambleside School of Ocala, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college

preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.

- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

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

- a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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

- a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. 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.
- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. 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.

10. The responsibilities of Ambleside School of Ocala 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. 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.
- b. Ambleside School of Ocala 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Ambleside School of Ocala. Grades will be securely electronically transmitted by the College of Central Florida to Ambleside School of Ocala.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Ambleside School of Ocala.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Ambleside School of Ocala. Grades will be electronically transmitted securely by CF to the student's high school.

- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2023) will be funded by the FL Dual Enrollment Scholarship.
- c. Ambleside School of Ocala 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, Ambleside School of Ocala ("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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Jill Romine, Ambleside School of Ocala
507 SE Broadway Street
Ocala, FL 34471
Email: jromine@amblesideocala.com
Contact Number: 352-694-1635

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 emailed, if by 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.

II. Accountability


This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Ambleside School of Ocala. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Ambleside School of Ocala 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

6/5/25



Date

Jill Romine, Principal, Ambleside School of Ocala

COLLEGE OF CENTRAL FLORIDA

6

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Citrus County School Board Articulation Agreement - Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Citrus County School Board. 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 Citrus County School Board 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
2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include the following:

Citrus County School District: Darrick Buettner, Director of Special Academic Programs; Kristin LaVere, Counselor, Citrus High School; Mary Leonard, Assistant Principal, Citrus High School; Laura Lindeman, Director of Professional Development; Trudee Mason, Counselor, Crystal River High School; Debra Stanley, Director of Career, Technical and Adult Education; Sandy Torres, Counselor, Lecanto High School;

College of Central Florida –CF: Vernon Lawter, Vice President, Regional Campuses, CF; Raphael Robinson, Director of Admissions and Student Recruitment, CF; Sarah Sandford, Dual Enrollment Coordinator, CF; Rebecca York-Alcorn, Admissions and School Relations Specialist, CF; Sonya Warden, Associate Dean Student Affairs, CF; Susan Thomas, Assistant Director First Year Success, CF; Wanda Lee, Manager of Testing and Assessment, CF; Tanisha Cook Woller, Educational Advisor, CF.

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 Citrus County School District to take to its 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 Citrus County School District.

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.

The Citrus County School District makes this agreement on behalf of the public schools within its district, which also includes the Academy of Environmental Science, e-Nini-Hassee, Citrus eSchool, 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 CF's Early College program "Collegiate Academy", career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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 within the Citrus County School District 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 Citrus County School District and its respective schools on targeted dual enrollment recruiting activities.
 - F. The respective schools within the Citrus County School District will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.
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 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.
 - C. A student education pathway may be developed by CF for each student registering for a dual enrollment course. The pathway will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's pathway 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 pathway 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 comply 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 (including AP, Cambridge AICE, IB,

Dantes). Students are no longer eligible for dual enrollment once they successfully complete 4 years of enrollment in high school or graduation, whichever comes first.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- B. **Application Process** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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 a school transcript and placement test scores (ACT, SAT, PERT, PSAT or CLT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- C. **Orientation-** Orientation must be completed prior to the start of the term and is required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation, students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- D. **Registration** – Dual enrollment information will be provided to counselors by CF to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Orientation is required to register for courses. Registration will be completed through the MyCF portal. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The counselor will assist the student in their course selection to ensure the course requirements are met for high school graduation. Once the course selection is made, the counselor will submit the list of courses for each student in the cohort to the Dual Enrollment Office and all other students will self-register. Deadlines are posted on CF's dual enrollment webpage at least one semester in advance. Registration deadlines will end one week before the start of the term. Priority dual enrollment registration will occur as close as possible to the dates

set for regular college students. Students are ineligible to register for term B for the Fall and Spring semesters.

- E. **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. Forms must be submitted by with withdrawal deadline. The student must see their high school counselor to discuss submitting the Dual Enrollment Withdrawal form. Withdrawal notices will be sent to the designated Citrus County staff. The student will receive a W on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes.
- F. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms only. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school district and Dual Enrollment Petitions Committee 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 Citrus County School District's student progression plan for grade level designation.

	Fall Hours	Credit	Spring Hours	Credit	Summer Hours	Credit	Total
Grades 6-8	3		3		0		6
Freshmen	6		6		6		18
Sophomores	6		6		9		21
Juniors	9		9		12		30
Seniors	16		16		0		32

- 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 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.
- 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. **Student eligibility requirements for participation in the Dual Enrollment program.**

- A. An overall GPA of 3.0 on an unweighted or 3.5 on a 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 School District. Continued

eligibility for college credit dual enrollment requires the maintenance of a 3.0 un-weighted or 3.5 weighted high school GPA and the minimum GPA required by the college.

- B. The respective schools within the Citrus County School District shall identify those students qualified to participate in dual enrollment classes. The school principals or designee 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. Students must satisfy the college preparatory testing requirements in § 1008.30 Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.
- E. 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:

	Reading	English	Algebra
ACT	19	17	19
Pre ACT	22	18	22
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 – Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 – Placement for MAC1105, College Algebra

- F. Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123; PSAT 530. Students who wish to take upper-level math beyond MAC1105 must satisfy the above test requirements and take the College Level Math (CLM) test and score a 70 or higher.
- G. Students must take SLS in their first year of dual enrollment.
- H. Students enrolling in vocational or other programs not requiring placement testing must satisfy the dual enrollment grade point average and specific program entry requirements.
- I. Students must meet the high school assessment requirements for graduation by passing the state wide ELA assessment and the Math assessment. Concordant and/or comparative scores achieved after a student does not pass the 10th grade FSA ELA test or Algebra I EOC are acceptable. For a student who has not taken the 10th grade FSA ELA or Algebra I EOC but would be eligible for graduation and dual enrollment based on concordant or comparative scores achieved before taking the state-mandated tests, the student and parent must meet with the high school counselor and high school principal (or principal's designee) to discuss the appropriateness of such an accelerated path.
- J. 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 Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semesters. AP Literature does not award credit for ENC 1101.

- K. 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 high school 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.
- M. 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 (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. 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) one hundred thirty-five 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 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. The college will provide school counselors with dual enrollment information which includes 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 CF 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 grade point averages on an individual student basis.

- A. 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 the same as all other students. Registration will stop ten days in advance of the start of term to give high school counselors time to review registration. Changes must be confirmed within five days.
- B. Dual Enrollment students will follow CF'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. Dual Enrollment students will not be permitted to take dual enrollment courses while petitioning a grade of "D", "F" or "FF".
- C. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, 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 CF 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. Courses will follow the CF academic calendar published on the CF website.

10. 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 or designee. Student screening for eligibility and participation is the responsibility of the high school principals or designee according to district and state requirements.
- B. School counselors 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 high school counselor will work with students to review dual enrollment course plans and how those plans affect high school academics and high school graduation. For questions about how dual enrollment impacts students who are pursuing an AA or AS, students should contact academic advising at CF.

- D. CF will provide academic advising services to dual enrollment students, may monitor their progress and attendance in dual enrollment classes when available, and may provide grade reports upon completion of the college term to the district MIS/Curriculum offices contact.
- 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 Citrus County School District's Student Progression Plan.
- G. 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 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). If a student is disruptive to the learning process, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment. Students expelled from Citrus County Schools will no longer be eligible to participate in Dual 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. (2024), and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Fla. Stat. (2024), 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.

11. 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 counselor immediately upon notification by the College.
- 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 k-12 school system. A student must have graduated and have been admitted as regular college students to do this. Please refer to section 9(c) if the student successfully petitions and the grade is subsequently changed to an acceptable grade.
- D. If a dual enrollment student earns an incomplete grade, future registration will be removed. Once the incomplete grade is satisfactorily completed, the student can then register for the next available future term. Any appeals must be submitted 5 business days after the date grades are posted for students to be eligible for that term.

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

- A. In accordance with F.S. 1007.271, the Citrus County 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 Citrus County School District for these courses. Courses taken during the summer will not be charged to the Citrus County 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. 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).
- C. 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.
- D. 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).
- E. 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 Accessibility and Counseling 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.
- F. 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.

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

- A. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held or where testing labs exists.

14. 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 Accessibility and Counseling 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 providing accommodations per CF Accessibility and Counseling Services guidelines. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving 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, Director of Enrollment Services, 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
- ✓ By appointment only via the CF website with approval from the high school.

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, ACT, PSAT or CLT scores if they do not meet exemption requirements as identified by (s.) 1008.30(4) (a). (F.S. 2024).
3. CF will accept the PERT scores from the transcripts or PERT repository.
4. 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.
5. Articulation agreements will be established between Levy, Marion, and Citrus School districts and the College of Central Florida.
6. CF advising and Dual Enrollment 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.
7. CF will conduct a "college preview" type event for students in each of the school districts.
8. 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.
9. 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 CF's "Collegiate Academy"

A. Program Description

1. The CF COLLEGIATE ACADEMY is a Dual Enrollment Program that provides an opportunity for eligible 11th and 12th grade students to enroll in college-level courses to obtain dual (high school and college) credits on the CF campus. The CF COLLEGIATE ACADEMY is a cooperative effort between CF and CCSB to provide postsecondary coursework, which enables eligible students to receive a minimum of 24 hours during the

fall and spring CF terms and Career and Professional Education (CAPE) industry certifications, as defined in CS/CS/SB 850: Education (2024), where appropriate.

B. Delineation of Courses and Industry Certifications

1. Courses to be provided by CF under this Agreement will be mutually agreed upon by CF and CCSB, and will avoid unnecessary duplication of existing courses in grade 12. Any course in the Florida Department of Education's Statewide Course Numbering System, except development education and physical education skills courses, may be offered as Dual Enrollment. Courses may be taken online or at CF. Students will have the opportunity to earn CAPE industry certifications.
2. CF will develop a Student Pathway for each student participating in the CF COLLEGIATE ACADEMY. The pathway will guide course selection. At a minimum, each pathway must 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 pathway must include courses that will meet the general education requirements, as well as any prerequisite requirement for entrance into a select baccalaureate degree program.
3. 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 regulation will be counted toward meeting the graduation requirement, as specified in Section 1003.4282, Fla. Stat. (2024).
4. Students will have the opportunity to participate in the CF COLLEGIATE ACADEMY until they graduate high school.
5. Students wishing to pursue participation in the CF COLLEGIATE ACADEMY must contact their high school counselor to discuss CF COLLEGIATE ACADEMY admissions criteria and obtain admissions application information.

C. Eligibility Requirements

1. Student GPA

- a) Students must have an overall grade point average (GPA) of 3.0 on an unweighted 4.0 scale to qualify for participation in the CF COLLEGIATE ACADEMY. Continued eligibility requires that students maintain a 3.0 unweighted high school GPA and the minimum GPA required by CF.

2. Student Identification and Approval

- a) Qualified students must obtain approval from the high school principal or designee to be eligible for participation in the CF COLLEGIATE ACADEMY.

3. Student Readiness

- a) Eligible students must be enrolled in Citrus County School District and must be working towards a high school diploma. Students must pass all portions of the Pre-ACT, PSAT, CLT, ACT, SAT or PERT, in accordance with the cut score established

by CF, to demonstrate readiness for college-level coursework. Any combination of Pre-ACT, PSAT, CLT, ACT, SAT or PERT test scores may be considered, if taken within two years of the beginning of classes for first-time Dual Enrollment Students. Cut scores for placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
PreACT	22	18	22
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT	490	480
CLT	38	16

4. Additional Eligibility Requirements

- a) Students must achieve a 114 PERT score to qualify for placement in MAT0133, MGF1130, MGF1131 or STA2023.
- b) Students must achieve a 123 PERT score to qualify for placement in MAC1105 or College Algebra.
- c) Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123; PSAT 530. Students who wish to take Upper-level math beyond MAC1105 must satisfy the aforementioned test requirements and take the College Level Math (CLM) test and score a 70 or higher.
- d) Students must pass the 10th Grade English Language Arts (ELA) assessment, as well as the Florida End-of-Course (EOC) exam for Algebra I.
- e) Students will be required to complete the American History EOC, via CCSD by the end of their high school junior year.
- f) Students will complete required mental health and wellness education through CCSD annually, as required and provided by CCSD.
- g) Students in need of required reading remediation will not be eligible for Dual Enrollment, unless accepted in writing and approved by the student's high school principal and CF's Vice President for Academic Affairs (or designee).
- h) Students participating in the CF COLLEGIATE ACADEMY must enter into a student/parent performance contract, which must be signed by the student, the parent/guardian, and a representative of CCSB and CF, respectively.
- i) Students must have completed their sophomore year in high school by passing 12 high school credits to be consider for participation in the CF COLLEGIATE ACADEMY. Students are no longer eligible for participation in the CF COLLEGIATE ACADEMY upon successfully completing four years of enrollment in high school or high school graduation, whichever comes first.
- j) Students who will graduate from high school before completion of a postsecondary course may not register for the course through Dual Enrollment or the CF COLLEGIATE ACADEMY. Graduating high school students may NOT take summer courses as Dual Enrollment.

- k) Students attending 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). If a student is disruptive to the learning process, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment. Students expelled from Citrus County School District will no longer be eligible to participate in COLLEGIATE ACADEMY.

D. Enrollment Process

1. Application Process

- a) Students interested in the CF COLLEGIATE ACADEMY must meet the COLLEGIATE ACADEMY eligibility requirements set forth by the CF and CCSB Articulation Agreement. Students must complete the CF online Dual Enrollment application. Students must print the parent approval form from the email received from CF upon submission of the application. The parent/guardian must also sign permitting the student to participate in the CF COLLEGIATE ACADEMY. Students must deliver the form to their high school counselor. Students will be issued a CF ID number to view the student portal for additional requirements. Students are responsible for requesting and approving all documents needed for eligibility, including their high school transcripts and placement test scores (Pre-ACT, PSAT, CLT, ACT, SAT or PERT). All documentation must be received by CF's Dual Enrollment Office by the posted application deadlines. After all documents are received and processed by CF's Dual Enrollment Office, students will receive an email stating they have been admitted to the CF COLLEGIATE ACADEMY. If student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, CF's Dual Enrollment Coordinator will contact the student's high school counselor, who will be responsible for contacting the student.

2. Orientation

- a) Orientation must be completed prior to the start of the term and is required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation, students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.

3. Registration

- a) COLLEGIATE ACADEMY information will be provided to counselors by CF to better help students and parents/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The student must review the schedule posted on the MyCF portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadlines will end one week before the start of the term. Students are ineligible to register for term B for Fall and Spring semesters.

4. Withdrawal Process

- a) CF COLLEGIATE ACADEMY students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. Forms must be submitted by the withdrawal deadline. The student may see

the high school counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and deliver it to CF's Dual Enrollment Coordinator before the deadline to ensure processing. The student will receive a "W" on the transcript to document the attempt in the course. If the student receives 2 or more "W" grades, he/she will no longer be eligible to participate in COLLEGIATE ACADEMY. Co-requisite courses will count as one class for withdrawal purposes.

5. Course Load

- a) 11th and 12th grade students participating in the CF COLLEGIATE ACADEMY must enroll in at least 12 credits and may take up to 18 credit hours in the fall and spring terms. Students wishing to register for courses during the summer term should do so only under the advisement of a CF advisor.

6. Grade Distribution

- a) All students enrolled in COLLEGIATE ACADEMY classes will be graded on the same basis as other college students in the same course. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's high school transcript by CCSB. Grades will be electronically and securely transmitted by CF to CCSB's office for posting.

E. Communication Methods, Medium, and Process for Students and Parents

1. References to students throughout this document mean any eligible student enrolled from any CCSB public high school.
2. CF will provide information to high schools throughout Citrus County; requirements for participation and the educational benefits to be derived from the CF COLLEGIATE ACADEMY.
3. The CCSB and high schools throughout the district will utilize published, electronic or other media to notify students and their parent/guardian of the opportunity to participate in the CF COLLEGIATE ACADEMY. The high school will provide information, using these same methods, to students and their parent/guardian of the eligibility criteria for participation in the CF COLLEGIATE ACADEMY. Information regarding CF COLLEGIATE ACADEMY, including the return on investment associated with participation in the program, is provided annually via mailings, magnet fairs, and magnet caravans.
4. CF will post application deadlines and registration dates on its Dual Enrollment web page at least one term in advance.
5. CF Dual Enrollment staff will coordinate and work with CCSB on targeted CF COLLEGIATE ACADEMY recruiting activities.

F. Advising Services and Progress Monitoring

1. All A.A. degree-seeking students must be advised by a CF A.A. advisor in the semester that they reach 30 earned credit hours, to learn about the requirement to complete the A.A. degree and any additional requirements necessary to transition into the bachelor's degree program and the institution of their choice.
2. CF will provide academic advising services to CF COLLEGIATE ACADEMY students.
3. The CF COLLEGIATE ACADEMY and Dual Enrollment courses meet the curricular expectations and offer the same depth and rigor of non-Dual Enrollment Postsecondary instruction.
4. Students will be informed during orientation that they should plan to study two – three hours outside of class for every one hour they are in the class, to be successful in college-

level courses. In addition, COLLEGIATE ACADEMY courses become a part of a student's permanent college transcript are calculated into the student's permanent postsecondary GPA.

G. Program Review and Reporting Mechanism (Student Performance Outcomes)

1. Each year, CF will perform a grade distribution analysis and share that information with CCSB.
2. The CF COLLEGIATE ACADEMY will be reviewed as a part of CF's Service Unit Assessment process for the COLLEGIATE ACADEMY every three years.
3. All students enrolled in CF COLLEGIATE ACADEMY classes will be graded on the same basis as other college students in the same college courses. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's high school transcript. Grades will be electronically transmitted securely by CF to the student's high school and the CCSB MIS/Curriculum offices for posting.
4. While a student is enrolled in high school, payment for dual enrollment courses cannot be made on behalf of any student participating in the CF COLLEGIATE ACADEMY by any third party, including the student's family.
5. If a COLLEGIATE ACADEMY student earns a "D", "F", or "FF" grade in any course during one semester, that student will no longer be eligible to participate in dual enrollment.
6. COLLEGIATE ACADEMY students will follow CF's procedures for drop, withdrawal, and petition policies. COLLEGIATE ACADEMY students will not be permitted to take courses while petitioning a grade of "D", "F", or "FF".
7. If a grade is successfully petitioned, the student may enroll in COLLEGIATE ACADEMY courses that begin after the petition approval date as per the CF's Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in COLLEGIATE ACADEMY courses that begin after the petition approval date.

H. Funding Arrangement to Implement to CF COLLEGIATE ACADEMY

1. CCSB will pay the standard tuition rate per credit of seventy-one dollars and ninety-eight cents (\$71.98), from funds provided in the Florida Education Finance Program (FEFP) to CF for courses taken online or at a CF campus, in accordance with Section 1007.273, Fla. Stats. (2024). Courses taken during the summer term will not be charged to CCSB. The amount of credit hours will be based upon CF's enrollment records, as the keeper of the student's official college transcript.
2. Students must drop courses during the designated add/drop period to eliminate the cost of tuition. If a student later withdraws from a course, the tuition charge will remain and be charged to CCSB.
3. Students enrolled in the CF COLLEGIATE ACADEMY will be exempt from the payment of registration, matriculation, and laboratory fees.
4. Required textbooks and other instructional materials, as defined in Section 1007.273, Fla. Stats. (2024) will be funded by CCSB, provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in Section 1004.085, Fla. Stats. (2024), governing the affordability of textbooks.
5. CCSB will be responsible for all inventory, recovery, reuse, and sale of textbooks, and instructional materials provided under this Agreement, in conjunction with the CF Bookstore (currently affiliated with Barnes & Noble).

6. Eligibility for academic accommodations requires that students with disabilities who enroll in a course provided at a CF facility must meet all requirements established by CF's Office of Accessibility and Counseling Services.
7. CF will invoice CCSB for costs incurred annually, no later than June 15. CCSB will make payment by check.
8. Transportation to attend college-level courses offered at any CF facility will be the responsibility of the student or the student's parent/guardian.

IV. 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" student 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.fl DOE.org/workforce/dwdframe/artic_indecert2aas.asp](http://www.fl DOE.org/workforce/dwdframe/artic_indecert2aas.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.fl DOE.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.

V. Mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers

- A. There shall be established a consortium among CF, SUS 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.

VI. Miscellaneous

- A. **Excess Funds:** Any party receiving funds erroneously paid by the School Board under this Agreement will promptly notify and return to School Board 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 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 Citrus 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 Board 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 RELATION AND COMMUNICATION OFFICER: LINSDEY BLAIR, PUBLIC RECORDS CUSTODIAN AT (352)-726-1931, EXT 2211, BLAIRL@CITRUSSCHOOLS.ORG.
IF CITRUS COUNTY SCHOOL BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER FLORIDA STATUTES, TO CF'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: CHARLES H. PRINCE, VP ADMINISTRATION AND FINANCE AT (352)-854-2322, EXT 1637, PRINCECH@CF.EDU SECTION 119.0701, FLA. STAT. (2024).
- G. **Non-Discrimination:** Neither party will subject any person the discrimination because of age, race, color, disability, pregnancy, sex, 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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:

Dr. Allan Danuff
College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@CF.edu

Office Number: 352-854-2322

Ms. Sandy Counts
Citrus County School Board
1007 West Main Street
Inverness, FL 34450
Email: Countss@citrusschools.org
Office Number: 352-726-1931

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 2025-2026 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

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

Date

Ms. Sandy Counts, Chair, Citrus County School Board

Office Number: 352-854-2322

Ms. Sandy Counts
Citrus County School Board
1007 West Main Street
Inverness, FL 34450
Email: Counts@citrusschools.org
Office Number: 352-726-1931

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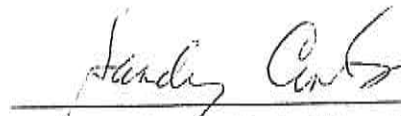
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Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

5/13/25

Date



Ms. Sandy Counts, Chair, Citrus County School Board

2025-2026 Career Pathways Articulation Agreement between the College of Central Florida and the Citrus County School Board, Florida

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<i>Electricity (Appendix O)</i>	<i>Pages 42-44</i>
<i>Emergency Medical Responder (Appendix P)</i>	<i>Pages 45-47</i>
<i>Florida Law Enforcement Academy (Appendix Q)</i>	<i>Pages 48-50</i>
<i>Industrial Machinery and Controls Technician (Appendix R)</i>	<i>Pages 51-53</i>
<i>Nursing Assistant (Acute & Long Term) (Appendix S)</i>	<i>Pages 54-56</i>
<i>Practical Nursing (Appendix T)</i>	<i>Pages 57-59</i>
<i>Principles of Teaching (Appendix U)</i>	<i>Pages 60-62</i>
<i>Vet Assisting (Appendix V)</i>	<i>Pages 63-65</i>
<i>Web Development (Appendix W)</i>	<i>Pages 66-67</i>

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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
Crystal River High School
Lecanto 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) 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.

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- 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.

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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 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

Cardiovascular Technology, A.S.
Dental Hygiene, A.S.
Physical Therapist Assistant, A.S.
Nursing, A.S.
Surgical Services, 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 2 8417131 Allied Health Assisting 3	DEP 2004 Human Growth and Development (3) *Applies toward A.S. in Nursing and A.S. in PTA HSC 2531 Medical Terminology (3) *Applies toward A.S. in Surgical Services and A.S. in Cardiovascular Technology PHT 2342 Medical Terminology for the Physical Therapy Assistant (3)	Up to 6

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	*Applies toward A.S. in PTA BSC 1080 Basic Anatomy and Physiology (3) *Please note: BSC 1080 only applies to the Dental Assisting Diploma HUN 1201 Human Nutrition (3) *Applies toward A.S. in Nursing and A.S. in Dental Hygiene	
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- 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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	6

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.

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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 Agitechnology 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.

- 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) Agriscience Foundation (8106810) Agritechnology I (8106820) Agritechnology II (806830)	OST 1100 Introduction to Word (Elective 3) ORH 1000C Introduction to Horticulture (3) ORH 1601C Nursery Management (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:

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Industry Certification	CF College Courses	College Credits
FNGLA 001: Certified Horticulture Professional	<u>FNGLA</u> ORH 1000C Introduction to Horticulture (3) ORH 1601C Nursery Management (3)	6 or 12
FLFBR005: Animal Science Certification	<u>Animal Science</u> ANS 1003 Introduction to Animal Science	
FLFBR001,07,09 Agritechnology Specialist, Associate, or Systems Associate	<u>FLFBR001 Agritechnology Specialist OR</u> <u>FLBR007 Agriculture Associate OR</u> <u>FLBR009 Agriculture Systems Associate</u>	
	AEB 2012 Principles of Agribusiness Management (3) AEB 2192 Farm Records & Accounts (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.

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- 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.

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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 Animal Science and 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 Program
Animal Science and Services

Postsecondary Program
Agribusiness Management 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.

- B. *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) Animal Science and Services 2 (8106210) Animal Science and Services 3 (8106220)	OST 1100 Introduction to Word (Elective 3) ANS 1003 Introduction to Animal Science (3)	3 to 6

- 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:

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Industry Certification	CF College Courses	College Credits
FLFBR005: Animal Science Certification	<u>Animal Science</u> ANS 1003 Introduction to Animal Science	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 E

Edited 3/13/25

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 and postsecondary 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.

Career Certificate Program

Applied Cybersecurity

Citrus County

WTC

Postsecondary Program

Computer Information Technology, A.S.

College

The College of Central Florida

I. Articulated Courses and College Credit

CF agrees to award college credit hours or admission points to the career certificate 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 career certificate 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:

Career Certificate 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 001 CompTIA A+ COMPT 006 CompTIA Network+ COMPT 008 Security+ COMPT 016 CompTIA Cybersecurity Analyst CERTIO03 Information Technology Specialist (ITS) – Databases CERTIO09 Information Technology Specialist (ITS) - Device Configuration and Management CERTIO10 Information Technology Specialist (ITS) - JavaScript CISCO026 Cisco Certified Network Associate (CCNA)	<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>COMPT Security +</u> CTS2120 Security Fundamentals (3) <u>COMPT 016 CompTIA Cybersecurity Analyst</u> CTS2120 Security Fundamentals (3) <u>Information Technology Specialist (ITS) Databases</u>	3 to 18

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PROSO006 Certified Internet Web (CIW) Database Design Specialist PROSO017 Certified Internet Web (CIW) JavaScript Specialist PROSO027 Certified Internet Web (CIW) Advanced HTML5 & CSS3 Specialist CERTI014 Information Technology Specialist (ITS) - Cloud Computing CISCO029 Cisco Certified Support Technician (CCST) Networking KNOWL007 .NET Coding Specialist	CET1171 - Introduction to Computer Technology (3) <u>Information Technology Specialist (ITS) - Device Configuration and Management</u> CET1171 - Introduction to Computer Technology (3) <u>Information Technology Specialist (ITS) - JavaScript</u> CET1171 - Introduction to Computer Technology (3) <u>Cisco Certified Network Associate (CCNA)</u> CTS2134 - Networking Fundamentals <u>Certified Internet Web (CIW) Database Design Specialist</u> CET1171 - Introduction to Computer Technology (3) <u>Certified Internet Web (CIW) JavaScript Specialist</u> CET1171 - Introduction to Computer Technology (3) <u>Certified Internet Web (CIW) Advanced HTML5 & CSS3 Specialist</u> CGS1820 - Web Programming (3) <u>Information Technology Specialist (ITS) - Cloud Computing</u> CET1171 - Introduction to Computer Technology (3) <u>Cisco Certified Support Technician (CCST) Networking</u> CET1171 - Introduction to Computer Technology (3) <u>NET Coding Specialist</u> CET1171 - Introduction to Computer Technology (3)
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Representatives of CF's Career and Technical Education (CTE) programs will review, at least annually, the content of the programs 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 career certificate course(s) designated in this document and have the recommendation of the CTE program instructor and if a secondary student 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 CTE program 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 CTE program instructor and college faculty will identify course competencies.

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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.
- 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

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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
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) Business and Entrepreneurial Principles (8215120) Legal Aspects of Business (8215130)	GEB 1011 Introduction to Business (3) ENT 2112 Entrepreneurship Opportunities (3) BUL 2241 Business Law (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:

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Industry Certification	CF College Courses	College Credits
MICRO069: Microsoft Office Specialist Microsoft Excel Expert Microsoft Word Expert TAFLP001: Accredited Legal Secretary (ALS) ESB Entrepreneurship and Small Business Certification Master Entrepreneurship Certification	<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 1110 Intermediate Word (3) <u>ESB Entrepreneurship & Small Business Certification</u> ENT 2112 Entrepreneurship Opportunities (3) <u>Master Entrepreneurship Certification</u> SBM2000 Small Business Management (3)	3 to 18

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.

- E. 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

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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.

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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 Computer Science Principles 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
Computer Science Principles

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.

- B. *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
9007610- Advanced Information Technology 9007210- Foundations of Programming 9007220- Procedural Programming OR 0200335 AP Computer Science Principles	CET 1171 Introduction to Computer Technology (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:

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Industry Certification	CF College Courses	College Credits
<p>CompTIA A+ CompTIA Network+ CompTIA Security + Comp TIA Server + MICRO 076 MTA-Windows OS Fundamentals MICRO 069 Microsoft Office Specialist MICRO 017 Microsoft Office Specialist Master Microsoft Excel Expert Microsoft Word Expert Information Technology Specialist (ITS) Databases Information Technology Specialist (ITS) - Device Configuration and Management Information Technology Specialist (ITS) - JavaScript Cisco Certified Network Associate (CCNA) Certified Internet Web (CIW) Database Design Specialist Certified Internet Web (CIW) JavaScript Specialist Certified Internet Web (CIW) Advanced HTML5 & CSS3 Specialist Information Technology Specialist (ITS) - Cloud Computing Cisco Certified Support Technician (CCST) Networking NET Coding Specialist</p>	<p><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) <u>Microsoft Office Specialist (MOS)</u> OST 1100 Introduction to Word (3) <u>Microsoft Office Specialist Master (MOM)</u> OST1110 Intermediate Word (3) CGS 2103 Spreadsheet Applications (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 1110 Intermediate Word (3) <u>Information Technology Specialist (ITS) Databases</u> CET1171 - Introduction to Computer Technology (3) <u>Information Technology Specialist (ITS) - Device Configuration and Management</u> CET1171 - Introduction to Computer Technology (3) <u>Information Technology Specialist (ITS) - JavaScript</u> CET1171 - Introduction to Computer Technology (3) <u>Cisco Certified Network Associate (CCNA)</u> CTS2134 - Networking Fundamentals <u>Certified Internet Web (CIW) Database Design Specialist</u> CET1171 - Introduction to Computer Technology (3) <u>Certified Internet Web (CIW) JavaScript Specialist</u> CET1171 - Introduction to Computer Technology (3) <u>Certified Internet Web (CIW) Advanced HTML5 & CSS3 Specialist</u> CGS1820 - Web Programming (3) <u>Information Technology Specialist (ITS) - Cloud Computing</u> CET1171 - Introduction to Computer Technology (3) <u>Cisco Certified Support Technician (CCST) Networking</u> CET1171 - Introduction to Computer Technology (3) <u>NET Coding Specialist</u> CET1171 - Introduction to Computer Technology (3)</p>	<p>3 to 30</p>

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.

- F. 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.

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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 and postsecondary students in the Computer Systems and 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.

Career Certificate Program
Computer Systems and Information
Technology

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 career certificate 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 career certificate 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:

Career Certificate Courses	CF College Courses	College Credits
	See Industry Certs	

- 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

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CompTIA A+ CompTIA Network+ CompTIA Server+ CCNA Information Technology Specialist (ITS) Databases Information Technology Specialist (ITS) - Device Configuration and Management Information Technology Specialist (ITS) - JavaScript Cisco Certified Network Associate (CCNA) Certified Internet Web (CIW) Database Design Specialist Certified Internet Web (CIW) JavaScript Specialist Certified Internet Web (CIW) Advanced HTML5 & CSS3 Specialist Information Technology Specialist (ITS) - Cloud Computing Cisco Certified Support Technician (CCST) Networking NET Coding Specialist	<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>Server+</u> CTS 2143 Server Fundamentals (3) <u>CCNA</u> CTS 2134 Networking Fundamentals (3) <u>Information Technology Specialist (ITS) Databases</u> CET1171 - Introduction to Computer Technology (3) <u>Information Technology Specialist (ITS) - Device Configuration and Management</u> CET1171 - Introduction to Computer Technology (3) <u>Information Technology Specialist (ITS) - JavaScript</u> CET1171 - Introduction to Computer Technology (3) <u>Cisco Certified Network Associate (CCNA)</u> CTS2134 - Networking Fundamentals <u>Certified Internet Web (CIW) Database Design Specialist</u> CET1171 - Introduction to Computer Technology (3) <u>Certified Internet Web (CIW) JavaScript Specialist</u> CET1171 - Introduction to Computer Technology (3) <u>Certified Internet Web (CIW) Advanced HTML5 & CSS3 Specialist</u> CGS1820 - Web Programming (3) <u>Information Technology Specialist (ITS) - Cloud Computing</u> CET1171 - Introduction to Computer Technology (3) <u>Cisco Certified Support Technician (CCST) Networking</u> CET1171 - Introduction to Computer Technology (3) <u>NET Coding Specialist</u> CET1171 - Introduction to Computer Technology (3)	3 to 18
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Representatives of the College of Central Florida's Career and Technology Education programs will review, at least annually, the content of the program's 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 career certificate course(s) designated in this document and have the recommendation of the career and technical program instructor and, if a secondary student, 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)

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as listed. The CTE program 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 CTE program instructor 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 I

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 and postsecondary students in the Correctional Officer program to transition into the College of Central Florida's postsecondary

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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.

Career Certificate Program

Correctional Officer

Postsecondary Program

Criminal Justice 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 career certificate 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 career certificate 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:

Career Certificate Courses	CF College Courses	College Credits
Correctional Officer (P430102)	CJC 1000 Crime and Punishment (3 credits) CCJ 1949 Work Experience I (3 credits) CJL 2130 Criminal Law, Evidence and Procedures (3 credits) HLP 1081 Person Wellness Appraisal and Improvement (3 credits)	12

- 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 program's 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 career certificate course(s) designated in this document and have the recommendation of the career and technical program instructor and, if a secondary student, 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 CTE program 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 CTE program instructor 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 J
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

Physical Therapist Assistant A.S.

Nursing A.S.

Surgical Services A.S.

Dental Hygiene A.S.

Cardiovascular Technology A.S.

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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) *Applies toward A.S. in Nursing and A.S. in PTA HSC 2531 Medical Terminology (3) *Applies toward A.S. in Surgical Services and Cardiovascular Technology PHT 2342 Medical Terminology for the Physical Therapy Assistant (3) *Applies toward A.S. in PTA BSC 1080 Basic Anatomy and Physiology (3) *Please note: BSC 1080 only applies to the Dental Assisting Diploma HUN 1201 Human Nutrition (3) *Applies toward A.S. in Nursing and A.S. in Dental Hygiene	Up 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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	6

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

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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 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 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

Citrus County

Citrus High School
Crystal River High School
Lecanto High School

Postsecondary Program

Graphics Technology A.S.

College

The College of Central Florida

Edited 3/13/25

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 8209510 Digital Design 1 8209520 Digital Design 2 8209530 Digital Design 3	GRA 2100 Introduction to Graphics Design	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
Adobe Certified Professional in Visual Design (Requires Photoshop and Illustrator or InDesign)	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.

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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 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
Graphics Technology A.S.

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Citrus County
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.

- 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
8207310 Digital Information Technology 9005110 Digital Media Fundamentals 9005120 Digital Media Production Systems	GRA 2100 Introduction to Graphic Design	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
Abode Certified Professional in Visual Design (Requires Photoshop and Illustrator or InDesign)	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 CTEprogram 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.

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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 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 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

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Engineering Technology, A.S. – Advanced Manufacturing
Specialization
Engineering Technology, AS – Supply Chain
Automation 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	EGN 1111 Engineering Graphics (3)	3

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AMDDA006 Certified Apprentice Drafter - Architectural		
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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.

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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 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:

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Industry Certification or DCF Transcript	CF College Courses	College Credits
CPREC001: Child Development Associate FLDOE001: Early Childhood Professional Certificate (ECPC) Director's Credential FLDOE004 Florida Teacher Certification Examination (FTCE) Professional Education Test	<u>CPREC001: Child Development Associate</u> EEC 1921 Preschool Workshop (3) EEC 2401 Home and Community (3) CHD 1440D 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 <u>FLDOE004 Florida Teacher Certification Examination (FTCE) Professional Education Test</u> EEC 2930 Childcare Seminar (3)	3 to 18

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 and postsecondary 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.

Career Certificate Program
Electricity

Postsecondary Program
Engineering Technology, A.S. – Quality
Specialization
Engineering Technology, A.S. – Advanced
Manufacturing Specialization
Engineering Technology, AS – Supply Chain
Automation 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 career certificate 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 career certificate 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:

Career Certificate Courses	CF College Courses	College Credits
Electrician Helper (BCV0603) Residential Electrician (BCV0640) Commercial Electrician (BCV0652)	EET 1084 Survey of Electronics (3) ETI 1843 Motors and Controls (3) (Commercial/Industrial) ETS 1542 Introduction to PLCs (3) (Commercial/Industrial)	3 to 9

Edited 3/13/25

- 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 program's 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 career certificate course(s) designated in this document and have the recommendation of the career and technical program instructor and, if a secondary student, 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 CTE program 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 CTE program instructor 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.

Edited 3/13/25

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 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

Physical Therapist Assistant A.S.

Nursing A.S.

Surgical Services A.S.

Dental Hygiene A.S.

Emergency Medical Services A.S.

Cardiovascular Technology, 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 Surgical Services and A.S. in Cardiovascular Technology</i> <i>*Please note students must complete PSY 2010 prior to HSC 2531 being awarded to students transcripts</i>	Up to 9

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	<p>PHT 2342 Medical Terminology for the Physical Therapy Assistant (3) <i>*Applies toward A.S. in PTA</i></p> <p>BSC 1080 Basic Anatomy and Physiology (3) <i>*Please note: BSC 1080 only applies to the Dental Assisting Diploma</i></p> <p>HUN 1201 Human Nutrition (3) <i>*Applies toward A.S. in Nursing and A.S. in Dental Hygiene</i></p> <p>BSC 1005 Introduction to Biology (3) <i>*Please note BSC 1005 only applies to the Emergency Medical Services A.S.</i></p>	
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- 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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	6

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.

Edited 3/13/25

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 and postsecondary students in the Florida Law Enforcement 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.

Career Certificate Program
Florida Law Enforcement

Postsecondary Program
Criminal Justice 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 career certificate 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 career certificate 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:

Career Certificate Courses	CF College Courses	College Credits
Florida Law Enforcement Academy (P430105)	CJL 2130 Criminal Law, Evidence and Procedures (3 credits) CCJ 1949 Work Experience I (3 credits) CCJ 1020 Introduction to Criminal Justice System (3 credits) CJE 2600 Introduction to Forensics and Criminal Investigation (3 credits) HLP 1081 Person Wellness Appraisal and Improvement (3 credits)	15

- 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
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 program's 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 career certificate course(s) designated in this document and have the recommendation of the career and technical program instructor and, if a secondary student, 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 CTE program 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 CTE program instructor 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.

Edited 3/13/25

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 and postsecondary students in the Industrial Machinery and Controls Technician 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.

Career Certificate Program
Industrial Machinery and Controls
Technician

Postsecondary Program
Engineering Technology, A.S. – Quality
Specialization
Engineering Technology, A.S. – Advanced
Manufacturing Specialization
Engineering Technology, AS – Supply Chain
Automation 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 career certificate 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 career certificate 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:

Career Certificate Courses	CF College Courses	College Credits
Industrial Machinery and Controls Technician (J100300)	ETI 1843 Motors and Controls (3) ETS 1542 Introduction to PLCs (3) EET 1084 Survey of Electronics (3)	3

Edited 3/13/25

- 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
MSSCN 001 MSSC Certified Production Technician	<u>MSSC CPT Safety</u> 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)	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 program's 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 career certificate course(s) designated in this document and have the recommendation of the career and technical program instructor and, if a secondary student, 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 CTE program 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 CTE program instructor 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.

Edited 3/13/25

Appendix S

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
(Acute and Long-Term Care)

Postsecondary Program

Physical Therapist Assistant A.S.
Nursing A.S.
Surgical Services A.S.
Dental Hygiene A.S.
Cardiovascular Technology, 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 Surgical Services and A.S. in Cardiovascular Technology</i> <i>*Please note students must complete PSY 2010 prior to HSC 2531 being awarded to students transcripts</i> PHT 2342 Medical Terminology for the Physical Therapy Assistant (3)	Up to 9

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	<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 and A.S. in Dental Hygiene</i>	
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- 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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	6

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.

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- 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.

Edited 3/13/25

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 Practical Nursing 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.

Career Certificate Program
Practical Nursing

Postsecondary Program
Nursing R.N. 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:

Career Certificate Courses	CF College Courses	College Credits
Practical Nursing (H170607)	NUR1021C Foundations in Nursing (5 credits) NUR1052C Clinical Concepts I (4 credits) NUR1142 Introduction to Pharmacology (3 credits) <i>*These courses are required to complete the first semester of the Associate Degree Nursing program. Students requesting to enter the program with the equivalency credits must follow the nursing application process. This is a limited access program. Admission to CF does not guarantee admission to the nursing</i>	12

Edited 3/13/25

	<i>program. Admission is based on a competitive point system and space availability.</i>	
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- 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.

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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 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

Citrus County
Lecanto High School

Postsecondary Program
Early Childhood Education, A.S.

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:

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Industry Certification	CF College Courses	College Credits
CPREC001: Child Development Associate FLDOE001: Early Childhood Professional Certificate (ECPC) Director's Credential FLDOE004 Florida Teacher Certification Examination (FTCE) Professional Education Test	<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) <u>FLDOE004 Florida Teacher Certification Examination (FTCE) Professional Education Test</u> EEC 2930 Childcare Seminar (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.

Edited 3/13/25

Appendix V

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 Veterinary 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

Veterinary Assisting

Postsecondary Program

Agribusiness Management 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.

- 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 Courses	CF College Courses	College Credits
Digital Information Technology (8207310)	OST 1100 Introduction to Word (Elective 3)	3 to 6
Veterinary Assisting 1 (8111510)		
Veterinary Assisting 2 (8111540)	ANS 1003 Introduction to Animal Science (3)	
Veterinary Assisting 3 (8111550)		

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

Edited 3/13/25

Industry Certification	CF College Courses	College Credits
FLFBR005: Animal Science Certification	<u>Animal Science</u> ANS 1003 Introduction to Animal Science	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.

Edited 3/13/25

Appendix W

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

Citrus County

Crystal River High School

Postsecondary Program

Graphics Technology A.S.

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.

- L. *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	GRA 2100 Introduction to Graphic Design	3

- M. *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
Adobe Certified Professional in Visual Design (Requires Photoshop and Illustrator or InDesign)	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 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

7

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Creekside Christian School Articulation Agreement - Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Creekside Christian School. 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 Creekside Christian School and give authorization to the Board Chair to sign the agreement 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 Creekside Christian School 2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Creekside Christian School members – Tim Campbell, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment, Sarah Sandford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Creekside Christian School.
- b. The College of Central Florida will provide information to Creekside Christian School regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Creekside Christian 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. Creekside Christian 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.
- d. 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

- a. 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 Creekside Christian 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.
- b. The College of Central Florida will furnish Creekside Christian 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.
- c. A student education plan may be 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.
- d. Creekside Christian 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the same as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Creekside Christian School upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.

- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.

- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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

- 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.
- Creskide Christian 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.

- c. The student must be enrolled in Creekside Christian School, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.
 - d. 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.
- Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023
 PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

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

- a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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

- a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. 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.
- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. 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.

10. The responsibilities of Creekside Christian 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

- a. 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.
- b. Creekside Christian 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Creekside Christian School. Grades will be securely electronically transmitted by the College of Central Florida to Creekside Christian School.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Creekside Christian School.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Creekside Christian School. Grades will be electronically transmitted securely by CF to the student's high school.

- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2024) will be funded by the FL Dual Enrollment Scholarship.
- c. Creekside Christian 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, Creekside Christian 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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

N.

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Tim Campbell, Creekside Christian School
171 SE 3rd Street
Otter Creek, FL 32683
Email: timcampbellccs@gmail.com,
Contact Number: 352-486-2112

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 emailed, if by 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.

I. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Creekside Christian School. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Creekside Christian School 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

College of Central Florida

May 27, 2020

Date

Tim Campbell, Principal, Creekside Christian School

COLLEGE OF CENTRAL FLORIDA

8

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Crossroads Academy Articulation Agreement –
Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Crossroads Academy. 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 with Crossroads Academy and give authorization to the Board Chair to sign the agreement 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 Crossroads Academy
2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Crossroads Academy member: Marybeth Anderson, Program Director
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment; Sarah Sandford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Crossroads Academy.
- b. The College of Central Florida will provide information to Crossroads Academy regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Crossroads Academy, 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. Crossroads Academy 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 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

- a. 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 Crossroads Academy 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.
- b. The College of Central Florida will furnish Crossroads Academy with access to the current course () with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. Crossroads Academy 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the same as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Crossroads Academy upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.
- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.
- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and

spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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 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.
- b. Crossroads Academy 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.
- c. The student must be enrolled in Crossroads Academy, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.

- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

- 7. A description of the process for informing students and their parents of college-level course expectations**
 - a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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**
 - a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
 - b. 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.
 - c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
 - d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
 - e. 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.
- 10. The responsibilities of Crossroads Academy 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. 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.
- b. Crossroads Academy 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Crossroads Academy. Grades will be securely electronically transmitted by the College of Central Florida to Crossroads Academy.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Crossroads Academy.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Crossroads Academy. Grades will be electronically transmitted securely by CF to the student's high school.
- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system.

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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2024) will be funded by the FL Dual Enrollment Scholarship.
- c. Crossroads Academy 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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.
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- 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, Crossroads Academy ("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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Mary Beth Anderson, Crossroads Academy
3681 NE 7th Street,
Ocala, FL 34470
Email: m.anderson@crossroadsacademyocala.com
Contact Number: 352-694-4466

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Crossroads Academy. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Crossroads Academy 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

5/27/25

Date

Mary Beth Anderson
Mary Beth Anderson, Program Director, Crossroads Academy

COLLEGE OF CENTRAL FLORIDA

9

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Gracepointe Academy Articulation Agreement - Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Gracepointe Academy. 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 with Gracepointe Academy and give authorization to the Board Chair to sign the agreement 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 Gracepointe Academy 2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Gracepointe Academy members – Donald Files, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment, Sarah Sanford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Gracepointe Academy.
- b. The College of Central Florida will provide information to Gracepointe Academy regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Gracepointe Academy, 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. Gracepointe Academy 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 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

- a. 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 Gracepointe Academy 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.
- b. The College of Central Florida will furnish Gracepointe Academy with access to the current course (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. Gracepointe Academy 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Gracepointe Academy upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.
- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.
- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and

spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. if a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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 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.
- b. Gracepointe Academy 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.
- c. The student must be enrolled in Gracepointe Academy, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.

- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

- 7. A description of the process for informing students and their parents of college-level course expectations**
 - a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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**
 - a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
 - b. 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.
 - c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
 - d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
 - e. 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.
- 10. The responsibilities of Gracepointe Academy 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. 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.
- b. Gracepointe Academy 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Gracepointe Academy. Grades will be securely electronically transmitted by the College of Central Florida to Gracepointe Academy.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Gracepointe Academy.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Gracepointe Academy. Grades will be electronically transmitted securely by CF to the student's high school.
- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system.

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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2023) will be funded by the FL Dual Enrollment Scholarship.
- c. Gracepointe Academy 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, Gracepointe Academy ("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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Donald Files, Gracepointe Academy
6185 SE 140th St
Summerfield, FL 34491
Email: donald@gracepointeacademy.com
Contact Number: 352-345-9444

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Gracepointe Academy. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Gracepointe Academy 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

6-5-25

Date Donald Files, Principal, Gracepointe Academy

COLLEGE OF CENTRAL FLORIDA

10

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Levy County School Board Articulation Agreement - Renewal

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

DATE: June 18, 2025

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 2025-2026**

MAY 13 2025

I. DUAL ENROLLMENT ARTICULATION AGREEMENT

The Articulation Committee that has negotiated/drafted the agreement include: Levy County School District members: Tamara M. Boyle, Superintendent; John Lott, Assistant Superintendent of Administration, Morgan Bennett, Director of MIS/Technology, Jaime Handlin, Director of Curriculum/ESOL, Matt McLelland, Assistant Superintendent, Tanya Taylor, CTE Coordinator, Darby Allen, Coordinator of MTSS.

College of Central Florida (CF) members: Dr. Vernon Lawter, VP of Regional Campuses, Dr. Raphael Robinson, Director of Admissions; Sarah Sandford, Dual Enrollment Coordinator; Leah Gamble, Dean of Levy Campus, and Krystle Skelly, Educational Advisor, Tanisha Cook Waller, Educational Advisor.

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 CF's early college program "Collegiate Academy", career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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 & Dual Enrollment staff will work with district and school officials on targeted dual enrollment recruiting activities.
- f. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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.
- 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. (2024).
- 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. 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.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at

a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.

- B. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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 Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- C. **Orientation:** Orientation must be completed prior to the start of the term and is required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- D. **Registration:** Dual Enrollment information will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadlines will end one week before the start of the CF term. Students are ineligible to register for B term for the Fall and Spring semesters.
- E. **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. Withdrawal requests must be submitted by the withdrawal deadline. The student will receive a "W" on their college transcript for the attempt in the course. If a Dual Enrollment student receives 1 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes.
- F. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the School District and Dual Enrollment Petitions Committee 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	9	18
Juniors	9	9	12	27
Seniors	16	16	0	32

- 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. Student eligibility requirements for participation in the Dual Enrollment program.

- 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 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. Students admitted into the EMT program through dual enrollment must have a 3.0 grade point average in EMT program coursework and satisfy all EMT program entry requirements.
- The Levy County School Board shall identify those students qualified to participate in dual enrollment classes. The high school principals or designee will approve student eligibility for participation in these classes.
- 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. Students must satisfy the college preparatory testing requirements in § 1008.30 Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.
- 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. Two of the three test scores must be successfully completed for admission to the Dual Enrollment program. The third score must be successfully completed before 12 credits are completed in the program. Cut scores for the three (3) placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
PreACT	22	18	22
SAT (& PSAT)	24	25	24

PERT	106	103	114
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	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114- Placement for MAT1033, MGF1130/1131 or STA2023

PERT 123- Placement for MAC1105, College Algebra

- e. Students enrolling in MAC1105 must achieve the following scores on the mathematics portion of the respective test: ACT 25; SAT 26.5; Digital SAT/PSAT 530, PERT 123. Students who wish to take upper level math beyond MAC1105 must satisfy the above test requirements and take the CLM test and score a 270 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. 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. Exceptions will be at the discretion of the School Board.
- 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. In order for credit to be granted, official exam scores must be received and evaluated by Enrollment Services at CF. (Including AP, Cambridge AICE, IB, Dantes).
- i. Students must have earned four (4) high school level credits for consideration for 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 (including AP, Cambridge AICE, IB, Dantes) of all college credit earning coursework.
- j. 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. 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.
- k. Any exceptions to the requirements must be approved by both the school district and CF's Dual Enrollment Petitions Committee. Students and their counselor are notified of the committee's decision in writing within one (1) week of the meeting. A student exception appeal may be approved by the Superintendent to allow a student to repeat a course that they were unsuccessful in within the next semester at Levy's expense. CF will not change the grade and it will show as a repeated course. If it is a third attempt at the course, Levy County Schools will pay the out-of-state tuition for the course.

- l. 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 10(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 counselors with dual enrollment information which include application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the dual enrollment webpage at least 1 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 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

- a. 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 taking classes on the college campus will take place the same as all other students. Registration will stop ten days in advance of the start of term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. For courses offered on the high school campuses, the school counselor(s) will submit an

electronic spreadsheet showing the students to be registered for the courses offered in their campuses by CF's published deadlines.

- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
- e. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- d. Courses will follow the CG academic calendar published on the CF website.

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

- a. 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. **During the 2025 – 2026 school year, dual enrollment courses offered on the high school campus will be limited to ENC1101, ENC1102, MAT1033, and MAC1105 at Williston Middle High School only.**
- c. 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. They must be approved by the discipline chairperson at CF through the use of CF's Textbook Adoption form. This form must be submitted to the discipline chairperson 75 days before the start of the term.
 - (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.

- d. 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. Before a course can be offered, an instructor must be deemed qualified by CF. 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. CF will notify the School Board of Levy County of approved instructors and courses for the academic year prior to the start of the Fall semester.
- 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). 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 or faculty liaison. 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 by 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. Finalized student rosters for Dual Enrollment courses taught on a high school campus must be submitted by CF's posted deadlines. Any discrepancies on rosters identified after the posted deadline will be the responsibility of the high school and the School District.
- 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. CF shall analyze student performance in dual enrollment course offerings on high school and with principals and school district administrators.
- k. 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.
- l. **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 or principal's designee. 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 CF advisor 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 and monitor their progress and attendance in dual enrollment classes.
- 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 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, may register and pay the required tuition and fees for the summer 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). If a student is disruptive to the learning process, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment. Students expelled from The School Board of Levy County will no longer be eligible to participate in Dual 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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 may be counseled by the school counselor upon notification by the College.
- 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 a D, F, or FF grade in any course(s) during one (1) semester, they 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 still in the K-12 system. Please refer to 9(c) if the student successfully petitions and the grade is subsequently changed to an acceptable grade.

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. (2024), 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. 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.
- d. Required textbooks and other instructional materials as defined in §1006.28, Fla. Stat. (2024) 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. (2024) in regards to the affordability of textbooks.
- e. The School Board of Levy County shall be responsible for the instructional materials provided under this agreement. All instructional materials are available through CF in conjunction with the CF Bookstore (Barnes & Noble).
- f. CF will invoice the School District for costs incurred following each semester.

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

- a. 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 Accessibility and Counseling 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 providing accommodations per CF Accessibility and Counseling Services guidelines. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving 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:
- a. 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. By appointment only via the CF website with approval from the high school.
2. School Board of Levy County will provide:
- a. space for testing;
- b. test sites;
- c. testing information to all eligible student.
- 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 (2024).
- D. CF will accept the PERT scores from the official 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 admissions 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 CF'S COLLEGIATE ACADEMY

A. Program Description

- 1. The CF COLLEGIATE ACADEMY is a Dual Enrollment Program that provides an opportunity for eligible 11th and 12th grade students to enroll in college-level courses to obtain dual (high school and college) credits on the CF campus or online. The CF COLLEGIATE ACADEMY is a cooperative effort between CF and LCSD to provide postsecondary coursework, which enables eligible students to receive a minimum of 24 hours during the fall and spring CF terms and Career and Professional Education (CAPE) industry certifications, as defined in CS/CS/SB850: Education (2024), where appropriate.

B. Delineation of Courses and Industry Certifications

- 1. Courses to be provided by CF under this Agreement will be mutually agreed upon by CF and LCSD, and will avoid unnecessary duplication of existing courses in grade 12. Any course in the Florida Department of Education's Statewide Course Numbering System, except development education and physical education skills courses, may be offered as Dual Enrollment. Courses may be taken online or at CF. Students will have the opportunity to earn CAPE industry certifications.
- 2. CF will develop a Student Pathway for each student participating in the CF COLLEGIATE ACADEMY. The pathway will guide course selection. At a minimum, each pathway must 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 pathway must include courses that will meet the general education requirements, as well as any prerequisite requirement for entrance into a select baccalaureate degree program.
- 3. 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 regulation will be counted toward meeting the graduation requirement, as specified in Section 1003.4282, Fla. Stat. (2024)
- 4. Students will have the opportunity to participate in the CF COLLEGIATE ACADEMY until they: graduate.
- 5. Students wishing to pursue participation in the CF COLLEGIATE ACADEMY must contact their high school counselor to discuss CF COLLEGIATE ACADEMY admissions criteria and obtain admissions application information

C. Eligibility Requirements

- 1. Students must have an overall grade point average (GPA) of 3.0 on an unweighted

4.0 scale to qualify for participation in the CF COLLEGIATE ACADEMY. Continued eligibility requires that students maintain a 3.0 unweighted high school GPA and the minimum GPA required by CF.

2. Student Identification and Approval

- a) High School counselor will identify those students qualified to participate in Dual Enrollment classes. Qualified students must obtain approval from the high school principal or designee to be eligible for participation in the CF COLLEGIATE ACADEMY.

3. Student Readiness

- a) Eligible students must be enrolled in LCSD and must be working towards a high school diploma. Students must take the Pre-ACT, PSAT, CLT, ACT, SAT or PERT to demonstrate readiness for college-level coursework.
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. Two of the three test scores must be successfully completed for admission to the Dual Enrollment program. The third score must be successfully completed before 12 credits are completed in the program. Cut scores for the three (3) placement tests are as follows:

b)

	Reading	English	Algebra
ACT	19	17	19
PreACT	22	18	22
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT	490	480
CLT	38	16

4. Additional Eligibility Requirements

- a) Students must achieve a 114 PERT score to qualify for placement in MAT0133, MGF1130, MGF1131 or STA2023.
- b) Students must achieve a 123 PERT score to qualify for placement in MAC1105 or College Algebra.
- c) 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 aforementioned test requirements and take the College Level Math (CLM) test and score a 70 or higher.
- d) Students must pass the 10th Grade English Language Arts (ELA) assessment, as well as the Florida End-of-Course (EOC) exam for Algebra 1 or meet Florida identified concordant scores.

- e) Students participating in the CF COLLEGIATE ACADEMY must enter into a student/parent performance contract, which must be signed by the student, the parent/guardian, and a representative of LCSD and CF, respectively.
- f) Students must have completed their sophomore year in high school by passing 12 high school credits to be consider for participation in the CF COLLEGIATE ACADEMY. Students are no longer eligible for participation in the CF COLLEGIATE ACADEMY upon successfully completing four years of enrollment in high school or high school graduation, whichever comes first.
- g) Students who will graduate from high school before completion of a postsecondary course may not register for the course through Dual Enrollment or the CF COLLEGIATE ACADEMY. High school seniors may NOT take Summer-A courses as Dual Enrollment.
- h) Students attending 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). If a student is disruptive to the learning process, a student may lose the opportunity to participate in the Dual Enrollment course, regardless of eligibility requirements for continued enrollment. Students expelled from the School Board of Levy County will no longer be eligible to participate in COLLEGIATE ACADEMY.

D. Enrollment Process

1. Application Process

- a) Students interested in the CF COLLEGIATE ACADEMY must meet the Dual Enrollment eligibility requirements set forth by the CF and LCSD Articulation Agreement. Students must complete the CF online Dual Enrollment application. Students must print the parent approval form from the email received from CF upon submission of the application. The parent/guardian must also sign permitting the student to participate in the CF COLLEGIATE ACADEMY. Students must deliver the form to their high school counselor. Students will be issued a CF ID number to view the student portal for additional requirements. Students are responsible for requesting and approving all documents needed for eligibility, including their high school transcripts and placement test scores (Pre-ACT, PSAT, CLT, ACT, SAT or PERT). All documentation must be received by CF's Dual Enrollment Office by the posted application deadlines. After all documents are received and processed by CF's Dual Enrollment Office, students will receive an email stating they have been admitted to the CF COLLEGIATE ACADEMY. If student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, CF's Dual Enrollment Coordinator will contact the student's high school counselor, who will be responsible for contacting the student.

2. Orientation

- a) Orientation must be completed prior to the start of the term and is required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.

3. Registration

- a) COLLEGIATE ACADEMY information will be provided to counselors by CF to better help students and parent/guardians understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The student must review the schedule posted on the MyCF portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadlines will end one week before the start of term.
- 4. Withdrawal Process
 - a) CF COLLEGIATE ACADEMY students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student will receive a "W" on their transcript for the attempt in the course. If a COLLEGIATE ACADEMY student receives 1 or more "W" grades, they will no longer be eligible to participate in COLLEGIATE ACADEMY. Co-requisite courses will count as one class for withdrawal purposes.
- 5. Course Load
 - a) 11th and 12th grade students participating in the CF COLLEGIATE ACADEMY must enroll in at least 12 credits and may take up to 18 credit hours in the fall and spring terms.
- 6. Grade Distribution
 - a) All students enrolled in COLLEGIATE ACADEMY classes will be graded on the same basis as other college students in the same course. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's high school transcript by LCSD. Grades will be electronically and securely transmitted by CF to the LCSD's office for posting.

E. Communication Methods, Medium, and Process for Students and Parents

1. References to students throughout this document mean any eligible student enrolled from any LCSD public high school.
2. CF will provide information to high schools throughout Levy County, requirements for participation and the educational benefits to be derived from the CF COLLEGIATE ACADEMY.
3. The LCSD and high schools throughout the district will utilize published, electronic or other media to notify students and their parent/guardian of the opportunity to participate in the CF COLLEGIATE ACADEMY. The high school will provide information, using these same methods, to students and their parent/guardian of the eligibility criteria for participation in the CF COLLEGIATE ACADEMY. Information regarding CF COLLEGIATE ACADEMY, including the return on investment associated with participation in the program, is provided annually via mailings, magnet fairs, and magnet caravans.
4. CF will post application deadlines and registration dates on its Dual Enrollment web page at least one term in advance.
5. CF Dual Enrollment staff will coordinate and work with LCSD on targeted CF COLLEGIATE ACADEMY recruiting activities.

F. Advising Services and Progress Monitoring

- 1 All A.A. and A.S. degree-seeking students must be advised by a CF educational advisor in the semester that they reach 30 earned credit hours, to learn about the requirement to complete the degree and any additional requirements necessary to transition into the bachelor's degree program and the institution of their choice.

2. CF will provide academic advising services to CF COLLEGIATE ACADEMY students.
3. The CF COLLEGIATE ACADEMY and Dual Enrollment courses meet the curricular expectations and offer the same depth and rigor of non-Dual Enrollment Postsecondary instruction.
4. Students will be informed during orientation that they should plan to study two (2)– three (3) hours outside of class for every one 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 are calculated into the student's permanent postsecondary GPA.

G. Program Review and Reporting Mechanism (Student Performance Outcomes)

1. Each year, CF will perform a grade distribution analysis and share that information with LCSD.
2. The CF COLLEGIATE ACADEMY will be reviewed as a part of CF's Service Unit Assessment process for the COLLEGIATE ACADEMY every four years.
3. All students enrolled in CF COLLEGIATE ACADEMY classes will be graded on the same basis as other college students in the same college courses. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's high school transcript. Grades will be electronically transmitted securely by CF to the student's high school and the LCSD MIS/Curriculum offices for posting.
4. While a student is enrolled in high school, payment for dual enrollment courses cannot be made on behalf of any student participating in the CF COLLEGIATE ACADEMY by any third party, including the student's family.
5. If a Dual Enrollment student earns a "D", "F", "W", or "FF" grade in any course during one semester, that student will no longer be eligible to participate in dual enrollment.
6. COLLEGIATE ACADEMY students will follow CF's procedures for drop, withdrawal, and petition policies. COLLEGIATE ACADEMY students will not be permitted to take courses while petitioning a grade of D, F or FF.
7. If a grade is successfully petitioned, the student may enroll in COLLEGIATE ACADEMY courses that begin after the petition approval date as per CF Grade Appeal Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in COLLEGIATE ACADEMY courses that begin after the petition approval date.

H. Funding Arrangement to Implement to CF COLLEGIATE ACADEMY

1. LCSD will pay the standard tuition rate per credit of seventy-one dollars and ninety- eight cents (\$71.98), from funds provided in the Florida Education Finance Program (FEFP) to CF for courses taken online or at a CF campus, in accordance with Section 1007.273, Fla. Stats. (2024). Courses taken during the summer term will not be charged to LCSD. The amount of credit hours will be based upon CF's enrollment records, as the keeper of the student's official college transcript.
2. Students must drop courses during the designated add/drop period to eliminate the cost of tuition. If a student later withdraws from a course, the tuition charge will remain and be charged to LCSD.
3. Students enrolled in the CF COLLEGIATE ACADEMY will be exempt from the payment of registration, matriculation, and laboratory fees.
4. Required textbooks and other instructional materials, as defined in Section 1007.273, Fla. Stats. (2024) will be funded by LCSD, provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in Section 1004.085, Fla. Stats. (2024), governing the affordability of textbooks.
5. The School Board of Levy County shall be responsible for the instructional materials

provided under this agreement. All instructional materials are available through CF in conjunction with the CF Bookstore (Barnes & Noble).

6. Eligibility for academic accommodations requires that students with disabilities who enroll in a course provided at a CF facility must meet all requirements established by CF's Office of Accessibility and Counseling Services.
7. CF will invoice LCSD for costs each semester. LCSD will make payment by check.
8. Transportation to attend college-level course offered at any facility will be the responsibility of the student or the student's parent/guardian.

IV. MECHANISMS AND STRATEGIES FOR PROMOTING "CAREER PATHWAYS" PROGRAMS OF STUDY

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

1. 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

1. 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

1. 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.

V. 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.

VI. 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: [CHARLES PRINCE, VP ADMINISTRATION AND FINANCE AT (352)-854-2322, EXT. 1637, PRINCECH@CF.EDU OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FL 34474. §119.0701, FLA. STAT. (2024)
- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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:

Dr. Allan Danuff
College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@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

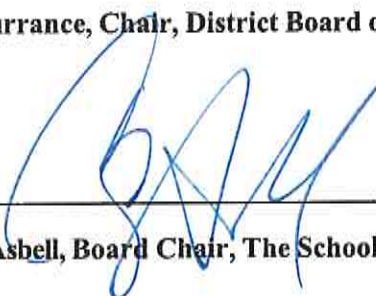
Or to such other address (es) as the parties may mutually designate by notice complying with the terms of this Agreement. Each such notice shall be deemed delivered:

- (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.

VII. 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. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement shall be valid only for the 2025-2026 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. (2024), Statewide Articulation Agreement.

_____	_____
Date	Robert Durrance, Chair, District Board of Trustees, College of Central Florida
	
_____	_____
Date	Cameron Asbell, Board Chair, The School Board of Levy County, Florida

BOARD APPROVED

MAY 13 2025

**2025-2026 Career Pathways Articulation Agreement between the College of
Central Florida and the School Board of Levy County, Florida**

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Edited 3/6/25

Appendix A

Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Levy County, Florida

In a continuing effort to provide opportunities for secondary school students in the Administrative 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 Levy 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.

Levy County

Cedar Key High School
Williston 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 Software Applications 1 (8212120) Administrative Office Technology 2 (8212410) OR Administrative Office Specialist 1 (8306310) Administrative Office Specialist 2 (8306320)	OST 1100 Introduction to Word (3) * <i>Note only applies to Office Administration A.S.</i>	3

Edited 3/6/25

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

Industry Certification	CF College Courses	College Credits
MICRO069: Microsoft Office Specialist MICRO017: Microsoft Office Specialist Master Microsoft Excel Expert Microsoft Word Expert TAFLP001: Accredited Legal Secretary (ALS) ESB Entrepreneurship & Small Business Certification QuickBooks Certified User (INTUT001)	<u>Microsoft Office Specialist (MOS)</u> OST 1100 Introduction to Word (3) <u>Microsoft Office Specialist Master (MOM)</u> OST1110 Intermediate Word (3) CGS 2103 Spreadsheet Applications (3) <u>EXCEL</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 1110 Intermediate Word (3) <u>Accredited Legal Secretary (ALS) (8212000 ONLY)</u> PLA 1003 Intro to Paralegal Field (3) <u>ESB Entrepreneurship & Small Business Certification</u> ENT 2112 Entrepreneurship Opportunities (3) <u>QuickBooks Certified User</u> ACG2450 Integrated Accounting (3)	Up to 18

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.

Edited 3/6/25

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 Levy 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.

Edited 3/6/25

Appendix B

Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Levy 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 Levy 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.

Levy County

Bronson High School
Cedar Key High School
Chiefland High School
Williston 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)	OST 1100 Introduction to Word (Elective 3)	3 to 9
Agriscience Foundations (8106810)	ORH 1000C Introduction to Horticulture (3)	
Agritechnology I (8106820)	ORH 1601C Nursey Management (3)	
Agritechnology II (806830)		

Edited 3/6/25

- 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
FNGLA 001: Certified Horticulture Professional FLFBR 001 Agritechnology Specialist FLFBR 009 Agriculture Systems Associate FLFBR 007 Agriculture Associate	<u>FNGLA 001: Certified Horticulture Professional</u> ORH 1000C Introduction to Horticulture (3) ORH 1601C Nursey Management (3) <u>FLFBR001 Agritechnology Specialist OR</u> <u>FLBR007 Agriculture Associate OR</u> <u>FLBR009 Agriculture Systems Associate</u> AEB 2012 Principles of Agribusiness Management (3) AEB 2192 Farm Records & Accounts (3)	6 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.

Edited 3/6/25

- 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 Levy 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 Levy 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 Levy 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

Cardiovascular Technology, A.S.

Dental Hygiene, A.S.

Physical Therapist Assistant, A.S.

Nursing, A.S.

Surgical Services, A.S.

Levy County

Chiefland High School

Williston 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 A & P 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. Surgical Services & A.S. Cardiovascular Technology</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)	Up to 6

	<i>*Applies toward A.S. in Nursing and A.S. Dental Hygiene</i>	
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- 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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	6

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.

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- 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 Levy 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 Levy County, Florida

In a continuing effort to provide opportunities for secondary school students in the Animal Science 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 Levy 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 – Business Management Specialization, A.S.
Equine Studies – Exercise Physiology, A.S.

Levy County

Chiefland High School
Williston High School
Bronson 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) Agriscience Foundations (8106810) Animal Science and Services 2 (8106210) Animal Science and Services 3 (8106220)	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

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- 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
FLFBR005: Animal Science Certification	ANS 1003 Introduction to Animal Science	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 Levy 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 Levy 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 Levy 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

Levy County

Chiefland High School

Postsecondary Program

Graphics Technology A.S.

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
8207310 Digital Information Technology 8209510 Digital Design 1 8209520 Digital Design 2 8209530 Digital Design 3	GRA 2100 Introduction to Graphic 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
ADOBE024 Adobe Certified Professional in Visual Design (<i>Requires Photoshop and Illustrator or InDesign</i>)	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:

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- 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 CTEprogram 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 Levy 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 Levy 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.

Edited 3/6/25

Appendix F

Career Pathways Articulation Agreement Between The College of Central Florida and The School Board of Levy 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 Levy 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/Multimedia

Postsecondary Program
Graphics Technology A.S.

Levy County
Chiefland High School
Bronson 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
8201210 Digital Media/Multimedia Foundations 1 8201220 Digital Media/Multimedia Foundations 2 8201230 Digital Media/Multimedia Foundations 3	GRA 2100 Introduction to Graphic 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
ADOBE024 Adobe Certified Professional in Visual Design (<i>Requires Photoshop and Illustrator or InDesign</i>)	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:

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- 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 CTEprogram 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 Levy 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 Levy 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 G

Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Levy County, Florida

In a continuing effort to provide opportunities for secondary school students in the EMR 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 Levy 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

EMR

Postsecondary Program

Cardiovascular Technology, A.S.
Dental Hygiene, A.S.
Physical Therapist Assistant, A.S.
Nursing, A.S.
Surgical Services, A.S.

Levy County

Chiefland High School
Williston 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
8417110 Health Science Foundations 8417100 Health Science Anatomy & Physiology 8417171 Emergency Medical Responder 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. Surgical Services and A.S. Cardiovascular Technology</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 and A.S. Dental Hygiene</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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	6

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

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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 Levy 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.

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Appendix H

Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Levy County, Florida

In a continuing effort to provide opportunities for secondary school students in the Horticulture Science and 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 Levy 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
Horticulture Science & Services

Postsecondary Program
Agribusiness Management A.S.

Levy County
Williston 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.

- B. *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)	OST 1100 Introduction to Word (Elective 3)	3 to 9
Agriscience Foundations (8106810)	ORH 1000C Introduction to Horticulture (3)	
Introductory Horticulture 2 (8121510)	ORH 1601C Nursey Management (3)	
Horticulture Science 3 (8121520)		

- 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
FNGLA 001: Certified Horticulture Professional FLFBR 001 Agritechnology Specialist FLFBR 009 Agriculture Systems Associate FLFBR 007 Agriculture Associate	<u>FNGLA 001: Certified Horticulture Professional</u> ORH 1000C Introduction to Horticulture (3) ORH 1601C Nursey Management (3) <u>FLFBR001 Agritechnology Specialist OR</u> <u>FLBR007 Agriculture Associate OR</u> <u>FLBR009 Agriculture Systems Associate</u> AEB 2012 Principles of Agribusiness Management (3) AEB 2192 Farm Records & Accounts (3)	6 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 3/6/25

- 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 Levy 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 School Board of Levy 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 Levy 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 (Acute and Long-Term
Care)

Postsecondary Program

Cardiovascular Technology, A.S.
Dental Hygiene, A.S.
Physical Therapist Assistant, A.S.
Nursing, A.S.
Surgical Services, A.S.
Medical Office Administration, A.S.

Levy County

Chiefland High School
Williston 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 Surgical Services, A.S. in Medical Office Administration and A.S. Cardiovascular Technology</i> <i>*Please note students must complete PSY 2010 prior to HSC 2531 being awarded to students' transcripts</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)	Up to 6

	<i>*Applies toward A.S. in Nursing and A.S. in Dental Hygiene</i>	
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- 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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	6

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.

Edited 3/6/25

- 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 Levy 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.

Edited 3/6/25

Appendix J

Career Pathways Articulation Agreement Between The College of Central Florida and School Board of Levy 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 postsecondary programs listed below, The College of Central Florida agrees to award college credit to eligible Levy 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.

Levy County
Williston 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
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 certificate(s) will be awarded credit for the postsecondary course(s) listed below:

Industry Certification	CF College Courses	College Credits
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Edited 3/6/25

FLFBR 005 Animal Science Certification	<u>FLFBR 005 Animal Science Certification</u> ANS 1003 Introduction to Animal Science (3)	3
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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

Edited 3/6/25

The College of Central Florida and School Board of Levy 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.

COLLEGE OF CENTRAL FLORIDA

11

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Liberty Christian Prep Articulation Agreement - Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Liberty Christian Prep. 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 with Liberty Christian Preparatory Academy and give authorization to the Board Chair to sign the agreement 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 Liberty Christian Prep
2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Liberty Christian Prep member: Paige Roberts, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment; Sarah Sandford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Liberty Christian Prep.
- b. The College of Central Florida will provide information to Liberty Christian Prep regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Liberty Christian Prep, 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. Liberty Christian Prep 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 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

- a. 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 Liberty Christian Prep 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.
- b. The College of Central Florida will furnish Liberty Christian Prep with access to the current course () with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. Liberty Christian Prep 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the same as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Liberty Christian Prep upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.
- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.
- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and

spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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 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.
- b. Liberty Christian Prep 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.
- c. The student must be enrolled in Liberty Christian Prep, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.

- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

- 7. A description of the process for informing students and their parents of college-level course expectations.**
 - a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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.**
 - a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
 - b. 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.
 - c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
 - d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
 - e. 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.
- 10. The responsibilities of Liberty Christian Prep 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. 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.
- b. Liberty Christian Prep 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Liberty Christian Prep. Grades will be securely electronically transmitted by the College of Central Florida to Liberty Christian Prep.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Liberty Christian Prep.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Liberty Christian Prep. Grades will be electronically transmitted securely by CF to the student's high school.
- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system.

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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2024) will be funded by the FL Dual Enrollment Scholarship.
- c. Liberty Christian Prep 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, Liberty Christian Prep ("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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Paige Roberts, Liberty Christian Prep School
6422 NE Jacksonville Road
Ocala, FL 34479
Email: lcpa@libertychristianocala.com
Contact Number: 352-694-2223

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Liberty Christian Prep. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Liberty Christian Prep 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

6/5/25
Date

Paige Roberts
Paige Roberts, Principal, Liberty Christian Prep

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Marion County School Board Articulation Agreement - Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Marion County School Board. 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 with the Marion County School Board 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 2025-2026**

I. DUAL ENROLLMENT ARTICULATION AGREEMENT

The Articulation Committee that has negotiated/drafted the Agreement includes The School Board of Marion County, Florida (hereafter referred to as "School Board") members: Dr. Danielle Brewer, Senior Executive Director of Secondary Curriculum & Instruction, Katherine Otte, CTE Coordinator, Ben Whitehouse, Director of Assessment, Accountability & Research, Jon McGowan, Coordinator of School Counseling Services.

The College of Central Florida (CF) members include: Dr. Raphael Robinson, Director of Admissions and Recruitment, Sarah Sandford, Dual Enrollment Coordinator, and Chenita Hart, Director of Academic Advisor and First Year Success, Dr. Allan Danuff, Associate VP of Arts and Sciences, Jennifer Fryns, VP of Workforce Development, Cori Wiygul, Career Pathways Coordinator, Wanda Lee, Manager of Testing and Assessment, Dr. Mark Paugh, VP for Academic Affairs, Dr. Saul Reyes, VP of Enrollment Management and Student Affairs, Marissa Brown, Assistant Director of Admissions and Student Recruitment.

The Committee meets annually in the spring to review 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 Board 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 Board personnel 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 Board 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 Dual Enrollment, including traditional Dual Enrollment, CF's Collegiate Academy, Career Pathways, Remediation, and Teacher Preparation. Dual Enrollment allows students to take college level courses at CF as either a full-time or part-time student. CF's Collegiate Academy is the Early College Program. Students in the CF COLLEGIATE ACADEMY attend CF full-time during their junior and senior years of high school in the pursuit of their selected A.A. or A.S. degree. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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.
- 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 Dual Enrollment Office will work with Board and school officials on targeted Dual Enrollment recruiting activities.
 - f. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.
- 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 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, 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.
 - 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. (2024).
 - 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 the School Board 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, Cambridge AICE, IB, Dantes). 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.
- 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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
 - b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.

- c. **Orientation:** Orientation must be completed prior to the start of the term and is required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment information will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadlines will end one week before the start of the term. Students are ineligible to register for B term for the Fall and Spring semesters.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes.
- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their sophomore year. Students may take up to 9 credits the summer prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the School Board and Dual Enrollment Petitions Committee to enroll for up to twelve credit hours. Before the beginning of their senior year the student may take up to twelve (12) 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

- 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 Board. Grades will be electronically transmitted securely by CF to the Board 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. 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 Board will identify those students qualified to participate in Dual Enrollment classes. The school principal or designee will approve student eligibility for participation in these classes.
- c.** The student must be enrolled in the Marion County School District and must be working towards a high school diploma to participate in Dual Enrollment.
- d.** Students must satisfy the college preparatory testing requirements in § 1008.30(4), Fla. Stat. (2024) and Fla. Admin. Code Rule 6A-10.0315.
- e.** 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. Any two (2) of the three (3) test scores must be successfully completed for admission to the Dual Enrollment program. The remaining third (3) score must be successfully completed before 12 credits are completed in the program. This excludes the SAT/CLT which require two (2) passing scores. Cut scores for the placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- f.** Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT 530; PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- g.** Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes the Welding, EMT and Paramedic pathways).
- h.** 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. Exceptions will be at the

discretion of the School Board.

- i. Students enrolled in Advanced Placement (AP) English Literature or English Language or Cambridge AICE English Language, IB English Literature 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. In order for credit to be granted, official exam scores must be received and evaluated by Enrollment Services at CF (including AP, Cambridge AICE, IB, Dantes).
- j. 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, PSAT, or PERT in reading, writing or mathematics (algebra and arithmetic).
- k. 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 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 (including AP, Cambridge AICE, IB, Dantes) of all college credit earning coursework.
- l. Students are no longer eligible for Dual Enrollment once they successfully graduate from high school. Students who will graduate from high school before completion of the postsecondary course may not register for the course through Dual Enrollment.
- 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 10(i).

6. A delineation of the high school credit earned for the passage of each Dual Enrollment course.

- a. The 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 (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 counselors with Dual Enrollment information which include application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) semester in advance.
- b. Students will be informed during CF 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 the same as all other students. Registration will stop ten days in advance of the start of term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. 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."
- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeal Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. Courses will follow the CF academic calendar published on the CF website.

10. The responsibilities of the School Board 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 or designee. Student screening for eligibility and participation is the responsibility of the school principals according to Board 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 will provide academic advising services to Dual Enrollment students and monitor their progress and attendance in Dual Enrollment classes.
- 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 Board's Student Progression Plan.
- g. Students attending Dual Enrollment classes held in college facilities will be subject to CF attendance policies. Required documentation of enrollment will be reported School Board 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 by the Office of Admissions, may register and pay the required tuition and fees,

and textbooks/ instructional materials for the summer session.

- i. **CODE OF STUDENT CONDUCT:** Students attending 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). If a student is disruptive to the learning process, a student may lose the opportunity to participate in the Dual Enrollment course, regardless of eligibility requirements for continued enrollment. Students expelled from MCPS will no longer be eligible to participate in Dual 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

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

- a. Students with unsatisfactory progress should be counseled by the school counselor immediately upon notification by the College.
- 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 Board. Grades will be electronically transmitted securely by CF to the School Board 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. Dual Enrollment students are not allowed to continue participation in the program via payment. Therefore, payment for courses cannot be made on behalf of the student or by the student while the student is still in the K-12 system. 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.

12. 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(2l) (n)(l), Fla. Stat. (2024), the School Board 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 Board.
- 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 Board.
- c. Students enrolled in a Dual Enrollment or early admissions program will be exempt from the payment of registration, matriculation, and laboratory fees.
- d. Required textbooks and other instructional materials as defined in §1006.28, Fla. Stat. (2024) will be funded by the School Board provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in §1004.085, Fla. Stat. (2024) in regards to the affordability of textbooks.
- e. The School Board 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.
- f. 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 Accessibility and Counseling Services. It is the responsibility of the student/parent to contact the Office of Accessibility and Counseling Services to request appropriate accommodation before beginning Dual Enrollment courses. 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 providing accommodations per CF Accessibility and Counseling Services guidelines.

- g. CF will invoice the School Board for costs incurred following each semester. Payment must be made by check.

13. 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.

14. 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 CF facility must meet the requirements established by CF's Office of Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

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 Board, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Director of Admissions 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. By Appointment only via the CF Website with approval from the high school.
 - 2. The School Board 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. (2024).
- D. CF will accept the PERT scores from the official school transcripts only if they cannot be found at the PERT repository.
- E. CF will provide a statistical study by Boards 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 Boards and CF.
- G. CF advising and enrollment services staff from all campuses will meet with school counselors in all three (3) School Boards 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 CF'S "COLLEGIATE ACADEMY".

A. Program Description

1. The CF COLLEGIATE ACADEMY is a Dual Enrollment Program that provides an opportunity for eligible 11th and 12th grade students to enroll in college-level courses to obtain dual (high school and college) credits on the CF campus or online. The CF COLLEGIATE ACADEMY is a cooperative effort between CF and MCPS to provide postsecondary coursework, which enables eligible students to receive a minimum of 24 hours during the fall and spring CF terms and Career and Professional Education (CAPE) industry certifications, in accordance with § 1003.4203, Fla. Stats. (2024). Students in the CF COLLEGIATE ACADEMY attend CF full-time during their junior and senior years of high school in the pursuit of their selected A.A. or A.S. degree.

B. Delineation of Courses and Industry Certifications

1. Courses to be provided by CF under this Agreement will be mutually agreed upon by CF and MCPS, and will avoid unnecessary duplication of existing courses in grade 12. Any course in the Florida Department of Education's Statewide Course Numbering System, except development education and physical education skills courses, may be offered as Dual Enrollment. Courses may be taken online or at CF. Students will have the opportunity to earn CAPE industry certifications.
2. CF will develop a Student Pathway for each student participating in the CF COLLEGIATE ACADEMY. The pathway will guide course selection. At a minimum, each pathway must 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 pathway must include courses that will meet the general education requirements, as well as any prerequisite requirement for entrance into a select baccalaureate degree program.
3. 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 regulation will be counted toward meeting the graduation requirement, as specified in § 1003.4282, Fla. Stat. (2024)
4. Students will have the opportunity to participate in the CF COLLEGIATE ACADEMY until they graduate from high school.
5. Students wishing to pursue participation in the CF COLLEGIATE ACADEMY must contact their high school counselor to discuss CF COLLEGIATE ACADEMY admissions criteria and obtain admissions application information.

C. Eligibility Requirements

1. Students must have an overall grade point average (GPA) of 3.0 on an unweighted 4.0 scale to qualify for participation in the CF COLLEGIATE ACADEMY. Continued eligibility requires that students maintain a 3.0 unweighted high school GPA and the minimum GPA required by CF.

2. Student Approval

- a) Qualified students must obtain approval from the high school principal or designee to be eligible for participation in the CF COLLEGIATE ACADEMY.

3. Student Readiness and Identification

- a) Eligible students must be enrolled in MCPS and must be working towards a high school diploma. Students must pass all portions of the, PSAT, CLT, ACT, SAT or PERT, in accordance with the cut score established by CF, to demonstrate readiness for college-level coursework. Any combination of PSAT, CLT, ACT, SAT or PERT test scores may be considered, if taken within two years of the beginning of classes. Cut scores for placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

4. Additional Eligibility Requirements

- a) Students must achieve a 114 PERT score to qualify for placement in MAT1033, MGF 1130, MGF 1131 or STA2023.
- b) Students must achieve a 123 PERT score to qualify for placement in MAC 1105 or College Algebra.
- c) Students enrolling in MAC 1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530; PERT 123. Students who wish to take Upper-level math beyond MAC1105 must satisfy the aforementioned test requirements and take the College Level Math (CLM) test and score a 70 or higher.
- d) Students must pass the Grade 10 FAST Assessment (ELA), as well as the Florida End-of-Course (EOC) exam for Algebra 1 to remain in Collegiate Academy.
- e) Students in need of required reading remediation will not be eligible for Dual Enrollment, unless accepted in writing and approved by the student's high school principal and CF's Vice President for Academic Affairs (or designee).
- f) Students participating in the CF COLLEGIATE ACADEMY must enter into a student/parent performance contract, which must be signed by the student, the parent/guardian, and a representative of MCPS and CF, respectively.
- g) Students must have completed their sophomore year in high school by passing

12 high school credits to be consider for participation in the CF COLLEGIATE ACADEMY. Students are no longer eligible for participation in the CF COLLEGIATE ACADEMY upon successfully completing four years of enrollment in high school or high school graduation, whichever comes first.

- h) Students who will graduate from high school before completion of a postsecondary course may not register for the course through Dual Enrollment or the CF COLLEGIATE ACADEMY. Graduating high school students may NOT take summer courses as Dual Enrollment.
- i) Students attending 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). If a student is disruptive to the learning process, a student may lose the opportunity to participate in the Dual Enrollment course, regardless of eligibility requirements for continued enrollment. Students expelled from MCPS will no longer be eligible to participate in COLLEGIATE ACADEMY.

D. Enrollment Process

1. Application Process

- a) Students interested in the CF COLLEGIATE ACADEMY must meet the Dual Enrollment eligibility requirements set forth by the CF and MCPS Articulation Agreement. Students must complete the CF online Dual Enrollment application. Students must print the parent approval form and student registration agreement from the email received from CF upon submission of the application. The parent/guardian must also sign permitting the student to participate in the CF COLLEGIATE ACADEMY. Students must deliver the forms to their high school counselor. Students will be issued a CF ID number to view the student portal for additional requirements. Students are responsible for requesting and approving all documents needed for eligibility, including their high school transcripts and placement test scores (PSAT, CLT, ACT, SAT or PERT). All documentation must be received by CF's Dual Enrollment Office by the posted application deadlines. After all documents are received and processed by CF's Dual Enrollment Office, students will receive an email stating they have been admitted to the CF COLLEGIATE ACADEMY. If student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, CF's Dual Enrollment Coordinator will contact the student's high school counselor, who will be responsible for contacting the student.

2. Orientation

- a) Orientation must be completed prior to the start of the term and is required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.

3. Registration

- a) COLLEGIATE ACADEMY information will be provided to counselors by CF to better help students and parent/guardians understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The student must review the schedule posted on the MyCF portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met

for high school graduation. Registration deadlines will end one week before the start of term.

4. Withdrawal Process

- a) CF COLLEGIATE ACADEMY students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a COLLEGIATE ACADEMY student receives 2 or more "W" grades, they will no longer be eligible to participate in COLLEGIATE ACADEMY. Co requisite courses will count as one class for withdrawal purposes.

5. Course Load

- a) 11th and 12th grade students participating in the CF COLLEGIATE ACADEMY must enroll in at least 12 credits and may take up to 18 credit hours in the fall and spring terms.

6. Grade Distribution

- a) All students enrolled in COLLEGIATE ACADEMY classes will be graded on the same basis as other college students in the same course. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's high school transcript by MCPS. Grades will be electronically and securely transmitted by CF to student's high school and the MCPS SISR/Curriculum offices.

E. Communication Methods, Medium, and Process for Students and Parents

1. References to students throughout this document mean any eligible student enrolled from any MCPS public high school.
2. CF will provide information to high schools throughout Marion County, requirements for participation and the educational benefits to be derived from the CF COLLEGIATE ACADEMY.
3. The MCPS and high schools throughout the Board will utilize published, electronic or other media to notify students and their parent/guardian of the opportunity to participate in the CF COLLEGIATE ACADEMY. The high school will provide information, using these same methods, to students and their parent/guardian of the eligibility criteria for participation in the CF COLLEGIATE ACADEMY. Information regarding CF COLLEGIATE ACADEMY, including the return on investment associated with participation in the program, is provided annually via mailings, magnet fairs, and magnet caravans.
4. CF will post application deadlines and registration dates on its CF website at least one term in advance.
5. CF Dual Enrollment staff will coordinate and work with MCPS on targeted CF COLLEGIATE ACADEMY recruiting activities.

F. Advising Services and Progress Monitoring

1. All degree-seeking students must be advised by a CF advisor in the semester that they reach 24 earned credit hours, to learn about the requirement to complete the degree and any additional requirements necessary to transition into the bachelor's degree program and the institution of their choice.
2. CF will provide academic advising services to CF COLLEGIATE ACADEMY students and provide updates to the base schools at the end of the semester in Dual Enrollment classes.
3. The CF COLLEGIATE ACADEMY courses meet the curricular expectations and offer the same depth and rigor of non-Dual Enrollment Postsecondary instruction.
4. Students will be informed during orientation that they should plan to study two - three hours outside of class for every one 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.

G. Program Review and Reporting Mechanism (Student Performance Outcomes)

1. Each year, CF will perform a grade distribution analysis and share that information with MCPS.
2. The CF COLLEGIATE ACADEMY will be reviewed as a part of CF's Service Unit Assessment process for the COLLEGIATE ACADEMY every three years.
3. All students enrolled in CF COLLEGIATE ACADEMY classes will be graded on the same basis as other college students in the same college courses. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's high school transcript. Grades will be electronically transmitted securely by CF to the student's high school and the MCPS SISR/Curriculum offices for posting.
4. While a student is enrolled in high school, payment for dual enrollment courses cannot be made on behalf of any student participating in the CF COLLEGIATE ACADEMY by any third party, including the student's family.
5. If a COLLEGIATE ACADEMY student earns a "D", "F", or "FF" grade in any course during one semester, that student will no longer be eligible to participate in dual enrollment.
6. COLLEGIATE ACADEMY students will follow CF's procedures for drop, withdrawal, and petition policies. COLLEGIATE ACADEMY students will not be permitted to take courses while petitioning a grade of "D," "F," or "FF."
7. If a grade is successfully petitioned, the student may enroll in COLLEGIATE ACADEMY courses that begin after the petition approval date as per the CF Grade Appeal Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.

H. Funding Arrangement to Implement to CF COLLEGIATE ACADEMY

1. MCPS will pay the standard tuition rate per credit of seventy-one dollars and ninety-eight cents (\$71.98), from funds provided in the Florida Education Finance Program (FEFP) to CF for courses taken online or at a CF campus, in accordance with § 1007.273, Fla. Stats. (2024). Courses taken during the summer term will not be charged to MCPS. The amount of credit hours will be based upon CF's enrollment records, as the keeper of the student's official college transcript.
2. Students must drop courses during the designated add/drop period to eliminate the cost of tuition. If a student later withdraws from a course, the tuition charge will remain and be charged to MCPS.
3. Students enrolled in the CF COLLEGIATE ACADEMY will be exempt from the payment of registration, matriculation, and laboratory fees.
4. Required textbooks and other instructional materials, as defined in § 1007.273, Fla. Stats. (2024) will be funded by MCPS, provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in § 1004.085, Fla. Stats. (2024), governing the affordability of textbooks.
5. MCPS will be responsible for all inventory, recovery, reuse, and sale of textbooks, and instructional materials provided under this Agreement, in conjunction with the CF Bookstore (currently affiliated with Barnes & Noble).
6. Eligibility for academic accommodations requires that students with disabilities who enroll in a course provided at a CF facility must meet all requirements established by CF's Office of Accessibility and Counseling Services.
7. CF will invoice MCPS at the end of the fall and spring semesters for costs incurred, no later than June 15. MCPS will make payment by check.
8. Transportation to attend college-level courses offered at any CF facility will be the responsibility of the student or the student's parent/guardian.

IV. 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 Board.
2. Courses to be articulated to CF under this Agreement will be mutually agreed upon by CF and the 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 School Board'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 Board.

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 articulation 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 articulation exam for the courses specified in the Appendices (<https://www.cf.edu/academics/academic-services/career-pathways>).

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

1. The School Board 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 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 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 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 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 Board personnel to develop additional articulated Career Pathways programs of study as new programs are added at the secondary or postsecondary levels.

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

- A. There will be established a consortium among CF, SUS 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. The members of the consortium will work to provide a coordinated effort to develop and implement alternative certification procedures and programs for classroom teachers.
 - E. The members of the consortium will work to provide a coordinated effort to develop and implement methods for state and federal mandates.
 - F. 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.

VI. MISCELLANEOUS

- A. **Excess Funds:** Any party receiving funds erroneously paid by School Board under this Agreement will promptly notify and return to School Board 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 Board 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 1614 E. FORT KING STREET, 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 TIDS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: CHARLES H. PRINCE, VP ADMINISTRATION AND FINANCE AT (352) 854-2322, EXT. 1637, PRINCECH@CF.EDU OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FL 34474. §119.0701, FLA. STAT. (2024).

- G. **Non-Discrimination:** Neither party will subject any person to discrimination because of age, race, color, disability, pregnancy, sex, 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. (2024). 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:

Dr. Allan Danuff, The College of Central
Florida 3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Dr. Danielle Brewer, Marion County Public Schools
1614 E. Fort King Street
Ocala, FL 34471
Email: danielle.brewer@marion.k12.fl.us

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 to the proper address.

VII. 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 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 Board 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 2025-2026 school year.

IN WITNESS WHEREOF, The School Board of Marion County, Florida and the 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. (2024), Statewide Articulation Agreement.

Date Robert Durrance, Chair, District Board of Trustees, College of Central Florida

6/10/25 Lori Conrad

Date Lori Conrad, Board Chair, The School Board of Marion County, Florida

6/10/25 Diane V. Gullett

Date Diane V. Gullett, Ed. D, Superintendent

2025-2026 Career Pathways Articulation Agreement between the College of Central Florida and the School Board of Marion County, Florida

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Edited 3/6/25

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 and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8212110 Administrative Office Technology I 8212120 Business Software Applications I	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 069 Microsoft Office Specialist MICRO 017 Microsoft Office Specialist Master Microsoft Excel Expert Microsoft Word Expert ESB Entrepreneurship & Small Business Certification Master Entrepreneurship Certification	<u>Microsoft Office Specialist (MOS)</u> OST 1100 Introduction to Word (3) <u>Microsoft Office Specialist Master (MOM)</u> OST1110 Intermediate Word (3) CGS 2103 Spreadsheet Applications (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 1110 Intermediate Word (3)	Up to 18

Edited 3/6/25

	<u>ESB Entrepreneurship & Small Business Certification</u> <u>ENT 2112 Entrepreneurship Opportunities (3)</u> <u>Master Entrepreneurship Certification</u> <u>SBM2000 Small Business Management (3)</u>	
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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 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.

Edited 3/6/25

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 Advanced Manufacturing 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
Engineering Technology, AS – Supply Chain
Automation Specialization

Marion County
Bellevue 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
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) EET 1084 Survey of Electronics (3) ETI 1843 Motors and Controls (3) ETS 1542 Introduction to PLC's (3)	Up 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:

Industry Certification	CF College Courses	College Credits
MSSCN 001 MSSC Certified Production Technician SOLID 003 Certified Solid Works Associate	<u>MSSC CPT Safety</u> ETI 1720C Industrial Safety (3) <u>MSSC CPT Quality</u> ETI 1117 Introduction to Quality Control (3)	3 to 15

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	<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) <u>Certified Solid Works Associate</u> ETD 2364 3D Modeling using Solid Works	
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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.
- 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 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

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

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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 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 and/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 1601C Nursery Management (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 FLFBR001 Agritechnology Specialist	FNGLA 001 Certified Horticulture Professional ORH 1000C Introduction to Horticulture (3) ORH 1601C Nursery Management (3) FLFBR 005 Animal Science Certification ANS 1003 Introduction to Animal Science (3) FLFBR001 Agritechnology Specialist OR FLBR007 Agriculture Associate OR FLBR009 Agriculture Systems Associate AEB 2012 Principles of Agribusiness Management (3) AEB 2192 Farm Records & Accounts (3)	3 to 15

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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 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.

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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 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

Cardiovascular Technology, A.S.

Dental Assisting, A.T.D.

Dental Hygiene, A.S.

Physical Therapist Assistant, A.S.

Nursing, A.S.

Surgical Services, A.S.

Marion County

Bellevue High School

Dunnellon 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.

- 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
8417100 Health Science Anatomy and Physiology	DEP 2004 Human Growth and Development (3) <i>*Applies toward A.S. in Nursing and A.S. in PTA</i>	Up to 6
8417110 Health Science Foundations 2	HSC 2531 Medical Terminology (3) <i>*Applies toward A.S. in Surgical Services and A.S. in Cardiovascular Technology</i>	
8417131 Allied Health Assisting 3	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 and A.S. in Dental Hygiene</i>	

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- 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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	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 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 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

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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.

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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 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

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

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

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
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 FLFBR 001 Agritechnology Specialist FLFBR 009 Agriculture Systems Associate FLFBR 007 Agriculture Associate	<u>Animal Science Certification</u> ANS 1003 Introduction to Animal Science (3) <u>Agritechnology Specialist</u> AEB 2012 Principles of Agribusiness Management (3)	Up to 6

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	<u>FLFBR 009 Agriculture Systems Associate</u> AEB 2012 Principles of Agribusiness Management (3) <u>FLFBR 007 Agriculture Associate</u> AEB 2012 Principles of Agribusiness Management (3)	
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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 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.

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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 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
Engineering Technology, AS – Supply Chain Automation 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 and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology	OST 1100 Introduction to Word (Elective 3)	Up to 7
8401110 Applied Engineering Technology 1	EGN 1111 Engineering Graphics (3)	
8401120 Applied Engineering Technology 2	EGS 1006 Introduction to Engineering (1)	
8401130 Applied Engineering Technology 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 SOLIDWORKS SOLID 003	<u>ADESK 002 Autodesk Certified User AutoCAD</u> EGN 1111 Engineering Graphics (3) <u>Certified Solid Works Associate</u> ETD 2364 3D Modeling using Solid Works (3)	Up to 6

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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 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.

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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 Applied Robotics 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 Robotics

Postsecondary ProgramEngineering Technology, A.S. - Quality
SpecializationEngineering Technology, A.S – Advance
Manufacturing SpecializationEngineering Technology, AS – Supply Chain
Automation 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 and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology	OST 1100 Introduction to Word (Elective 3)	3 to 6
9410110 Foundations of Robotics	EGN 1111 Engineering Graphics (3)	
9410120 Robotic Design Essentials		
9410130 Robotics Systems		
9410140 Robotic Applications Capstone		

- 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 SOLID003 Certified Solid Works Associate	ADESK002 Autodesk Certified User AutoCAD EGN 1111 Engineering Graphics (3) SOLID003 Certified Solid Works Associate ETD 2364 3D Modeling (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 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.

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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
Graphics Technology A.S.

Marion County
Lake Weir High School
West Port High School
Bellevue 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 8601000 Communications Technology 1 8601020 Communications Technology 2 8601030 Communications Technology 3	GRA 2100 Introduction to Graphic Design	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
ADOBE024 Adobe Certified Professional in Visual Design (<i>Requires Photoshop and Illustrator or InDesign</i>)	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:

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- 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 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.

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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 Computer Science Principles 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
Computer Science Principles

Postsecondary Program
Computer Information Technology, A.S.

Marion County
Dunnellon High School
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 and/or admission points:

High School Courses	CF College Courses	College Credits
9007610- Advanced Information Technology 9007210- Foundations of Programming 9007220- Procedural Programming OR 0200335 AP Computer Science Principles	CET 1171 Introduction to Computer Technology (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
CompTIA A+ CompTIA Network+ CompTIA Security + Comp TIA Server + MICRO 076 MTA-Windows OS Fundamentals MICRO069: Microsoft Office Specialist MICRO017: Microsoft Office Specialist Master Microsoft Excel Expert Microsoft Word 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) <u>Microsoft Office Specialist (MOS)</u> OST 1100 Introduction to Word (3) <u>Microsoft Office Specialist Master (MOM)</u>	3 to 30

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	OST1110 Intermediate Word (3) CGS 2103 Spreadsheet Applications (3) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3) <u>WORD Expert</u> OST 1110 Intermediate Word (3)	
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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 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.

Edited 3/6/25

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 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

Marion County

Forest High School

Postsecondary Program

Criminal Justice Technology, A.S.

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
8918010 Criminal Justice Operations 1 8918020 Criminal Justice Operations 2 8918030 Criminal Justice Operations 3	CCJ 1020 Introduction to Criminal Justice System (3) CCJ 1949 Internship (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
911 Public Safety Telecommunicator	CCJ1949 Internship/Criminal Justice Co-Op	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:

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- 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 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.

Edited 3/6/25

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 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

Marion County

Forest High School
Lake Weir High School
Vanguard High School

Postsecondary Program

Graphics Technology A.S.

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	GRA 2100 Introduction to Graphic Design	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
ADOBE024 Adobe Certified Professional in Visual Design (<i>Requires Photoshop and Illustrator or InDesign</i>)	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

Edited 3/6/25

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 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.

Edited 3/6/25

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 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
Graphics Technology A.S.

Marion County
Bellevue 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 and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8201410 Digital Video Technology 1 8201420 Digital Video Technology 2 8201430 Digital Video Technology 3	GRA 2100 Introduction to Graphic Design	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
ADOBE024 Adobe Certified Professional in Visual Design (<i>Requires Photoshop and Illustrator or InDesign</i>)	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

Edited 3/6/25

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 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.

Edited 3/6/25

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 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
Engineering Technology, AS – Supply Chain Automation
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 and/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 SOLID003 Certified Solid Works Associate	<u>ADESK 002 Autodesk Certified User</u> <u>AutoCAD</u> EGN 1111 Engineering Graphics (3) <u>Certified Solid Works Associate</u> ETD 2364 3D Modeling using Solid Works (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 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.

Edited 3/6/25

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 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

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
8207310 Digital Information Technology	OST 1100 Introduction to Word (Elective 3)	6 or 9
8405110 Early Childhood Education 1		
8405120 Early Childhood Education 2	CHD 1440D Child Care Practicum I (3)	
8405130 Early Childhood Education 3	CHD 1339 Learning Through Play (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 or DCF Transcript	CF College Courses	College Credits
CPREC 001 Child Development Associate	<u>CPREC 001: Child Development Associate</u>	3 to 18
FLDOE 001 Early Childhood Professional Certificate (ECPC)	EEC 1921 Preschool Workshop (3)	
Director's Credential	EEC 2401 Home and Community (3)	
Florida Teacher Certification Examinations (FTCE) Professional Education Test	CHD 1440D Practicum I (3)	
	<u>FLDOE 001 Early Childhood Professional 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)	
	<u>Florida Teacher Certification Examinations (FTCE)</u>	
	<u>Professional Education Test</u>	
	EEC 2930 Childcare Seminar (3)	

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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 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.

Edited 3/6/25

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 EKG 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

EKG

Postsecondary Program

Cardiovascular Technology, A.S.
Dental Assisting, A.T.D.
Dental Hygiene, A.S.
Physical Therapist Assistant, A.S.
Nursing, A.S.
Surgical Services, A.S.

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 and/or admission points:

High School Courses	CF College Courses	College Credits
8417100 Health Science Anatomy & Physiology 1 8417110 Health Science Foundations 2 8427130 EKG Technician 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 Surgical Services and A.S. in Cardiovascular Technology</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 and A.S. in Dental Hygiene</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
NATHA003 CMAA	HIM 2260 Medical Billing and Reimbursement HIM 2012 Legal Aspects of Medical Records	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 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 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.

Edited 3/6/25

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 Entrepreneurship 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
Entrepreneurship

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 and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 8812110 Principles of Entrepreneurship 8812120 Business Management and Law 8812000 Business Ownership	ENT 1000 Introduction to Entrepreneurship (3) ENT 2112 Entrepreneurship Opportunities (3) SBM 2000 Small Business Management (3) BUL 2241 Business Law (3)	Up 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
ESB Entrepreneurship and Small Business Certification Master Entrepreneurship Certification	<u>ESB Entrepreneurship & Small Business Certification</u> ENT 2112 Entrepreneurship Opportunities (3) <u>Master Entrepreneurship Certification</u> SBM2000 Small Business Management (3)	Up to 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

Edited 3/6/25

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 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.

Edited 3/6/25

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 Equine 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

Equine Science

Postsecondary Program

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

Marion County

North Marion 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 8106810 Agriscience Foundations 8004310 Equine Science 2 8004320 Equine Science 3	OST 1100 Introduction to Word (Elective 3) ANS 1236 Introduction to Equine Studies (3) ANS 1237C Equine Health Care (3)	Up to 9

- 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
NHJTCA Equine Management & Evaluation Certification	ANS 1220 Equine Sport and Competition	3

Edited 3/6/25

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 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.

Edited 3/6/25

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 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
Engineering Technology, AS – Supply Chain Automation
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 and/or admission points:

High School Courses	CF College Courses	College Credits
8207310 Digital Information Technology 9503110 Global Logistics and Supply Chain Technology 9503130 Global Logistics Operations 9503140 Global Logistics Management	OST 1100 Introduction to Word (3) Additional credits through Industry Certification only <i>**see below</i>	Up 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
MSSCN 002 MSSC Certified Logistics Technician (CLT) GLA Global Logistics Associate	<u>MSSC Certified Logistics Technician (CLT)</u> TRA 2154 Introduction to Supply Chain (3) TRA 2230 Warehouse Management (3) <u>GLA Global Logistics Associate</u> TRA 2154 Introduction to Supply Chain (3) TRA 2230 Warehouse Management (3) ETI 1117 Introduction to Quality Control (3) <i>*Applies only to Engineering Technology A.S. degrees</i>	Up to 9

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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 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.

Edited 3/6/25

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 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
Bellevue 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 and/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 1601C Nursery 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
FNGLA 001 Certified Horticulture Professional	ORH 1000C Introduction to Horticulture (3) ORH 1601C Nursery Management (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:

Edited 3/6/25

- 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 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.

Edited 3/6/25

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 Sports Recreation and Entertainment Marketing 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
Marketing Management and Entrepreneurial
Principles

Postsecondary Program
Business Administration, A.S.

Marion County
Bellevue 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
8207310 Digital Information Technology 8827110 Marketing Essentials 8827120 Marketing Applications 8827130 Marketing Management 881200 Business Ownership	MAR 2011 Principles of Marketing (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
ESB Entrepreneurship and Small Business Certification Master Entrepreneurship Certification	<u>ESB Entrepreneurship & Small Business Certification</u> ENT 2112 Entrepreneurship Opportunities (3) <u>Master Entrepreneurship Certification</u> SBM2000 Small Business Management (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

Edited 3/6/25

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 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

Edited 3/6/25

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 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
Engineering Technology, AS – Supply Chain Automation 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 and/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 and 4	EET 1084 Survey of Electronics (3) ETI 1843 Motors and Controls (3) ETS 1542 Introduction to PLC's (3)	

Edited 3/6/25

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 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.

Edited 3/6/25

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 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 and/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	<u>CPREC 001 Child Development Associate</u>	3 to 15
FLDOE 001 Early Childhood Professional Certificate (ECPC)	EEC 1921 Preschool Workshop (3)	
Director's Credential	EEC 2401 Home and Community (3)	
Florida Teacher Certification Examinations (FTCE) Professional Education Test	CHD 1440D Practicum I (3)	
	<u>FLDOE 001 Early Childhood Professional 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)	

Edited 3/6/25

	<u>Florida Teacher Certification Examinations</u> <u>(FTCE) Professional Education Test</u> EEC 2930 Childcare Seminar (3)	
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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 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.

Edited 3/6/25

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 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
Bellevue 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 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
ESB Entrepreneurship and Small Business Certification Master Entrepreneurship Certification	<u>ESB Entrepreneurship & Small Business Certification</u> ENT 2112 Entrepreneurship Opportunities (3) <u>Master Entrepreneurship Certification</u> SBM2000 Small Business Management (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:

Edited 3/6/25

- 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 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.

Edited 3/6/25

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 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
Bellevue 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
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 1601C Nursery Management (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 FLFBR001 Agritechnology Specialist FLFBR 009 Agriculture Systems Associate FLFBR 007 Agriculture Associate	<u>FNGLA001 Certified Horticulture Professional</u> ORH 1000C Introduction to Horticulture (3) ORH 1601C Nursery Management (3) <u>FLFBR005 Animal Science Certification</u> ANS 1003 Introduction to Animal Science (3) <u>FLBR 001 Agritechnology Specialist OR</u> <u>FLFBR 009 Agriculture Systems Associate</u> <u>OR FLFBR 007 Agriculture Associate</u> AEB 2012 Principles of Agribusiness Management (3) AEB 2192 Farm Records & Accounts (3)	3 to 15

Edited 3/6/25

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 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.

Edited 3/6/25

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 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 ProgramEngineering Technology, A.S. – Quality
SpecializationEngineering Technology, A.S – Advance
Manufacturing SpecializationEngineering Technology, AS – Supply Chain
Automation 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 and/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 SOLIDWORKS SOLID 003	<u>ADESK 002 Autodesk Certified User AutoCAD</u> EGN 1111 Engineering Graphics (3) <u>Certified Solid Works Associate</u> ETD 2364 3D Modeling using Solid Works (3)	Up to 6

Edited 3/6/25

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 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.

Edited 3/6/25

Appendix Z

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 and/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	<u>FLFBR 005 Animal Science Certification</u> ANS 1003 Introduction to Animal Science (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 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.

Edited 3/6/25

Appendix AA

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 and postsecondary students in the Welding Technology program to transition into the College of Central Florida's postsecondary program(s) listed below, the College of Central Florida agrees to award college certificate credit to eligible Marion County students according to the criteria delineated below. These certificate credit hours may or may not be accepted for transfer credit by other institutions.

Career Certificate Program
Welding Technology

Postsecondary Program
Welding Technologies, Career and Technical
Certificate

Marion County
Dunnellon High School

College
The College of Central Florida

I. Articulated Courses and Certificate Credit

The College of Central Florida agrees to award college certificate credit hours or admission points to the career certificate program(s) 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 Certificate Credit through Career Pathways College Credit Assessment:*
The following career certificate course(s) must be maintained with a "B" or better before assessment will be made to award The College of Central Florida certificate credit hours and/or admission points:

High School Courses	CF Courses	Certificate Hours
9204410 Welding Technology Fundamentals 1 9204420 Welding Technology Fundamentals 2 9204430 Welding Technology Fundamentals 3	PMT 0930L Welding Skill Development Lab (2+2) PMT 0102 Introduction to Welding (4)	6

- B. *College Certificate 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 Courses	Certificate Hours
AWS Certified Welder – FCAW Plate (AWELD003) AWS Certified Welder – GMAW Plate (AWELD004) AWS Certified Welder – GTAW Pipe (Carbon Steel) (AWELD005)	AWS Certified Welder – FCAW Plate (AWELD003) PMT0134—4hr	Up to 34 hours

Edited 3/6/25

<p>AWS Certified Welder – GTAW Pipe (Stainless Steel to Carbon Steel) (AWELD006)</p> <p>AWS Certified Welder – GTAW Pipe (Stainless Steel) (AWELD007)</p> <p>AWS Certified Welder – GTAW Plate (AWELD008)</p> <p>AWS Certified Welder – GTAW/SMAW Pipe (Carbon Steel) (AWELD009)</p> <p>AWS Certified Welder – GTAW/SMAW Pipe (Chrome PWHT) (AWELD010)</p> <p>AWS Certified Welder – SMAW Pipe (AWELD011)</p> <p>AWS Certified Welder – SMAW Plate (AWELD012)</p> <p>NCCER 061 Welding 1 &</p> <p>NCCER 062 Welding 2</p>	<p><u>AWS Certified Welder –</u> <u>GMAW Plate (AWELD004)</u> PMT0134---4hr</p> <p><u>AWS Certified Welder –</u> <u>GTAW Pipe (Carbon Steel) (AWELD005)</u> PMT0168—4hr</p> <p><u>AWS Certified Welder –</u> <u>GTAW Pipe (Stainless Steel to Carbon Steel)</u> <u>(AWELD006)</u> PMT0186—5hr</p> <p><u>AWS Certified Welder –</u> <u>GTAW Pipe (Stainless Steel) (AWELD007)</u> PMT0186—5hr</p> <p><u>AWS Certified Welder –</u> <u>GTAW Plate (AWELD008)</u> PMT0131—4hr</p> <p><u>AWS Certified Welder –</u> <u>GTAW/SMAW Pipe (Carbon Steel)</u> <u>(AWELD009)</u> PMT0161 ---3hr.</p> <p><u>AWS Certified Welder –</u> <u>GTAW/SMAW Pipe (Chrome PWHT)</u> <u>(AWELD010)</u> PMT0185---5hr</p> <p><u>AWS Certified Welder –</u> <u>SMAW Pipe (AWELD011)</u> PMT0172---5hr</p> <p><u>AWS Certified Welder –</u> <u>SMAW Plate (AWELD012)</u> PMT0121—4hr</p> <p><u>NCCER 061 Welding 1 &</u> <u>NCCER 062 Welding 2</u> PMT 0102</p>	
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Representatives of the College of Central Florida’s Career and Technology Education programs will review, at least annually, the content of the program’s 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 certificate credit, students must meet the following criteria:

- A. Have a minimum of a “B” average in the career certificate course(s) designated in this document and have the recommendation of the career and technical program

Edited 3/6/25

instructor and, if a secondary student, 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 CTE program 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 CTE program instructor 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 Career and Technical Certificate requirements, they will be applied toward the Career and Technical Certificate. 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 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 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.

COLLEGE OF CENTRAL FLORIDA

13

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

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

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and the School Board of Marion County to implement the activities associated with the Mid Florida Career Pathway Consortium for the fiscal year starting July 1, 2025 and ending June 30, 2026.

RECOMMENDATION/ACTION REQUESTED:

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

CONTRACT AGREEMENT

Between School Board

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

And Contractor

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

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

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

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

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

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

- c. Provide postage, Fed Ex Express packages and envelopes to mail letters to parents/students regarding Career Pathway credits.
3. **Criteria for Performance:** **CONTRACTOR** will conduct program activities for the Consortium consistent with the FLDOE approved project proposal.
4. **Compensation of CONTRACTOR:** The amount of contractual expenses funded through this project agreement is \$8,000. Of this total amount, \$7,000 originates in the Carl D. Perkins Secondary Vocational Grant and \$1,000 originates in Carl D. Perkins Post-Secondary Vocational Grant. The Addendum attached hereto is incorporated by reference and outlines the Scope of Work deliverables for payment.
5. **Location and Schedule:** The **CONTRACTOR** agrees that the program activities will be implemented during the 2025-2026 fiscal year, starting July 1, 2025, and ending June 30, 2026
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, 2025.
7. **Entire Understanding:** This Agreement represents the parties' entire understanding with respect to the subject matter hereof, and supersedes any and all other communications between the parties.
8. **Amendments:** The provisions of this Agreement may only be amended, supplemented, waived, or changed in writing with specific reference to this Agreement which is signed by both parties.
9. **Enforcement:** All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors and permitted assigns.
10. **Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

The **SCHOOL BOARD:**

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

The **CONTRACTOR (Fiscal Agent)**

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

352-873-5870 (Fax)

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

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

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

20. **Contingency**: This Agreement is contingent upon **SCHOOL BOARD** receiving 2025-2026 Carl D. Perkins, Career & Technical Education Secondary and Post-Secondary Grant funding. (Subject to the Provisions in Section 4).
21. **Non-Discrimination**. The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, pregnancy, gender, marital status, national origin, religion, in the performance of the parties' respective duties, responsibilities, and obligations under this Agreement.
22. **No Waiver of Sovereign Immunity**. Nothing herein is intended to waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable, or of any rights or limits of liability existing under § 768.28, Fla. Stat. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
23. **No Third Party Beneficiaries**. Nothing herein shall be construed as consent by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
24. **Public Records**.

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

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

SCHOOL BOARD:

THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

Lori Conrad, Board Chair

Date _____

AGENCY HEAD:

The School Board of Marion County, Florida

Dr. Diane Gullett, Superintendent

Date _____

CONTRACTOR (Fiscal Agent)

COLLEGE OF CENTRAL FLORIDA

Bobby Durrance, District Board of Trustees
College of Central Florida

Date _____

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: The School Board of Marion County, Florida, The School Board of Levy County, Florida, The School Board of Citrus County, Florida, Withlacoochee Technical College (WTC), and College of Central Florida (CCF). Through the existing partnership the College of Central Florida will fund:

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

ARTICLE #1: SCOPE OF WORK (CONTRACTUAL DUTIES)

EXAMPLE: Contingent upon funding from the FLDOE, the fiscal agent will be required to provide its consortium stakeholders with a minimum of two semiannual reports (12/31/2025 & 6/30/2026) and one annual report (6/30/26) that must include, but not be limited to the following updates information:

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

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

ARTICLE #2: DELIVERABLES (EXPECTATIONS)

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

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

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

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

ARTICLE #4: WORK PLAN

Deliverable	Description	Due Date	Unit Rate/ 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 Presentation to be held for each consortium stakeholder's district location, for students enrolled in a program of study articulated to the College of Central Florida. Assisting in applying for Career Pathway credits and assisting in Career Development Activities.	4/1/2026	\$2,421.25	Agendas for each Consortium Stakeholder's Presentation along with documentation of eligible students invited at each location.	\$12,060.00	\$4,900.00	\$4,110.00	\$400.00	\$1,725.00	\$300.00	\$625.00
2.Signed Articulation Agreements	Articulation agreements included within inter-institutional agreements will be signed and approved by the participating secondary and postsecondary agency heads for College of Central Florida (CCF), Marion County School District, Citrus County School District, Levy County School District. The Mid Florida Consortium was formed in order to create a seamless transition from the secondary programs of study to the postsecondary programs of study. Through the deliverables the high school/college program coordinator will collaborate with the consortium stakeholders and students to create an understanding of opportunities available for student growth and career development. The evaluation of the Consortium will be an expectant increase in the number of articulated credits or clock hours at the postsecondary level or passing a Gold Standard Industry Certification for articulated credits.	11/1/2025	\$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.	5/1/2026	\$132.50	Report of students with eligibility credits or clock hours will be submitted with invoice to Mid Florida Consortium Stakeholders by due date.	\$4,240.00	\$1,700.00	\$1690.00	\$300.00	\$275.00	\$100.00	\$175.00
				TOTAL	\$19,300.00	\$7,400.00	\$7,000.00	\$1,000.00	\$2,300.00	\$500.00	\$1,100.00

ARTICLE #5: INSPECTION OF RECORDS

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

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

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

ARTICLE #7: REQUIRED REPORTS

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

ARTICLE #8: RECORD KEEPING

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

ARTICLE #9: COST ACCOUNTING

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

ARTICLE #10: NON-EXPENDABLE PROPERTY

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

ARTICLE #11: RETURN OF UNUSED FUNDS

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

ARTICLE #12: COST

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

ARTICLE #13: AUDITS

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

ARTICLE #14: MONITORING PROCESS

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

ARTICLE #15: TERMINATION

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

ARTICLE #16: REFERENCES

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

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Next Generation Christian Academy Articulation Agreement -
Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Next Generation Christian Academy. 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 with Next Generation Christian Academy and give authorization to the Board Chair to sign the agreement 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 Next Generation Christian Academy
2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Next Generation Christian Academy member: Joshua Remington, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment; Sarah Sandford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Next Generation Christian Academy.
- b. The College of Central Florida will provide information to Next Generation Christian Academy regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Next Generation Christian Academy, 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. Next Generation Christian Academy 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 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

- a. 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 Next Generation Christian Academy 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.
- b. The College of Central Florida will furnish Next Generation Christian Academy with access to the current course () with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. Next Generation Christian Academy 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Next Generation Christian Academy upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.

- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.

- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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

- 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.
- Next Generation Christian Academy 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.

- c. The student must be enrolled in Next Generation Christian Academy, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.
- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

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

- a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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

- a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. 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.
- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. 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.

10. The responsibilities of Next Generation Christian Academy 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. 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.
 - b. Next Generation Christian Academy 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.
 - c. Students and their parents will be informed of college-level course expectations.
 - d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
 - e. 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 Next Generation Christian Academy. Grades will be securely electronically transmitted by the College of Central Florida to Next Generation Christian Academy.
 - f. 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. See section 9 (b) for the appeals process.
 - 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 postsecondary course, the student may not register for that course through dual enrollment.
 - h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
 - i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.
11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Next Generation Christian Academy.
 - a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Next

Generation Christian Academy. Grades will be electronically transmitted securely by CF to the student's high school.

- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2023) will be funded by the FL Dual Enrollment Scholarship.
- c. Next Generation Christian Academy 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, Next Generation Christian Academy ("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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Joshua Remington, Next Generation Christian Academy
525 SE 3rd Avenue,
Williston, FL 32696
Email: principalngca@gmail.com
Contact Number: 850-584-3334

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Next Generation Christian Academy. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Next Generation Christian Academy 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

05/27/2015

Date

A handwritten signature in black ink, appearing to read 'J. Remington', is written over a horizontal line.

Joshua Remington, Principal, Next Generation Christian Academy

COLLEGE OF CENTRAL FLORIDA

15

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Ocala Christian Academy Articulation Agreement 2024-2025 -
Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Ocala Christian Academy. 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 Ocala Christian Academy and give authorization to the Board Chair to sign the agreement 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 Ocala Christian Academy
2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Ocala Christian Academy members – Stephanie Cumbie, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment, Sarah Sandford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Ocala Christian Academy.
- b. The College of Central Florida will provide information to Ocala Christian Academy regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Ocala Christian Academy, 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. Ocala Christian Academy 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 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

- a. 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 Ocala Christian Academy 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.
- b. The College of Central Florida will furnish Ocala Christian Academy with access to the current course (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. Ocala Christian Academy 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the same as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Ocala Christian Academy upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.

- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.

- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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

- 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.
- Ocala Christian Academy 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.

- c. The student must be enrolled in Ocala Christian Academy, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.
- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

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

- a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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

- a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. 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.
- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. 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.
- f.

10. The responsibilities of Ocala Christian Academy 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. 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.
- b. Ocala Christian Academy 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Ocala Christian Academy. Grades will be securely electronically transmitted by the College of Central Florida to Ocala Christian Academy.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Ocala Christian Academy.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Ocala Christian Academy. Grades will be electronically transmitted securely by CF to the student's high school.

- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2023) will be funded by the FL Dual Enrollment Scholarship.
- c. Ocala Christian Academy 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, **Ocala Christian Academy** ("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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Dr. Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Stephanie Cumbie, Ocala Christian Academy
1714 SE 36th Ave
Ocala, FL 34471
Email: scumbie@ocacruisers.com
Contact Number: 352-694-4178

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Ocala Christian Academy. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Ocala Christian Academy 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

5-14-25
Date

Stephanie Cumbie

Stephanie Cumbie, Middle School Principal, Ocala Christian Academy

COLLEGE OF CENTRAL FLORIDA

16

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Seven Rivers Christian School Articulation Agreement - Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Seven Rivers Christian School. 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 Seven Rivers Christian School and give authorization to the Board Chair to sign the agreement 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 Seven Rivers Christian School 2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Seven Rivers Christian School members – Kaylee Nelson, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment, Sarah Sandford, Dual Enrollment Coordinator.

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.

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- a. References to *students* in this document, means any student enrolled in Seven Rivers Christian School.
- b. The College of Central Florida will provide information to Seven Rivers Christian School regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Seven Rivers Christian 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. Seven Rivers Christian 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.
- d. 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

- a. 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 Seven Rivers Christian 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.
- b. The College of Central Florida will furnish Seven Rivers Christian 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.
- c. A student education plan may be 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.
- d. Seven Rivers Christian 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the same as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Seven Rivers Christian School upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.

- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.

- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

- Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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

- 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.
- Seven Rivers Christian 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.

- c. The student must be enrolled in Seven Rivers Christian School, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.
 - d. 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.
- Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023
 PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

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

- a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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

- a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. 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.
- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful; the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. 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.

10. The responsibilities of Seven Rivers Christian 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

- a. 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.
- b. Seven Rivers Christian 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Seven Rivers Christian School. Grades will be securely electronically transmitted by the College of Central Florida to Seven Rivers Christian School.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Seven Rivers Christian School.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Seven

Rivers Christian School. Grades will be electronically transmitted securely by CF to the student's high school.

- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2024) will be funded by the FL Dual Enrollment Scholarship.
- c. Seven Rivers Christian 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). Students are responsible to collect, return and replace textbooks received from Seven Rivers for the Dual Enrollment program.

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, Seven Rivers Christian 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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Kaylee Nelson, Seven Rivers Christian School
4221 W Gulf to Lake Hwy
Lecanto, FL 34461
Email: knelson@sevenrivers.org
Contact Number: 352-746-5696

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Seven Rivers Christian School. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Seven Rivers Christian School 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

5/27/25

Kaylee Nelson

Date

Kaylee Nelson, Principal, Seven Rivers Christian School

COLLEGE OF CENTRAL FLORIDA

17

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Trinity Catholic High School Articulation Agreement - Renewal

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Trinity Catholic High School. 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 with Trinity Catholic High School and give authorization to the Board Chair to sign the agreement 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 Trinity Catholic High School
2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Trinity Catholic High School members – Tammie Vassou, Principal
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Dr. Raphael Robinson, Director of Admissions and Student Recruitment, Sarah Sanford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Trinity Catholic High School.
- b. The College of Central Florida will provide information to Trinity Catholic High School regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Trinity Catholic High 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. Trinity Catholic High 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.
- d. 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

- a. 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 Trinity Catholic High 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.
- b. The College of Central Florida will furnish Trinity Catholic High 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.
- c. A student education plan may be 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.
- d. Trinity Catholic High 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the same as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Trinity Catholic High School upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.

- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.

- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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 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.
- b. Trinity Catholic High 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.

- c. The student must be enrolled in Trinity Catholic High School, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.
 - d. 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.
- Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023
 PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

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

- a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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

- a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. 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.
- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful; the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. 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.

- f.
- 10. The responsibilities of Trinity Catholic High 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**
- a. 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.
 - b. Trinity Catholic High 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.
 - c. Students and their parents will be informed of college-level course expectations.
 - d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
 - e. 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 Trinity Catholic High School. Grades will be securely electronically transmitted by the College of Central Florida to Trinity Catholic High School.
 - f. 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. See section 9 (b) for the appeals process.
 - 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 postsecondary course, the student may not register for that course through dual enrollment.
 - h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
 - i. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.
- 11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Trinity Catholic High School.**
- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Trinity

Catholic High School. Grades will be electronically transmitted securely by CF to the student's high school.

- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2023) will be funded by the FL Dual Enrollment Scholarship.
- c. Trinity Catholic High 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, Trinity Catholic High 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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Mr. Lou Pereira, President, Trinity Catholic High School
2600 SW 42nd St
Ocala, FL 34471
Email: tvassou@tchs.us
Contact Number: 352-622-9025 Ext 1106

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Trinity Catholic High School. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Trinity Catholic High School 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

Date

6/10/2025 Lou Pereira
Mr. Lou Pereira, President, Trinity Catholic High School

COLLEGE OF CENTRAL FLORIDA

18

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Student and Mandatory Fees 2025-2026

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

DATE: June 18, 2025

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 2025-2026.

The student and mandatory fees presented include tuition, out-of-state, and other fees charged as part of registration for courses and other services provided by the college. All fees are within the guidelines established by the Legislature and the State Board of Education. The recommendations presented do not have an increase in tuition or standard fees. Individual course and testing fees may change due to costs of actual materials.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Student and Mandatory Fees for fiscal year 2025-2026.



COLLEGE *of*
CENTRAL
FLORIDA



Student Fees
~~2024~~2025-
20252026

COLLEGE of CENTRAL FLORIDA
STUDENT FEES FOR ~~2024~~2025 – ~~2025~~2026

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

COLLEGE of CENTRAL FLORIDA
Student Fees for ~~2024~~2025-20252026

Advanced & Professional, Postsecondary Vocational and College Preparatory		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	82.78	82.78
Out-of-State	N/A	248.34
Financial Aid	4.14	16.56
Technology	4.14	16.56
Student Activity	8.28	8.28
Capital Improvement	13.58	65.68
TOTAL PER CREDIT HOUR:	\$112.92	\$438.20
Postsecondary Adult Vocational		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	73.40	73.40
Out-of-State	N/A	220.19
Financial Aid	7.34	29.36
Technology	3.67	14.68
Capital Improvement	3.67	14.68
TOTAL PER VOCATIONAL CREDIT HOUR:	\$88.08	\$352.31
Baccalaureate Degree (3xxx & 4xxx Level Courses)		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	95.45	95.45
Out-of-State	N/A	353.16
Financial Aid	4.77	22.42
Technology	4.77	22.42
Student Activity	9.54	9.54
Capital Improvement	14.74	88.40
TOTAL PER CREDIT HOUR:	\$129.27	\$591.39
Adult Education and Vocational Preparatory (VPI)		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	30.00 / term	30.00 / term
TOTAL:	\$30.00 / term	\$30.00 / term

GENERAL FEES¹
20242025 – 20252026

Admission Application Fee	\$30.00 ¹
International Education Application Fee	\$30.00
Transcript Fee (each request)	\$6-507.25
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	\$55.00 ²
Background Screening for Licensure	\$79.00
Substance Screening for Health Sciences and Internship Programs	\$29.00
Health Science Pre-Clinical Compliance Screening	\$99.00
Duplicate Diploma	\$25.00
Community Library Borrowers ID Card	\$10.00
Online Proctoring and Verification of Student Identity (paid through Honorlock)	Varies ³
Labster Lab Simulation Fee	\$82.22 ⁴

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	\$40.00
Credit Card Charge Back	\$20.00
Credit Card Convenience Fee	2.75%
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

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)	Varied
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 Partners	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 1009.23, 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 number of exams

⁴ Fee assessed only for sections using the Labster supplemental lab simulation program.

20242025-20252026 LAB AND SPECIAL COURSE FEES

COURSE NUMBER	TITLE	LAB FEE
ACG1949	Accounting Co-Op I	\$13.56
ACG2450	Integrated Accounting	\$133.00
AEB1949	Agribusiness Internship	\$13.56
AGR1234	Forage Science and Range Management	\$19.00
ANS1016	Basic Horse Handling and Safety	\$9.39
ANS1073C	Equine Anatomy and Physiology	\$6.86
ANS1237C	Equine Health Care	\$5.85
ANS2074C	Injury and Rehabilitation of Horses	\$9.87
ANS2075	Equine Locomotion	\$8.63
ANS2232C	Advanced Horse Handling Skills	\$9.39
ANS1949	Equine Co-Op I	\$13.56
ANS3950	Equine Practicum	\$13.56
ANS4218	Equine Learning Theory	\$13.56
ANT2825	Anthropology Field School	\$30.00
AOM2316	Agricultural Machinery and Equipment	\$23.00
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
ATE2623	Equine First Aid	\$7.52
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	\$13.56
CET1114	Digital Circuits	\$30.00
CET2180	Practical PC Technician	\$280.00
CGS1949	Computer Information Co-Op	\$13.56
CGS2103	Spreadsheet Applications	\$132.00
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
CJK0002	Introduction to Law Enforcement	\$60.67 64.00
<u>CJK0016</u>	<u>Communications</u>	<u>\$1.50</u>
CJK0018	Legal	\$2.25 1.00
CJK0019	Interviewing and Report Writing	\$6.60 1.00
CJK0020	Vehicle Operations	\$238.81 184.00
<u>CJK0021</u>	<u>Serving Your Community</u>	<u>\$2.25</u>
CJK0031	First Aid for Criminal Justice Officers	65.00
CJK0040	Firearms	\$636.40 415.00
CJK0051	Defensive Tactics	\$254.10 150.00

COURSE NUMBER	TITLE	LAB FEE
CJK0063	Fundamentals of Patrol	\$37.504.00
CJK0065	Calls for Service	\$1.00
CJK0072	Crimes Against Persons	\$26.76
CJK0079	Crime Scene Follow-up Investigations	\$13.79
CJK0093	Critical Incidents	\$97.93425.00
CJK0096	Physical Fitness for Law Enforcement	\$45.474.00
CJK0111	Interview and Report Writing in Corrections	\$1.00
CJK0300	Introduction to Corrections	\$25.00
CJK0301	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
CJK0326	Supervising Correctional Populations	\$1.00
CJK0327	Shift Management and Safety	\$6.00
CJK0330	Supervising Special Populations	\$1.00
CJK0335	Responding to Incidents and Emergencies	\$1.00
CJK0336	Incidents and Emergencies in Correctional Facilities	\$1.00
CJK0340	Officer Wellness and Physical Abilities	\$30.1529.00
CJK0355	Legal for Correctional Officers	\$1.00
CJK0393	Crossover Program Updates	\$5.404.00
CJK0400	Traffic Incidents	\$4.86
CJK0401	Traffic Stops	\$74.6895.00
CJK0402	Traffic Crash Investigations	\$15.8643.00
CJK0403	DUI Traffic Stops	\$44.9289.00
CJK0421	Conducted Electrical Weapon/Dart Firing Stun Gun	\$13.9144.00
COM3120	Organizational Communications	\$39.00
CTS2120	Security Fundamentals	\$287.00
CTS2134	Network Fundamentals	\$203.00
CTS2375	Cloud+	\$203.00
CVT1205C	Cardiovascular Pharmacology and EKG Management	\$26.82
CVT1610C	Ultrasound Physics I	\$10.68
CVT1616C	Ultrasound Physics II	\$20.02
CVT1800L	Cardiovascular Clinical Pre-Practicum I	\$30.28
CVT1801L	Cardiovascular Clinical Pre-Practicum II	\$250.28
CVT2620C	Cardiovascular Non-Invasive Practicum I	\$163.56
CVT2840L	Cardiovascular Invasive Practicum	\$298.02
DEA1805L	Dental Clinical Seminar	\$250.00
DEA1806L	Clinic Practice I	\$13.56
DEA1855L	Clinic Practice II	\$165.00
DEA1856	Clinical Seminar III	\$150.00
DEA1856L	Clinic Practice III	\$41.00
DEA1949	Dental Internship Co-Op I	\$15.00
DEH1000L	Introduction to Dental Hygiene Lab	\$1,183.39
DEH1003L	Fundamentals of Dental Hygiene and Instrumentation Lab	\$2,055.92
DEH1800L	Dental Hygiene Clinic I	\$2,445.70
DEH1802L	Dental Hygiene Clinic II	\$114.51
DEH2293	Professional Development	\$150.00
DEH2702C	Community and public Dental Health with Lab	\$75.00
DEH2804C	Dental Hygiene III	\$578.56
DEH2806L	Dental Hygiene IV	\$1,163.56

COURSE NUMBER	TITLE	LAB FEE
DES1051C	Dental Pain Control and Local Anesthesia with Lab	\$165.33
DES1100L	Dental Materials Lab	\$86.53
DES1200L	Dental Radiology Lab	\$260.64
DES1502	Dental Office Management	\$20.00
DES1806L	Introduction to Clinical Procedures Lab	\$492.50
DES2832C	Expanded Functions with Lab	\$190.39
DIG1949	Digital Media Co-Op I	\$6.00
DIG1950	Digital Media Co-Op II	\$13.56
DIG2109C	Digital Imaging and Fundamentals	\$81.00
DIG2280C	Digital Video and Sounds	\$22.00
EDP4503	Assessment, Evaluation and Diagnosis of the Young Child	\$135.00
EEC3012	Introduction to Advanced Studies in Early Childhood Education	\$280.00
EEC4219	Integrated Math and Science for Young Children	\$150.00
EEC4940	Internship in Early Childhood Education	\$52.00
EET1015	DC Circuits	\$43.50 34.00
EET1025	AC Circuits	\$15.46 34.00
EET1082	Introduction to Electronics	\$34.00
EET1084	Survey of Electronics	\$15.00
EET1140	Electronic Devices and Circuits	\$69.86 44.00
EET1155	Linear Integrated Circuits	\$41.00
EET1610	High Liability Soldering	\$54.30 123.00
EET1620	Advanced Surface Mount Soldering	\$123.00
EGS1949	Engineering Technology Co-Op I	\$13.56
EGN1111	Engineering Graphics	\$101.50
EMS1119L	Fundamentals EMT Skills Lab	96.84
EMS1431	EMT Field Experience	\$263.94 268.56
EMS2611L	Paramedic Fundamentals Skills Lab	\$170.17 207.14
EMS2612L	Paramedic Airway Management Lab	\$16.04 20.96
EMS2613L	Paramedic Patient Assessment Lab	\$16.04 20.96
EMS2614L	Trauma Emergency Skills Lab	\$16.04 20.96
EMS2615L	Medical Emergencies Lab I	\$131.95 157.87
EMS2619L	Medical Emergencies Lab II	\$157.89 177.70
EMS2628L	Paramedic OB/GYN Neonatal Emergency Skills Lab	\$16.04 20.96
EMS2656	Paramedic Clinical I	\$202.54 208.51
EMS2658	Paramedic Clinical Experience III	\$220.00
ESC1000L	Earth Science Lab	\$10.00
ESC1200C	Earth Science for Educators	\$10.00
ETI1151	Instrument Techniques and Measurement	\$273.16 74.00
ETI1411	Manufacturing Processes I	\$140.93 110.00
ETI1622	Concepts of Lean Manufacturing and Six Sigma	\$149.00
ETI1720C	Industrial Safety	\$97.00
ETI1843	Motors and Controls	\$45.72 128.32
ETI2610	Six Sigma for the Expert	\$159.00
ETM2401	Mechanical Devices and Systems	\$78.48 106.00
ETS1535	Automated Process Control	\$375.27 107.33
ETS1540	Industrial Applications Using PLC's and Robots	\$371.96 231.00
ETS1542	Introduction to PLC's	\$408.68 274.02
ETS1700	Hydraulics and Pneumatics	\$129.52 205.22
GRA2120C	Page Design and Layout (Adobe InDesign)	\$70.00
GRA2156C	Digital Illustration Vector-Based (Adobe Illustrator)	\$70.00
HIM2253	CPT Coding	\$52.85

COURSE NUMBER	TITLE	LAB FEE
HIM2722	ICD-10-CM Coding	\$52.85
HIM2723	ICD-10-PCS Coding	\$52.85
HIM2941	Coding Professional Practice Experience	\$265.14
HLP1081	Personal Wellness Appraisal and Improvement	\$10.00
IDS1107	First Year Experience	\$40.00
LAE4416	Children's Literature for Educators	\$179.16
MAN1949	Management Co-Op	\$13.56
MAN4940	Internship in Business and Organizational Management	\$49.56
MAN3303	Management and Leadership	\$36.00
MAN4940	Internship in Business and Organizational Management	\$54.24
MCB2010L	Microbiology	\$30.00
MUC1101	Introduction to Music Composition	\$480.00 600.00
MUC1102	Music Composition	\$480.00 600.00
MVB1211-2221	Trumpet	\$275.00 300.00
MVB1212-2222	Horn	\$275.00 300.00
MVB1213-2223	Trombone	\$275.00 300.00
MVB1214-2224	Baritone Horn	\$275.00 300.00
MVB1215-2225	Tuba	\$275.00 300.00
MVB1311-2321	Trumpet	\$550.00 600.00
MVB1312-2322	Horn	\$550.00 600.00
MVB1313-2323	Trombone	\$550.00 600.00
MVB1314-2324	Baritone Horn	\$550.00 600.00
MVB1315-2325	Tuba	\$550.00 600.00
MVK1111	Class Piano I	\$15.00
MVK1211-2221	Piano	\$275.00 300.00
MVK1311-2321	Piano	\$550.00 600.00
MVK2121	Class Piano III	\$15.00
MVO2220-2221	Other Instruments	\$275.00 300.00
MVO2320-2321	Other Instruments	\$550.00 600.00
MVP1211-2221	Percussion	\$275.00 300.00
MVP1311-2321	Percussion	\$550.00 600.00
MVS1211-2221	Violin	\$275.00 300.00
MVS1212-2222	Viola	\$275.00 300.00
MVS1213-2223	Violoncello	\$275.00 300.00
MVS1214-2224	Double Bass	\$275.00 300.00
MVS1216-2226	Guitar	\$275.00 300.00
MVS1311-2321	Violin	\$550.00 600.00
MVS1312-2322	Viola	\$550.00 600.00
MVS1313-2323	Violoncello	\$550.00 600.00
MVS1314-2424	Double Bass	\$550.00 600.00
MVS1316-2326	Guitar	\$550.00 600.00
MVS1816	Class Guitar	\$15.00
MVV1111	Class Voice	\$15.00
MVV1211-2221	Voice	\$275.00 300.00
MVV1311-2321	Voice	\$550.00 600.00
MVW1211-2221	Flute	\$275.00 300.00
MVW1212-2222	Oboe	\$275.00 300.00
MVW1213-2223	Clarinet	\$275.00 300.00
MVW1214-2224	Bassoon	\$275.00 300.00
MVW1215-2225	Saxophone	\$275.00 300.00
MVW1311-2321	Flute	\$550.00 600.00
MVW1312-2322	Oboe	\$550.00 600.00
MVW1313-2323	Clarinet	\$550.00 600.00
MVW1314-2324	Bassoon	\$550.00 600.00

COURSE NUMBER	TITLE	LAB FEE
MVW1315-2325	Saxophone	\$550.00 600.00
NUR1004C	Bridge Clinical Concepts	\$225.91
NUR1006C	Transition to Nursing Concepts	\$225.91
NUR1021C	Foundations in Nursing	\$128.91
NUR1052C	Clinical Concepts I	\$20.00
NUR1241C	Clinical Concepts II	\$137.00
NUR1520C	Behavioral Concepts in Nursing	\$20.00
NUR2243C	Clinical Concepts III	\$55.91
NUR2244C	Clinical Concepts IV	\$438.00
NUR2440C	Developmental Concepts in Nursing	\$20.00
NUR3066C	Advanced Nursing Health Assessment with Lab	\$34.00
NUR4636C	Community Nursing with Lab	\$21.00
ORH1000C	Introduction to Horticulture	\$66.00
ORH1260	Greenhouse Operations	\$46.00
ORH1301C	Introduction to Irrigation	\$33.00
ORH1601C	Nursery Management	\$66.00
OST1100	Introduction to Word	\$119.00
OST1110	Intermediate Word	\$119.00
OST1949	Office Administration Co-Op	\$13.56
OST2401	Office Administration: Procedures	\$119.00
OST2402	Office Administration: Simulation	\$119.00
OST2717	Advanced Word	\$119.00
PET2622C	Care and Prevention Athletic Injuries	\$10.00
PGY1401C	Photography I	\$30.00
PHT1130C	Data Collection Skills for the PTA	\$90.00 106.20
PHT1175C	Functional Anatomy and Kinesiology	\$20.00 3.71
PHT1210C	Therapeutic Modalities I	\$11.43 14.38
PHT1212C	Therapeutic Modalities II	\$19.28 23.02
PHT1801L	PTA Clinical Lab I	\$13.56
PHT1802L	PTA Clinical Lab II	\$13.84 16.74
PHT2810L	Clinical Practice II	\$70.66 51.66
PHT2820L	Clinical Practice III	\$218.75 99.00
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
PLA1949	Legal Assisting Co-Op I	\$13.56
PMT0102	Introduction to Welding	\$500.00
PMT0111	Oxyacetylene Welding	\$50.00 108.62
PMT0121	Shielded Metal Arc Welding	\$50.00 108.62
PMT0131	Gas Tungsten Arc Welding	\$50.00 108.62
PMT0134	Gas Metal Arc Welding	\$50.00 108.62
PMT0161	Pipe Welding	\$50.00 108.62
PMT0165	Shielded Metal Arc Pipe Welding	\$250.00
PMT0168	Gas Tungsten Arc Pipe Welding	\$50.00 108.62
PMT0172	Heavy Wall Pipe Welding	\$50.00 108.62
PMT0175	Pipe Fitting	\$50.00 108.62
PMT0185	Pipe Welding Certification	\$50.00 108.62
PMT0186	Stainless Pipe Welding	\$200.00
PMT0930L	Welding Skills Development Lab	\$50.00 108.62
RET1024L	Principles of Respiratory Care Lab	\$373.47
RET1291	Clinical Respiratory Care I	\$18.67
RET2293	Clinical Respiratory Care III	\$105.56
RTE1111L	Patient Care Procedures Lab	\$26.00
RTE1503	Radiographic Procedures	\$220.00 264.00

COURSE NUMBER	TITLE	LAB FEE
RTE1503L	Radiographic Procedures I Lab	\$26.00
RTE1513L	Radiographic Procedures II Lab	\$26.00
RTE1804	Clinical Education I	\$365.74
RTE1814	Clinical Education II	\$74.52
RTE1824	Clinical Education III	\$81.17
RTE2061	Radiography Seminar	\$299.00 321.56
RTE2130	Pharmacology in Radiography	\$9.00
RTE2523L	Radiographic Procedures III Lab	\$26.00
RTE2834	Advanced Clinical Education IV	\$126.88
RTE2844	Advanced Clinical Education V	\$74.52
SBM2000	Small Business Management	\$98.00
SLS1122	First Year Experience	\$40.00
SON1000L	Introduction to Sonography Lab	\$152.69
SON1111L	Abdominal Sonography I Lab	\$152.69
SON1121L	Obstetrics and Gynecology Sonography I Lab	\$152.69
SON1808	Clinical Education I	\$113.56
SON2112L	Abdominal Sonography II Lab	\$152.69
SON2122L	Obstetrics and Gynecology Sonography II Lab	\$152.69
SON2140L	Vascular and Small Parts Sonography Lab	\$152.69
SON2828	Clinical Education III	\$13.56
STS1302	Introduction to Surgical Technology	\$179.06
STS1327C	Principles and Practices of Surgical Technology with Lab	\$304.06 187.86
STS2323	Surgical Procedures I	\$247.00
STS2329	Advanced Surgical Techniques, Procedures and Professional Skills	\$46.72
STS2944	Clinical Practice I	\$55.54 35.35
STS2945	Clinical Practice II	\$27.75 11.33
SWS2000	Introduction to Soil Science	\$4.00
TAX2000	Individual Income Tax	\$133.00

CF LEARNING LAB SCHOOL CUSTOMER SERVICE CHARGES

Effective fiscal year ~~2024~~2025 – ~~2025~~2026

(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 thereof ³
Late Pick-up Fee	\$10 first five minutes, \$1 each minute thereafter

F/T Student Rates³

Toddler	\$36 daily/\$180 weekly
Two	\$35 daily/\$175 weekly
Three	\$33 daily/\$165 weekly
Four	\$32 daily/\$160 weekly
Five	\$32 daily/\$160 weekly
VPK Wrap Around	\$15 daily/\$75 weekly ⁴

CF Staff Rates³

Toddler	\$38 daily/\$190 weekly
Two	\$37 daily/\$185 weekly
Three	\$36 daily/\$180 weekly
Four	\$34 daily/\$170 weekly
Five	\$34 daily/\$170 weekly
VPK Wrap Around	\$16 daily/\$80 weekly ⁴

Community Rates³

Toddler	\$40 daily/\$200 weekly
Two	\$39 daily/\$195 weekly
Three	\$37 daily/\$185 weekly
Four	\$36 daily/\$180 weekly
Five	\$36 daily/\$180 weekly
VPK Wrap Around	\$17 daily/\$85 weekly ⁴

Patrons enrolled in VPK, will be assessed for extended care if utilized

F/T Student– Fees for VPK Program will vary based on state rate.⁴

CF Employee – Fees for VPK Program will vary based on state rate.⁴

All Others – Fees for VPK Program will vary based on state rate.⁴

¹Single child/multiple children

²Payable before registration

³ Subject to change without notice

⁴VPK Rate is set by the State of Florida, Office of Early Learning www.floridaearlylearning.com

ASSESSMENT AND TESTING FEES
Effective Fiscal Year ~~2024~~2025 – ~~2025~~2026

Fees to the public are subject to change without notice. Student Fees embedded in the cost of tuition may vary from semester to semester.

Accuplacer	Accuplacer Next Generation	\$10.00 First time Student \$5.00 retake per section \$25.00 for non-students
ACT	American College Test C ontact College Board	\$68.00 (no writing) \$93.00 (with writing)
AHIMA	America Health Information Management Association for Certified Coding Associates Exam	\$199.00 Member each \$299.00 Non-member
ANAT	Anatomy Pretest	No Charge
APWA	American Public Works Association	\$25.00 CF Proctor Fee
ASE	Automotive Service Excellence	Exam fee paid to price varies; revenue is generated from the vendor
ASVAB	Armed Services Vocational Aptitude Battery	No Charge
AUTOCAD	Certified User	\$105.00 101.50 w/voucher retake \$80.00 76.50 +\$25.00 CF Proctor Fee
AWS	American Welding Society Certification Exam	\$200.00 each
Background Check	Background Check (Fingerprinting)	Health Care \$79.00 Standard \$55.00 Standard (2) \$55.00
BEST	Barriers To Success Employment Inventory	Students: No Charge Others: \$5.00
CAS	College Adjustment Scale	\$10.00
CCA	Cross Cultural Adaptability Inventory	\$27.00 CF Proctor Fee
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 for Non-Students	\$25.00 CF Proctor Fee plus cost of exam voucher
CIC	Crane Institute	\$25.00 CF Proctor fee
CJ-BAT	Criminal Justice Basic Abilities Test	\$39.00 Pearson Vue
CLEP	College Level Examination Program (non-refundable CF Proctor Fee per test in addition to CLEP fees)	\$120.00 122.00 Total \$95.00 97.00 to CLEP Exam Fee + \$25.00 CF Proctor Fee
CLM/AAF	College Level Math/Advanced Algebra and Functions	\$10.00 First time Student \$5.00 retake per section \$25.00 for non-students
Comira	Certification Exams	Exam Fee paid to price varies; revenue is generated from the vendor
CompTIA A+	CompTIA A+ Essentials Certification	\$280.00 Total \$25.00 CF Proctor Fee (\$115x 2 exams + proctor fees)
CompTIA Cloud +	CompTIA Cloud Plus	\$203.00 Total \$178.00 Exam + \$25.00 CF Proctor Fee
CompTIA IT Fundamentals	CompTIA IT Fundamentals (ITF+)	\$109.00 Total \$84.00 exam + \$25.00 CF Proctor Fee

CompTIA Network+	CompTIA Network + Certification	\$203 Total \$178.00 per exam + \$25.00 CF Proctor Fee
CompTIA Security +	CompTIA Security + Certification for beginners	\$287.00 Total \$262.00 exam + \$25.00 CF Proctor Fee
CS	CareerScope (Assessment)	\$41.00 for non-students No Charge CF Students
GSSI	Customer Service Skills Inventory	\$10.00
CTI	Career Thoughts Inventory	Students: No Charge Others: \$6.00
DSST	Defense Activity for Nontraditional Education Support (non-refundable CF Proctor Fee per test in addition to DSST fees)	\$125.00 Total \$100.00 to DSST <u>Exam Fee</u> + \$25.00 CF Proctor Fee <u>per test</u>
ESB	Entrepreneurship and Small Business	\$98.00 Total \$73.00 each with retake + \$25.00 CF Proctor Fee
FCB	Florida Certification Board	Exam price varies; revenue is generated from the fee paid to the vendor
FCLE	Florida Civic Literacy Exam (CF Students Only) (please contact testing@cf.edu for remote proctoring. Additional fees apply)	\$10.00 F irst T ime \$5.00 R etake \$25.00 Proctor Fee for non-CF students
FCLE Remote	Florida Civic Literacy Exam (CF Students Only) Make appointment at: https://onetesting.net/remote/cf-testing	\$30.00 per appointment
FLATS	Foreign Language Achievement Testing Service	\$75.00 Total \$50.00 <u>Exam Fee</u> Electronic to vendor + \$25.00 CF Proctor Fee
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)	\$160.00 full battery \$32.00-38.00 per section <ul style="list-style-type: none"> • RLA (Reasoning through Language Arts x-2 exams) • Social Studies • Science • Mathematics
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)	\$6.99 per subject or \$22.99 for All Subjects <u>\$7.99 per subject</u>
GOE	Guide for Occupational Exploration Inventory	Students: No Charge Others: \$5.00
GSD	Gregoric Style Delineator	\$15.00
HESI A2	Health Education Systems Inc. Entrance Exam	\$75.00 <u>\$76.00</u> Total \$50.00 to Evolve <u>\$51.00 Exam Fee</u> + \$25.00 CF Proctor Fee
HESI Exit Exam	Exam – Nursing Students preparation for professional license	<u>\$106.00 Total</u> \$81.00 per exam + <u>\$25.00 CF Proctor Fee</u>
HSDS	Holland Self-Directed Search	Students: No Charge Others: \$5.00
IC3 GS6	Internet & Computing Core Certification Exam –	<u>CF Cost:</u>

Level II	three modules	<u>\$53.00 Total</u> <u>\$28.00 Exam Fee+</u> <u>\$25.00 CF Proctor</u> <u>Fee</u> <u>\$58.00</u> <u>includes the cost of</u> <u>the test voucher and proctor fee</u> <u>(no retakes):</u> <u>vouchers purchased via</u> <u>Certiport:</u> <u>Prices vary + \$25.00 CF Proctor</u> <u>Fee (no retakes)</u>
IQT	International Organization for Standardization- Information Qualification Test	Exam <u>Fee paid to price varies;</u> <u>revenue is generated from the</u> <u>vendor</u>
JOB-O-A	JOB-O Career Test	Students: No Charge Others: \$5.00
JSS	Job Stress Survey	\$10.00
Kryterion	Cells Force Certification Exam	Exam <u>Fee paid to price varies;</u> <u>revenue is generated from the</u> <u>vendor</u>
Lean Six Sigma	Yellow/ Green Belt	\$99.00 per exam
<u>Lean Six Sigma</u>	<u>Green Belt</u>	<u>\$159.00 per exam</u>
LISRES	Life Stressors and Social Resources Inventory	\$12.00
Littauer	Personality Plus Test	<u>\$41.00 for non-students</u> <u>No Charge for</u>
LSI	Leisure/Work Search Inventory	Students: No Charge Others: \$5.00
MAB-II	Multidimensional Aptitude Battery	\$15.00
Meazure	Certification Exams	Exam <u>Fee paid to price varies;</u> <u>revenue is generated from the</u> <u>vendor</u>
MOS	Microsoft Office Specialist (Word, Excel, Access, Outlook or PowerPoint)	\$119.00Total \$94.00 each with retake + \$25.00 CF Proctor Fee
MSSC	Manufacturing Skills Standards Council Assessment	Total for On-Campus: \$140.00 <u>Total</u> <u>\$65.00 Registration Fee</u> <u>\$50.00 Exam Fee</u> <u>\$25.00 CF Proctor (\$50.00 to</u> <u>MSSC + \$25.00 CF Proctor Fee</u> <u>+ \$65.00 Registration fees)</u> ***** <u>Total for Remote thru Proctor-U:</u> <u>\$128.00 tTotal {</u> <u>\$63.00 Exam Fee +</u> <u>\$65.00 Registration fees)</u>
NALA	National Association of Legal Assistants	\$275.00 <u>\$325.00</u> for NALA members \$300.00 <u>\$375.00</u> for Nonmembers \$25.00 CF Proctor Fee
NBDHMT	National Board of Diving and Hyperbaric Medicine Technology	Exam price varies \$25.00 CF Proctor Fee
Nebosh	National Examination Board in Occupational Safety & Health	Exam price varies \$25.00 CF Proctor Fee
NREMT	National Registry of Emergency Medical Technicians	Exam <u>price varies, revenue is</u> <u>generated from Fee paid to the</u> <u>vendor</u>

PAI	Personality Assessment Inventory	\$15.00
Pearson Vue	Pearson Vue Tests	Exam price varies, revenue is generated from the vendor
P.E.R.T.	Postsecondary Education Readiness Test	\$10.00 first time \$5.00 retake per section \$25.00 Proctor fee for non-CF students
P.E.R.T. Remote	Postsecondary Education Readiness Test for Remote testing Make <u>an</u> appointment at: https://onetesting.net/remote/cf-testing	\$30.00 per appointment
PET	Professional Employment Test	\$15.00
PMMI	Packing Machinery Manufacturers Institute	Total PMMI Exam: \$101.00 <u>Total</u> <u>\$75.00 Exam Fee for CF</u> <u>Students +</u> <u>\$25.00 CF Proctor Fee +</u> <u>\$1.00 Participation Fee</u>
Proctoring	Outside Proctoring	\$25.00 CF Proctor fee
PROV	Contractor Examination	Exam price varies; revenue is generated from Fee paid to the vendor
<u>Professional Bookkeeping</u>	<u>Intuit Certified Bookkeeping Professional</u>	<u>\$133.00 Total</u> <u>\$108.00 Exam Fee +</u> <u>\$25.00 CF Proctoring Fee</u>
PST	Public Safety Testing	Exam price varies; \$25.00 CF Proctor Fee
Quick <u>B</u> ooks	Certiport Competency Exam-Intuit Certified <u>QuickBooks</u>	<u>\$133.00 Total</u> <u>\$108.00</u> per exam with retake + <u>\$25.00 CF Proctor Fee</u>
Reprints	Reprint of <u>all</u> scores	<u>\$5.00 for all candidates</u>
RV Testing	RV Technical Institute Testing	Exam price varies <u>+</u> ; \$25.00 CF proctor fee
<u>SACA</u>	<u>Smart Automation Certification Alliance</u>	<u>Exam price varies +</u> <u>\$25.00 CF Proctoring Fee</u>
SOCE	State Officers Certification Exam	\$100 Fee paid to Pearson Vue
Solidworks	Solid Modeling Computer Aided Design- Certified Solidworks Associate (CSWA)	Exam price varies, revenue is generated from Fee paid to the vendor <u>\$25.00 CF Proctoring Fee</u>
T.A.B.E.	Test of Adult Basic Education	\$15.00 first time \$15.00 retake
Teamwork	KSA (Knowledge, Skills, Abilities) test	\$15.00
T.E.A.S. (ATI)	Test of Essential Academic Skills acceptance for Nursing and Physical Therapist Assistant programs	\$112.00 <u>Exam Fee; Exam price varies, revenue is generated from the vendor</u>
TOMAL	Test of Memory and Learning	\$20.00
WPT	Wonderlic Personnel Test measures Math, Vocabulary & Reasoning for <ul style="list-style-type: none"> • Correctional • Dental Assisting • Emergency Medical Services • Emergency Medical Technician • Paramedic • Surgical Services • <u>Radiography</u> • <u>Respiratory Care Program</u> • <u>Management</u> 	\$15.00 <u>Exam Fee for CF Student</u> \$15.00 retake for CF Student \$45.00 for Non-CF Student \$45.00 Retake for Non-CF Student

WPT Remote	<p>Wonderlic Personnel Test Remote measures Math, Vocabulary & Reasoning for</p> <ul style="list-style-type: none"> • Correctional <u>Officer</u> • Dental <u>AssistingAssistant</u> • Emergency Medical Services • Emergency Medical Technician • Paramedic • Surgical Services • Radiography • <u>Respiratory Care Program</u> • <u>Civilian Position</u> • <u>Correctional Deputy</u> • <u>Law Enforcement</u> <p>Make <u>an</u> appointment at: https://onetesting.net/remote/cf-testing</p>	\$30.00 per appointment/ session
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NONCREDIT FEES
Effective Fiscal Year ~~2024~~2025 – ~~2025~~2026

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.

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

Certificates of Completion Replacements	\$5.00
OSHA Card Replacements.....	\$60.00
Forklift Card Replacements	\$20.00

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 noncredit 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 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.

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, ~~2024~~2025 – June 30, ~~2025~~2026

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
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
Admission for Special Events, Exhibits and Classes		
Marquis Events and Exhibitions (Separate ticket required as approved by the president)		varies
Classes		Fees established as approved by the president or designee
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.		\$3.00
Students K-12 (Marion, Citrus and Levy counties)		No Charge
Bus Driver for Group		No Charge
Chaperone (1 per 10 Students)		\$8.00
Members		No Charge
Memberships		Charge/Fee
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
Directors Circle Memberships		
Friend		\$125.00
Associate		\$250.00
Fellow		\$500.00
Colleague		\$1,000.00
Partner		\$2,500.00
Sustainer		\$5,000.00
College of Central Florida		
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:		
Receive a 10% discount at the Appleton store, discount on classes and free admission to events.		CF Individual \$10.00
		CF Dual/Family \$20.00

CF Hampton Campus Dental Clinic Services and Charges

Hygiene Procedures and Services		
ADA code	Procedure	Fee
EXAMS		
D0140	Limited Exam (problem focused)	\$15.00
D0460	Pulp Vitality tests	\$0.00
D0601	Caries Risk Assessment & Documentation: Low	\$0.00
D0602	Caries Risk Assessment & Documentation: Medium	\$0.00
D0603	Caries Risk Assessment & Documentation: High	\$0.00
D0431	Velscope	\$10.00
CF00	Subsequent Prophy /PMT	\$0.00
CF01	No charge Appt./Educational Purpose	\$0.00
RADIOLOGY		
00020	Intraoral: Complete Series—New Patient	\$45.00
D0220	Intraoral: Periapical, 1 st film	\$10.00
D0230	Intraoral: Periapical, additional film	\$5.00
D0240	Intraoral: Occlusal film	\$5.00
D0270	Bitewing: Single film	\$5.00
00D0273	Bitewings: 3 films	\$20.00
D0274	Bitewings: 4 films	\$25.00
D0277	Vertical Bitewings: 7-8 films	\$25.00
D0330	Panoramic film	\$45.00
PREVENTATIVE		
D1110	Prophylaxis-Adult	\$46.00
D1120	Prophylaxis - Child (under age 14)	\$20.00
D1206	Topical Fluoride Varnish	\$5.00
D1208	Topical application of Fluoride- excluding varnish	\$5.00
D1310	Nutritional counseling	\$0.00
D1320	Tobacco counseling	\$0.00
D1330	Oral Hygiene instruction	\$0.00
D1351	Sealant - per tooth	\$20.00
D4341	Scaling/Root Planing 4+ teeth	\$40.00
D4342	Scaling/Root Planing 1-3 teeth	\$30.00
D4346	Scaling w/presence of inflammation (full mouth)	\$46.00
D4355	Full Mouth Debridement	\$46.00
D4380	Periodontal post-initial therapy - RE-EVAL	\$0.00
D4381	Local Antimicrobial (Arestin) – per tooth	\$0.00
D4910	Periodontal Maintenance	\$46.00
D9210	Local Anesthesia	\$5.00
D9630	Oraqix	\$5.00
LAB		
00008	Bleaching syringes x2	\$15.00

Restorative Procedures and Services		
EXAMS		
D0120	Periodic Oral Exam	\$15.00
D0140	Limited Oral Eval (problem focused)	\$15.00
D0150	Comprehensive Oral Exam	\$20.00

LAB		
00008	Bleaching syringes x2	\$15.00
D0470	Diagnostic casts	\$0.00
D9944	Sports Guard/Occlusal Guard (hard, full arch)	\$50.00 + lab fee ¹
D9942	Repair &/or reline of occlusal guard	\$50.00 + lab fee ¹
D9943	Occlusal guard adjustment	\$0.00
D9945	Occlusal guard (soft appliance, full arch)	\$50.00 + lab fee ¹
RADIOLOGY		
D0210	Intraoral: Complete Series	\$45.00
D0220	Intraoral: Periapical, 1 st film	\$10.00
D0230	Intraoral: Periapical, additional film	\$5.00
D0240	Intraoral: Occlusal film	\$5.00
D0270	Bitewing: Single film	\$5.00
D0272	Bitewings: 2 films	\$15.00
D0273	Bitewings: 3 films	\$20.00
D0274	Bitewings: 4 films	\$25.00
D0277	Vertical Bitewings: 7-8 films	\$30.00
D0330	Panoramic film	\$45.00
RESTORATIVE		
00008	Bleaching syringe x2	\$15.00
00014	Dental Student restorative (except Lab Fee)	\$0.00
00019	Follow up	\$0.00
02999	Deliver crown	\$0.00
09972	Bleaching per arch w/syringes	\$50.00
D1352	Preventive resin	\$20.00
D2140	Amalgam – 1 surface	\$70.00
D2150	Amalgam – 2 surfaces	\$90.00
D2160	Amalgam – 3 surfaces	\$110.00
D2161	Amalgam – 4 surfaces	\$150.00
D2330	Anterior resin – 1 surface	\$100.00
D2331	Anterior resin – 2 surfaces	\$120.00
D2332	Anterior resin – 3 surfaces	\$140.00
D2335	Anterior resin – 4 surfaces	\$175.00
D2391	Posterior resin – 1 surface	\$100.00
D2392	Posterior resin - 2 surfaces	\$120.00
D2393	Posterior resin – 3 surfaces	\$130.00
D2752	Crown – PFM	\$600.00 + lab fee ¹
D2920	Recement crown	\$30.00
D2940	Sedative filling	\$30.00
D2950	Build-up	\$90.00
D6242	Bridge pontic	\$400.00 + lab fee ¹
D6752	Bridge abutment	\$600.00 + lab fee ¹
ORAL SURGERY		
D4212	Gingivectomy or Gingivoplasty to allow access for restorative procedure, per tooth	\$195.00
D7140	Extraction, erupted tooth or exposed root (elevation and/or forceps removal)	\$65.00
D7210	Extraction, erupted tooth requiring removal of bone and/or sectioning of tooth, and including elevation of mucoperiosteal flap if indicated	\$90.00

¹ The laboratory fee may vary depending on procedure and outside laboratory utilized

Restorative Procedures and Services – Removable		
EXAMS		
D0120	Periodic Oral Exam	\$15.00
D0140	Limited Oral Eval (problem focused)	\$15.00
REMOVABLE		
D5110	complete denture - maxillary	\$700 + lab fee ¹
D5120	complete denture - mandibular	\$700 + lab fee ¹
D5211	maxillary partial denture – resin base (including, retentive/clasping materials, rests, and teeth)	\$500 + lab fee ¹
D5212	mandibular partial denture – resin base (including, retentive/clasping materials, rests, and teeth)	\$500 + lab fee ¹
D5213	Maxillary partial denture- cast metal	\$600 + lab fee ¹
D5214	mandibular partial denture - cast metal framework with resin denture bases (including retentive/clasping materials, rests and teeth)	\$600 + lab fee ¹
D5221	immediate maxillary partial denture - resin base (including retentive/clasping materials, rests and teeth)	\$400 + lab fee ¹
D5222	immediate mandibular partial denture - resin base (including retentive/clasping materials, rests and teeth)	\$400 + lab fee ¹
D5410	adjust complete denture - maxillary	\$30.00
D5411	adjust complete denture - mandibular	\$30.00
D5421	adjust partial denture - maxillary	\$30.00
D5422	adjust partial denture - mandibular	\$30.00
D5511	repair broken complete denture base, mandibular	\$90 + lab fee ¹
D5512	repair broken complete denture base, maxillary	\$90 + lab fee ¹
D5520	replace missing or broken teeth-complete denture (each tooth)	\$60 + lab fee ¹
D5611	repair resin partial denture base, mandibular	\$90 + lab fee ¹
D5612	repair resin partial denture base, maxillary	\$90 + lab fee ¹
D5621	repair cast partial framework, mandibular	\$95 + lab fee ¹
D5622	repair cast partial framework, maxillary	\$95 + lab fee ¹
D5630	Repair/replace broken retentive clasping materials (per tooth)	\$95 + lab fee ¹
D5640	replace broken teeth - per tooth	\$60 + lab fee ¹
D5650	add tooth to existing partial denture	\$95 + lab fee ¹
D5660	add clasp to existing partial denture - per tooth	\$95 + lab fee ¹
D5710	rebase complete maxillary denture	\$200 + lab fee ¹
D5711	rebase complete mandibular denture	\$200 + lab fee ¹
D5720	rebase maxillary partial denture	\$200 + lab fee ¹
D5721	rebase mandibular partial denture	\$200 + lab fee ¹
D5730	reline complete maxillary denture (direct)	\$100 + lab fee ¹
D5731	reline complete mandibular denture (direct)	\$100 + lab fee ¹
D5740	reline maxillary partial denture (direct)	\$100 + lab fee ¹
D5741	reline mandibular partial denture (direct)	\$100 + lab fee ¹
D5750	reline complete maxillary denture (indirect)	\$140 + lab fee ¹
D5751	reline complete mandibular denture (indirect)	\$140 + lab fee ¹
D5760	reline maxillary partial denture (indirect)	\$140 + lab fee ¹
D5761	reline mandibular partial denture (indirect)	\$140 + lab fee ¹
D5810	interim complete denture (maxillary)	\$400 + lab fee ¹
D5811	interim complete denture (mandibular)	\$400 + lab fee ¹
D5820	interim maxillary partial denture (including retentive/clasping materials, rests and teeth)	\$200 + lab fee ¹
D6056	prefabricated abutment – includes modification and placement	\$0.00
D5821	interim mandibular partial denture (including retentive/clasping materials, rests and teeth)	\$200 + lab fee

¹ The laboratory fee may vary depending on procedure and outside laboratory utilized



COLLEGE *of*
CENTRAL
FLORIDA



Student Fees 2025-2026

COLLEGE of CENTRAL FLORIDA
STUDENT FEES FOR 2025 – 2026

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

COLLEGE of CENTRAL FLORIDA
Student Fees for 2025-2026

Advanced & Professional, Postsecondary Vocational and College Preparatory		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	82.78	82.78
Out-of-State	N/A	248.34
Financial Aid	4.14	16.56
Technology	4.14	16.56
Student Activity	8.28	8.28
Capital Improvement	13.58	65.68
TOTAL PER CREDIT HOUR:	\$112.92	\$438.20
Postsecondary Adult Vocational		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	73.40	73.40
Out-of-State	N/A	220.19
Financial Aid	7.34	29.36
Technology	3.67	14.68
Capital Improvement	3.67	14.68
TOTAL PER VOCATIONAL CREDIT HOUR:	\$88.08	\$352.31
Baccalaureate Degree (3xxx & 4xxx Level Courses)		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	95.45	95.45
Out-of-State	N/A	353.16
Financial Aid	4.77	22.42
Technology	4.77	22.42
Student Activity	9.54	9.54
Capital Improvement	14.74	88.40
TOTAL PER CREDIT HOUR:	\$129.27	\$591.39
Adult Education and Vocational Preparatory (VPI)		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	30.00 / term	30.00 / term
TOTAL:	\$30.00 / term	\$30.00 / term

GENERAL FEES¹
2025 – 2026

Admission Application Fee	\$30.00 ¹
International Education Application Fee	\$30.00
Transcript Fee (each request)	\$7.25
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	\$55.00 ²
Background Screening for Licensure	\$79.00
Substance Screening for Health Sciences and Internship Programs	\$29.00
Health Science Pre-Clinical Compliance Screening	\$99.00
Duplicate Diploma	\$25.00
Community Library Borrowers ID Card	\$10.00
Online Proctoring and Verification of Student Identity (paid through Honorlock)	Varies ³
Labster Lab Simulation Fee	\$82.22 ⁴

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	\$40.00
Credit Card Charge Back	\$20.00
Credit Card Convenience Fee	2.75%
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

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)	Varied
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 Partners	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 1009.23, 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 number of exams

⁴ Fee assessed only for sections using the Labster supplemental lab simulation program.

2025-2026 LAB AND SPECIAL COURSE FEES

COURSE NUMBER	TITLE	LAB FEE
ACG1949	Accounting Co-Op I	\$13.56
ACG2450	Integrated Accounting	\$133.00
AEB1949	Agribusiness Internship	\$13.56
AGR1234	Forage Science and Range Management	\$19.00
ANS1016	Basic Horse Handling and Safety	\$9.39
ANS1073C	Equine Anatomy and Physiology	\$6.86
ANS1237C	Equine Health Care	\$5.85
ANS2074C	Injury and Rehabilitation of Horses	\$9.87
ANS2075	Equine Locomotion	\$8.63
ANS2232C	Advanced Horse Handling Skills	\$9.39
ANS1949	Equine Co-Op I	\$13.56
ANS3950	Equine Practicum	\$13.56
ANS4218	Equine Learning Theory	\$13.56
ANT2825	Anthropology Field School	\$30.00
AOM2316	Agricultural Machinery and Equipment	\$23.00
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
ATE2623	Equine First Aid	\$7.52
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	\$13.56
CET1114	Digital Circuits	\$30.00
CET2180	Practical PC Technician	\$280.00
CGS1949	Computer Information Co-Op	\$13.56
CGS2103	Spreadsheet Applications	\$132.00
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
CJK0002	Introduction to Law Enforcement	\$60.67
CJK0016	Communications	\$1.50
CJK0018	Legal	\$2.25
CJK0019	Interviewing and Report Writing	\$6.60
CJK0020	Vehicle Operations	\$238.81
CJK0021	Serving Your Community	\$2.25
CJK0031	First Aid for Criminal Justice Officers	65.00
CJK0040	Firearms	\$636.40
CJK0051	Defensive Tactics	\$254.10

COURSE NUMBER	TITLE	LAB FEE
CJK0063	Fundamentals of Patrol	\$37.50
CJK0065	Calls for Service	\$1.00
CJK0072	Crimes Against Persons	\$26.76
CJK0079	Crime Scene Follow-up Investigations	\$13.79
CJK0093	Critical Incidents	\$97.93
CJK0096	Physical Fitness for Law Enforcement	\$45.47
CJK0111	Interview and Report Writing in Corrections	\$1.00
CJK0301	Introduction to Corrections	\$25.00
CJK0326	Supervising Correctional Populations	\$1.00
CJK0327	Shift Management and Safety	\$6.00
CJK0336	Incidents and Emergencies in Correctional Facilities	\$1.00
CJK0340	Officer Wellness and Physical Abilities	\$30.15
CJK0355	Legal for Correctional Officers	\$1.00
CJK0393	Crossover Program Updates	\$5.40
CJK0400	Traffic Incidents	\$4.86
CJK0401	Traffic Stops	\$74.68
CJK0402	Traffic Crash Investigations	\$15.86
CJK0403	DUI Traffic Stops	\$44.92
CJK0421	Conducted Electrical Weapon/Dart Firing Stun Gun	\$13.91
COM3120	Organizational Communications	\$39.00
CTS2120	Security Fundamentals	\$287.00
CTS2134	Network Fundamentals	\$203.00
CTS2375	Cloud+	\$203.00
CVT1205C	Cardiovascular Pharmacology and EKG Management	\$26.82
CVT1610C	Ultrasound Physics I	\$10.68
CVT1616C	Ultrasound Physics II	\$20.02
CVT1800L	Cardiovascular Clinical Pre-Practicum I	\$30.28
CVT1801L	Cardiovascular Clinical Pre-Practicum II	\$250.28
CVT2620C	Cardiovascular Non-Invasive Practicum I	\$163.56
CVT2840L	Cardiovascular Invasive Practicum	\$298.02
DEA1805L	Dental Clinical Seminar	\$250.00
DEA1806L	Clinic Practice I	\$13.56
DEA1855L	Clinic Practice II	\$165.00
DEA1856	Clinical Seminar III	\$150.00
DEA1856L	Clinic Practice III	\$41.00
DEA1949	Dental Internship Co-Op I	\$15.00
DEH1000L	Introduction to Dental Hygiene Lab	\$1,183.39
DEH1003L	Fundamentals of Dental Hygiene and Instrumentation Lab	\$2,055.92
DEH1800L	Dental Hygiene Clinic I	\$2,445.70
DEH1802L	Dental Hygiene Clinic II	\$114.51
DEH2293	Professional Development	\$150.00
DEH2702C	Community and public Dental Health with Lab	\$75.00
DEH2804C	Dental Hygiene III	\$578.56
DEH2806L	Dental Hygiene IV	\$1,163.56
DES1051C	Dental Pain Control and Local Anesthesia with Lab	\$165.33
DES1100L	Dental Materials Lab	\$86.53
DES1200L	Dental Radiology Lab	\$260.64
DES1502	Dental Office Management	\$20.00
DES1806L	Introduction to Clinical Procedures Lab	\$492.50
DES2832C	Expanded Functions with Lab	\$190.39
DIG1949	Digital Media Co-Op I	\$6.00

COURSE NUMBER	TITLE	LAB FEE
DIG1950	Digital Media Co-Op II	\$13.56
DIG2109C	Digital Imaging and Fundamentals	\$81.00
DIG2280C	Digital Video and Sounds	\$22.00
EDP4503	Assessment, Evaluation and Diagnosis of the Young Child	\$135.00
EEC3012	Introduction to Advanced Studies in Early Childhood Education	\$280.00
EEC4219	Integrated Math and Science for Young Children	\$150.00
EEC4940	Internship in Early Childhood Education	\$52.00
EET1015	DC Circuits	\$43.50
EET1025	AC Circuits	\$15.46
EET1082	Introduction to Electronics	\$34.00
EET1084	Survey of Electronics	\$15.00
EET1140	Electronic Devices and Circuits	\$69.86
EET1155	Linear Integrated Circuits	\$41.00
EET1610	High Liability Soldering	\$54.30
EET1620	Advanced Surface Mount Soldering	\$123.00
EGS1949	Engineering Technology Co-Op I	\$13.56
EGN1111	Engineering Graphics	\$101.50
EMS1119L	Fundamentals EMT Skills Lab	96.84
EMS1431	EMT Field Experience	\$268.56
EMS2611L	Paramedic Fundamentals Skills Lab	\$207.14
EMS2612L	Paramedic Airway Management Lab	\$20.96
EMS2613L	Paramedic Patient Assessment Lab	\$20.96
EMS2614L	Trauma Emergency Skills Lab	\$20.96
EMS2615L	Medical Emergencies Lab I	\$157.87
EMS2619L	Medical Emergencies Lab II	\$177.70
EMS2628L	Paramedic OB/GYN Neonatal Emergency Skills Lab	\$20.96
EMS2656	Paramedic Clinical I	\$208.51
EMS2658	Paramedic Clinical Experience III	\$220.00
ESC1000L	Earth Science Lab	\$10.00
ESC1200C	Earth Science for Educators	\$10.00
ETI1151	Instrument Techniques and Measurement	\$273.16
ETI1411	Manufacturing Processes I	\$140.93
ETI1622	Concepts of Lean Manufacturing and Six Sigma	\$149.00
ETI1720C	Industrial Safety	\$97.00
ETI1843	Motors and Controls	\$45.72
ETI2610	Six Sigma for the Expert	\$159.00
ETM2401	Mechanical Devices and Systems	\$78.48
ETS1535	Automated Process Control	\$375.27
ETS1540	Industrial Applications Using PLC's and Robots	\$371.96
ETS1542	Introduction to PLC's	\$408.68
ETS1700	Hydraulics and Pneumatics	\$129.52
GRA2120C	Page Design and Layout (Adobe InDesign)	\$70.00
GRA2156C	Digital Illustration Vector-Based (Adobe Illustrator)	\$70.00
HLP1081	Personal Wellness Appraisal and Improvement	\$10.00
IDS1107	First Year Experience	\$40.00
LAE4416	Children's Literature for Educators	\$179.16
MAN1949	Management Co-Op	\$13.56
MAN4940	Internship in Business and Organizational Management	\$49.56
MAN3303	Management and Leadership	\$36.00
MAN4940	Internship in Business and Organizational Management	\$54.24

COURSE NUMBER	TITLE	LAB FEE
MCB2010L	Microbiology	\$30.00
MUC1101	Introduction to Music Composition	\$600.00
MUC1102	Music Composition	\$600.00
MVB1211-2221	Trumpet	\$300.00
MVB1212-2222	Horn	\$300.00
MVB1213-2223	Trombone	\$300.00
MVB1214-2224	Baritone Horn	\$300.00
MVB1215-2225	Tuba	\$300.00
MVB1311-2321	Trumpet	\$600.00
MVB1312-2322	Horn	\$600.00
MVB1313-2323	Trombone	\$600.00
MVB1314-2324	Baritone Horn	\$600.00
MVB1315-2325	Tuba	\$600.00
MVK1111	Class Piano I	\$15.00
MVK1211-2221	Piano	\$300.00
MVK1311-2321	Piano	\$600.00
MVK2121	Class Piano III	\$15.00
MVO2220-2221	Other Instruments	\$300.00
MVO2320-2321	Other Instruments	\$600.00
MVP1211-2221	Percussion	\$300.00
MVP1311-2321	Percussion	\$600.00
MVS1211-2221	Violin	\$300.00
MVS1212-2222	Viola	\$300.00
MVS1213-2223	Violoncello	\$300.00
MVS1214-2224	Double Bass	\$300.00
MVS1216-2226	Guitar	\$300.00
MVS1311-2321	Violin	\$600.00
MVS1312-2322	Viola	\$600.00
MVS1313-2323	Violoncello	\$600.00
MVS1314-2424	Double Bass	\$600.00
MVS1316-2326	Guitar	\$600.00
MVS1816	Class Guitar	\$15.00
MVV1111	Class Voice	\$15.00
MVV1211-2221	Voice	\$300.00
MVV1311-2321	Voice	\$600.00
MVW1211-2221	Flute	\$300.00
MVW1212-2222	Oboe	\$300.00
MVW1213-2223	Clarinet	\$300.00
MVW1214-2224	Bassoon	\$300.00
MVW1215-2225	Saxophone	\$300.00
MVW1311-2321	Flute	\$600.00
MVW1312-2322	Oboe	\$600.00
MVW1313-2323	Clarinet	\$600.00
MVW1314-2324	Bassoon	\$600.00
MVW1315-2325	Saxophone	\$600.00
NUR1004C	Bridge Clinical Concepts	\$225.91
NUR1006C	Transition to Nursing Concepts	\$225.91
NUR1021C	Foundations in Nursing	\$128.91
NUR1052C	Clinical Concepts I	\$20.00
NUR1241C	Clinical Concepts II	\$137.00
NUR1520C	Behavioral Concepts in Nursing	\$20.00
NUR2243C	Clinical Concepts III	\$55.91
NUR2244C	Clinical Concepts IV	\$438.00
NUR2440C	Developmental Concepts in Nursing	\$20.00
NUR3066C	Advanced Nursing Health Assessment with Lab	\$34.00

COURSE NUMBER	TITLE	LAB FEE
NUR4636C	Community Nursing with Lab	\$21.00
ORH1000C	Introduction to Horticulture	\$66.00
ORH1260	Greenhouse Operations	\$46.00
ORH1301C	Introduction to Irrigation	\$33.00
ORH1601C	Nursery Management	\$66.00
OST1100	Introduction to Word	\$119.00
OST1110	Intermediate Word	\$119.00
OST1949	Office Administration Co-Op	\$13.56
OST2401	Office Administration: Procedures	\$119.00
OST2402	Office Administration: Simulation	\$119.00
OST2717	Advanced Word	\$119.00
PET2622C	Care and Prevention Athletic Injuries	\$10.00
PGY1401C	Photography I	\$30.00
PHT1130C	Data Collection Skills for the PTA	\$106.20
PHT1175C	Functional Anatomy and Kinesiology	\$3.71
PHT1210C	Therapeutic Modalities I	\$14.38
PHT1212C	Therapeutic Modalities II	\$23.02
PHT1801L	PTA Clinical Lab I	\$13.56
PHT1802L	PTA Clinical Lab II	\$16.74
PHT2810L	Clinical Practice II	\$51.66
PHT2820L	Clinical Practice III	\$99.00
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
PLA1949	Legal Assisting Co-Op I	\$13.56
PMT0102	Introduction to Welding	\$500.00
PMT0111	Oxyacetylene Welding	\$108.62
PMT0121	Shielded Metal Arc Welding	\$108.62
PMT0131	Gas Tungsten Arc Welding	\$108.62
PMT0134	Gas Metal Arc Welding	\$108.62
PMT0161	Pipe Welding	\$108.62
PMT0165	Shielded Metal Arc Pipe Welding	\$250.00
PMT0168	Gas Tungsten Arc Pipe Welding	\$108.62
PMT0172	Heavy Wall Pipe Welding	\$108.62
PMT0175	Pipe Fitting	\$108.62
PMT0185	Pipe Welding Certification	\$108.62
PMT0186	Stainless Pipe Welding	\$200.00
PMT0930L	Welding Skills Development Lab	\$108.62
RET1024L	Principles of Respiratory Care Lab	\$373.47
RET1291	Clinical Respiratory Care I	\$18.67
RET2293	Clinical Respiratory Care III	\$105.56
RTE1111L	Patient Care Procedures Lab	\$26.00
RTE1503	Radiographic Procedures	\$264.00
RTE1503L	Radiographic Procedures I Lab	\$26.00
RTE1513L	Radiographic Procedures II Lab	\$26.00
RTE1804	Clinical Education I	\$365.74
RTE1814	Clinical Education II	\$74.52
RTE1824	Clinical Education III	\$81.17
RTE2061	Radiography Seminar	\$321.56
RTE2130	Pharmacology in Radiography	\$9.00
RTE2523L	Radiographic Procedures III Lab	\$26.00
RTE2834	Advanced Clinical Education IV	\$126.88
RTE2844	Advanced Clinical Education V	\$74.52
SBM2000	Small Business Management	\$98.00

COURSE NUMBER	TITLE	LAB FEE
SLS1122	First Year Experience	\$40.00
SON1000L	Introduction to Sonography Lab	\$152.69
SON1111L	Abdominal Sonography I Lab	\$152.69
SON1121L	Obstetrics and Gynecology Sonography I Lab	\$152.69
SON1808	Clinical Education I	\$113.56
SON2112L	Abdominal Sonography II Lab	\$152.69
SON2122L	Obstetrics and Gynecology Sonography II Lab	\$152.69
SON2140L	Vascular and Small Parts Sonography Lab	\$152.69
SON2828	Clinical Education III	\$13.56
STS1302	Introduction to Surgical Technology	\$179.06
STS1327C	Principles and Practices of Surgical Technology with Lab	\$187.86
STS2323	Surgical Procedures I	\$247.00
STS2329	Advanced Surgical Techniques, Procedures and Professional Skills	\$46.72
STS2944	Clinical Practice I	\$35.35
STS2945	Clinical Practice II	\$11.33
SWS2000	Introduction to Soil Science	\$4.00
TAX2000	Individual Income Tax	\$133.00

CF LEARNING LAB SCHOOL CUSTOMER SERVICE CHARGES

Effective fiscal year 2025 – 2026

(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 thereof ³
Late Pick-up Fee	\$10 first five minutes, \$1 each minute thereafter

F/T Student Rates³

Toddler	\$36 daily/\$180 weekly
Two	\$35 daily/\$175 weekly
Three	\$33 daily/\$165 weekly
Four	\$32 daily/\$160 weekly
Five	\$32 daily/\$160 weekly
VPK Wrap Around	\$15 daily/\$75 weekly ⁴

CF Staff Rates³

Toddler	\$38 daily/\$190 weekly
Two	\$37 daily/\$185 weekly
Three	\$36 daily/\$180 weekly
Four	\$34 daily/\$170 weekly
Five	\$34 daily/\$170 weekly
VPK Wrap Around	\$16 daily/\$80 weekly ⁴

Community Rates³

Toddler	\$40 daily/\$200 weekly
Two	\$39 daily/\$195 weekly
Three	\$37 daily/\$185 weekly
Four	\$36 daily/\$180 weekly
Five	\$36 daily/\$180 weekly
VPK Wrap Around	\$17 daily/\$85 weekly ⁴

Patrons enrolled in VPK, will be assessed for extended care if utilized

F/T Student– Fees for VPK Program will vary based on state rate.⁴

CF Employee – Fees for VPK Program will vary based on state rate.⁴

All Others – Fees for VPK Program will vary based on state rate.⁴

¹Single child/multiple children

²Payable before registration

³ Subject to change without notice

⁴VPK Rate is set by the State of Florida, Office of Early Learning www.floridaearlylearning.com

ASSESSMENT AND TESTING FEES

Effective Fiscal Year 2025 – 2026

Fees to the public are subject to change without notice. Student Fees embedded in the cost of tuition may vary from semester to semester.

Accuplacer	Accuplacer Next Generation	\$10.00 First time Student \$5.00 retake per section \$25.00 for non-students
ACT	American College Test Contact College Board	\$68.00 (no writing) \$93.00 (with writing)
AHIMA	America Health Information Management Association for Certified Coding Associates Exam	\$199.00 Member \$299.00 Non-member
ANAT	Anatomy Pretest	No Charge
ASE	Automotive Service Excellence	Exam fee paid to the vendor
ASVAB	Armed Services Vocational Aptitude Battery	No Charge
AUTOCAD	Certified User	\$101.50w/voucher retake \$76.50+\$25.00 CF Proctor Fee
AWS	American Welding Society Certification Exam	\$200.00 each
Background Check	Background Check (Fingerprinting)	Health Care \$79.00 Standard \$55.00 Standard (2) \$55.00
Certiport	Certiport Certifications for Non-Students	\$25.00 CF Proctor Fee plus cost of exam voucher
CIC	Crane Institute	\$25.00 CF Proctor fee
CJ-BAT	Criminal Justice Basic Abilities Test	\$39.00 Pearson Vue
CLEP	College Level Examination Program (non-refundable CF Proctor Fee per test in addition to CLEP fees)	\$122.00 Total \$97.00 Exam Fee+ \$25.00 CF Proctor Fee
CLM/AAF	College Level Math/Advanced Algebra and Functions	\$10.00 First time Student \$5.00 retake per section \$25.00 for non-students
Comira	Certification Exams	Exam Fee paid to the vendor
CompTIA A+	CompTIA A+ Essentials Certification	\$280.00 Total \$25.00 CF Proctor Fee (\$115x 2 exams + proctor fees)
CompTIA Cloud +	CompTIA Cloud Plus	\$203.00 Total \$178.00 Exam + \$25.00 CF Proctor Fee
CompTIA IT Fundamentals	CompTIA IT Fundamentals (ITF+)	\$109.00 Total \$84.00 exam + \$25.00 CF Proctor Fee
CompTIA Network+	CompTIA Network + Certification	\$203 Total \$178.00 per exam + \$25.00 CF Proctor Fee
CompTIA Security +	CompTIA Security + Certification for beginners	\$287.00 Total \$262.00 exam + \$25.00 CF Proctor Fee
CS	CareerScope (Assessment)	\$41.00 for non-students No Charge CF Students
DSST	Defense Activity for Nontraditional Education Support (non-refundable CF Proctor Fee per test in addition to DSST fees)	\$125.00 Total \$100.00 Exam Fee + \$25.00 CF Proctor Fee
ESB	Entrepreneurship and Small Business	\$98.00 Total \$73.00 each with retake + \$25.00 CF Proctor Fee
FCB	Florida Certification Board	Exam fee paid to the vendor
FCLE	Florida Civic Literacy Exam (CF Students Only)	\$10.00 First Time

		\$5.00 Retake \$25.00 Proctor Fee for non-CF students
FCLE Remote	Florida Civic Literacy Exam (CF Students Only) Make appointment at: https://onetesting.net/remote/cf-testing	\$30.00 per appointment
FLATS	Foreign Language Achievement Testing Service	\$75.00 Total \$50.00 Exam Fee + \$25.00 CF Proctor Fee
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)	\$38.00 per section <ul style="list-style-type: none"> • RLA (Reasoning through Language Arts) • Social Studies • Science • Mathematics
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)	\$22.99 for All Subjects \$7.99 per subject
HESI A2	Health Education Systems Inc. Entrance Exam	\$76.00 Total \$51.00 Exam Fee + \$25.00 CF Proctor Fee
HESI Exit Exam	Exam – Nursing Students preparation for professional license	\$106.00 Total \$81.00 per exam + \$25.00 CF Proctor Fee
IC3 GS6 Level II	Internet & Computing Core Certification Exam – three modules	CF Cost: \$53.00 Total \$28.00 Exam Fee+ \$25.00 CF Proctor Fee)
IQT	International Organization for Standardization-Information Qualification Test	Exam Fee paid to the vendor
Kryterion	Cells Force Certification Exam	Exam Fee paid to the vendor
Lean Six Sigma	Yellow Belt	\$99.00 per exam
Lean Six Sigma	Green Belt	\$159.00 per exam
Littauer	Personality Plus Test	\$41.00 for non-students No Charge for
Meazure	Certification Exams	Exam Fee paid to the vendor
MOS	Microsoft Office Specialist (Word, Excel, Access, Outlook or PowerPoint)	\$119.00Total \$94.00 with retake + \$25.00 CF Proctor Fee
MSSC	Manufacturing Skills Standards Council Assessment	\$140.00 Total \$65.00 Registration Fee \$50.00 Exam Fee \$25.00 CF Proctor ***** Remote Proctor-U: \$128.00 Total \$63.00 Exam Fee + \$65.00 Registration fee
NALA	National Association of Legal Assistants	\$325.00 for NALA members \$375.00for Nonmembers \$25.00 CF Proctor Fee
NBDHMT	National Board of Diving and Hyperbaric Medicine Technology	Exam price varies \$25.00 CF Proctor Fee
Nebosh	National Examination Board in Occupational	Exam price varies

	Safety & Health	\$25.00 CF Proctor Fee
NREMT	National Registry of Emergency Medical Technicians	Exam Fee paid to the vendor
Pearson Vue	Pearson Vue Tests	Exam price varies, revenue is generated from the vendor
P.E.R.T.	Postsecondary Education Readiness Test	\$10.00 first time \$5.00 retake per section \$25.00 Proctor fee for non-CF students
P.E.R.T. Remote	Postsecondary Education Readiness Test for Remote testing Make an appointment at: https://onetesting.net/remote/cf-testing	\$30.00 per appointment
PMMI	Packing Machinery Manufacturers Institute	\$101.00 Total \$75.00 Exam Fee + \$25.00 CF Proctor Fee + \$1.00 Participation Fee
Proctoring	Outside Proctoring	\$25.00 CF Proctor fee
PROV	Contractor Examination	Fee paid to the vendor
Professional Bookkeeping	Intuit Certified Bookkeeping Professional	\$133.00 Total \$108.00 Exam Fee + \$25.00 CF Proctoring Fee
PST	Public Safety Testing	Exam price varies; \$25.00 CF Proctor Fee
QuickBooks	Intuit Certified QuickBooks	\$133.00 Total \$108.00 with retake + \$25.00 CF Proctor Fee
Reprints	Reprint of all scores	\$5.00
RV Testing	RV Technical Institute Testing	Exam price varies + \$25.00 CF proctor fee
SACA	Smart Automation Certification Alliance	Exam price varies + \$25.00 CF Proctoring Fee
SOCE	State Officers Certification Exam	\$100 Fee paid to Pearson Vue
Solidworks	Solid Modeling Computer Aided Design- Certified Solidworks Associate (CSWA)	Exam Fee paid to the vendor \$25.00 CF Proctoring Fee
T.A.B.E.	Test of Adult Basic Education	\$15.00 first time \$15.00 retake
T.E.A.S. (ATI)	Test of Essential Academic Skills acceptance for Nursing and Physical Therapist Assistant programs	\$112.00 Exam Fee
WPT	Wonderlic Personnel Test measures Math, Vocabulary & Reasoning for <ul style="list-style-type: none"> • Correctional • Dental Assisting • Emergency Medical Services • Emergency Medical Technician • Paramedic • Surgical Services • Radiography • Respiratory Care Program • Management 	\$15.00 Exam Fee \$15.00 retake \$45.00 for Non-CF Student \$45.00 Retake Non-CF Student
WPT Remote	Wonderlic Personnel Test Remote measures Math, Vocabulary & Reasoning for <ul style="list-style-type: none"> • Correctional Officer • Dental Assistant • Emergency Medical Services • Emergency Medical Technician 	\$30.00 per appointment/ session

	<ul style="list-style-type: none"> • Paramedic • Surgical Services • Radiography • Respiratory Care Program • Civilian Position • Correctional Deputy • Law Enforcement <p>Make an appointment at: https://onetesting.net/remote/cf-testing</p>	
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NONCREDIT FEES
Effective Fiscal Year 2025 – 2026

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.

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

Certificates of Completion Replacements	\$5.00
OSHA Card Replacements.....	\$60.00
Forklift Card Replacements	\$20.00

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 noncredit 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 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.

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, 2025 – June 30, 2026

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
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
Admission for Special Events, Exhibits and Classes	
Marquis Events and Exhibitions (Separate ticket required as approved by the president)	varies
Classes	Fees established as approved by the president or designee
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.	\$3.00
Students K-12 (Marion, Citrus and Levy counties)	No Charge
Bus Driver for Group	No Charge
Chaperone (1 per 10 Students)	\$8.00
Members	No Charge
Memberships	Charge/Fee
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
Directors Circle Memberships	
Friend	\$125.00
Associate	\$250.00
Fellow	\$500.00
Colleague	\$1,000.00
Partner	\$2,500.00
Sustainer	\$5,000.00
College of Central Florida	
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:	
Receive a 10% discount at the Appleton store, discount on classes and free admission to events.	CF Individual \$10.00
	CF Dual/Family \$20.00

CF Hampton Campus Dental Clinic Services and Charges

Hygiene Procedures and Services		
ADA code	Procedure	Fee
EXAMS		
D0140	Limited Exam (problem focused)	\$15.00
D0460	Pulp Vitality tests	\$0.00
D0601	Caries Risk Assessment & Documentation: Low	\$0.00
D0602	Caries Risk Assessment & Documentation: Medium	\$0.00
D0603	Caries Risk Assessment & Documentation: High	\$0.00
D0431	Velscope	\$10.00
CF00	Subsequent Prophy /PMT	\$0.00
CF01	No charge Appt./Educational Purpose	\$0.00
RADIOLOGY		
00020	Intraoral: Complete Series—New Patient	\$45.00
D0220	Intraoral: Periapical, 1 st film	\$10.00
D0230	Intraoral: Periapical, additional film	\$5.00
D0240	Intraoral: Occlusal film	\$5.00
D0270	Bitewing: Single film	\$5.00
00D0273	Bitewings: 3 films	\$20.00
D0274	Bitewings: 4 films	\$25.00
D0277	Vertical Bitewings: 7-8 films	\$25.00
D0330	Panoramic film	\$45.00
PREVENTATIVE		
D1110	Prophylaxis-Adult	\$46.00
D1120	Prophylaxis - Child (under age 14)	\$20.00
D1206	Topical Fluoride Varnish	\$5.00
D1208	Topical application of Fluoride- excluding varnish	\$5.00
D1310	Nutritional counseling	\$0.00
D1320	Tobacco counseling	\$0.00
D1330	Oral Hygiene instruction	\$0.00
D1351	Sealant - per tooth	\$20.00
D4341	Scaling/Root Planing 4+ teeth	\$40.00
D4342	Scaling/Root Planing 1-3 teeth	\$30.00
D4346	Scaling w/presence of inflammation (full mouth)	\$46.00
D4355	Full Mouth Debridement	\$46.00
D4380	Periodontal post-initial therapy - RE-EVAL	\$0.00
D4381	Local Antimicrobial (Arestin) – per tooth	\$0.00
D4910	Periodontal Maintenance	\$46.00
D9210	Local Anesthesia	\$5.00
D9630	Oraqix	\$5.00
LAB		
00008	Bleaching syringes x2	\$15.00

Restorative Procedures and Services		
EXAMS		
D0120	Periodic Oral Exam	\$15.00
D0140	Limited Oral Eval (problem focused)	\$15.00
D0150	Comprehensive Oral Exam	\$20.00

LAB		
00008	Bleaching syringes x2	\$15.00
D0470	Diagnostic casts	\$0.00
D9944	Sports Guard/Occlusal Guard (hard, full arch)	\$50.00 + lab fee ¹
D9942	Repair &/or reline of occlusal guard	\$50.00 + lab fee ¹
D9943	Occlusal guard adjustment	\$0.00
D9945	Occlusal guard (soft appliance, full arch)	\$50.00 + lab fee ¹
RADIOLOGY		
D0210	Intraoral: Complete Series	\$45.00
D0220	Intraoral: Periapical, 1 st film	\$10.00
D0230	Intraoral: Periapical, additional film	\$5.00
D0240	Intraoral: Occlusal film	\$5.00
D0270	Bitewing: Single film	\$5.00
D0272	Bitewings: 2 films	\$15.00
D0273	Bitewings: 3 films	\$20.00
D0274	Bitewings: 4 films	\$25.00
D0277	Vertical Bitewings: 7-8 films	\$30.00
D0330	Panoramic film	\$45.00
RESTORATIVE		
00008	Bleaching syringe x2	\$15.00
00014	Dental Student restorative (except Lab Fee)	\$0.00
00019	Follow up	\$0.00
02999	Deliver crown	\$0.00
09972	Bleaching per arch w/syringes	\$50.00
D1352	Preventive resin	\$20.00
D2140	Amalgam – 1 surface	\$70.00
D2150	Amalgam – 2 surfaces	\$90.00
D2160	Amalgam – 3 surfaces	\$110.00
D2161	Amalgam – 4 surfaces	\$150.00
D2330	Anterior resin – 1 surface	\$100.00
D2331	Anterior resin – 2 surfaces	\$120.00
D2332	Anterior resin – 3 surfaces	\$140.00
D2335	Anterior resin – 4 surfaces	\$175.00
D2391	Posterior resin – 1 surface	\$100.00
D2392	Posterior resin - 2 surfaces	\$120.00
D2393	Posterior resin – 3 surfaces	\$130.00
D2752	Crown – PFM	\$600.00 + lab fee ¹
D2920	Recement crown	\$30.00
D2940	Sedative filling	\$30.00
D2950	Build-up	\$90.00
D6242	Bridge pontic	\$400.00 + lab fee ¹
D6752	Bridge abutment	\$600.00 + lab fee ¹
ORAL SURGERY		
D4212	Gingivectomy or Gingivoplasty to allow access for restorative procedure, per tooth	\$195.00
D7140	Extraction, erupted tooth or exposed root (elevation and/or forceps removal)	\$65.00
D7210	Extraction, erupted tooth requiring removal of bone and/or sectioning of tooth, and including elevation of mucoperiosteal flap if indicated	\$90.00

¹ The laboratory fee may vary depending on procedure and outside laboratory utilized

Restorative Procedures and Services – Removable		
EXAMS		
D0120	Periodic Oral Exam	\$15.00
D0140	Limited Oral Eval (problem focused)	\$15.00
REMOVABLE		
D5110	complete denture - maxillary	\$700 + lab fee ¹
D5120	complete denture - mandibular	\$700 + lab fee ¹
D5211	maxillary partial denture – resin base (including, retentive/clasping materials, rests, and teeth)	\$500 + lab fee ¹
D5212	mandibular partial denture – resin base (including, retentive/clasping materials, rests, and teeth)	\$500 + lab fee ¹
D5213	Maxillary partial denture- cast metal	\$600 + lab fee ¹
D5214	mandibular partial denture - cast metal framework with resin denture bases (including retentive/clasping materials, rests and teeth)	\$600 + lab fee ¹
D5221	immediate maxillary partial denture - resin base (including retentive/clasping materials, rests and teeth)	\$400 + lab fee ¹
D5222	immediate mandibular partial denture - resin base (including retentive/clasping materials, rests and teeth)	\$400 + lab fee ¹
D5410	adjust complete denture - maxillary	\$30.00
D5411	adjust complete denture - mandibular	\$30.00
D5421	adjust partial denture - maxillary	\$30.00
D5422	adjust partial denture - mandibular	\$30.00
D5511	repair broken complete denture base, mandibular	\$90 + lab fee ¹
D5512	repair broken complete denture base, maxillary	\$90 + lab fee ¹
D5520	replace missing or broken teeth-complete denture (each tooth)	\$60 + lab fee ¹
D5611	repair resin partial denture base, mandibular	\$90 + lab fee ¹
D5612	repair resin partial denture base, maxillary	\$90 + lab fee ¹
D5621	repair cast partial framework, mandibular	\$95 + lab fee ¹
D5622	repair cast partial framework, maxillary	\$95 + lab fee ¹
D5630	Repair/replace broken retentive clasping materials (per tooth)	\$95 + lab fee ¹
D5640	replace broken teeth - per tooth	\$60 + lab fee ¹
D5650	add tooth to existing partial denture	\$95 + lab fee ¹
D5660	add clasp to existing partial denture - per tooth	\$95 + lab fee ¹
D5710	rebase complete maxillary denture	\$200 + lab fee ¹
D5711	rebase complete mandibular denture	\$200 + lab fee ¹
D5720	rebase maxillary partial denture	\$200 + lab fee ¹
D5721	rebase mandibular partial denture	\$200 + lab fee ¹
D5730	reline complete maxillary denture (direct)	\$100 + lab fee ¹
D5731	reline complete mandibular denture (direct)	\$100 + lab fee ¹
D5740	reline maxillary partial denture (direct)	\$100 + lab fee ¹
D5741	reline mandibular partial denture (direct)	\$100 + lab fee ¹
D5750	reline complete maxillary denture (indirect)	\$140 + lab fee ¹
D5751	reline complete mandibular denture (indirect)	\$140 + lab fee ¹
D5760	reline maxillary partial denture (indirect)	\$140 + lab fee ¹
D5761	reline mandibular partial denture (indirect)	\$140 + lab fee ¹
D5810	interim complete denture (maxillary)	\$400 + lab fee ¹
D5811	interim complete denture (mandibular)	\$400 + lab fee ¹
D5820	interim maxillary partial denture (including retentive/clasping materials, rests and teeth)	\$200 + lab fee ¹
D6056	prefabricated abutment – includes modification and placement	\$0.00
D5821	interim mandibular partial denture (including retentive/clasping materials, rests and teeth)	\$200 + lab fee

¹ The laboratory fee may vary depending on procedure and outside laboratory utilized

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Eckerd Youth Alternatives Articulation Agreement

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Eckerd Youth Alternatives. 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 with Eckerd Youth Alternatives and give authorization to the Board Chair to sign the agreement 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 Eckerd Youth Alternatives Inc. program at E-Nini-Hassee
2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: E-Nini-Hassee member: Gale Wire, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment; Sarah Sandford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in E-Nini-Hassee.
- b. The College of Central Florida will provide information to E-Nini-Hassee regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. E-Nini-Hassee, 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. E-Nini-Hassee 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 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

- a. 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 E-Nini-Hassee 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.
- b. The College of Central Florida will furnish E-Nini-Hassee with access to the current course () with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. E-Nini-Hassee 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to E-Nini-Hassee upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.
- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B terms for the Fall and Spring semesters.
- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. Dual enrollment students may take up to six (6) credit hours total in the

summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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 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.
- b. E-Nini-Hassee 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.
- c. The student must be enrolled in E-Nini-Hassee, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.

- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, ~~complete an associate's degree or (67) hours of college credit~~ or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

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

- a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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

- a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
 - b. 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.
 - c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful, the student may enroll in dual enrollment courses that begin after the petition approval date.
 - d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
 - e. 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.
 - f.
10. The responsibilities of E-Nini-Hassee 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. 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.
- b. E-Nini-Hassee 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 E-Nini-Hassee. Grades will be securely electronically transmitted by the College of Central Florida to E-Nini-Hassee.
- f. 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. See section F (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to E-Nini-Hassee.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by E-Nini-Hassee. Grades will be electronically transmitted securely by CF to the student's high school.
- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2023) will be funded by the FL Dual Enrollment Scholarship.
- c. E-Nini-Hassee 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, E-Nini-Hassee ("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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

COLLEGE OF CENTRAL FLORIDA

20

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Ocali Charter High School Articulation Agreement

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Ocali Charter High School. 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 with Ocali Charter High School and give authorization to the Board Chair to sign the agreement 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 Clear Choice Academies, Inc. DBA Ocali Charter High School 2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Ocali Charter High School member: Elizabeth Brown, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment; Sarah Sanford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Ocali Charter High School.
- b. The College of Central Florida will provide information to Ocali Charter High School regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Ocali Charter High 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. Ocali Charter High 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.
- d. 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

- a. 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 Ocali Charter High 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.
- b. The College of Central Florida will furnish Ocali Charter High School with access to the current course () with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. Ocali Charter High 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Ocali Charter High School upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.
- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.
- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and

spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. if a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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 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.
- b. Ocali Charter High 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.
- c. The student must be enrolled in Ocali Charter High School, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college

preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.

- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.
- 7. A description of the process for informing students and their parents of college-level course expectations**
 - a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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**
 - a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
 - b. 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.
 - c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful; the student may enroll in dual enrollment courses that begin after the petition approval date.
 - d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
 - e. 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.

10. The responsibilities of Ocali Charter High 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

- a. 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.
- b. Ocali Charter High 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Ocali Charter High School. Grades will be securely electronically transmitted by the College of Central Florida to Ocali Charter High School.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Ocali Charter High School.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Ocali Charter High School. Grades will be electronically transmitted securely by CF to the student's high school.

- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.
- 12. A funding provision that delineates costs incurred by each entity.**
 - a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
 - b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2024) will be funded by the FL Dual Enrollment Scholarship.
 - c. Ocali Charter High 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).
- 13. Any institutional responsibilities for student transportation, if provided.**
 - a. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.
- 14. 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.**
 - a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.
- 15. 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, Ocali Charter High 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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Leo Pacheco Chair, Clear Choice Academies, Inc
DBA Ocali Charter School
3850 West Anthony Road,
Ocala, FL 34475
Email: Leo.pacheco@clearchoiceacademies.com
Contact Number: 352-322-2797

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Ocali Charter High School. This Agreement shall be valid for the 2025-2026 school year.

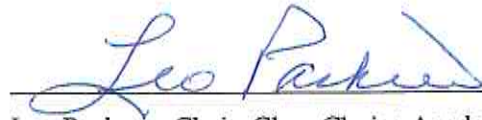
IN WITNESS WHEREOF, Ocali Charter High School and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

5/29/25

Date

A handwritten signature in blue ink, reading "Leo Pacheco", written over a horizontal line.

Leo Pacheco, Chair, Clear Choice Academies, Inc. DBA: Ocali Charter High School

COLLEGE OF CENTRAL FLORIDA

21

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Virtual Prep Academy Articulation Agreement

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is an Agreement between the District Board of Trustees of College of Central Florida and the Virtual Prep Academy. 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 with Virtual Prep Academy and give authorization to the Board Chair to sign the agreement 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 Virtual Prep Academy
2025-2026

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Virtual Prep Academy member: Melissa Stokke-Larson, Principal
College of Central Florida (CF) members –Dr. Raphael Robinson, Director of Admissions and Student Recruitment; Sarah Sandford, Dual Enrollment Coordinator.

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. Legislative changes that occur after the final draft of this document which impact the 2025-2026 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, means any student enrolled in Virtual Prep Academy.
- b. The College of Central Florida will provide information to Virtual Prep Academy regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Virtual Prep Academy, 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. Virtual Prep Academy 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 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

- a. 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 Virtual Prep Academy 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.
- b. The College of Central Florida will furnish Virtual Prep Academy with access to the current course () with descriptions for each course in which a student may be dually enrolled.
- c. A student education plan may be 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.
- d. Virtual Prep Academy 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.
- e. Only seniors in traditional dual enrollment and juniors and seniors enrolled in CF's Early College Program "Collegiate Academy" (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.
- f. Registration for Dual Enrollment students taking classes on the CF campus will take place the as all other students. 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. (2024).
- g. 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.
- h. 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 grade report to Virtual Prep Academy upon completion of the college term. Students with unsatisfactory progress will be reported to the counselor immediately upon receipt of an Early Alert via email.
- i. The College of Central Florida has the option to limit dual enrollment participation based on capacity.
- j. The school will inform students needing accommodations that they must contact Accessibility and Counseling Services at CF.

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 counselors to discuss admissions criteria and to obtain the necessary application information. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
- b. **Application Process:** Students interested in Dual Enrollment must meet with their school 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 counselor along with the self-registration agreement. 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, PSAT or PERT). The CF Dual Enrollment Office must receive all documentation by the posted application packet deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Orientation:** Orientation must be completed prior to the start of the term and required to register for courses. Once admitted, and after logging into both their MyCF portal and Patriots Mail account, students will be able to select a specific date and time to attend orientation. Students are required to confirm their attendance at either an in-person or virtual orientation session based on term offerings. During orientation students will be provided with essential campus resources and effective strategies for academic success. Students will also be provided with information on how to obtain their campus ID and parking decal.
- d. **Registration:** Dual Enrollment will be provided to counselors by CF to better help students and parent/guardian understand the requirements, admission and enrollment procedures and benefits of program participation. Registration will be completed through the MyCF portal. The students must review the schedule posted on the MyCF Portal to select courses for registration each term. The student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Registration deadline will end one week before the start of the term.
- e. **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. Forms must be submitted by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Co-requisite courses will count as one class for withdrawal purposes. Students are ineligible to register for B term for the Fall and Spring semesters.
- f. **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 only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and

spring terms. Dual enrollment students may take up to six (6) credit hours total in the summer semester prior to their junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school and Dual Enrollment Petitions Committee 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	6	18
Sophomores	6	6	9	21
Juniors	9	9	12	30
Seniors	16	16	0	32

Juniors and seniors participating in CF's Collegiate Academy Program should take 15 (fifteen) credits in the fall and spring semesters, but must take a minimum of 12 (twelve) credits. 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. Grades will be electronically transmitted securely by CF to the school's offices for posting.
- h. **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. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- i. **Academic Advising:** All degree seeking students must be advised by a CF educational advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the degree 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 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.
- b. Virtual Prep Academy 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.
- c. The student must be enrolled in Virtual Prep Academy, and must be working towards a high school diploma to participate in dual enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2024) and rule 6A-10.0315, F.A.C.

- d. 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.

Cut scores for the three placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 - Placement for MAT1033, MGF1130, MGF1131 or STA2023

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; digital SAT/PSAT: 530 PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements (this includes Welding, EMT and Paramedic pathways).
- g. 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.
- h. Permission for participation must be granted by the student's parent or legal guardian.
- i. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school, complete an associate's degree or (67) hours of college credit or graduate high school, whichever comes first.
- j. 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 a dual enrollment student.
- k. 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 10(9).
- l. CF has the option to limit dual enrollment participation based on capacity.

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

- a. 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.

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

- a. CF will supply school counselors with dual enrollment information, including application instructions to inform students/parents of the requirements and benefits of participation in the program. Deadline dates will be posted on the Dual Enrollment webpage at least one (1) 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

- a. There will be no exceptions made to the required grade point averages for academic 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 the same as all other students. Registration will stop ten days in advance of the start of the term to give high school counselors time to review registration. Changes must be confirmed within five days.
- b. 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.
- c. If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date as per the CF Grade Appeals Process. If filing a withdrawal appeal, it must be filed within 5 business days of grades posting to be eligible to enroll in the following semester. If the withdrawal appeal is successful; the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. 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.

10. The responsibilities of Virtual Prep Academy 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. 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.
- b. Virtual Prep Academy 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.
- c. Students and their parents will be informed of college-level course expectations.
- d. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
- e. 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 Virtual Prep Academy. Grades will be securely electronically transmitted by the College of Central Florida to Virtual Prep Academy.
- f. 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. See section 9 (b) for the appeals process.
- 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 postsecondary course, the student may not register for that course through dual enrollment.
- h. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
- i. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Students Conduct in term of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process, 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. (2024) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2024) 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.

11. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Virtual Prep Academy.

- a. Students with unsatisfactory progress reports should be counseled by the high school 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 high school transcript by Virtual Prep Academy. Grades will be electronically transmitted securely by CF to the student's high school.

- c. If a dual enrollment student earns a D, For FF grade in any course(s) during one semester, he/she is no longer 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 still in the K-12 system. 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.

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

- a. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
- b. Tuition, textbooks and other instructional materials as defined in F.S. 1009.30, Fla. Stat. (2024) will be funded by the FL Dual Enrollment Scholarship.
- c. Virtual Prep Academy 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).

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

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

14. 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.

- a. 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 Accessibility and Counseling Services. Students who require accommodations are responsible for registering with Accessibility and Counseling Services. Failure to register with these services will preclude the student from appealing a failing grade on the grounds of not receiving accommodations.

15. 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, Virtual Prep Academy ("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: Charles Prince, VP Administration and Finance at (352) 854-2322, ext. 1637, princech@cf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2024).

- 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. (2024). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- 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; emailed;

or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Allan Danuff, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: danuffa@cf.edu

Melissa Stokke-Larson, Virtual Prep Academy
111 E. Monument Avenue, Unit 605
Kissimmee, FL 34741
Email: mstokkelarson@vprepfla.org
Contact Number: 904-302-5079

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 emailed, if by 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.

II. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator 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 the College President and the school administrator of Virtual Prep Academy. This Agreement shall be valid for the 2025-2026 school year.

IN WITNESS WHEREOF, Virtual Prep Academy 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, Fla. Stat. (2024), Dual Enrollment Articulation Agreements.

Date

5/29/25

Date

Robert Durrance, Chair, District Board of Trustees,
College of Central Florida

Melissa Stokke-Larson

Melissa Stokke-Larson, Principal, Virtual Prep Academy

COLLEGE OF CENTRAL FLORIDA

22

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Marion County School Board Student Internship Program
Agreement 2025-2026 – First Amendment

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

This is a first amendment to the 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.

This amendment allows MCPS to use the Temporary Teacher Internship Certification programs to move select teacher interns into the classroom as teacher of record and pay them a full salary and benefits. The College and MCPS will work together to identify these select interns.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the amendment with the School Board of Marion County and give authorization to the President and Board Chair to sign on behalf of the College.

**FIRST AMENDMENT TO AGREEMENT
BETWEEN
THE SCHOOL BOARD OF MARION COUNTY, FLORIDA
AND
COLLEGE OF CENTRAL FLORIDA**

This First Amendment ("**First Amendment**") is made to that certain Student Internship Program Agreement dated August 8, 2023, as first renewed by the parties on June 28, 2024 ("**Original Agreement**") by and between **The School Board of Marion County, Florida**, ("**School Board**"), and the **College of Central Florida** ("**Contractor**").

School Board and Contractor desire to amend the Original Agreement as follows:

1. Paragraph B. **COLLEGE/UNIVERSITY RESPONSIBILITIES** - Section 2 is hereby amended to add the following:

(g) Paid Student Internship Agreement (see sample form attached as Exhibit B).

(h) Temporary Teacher Internship Certification Pathway Agreement (see sample form attached as Exhibit C)

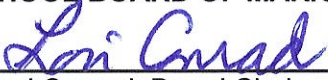
2. The first two sentences of Section D-8 are hereby deleted in its entirety and replaced with the following:

8. TERM AND TERMINATION. This agreement is effective on the date last signed by the parties and will terminate at the end of the business day on June 30, 2026. Upon mutual written consent of the parties, this Agreement may be renewed for one additional one-year period.

3. In all other respects, the Original Agreement between the parties shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment as of the date set forth below.

THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

BY: 
Lori Conrad, Board Chair

Date: 6/10/25

BY: 
Diane V. Gullett, Ed.D., Superintendent

Date: 6/9/2025

COLLEGE OF CENTRAL FLORIDA

BY: _____
Bobby Durrance, Board Chair

Date: _____

BY: _____
Dr. James Henningsen, President

Date: _____

EXHIBIT B

SAMPLE PAID STUDENT INTERNSHIP AGREEMENT



Paid Internship Agreement

An important component of The School Board of Marion County's Strategic Plan is to support Talent Development in the recruitment of highly-qualified teachers. The District is partnering with universities to implement "Grow Our Own" pathways to assist paraprofessional and other non-instructional support staff in obtaining an education degree to become a certified classroom teacher with Marion County Public Schools (MCPS).

To be eligible for this program, you must have Florida residency status, an Associate of Arts degree, Associate of Science degree, or an undergraduate degree from an accredited college, and at least one year of experience in a paraprofessional or support service position with MCPS. The employee must also have an overall rating of effective or highly effective on the annual evaluation instrument.

While in the full-time final internship, the employee will work at their current school or a different school site under a Temporary Duty Elsewhere assignment, remaining in a paid status while serving MCPS students.

Employee name: _____ ID#: _____

Current school and position: _____

Number of years with MCPS: _____ College: _____

Prior overall evaluation rating from the prior year: _____

Program interest (circle one): ☐ Elementary Education ☐ Secondary Education

*Attach a separate document answering, "Why do you want to be a teacher in MCPS?" AND a **recommendation from your current or most recent prior principal or District administrator.

NOTE: You must be accepted into a final internship with Marion County Public Schools

By signing this agreement, I agree that upon completion and graduating with my education undergraduate degree, and if I am hired as an instructional staff member, I will serve two years of consecutive and uninterrupted employment with MCPS. I agree that if I fail to successfully complete my internship with MCPS or do not earn my education undergraduate degree, or if I elect to separate my employment with MCPS within the two-year period after receiving my degree, I will reimburse MCPS for all costs incurred and acknowledge this obligation of reimbursement survives my employment with MCPS. I further agree and acknowledge that, should my employment with MCPS terminate during the two-year employment period described herein (either voluntarily or by termination for cause), MCPS may without further memoranda or notice elect to deduct from any funds due to me, including, but not limited to, wages, annual leave pay, sick leave pay, and pension refund, as is, and only to the extent, such deduction(s) may be authorized by law.

Employee Signature: _____ Date: _____

Email this agreement, the *employee question response, and the **administrator recommendation to: HumanResources@marion.k12.fl.us OR mail/courier to Employment Services, Attn: Human Resources

Human Resources approval: _____ Date: _____

8/20/22



EXHIBIT C

Temporary Teacher Internship Certification Pathway Agreement

An important component of The School Board of Marion County's Strategic Plan is to support Talent Development in the recruitment of highly-qualified teachers. The District is partnering with colleges and universities to implement 'Grow Our Own' pathways. These pathways assist individuals who are enrolled in a state-approved teacher preparation program in obtaining an education degree to become a certified classroom teacher with Marion County Public Schools (MCPS). By taking part in the [Temporary Teacher Internship Certification Pathway](#) individuals are paid a full teacher salary and serve as the 'teacher of record' in a Marion County public school.

To be eligible for this certification pathway, individuals must meet the Florida Department of Education (FLDOE) requirements outlined in the [Temporary Teacher Internship Certification Pathway](#). Additionally, MCPS requires that individuals applying for this certification are entering their final internship, have passed the General Knowledge exam, and have fulfilled all necessary prerequisites mandated by their college or university.

Student Intern Name: _____

College/University: _____ Expected Graduation Date: _____

Student Intern Email: _____

By signing this agreement, all parties consent that:

The Student Intern will:

- Follow the guidelines outlined by their state-approved teacher preparation program
- Apply for the Temporary Teacher Internship Certification through the FLDOE
- Apply to MCPS instructional positions posted on FastTrack at the link:
<https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinmarioncofl/rapplmnu03.w>
- Complete the state-approved teacher preparation program and apply to upgrade to a Professional Educator's Certificate through the FLDOE upon graduation

The College/University will:

- Ensure that the student intern has completed all necessary steps to apply for the Temporary Teacher Internship Certification through FLDOE
- Provide a reference letter to the District stating that the student intern will be entering their final internship and has met all necessary prerequisites mandated by the institution
- Provide a supervising instructor to oversee observations required by the institution while the student intern is still actively obtaining their degree
- Communicate with the District to ensure the student intern completes all requirements for their degree

The District will:

Employment Services Division

- Verify that the student intern has a Statement of Eligibility from the FLDOE for a Temporary Teacher Internship Certificate
- Verify employment eligibility
- Support the student intern through the hiring process and with certification related questions

Professional Leadership and Learning

- Facilitate the Student Internship program and processes
- Be in frequent communication with the student intern and administration to provide any guidance applicable
- Provide Induction and Mentoring Program support to the student intern as with any new teacher

Student Intern Signature

Date

College/University Liaison Name

College/University Liaison Signature

Date

Principal Name

Principal Signature

Date

Email this form to: ESD_Certification@marion.k12.fl.us, Subject: Temporary Teacher Internship Certification Pathway

ESD Name

ESD Signature

Date

TEMPORARY TEACHER INTERNSHIP CERTIFICATION PATHWAY AGREEMENT | 6/17/24

COLLEGE OF CENTRAL FLORIDA

23

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Marion County Housing Finance Authority of Marion County -
Cybersecurity MOU

INITIATOR: Dr. Jennifer Fryns
Vice President of Workforce Development and Innovation

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

On October 2, 2024, the Board approved entering into a Memorandum of Understanding with Marion County with funds allocated by the National Science Foundation – Cybersecurity grant in connection with our Cyber Expansion Program. Marion County has the leadership and staff necessary to implement the Project, effectively hire student interns, provide IT-related tasks and mentoring, and receive and distribute grant funds as provided.

The College now requests to enter into the same Memorandum of Understanding with the Marion County Housing Finance Authority of Marion County to expand upon our current Information Technology (IT) programs and thereby advance Marion County's public purpose goal of enhancing community workforce capabilities and build a better, more accessible pathway to careers in cybersecurity and IT for students in Marion County.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the agreement with the Marion County Housing Finance Authority of Marion County and authorize the District Board of Trustees Chair to sign the agreement.

MEMORANDUM OF UNDERSTANDING
BETWEEN
DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA
AND
MARION COUNTY HOUSING FINANCE
AUTHORITY OF MARION COUNTY

This Memorandum of Understanding (hereinafter called "Agreement") is entered into between the **District Board of Trustees of the College of Central Florida**, a Florida College System institution, whose address is 3001 SW College Road, Ocala, FL 34474-4415, (hereinafter called the "RECIPIENT") and **Marion County Housing Finance Authority of Marion County**, a political subdivision of the State of Florida, 230 NE 25th Ave Ocala, FL 34470 (hereinafter called the "SUBRECIPIENT") (individually "Party," collectively "Parties").

RECITALS

WHEREAS, RECIPIENT has received funds allocated by the National Science Foundation- Cybersecurity grant in connection with RECIPIENT'S Cyber Expansion Program ("the Project"); and

WHEREAS, RECIPIENT has proposed a funding allocation to SUBRECIPIENT through RECIPIENT'S National Science Foundation-Cybersecurity grant, to underwrite the cost of one (1) IT student intern each semester during the Fall 2024 through Spring 2026 semesters (5 semesters total); and

WHEREAS, RECIPIENT agrees it will provide 120 hours of Cybersecurity grant funding at \$15 per hour, for each intern, during each semester, and will screen students for Project eligibility according to its grant guidelines and distribute grant funds to SUBRECIPIENT at the commencement of each semester; and

WHEREAS, SUBRECIPIENT has the leadership and staff necessary to implement the Project, effectively hire student interns, provide IT-related tasks and mentoring, and receive and distribute grant funds as provided herein; and

WHEREAS, SUBRECIPIENT has determined it is in the public interest of Housing Finance Authority of Marion County to assist RECIPIENT in the fulfillment of its National Science Foundation-Cybersecurity grant in order to expand upon the RECIPIENT'S current Information Technology (IT) programs and thereby advance SUBRECIPIENT'S public purpose goal of enhancing community workforce capabilities and building a better, more accessible pathway to careers in cybersecurity and IT for students in Marion County; and

WHEREAS, Section 1001.64, Florida Statutes, authorizes the board of trustees of a Florida College System institution to be the contracting agent of the institution and to contract in the name of the board of trustees; and

WHEREAS, it is necessary for RECIPIENT and SUBRECIPIENT to enter into this Agreement for the implementation of the Project; and now therefore,

IN CONSIDERATION of the mutual covenants and conditions contained herein, and other good and valuable consideration acknowledged by both Parties, the Parties hereto do covenant and agree as follows:

1. RECITALS.

The recitals stated above are true, correct, and incorporated herein as material provisions of this Agreement.

2. TERM.

This Agreement shall be effective the date of the last signature below (the "Effective Date") and shall thereafter remain in effect until RECIPIENT'S Spring 2026 semester unless extended by the Parties or sooner terminated as provided herein.

3. AWARD: PROPORTIONATE USE: REPLENISHED.

A. The Grant.

RECIPIENT hereby authorizes a grant of Funds (the "Grant") to SUBRECIPIENT, subject to the terms and conditions provided in this Agreement, in the amount of ONE THOUSAND EIGHT HUNDRED DOLLARS (\$1,800.00) PER INTERN PER SEMESTER, CONSTITUTING 120 HOURS OF FUNDING AT \$15 PER HOUR PER INTERN to underwrite the cost of one (1) IT student intern each semester during the Fall 2024 through Spring 2026 semesters (5 semesters total) (the "Award Amount"), for funding to be disbursed and distributed by SUBRECIPIENT to hire student item(s), provide IT-related tasks and mentoring, and receive and distribute grant funds in connection with the Project.

B. May Be Replenished.

The dollar amount of assistance hereby awarded to SUBRECIPIENT (the "Award Amount") may be replenished by providing SUBRECIPIENT with additional grant funding, by amending this Agreement depending upon replenishment of RECIPIENT'S National Science Foundation - Cybersecurity grant and the showing of the successful operation of SUBRECIPIENT's Project.

4. SCOPE OF WORK.

In association with the Grant award, SUBRECIPIENT shall exercise reasonable discretion, and in an efficient and expeditious manner, accept and distribute Grant funds in compliance with this Agreement to hire student intern(s), provide IT-related tasks and

mentoring, and receive and distribute grant funds in connection with the Project. Any other use of the Grant, or any portion thereof, without the written consent of RECIPIENT is prohibited.

5. GENERAL RESPONSIBILITIES OF SUBRECIPIENT:

5.1 SUBRECIPIENT acknowledges and agrees that the obligations, representations, certifications, and assurances of SUBRECIPIENT in this Grant Agreement are material terms of this Agreement and RECIPIENT affirmatively relies upon same as part of the consideration in entering into this Grant Award. Any breach of a term of this Agreement is a material breach by SUBRECIPIENT.

5.2 SUBRECIPIENT certifies and assures RECIPIENT that SUBRECIPIENT is knowledgeable of and shall comply with all applicable federal, state, and local laws and regulations in executing the Project and Scope of Work. SUBRECIPIENT agrees to furnish all materials, equipment, and services and shall obtain any and all governmental permits necessary to execute the Program/Scope of Work.

5.3 SUBRECIPIENT shall maintain continuous adequate liability insurance coverage during the existence of this Agreement and any renewal(s) and extension(s) thereof. With the exception of a state agency or subdivision as defined by subsection 768.28(2), F.S., by execution of this Agreement, the SUBRECIPIENT accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the RECIPIENT and the persons to be served under this Agreement and Grant.

5.4 In the performance of this Agreement, SUBRECIPIENT shall be acting in the capacity of an "Independent Contractor" and not as an agent, employee, partner, joint venture, or associate of RECIPIENT, thereby making SUBRECIPIENT solely responsible for the means, methods, techniques, sequences, and procedures utilized by SUBRECIPIENT in the full performance of this Agreement.

5.5 SUBRECIPIENT shall keep and provide RECIPIENT with records of all transactions related to this Agreement and RECIPIENT shall have the right to review such records. The parties specifically agree that should RECIPIENT request to review such records, SUBRECIPIENT shall produce the records at SUBRECIPIENT's office located at **61 SE 25th Ave., Ocala, FL 34471**, during normal business hours.

5.6 A. Inspection; Public Record.

All SUBRECIPIENT programmatic and financial documents that are part of or relate to the Grant Award are subject to RECIPIENT inspection and made public record.

B. Additional Information.

RECIPIENT reserves the right to request additional information if deemed necessary during the Term of this Agreement.

C. Repayment.

(1) SUBRECIPIENT maybe required to repay all or a portion of Grant monies provided should an audit of SUBRECIPIENT records determine ineligibility of any expenditure or upon the occurrence of a default of this Agreement.

(2) The Parties expressly and specifically agree that all determinations arising from a RECIPIENT audit of SUBRECIPIENT'S records regarding the eligibility or ineligibility of an expenditure of the Grant funding shall be final and binding.

6. MUTUAL INDEMNIFICATION

6.1. Notwithstanding anything to the contrary set forth in the Agreement, each Party agrees to indemnify, defend and hold harmless the other, its officers, board members, agents, representatives and employees from and against any and all fines, suits, claims, demands, penalties, liabilities, costs or expenses, losses, settlements, judgments and awards and action of whatever kind or nature arising out of the Agreement, including attorney's fees and costs (and costs and fees on appeal as well as for litigating the issue of the amount of fees to be awarded), and damages (including, but not limited to, actual and consequential damages) arising from any negligent, willful or wrongful misconduct, knowing misrepresentation or breach of the Agreement by such Party, its officers, board members, agents, representatives or employees. This Section shall not be construed in any way to alter SUBRECIPIENT's waiver of sovereign immunity or the limits established in Section 768.28, Florida Statutes (2023) with respect to actions in tort or contract. Pursuant to Section 768.28, Florida Statutes, nothing in the agreement may require SUBRECIPIENT to indemnify or insure RECIPIENT for RECIPIENT's negligence.

6.2. The parties shall fully indemnify, defend and hold harmless the other party from any suits, actions, damages, and costs, including attorney's fees, arising from or relating to infringements of trademarks, copyrights, patents, trade secrets or intellectual property rights.

6.3. The provisions of this Section shall survive the expiration or earlier termination of this Agreement.

6.4. In no event shall SUBRECIPIENT be liable to RECIPIENT for any incidental, indirect, special, punitive or consequential damages even if SUBRECIPIENT knew or should have known about the possibility of such damages for any provision of this Agreement.

6.5. THE LIABILITY AND IMMUNITY OF THE SUBRECIPIENT IS GOVERNED BY THE PROVISIONS OF §768.28, FLORIDA STATUTES, AND NOTHING IN THIS AGREEMENT IS INTENDED TO EXTEND THE LIABILITY OF SUBRECIPIENT OR TO WAIVE ANY IMMUNITY ENJOYED BY SUBRECIPIENT UNDER THAT STATUTE. ANY PROVISIONS OF THIS AGREEMENT DETERMINED TO BE CONTRARY TO F.S. §768.28. OR TO CREATE ANY LIABILITY OR WAIVE ANY IMMUNITY EXCEPT AS SPECIFICALLY PROVIDED IN F.S. §768.28 OR THIS AGREEMENT SHALL BE CONSIDERED VOID.

7. PUBLIC RECORDS COMPLIANCE.

A. RECIPIENT acknowledges that any material, including papers, photographs, films, and audio recordings, made or received by RECIPIENT in connection with SUBRECIPIENT's request for Project funding is a public record and subject to public inspection, unless there is a legislatively created exemption that makes it confidential and not subject to disclosure. Therefore, RECIPIENT acknowledges that it cannot dictate to SUBRECIPIENT what material is open to public inspection or the circumstances under which material is deemed confidential.

B. If, under this Agreement, SUBRECIPIENT is providing services and is acting on behalf of RECIPIENT as provided under Section 119.001(2), Florida Statutes, then, RECIPIENT shall comply with public records laws, specifically:

(1) Keep and maintain public records required by SUBRECIPIENT to perform the service;

(2) Upon request from SUBRECIPIENT's custodian of records, provide SUBRECIPIENT 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;

(3) 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 Term of this Agreement and following completion of this Agreement if RECIPIENT does not transfer the records to SUBRECIPIENT; and,

(4) Upon completion of this Agreement, transfer, at no cost, to SUBRECIPIENT, all public records in possession of RECIPIENT or keep and maintain public records required by SUBRECIPIENT to perform the service. If RECIPIENT transfers all public records to SUBRECIPIENT upon completion of this Agreement, RECIPIENT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If RECIPIENT keeps and maintains public records upon completion of this Agreement, RECIPIENT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SUBRECIPIENT upon request from SUBRECIPIENT's custodian of public records in a format that is compatible with the information technology systems of SUBRECIPIENT.

C. If RECIPIENT fails to provide the public records to SUBRECIPIENT within a reasonable time or otherwise, RECIPIENT may be subject to penalties under Section 119.10, Florida Statutes and may be subject to unilateral cancellation of this Agreement by SUBRECIPIENT.

D. IF RECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO RECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE SUBRECIPIENT'S CUSTODIAN OF PUBLIC RECORDS AT:

**Public Relations
601 SE 25th Ave.
Ocala, FL 34471
Phone: 352-438-2300
Fax: 352-438-2309
Email: PublicRelations@MarionFL.org**

- E. Pursuant to current State law, requests to inspect or copy public records relating to this Agreement for services must be made directly to SUBRECIPIENT. If RECIPIENT receives any such request, RECIPIENT shall instruct the requestor to contact SUBRECIPIENT. If SUBRECIPIENT does not possess the records requested, SUBRECIPIENT shall immediately notify RECIPIENT of such request, and RECIPIENT must provide the records to SUBRECIPIENT or otherwise allow the records to be inspected or copied within a reasonable time.
- F. RECIPIENT acknowledges that failure to provide the public records to SUBRECIPIENT within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. RECIPIENT further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from SUBRECIPIENT.
- G. RECIPIENT shall indemnify, defend, and hold SUBRECIPIENT harmless for and against any and all claims, damage awards, and causes of action arising from RECIPIENT's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by RECIPIENT's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third-party claims or awards for attorneys' fees and costs arising therefrom. RECIPIENT authorizes SUBRECIPIENT to seek declaratory, injunctive, or other appropriate relief against RECIPIENT from a Circuit Court in Marion County on an expedited basis to enforce the requirements of this Section.
- H. RECIPIENT acknowledges SUBRECIPIENT's obligations under Article 1, Section 24, Florida Constitution and Chapter 286, Florida Statutes [commonly known as the Florida Government in the Sunshine Law (the "Sunshine Law")] and RECIPIENT acknowledges that SUBRECIPIENT is required to comply with Article 1, Section 24, Florida Constitution and Chapter 286, Florida Statutes. RECIPIENT agrees to comply with and to assist SUBRECIPIENT in complying with the same as it relates to all aspects of this Agreement.
- I. RECIPIENT shall immediately notify SUBRECIPIENT if RECIPIENT receives a public records request related to this Agreement.
- J. The provisions of this Section shall survive the expiration or earlier termination of this Agreement.

8. EVENTS OF DEFAULT.

The following are events of default:

- A. Improper use of Grant funds whether found by RECIPIENT, an auditor, or another authority.
- B. SUBRECIPIENT's failure to perform in accordance with the terms of this Agreement.

- C. SUBRECIPIENT's failure to perform timely.
- D. Inability or unwillingness to comply with the conditions imposed upon the expenditure of Grant Funds;
- E. Materially incorrect or incomplete information or documentation in any Grant-related document; or
- F. Changes in law or the availability of Grant funds that render the assistance contemplated herein impossible or infeasible.

9. **TERMINATION.**

A. **RECIPIENT Termination.**

(1) RECIPIENT may terminate this Agreement at any time with or without cause by written notice to SUBRECIPIENT in the manner specified for the giving of notices herein. Such notice shall include the contemporaneous electronic return of all unexpended Grant funds as well as SUBRECIPIENT's final report.

(2) Upon such termination, any future funding contemplated herein would terminate.

B. **SUBRECIPIENT Termination for Cause.**

(1) **Right.**

SUBRECIPIENT shall have the right to terminate this Agreement upon the occurrence of any Event of Default or any other failure by RECIPIENT to perform according to this Agreement.

Notice Manner.

SUBRECIPIENT's election to terminate this Agreement for default shall be communicated by providing RECIPIENT written notice of termination in the manner specified below.

C. **SUBRECIPIENT Termination for Convenience.**

SUBRECIPIENT reserves the right to terminate this Agreement in whole or in part at any time for the convenience of SUBRECIPIENT without penalty or recourse. Upon receipt of such notice, RECIPIENT shall immediately discontinue all further activity under this Agreement and affirmatively act to minimize damages.

D. **Appropriated Funds.**

The obligation of RECIPIENT for payment to SUBRECIPIENT is limited to the availability of funds appropriated in a current fiscal period, and continuation of this Agreement into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

10. FORCE MAJEURE.

No Party shall be held in default of this Agreement for any delay or failure of such Party in performing its obligations pursuant to this Agreement if such delay or failure is caused by Force Majeure as set forth in Section "13."

11. SUBRECIPIENT'S REMEDIES UPON DEFAULT.

Upon default, SUBRECIPIENT may pursue any remedies available at law or equity, to include, without limitation, the following:

A. Terminate this Agreement without further notice;

B. Declare any or all funding provided under this Agreement due and payable to SUBRECIPIENT within seven (7) calendar days of the date of notice;

C. In the event of any violation or threatened violation of any of the terms, covenants and conditions of this Agreement, SUBRECIPIENT shall have the right, but not the obligation to enjoin such violation or threatened violation in a court of competent jurisdiction in Marion County, Florida.

D. SUBRECIPIENT shall be entitled to recover from RECIPIENT all damages, costs, and attorney's fees arising from RECIPIENT's default prior to termination; and

E. The remedies above, including the right of injunction, shall be in addition to any and all other remedies under statute, at law, or in equity.

12. ACCOUNTABILITY AND OVERSIGHT.

A. Funds Use Limited to Agreement.

The use of any funds provided under this Agreement for a purpose other than those expressly stated herein is prohibited.

B. SUBRECIPIENT Compliance.

In addition to the foregoing and the other terms and conditions provided in this Agreement, SUBRECIPIENT shall comply with the following requirements:

(1) Records and Accounting.

a. Demonstrate Compliance.

SUBRECIPIENT shall keep and maintain accurate and complete books and records of all Grant fund expenditures by SUBRECIPIENT to demonstrate the Grant funds were disbursed, distributed and used by SUBRECIPIENT in compliance with this Agreement. The records shall account for every Grant, expenditure, or other distribution made of the Grant funds and shall include copies of associated documents to include without limitation receipts, invoices, and any other documents related to any necessary administrative cost incurred by SUBRECIPIENT in the performance of SUBRECIPIENT's services described in the Scope of Work.

b. Survive Expiration or Termination

The provisions of this Section shall survive the expiration or earlier termination of this Agreement.

13. FORCE MAJEURE.

If a Party is delayed in any performance pursuant to this Agreement for occurrence of an event of Force Majeure, the date for action required or contemplated by this Agreement shall be extended by the number of days equal to the number of days such Party is delayed. The Party seeking to be excused based on an event of Force Majeure shall give written notice of the delay indicating the anticipated duration. Each Party shall use its best efforts to rectify any conditions causing the delay and will cooperate with the other Party, except for the occurrence of unreasonable additional costs and expenses, to overcome any loss of time that has resulted.

14. GOOD FAITH.

Each Party will act in good faith in the performance of its respective responsibilities under this Agreement and will not unreasonably delay, condition or withhold the giving of any consent, decision or approval that is either requested or reasonably required by the other Party in order to perform its responsibilities under this Agreement.

15. NON-ASSIGNABILITY.

This Agreement shall not be assigned, transferred, or encumbered by RECIPIENT unless authorized by COUNTY in writing as a modification to this Agreement.

16. SEVERABILITY.

- A. If any provision of this Agreement shall for any reason be held to be invalid, illegal, Unenforceable, or in conflict with any law of a Federal, State, or local government having jurisdiction over this Agreement, such provision shall be constructed so as to make it enforceable to the greatest extent permitted, such provision shall remain in effect to the greatest extent permitted and the remaining provisions of this Agreement shall remain in full force and effect unless RECIPIENT or SUBRECIPIENT elect to terminate this Agreement.
- B. An election to terminate this Agreement based upon this provision shall be made within seven (7) days after the finding by the court becomes final.
- C. Prior to terminating this Agreement, the Parties may agree to substitute an enforceable provision that, to the maximum extent possible under applicable law, preserves the original intentions and economic positions of the Parties.

17. NOTICE.

Any notice required to be provided hereunder shall be in writing, directed to the Parties at the address stated in the opening paragraph, and shall be effective upon receipt or refusal to accept receipt. Notices may be delivered via hand, certified U. S. Mail, return receipt requested, or via nationally or locally recognized reliable delivery service.

- a. Contact Information for the SUBRECIPIENT:
Housing Finance Authority of Marion
County
Donnie Mitchell
HFA Project Grant Manager
230 NE 25th Ave
Ocala, FL 34470
(352)496-2456
donniem@hfamc.org
- b. Contact Information for the RECIPIENT:
Bonnie Hays, Manager, Work Readiness, haysb@cf.edu 352-854-2322
ext. 1855

18. BINDING EFFECT.

This Agreement will be binding on and inure to the benefit of the Parties and their respective heirs, personal representatives, successors and assigns.

19. NO THIRD-PARTY BENEFICIARIES.

Nothing in this Agreement, express or implied, is intended to or will be construed to confer on any person, other than the Parties to this Agreement, any right, remedy, or claim under or with respect to this Agreement.

20. AMENDMENTS.

This Agreement may only be amended by a written instrument executed by the Parties which specifically refers to this Agreement.

21. RELATIONSHIP OF THE PARTIES.

SUBRECIPIENT is an Independent Contractor in the performance of this Agreement. Nothing in this Agreement is intended nor shall be construed to create any form of partnership or joint venture relationship between or among the Parties, or to allow either to exercise control or direction over the other.

22. APPLICABLE LAW/VENUE.

The laws of the State of Florida shall govern any and all claims arising under this Agreement. The venue of any action arising hereunder shall lie only in the courts of the Fifth Judicial Circuit,

located in Marion County, Florida, or in the United States District Court, Middle District of Florida, Ocala, Florida Division.

23. EXPENSES; ATTORNEYS' FEES.

Except as otherwise expressly provided in this Agreement, each Party to this Agreement will bear the Party's own expenses in connection with the preparation, execution, and performance of this Agreement. Each Party shall be responsible for its own legal and attorneys' fees, costs, and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorneys' fees, costs, and expenses incurred for any appellate or bankruptcy proceedings.

24. WAIVER OF JURY TRIAL.

By entering into this Agreement, RECIPIENT and SUBRECIPIENT hereby expressly waive any rights either may have to a trial by jury of any civil litigation related to this Agreement for any litigation limited solely to the Parties of this Agreement.

25. INTERPRETATION.

Neither of the Parties shall be considered the drafter of this Agreement for purposes of its interpretation.

26. NO WAIVER.

The rights of RECIPIENT and of SUBRECIPIENT herein shall be cumulative, and failure on the part of RECIPIENT or SUBRECIPIENT, as applicable, to exercise promptly any rights given herein shall not operate to forfeit any of the said rights nor constitute a waiver thereof as to any future occasion.

27. ENTIRE AGREEMENT. SEVERABILITY.

This Agreement (including its exhibits) constitutes the entire agreement and understanding of the Parties with respect to its subject matter and supersedes all prior understandings and agreements, whether oral or written, among the Parties with respect to such subject matter. No representations, inducements, promises or agreements, oral or otherwise, between the Parties, not embodied herein, shall be of any force and effect.

Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.

28. LEGAL AUTHORIZATION.

SUBRECIPIENT certifies that it has the legal authority to receive the funds contemplated by this Agreement. RECIPIENT also certifies that the undersigned person has the authority to legally execute and bind RECIPIENT to the terms of this Agreement.

[This portion of page intentionally left blank. Signature page follows.]

IN WITNESS WHEREOF, the Parties have entered into this Agreement by their duly authorized officers on the date of the last signature below.

ATTEST:

DISTRICT BOARD OF TRUSTEES OF THE
COLLEGE OF CENTRAL FLORIDA

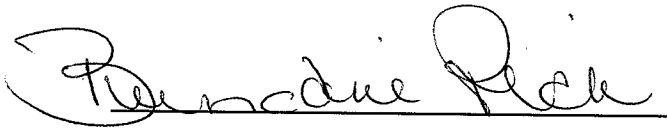
James D. Henningsen, Ed. D Date
President

Robert Durrance, Chair Date

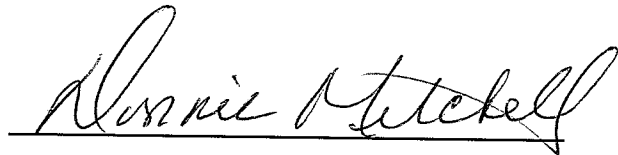
Robert W. Batsel, Jr. Date
General Counsel

ATTEST:

MARION COUNTY HOUSING FINANCE
AUTHORITY OF MARION COUNTY



Dennadie Rich



Ronnie Mitchell

COLLEGE OF CENTRAL FLORIDA

24

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: BerryDunn – ERP Implementation Project – Change Order No. 2

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

The purpose of this change order is for BerryDunn to continue to provide Project Management and Business Process services for the Jenzabar J1 Implementation through June 30 2026. This represents a continuance of services described in the Statement of Work included on the contract dated April 13, 2023, and subsequently amended on July 31, 2024. BerryDunn has also provided oversight of the ADP implementation, as it affects the J1 implementation.

The requested change order will increase the contract amount by a total not to exceed \$375,000. This change order will allow Berry Dunn to continue providing Project Management services through June 30, 2026. Additional support is anticipated after this date.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the agreement with Berry Dunn and authorize the Board Chair to sign.

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College of Central Florida

J1 Implementation Project

Change Order No. 2 | Phase III Additional Project Management Services

Submittal Date: June 11, 2025

Description of Change

The purpose of this change order is for BerryDunn (BD) to continue to provide Project Management and Business Process services for the Jenzabar J1 implementation through June 30, 2026. This represents a continuance of services described in the Statement of Work included on the contract dated April 13, 2023, and subsequently amended on February 5, 2025.

Background

BerryDunn originally contracted with CF to determine the system requirements to find a new ERP system and facilitated demonstrations by several ERP vendors. Once the College selected an ERP, BD was retained for the role of Third-Party Owners' Representative (TPOR). This role is intended to have an objective analysis of the project effort, helping to ensure that JZB met contractual obligations, project goals, and deadlines. However, TPOR is not a project management role.

Because of the increased scope of services related to Project Management, BD has used more hours than planned during the first year of our engagement. Additionally, BD was asked to help the system user departments to develop new business processes to reflect the capabilities of the new system.

There are several key milestones that will require continued active project management by our team, in addition to other scheduled activities:

- J1 Functional Training (Mar – Jul 25)
- JRM configuration and readiness (Jul – Nov 25)
- J1 Final Data Pass (Jan 26)
- J1 Go-Live (Feb 26)
- JRM Go-Live (Mar 26)
- Post Go-Live Support, Operational Sustainment, and Lessons Learned (Feb– Jun 26)

Please see Appendix A for a more detailed description of planned activities the BerryDunn team.

Budget Change Request: The requested change order will increase the contract amount by a total not to exceed \$375,000, billed on a time and materials basis at a composite hourly rate of \$275. This change order will allow us to continue providing Project Management services through June 30, 2026.

Approvals:

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Signature

Date _____

BerryDunn Principal:



Signature

June 11, 2025

Date

Appendix A: Scope of Services Planned

Project Management Activities	BPO Tasks
<p>BerryDunn is the active PM/TPOR will continue to promote and advocate for the interests of CF functional and technical stakeholders as well as leadership. The PM/TPOR provides project continuity for the implementation and post go-live.</p> <p>As PM/TPOR, BerryDunn will:</p> <ul style="list-style-type: none"> • Manage the project through go-live, project closure, and post go-live sustainment • Support organizational change management efforts across the CF community • Collaborate with CF and Jenzabar to optimize business processes in the new ERP/SIS environment including: <ul style="list-style-type: none"> ○ Working with CF to identify siloed and unintegrated processes in current systems that could be improved during the transition to Jenzabar ○ Facilitating business process optimization workshops to support change adoption ○ Provide guidance to CF leadership and executive sponsors on project decisions • Help to coordinate the schedules of CF project staff, business users, and selected vendor resources • Work with Jenzabar and core project teams to develop and maintain the project plan • Communicate with and coordinating the schedules of 	<p>BerryDunn and CF will continue working to develop a sustainable and effective program to implement business process changes and optimizations over the completion of the J1 implementation.</p> <p>Throughout our project management work, our team will utilize best practices in change management and follow a structured methodology to managing ERP/SIS implementations. The Prosci® change management methodology is focused on delivering services across five dimensions: Awareness, Desire, Knowledge, Ability, and Reinforcement (ADKAR), to help manage resistance and support the transition to a new ERP/SIS.</p> <p>For the duration of the implementation, we will develop and issue periodic change management surveys to establish and monitor readiness for change. We will work with CF to identify specific milestones to issue additional follow-up change management surveys to actively monitor resistance and identify potential risks.</p> <p>The BerryDunn team will continue to work with CF team members to update paper-based, siloed, and/or challenging business processes, which could be improved during the transition to J1.</p> <p>To complete this initiative, specific processes have been identified and prioritized through the review of our prior ERP/SIS analysis and stakeholder focus group discussions. BerryDunn will continue to collaborate with the functional users involved in these processes utilizing facilitated brainstorming and process redesign work sessions.</p> <p>These sessions will focus on gaining alignment and buy-in on the process change(s) that needs to be made through a shared purpose and vision. Developing an understanding and co-creating the steps required to optimally redesign the process, anticipating the impacts associated with the necessary improvements, and developing the method(s) to introduce, implement, and measure the process improvements most effectively will be a collaborative effort with the BerryDunn team.</p> <p>Throughout this initiative and in subsequent activities, our team will utilize best practices in change management and follow a structured methodology to managing ERP/SIS implementations.</p> <p>The outcomes of this initiative will be:</p>

Project Management Activities	BPO Tasks
<p>project staff, business users, and selected vendor resources</p> <ul style="list-style-type: none"> Follow up with appropriate CF stakeholders for escalation when timelines are not met Engage key project stakeholders throughout the project Anticipate and manage project delays caused by sources internal and external to the project Work with the core project team to identify project risks, both business and technology-related Closely monitor identified risk items and escalate them to CF leadership when appropriate Create project status reports by coordinating feedback and input from the core team Communicate to CF leadership and the project team through regularly scheduled status reports Support organizational change management efforts across the CF community Assisting in project evaluation throughout final Go-Live and Post Go-Live Support Assisting the CF project leadership in the oversight of the Jenzabar One and contract and acceptance of deliverables Promoting data stewardship and accountability for the new system for functional users with data management responsibilities <p>BerryDunn Project Management Deliverables:</p> <ul style="list-style-type: none"> Weekly Project Status Reports Monthly Executive Sponsor Reports 	<ul style="list-style-type: none"> Implementation of targeted processes, integrations, and/or reports identified and agreed upon as in scope for this initiative Delivery and knowledge transfer of a sustainable methodology to implement more complex business process changes during and after the transition to a new ERP/SIS Increased readiness for change by better aligning people and processes Increased in stakeholder adoption of future state changes and new functionality <p>BerryDunn Business Process Optimization and Change Management Deliverables:</p> <ul style="list-style-type: none"> Business Process Improvement Toolkits Change Management Program Resources

Project Management Activities	BPO Tasks
<ul style="list-style-type: none">Weekly Project Communications and NewslettersWeekly Meetings with CF Project Coordinators, Module Managers, and JenzabarAcceptance Criteria Review Checklist	

COLLEGE OF CENTRAL FLORIDA

25

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: General Fund Operating Budget Amendment - 2024-2025

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

The college has a number of critical facility upgrade, renovation and repair projects in the Unexpended Plant (construction) Fund. With several site improvements, safety and security upgrades, and remodeling projects planned, a transfer of operational reserves to the Unexpended Plant Fund is needed to complete these capital outlay projects.

Budget Amendment #1 revises the college's 2024-2025 General Fund Operating Budget for this change. A copy of the proposed budget amendment #1 presented in the format required by the Florida Department of Education, Florida College System is attached.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the General Fund Operating Budget Amendment #1 for the 2024-2025 Fiscal Year and authorize the President to sign.

BUDGET AMENDMENT REQUEST

COLLEGE: College of Central Florida

FISCAL YEAR: **2024-2025**

Be it resolved that the District Board of Trustees, **College of Central Florida**, in meeting assembled, pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716(3)(b), Florida Administrative Code, hereby requests the State Board of Education to review amendments to the college budget for the fiscal year as follows:

REASONS FOR BUDGET AMENDMENT: Place an "X" by the applicable reason for amendment.

<u>X</u>	(1) JUSTIFICATION: To budget transfer of funds from Fund I (Current Fund - Unrestricted) to:		
	Fund	Amount	Explanation
	Fund 7 - Unexpended	\$2,500,000	Site 1 - Ocala Main Campus, Remodel of buildings and other site improvements, safety & security and roof repairs

_____ (2) (2) CHANGE IN FUND BALANCE SPECIFIED IN SECTION 1011.84(3)(E), F.S.: Notification necessary only if New Fund Balance is less than 5% for institutions with a final FTE less than 15,000 or 7% for institutions with a final FTE of 15,000 or greater.

New Fund Balance _____ %

CERTIFIED AS
APPROVED BY
BOARD:

President (as Secretary of the Board)

BOARD APPROVAL DATE: _____

Submit this form and a copy of the Board of Trustees meeting minutes, reflecting approval of the transfer to collegereporting@fldoe.org by September 30th of the current year.

COLLEGE OF CENTRAL FLORIDA

26

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Annual Operating Budget - 2025-2026

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

DATE: June 18, 2025

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.

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 2025-2026 General Fund Operating Budget as presented and authorize the President to sign.

FY 24-25 Operating Budget and FY 25-26 Recommended Budget

	2024-25		2025-26	% Change
Revenue	Budget		Budget	Budget to Budget
I Student Fees				
<i>Student Fees</i>	13,199,794		15,001,348	13.6%
<i>Dual Enrollment</i>	400,000		480,000	20.0%
Total Student Fees	\$13,599,794		\$15,481,348	13.8%
II State Support				
<i>State - CCPF</i>	35,165,545		35,165,545	0.0%
<i>State - Lottery</i>	5,543,605		5,543,605	0.0%
<i>State - PBIF</i>	580,642		580,642	0.0%
<i>Industry Certs</i>	300,000		300,000	0.0%
<i>Nursing PIPELINE</i>	1,049,273		1,049,273	0.0%
Total State Support	\$42,639,065		\$42,639,065	0.0%
III Other Income	\$2,780,000		\$3,159,000	13.6%
<i>Carryforward Fund Balance</i>	\$1,200,000		\$1,372,177	14.3%
Total Revenue	\$60,218,859		\$62,651,590	4.0%
Expenses				
IV Salaries				
<i>Full-time</i>	23,357,878		23,604,258	1.1%
<i>Part-time</i>	2,618,587		2,618,587	0.0%
<i>Overloads</i>	2,093,274		2,093,274	0.0%
<i>Adjuncts</i>	2,893,997		2,893,997	0.0%
<i>Benefits</i>	9,920,802		12,012,358	21.1%
Total Salaries	\$40,884,537		\$43,222,474	5.7%
V Current Expense	\$17,479,116		\$17,479,116	0.0%
VI Capital Outlay	\$750,000		\$750,000	0.0%
<i>J1 SAS & Implementation</i>	\$1,105,206		\$1,200,000	8.6%
VII Transfers Out				
Total Expenses	\$60,218,859		\$62,651,590	4.0%
Incr/(Decr) Fund balance	\$0		\$0	

COLLEGE OF CENTRAL FLORIDA

27

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Salary Schedule and Related Personnel Policies 2025-2026

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

The 2025-2026 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 ~~strike through~~.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the 2025-2026 Salary Schedule and Related Personnel Policies manual as presented.



COLLEGE *of*
CENTRAL
FLORIDA

SALARY SCHEDULE
AND
RELATED PERSONNEL
POLICIES

2025-2026

College of Central Florida

2025-2026

Salary Schedule and Related Personnel Policies

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

College of Central Florida

2025-2026

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)

Employee Arrest Notification and Reporting

The college is committed to ensuring a safe and secure campus. As part of this commitment, the college receives real-time notifications of employee arrests. All employees have a mandatory responsibility to immediately notify Human Resources within 24-72 business hours if they are arrested, cited, charged with, or convicted of a crime (excluding minor traffic violations unless job related). Failure to comply with this reporting requirement may lead to disciplinary action, up to and including termination. All reported incidents will be reviewed in accordance with college policy and legal requirements.

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, technology or career service position may be established temporarily for a 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 the 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, technology or career service employee which requires an employee to provide service for 20 or more 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, Associate Vice President, 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 and Managers.

Technology Positions – The primary duties of such positions provide services in the Information Technology department and are highly technical. Employees in these positions are required to possess specialized training, experience, or certifications that relate directly to advanced knowledge and competence in a highly specialized or highly technical field. Employees in these positions may supervise other employees. Examples of positions classified as Technology are the following: Programmer, PC/AV Technician, and Information Technology Manager.

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. The following criteria are 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 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 percent (20%) above the minimum salary for the position. The President must approve exceptions above this percentage.
3. Technology 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 percent (20%) above the minimum salary for the position. The President must approve exceptions above this percentage.
4. 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 of 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 must approve exceptions above the 8-year limit.
5. 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 ten percent (10%) above the minimum salary for the position. The President must approve exceptions above this percentage.
6. 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, for salary determination.
7. 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.

8. Hiring Below Minimum Salary – When an individual does not meet the minimum training and experience required for 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, professional, and technology 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, professional, and technology 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 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 the completion of this period.

Appointment to Regular status following the completion of the Observation Period does not create an employment contract or term. Under Florida Law, employment relationships that do not specify a definite term of employment are terminable “at-will.” The employee or CF can end the employment relationship at any time for any reason, other than those prohibited by law. Employment contracts that specify a definite term of employment are not terminable “at-will.” Both parties must abide by the terms of the agreement.

Employees who are under the 90-day or extended Observation Period are not eligible to apply or transfer to vacant/posted positions within the college until the observation period is ended and regular appointment status has been approved.

Employee Benefits During the Observation Period – Career service, professional, and technology 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)

Full-time employees new to CF may be eligible to receive credit towards their vacation leave accrual rate if previously employed full-time at another Florida College System institution. CF does not use employment applications to conduct this process, nor does the college initiate this process. Employees must initiate this process by contacting their former institution and requesting official verification of full-time employment dates. This verification must be sent directly from the former institution's HR or Payroll department to CF's Payroll Department (on letterhead or via official college e-mail.). Once the employee's prior service is successfully verified, vacation leave accrual rate will be adjusted according to college policy. Adjustments will not be retroactive. Requests for prior service credit will not be accepted if submitted more than six (6) months after your hire date at CF.

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 after the month in which the state deducts (or People First receives) a full month's premium. Coverage always begins on the first day of a month and continues for the rest of the calendar year, as long as you pay premiums on time and you remain eligible.

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)

Upon recommendation of the President and at the discretion of the District Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year (July 1 through June 30), contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase. (See "Salary Adjustments.")

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 Board 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, the day before, 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.) (CF Policy 6.23)*

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.

Part-time employees in a non-exempt status who are required by their supervisor to work on college observed federal holidays will receive time and a half for hours worked between the time period of 12:01 AM and midnight on the holiday. These holidays are:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Fourth of July
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

For the purpose of calculating daily rates for Administrative, Professional, Technology 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 to 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 - 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 comparisons. 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 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.

Eligible employees are defined as being in an active status with the college and who have not retired, voluntarily separated employment, or been dismissed (terminated) at the time of the one-time salary adjustment payment.

Supplemental Services Assignments

The President is authorized to assign supplemental duties to regular exempt 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. An Agreement for Supplemental Duties is to be signed by the employee and appropriate college officials before the supplement is included in the employee's pay and before work begins on the assignment. The terms and conditions of the supplement are to be described in the Agreement.

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.

Non-exempt employees given temporary assignments must record hours worked beyond 37.5 hours per week on an Extra Duty form for the purpose of overtime calculations.

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).

Position classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a position. Position classification is a thorough description of the job responsibilities of a position without regard to the knowledge, skills, experience, and education of the individuals currently performing the job. It is the position, not the incumbent occupying the position, being evaluated during a classification process which includes Reorganizations, Reclassifications, and Market Pricing Reviews. The only time the employee's qualifications are taken into consideration is during an equity adjustment as part of the Market Pricing process or if an employee is being appointed or promoted into a newly created position during the Reorganization process.

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. Salary adjustments will be determined following the guidelines for initial salary placement. All exceptions to these salary guidelines must be approved by the President.

2. Reclassification of Positions - Career Service, Professional, Technology, 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 April, when reclassifications are considered. Specific instructions for submitting requests for reclassification will be issued annually by the Human Resources Office and are available on the college intranet.

When a position is reclassified to a higher pay grade classification: 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 grade, or five percent (5%), whichever is greater. If the position move is more than one pay grade higher, then the employee's salary will be increased to at least the minimum rate of the new pay grade, or ten percent (10%), whichever is greater. When a reclassification results in assignment to a lower pay grade classification, an adjustment should be made in accordance with the rules for Demotion.

Position reclassifications approved by the Board shall normally have the pay adjustment effective July 1 of the new fiscal year.

Supervisors should not assure, guarantee or promise employees that their pay grade will be elevated without the written approval of the President.

3. Departmental Reorganizations - Departmental reorganizations may be recommended at set periods during the year (January, July, October). Reclassifications recommended as part of reorganization will be evaluated as part of the reorganization plan and take effect when the plan has been approved.

Department reorganizations approved by the Board shall normally have an adjustment in pay effective the first of the month following the end of the period in which the request was submitted.

4. Demotions - If an employee is demoted for cause (involuntary demotion), the demotion will be to a lesser job classification, which may include a reduction in pay.

A voluntary demotion occurs when an employee requests or willingly accepts a position with less responsibility due to personal or career-related reasons. Demotions initiated by the employee 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 align with the salary range of the new position. When circumstances dictate, consideration may be given to allowing the employee to remain at the pay level attained before 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 the 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 changes 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 who 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. Lateral Job Changes - While taking a different position may prepare an employee for career advancement by enabling them to broaden their skills, not all job changes will result in an increase in salary. A lateral change occurs when an existing employee is competitively (position was posted) selected as the most qualified candidate for an existing vacant position within the same pay grade of their current job. For a competitive (posted and selected) lateral move/change, a salary increase may be considered only if duties of the new position are substantially different. If an increase is approved the increase amount shall not exceed five percent (5%). Any exception to this guideline will require additional justification, an internal equity review, and approval of the appropriate senior administrator and the President.
8. 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 (7) Lateral Job Changes*. College employees who are currently in a 90-day observation period, on a Performance Improvement Plan (PIP), or suspended 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) Any reduced salary must not fall below the federal or state minimum wage. If a position is FLSA exempt, the trainee's salary must remain above the FLSA minimum threshold, or its exemption status may be reevaluated.

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.

Upon successful completion of trainee status, salary adjustments will be handled in the same manner as Initial Salary Placement.

Supervisors who propose hiring a "trainee" must have the support of the appropriate vice president and the 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 temporary 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 benefits 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

Termination of employment, whether voluntary or involuntary, requires a structured exit process to maintain compliance, protect college assets and data, and to ensure all administrative tasks are completed. The exit process includes timely notification of the termination action by the initiating party, completion of the Personnel Action Form, exit interview, system access removal, return of all college property including keys, and final pay and benefits. [An](#) employee's final paycheck, including all earned wages and eligible accrued leave, will be processed according to state law and college policy. Failure to return college property may result in the college taking action to recover cost.

To be eligible for terminal pay, employees who voluntarily terminate must provide advanced notice as outlined in Policy 6.15 – Terminal Pay. Employees who are terminated by the college may be given up to two (2) weeks of 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

Individuals who have been employed full-time at CF for a minimum of one (1) year and who earn an initial college degree or a higher-level degree (associate's, bachelor's, master's, or doctorate) from a regionally accredited institution after July 1, 2021, will be eligible to receive a degree incentive adjustment to their salary upon completion; provided that the employee has received a review of satisfactory or higher on the most recent annual evaluation.

Upon completion of degree requirements, it is the employee's responsibility to provide the Human Resources office with an official copy of their transcript showing that a new post-secondary degree has been awarded during the current fiscal year. The official transcript must be submitted within sixty (60) calendar days from the date the degree was conferred for the employee to be eligible for the incentive.

The effective date of the salary increase will be the first of the month following submission to and verification by the Human Resources office. Degree incentives received in the last quarter of the fiscal year for degrees earned within the quarter (April, May and June) will be applied effective July 1 of the new fiscal year. No pay increases may be retroactive. The employee is only eligible for a degree incentive adjustment once every three (3) years from the date of the last increase regardless of how earned.

The incentive salary adjustment by degree level is:

Associate's	\$ 500
Bachelor's	\$1,000
Master's	\$1,500
Doctorate	\$2,000

The following guidelines apply to the degree incentive adjustment:

- The adjustment applies to degrees earned after July 1, 2021, and is not retroactive.
- The adjustment will be provided for no more than one degree per level.
- The adjustment may only be paid for earned degrees beyond degrees already attained. For example, an individual who already has a bachelor's degree would not receive an adjustment for subsequently earning an associate's degree.

The college reserves the right to interpret, change, modify, amend or rescind this process, in whole or in part, at any time without the consent of employees. Incentive payment may be withdrawn or canceled at any time for any individual based on unsatisfactory performance or inappropriate behavior in the workplace even if unrelated to normal duties or goals associated with this plan. Incentive payments are not considered a guarantee of any payment or future employment.

Florida Retirement System Information

The College participates in the Florida Retirement System (FRS). Several prior changes occurred during the 2011 legislature and were signed into law with Senate Bill 2100. Additional changes occurred during the 2023 legislature and Senate Bill 7024 was signed into law. The highlights of these bills follow:

1. Employee Contribution: Effective July 1, 2011, requires a 3% employee contribution for **all** FRS members, except DROP participants who 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 before retirement, for purposes of calculation of retirement benefits. For employees initially enrolled **before July 1, 2011**, the definition of "average final compensation" is 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 participants enrolled **before July 1, 2011**, vesting will be 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. For employees enrolled before July 1, 2011 retirement age is not changed.
5. DROP: Effective July 1, 2023, DROP accounts will accrue at an effective annual rate of 4%, compounded monthly on the prior month's accumulated ending balance, up to the month of termination or death, except as provided in s.121.053(7), F.S. Eligible members in a regularly established position can elect to participate in DROP for no longer than 96 calendar months beginning any time after their normal retirement date. The provision replaces individual member eligibility windows for electing DROP participation. Entry into DROP may be at any time after the member reaches their normal retirement date and their vesting requirement is met.
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. A one-time plan switch is still available.
8. Defined Contribution Plan: Continues as currently offered for all employees with the new title the "Investment Plan."
9. Health Insurance Subsidy (H.I.S.): Effective July 1, 2023 the HIS benefit calculation will be based on \$7.50 per year of creditable service with a maximum monthly benefit of \$225 and a minimum of \$45.
10. Community College Optional Retirement Plan (CCORP): Continues as currently available with an employee contribution of 3% required.

11. Effective May 24, 2023, SB 110 authorizes the Division of Retirement and the State Board of Administration to suspend benefits or retirement distribution to any public officer or employee who is convicted of a specified offense committed before retirement, or whose office or employment is terminated by reason of his or her admitted commission, aid, or abetment of specified offense in s. 112.3173, F.S. or 121.091 (5), F.S.

It is highly recommended that all employees 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, 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 and the last 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.

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 college 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) An accredited institution of higher education. An institution that 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, 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.

(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.

The President reviews the recommendations of the Vice Presidents 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 the 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 a major specialization in library science, or the equivalent.
2. Preferably, have two years of full-time validated work experience in library science in an educational environment.

(b) Applicants for the Academic/University Transfer position must:

1. Possess an awarded Master's degree from a regionally accredited institution of higher education, with a 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, or 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 is 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 employment application.
 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 the appropriate director or dean may include interviews and evaluations by a designated screening committee.
 6. Review and evaluation of professional work, articles, books, and publications, 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 before the issuance of the continuing contract.
- (6) The recency of Experience and Education: All new instructors will be required to update their education after 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 of 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 of workshop time will equal one (1) semester hour.)
 - (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.

Faculty who change positions from a 168-day work contract to a 220-day work contract will have their new salary determined by calculating the daily rate for their existing work contract and applying it to the appropriate number of days for the new work contract. This same daily rate calculation will also apply to faculty who change positions from a 220-day work contract to a 168-day work contract and salary will be reduced accordingly.

Bachelor's Degree and Below

Teaching faculty who do not possess an awarded Bachelor's degree at the 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 status.

The procedures include the 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 is 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 the 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 the 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	\$705 per Credit Hour
Master's	\$731 per Credit Hour
Doctorate	\$762 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 the 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 **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 the 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 7 hours/day will determine the *Full-time Equivalent (FTE) Summer 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 hours as approved by the District Board of Trustees.

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).

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 the 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.

Teaching Faculty and Librarians (FAC and L) Salary Schedule

A range of salaries is implemented for 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	
F1	Instructor	\$40,714	\$57,612	\$44,077	\$62,053	\$48,903	\$64,202
F2	Assistant Professor	\$41,636	\$63,311	\$47,125	\$67,760	\$50,059	\$69,729
F3	Associate Professor	\$44,677	\$79,063	\$51,710	\$83,537	\$54,851	\$84,948
F4	Professor	\$46,551	\$96,220	\$54,745	\$100,723	\$58,128	\$101,575
F5	Senior Professor	\$49,166	\$110,475	\$57,773	\$115,000	\$61,402	\$115,437
	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	
F1	Instructor	\$53,318	\$75,444	\$57,720	\$81,259	\$63,358	\$88,109
F2	Assistant Professor	\$54,524	\$82,907	\$61,711	\$88,732	\$68,373	\$95,237
F3	Associate Professor	\$58,507	\$103,535	\$67,715	\$109,394	\$74,631	\$115,580
F4	Professor	\$61,373	\$126,004	\$71,689	\$131,900	\$79,012	\$138,070
F5	Senior Professor	\$64,383	\$144,670	\$75,656	\$145,502	\$83,383	\$156,761

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, 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 pro-rated based on daily rates.

The standard workweek for full-time administrators, professionals, technology, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

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 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 the time of appointment or reappointment by the District Board of Trustees. Salary 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. 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).

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 Administrative 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 above the identified limit will come from sources other than state appropriations.

Administrative Salary Schedule 2025-2026					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
A1	Associate Dean – Health Sciences	E	\$65,848	\$125,112	\$33.77
	Associate Dean – Nursing	E			
	Associate Dean – Student Affairs, Citrus	E			
	Director – Academic Advising and First Year Success	E			
	Director – Accreditation and Institutional Effectiveness	E			
	Director – Admissions and Student Recruitment	E			
	Director – Enrollment Services/Registrar	E			
	Director – Facilities and Plant Operations	E			
	Director – Human Resources	E			
	Director – Marketing, Public and Community Relations	E			
	Director – Student Support Services	E			
	Library Director	E			
A2	Assistant Vice President, Finance	E	\$75,725	\$143,878	\$38.83
	Chief Fiscal Officer, CF Foundation	E			
	Dean – Business, Technology and Agricultural Sciences	E			
	Dean – Criminal Justice Institute and Public Service	E			
	Dean – E-Learning and Academic Services	E			
	Dean – Jack Wilkinson Levy Campus	E			
	Dean – Student Services	E			
	Dean – Teacher Education	E			
	Director – Appleton Museum of Art	E			
	Director – Financial Aid and Veterans Affairs	E			
A3	Associate Vice President, Arts and Sciences	E	\$87,084	\$165,460	\$44.66
	Associate Vice President, Health Sciences	E			
A4	Vice President, Academic Affairs	E	\$100,147	\$190,279	\$51.36
	Vice President, Administration and Finance	E			
	Vice President, Enrollment Management and Student Affairs	E			
	Vice President, Institutional Advancement/CEO CF Foundation	E			
	Vice President, Institutional Effectiveness and College Relations	E			
	Vice President, Regional Campuses	E			
	Vice President, Workforce Development and Innovation	E			

NOTE: Hourly rates for all Administrative positions are calculated by dividing the annual salary for a position by 1,950 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 the President's designee.

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 the 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 pro-rated based on daily rates.

The standard workweek for full-time administrators, professionals, technology, 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, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

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 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 the time of appointment or reappointment by the District Board of Trustees. Salary 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. Generally, starting salary is limited to not more than twenty percent (20%) 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)

Supplements

When approved by the President, full-time exempt professional employees may receive a supplement for added responsibilities. When approved by the President, full-time non-exempt professional 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 professional positions is shown on the College of Central Florida Professional 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 percent (20%) above the minimum hourly rate established for the position. The President may approve exceptions.

Professional Salary Schedule 2025-2026					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P1	Academic Support Specialist	NE	\$39,109	\$74,307	\$20.06
	Accountant I	NE			
	Adjunct Coordinator	NE			
	Admissions Advisor	NE			
	Business Manager – Athletics	NE			
	Chief Preparator, AMA	E			
	Computer Information Technology Specialist	NE			
	Conference Centers Operations and Contract Coordinator, Ocala	NE			
	Conference Services Coordinator, Citrus	NE			
	Coordinator – Adult Education Enrollment/Student Services, Levy	NE			
	Coordinator – Enrollment/Student Services, Regional Campuses	E			
	Coordinator – Grounds Maintenance and College Support (P/T)	NE			
	Coordinator - Industry Certification and Testing	E			
	Coordinator – Special Events	E			
	Coordinator – Visual and Performing Arts	NE			
	Dual Enrollment Specialist (P/T)	NE			
	Educational Advisor	NE			
	Education Assistant, AMA (P/T)	NE			
	E-Learning and Learning Support Specialist	NE			
	Graphic Design and Social Media Coordinator, AMA	NE			
	Graphic Design, Web and Public Relations Coordinator, Ocala	NE			
	Health Sciences Simulation Technician	NE			
	Health Sciences Student Navigator	NE			
	Human Resources Specialist	NE			
	Manager – Membership/Events and Fundraisers, AMA	E			
	Manager – Visitor Services and Museum Store, AMA	NE			
	Marketing and Public Relations Graphic Arts Coordinator (P/T)	NE			
	Payroll Specialist	NE			
	Program Liaison/Recruiter (P/T)	NE			
	Program Specialist	NE			
	Project Coordinator NSF Grant	E			
	Property and Plant Fund Accountant	E			
	Recruiter/Outreach Specialist, Admissions (P/T)	NE			
	Recruiter/Outreach Specialist, Levy (P/T)	NE			
	Skills Lab Specialist, Citrus	E			
	Student Activities and Outreach Coordinator, Citrus	NE			
	Student Activities Coordinator, Ocala	NE			
	Transition Specialist/Instructor	NE			
	Veterans Affairs Coordinator	NE			

NOTE: Hourly rates for all Professional positions, with the exception of 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 the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P2	Accreditation Specialist (2-year Temp)	NE	\$43,020	\$81,738	\$22.06
	Accountant II	E			
	Admissions/School Relations Specialist - Ocala	E			
	Admissions/School Relations Specialist – Regional Campuses	E			
	Admissions Recruiter (PT)	NE			
	Coordinator – Academic Support	E			
	Coordinator – Assessment and Career Services	E			
	Coordinator – Career Pathways	E			
	Coordinator – Corporate College	E			
	Coordinator – Curriculum Services and Faculty Credentialing	E			
	Coordinator–Educational Opportunity Center	E			
	Coordinator – Pathways Life Services (P/T)	NE			
	Database Manager, CF Foundation	E			
	Dual Enrollment Coordinator	E			
	Fine Arts Center Manager, Visual and Performing Arts	E			
	Human Resources Compensation Specialist	E			
	Human Resources Coordinator	E			
	Institutional Research Analyst	E			
	International Student Admissions and Advising Specialist	E			
	Librarian (Non-Instructional)	E			
	Marketing Photographer/Videographer	NE			
	Museum Educator, AMA	E			
	Transfer Specialist Coordinator	E			
P3	Accountant III	E	\$47,322	\$89,911	\$24.27
	Accountant III (P/T)	NE			
	Business Accounts Coordinator	E			
	Campus Coordinator – Student Life,Citrus	NE			
	Coordinator – Benefits/Special Projects	E			
	Coordinator – Food Services	E			
	Coordinator – Maintenance, AMA	E			
	Coordinator – Maintenance, Citrus	E			
	Coordinator – Maintenance, Levy	E			
	Coordinator – Online Library Resources and Instruction	E			
	Coordinator – Payroll Services	E			
	Coordinator – Resource Development (Annual Giving and Alumni), CF Foundation	E			
	Curator of Exhibitions, AMA	E			
	Foundation Accountant III, CF Foundation	E			
	Grants Compliance Manager	E			
	Head Coach of Intercollegiate Athletics	E			
	Instructional Designer – E-Learning	E			
	Instructional Designer – Compliance Specialist, E-Learning	E			

NOTE: Hourly rates for all Professional positions, with the exception of 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 the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P3	Manager – CF Printing and Postal Services	E	\$47,322	\$89,911	\$24.27
	Manager – Learning Resource Center, Citrus				
	Manager – President's Office and Board Operations	E			
	Museum Registrar, AMA	E			
P4	Assistant Director – Academic Advising and First Year Success	E	\$52,054	\$98,903	\$26.69
	Assistant Director – Admissions/Student Recruitment	E			
	Assistant Director – Appleton Museum of Art	E			
	Assistant Director – Enrollment Services/Assistant Registrar	E			
	Assistant Director – Financial Aid	E			
	Assistant Director – Human Resources	E			
	Associate Director – Financial Aid/Veterans Affairs	E			
	Business Analyst, Administration and Finance	E			
	Coordinator – Criminal Justice/Public Service	E			
	Data Analyst/Reporting Coordinator	E			
	Director – Corporate College	E			
	Director – Lab School	E			
	Director – Student Accounts	E			
	Director – Student Life	E			
	Director – Student Success and Educational Outreach Programs	E			
	Health Sciences Recruiter/Outreach Specialist	E			
	Manager – Accounting	E			
	Manager – Admissions/International Students	E			
	Manager – Community Relations	E			
	Manager – Digital Communications	E			
	Manager – Facility Operations	E			
	Manager – Facility Operations & Construction Projects	E			
	Manager – Instructional Services, Levy	E			
	Manager – Marketing and Public Relations	E			
	Manager – Plant Safety and Facility Operations	E			
	Manager – Professional Development	E			
	Manager – Public Safety	E			
	Manager – Testing and Assessment	E			
	Manager – Vintage Farm (Temp/Grant)	E			

NOTE: Hourly rates for all Professional positions, with the exception of 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 the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P4	Manager – Work Readiness, Business and Technology	E	\$52,054	\$98,903	\$26.69
	Project/Tutor Coordinator	E			
	Purchasing Agent and Risk Management	E			
	Research and Data Analyst	E			
P5	Director – Accessibility and Counseling Services	E	\$57,259	\$108,793	\$29.36
	Director – Conference and Food Services	E			
	Director – Development, CF Foundation	E			
	Director – E-Learning and Learning Support Centers	E			
	Director – Governmental Relations and Special Assistant to the President	E			
	Director – Instructional Services, Citrus	E			
	Director – Purchasing	E			
	Director – Resource Development	E			
	Manager – Athletics/Head Coach, Baseball	E			
	Project Director – Department of Labor Consortium (Grant Funded/Limited Time Appointment)	E			

NOTE: Hourly rates for all Professional positions, with the exception of 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 the President's designee.

Technology Salary Procedures

Work Days and Requirements

As a rule, Technology 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 pro-rated based on daily rates.

The standard workweek for full-time administrators, professionals, technology, 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, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

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 will be approved by the District Board of Trustees.

Technology 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

Technology 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 percent (20%) 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).

Supplements

When approved by the President, full-time exempt technology employees may receive a supplement for added responsibilities. When approved by the President, full-time non-exempt technology 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 technology positions is shown on the College of Central Florida Technology Salary Schedule. Technology employees serve a 90-day Observation Period.

Part-Time Technology Salary Procedures

Work Days and Requirements

The standard workweek for part-time Technology 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 Technology service personnel are placed in their appropriate pay grade and hourly rate range at the time of their appointment. Appointment of part-time Technology service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the Technology 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 percent (20%) above the minimum hourly rate established for the position. The President may approve exceptions.

Technology Salary Schedule 2025-2026					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
T1	PC/AV Technician	NE	\$39,000	\$74,100	\$20.00
T2	Technical Support Specialist	NE	\$41,000	\$77,900	\$21.03
T3	AV Automation Specialist	NE	\$45,636	\$86,708	\$23.40
	Programmer Analyst I	E			
	Senior Technical Support Specialist	NE			
T4	Programmer Analyst II	E	\$52,531	\$99,809	\$26.94
	Technology Specialist	E			
	Web Developer/Communications Specialist	E			
T5	Information Security Manager	E	\$63,037	\$119,770	\$32.33
	Manager – Desktop Support	E			
	Network Engineer	E			
	Programmer Analyst III	E			
	Programmer III	E			
	Programmer III/Project Manager	E			
	Systems Administrator	E			
	Systems Programmer	E			
T6	Enterprise Resource Planning Manager	E	\$75,645	\$143,725	\$38.79
	Information Technology Manager	E			
T7	Associate Vice President, Information Technology	E	\$93,650	\$177,935	\$48.03

NOTE: Hourly rates for all Technology positions are calculated by dividing the annual salary for a position by 1,950 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 the President's designee.

Career Service Salary Procedures

Work Days and Requirements

The standard workweek for full-time administrators, professionals, technology, 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, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

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 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 ten percent (10%) 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).

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 Career 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.

Career Service Salary Schedule 2025-2026					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C1	Cashier – Cafeteria Services and Cyber Café (P/T)	NE	\$29,250	\$55,575	\$15.00
	Catering Assistant (P/T)	NE			
	Childcare Cook (P/T)	NE			
	Communications Center Assistant	NE			
	Custodian (P/T)	NE			
	Food Services Assistant (P/T)	NE			
	Gallery Assistant (P/T)	NE			
	Grill Cook I (P/T)	NE			
	Groundskeeper	NE			
	Instructional Aid I (Temp/Grant)	NE			
	Line Cook – Cafeteria Services (P/T)	NE			
	Mail Courier	NE			
	Mailroom/Printing and Postal Services Assistant (P/T)	NE			
	Mailroom/Staff Services Assistant (P/T)	NE			
	Maintenance Repair Worker (P/T)	NE			
	Preschool Teacher Assistant (P/T)	NE			
	Staff Assistant I	NE			
	Visitor Services Specialist, AMA (P/T)	NE			
	Weight Room Supervisor (P/T)	NE			
C2	Conference Centers Assistant I (P/T)	NE	\$30,712	\$58,354	\$15.75
	Enrollment Services – Orientation Specialist (P/T)	NE			
	Friends of the Foundation Volunteer Coordinator (P/T)	NE			
	Gallery Coordinator (P/T)	NE			
	Grill Cook II (P/T)	NE			
	Instructional Aid II (P/T)	NE			
	Library Technician	NE			
	Museum Assistant, AMA (P/T)	NE			
	Night Cashier/Accounting Clerk (P/T)	NE			
	Printing Assistant (P/T)	NE			
	Public Safety Officer	NE			
	Specialist – Cafeteria Services	NE			
	Staff Assistant II	NE			
C3	Accounting Specialist I	NE	\$32,248	\$61,271	\$16.54
	Auditorium Assistant (P/T)	NE			
	Catering Captain (P/T)	NE			
	Conference Services Specialist	NE			
	Costume Shop Assistant (P/T)	NE			
	Cyber Café Specialist I (P/T)	NE			
	Evening Coordinator, Citrus (P/T)	NE			

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 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 the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C3	Facilities Worker	NE	\$32,248	\$61,271	\$16.54
	Grounds Specialist	NE			
	Instructional Aid III (P/T)	NE			
	Neighborhood Recruiter (Grant Funded) (P/T)	NE			
	Preschool Teacher	NE			
	Public Safety Sergeant	NE			
	Public Service Division Support Specialist	NE			
	Records Technician, CJI	NE			
	Staff Assistant III	NE			
	Student Services Specialist, Citrus	NE			
	Testing Assistant, Student Services (P/T)	NE			
	Trades Helper (P/T)	NE			
	Trips and Tours Specialist, I, AMA (P/T)	NE			
	Webber Center Specialist (P/T)	NE			
	Weekend Manager, AMA (P/T)	NE			
C4	Accounting Specialist II	NE	\$33,861	\$64,335	\$17.36
	Assessment Specialist	NE			
	Assistant to the POD Project Managers	NE			
	Communication Center Specialist	NE			
	Communications Technician (P/T)	NE			
	Computer Lab Assistant (P/T)	NE			
	Computer Specialist (Grant Funded) (P/T)	NE			
	Conference Centers Assistant II (P/T)	NE			
	Cyber Café Specialist II (P/T)	NE			
	Donor Relations Specialist, CF Foundation	NE			
	Financial Aid Specialist I	NE			
	Financial Aid Technician (P/T)	NE			
	Grants Specialist I	NE			
	Grounds and Inmate Supervisor	NE			
	Human Resources Assistant	NE			
	Instructional Assistant	NE			
	Learning Commons Specialist	NE			
	Learning Support Specialist, Citrus	NE			
	Learning Support Specialist, Ocala (P/T)	NE			
	Museum Events Specialist, AMA (P/T)	NE			
	Public Safety Assistant	NE			
	Public Safety Lieutenant	NE			
	Public Safety Training Specialist (P/T)	NE			
	Senior Library Technician	NE			
	Senior Library Technician, Citrus	NE			
	Specialist – Catering Services	NE			
	Specialist – Perkins Grant, Business and Technology	NE			

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 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 the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C4	Staff Assistant IV	NE	\$33,861	\$64,335	\$17.36
	Trades Technician	NE			
	Trades Worker	NE			
	Trips and Tours Specialist II, AMA (P/T)	NE			
	Veterans Affairs School Certifying Official (P/T)	NE			
C5	Accounting Specialist III	NE	\$35,554	\$67,552	\$18.23
	Accounting Specialist III, CF Foundation	NE			
	Admissions Specialist	NE			
	Admissions Technician	NE			
	Assessment and Career Specialist	NE			
	Assistant Payroll Specialist (P/T)	NE			
	Disability Services Assessment and Accommodations Specialist	NE			
	Enrollment Services Technician	NE			
	Enrollment Specialist	NE			
	Executive Administrative Assistant	NE			
	Executive Administrative Assistant, CF Foundation	NE			
	Financial Aid Scholarship Specialist	NE			
	Financial Aid Specialist II	NE			
	Foundation Scholarship Accounting Specialist, CF Foundation	NE			
	Hampton Center Coordinator	NE			
	Marketing and Public Relations Specialist	NE			
	Marketing Assistant – Suicide Prevention Program (P/T)	NE			
	Museum Specialist	NE			
	Print and Design Specialist	NE			
	Public Safety Coordinator, AMA	NE			
	Specialist II – Food Services	NE			
	Technical Learning Support Specialist (P/T)	NE			
	Trades Specialist – Carpenter	NE			
	Trades Specialist – Electrician	NE			
	Trades Specialist – HVAC	NE			
	Trades Specialist – HVAC/Preventive Maintenance	NE			
	Trades Specialist – Locksmith	NE			
	Trades Specialist – Painter	NE			
	Trades Specialist – Plumber/Irrigation	NE			

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 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 the President's 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.

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	\$705 per Credit Hour
Master's	\$731 per Credit Hour
Doctorate	\$762 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.

Marion County Fire Rescue

Corporate Training instructional staff providing services under the Interlocal Agreement with the College and Marion County shall be compensated on a rate schedule established in the agreement.

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.

Clinical Dentist – Health Sciences

This position may be assigned to full-time or part-time duties. Compensation will be determined by the President based on the scope of duties and degrees/certifications relevant to the position.

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's 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 \$15.00 to \$18.00.

Student-Only Positions

The standard workweek for part-time student employees is 15 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. Student workers must be currently enrolled at the college and actively attending classes in accordance with the enrollment requirements.

Notetaker.....	\$15.00/hour
Transcriber.....	\$15.00/hour
Student Assistant	\$15.00/hour
SAFE	\$15.00/hour
Peer Educators	\$15.00/hour
*America Reads Tutor.....	\$15.00/hour
Child Care-Work Study	\$15.00/hour
*TRIO Tutor.....	\$15.00/hour

*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	\$15.00/hour
Office Aide.....	\$15.00/hour
Tutor (AA/AS or less)	\$15.00/hour
Tutor (BA/BS/Certified)	\$16.00/hour
Tutor (Master's/Specialized)	\$17.00/hour

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, or rates specified in agreements authorized by the Board. 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 \$15.00 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
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P.G. 1	\$19.60	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	\$22.56	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	\$25.52	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	\$31.45	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	\$37.38	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	\$30.48	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	\$34.91	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	\$37.99	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	\$43.97	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	\$46.64	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	\$29.63	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	\$34.20	Associate's degree	
P.G.3	\$37.99	Bachelor's degree	
P.G.4	\$43.97	Master's degree	
P.G.5	\$46.64	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.	\$16.85	High School Diploma or equivalent required
Assessment Specialist – Adult Education	Coordinate, schedule and administer entry level standard and specialty assessments.	\$17.69	Associate degree in general education or a related field.
Lab Instructor	Uses software and Web only to facilitate computer-based instruction.	\$18.58	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.	\$19.51	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.	\$20.48	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.	\$21.51	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.	\$22.58	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

SALARY SCHEDULE
AND
RELATED PERSONNEL
POLICIES

~~2024-2025~~ 2025-2026

College of Central Florida

~~2024-2025~~2025-2026

Salary Schedule and Related Personnel Policies

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

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College of Central Florida

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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)

Employee Arrest Notification and Reporting

The college is committed to ensuring a safe and secure campus. As part of this commitment, the college receives real-time notifications of employee arrests. All employees have a mandatory responsibility to immediately notify Human Resources within 24-72 business hours if they are arrested, cited, charged with, or convicted of a crime (excluding minor traffic violations unless job related). Failure to comply with this reporting requirement may lead to disciplinary action, up to and including termination. All reported incidents will be reviewed in accordance with college policy and legal requirements.

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, technology or career service position may be established temporarily for a 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 the 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, technology or career service employee which requires an employee to provide service for 20 or more 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.

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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, Associate Vice President, 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 and Managers.

Technology Positions – The primary duties of such positions provide services in the Information Technology department and are highly technical. Employees in these positions are required to possess specialized training, experience, or certifications that relate directly to advanced knowledge and competence in a highly specialized or highly technical field. Employees in these positions may supervise other employees. Examples of positions classified as Technology are the following: Programmer, PC/AV Technician, and Information Technology Manager.

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. The following criteria are 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 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 percent (20%) above the minimum salary for the position. The President must approve exceptions above this percentage.
3. Technology 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 percent (20%) above the minimum salary for the position. The President must approve exceptions above this percentage.
4. 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 of 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 must approve exceptions above the 8-year limit.
5. 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 ten percent (10%) above the minimum salary for the position. The President must approve exceptions above this percentage.
6. 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, for salary determination.
7. 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.

8. Hiring Below Minimum Salary – When an individual does not meet the minimum training and experience required for 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, professional, and technology 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, professional, and technology 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 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 the completion of this period.

Appointment to Regular status following the completion of the Observation Period does not create an employment contract or term. Under Florida Law, employment relationships that do not specify a definite term of employment are terminable “at-will.” The employee or CF can end the employment relationship at any time for any reason, other than those prohibited by law. Employment contracts that specify a definite term of employment are not terminable “at-will.” Both parties must abide by the terms of the agreement.

Employees who are under the 90-day or extended Observation Period are not eligible to apply or transfer to vacant/posted positions within the college until the observation period is ended and regular appointment status has been approved.

Employee Benefits During the Observation Period – Career service, professional, and technology 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.~~

Full-time employees new to CF may be eligible to receive credit towards their vacation leave accrual rate if previously employed full-time at another Florida College System institution. CF does not use employment applications to conduct this process, nor does the college initiate this process. Employees must initiate this process by contacting their former institution and requesting official verification of full-time employment dates. This verification must be sent directly from the former institution's HR or Payroll department to CF's Payroll Department (on letterhead or via official college e-mail.). Once the employee's prior service is successfully verified, vacation leave accrual rate will be adjusted according to college policy. Adjustments will not be retroactive. Requests for prior service credit will not be accepted if submitted more than six (6) months after your hire date at CF.

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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. Regular, full-time employees shall be eligible to participate in group medical and life insurance programs effective the first day of the calendar month after the month in which the state deducts (or People First receives) a full month's premium. Coverage always begins on the first day of a month and continues for the rest of the calendar year, as long as you pay premiums on time and you remain eligible.

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)

Upon recommendation of the President and at the discretion of the District Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year (July 1 through June 30), contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase. (See "Salary Adjustments.")

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 Board 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, the day before, 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.) (CF Policy 6.23)*

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.

Part-time employees in a non-exempt status who are required by their supervisor to work on college observed federal holidays will receive time and a half for hours worked between the time period of 12:01 AM and midnight on the holiday. These holidays are:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Fourth of July
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

For the purpose of calculating daily rates for Administrative, Professional, Technology 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 to 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** - 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 comparisons. 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 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.

Eligible employees are defined as being in an active status with the college and who have not retired, voluntarily separated employment, or been dismissed (terminated) at the time of the one-time salary adjustment payment.

Supplemental Services Assignments

*The President is authorized to assign supplemental duties to regular **exempt** 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. An Agreement for Supplemental Duties is to be signed by the employee and appropriate college officials before the supplement is included in the employee's pay **and before work begins on the assignment**. The terms and conditions of the supplement are to be described in the Agreement.

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.

Non-exempt employees given temporary assignments must record hours worked beyond 37.5 hours per week on an Extra Duty form for the purpose of overtime calculations.

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).

Position classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a position. Position classification is a thorough description of the job responsibilities of a position without regard to the knowledge, skills, experience, and education of the individuals currently performing the job. It is the position, not the incumbent occupying the position, being evaluated during a classification process which includes Reorganizations, Reclassifications, and Market Pricing Reviews. The only time the employee's qualifications are taken into consideration is during an equity adjustment as part of the Market Pricing process or if an employee is being appointed or promoted into a newly created position during the Reorganization process.

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. Salary adjustments will be determined following the guidelines for initial salary placement. All exceptions to these salary guidelines must be approved by the President.

2. **Reclassification of Positions** - Career Service, Professional, Technology, 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 April, when reclassifications are considered. Specific instructions for submitting requests for reclassification will be issued annually by the Human Resources Office and are available on the college intranet.

When a position is reclassified to a higher pay grade classification: 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 grade, or five percent (5%), whichever is greater. If the position move is more than one pay grade higher, then the employee's salary will be increased to at least the minimum rate of the new pay grade, or ten percent (10%), whichever is greater. When a reclassification results in assignment to a lower pay grade classification, an adjustment should be made in accordance with the rules for Demotion.

Position reclassifications approved by the Board shall normally have the pay adjustment effective July 1 of the new fiscal year.

Supervisors should not assure, guarantee or promise employees that their pay grade will be elevated without the written approval of the President.

3. **Departmental Reorganizations** - Departmental reorganizations may be recommended at set periods during the year (January, July, October). Reclassifications recommended as part of reorganization will be evaluated as part of the reorganization plan and take effect when the plan has been approved.

Department reorganizations approved by the Board shall normally have an adjustment in pay effective the first of the month following the end of the period in which the request was submitted.

4. Demotions - If an employee is demoted for cause (involuntary demotion), the demotion will be to a lesser job classification, which may include a reduction in pay.

A voluntary demotion occurs when an employee requests or willingly accepts a position with less responsibility due to personal or career-related reasons. Demotions initiated by the employee. Employees receiving demotions at their own request as part of an accommodation request, or other reasons such as inability to perform the work, 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 align with the salary range 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 before 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 the 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 changes 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 who 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. Lateral Job Changes - While taking a different position may prepare an employee for career advancement by enabling them to broaden their skills, not all job changes will result in an increase in salary. A lateral change occurs when an existing employee is competitively (position was posted) selected as the most qualified candidate for an existing vacant position within the same pay grade of their current job. For a competitive (posted and selected) lateral move/change, a salary increase may be considered only if duties of the new position are substantially different. If an increase is approved the increase amount shall not exceed five percent (5%). Any exception to this guideline will require additional justification, an internal equity review, and approval of the appropriate senior administrator and the President.
8. 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 (7) Lateral Job Changes*. College employees who are currently in a 90-day observation period, on a Performance Improvement Plan (PIP), or suspended 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) Any reduced salary must not fall below the federal or state minimum wage. If a position is FLSA exempt, the trainee's salary must remain above the FLSA minimum threshold, or its exemption status may be reevaluated.

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.

Upon successful completion of trainee status, salary adjustments will be handled in the same manner as Initial Salary Placement.

Supervisors who propose hiring a "trainee" must have the support of the appropriate vice president and the 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 temporary 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 benefits 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

Termination of employment, whether voluntary or involuntary, requires a structured exit process to maintain compliance, protect college assets and data, and to ensure all administrative tasks are completed. The college shall have the authority to withhold an employee's final paycheck until the exit process is completed. The exit process includes timely notification of the termination action by the initiating party, completion of the Personnel Action Form, exit interview, system access removal, return of all college property including keys, and final pay and benefits. A voluntary exit survey provided by the Human Resources Office. (The exit survey is also available online at <http://inside.cf.edu/forms/ExitInterview>) An employee's final paycheck, including all earned wages and eligible accrued leave, will be processed according to state law and college policy. Failure to return college property may result in the college taking action to recover cost.

To be eligible for terminal pay, employees who voluntarily terminate must provide advanced notice as outlined in Policy 6.15 – Terminal Pay. Employees who are terminated by the college may be given up to two (2) weeks of 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~~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

Individuals who have been employed full-time at CF for a minimum of one (1) year and who earn an initial college degree or a higher-level degree (associate's, bachelor's, master's, or doctorate) from a regionally accredited institution after July 1, 2021, will be eligible to receive a degree incentive adjustment to their salary upon completion; provided that the employee has received a review of satisfactory or higher on the most recent annual evaluation.

Upon completion of degree requirements, it is the employee's responsibility to provide the Human Resources office with an official copy of their transcript showing that a new post-secondary degree has been awarded during the current fiscal year. The official transcript must be submitted within sixty (60) calendar days from the date the degree was conferred for the employee to be eligible for the incentive.

The effective date of the salary increase will be the first of the month following submission to and verification by the Human Resources office. Degree incentives received in the last quarter of the fiscal year for degrees earned within the quarter (April, May and June) will be applied effective July 1 of the new fiscal year. No pay increases may be retroactive. The employee is only eligible for a degree incentive adjustment once every three (3) years from the date of the last increase regardless of how earned.

The incentive salary adjustment by degree level ~~are~~is:

Associate's	\$ 500
Bachelor's	\$1,000
Master's	\$1,500
Doctorate	\$2,000

The following guidelines apply to the degree incentive adjustment:

- The adjustment applies to degrees earned after July 1, 2021, and is not retroactive.
- The adjustment will be provided for no more than one degree per level.
- The adjustment may only be paid for earned degrees beyond degrees already attained. For example, an individual who already has a bachelor's degree would not receive an adjustment for subsequently earning an associate's degree.

The college reserves the right to interpret, change, modify, amend or rescind this process, in whole or in part, at any time without the consent of employees. Incentive payment may be withdrawn or canceled at any time for any individual based on unsatisfactory performance or inappropriate behavior in the workplace even if unrelated to normal duties or goals associated with this plan. Incentive payments are not considered a guarantee of any payment or future employment.

Florida Retirement System Information

The College participates in the Florida Retirement System (FRS). Several prior changes occurred during the 2011 legislature and were signed into law with Senate Bill 2100. Additional changes occurred during the 2023 legislature and Senate Bill 7024 was signed into law. The highlights of these bills follow:

1. **Employee Contribution**: Effective July 1, 2011, requires a 3% employee contribution for **all** FRS members, except DROP participants who 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 before retirement, for purposes of calculation of retirement benefits. For employees initially enrolled **before July 1, 2011**, the definition of "average final compensation" is 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 participants enrolled **before July 1, 2011**, vesting will be 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. For employees enrolled before July 1, 2011 retirement age is not changed.
5. **DROP**: Effective July 1, 2023, DROP accounts will accrue at an effective annual rate of 4%, compounded monthly on the prior month's accumulated ending balance, up to the month of termination or death, except as provided in s.121.053(7), F.S. Eligible members in a regularly established position can elect to participate in DROP for no longer than 96 calendar months beginning any time after their normal retirement date. The provision replaces individual member eligibility windows for electing DROP participation. Entry into DROP may be at any time after the member reaches their normal retirement date and their vesting requirement is met.
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. A one-time plan switch is still available.
8. **Defined Contribution Plan**: Continues as currently offered for all employees with the new title the "Investment Plan."
9. **Health Insurance Subsidy (H.I.S.)**: Effective July 1, 2023 the HIS benefit calculation will be based on \$7.50 per year of creditable service with a maximum monthly benefit of \$225 and a minimum of \$45.
10. **Community College Optional Retirement Plan (CCORP)**: Continues as currently available with an employee contribution of 3% required.

11. Effective May 24, 2023, SB 110 authorizes the Division of Retirement and the State Board of Administration to suspend benefits or retirement distribution to any public officer or employee who is convicted of a specified offense committed before retirement, or whose office or employment is terminated by reason of his or her admitted commission, aid, or abetment of specified offense in s. 112.3173, F.S. or 121.091 (5), F.S.

It is highly recommended that all employees 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, 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.

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) An accredited institution of higher education. An institution that 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, 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.

(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 ~~and Provost~~ 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 the 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 a major specialization in library science, or the equivalent.
2. Preferably, have two years of full-time validated work experience in library science in an educational environment.

(b) Applicants for the Academic/University Transfer position must:

1. Possess an awarded Master's degree from a regionally accredited institution of higher education, with a 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, or 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 is 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 employment application.
 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 the appropriate director or dean may include interviews and evaluations by a designated screening committee.
 6. Review and evaluation of professional work, articles, books, and publications, 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 before the issuance of the continuing contract.
- (6) The recency of Experience and Education: All new instructors will be required to update their education after 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 of 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 of workshop time will equal one (1) semester hour.)
 - (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.~~

~~Faculty who change positions from a 168-day work contract to a 220-day work contract will have their new salary determined by calculating the daily rate for their existing work contract and applying it to the appropriate number of days for the new work contract. This same daily rate calculation will also apply to faculty who change positions from a 220-day work contract to a 168-day work contract and salary will be reduced accordingly.~~

Bachelor's Degree and Below

Teaching faculty who do not possess an awarded Bachelor's degree at the 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 status.

The procedures include the 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 is 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 the 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 the 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	\$705 per Credit Hour
Master's	\$731 per Credit Hour
Doctorate	\$762 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 the 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 **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 the 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 7 hours/day will determine the *Full-time*

Equivalent (FTE) Summer 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 hours as approved by the District Board of Trustees.

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 the 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.

Teaching Faculty and Librarians (FAC and L) Salary Schedule

A range of salaries is implemented for 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	
F1	Instructor	\$40,714	\$57,612	\$44,077	\$62,053	\$48,903	\$64,202
F2	Assistant Professor	\$41,636	\$63,311	\$47,125	\$67,760	\$50,059	\$69,729
F3	Associate Professor	\$44,677	\$79,063	\$51,710	\$83,537	\$54,851	\$84,948
F4	Professor	\$46,551	\$96,220	\$54,745	\$100,723	\$58,128	\$101,575
F5	Senior Professor	\$49,166	\$110,475	\$57,773	\$115,000	\$61,402	\$115,437
	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	
F1	Instructor	\$53,318	\$75,444	\$57,720	\$81,259	\$63,358	\$88,109
F2	Assistant Professor	\$54,524	\$82,907	\$61,711	\$88,732	\$68,373	\$95,237
F3	Associate Professor	\$58,507	\$103,535	\$67,715	\$109,394	\$74,631	\$115,580
F4	Professor	\$61,373	\$126,004	\$71,689	\$131,900	\$79,012	\$138,070
F5	Senior Professor	\$64,383	\$144,670	\$75,656	\$145,502	\$83,383	\$156,761

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, 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 pro-rated based on daily rates.

The standard workweek for full-time administrators, professionals, technology, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

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 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 the time of appointment or reappointment by the District Board of Trustees. Salary 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. 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 to 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 Administrative 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 above the identified limit will come from sources other than state appropriations.

Administrative Salary Schedule 2024- 2025-2026					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
A1	Associate Dean – Health Sciences	E	\$65,848	\$125,112	\$33.77
	Associate Dean – Nursing	E			
	Associate Dean – Student Affairs, Citrus	E			
	Chief Fiscal Officer, CF Foundation	E			
	Director – Academic Advising and First Year First Year Success	E			
	Director – Accreditation and Institutional Research and Effectiveness Title IX- Coordinator/Equity Officer	E			
	Director – Admissions and Student Recruitment	E			
	Director – Enrollment Services/Registrar	E			
	Director – Facilities and Plant Operations	E			
	Director – Human Resources	E			
	Director – Marketing, Public and Community Relations	E			
	Director – Student Support Services	E			
	Library Director	E			
	Assistant Vice President, Finance	E	\$75,725	\$143,878	\$38.83
	Chief Fiscal Officer, CF Foundation	E			
A2	Dean – Business, Technology and- Agricultural and Agricultural Sciences	E			
	Dean – Criminal Justice Institute and Teacher- Education Public Service	E			
	Dean – E-Learning and Academic Services	E			
	Dean – Jack Wilkinson Levy Campus	E			
	Dean – Student Services	E			
	Dean – Teacher Education	E			
	Director – Appleton Museum of Art	E			
	Director – Financial Aid and Veterans Affairs	E			
	Associate Vice President, Arts and Sciences	E	\$87,084	\$165,460	\$44.66
	Associate Vice President, Health Sciences	E			
A3	Vice President, Academic Affairs	E	\$100,147	\$190,279	\$51.36
	Vice President, Administration and Finance	E			
	Vice President, Enrollment Management and Student Affairs	E			
	Vice President, Institutional Advancement/CEO CF Foundation	E			
	Vice President, Institutional Effectiveness and Effectiveness and College Relations	E			
	Vice President, Regional Campuses	E			
	Vice President, Workforce Development and Innovation	E			

NOTE: Hourly rates for all Administrative positions are calculated by dividing the annual salary for a position by 1,950 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 the President's designee.

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 the 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 pro-rated based on daily rates.

The standard workweek for full-time administrators, professionals, technology, 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, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

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 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 the time of appointment or reappointment by the District Board of Trustees. Salary 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. Generally, starting salary is limited to not more than twenty percent (20%) 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 to 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 ~~exempt~~ professional employees may receive a supplement for added responsibilities. ~~When approved by the President, full-time non-exempt professional 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 professional positions is shown on the College of Central Florida Professional 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 percent (20%) above the minimum hourly rate established for the position. The President may approve exceptions.

Professional Salary Schedule 2024- 20252025-2026					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P4	Academic/Instructional Technology- Specialist	NE	\$39,109	\$74,307	\$20.06
P1	Academic Support Specialist	NE	\$39,109	\$74,307	\$20.06
	Accountant I	NE			
	Adjunct Coordinator	NE			
	Admissions Advisor	NE			
	Business Manager – Athletics	NE			
	Chief Preparator, AMA	E			
	Computer Information Technology Specialist	NE			
	Conference Centers Operations and Contract Coordinator, Ocala	NE			
	Conference Services Coordinator, Citrus	NE			
	Coordinator – Adult Education Enrollment/Student Services, Levy	NE			
	Coordinator – Enrollment/Student Services, Levy Regional Campuses	E			
	Coordinator – Grounds Maintenance and College Support (P/T)	NE			
	Coordinator - Industry Certification and Testing	E			
	Coordinator – Special Events	E			
	Coordinator – Visual and Performing Arts	NE			
	Dual Enrollment Specialist (P/T)	NE			
	Educational Advisor	NE			
	Education Assistant, AMA (P/T)	NE			
	E-Learning and Learning Support Specialist	NE			
	Graphic Design and Social Media- CoordinatorMedia Coordinator, AMA	NE			
	Graphic Design, Web and Public Relations Coordinator, Ocala	NE			
	Health Sciences Simulation Technician	NE			
	Health Sciences Student Navigator	NE			
	Human Resources Specialist	NE			
	Manager – Membership/Events and Fundraisers, AMA	E			
	Manager – Visitor Services and Museum Store, AMA	NE			
	Marketing and Public Relations Graphic Arts Coordinator (P/T)	NE			
	Payroll Specialist	NE			
	Program Liaison/Recruiter (P/T)	NE			
	Program Specialist	NE			
	Project Coordinator NSF Grant	E			
	Property and Plant Fund Accountant	E			
	Recruiter/Outreach Specialist, Admissions (P/T)	NE			
	Recruiter/Outreach Specialist, Levy (P/T)	NE			
	Skills Lab Specialist, Citrus	E			
	Student Activities and Outreach Coordinator, Citrus	NE			
	Student Activities Coordinator, Ocala	NE			
	Transition Specialist/Instructor	NE			
	Veterans Affairs Coordinator	NE			

NOTE: Hourly rates for all Professional positions, with the exception of 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

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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 the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P2	Accreditation and Grants Specialist (2-year Temp)	NE	\$43,020	\$81,738	\$22.06
	Accountant II	E			
	Admissions/School Relations Specialist - Ocala	E			
	Admissions/School Relations Specialist – Regional Campuses	E			
	Admissions Recruiter (PT)	NE			
	Coordinator – Academic Support	E			
	Coordinator – Assessment and Career Services	E			
	Coordinator – Career Pathways	E			
	Coordinator – Corporate College	E			
	Coordinator – Curriculum Services and Faculty Credentialing	E			
	Coordinator–Educational Opportunity Center	E			
	Coordinator – Pathways Life Services (P/T)	NE			
	Database Manager, CF Foundation	E			
	Dual Enrollment Coordinator	E			
	Fine Arts Center Manager, Visual and Performing Arts	E			
	Grants Specialist II	NE			
	Human Resources Compensation Specialist	E			
	Human Resources Coordinator	E			
	Institutional Research Analyst	E			
	International Student Admissions and Advising Specialist	E			
	Librarian (Non-Instructional)	E			
	Marketing Photographer/Videographer	NE			
	Museum Educator, AMA	E			
	Transfer Specialist Coordinator	E			
P3	Accountant III	E	\$47,322	\$89,911	\$24.27
	Accountant III (P/T)	NE			
	Business Accounts Coordinator	E			
	Campus Coordinator – Student Life, Citrus	NE			
	Coordinator – Benefits/Special Projects	E			
	Coordinator – Food Services	E			
	Coordinator – Maintenance, AMA	E			
	Coordinator – Maintenance, Citrus	E			
	Coordinator – Maintenance, Levy	E			
	Coordinator – Online Library Resources and Instruction	E			
	Coordinator – Payroll Services	E			
	Coordinator – Resource Development (Annual Giving and Alumni), CF Foundation	E			
	Curator of Exhibitions, AMA	E			
	Foundation Accountant III, CF Foundation	E			
	Grants Compliance Manager	E			
	Head Coach of Intercollegiate Athletics	E			
	Instructional Designer – E-Learning	E			
	Instructional Designer – Compliance Specialist, E-Learning	E			

NOTE: Hourly rates for all Professional positions, with the exception of 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 that title~~ compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P3	Manager – CF Printing and Postal Services	E	\$47,322	\$89,911	\$24.27
	Manager – Learning Resource Center, Citrus				
	Manager – President's Office and Board Operations	E			
	Museum Registrar, AMA	E			
P4	Assistant Director – Academic Advising and First Year Success	E	\$52,054	\$98,903	\$26.69
	Assistant Director – Admissions/International Students	E			
	Assistant Director – Admissions/Student Recruitment	E			
	Assistant Director – Appleton Museum of Art	E			
	Assistant Director – Enrollment Services/Assistant Registrar	E			
	Assistant Director – Financial Aid	E			
	Assistant Director – Human Resources	E			
	Associate Director – Financial Aid/Veterans Affairs	E			
	Business Analyst, Administration and Finance	E			
	Center Manager, Levy	E			
	Coordinator – Criminal Justice/Public Service	E			
	Counseling and Community Resources Coordinator	E			
	Data Analyst/Reporting Coordinator	E			
	Director – Corporate College	E			
	Director – Lab School	E			
	Director – Student Accounts	E			
	Director – Student Life	E			
	Director – Student Success and Educational Outreach Programs	E			
	Health Sciences Recruiter/Outreach Specialist	E			
	Manager – Accounting	E			
	Manager – Admissions/International Students	E			
	Manager – Admissions & School Relations	E			
	Manager – Community Relations	E			
	Manager – Digital Communications	E			
	Manager – Facility Operations	E			
	Manager – Facility Operations & Construction Projects	E			
	Manager – Instructional Services, Levy	E			
	Manager – Marketing and Public Relations	E			
	Manager – Plant Safety and Facility Operations	E			
	Manager – Professional Development	E			
	Manager – Public Safety	E			
	Manager – Testing and Assessment	E			
	Manager – Vintage Farm (Temp/Grant)	E			

NOTE: Hourly rates for all Professional positions, with the exception of 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 that rate~~ compensation or stipends that vary from these established pay grades must be approved by the President or the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
P4	Manager – Work Readiness, Business and Technology	E	\$52,054	\$98,903	\$26.69
	Project/Tutor Coordinator	E			
	Purchasing Agent and Risk Management	E			
	Research and Data Analyst	E			
P5	Director – Accessibility and Counseling Services	E	\$57,259	\$108,793	\$29.36
	Director – Conference and Food Services	E			
	Director – Development, CF Foundation	E			
	Director – E-Learning and Learning Support Centers	E			
	Director – Governmental Relations and Special Assistant to the President	E			
	Director – Instructional Services, Citrus	E			
	Director – Purchasing	E			
	Director – Resource Development and Accreditation	E			
	Manager – Athletics/Head Coach, Baseball	E			
	Project Director – Department of Labor Consortium (Grant Funded/ Limited <u>Limited</u> Time Appointment)	E			

NOTE: Hourly rates for all Professional positions, with the exception of 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 the President's designee.

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Technology Salary Procedures

Work Days and Requirements

As a rule, Technology 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 pro-rated based on daily rates.

The standard workweek for full-time administrators, professionals, technology, 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, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

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 will be approved by the District Board of Trustees.

Technology 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

Technology 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 percent (20%) 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 ~~exempt~~ technology employees may receive a supplement for added responsibilities. ~~When approved by the President, full-time non-exempt technology 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 technology positions is shown on the College of Central Florida Technology Salary Schedule. Technology employees serve a 90-day Observation Period.

Part-Time Technology Salary Procedures

Work Days and Requirements

The standard workweek for part-time Technology 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 Technology service personnel are placed in their appropriate pay grade and hourly rate range at the time of their appointment. Appointment of part-time Technology service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the Technology 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 percent (20%) above the minimum hourly rate established for the position. The President may

approve exceptions.

Technology Salary Schedule 2024- 20252025-2026					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
T1	PC/AV Technician	NE	\$39,000	\$74,100	\$20.00
T2	Technical Support Specialist	NE	\$41,000	\$77,900	\$21.03
T3	AV Automation Specialist	NE	\$45,636	\$86,708	\$23.40
	Programmer Analyst I	E			
	Senior Technical Support Specialist	NE			
T4	Programmer Analyst II	E	\$52,531	\$99,809	\$26.94
	Technology Specialist	E			
	Web Developer/Communications Specialist	E			
T5	Information Security Manager	E	\$63,037	\$119,770	\$32.33
	Manager – Desktop Support	E			
	Network Engineer	E			
	Programmer Analyst III	E			
	Programmer III	E			
	Programmer III/Project Manager	E			
	Systems Administrator	E			
	Systems Programmer	E			
T6	Enterprise Resource Planning Manager	E	\$75,645	\$143,725	\$38.79
	Information Technology Manager	E			
T7	Associate Vice President, Information Technology	E	\$93,650	\$177,935	\$48.03

NOTE: Hourly rates for all Technology positions are calculated by dividing the annual salary for a position by 1,950 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 the President's designee.

Career Service Salary Procedures

Work Days and Requirements

The standard workweek for full-time administrators, professionals, technology, 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, technology, and career service employees during the summer term shall be performed Monday through Thursday. The dates of the summer work weeks will be designated on the approved administrative calendars.

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 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 ten percent (10%) 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 Career 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.

Career Service Salary Schedule 2024- 20252025-2026					
Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C1	Cashier – Cafeteria Services and Cyber Café (P/T)	NE	\$29,250	\$55,575	\$15.00
	Catering Assistant (P/T)	NE			
	Childcare Cook (P/T)	NE			
	Communications Center Assistant	NE			
	Custodian (P/T)	NE			
	Food Services Assistant (P/T)	NE			
	Gallery Assistant (P/T)	NE			
	Grill Cook I (P/T)	NE			
	Groundskeeper	NE			
	Instructional Aid I (Temp/Grant)	NE			
	Line Cook – Cafeteria Services (P/T)	NE			
	Mail Courier	NE			
	Mailroom/Printing and Postal Services Assistant (P/T)	NE			
	Mailroom/Staff Services Assistant (P/T)	NE			
	Maintenance Repair Worker (P/T)	NE			
	Preschool Teacher Assistant (P/T)	NE			
	Staff Assistant I	NE			
	Visitor Services Specialist, AMA (P/T)	NE			
	Weight Room Supervisor (P/T)	NE			
	C2	NE	\$30,712	\$58,354	\$15.75
	Conference Centers Assistant I, Vintage Farm (P/T)	NE			
	Enrollment Services – Orientation Specialist (P/T)	NE			
	Friends of the Foundation Volunteer Coordinator (P/T)	NE			
	Gallery Coordinator (P/T)	NE			
	Grill Cook II (P/T)	NE			
	Instructional Aid II (P/T)	NE			
	Library Technician	NE			
	Museum Assistant, AMA (P/T)	NE			
	Night Cashier/Accounting Clerk (P/T)	NE			
	Printing Assistant (P/T)	NE			
	Public Safety Officer	NE			
	Specialist – Cafeteria Services	NE			
	Staff Assistant II	NE			
C3	Accounting Specialist I	NE	\$32,248	\$61,271	\$16.54
	Auditorium Assistant (P/T)	NE			
	Catering Captain (P/T)	NE			
	Conference Services Specialist	NE			
	Costume Shop Assistant (P/T)	NE			
	Cyber Café Specialist I (P/T)	NE			
	Evening Coordinator, Citrus (P/T)	NE			

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 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 the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C3	Facilities Worker	NE	\$32,248	\$61,271	\$16.54
	Grounds Specialist- Citrus	NE			
	Grounds Specialist, Ocala-	NE			
	Instructional Aid III (P/T)	NE			
	Neighborhood Recruiter (Grant Funded) (P/T)	NE			
	Preschool Teacher	NE			
	Public Safety Sergeant	NE			
	Public Service Division Support Specialist	NE			
	Records Technician, CJI	NE			
	Staff Assistant III	NE			
	Student Services Specialist, Citrus	NE			
	Testing Assistant, Student Services (P/T)	NE			
	Trades Helper (P/T)	NE			
	Trips and Tours Specialist, I, AMA (P/T)	NE			
	Webber Center Specialist (P/T)	NE			
	Weekend Manager, AMA (P/T)	NE			
C4	Accounting Specialist II	NE	\$33,861	\$64,335	\$17.36
	Assessment Specialist	NE			
	Assistant to the POD Project Managers	NE			
	Communication Center Specialist	NE			
	Communications Technician (P/T)	NE			
	Computer Lab Assistant (P/T)	NE			
	Computer Specialist (Grant Funded) (P/T)	NE			
	Conference Centers Assistant II (P/T)	NE			
	Cyber Café Specialist II (P/T)	NE			
	Donor Relations Specialist, CF Foundation	NE			
	Financial Aid Specialist I	NE			
	Financial Aid Technician (P/T)	NE			
	Grants Specialist I	NE			
	Grounds and Inmate Supervisor	NE			
	Human Resources Assistant	NE			
	Instructional Assistant	NE			
	Learning Commons Specialist	NE			
	Learning Support Specialist, Citrus	NE			
	Learning Support Specialist, Ocala (P/T)	NE			
	Museum Events Specialist, AMA (P/T)	NE			
	Public Safety Assistant	NE			
	Public Safety Lieutenant	NE			
	Public Safety Training Specialist (P/T)	NE			
	Senior Library Technician	NE			
	Senior Library Technician, Citrus	NE			
	Specialist – Catering Services	NE			
	Specialist – Perkins Grant, Business and Technology	NE			

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 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 the President's designee.

Grade	Positions	Status E/NE	Minimum	Maximum	Part-Time Rate
C4	Staff Assistant IV	NE	\$33,861	\$64,335	\$17.36
	Technician – Enrollment Services Center	NE			
	Trades Technician	NE			
	Trades Worker	NE			
	Trips and Tours Specialist II, AMA (P/T)	NE			
	Veterans Affairs School Certifying Official (P/T)	NE			
C5	Accounting Specialist III	NE	\$35,554	\$67,552	\$18.23
	Accounting Specialist III, CF Foundation	NE			
	Admissions Specialist	NE			
	Admissions Technician	NE			
	Assessment and Career Specialist	NE			
	Assistant Payroll Specialist (P/T)	NE			
	Disability Services Assessment and Accommodations Specialist	NE			
	Enrollment Services Technician	NE			
	Enrollment Specialist	NE			
	Executive Administrative Assistant	NE			
	Executive Administrative Assistant, CF Foundation	NE			
	Financial Aid Scholarship Specialist	NE			
	Financial Aid Specialist II	NE			
	Foundation Scholarship Accounting Specialist, CF Foundation	NE			
	Hampton Center Coordinator	NE			
	Marketing and Public Relations Specialist	NE			
	Marketing Assistant – Suicide Prevention Program (P/T)	NE			
	Museum Specialist	NE			
	Print and Design Specialist	NE			
	Public Safety Coordinator, AMA	NE			
	Specialist II – Food Services	NE			
	Technical Learning Support Specialist (P/T)	NE			
	Trades Specialist – Carpenter	NE			
	Trades Specialist – Electrician	NE			
	Trades Specialist – HVAC	NE			
	Trades Specialist – HVAC/Preventive Maintenance	NE			
	Trades Specialist – Locksmith	NE			
	Trades Specialist – Painter	NE			
	Trades Specialist – Plumber/Irrigation	NE			

NOTE: Hourly rates for all Career positions are calculated by dividing the annual salary for a position by 1,950 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 the President's 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	\$705 per Credit Hour
Master's	\$731 per Credit Hour
Doctorate	\$762 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.

Marion County Fire Rescue

Corporate Training instructional staff providing services under the Interlocal Agreement with the College and Marion County shall be compensated on a rate schedule established in the agreement.

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.

Clinical Dentist – Health Sciences

This position may be assigned to full-time or part-time duties. Compensation will be determined by the President based on the scope of duties and degrees/certifications relevant to the position.

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's 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 \$15.00 to \$18.00.

Student-Only Positions

The standard workweek for part-time student employees is 15 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. Student workers must be currently enrolled at the college and actively attending classes in accordance with the enrollment requirements.

Notetaker.....	\$15.00/hour
Transcriber	\$15.00/hour
Student Assistant.....	\$15.00/hour
SAFE	\$15.00/hour
Peer Educators	\$15.00/hour
*America Reads Tutor	\$15.00/hour
Child Care-Work Study	\$15.00/hour
*TRIO Tutor.....	\$15.00/hour

*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	\$15.00/hour
Office Aide.....	\$15.00/hour
Tutor (AA/AS or less)	\$15.00/hour
Tutor (BA/BS/Certified)	\$16.00/hour
Tutor (Master's/Specialized)	\$17.00/hour

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, or rates specified in agreements authorized by the Board. 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 \$15.00 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
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P.G. 1	\$19.60	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	\$22.56	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	\$25.52	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	\$31.45	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	\$37.38	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	\$24,383 <u>0.48</u>	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	\$27,923 <u>4.91</u>	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	\$31,453 <u>7.99</u>	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	\$33,854 <u>3.97</u>	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	\$37,384 <u>6.64</u>	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	\$23.70 <u>29.63</u>	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	\$27.36 <u>34.20</u>	Associate's degree	
P.G.3	\$30.89 <u>37.99</u>	Bachelor's degree	
P.G.4	\$34.42 <u>43.97</u>	Master's degree	
P.G.5	\$37.94 <u>46.64</u>	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.	\$16.85	High School Diploma or equivalent required
Assessment Specialist – Adult Education	Coordinate, schedule and administer entry level standard and specialty assessments.	\$17.69	Associate degree in general education or a related field.
Lab Instructor	Uses software and Web only to facilitate computer-based instruction.	\$18.58	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.	\$19.51	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.	\$20.48	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.	\$21.51	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.	\$22.58	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

28

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Write-offs for Fiscal Year 2024-2025

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

DATE: June 18, 2025

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 is a summary regarding write-offs in the amount of \$35,400.01 which is 1.84% of the related revenue for fiscal year 2024-2025.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees authorizes write-offs in the amount of \$35,400.91 for fiscal year 2024-2025 as reflected on the attached list.

COLLEGE OF CENTRAL FLORIDA
ACCOUNTS RECEIVABLE WRITE-OFF SUMMARY
June 2025

Write-Off Description:	Amount	
Tuition and Fees:	\$	28,059.44
Financial Aid R2T4s	\$	4,776.22
VA/HR/Fee Waiver Chargebacks	\$	-
Books:	\$	2,520.25
Parking Fines:	\$	45.00
Library Fines:	\$	-
AE Registration:	\$	-
NSF:	\$	-
Total Write-Offs:	\$	35,400.91

(The total Write-Offs are 1.84% 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
18-19	10/31/2018	\$ 192,744.53	291	\$ 99,225.16
	2/27/2019	\$ 62,408.64	105	
	6/28/2019	\$ 180,736.48	293	
	total	\$ 435,889.65	689	
19-20	10/31/2019	\$ 108,919.73	183	\$ 170,142.49
	2/27/2020	\$ 101,885.19	191	
	6/28/2020	\$ 76,101.50	105	
	total	\$ 286,906.42	479	
20-21	10/31/2020	\$ 130,869.06	213	\$ 142,321.94
	2/28/2021	\$ 50,195.92	79	
	6/30/2021	\$ -		
		\$ 181,064.98	292	
21-22	10/31/2021	\$ -	0	\$ 58,336.47
	2/28/2022	\$ -	0	
	6/30/2022	\$ 47,404.89	73	
		\$ 47,404.89	73	
22-23	10/31/2022	\$ 160,941.87	194	\$ 43,918.35
	2/28/2023	\$ 68,882.47	122	
	6/30/2023	\$ 90,205.19	117	
		\$ 320,029.53	433	
23-24	10/25/2023	\$ 74,331.64	121	\$ 43,993.29
	2/29/2024	\$ 65,048.66	89	
	6/26/2024	\$ 107,197.96	131	
		\$ 246,578.26	341	
24-25	10/25/2024	\$ 90,088.56	139	\$ 47,090.94
	2/29/2025	\$ 37,951.37	53	
	6/26/2025	\$ 35,400.91	66	
		\$ 163,440.84	258	
Since 2006				
Total write-offs and collections		<u>\$ 5,909,595.25</u>		<u>\$ 1,745,374.84</u>

Total recovery as a percentage of total write-offs 29.5%

COLLEGE OF CENTRAL FLORIDA

29

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Capital Improvement Program – FY 2026-2027 through FY 2030-2031 & Fund 7 College-Wide Capital Outlay Projects Budget – 2025-2026

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

DATE: June 18, 2025

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 2025-2026. The entire Capital Improvement Program will be available at the Board Meeting.

RECOMMENDATION/ACTION REQUESTED:

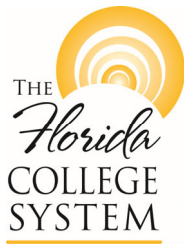
That the District Board of Trustees approves the Capital Improvement Program for Fiscal Years FY 2026-2027 through FY 2030-2031 and the Fund 7 College-Wide Capital Outlay Projects budget for 2025-2026 and authorizes the Board Chair to sign.

Capital Improvement Program

Fiscal Years 2026-27 through 2030-31



June 2025



**FLORIDA COLLEGE SYSTEM
CAPITAL IMPROVEMENT PLAN &
LEGISLATIVE BUDGET REQUEST
FY 2026-27**

TRANSMITTAL FORM

COLLEGE College of Central Florida

APPROVED BY BOARD OF TRUSTEES June 25th, 2025
(DATE)

SIGNATURE OF PRESIDENT OR DESIGNEE _____

PRINT NAME Robert Durrance

TITLE Chair District Board of Trustees

DATE June 25th, 2025

CONTACT PERSON NAME Katie Hunt

TELEPHONE 352-854-2322 ext. 1729

E-MAIL huntk@cf.edu



CAPTIAL IMPROVEMENT PROGRAM

2026-27 THROUGH 2030-31

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

Capital Improvement Program Current Status (CIP-1)



FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2025-26

CIP 1

COLLEGE: College of Central Florida
DATE: June 11th, 2025

PROJECT TITLE (Include Site)	SITE No.	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	6	PECO	2004-05	37,216		\$1,591,500		\$1,591,500	YES	YES		
Levy Campus Facilities Enhancement Challenge Grant - Match Request	3	PECO	2007-08	49,287		\$1,668,060		\$1,668,060	YES	YES		
								\$0				
Ocala, Building 5 Walk-in Cooler Renovation	1		2024-25	N/A	\$58,000	\$0		\$58,000	YES	YES	Complete	1/31/2025
Ocala, Building 6 Gym Remodel for Health Science Programs - Cswk. & Equip. Purchases	1	CGR (Sec.152)	2021-22	24,604	\$7,800,000	\$0		\$7,800,000	YES	YES	Complete	3/30/2025
IT Suite Carpet Renovation - Rooms 105, 105A, 105B, 105C	1	PECO	2023-24	2,000	\$27,799	\$0		\$27,799	YES	YES	Complete	6/30/2025
Ocala, Building 7 Faculty Office Renovation	1	Grant/CIF	2020-21	4,410	\$290,000	\$0		\$290,000	YES	YES	Complete	3/30/2025
Ocala, Building 7 SMART Area / Classroom Renovation	1	Grant/CIF	2020-21	1,930	\$275,000	\$0		\$275,000	YES	YES	Complete	3/30/2025
Ocala, Building 7 HVAC/VAV Box Renovation/Remodel	1	CIF	2020-21	N/A	\$200,000	\$0		\$200,000	YES	YES	Complete	3/30/2025
Ocala, Building 10 Plant Ops Fire Alarm Upgrade	1	PECO	2024-25	N/A	\$20,000	\$0		\$20,000	YES	YES	Complete	10/31/2024
Ocala, Building 20 Classroom 209 Acoustic Renovation - Approved R&R Form	1	CIF	2024-25	1,337	\$3,000	\$0		\$3,000	YES	YES	Complete	12/30/2024
Levy, Replace sod, crape myrtles and coontie palms at L1	3	PECO	2024-25	N/A	\$58,400	\$0		\$58,400	YES	YES	Complete	12/30/2024
Hampton, Irrigation tie-in	4	CIF	2023-24	N/A	\$15,000	\$0		\$15,000	YES	YES	Complete	7/30/2024
Hampton, Access Controls/Door Addition - Interior Corridor	4	PECO	2023-24	N/A	\$20,000	\$0		\$20,000	YES	YES	Complete	3/5/2025
Vintage Farm, Sidewalk Gate & Double Fencing at Horse and Cow Pastures	5	State DM/CIF	2022-23	N/A	\$140,526	\$0		\$140,526	YES	YES	Complete	6/30/2025
CitrusTesting Remodel - Approved R&R Form	6	CIF	2023-24	N/A	\$84,181	\$0		\$84,181	YES	YES	Complete	2/1/2025
Siemens Humidifier Tie-in	10	PECO	2024-25	N/A	\$13,858	\$0		\$13,858	YES	YES	Complete	12/30/2026
Tree Maintenance	All	CIF	2024-25	N/A	\$77,682	\$0		\$77,682	YES	YES	Complete	6/30/2025
College Wide Road Repairs - patch, seal & stripe	All	State DM	2022-23	N/A	\$14,635	\$0		\$14,635	YES	YES	Complete	12/30/2024
College Wide Security Systems	All	PECO	2024-25	N/A	\$186,690	\$0		\$186,690	YES	YES	Complete	6/30/2025
College Wide General Renovations	All	PECO	2024-25	N/A	\$225,499	\$0		\$225,499	YES	YES	Complete	6/30/2025
College Wide Painting	All	PECO	2024-25	N/A	\$2,490	\$0		\$2,490	YES	YES	Complete	6/30/2025
College Wide Sidewalk Repairs	All	PECO	2024-25	N/A	\$52	\$0		\$52	YES	YES	Complete	6/30/2025
College Wide ADA Compliance	All	PECO	2024-25	N/A	\$15,433	\$0		\$15,433	YES	YES	Complete	6/30/2025
College Wide Classroom Upgrades/Repairs	All	PECO	2024-25	N/A	\$14,747	\$0		\$14,747	YES	YES	Complete	6/30/2025
College Wide Site Improvement	All	PECO	2024-25	N/A	\$59,094	\$0		\$59,094	YES	YES	Complete	6/30/2025
College Wide Safety and Security	All	PECO	2024-25	N/A	\$19,623	\$0		\$19,623	YES	YES	Complete	6/30/2025
College Wide HVAC Repairs	All	PECO	2024-25	N/A	\$176,585	\$0		\$176,585	YES	YES	Complete	6/30/2025
College Wide Roof Repairs	All	PECO	2024-25	N/A	\$69,247	\$0		\$69,247	YES	YES	Complete	6/30/2025
College Wide Signage	All	PECO	2024-25	N/A	\$5,295	\$0		\$5,295	YES	YES	Complete	6/30/2025
College Wide Fire Alarm System Upgrades	All	PECO	2024-25	N/A	\$28,201	\$0		\$28,201	YES	YES	Complete	6/30/2025
College Wide Grounds and Landscaping	All	PECO	2024-25	N/A	\$0	\$0		\$0	YES	YES	Complete	6/30/2025
								\$0				
Health Science Technology Center - Design Fee	1	PECO	2018-19	N/A		\$0		\$0	YES	YES	Construction	3/31/2026
Ocala, Health Science Project - Center for Nursing	1	PECO	2018-19	42,500	\$15,646,963	\$0	\$4,000,825	\$19,647,788	YES	YES	Construction	9/30/2025
Ocala, Criminal Justice Instructional Center	1	PECO	2022-23	31,868	\$17,465,199	\$0		\$17,465,199	YES	YES	Construction	3/30/2027
Ocala, Building 19 EMS Program Building Renovation/Remodel	1	PECO	2022-23	26,832	\$7,183,653	\$0		\$7,183,653	YES	YES	Construction	3/30/2026
Ocala, Building 1 2nd Floor ADA restroom Upgrades	1	State DM/CIF	2022-23	306	\$50,000	\$0		\$50,000	YES	YES	Construction	12/30/2026
Ocala, Building 3 Lactation "Mothers" Room	1	CIF	2024-25	200	\$7,500	\$0		\$7,500	YES	YES	Construction	6/30/2026
Ocala, Building 10 Plant Ops Break Room/Office Renovation	1	CIF	2023-24	2,109	\$81,000	\$50,000		\$131,000	YES	YES	Construction	6/30/2026
Ocala, Building 20-208 Computer Lab Remode	1	CIF	2023-24	1,045	\$40,000	\$0		\$40,000	YES	YES	Construction	6/30/2026
Ocala, Building 23 Fencing around Chiller	1	CIF	2022-23	N/A	\$17,500	\$0		\$17,500	YES	YES	Construction	9/30/2025
Ocala, South Campus HVAC Upgrades	1	State DM	2022-23	N/A	\$713,885	\$0		\$713,885	YES	YES	Construction	12/30/2026

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2025-26

CIP 1

COLLEGE: College of Central Florida
DATE: June 11th, 2025

PROJECT TITLE (Include Site)	SITE No.	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
Ocala, Building 2,3,4, 42 Roof Replacements	1	State DM	2022-23	N/A	\$1,345,108	\$0		\$1,345,108	YES	YES	Construction	12/30/2025
Ocala, Building 71 Replace AHU 1, 2, & 3, boilers, piping, controls,wiring	1	State DM	2022-23	N/A	\$908,770	\$0		\$908,770	YES	YES	Construction	12/30/2026
Ocala, Building 18 HVAC Equipment Renovation	1	State DM	2022-23	6,391	\$1,149,885	\$0		\$1,149,885	YES	YES	Construction	12/30/2026
Ocala, Building 18 Roof Replacement	1	CIF	2023-24	6,391	\$177,333	\$0		\$177,333	YES	YES	Construction	12/30/2026
Ocala, Building 18 ADA Parking Space and Sidewalk	1	State DM/CIF	2022-23	N/A	\$70,000	\$0		\$70,000	YES	YES	Construction	12/30/2026
Ocala/Citrus, Fire Alarm Upgrades	1,6	State DM	2022-23	N/A	\$312,998	\$0		\$312,998	YES	YES	Construction	12/30/2025
Ocala, Building 38 Staff Services Upgrades	1	CIF	2022-23	680	\$2,000	\$0		\$2,000	YES	YES	Construction	9/30/2025
Hampton, Roof Repairs	4	State DM	2022-23	21,920	\$361,260	\$0		\$361,260	YES	YES	Construction	9/30/2025
Citrus, Monument Road Sign	6	CIF	2023-24	N/A	\$298,000	\$0		\$298,000	YES	YES	Construction	12/30/2025
Citrus, AHU-C3 Replacement	6	State DM	2022-23	N/A	\$410,885	\$0		\$410,885	YES	YES	Construction	12/30/2026
CW Pump 1 & 2 Replacement	6	State DM	2022-23	N/A	\$11,840	\$0		\$11,840	YES	YES	Construction	12/30/2025
Citrus, Classroom Lab Renovation - CAP Grant	6	CAP Grant	2024-25	1,544	TBD	\$0		TBD	YES	YES	Construction	6/30/2026
Airport, New Classroom Portable	7	CIF	2023-24	2,000	\$298,000	\$0		\$298,000	YES	YES	Construction	9/30/2025
VAV Box Replacements - qty. (2)	10	PECO	2024-25	N/A	\$30,000	\$0		\$30,000	YES	YES	Construction	12/30/2025
VAV Box Replacements - qty. (7)	10	PECO	2024-25	N/A	\$100,000	\$0		\$100,000	YES	YES	Construction	6/30/2026
Refrigerant Monitoring System	10	PECO	2024-25	N/A	\$197,585	\$0		\$197,585	YES	YES	Construction	12/30/2026
AMA, AHU-5 Replacement, and 90 Ton RTWA Chiller Replacement	10	State DM	2024-25	N/A	\$611,785	\$0		\$611,785	YES	YES	Construction	12/30/2026
College Wide ADA/Equity Deficiencies List - signage, wrap drain pipes	All	State DM	2022-23	N/A	\$118,194	\$0		\$118,194	YES	YES	Construction	12/30/2026
Ocala, Building 9, Engineering Technology Renovation - CAP Grant	1,6	CAP Grant	2024-25	N/A	\$0	\$0	\$4,110,031	\$4,110,031	YES	YES	Bid	6/30/2026
Ocala, Building 1 Access Control Upgrades HR, Business Office	1	CIF	2025-26	N/A	\$0	\$20,000		\$20,000	YES	YES	Planning	6/30/2026
Ocala, Building 2 ADA Rest Room Addition	1	PECO	2023-24	2,500	\$0	\$1,200,000		\$1,200,000	YES	YES	Planning	6/30/2028
Ocala, Building 2 IT Suite Carpet Ren. - 106	1	CIF	2025-26	1,247	\$0	\$10,000		\$10,000	YES	YES	Planning	6/30/2026
Ocala, Building 3 2nd Floor Restroom Ren.	1	CIF	2025-26	340	\$0	\$120,000		\$120,000	YES	YES	Planning	6/30/2028
Ocala, Building 4 Stage Floor Replacement	1	CIF	2022-23	2,431	\$0	\$50,000		\$50,000	YES	YES	Planning	6/30/2026
Ocala, Building 4 Band Room Acoustical Upgrades	1	CIF	2022-23	1,556	\$0	\$30,000		\$30,000	YES	YES	Planning	6/30/2026
Ocala, Building 4 Ceramics Class Sink Ren.	1	CIF	2023-24	N/A	\$0	\$5,000		\$5,000	YES	YES	Planning	6/30/2026
Ocala, Building 4 Auditorium Theatrical Lighting System Upgrade	1	CIF	2024-25	N/A	\$0	\$900,000		\$900,000	YES	YES	Planning	6/30/2028
Black Box Upgrades - (Vestibule, Storage)	1	CIF	2025-26	500	\$0	\$100,000		\$100,000	YES	YES	Planning	6/30/2027
Ocala, Building 5 Exterior Covered and Gated Golf Cart Storage Area	1	CIF	2023-24	N/A	\$0	\$10,000		\$10,000	YES	YES	Planning	6/30/2026
Ocala, Building 5 Testing Area - Sound Remediation	1	CIF	2024-25	N/A	\$0	\$50,000		\$50,000	YES	YES	Planning	6/30/2026
Ocala, Building 5 Testing Office - Add window panel to privacy wall	1	CIF	2024-25	N/A	\$0	\$1,700		\$1,700	YES	YES	Planning	6/30/2026
Ocala, Building 7 Boiler Replacement	1	CIF	2025-26	N/A	\$0	\$15,000		\$15,000	YES	YES	Planning	6/30/2026
Ocala, Building 7 Corridor Renovation - Carpet, Paint, and Lighting	1	CIF	2023-24	3,400	\$0	\$60,000		\$60,000	YES	YES	Planning	6/30/2026
Ocala, Building 10 Plant Operations, Relocate Data Closet	1	PECO	2025-26	200	\$0	\$60,000		\$60,000	YES	YES	Planning	6/30/2026
Ocala, Building 12 Bob Zelinski Athletics Building Remodel	1	CIF	2024-25	6,642	\$0	\$3,609,918		\$3,609,918	YES	YES	Planning	6/30/2027
Ocala, Building 20 Center for IT and Education Expansion	1	PECO	2024-25	31,071	\$0	\$5,737,038		\$5,737,038	YES	YES	Planning	1/3/2028
Ocala, Buildings 23/51 Chiller Plant Cross Connection Project	1	CIF	2023-24	N/A	\$0	\$3,000,000		\$3,000,000	YES	YES	Planning	6/30/2027
Ocala, Building 40 White Board Replacement	1	CIF	2025-26	N/A	\$0	\$22,500		\$22,500	YES	YES	Planning	6/30/2026
Ocala, Building 42 Enterprise Center Ren.	1	CIF	2024-25	25,204	\$0	\$3,870,314		\$3,870,314	YES	YES	Planning	6/30/2027
Ocala, Building 51 Chiller Upgrade	1	CIF	2025-26	N/A	\$0	\$400,000		\$400,000	YES	YES	Planning	1/3/2027
Ocala, Building 51 Chiller Pipe Coating	1	CIF	2025-26	N/A	\$0	\$35,000		\$35,000	YES	YES	Planning	6/30/2026

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2025-26

CIP 1

COLLEGE: College of Central Florida
DATE: June 11th, 2025

PROJECT TITLE (Include Site)	SITE No.	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
Ocala, Building 51 Chiller Actuator Replacement	1	CIF	2025-26	N/A	\$0	\$7,000		\$7,000	YES	YES	Planning	6/30/2026
Ocala, Public Safety Building 55 Addition & Remodel	1	CIF	2024-25	4,694	\$0	\$3,109,263		\$3,109,263	YES	YES	Planning	1/3/2027
Ocala, Baseball Fence	1	CIF	2025-26	N/A	\$0	\$9,000		\$9,000	YES	YES	Planning	12/30/2025
Ocala, Baseball Scoreboard Structure	1	CIF	2022-23	N/A	\$0	\$60,000		\$60,000	YES	YES	Planning	6/30/2026
Ocala, Building 66 Softball Locker Room Upgrades	1	CIF	2022-23	2,064	\$0	\$100,000		\$100,000	YES	YES	Planning	6/30/2026
Ocala, Building 66 Softball Shower Addition	1	CIF	2022-23	600	\$0	\$120,000		\$120,000	YES	YES	Planning	6/30/2026
Ocala, Elevator Modernization 2/3/4/20/40/42	1	CIF	2024-25	N/A	\$0	\$900,000		\$900,000	YES	YES	Planning	6/30/2027
Ocala Elevator Comm. Upgrades (phones)	1	CIF	2025-26	N/A	\$0	\$10,000		\$10,000	YES	YES	Planning	6/30/2026
Ocala, Exterior Furniture	1	CIF	2024-25	N/A	\$0	\$40,000		\$40,000	YES	YES	Planning	6/30/2026
Ocala, CW Drive Replacement	1	CIF	2025-26	N/A	\$0	\$30,000		\$30,000	YES	YES	Planning	6/30/2026
Ocala, Add Water Filtration System to City Water Supply	1	CIF	2025-26	N/A	\$0	\$200,000		\$200,000	YES	YES	Planning	6/30/2026
Levy, Welding Lab Landscaping/Hardscape	3	CIF	2023-24	N/A	\$0	\$7,000		\$7,000	YES	YES	Planning	6/30/2026
Levy, Access Control Local Lockdown Button	3	CIF	2023-24	N/A	\$0	\$5,000		\$5,000	YES	YES	Planning	6/30/2026
Levy, Build structure over fuel tanks	3	CIF	2024-25	N/A	\$0	\$20,000		\$20,000	YES	YES	Planning	6/30/2026
Levy, Welding Lab Update - Replace 3 Make up air fans	3	CIF	2023-24	N/A	\$0	\$13,500		\$13,500	YES	YES	Planning	6/30/2026
Hampton, Add Water Filtration System to City Water Supply	4	CIF	2025-26	N/A	\$0	\$20,000		\$20,000	YES	YES	Planning	6/30/2026
Hampton, Air Cooled Chiller #1 & #2 Replacement	4	CIF	2025-26	N/A	\$0	\$350,000		\$350,000	YES	YES	Planning	6/30/2026
Vintage Farm, ADA Parking Space at Greenhouse	5	State DM/CIF	2022-23	N/A	\$0	\$70,000		\$70,000	YES	YES	Planning	6/30/2026
Vintage Farm, Horse Pasture - Teaching Shade Structure 24'x24'	5	Grant	2022-23	N/A	\$0	\$80,000		\$80,000	YES	YES	Planning	6/30/2026
Vintage Farm, Horse Pasture - (2) Paddock Shade Structures 16'x24'	5	Grant	2022-23	N/A	\$0	\$90,000		\$90,000	YES	YES	Planning	6/30/2026
Vintage Farm, Horse Run-in (2)	5	Grant	2025-26	N/A	\$0	\$30,000		\$30,000	YES	YES	Planning	6/30/2026
Vintage Farm, Fuel Tanks (Gas and Diesel)	5	CIF	2024-25	N/A	\$0	\$5,000		\$5,000	YES	YES	Planning	6/30/2026
Vintage Farm, Exterior Furniture	5	CIF	2022-23	N/A	\$0	\$15,000		\$15,000	YES	YES	Planning	6/30/2026
Vintage Farm, Roof Replacement at House	5	CIF	2022-23	N/A	\$0	\$30,000		\$30,000	YES	YES	Planning	6/30/2026
Vintage Farm, V3 Vet Clinic Building Renovation	5	CIF	2022-23	N/A	\$0	\$50,000		\$50,000	YES	YES	Planning	6/30/2026
Vintage Farm Agricultural Sciences Classroom Building	5	PECO	2024-25	N/A	\$0	\$9,858,994		\$9,858,994	YES	YES	Planning	7/1/2027
Vintage Farm, Portable Classroom at Vet Clinic	5	CIF	2024-25	N/A	\$0	\$298,000		\$298,000	YES	YES	Planning	3/1/2026
Citrus, Parking Lot Light Photocell Upgrades	6	CIF	2023-24	N/A	\$0	\$50,000		\$50,000	YES	YES	Planning	6/30/2026
Citrus, Exterior Furniture	6	CIF	2022-23	N/A	\$0	\$25,000		\$25,000	YES	YES	Planning	6/30/2026
Citrus, Demolish Barn near C1	6	CIF	2023-24	N/A	\$0	\$61,320		\$61,320	YES	YES	Planning	6/30/2026
Citrus, Construct Metal Storage Building (1,500 GSF x \$230/SF)	6	CIF	2023-24	N/A	\$0	\$345,000		\$345,000	YES	YES	Planning	6/30/2027
Citrus, Replace Concrete Walkway	6	CIF	2023-24	N/A	\$0	\$6,000		\$6,000	YES	YES	Planning	6/30/2026
Citrus, Construct Covered Walkway b/t Buildings C3 & C4	6	CIF	2025-26	N/A	\$0	\$65,000		\$65,000	YES	YES	Planning	6/30/2026
Citrus, Gutter Replacement & Repairs	6	CIF	2025-26	N/A	\$0	\$12,000		\$12,000	YES	YES	Planning	6/30/2026
Citrus, Classroom Flooring	6	CIF	2023-24	N/A	\$0	\$100,000		\$100,000	YES	YES	Planning	6/30/2026
Citrus, Restroom Reno. (Wall & Floor tile/counters/sinks/toilets/fixtures/partitions)	6	CIF	2022-23	N/A	\$0	\$80,000		\$80,000	YES	YES	Planning	6/30/2026
Citrus, Replace C1 Roof	6	CIF	2022-23	N/A	\$0	\$25,000		\$25,000	YES	YES	Planning	6/30/2026
Citrus, Replace Classroom White Boards	6	CIF	2023-24	N/A	\$0	\$21,600		\$21,600	YES	YES	Planning	6/30/2026
Citrus, Replace Classroom F/F (201, 202, 204, 206, 207)	6	CIF	2023-24	N/A	\$0	\$125,000		\$125,000	YES	YES	Planning	6/30/2026
Citrus, Classroom/Lab Renovations (7,297 sf)	6	CIF	2023-24	N/A	\$0	\$95,000		\$95,000	YES	YES	Planning	9/30/2027
Citrus, Health Science Renovations (Rooms 103, 104, 105, 106, 107)	6	CIF	2023-24	N/A	\$0	\$375,000		\$375,000	YES	YES	Planning	9/30/2027
Classroom/Lab/Student Lounge Renovations (4,273 sf)	6	CIF	2023-24	N/A	\$0	\$60,000		\$60,000	YES	YES	Planning	9/30/2027
Property Acquisition and Development - Criminal Justice, EMS & Truck Driving	7	PECO	2024-25	N/A	\$0	\$8,939,220		\$8,939,220	YES	YES	Planning	9/30/2027

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2025-26

CIP 1

COLLEGE: College of Central Florida
DATE: June 11th, 2025

PROJECT TITLE (Include Site)	SITE No.	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
AMA, Storage Room HVAC Work	10	Donor	2024-25	N/A	\$0	\$200,000		\$200,000	YES	YES	Planning	9/30/2027
Add/Tie Into Fire Alarms at all Maint. Bldg.s	All	CIF	2025-26	N/A	\$0	\$150,000		\$150,000	YES	YES	Planning	6/30/2026
Tree Maintenance	All	CIF	2025-26	N/A		\$100,000		\$100,000	YES	YES	Planning	6/30/2026
College Wide Access Controls - Add & Upgrade Ext./Int. Locks and Interior Door Licenses	All	CIF	2025-26	N/A	\$0	\$400,000		\$400,000	YES	YES	Planning	6/30/2026
College Wide Security Systems - Upgrade & Add Access Controls	All	CIF	2025-26	N/A		\$2,483,299		\$2,483,299	YES	YES	Planning	6/30/2026
College Wide General Renovations	All	CIF	2025-26	N/A	\$0	\$300,000		\$300,000	YES	YES	Planning	6/30/2026
College Wide Painting	All	CIF	2025-26	N/A	\$0	\$100,000		\$100,000	YES	YES	Planning	6/30/2026
College Wide Sidewalk Repairs	All	CIF	2025-26	N/A	\$0	\$50,000		\$50,000	YES	YES	Planning	6/30/2026
College Wide ADA Compliance	All	CIF	2025-26	N/A	\$0	\$50,000		\$50,000	YES	YES	Planning	6/30/2026
College Wide Classroom Upgrades/Repairs	All	CIF	2025-26	N/A	\$0	\$150,000		\$150,000	YES	YES	Planning	6/30/2026
College Wide Site Improvement	All	CIF	2025-26	N/A	\$0	\$200,000		\$200,000	YES	YES	Planning	6/30/2026
College Wide Safety and Security	All	CIF	2025-26	N/A	\$0	\$200,000		\$200,000	YES	YES	Planning	6/30/2026
College Wide HVAC Repairs	All	CIF	2025-26	N/A	\$0	\$150,000		\$150,000	YES	YES	Planning	6/30/2026
College Wide Roof Repairs	All	CIF	2025-26	N/A	\$0	\$75,000		\$75,000	YES	YES	Planning	6/30/2026
College Wide Signage	All	CIF	2025-26	N/A	\$0	\$75,000		\$75,000	YES	YES	Planning	6/30/2026
College Wide Fire Alarm System Upgrades	All	CIF	2025-26	N/A	\$0	\$150,000		\$150,000	YES	YES	Planning	6/30/2026
College Wide Grounds & Landscaping	All	CIF	2025-26	N/A	\$0	\$80,000		\$80,000	YES	YES	Planning	6/30/2026
								\$0				

Add lines as necessary.

NOTES:

* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding and indicate how any state match funds will be used as a note. (Identify by adding FECGP in parentheses at the end of project name.)

** Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).

*** Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

Capital Improvement Program Project Summary (CIP-2)



**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2026-27 through 2028-29**

CIP 2

COLLEGE: College of Central Florida

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2026-27	2027-28	2028-29	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
4	2024	Renovation	Building 42 Enterprise Center Renovation	1	\$3,870,314			\$3,870,314			\$3,870,314	YES
7		Renovation	College Wide Security Systems (Ocala, Hampton Vintage Farm, Citrus, Levy, AMA)	All	\$2,483,299			\$2,483,299			\$2,483,299	YES
8	2024	Renovation	College Wide Building System Renovation/Remodel	All	\$66,537,130			\$66,537,130			\$66,537,130	YES
9	2024	Renovation	College Wide Central Utility Systems	All	\$7,015,680	\$1,500,000		\$8,515,680			\$8,515,680	YES
10	2024	Renovation	College Wide Building Systems	All	\$3,596,501			\$3,596,501			\$3,596,501	YES
11	2024	Renovation	College Wide Campus Systems	All	\$256,820			\$256,820			\$256,820	YES
12	2024	Renovation	College Wide Life Safety	All	\$2,925,192			\$2,925,192			\$2,925,192	YES

*Total Project Cost includes funding from all sources

TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$ 86,684,936 \$ 1,500,000 \$ - \$ 88,184,936

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2026-27	2027-28	2028-29	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2024	New Const	Agricultural Sciences Classroom Building	5	\$9,858,994			\$9,858,994			\$9,858,994	YES
2	2024	Remodel	Bob Zelinski Athletic Building Remodel	1	\$3,609,918			\$3,609,918			\$3,609,918	YES
3	2023	New Const	Property Acquisition and Development - Criminal Justice, EMS & Truck Driving	7	\$8,939,220			\$8,939,220			\$8,939,220	YES
5	2024	Remodel	Building 20 Center for Workforce Development	1	\$5,737,038			\$5,737,038			\$5,737,038	YES
6	2024	Remodel	Public Safety Building 55 Addition and Remodel	1	\$3,109,263			\$3,109,263			\$3,109,263	YES

*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$ 31,254,433 \$ - \$ - \$ 31,254,433

GRAND TOTAL OF ALL PROJECTS \$ 117,939,369 \$ 1,500,000 \$ - \$ 119,439,369

Capital Improvement Program Project Explanation (CIP-3)



FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2026-27 through 2028-29

CIP 3A

College Name	College of Central Florida			
Project Title	Vintage Farm Agricultural Sciences Building			
Budget Entity Priority	1			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
			X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
5	4020 SE 3rd Avenue	Ocala	Marion

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

The Project Narrative and ROI for program information. The Extraordinary Construction Cost Worksheet contains a breakdown of the site preparation, and improvements that need to be made in order to construct this structure. A lift station must be added along with other required infrastructure that will serve this building as well as existing and future structures. These include but are not limited to water for building services and fire sprinkler, HVAC systems, Electrical Service, Access Controls, Telecommunications, roadways and walkways.

RESERVE ESCROW 0.5% (per s. 1001.03(18)(c) , F.S.)

Building value: \$8,099,740

Source of valuation for remodel or renovation: Subtotal Construction Cost
1st year escrow deposit amount: \$40,499
Escrow funding source: Fund 1

Comments:

Initial Year Requested: 2024	Has this project ever been vetoed? If so, list year(s):	No
------------------------------	---	----

List All Proposed Sources of Funding:
PECO State Funding

Projected Bid Date/Start of Construction (Month, Year):	July 2026
Projected Occupancy Date (Month, Year):	July 2027

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
May 2017	5.003				
May 2017	5.008				
May 2017	5.012	Classroom	900	900	30
May 2017	5.012	Voc. Lab	1,920	1,920	15
May 2017	5.012	Support Services	900	900	
May 2017	5.012	Office	200	200	
May 2017	5.012	Voc. Lab	1,920	1,920	
Total NSF Used				5,840	

CIP 3B

Vintage Farm Agricultural Sciences Building

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom	900	1,278	\$	449.32	1.00	\$ 574,231
Teaching Lab	1,920	2,727	\$	470.94	1.00	\$ 1,284,253
Library		0	\$	396.25	1.00	\$ -
Vocational Lab	3,840	5,454	\$	470.94	1.00	\$ 2,568,507
Office	200	284	\$	482.72	1.00	\$ 137,092
Auditorium - Exhibit		0	\$	504.53	1.00	\$ -
Instructional Media		0	\$	328.58	1.00	\$ -
Gymnasium		0	\$	353.15	1.00	\$ -
Student Service	500	710	\$	480.92	1.00	\$ 341,453
Support Service	1,250	1,776	\$	328.58	1.00	\$ 583,558
TOTAL	8,610	12,229	Wt. Avg. 446.72			
New Construction Cost						\$ 5,489,095
REMODELING/RENOVATION*		NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
					1.00	\$ -
					1.00	\$ -
TOTAL	0	0				
Remodeling/Renovation Cost*						\$ -
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>						
Base Construction for New & Rem/Ren						\$ 5,489,095
Site development/improvement** (2.6%)						
Total Base Construction Costs						\$ 5,489,095

PROJECT COMPONENT COSTS & PROJECTIONS

			Costs				
			Incurred to date	2026-27	2027-28	2028-29	TOTAL
1. CONSTRUCTION COSTS							
a.	Total Base Construction Cost (from above)			\$5,489,095			\$5,489,095
Additional Extraordinary Construction Costs							
b.	Environmental Impacts/Mitigation						\$0
c.	Site preparation			\$100,000			\$100,000
d.	Landscape/Irrigation			\$60,000			\$60,000
e.	Plaza/Walks			\$350,000			\$350,000
f.	Roadway improvements			\$500,000			\$500,000
g.	Parking spaces:			\$280,000			\$280,000
h.	Telecommunication			\$25,000			\$25,000
i.	Electrical service			\$60,885			\$60,885
j.	Water distribution			\$105,875			\$105,875
k.	Sanitary sewer system			\$500,000			\$500,000
l.	Chilled water system			\$400,000			\$400,000
m.	Storm water system			\$160,000			\$160,000
n.	Energy efficient equipment						\$0
o.	Other: access control system			\$68,885			\$68,885
Subtotal: CONSTRUCTION COSTS			\$0	\$8,099,740	\$0	\$0	\$8,099,740
2. OTHER PROJECT COSTS							
a.	Land/existing facility acquisition***						\$0
b.	Professional Fees						
	1) Planning/programming (1%)			\$54,891			\$54,891
	2) A/E fees (7.8%)			\$428,149			\$428,149
	3) Inspection Services*** (sugg. 0.5%)			\$27,445			\$27,445
	4) On-site representation (1.3%)			\$71,358			\$71,358
	5) Other prof. services*** (sugg. 0.5%)			\$27,445			\$27,445
c.	Testing/surveys (2.2%)			\$120,760			\$120,760
d.	Permit/Environmental Fees***			\$41,168			\$41,168
e.	Miscellaneous cost*** (sugg. 1-3%)			\$54,891			\$54,891
f.	Movable equipment/furnishings (17%)			\$933,146			\$933,146
*** As needed							
Subtotal: OTHER PROJECT COSTS			\$0	\$1,759,254	\$0	\$0	\$1,759,254
TOTAL PROJECT COST			\$0	\$9,858,994	\$0	\$0	\$9,858,994

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	\$ 9,858,994	(number below
								should equal
								Total Project Cost)
\$ -			\$ -			\$ 9,858,994		\$ 9,858,994

Extraordinary Construction Costs			
b.	Environmental Impacts/Mitigation		
c.	Site preparation	Removal and disposition of 12,229 sf of ground, and regrade for building site work.	\$ 100,000.00
d.	Landscape/Irrigation	Irrigation materials, supplies, labor to tie into irrigation main = \$30,000.00 Landscaping materials, plants, trees, labor to install = \$30,000.00	\$ 60,000.00
e.	Plaza/Walks	Student seating plazas and 100 lf x 5' walkways connecting the new facility to parking lot.	\$ 350,000.00
f.	Roadway improvements	Curbing, asphalt road.	\$ 500,000.00
g.	Parking spaces:	Construction of up to 100 parking spaces with required site lighting. (15 LED Fixtures w/ 35' concrete poles)	\$ 280,000.00
h.	Telecommunication	Run 425 lf of underground fiberoptic communication cable.	\$ 25,000.00
i.	Electrical service	Tie into electrical loop and provide above ground vaults as required.	\$ 60,885.00
j.	Water distribution	Tie into 8" water main and BFP to support the new building fire sprinkler system.	\$ 105,875.00
k.	Sanitary sewer system	Add new lift station to accommodate this and future buildings.	\$ 500,000.00
l.	HVAC system	HVAC system with associated pumps, AHU and associated controls, electrical service, to support the new facility.	\$ 400,000.00
m.	Storm water system	Construction of drainage retention pond with related inlets and piping to support the building, parking lot, and walkway construction.	\$ 160,000.00
n.	Energy efficient equipment		
o.	Other: access control system	access control system	\$ 68,885.00

\$ 2,610,645.00

**Higher Educational Facilities
Return on Investment**

Institution: College of Central Florida

Project: Vintage Farm Agricultural Sciences Classroom Building

Total Funding: \$9,858,994

Previous Funding (State and Local): Yes (State)

Workforce Project (Yes or No): Yes

Contact Person (Name, Position, Phone No.): Dr. Jennifer Fryns, Vice President,
Workforce Development and Innovation 352-854-2322 ext. 1728

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: Allows for new Associate of Science Degree in Agricultural Technology and expansion of current Associate of Science in Agribusiness and Equine Studies programs. By end of year 2: 12 new completers for Agricultural Technology and additional 12 completers each in Agribusiness and Equine Studies. Openings and Wages for Agribusiness listed on Master Credential List as \$88,820 annual LMEC Mean Wage. Equine Studies listed on Master Credential List as \$37,250 annual LMEC Mean Wage.

2. ☒ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation: Currently only one classroom available on this campus plus limited lab use. Lab setting must be kept in small groups due to work with animals and produce requiring hands-on experiences, close up examination and enhanced safety protocols. Additional classrooms will allow more sections to be scheduled, leading to potentially faster completion of degrees and an additional 36 students enrollment each year.

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation: Agribusiness Management is on the 24-25 Master Credential List (REACH ACT) and the RDOL.

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation: CF has a current partnership with Embry-Riddle, St. Johns' River Water Management and Florida Farm Bureau to highlight agricultural careers, water management practices and agricultural technology advancements. College staff is currently pursuing additional partnerships with John Deere, UF IFAS and has applied for the USDA non-land grant designation in order to boost program visibility and job placements for students. CF Vintage Farm campus is currently limited in hosting non-instructional activities (such as recruitment activities) due to limited classroom space. Additional space will support these partnerships.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: CF Vintage Farm was gifted to College of Central Florida and needs dedicated lecture classroom space added and some indoor/outdoor lab space (covered with electricity) to improve its function as an education campus.

7. ☒ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation: This property was donated to the College in December, 2016 by a local donor who saw the potential for growth of our equine and agribusiness programs to serve the community. We have outgrown the current spaces and need to add GSF in order to grow our in-demand programs.

8. ☐ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation:

9. ☒ Projected Facility Utilization Rate

Explanation: Along with traditional lecture space, this building will include a large lab space with roll-top doors that can be opened to create an open-air lab. This provides opportunity to expand our program to agricultural technology (including servicing of agricultural equipment and sustainable agriculture technologies). This building would also provide space for a covered training lab for equine studies to safely conduct their program.

10. ☒ Current/Projected Campus Utilization Rate

Explanation: A classroom structure with added classroom and lab space would allow us to increase enrollment by fifty-percent in both our Equine Science and Agribusiness programs.

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM – **COLLEGE OF CENTRAL FLORIDA**
CIP-3 PROJECT NARRATIVE: (PURPOSE, NEED, SCOPE, PROGRAM, FACILITIES AND EDUCATIONAL PLANT SURVEY RECOMMENDATIONS)
2026-27 THROUGH 2030-31
Project: Vintage Farm Agricultural Sciences Classroom Building

This project includes the construction of a new 12,229 GSF Agricultural Sciences Classroom Building on the colleges Vintage Farm Campus in Ocala, Florida. The building will house our existing Agribusiness Management and Equine Studies Program, allow for program expansion of both those programs as well as the development of a new Agricultural Technology Associate of Science degree.

The additional classroom and indoor/outdoor space will help establish CF's Vintage Farm campus and related academic programs as the statewide hub for workforce training of applied agricultural sciences. The agricultural and equine workforce just in this region critically needs a talent pipeline who are trained in cutting edge practices to ensure the workforce education in these fields are number one in the nation. This requires students to be educated in fields of entrepreneurship, business management, BMPs (such as sustainability and water-conversation), automation and other agricultural technology, soil science, luxury equine horse handling, equine-specific business practices and the latest in equine therapeutics.

UF IFAS estimates 37,501 jobs in Marion County are agricultural and related industries (representing 25% of all jobs in Marion County). In Levy County this number is 4,843 (representing 33% of all total jobs). USDA Census of agriculture documents that there are 3,329 farms located in Marion County whose products sold had a market value of \$220,578,000 in 2022. Horse Farms Forever's research in partnership with the Florida Thoroughbreds Breeders Owner's Association (FTBOA) shows there are 80,000 horses residing in Marion County and the horse industry provides over 21,961 jobs in Marion County. The economic impact of the horse industry in Ocala/Marion is estimated to be over \$2.3 billion.

Enrollment at the site is currently being limited due to maximum usage of the room during the hours students are available. Most students work in the early hours of the morning either in agriculture or in equine industries and it's important to make sure they can continue their education while simultaneously working in the industries where they are needed. This requires that we focus instruction and lab hours in the early afternoons through evenings. The current Vintage Farm Campus only has one classroom, which the college added to the existing barn structure. A classroom structure with added classroom and lab space would allow us to increase enrollment by fifty-percent in these programs. Along with traditional lecture space, this building will include a large lab space with roll-top doors that can be opened to create an open-air lab. This provides opportunity to expand our program to agricultural technology (including servicing of agricultural equipment and sustainable agriculture technologies). This building would also provide space for a covered training lab for equine studies to safely conduct their program.

Survey Recommendations:

- 5.003 Construct completion of center-wide irrigation system to include installation of pumping stations, irrigation lines and automation of all valves.
- 5.008 Construct a new building.
- 5.012 New Construction: Adding Classrooms (30 SS), (900 NSF), (1278 GSF); Vocational Labs (15 SS), (1920 NSF), Mechanical / Sanitation (700 NSF), Office (200 NSF), Circulation (200 NSF).

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2026-27 through 2028-29

CIP 3A

College Name	College of Central Florida			
Project Title	Bob Zelinski Athletics Building Remodel			
Budget Entity Priority	2			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
		X	X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
1	3001 SW College Road	Ocala	Marion

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

Refer to the Project Narrative and ROI for program information. The Extraordinary Construction Cost Worksheet contains a breakdown of costs associated with the new construction of a 24'x24' outdoor covered training space, as well as, tie-ins to existing infrastructure, updating of equipment, and the addition of access controls for security purposes.

RESERVE ESCROW 0.5% (per s. 1001.03(18)(c) , F.S.)

Building value: \$2,916,964

Source of valuation for remodel or renovation: Subtotal Construction Cost
1st year escrow deposit amount: \$14,585
Escrow funding source: Fund 1

Comments:

Initial Year Requested: 2024	Has this project ever been vetoed? If so, list year(s):	No
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List All Proposed Sources of Funding:
PECO State Funding

Projected Bid Date/Start of Construction (Month, Year): February 2027
Projected Occupancy Date (Month, Year): January 2028

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
June 2022	1.049		4,100	4,100	0
June 2022	1.06				0
2024 Spot Survey	1.108				0
Total NSF Used				4,100	

CIP 3B COST WORKSHEET

College of Central Florida

Bob Zelinski Athletics Building Remodel

CIP 3B

BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom			0	\$ 468.21	1.00	\$ -
Teaching Lab			0	\$ 487.63	1.00	\$ -
Library			0	\$ 409.16	1.00	\$ -
Vocational Lab			0	\$ 487.63	1.00	\$ -
Office			0	\$ 498.45	1.00	\$ -
Auditorium - Exhibit			0	\$ 520.96	1.00	\$ -
Instructional Media			0	\$ 338.06	1.00	\$ -
Gymnasium		576	818	\$ 364.65	1.00	\$ 298,284
Student Service			0	\$ 496.59	1.00	\$ -
Support Service			0	\$ 339.28	1.00	\$ -
TOTAL		576	818	Wt. Avg. 462.56		
New Construction Cost						\$ 298,284
REMODELING/RENOVATION*		NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
		4,100	5,824	\$ 320.00	1.00	\$ 1,863,680
					1.00	\$ -
TOTAL		4,100	5,824			
Remodeling/Renovation Cost*						\$ 1,863,680
*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.						
Base Construction for New & Rem/Ren						\$ 2,161,964
Site development/improvement** (2.6%)						
Total Base Construction Costs						\$ 2,161,964

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

PROJECT COMPONENT COSTS & PROJECTIONS

			Costs				
			Incurred to date	2026-27	2027-28	2028-29	TOTAL
1. CONSTRUCTION COSTS							
	a.	Total Base Construction Cost (from above)		\$2,161,964			\$2,161,964
Additional Extraordinary Construction Costs							
	b.	Environmental Impacts/Mitigation					\$0
	c.	Site preparation		\$35,000			\$35,000
	d.	Landscape/Irrigation		\$30,000			\$30,000
	e.	Plaza/Walks		\$30,000			\$30,000
	f.	Roadway improvements		\$0			\$0
	g.	Parking spaces:		\$0			\$0
	h.	Telecommunication		\$20,000			\$20,000
	i.	Electrical service		\$50,000			\$50,000
	j.	Water distribution		\$65,000			\$65,000
	k.	Sanitary sewer system		\$30,000			\$30,000
	l.	Chilled water system		\$400,000			\$400,000
	m.	Storm water system		\$50,000			\$50,000
	n.	Energy efficient equipment		\$0			\$0
	o.	Other: access control system		\$45,000			\$45,000
Subtotal: CONSTRUCTION COSTS			\$0	\$2,916,964	\$0	\$0	\$2,916,964
2. OTHER PROJECT COSTS							
	a.	Land/existing facility acquisition***					\$0
	b.	Professional Fees					
		1) Planning/programming (1%)		\$21,620			\$21,620
		2) A/E fees (7.8%)		\$168,633			\$168,633
		3) Inspection Services*** (sugg. 0.5%)		\$10,810			\$10,810
		4) On-site representation (1.3%)		\$28,151			\$28,151
		5) Other prof. services*** (sugg. 0.5%)		\$10,810			\$10,810
	c.	Testing/surveys (2.2%)		\$47,563			\$47,563
	d.	Permit/Environmental Fees***		\$16,215			\$16,215
	e.	Miscellaneous cost*** (sugg. 1-3%)		\$21,620			\$21,620
	f.	Movable equipment/furnishings (17%)		\$367,534			\$367,534
*** As needed		Subtotal: OTHER PROJECT COSTS	\$0	\$692,954	\$0	\$0	\$692,954
TOTAL PROJECT COST			\$0	\$3,609,918	\$0	\$0	\$3,609,918

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	\$ 3,609,918	(number below should equal Total Project Cost)
\$ -			\$ -			\$ 3,609,918		\$ 3,609,918

Extraordinary Construction Costs			
b.	Environmental Impacts/Mitigation		
c.	Site preparation	Removal and disposition of 576 sf of ground, and regrade for building site work.	\$ 35,000.00
d.	Landscape/Irrigation	Irrigation materials, supplies, labor to tie into irrigation main = \$10,000.00 Landscaping materials, plants, trees, labor to install = \$20,000.00	\$ 30,000.00
e.	Plaza/Walks	Student seating plazas and 25 lf x 5' walkways connecting the new facility to parking lot.	\$ 30,000.00
f.	Roadway improvements	Curbing, asphalt road.	\$ -
g.	Parking spaces:	Construction of up to 100 parking spaces with required site lighting. (15 LED Fixtures w/ 35' concrete poles)	\$ -
h.	Telecommunication	Run 200 lf of underground fiberoptic communication cable.	\$ 20,000.00
i.	Electrical service	Tie into electrical loop and provide above ground vaults as required.	\$ 50,000.00
j.	Water distribution	Tie into 8" water main and BFP to support the new building fire sprinkler system.	\$ 65,000.00
k.	Sanitary sewer system	Tie into existing sanitary sewer as needed.	\$ 30,000.00
l.	HVAC system	HVAC system with associated pumps, AHU and associated controls, electrical service, to support the new facility.	\$ 400,000.00
m.	Storm water system	Construction of drainage retention pond with related inlets and piping to support new covered areas.	\$ 50,000.00
n.	Energy efficient equipment		
o.	Other: access control system	access control system	\$ 45,000.00

\$ 755,000.00

**Higher Educational Facilities
Return on Investment**

Institution: College of Central Florida

Project: Bob Zelinski Athletics Building Remodel

Total Funding: \$3,609,918

Previous Funding (State and Local): No

Workforce Project (Yes or No): No

Contact Person (Name, Position, Phone No.): Dr. Saul Reyes, Vice President Student Affairs, 352-854-2322 ext. 1547

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)
Explanation: Recruiting tool to be used for perspective students considering CF for athletics. Having a dedicated space for athletes can also help focus them in their academic careers, improving focus and finishing their degrees or certificates.
2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation:
3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:
4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation:
5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation:
6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space
Explanation: Improves the athletic experience for our athletes and our new sport of Cross Country. Patriot room would also be a room for Academic

success. The athletes no longer have a building on campus dedicated to them and are spread out in different buildings for offices, training, and team building.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: This building is vacant and will go into disrepair if left alone. We no longer have a pool on campus and no longer need large locker/shower spaces. Repurposing and remodeling it to house Athletics would improve the building for years to come. Also, having all athletics in one building would be beneficial for the athletics department staff.

9. ☐ Projected Facility Utilization Rate

Explanation:

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

This building, if remodeled for Athletics would emulate Patriot Pride and become a showcase building where everyone can see the success of CF athletics. A Team room for Patriot Pride to be displayed when Patriots are moving on and signing scholarships to the next level. This building will raise our athletic department to the next level in showcasing what we do and how we succeed at CF for athletics. Go Patriots!

FLORIDA COLLEGE SYSTEM – **COLLEGE OF CENTRAL FLORIDA**
CIP-3 PROJECT NARRATIVE: (PURPOSE, NEED, SCOPE, PROGRAM, FACILITIES AND EDUCATIONAL PLANT SURVEY RECOMMENDATIONS)
2026-27 THROUGH 2030-31
Project: Bob Zelinski Athletics Building Remodel

This project includes the remodel of a 4,990 GSF concrete and stucco building formerly used as pool locker rooms and office areas. The building will be remodeled into a state-of-the art training facility for our college athletes, house offices, laundry, conference and team gathering spaces. We would also build a 24'x24' outdoor covered training area for the athletes to use.

This building is vacant as we no longer have a pool on campus. We have no use for the two large locker room/shower spaces. Repurposing and remodeling it to house athletics would improve the building for years to come.

Since athletics no longer has a dedicated building on campus they are spread out in different buildings for offices, training, and team building. Having a dedicated building improves the athletic experience for our Baseball and Softball athletes and our new sport of Cross Country. Having all athletics staff in one building would also be beneficial for the athletics department staff to communicate with each other and our student athletes.

Over the course of the year, we will serve 75-80 student-athletes for fall baseball, fall softball and Women's Cross Country, and 65-70 student-athletes in the spring. This building will fulfill the need as a "one-stop" destination for meeting (including team/practice/academic/scholarship signing), training, tutoring, injury rehab and many other athletic needs. This building will house the athletic offices much closer to the softball and baseball fields and will house the women's cross country locker rooms so that all sports are more centrally located to the athletic offices. Having the medical training room closer to the baseball and softball fields will be an outstanding upgrade from where they are currently located. The planned outdoor training rehab area has been needed for years as it is now done in an adjacent parking lot in the open.

A centralized athletics building will be a recruiting tool to be used for perspective students considering CF for athletics. Having a dedicated space for athletes can also help focus them in their academic careers, improving focus and finishing their degrees or certificates. The planned "Team room" will give Patriot Athletics a room of pride to display championships while hosting study halls, player scholarship signings, meetings with donors, academic sessions, video review, and hopefully many team post season celebrations.

This remodeled building for Athletics will emulate Patriot Pride and become a showcase building where everyone can see the success of CF athletics, and will raise our athletic department to the next level in showcasing what we do, and how we succeed at CF for athletics. Go Patriots!

Survey Recommendations:

- 1.060 Renovating Building Number - 12, Building Name - AQUATIC CENTER (0 SS), (3383 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 100 (622 NSF), Room 100B (272 NSF), Room 100C (134 NSF), Room 101 (163 NSF), Room 102 (103 NSF), Room 103 (1044 NSF), Room 104 (1045 NSF)

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2026-27 through 2028-29

CIP 3A

College Name	College of Central Florida			
Project Title	Property Acquisition and Development - Criminal Justice, EMS & Truck Driving			
Budget Entity Priority	3			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
			X	X

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
7	TBD	Ocala	Marion

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

The College intends to purchase approximately 10 acres of property in Ocala, Marion County, to house a Criminal Justice Training Site and Truck Driving Pad. We will request to transfer our Site 7 designation from the airport location once the new site is acquired. The Law Enforcement/Corrections program includes a classroom (525 SF), an office (100 SF), a Defensive Tactics (D-TAC) space with storage and lockers (2,898 SF), toilet areas (1,400 SF), and support service spaces (800 SF). This program totals 4,523 NSF and 6,424 GSF. We also intend to construct a dedicated 300'x600' concrete driving pad for our Criminal Justice program. In the future we plan to add training buildings as well.

This site would include a dedicated 300'x600' concrete driving pad for Truck Driving. Truck driving requires a dedicated 300'x600' driving pad, as well as, a classroom (525 SF), offices (200 SF) and access to restrooms. This adds a minimum 725 NSF to the request, The building will be 7,453 GSF with two concrete driving pads totaling 360,000 GSF.

RESERVE ESCROW 0.5% (per s. 1001.03(18)(c) , F.S.)

Building value: \$7,850,743	
Source of valuation for remodel or renovation: Subtotal Construction Cost	
1st year escrow deposit amount: \$39,254	
Escrow funding source: Fund 1	
Comments:	
Initial Year Requested: 2024	Has this project ever been vetoed? If so, list year(s): No
List All Proposed Sources of Funding:	
PECO State Funding	
Projected Bid Date/Start of Construction (Month, Year):	
February, 2026	
Projected Occupancy Date (Month, Year):	
January, 2027	

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
June 2022	1.003				
June 2022	1.014				
June 2022	7.001				
June 2022	7.002				
June 2022	7.003				
June 2022	7.004				
June 2022	7.005	Voc. Lab			
June 2022	7.007	Support Services	1,000	1,000	
June 2022	7.007	Classroom	525	525	21
June 2022	7.007	Voc. Lab	2,898	2,898	
June 2022	7.007	Office	300	300	
June 2022	7.007	Classroom	525	525	21
Total NSF Used				5,248	

Property Acquisition and Development - Criminal Justice, EMS & Truck Driving

BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom		1,050	1,491	\$ 468.21	1.00	\$ 698,101
Teaching Lab			0	\$ 487.63	1.00	\$ -
Library			0	\$ 409.16	1.00	\$ -
Vocational Lab		2,898	4,116	\$ 487.63	1.00	\$ 2,007,085
Office		300	426	\$ 498.45	1.00	\$ 212,340
Auditorium - Exhibit			0	\$ 520.96	1.00	\$ -
Instructional Media			0	\$ 338.06	1.00	\$ -
Gymnasium			0	\$ 364.65	1.00	\$ -
Student Service			0	\$ 496.59	1.00	\$ -
Support Service		1,000	1,420	\$ 339.28	1.00	\$ 481,778
TOTAL		5,248	7,453	Wt. Avg. 462.56		
New Construction Cost						\$ 3,399,303
REMODELING/RENOVATION*		NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
					1.00	\$ -
					1.00	\$ -
TOTAL		0	0			
Remodeling/Renovation Cost*						\$ -
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>						
Base Construction for New & Rem/Ren						\$ 3,399,303
Site development/improvement** (2.6%)						
Total Base Construction Costs						\$ 3,399,303

PROJECT COMPONENT COSTS & PROJECTIONS

			Costs				
			Incurred to date	2026-27	2027-28	2028-29	TOTAL
1. CONSTRUCTION COSTS							
a.	Total Base Construction Cost (from above)			\$3,399,303			\$3,399,303
Additional Extraordinary Construction Costs							
b.	Environmental Impacts/Mitigation						\$0
c.	Site preparation			\$150,000			\$150,000
d.	Landscape/Irrigation			\$65,850			\$65,850
e.	Plaza/Walks			\$2,100,000			\$2,100,000
f.	Roadway improvements			\$900,000			\$900,000
g.	Parking spaces:			\$280,000			\$280,000
h.	Telecommunication			\$25,000			\$25,000
i.	Electrical service			\$60,885			\$60,885
j.	Water distribution			\$105,875			\$105,875
k.	Sanitary sewer system			\$125,995			\$125,995
l.	Chilled water system			\$400,000			\$400,000
m.	Storm water system			\$168,950			\$168,950
n.	Energy efficient equipment						\$0
o.	Other: access control system			\$68,885			\$68,885
Subtotal: CONSTRUCTION COSTS			\$0	\$7,850,743	\$0	\$0	\$7,850,743
2. OTHER PROJECT COSTS							
a.	Land/existing facility acquisition***						\$0
b.	Professional Fees						
	1) Planning/programming (1%)			\$33,993			\$33,993
	2) A/E fees (7.8%)			\$264,146			\$264,146
	3) Inspection Services*** (sugg. 0.5%)			\$16,997			\$16,997
	4) On-site representation (1.3%)			\$44,191			\$44,191
	5) Other prof. services*** (sugg. 0.5%)			\$16,997			\$16,997
c.	Testing/surveys (2.2%)			\$74,785			\$74,785
d.	Permit/Environmental Fees***			\$25,495			\$25,495
e.	Miscellaneous cost*** (sugg. 1-3%)			\$33,993			\$33,993
f.	Movable equipment/furnishings (17%)			\$577,882			\$577,882
*** As needed	Subtotal: OTHER PROJECT COSTS		\$0	\$1,088,477	\$0	\$0	\$1,088,477
TOTAL PROJECT COST			\$0	\$8,939,220	\$0	\$0	\$8,939,220

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	\$ 8,939,220	(number below
								should equal
								Total Project Cost)
\$ -			\$ -			\$ 8,939,220		\$ 8,939,220

Extraordinary Construction Costs			
b.	Environmental Impacts/Mitig		
c.	Site preparation	Removal and disposition of 360,000 sf of ground, and regrade for building site work.	\$ 150,000.00
d.	Landscape/Irrigation	Irrigation materials, supplies, labor to install irrigation main = \$30,850.00 Landscaping materials, plants, trees, labor to install = \$35,000.00	\$ 65,850.00
e.	Plaza/Walks	Student seating plazas and 100 lf x 5' walkways connecting the new facility to parking lot. 2 300'x600' Concrete driving pads for Criminal Justice and Truck Driving = \$1,600,000.	\$ 2,100,000.00
f.	Roadway improvements	Curbing, asphalt road.	\$ 900,000.00
g.	Parking spaces:	Construction of up to 100 parking spaces with required site lighting. (15 LED Fixtures w/ 35' concrete poles)	\$ 280,000.00
h.	Telecommunication	Run 425 lf of underground fiberoptic communication cable.	\$ 25,000.00
i.	Electrical service	Tie into electrical loop and provide above ground vaults as required.	\$ 60,885.00
j.	Water distribution	Tie into 8" water main and BFP to support the new building fire sprinkler system.	\$ 105,875.00
k.	Sanitary sewer system	Tie into 10" PVC piping system, and required man holes per new system design.	\$ 125,995.00
l.	HVAC system	HVAC system with associated pumps, AHU and associated controls, electrical service, to support the new facility.	\$ 400,000.00
m.	Storm water system	Construction of drainage retention pond with related inlets and piping to support the building, parking lot, and walkway construction.	\$ 168,950.00
n.	Energy efficient equipment		
o.	Other:	access control system	\$ 68,885.00

\$ 4,451,440.00

Higher Educational Facilities Return on Investment

Institution: College of Central Florida

Project: Property Acquisition & Development – Criminal Justice, EMS & Truck Driving

Total Funding: \$8,939,220

Previous Funding (State and Local): No

Workforce Project (Yes or No): Yes

Contact Person (Name, Position, Phone No.): Dr. Charles McIntosh, Dean, Criminal Justice and Teacher Education, 352-854-2322, ext. 1360

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: Florida is seeing a drastic increase in job openings due to retirements and exponential growth. There are many immediate job openings for corrections and law enforcement locally with an average starting salary of \$50,000. The A.S. Degree program is housed in this building and would also benefit in the same ways to produce more degrees. The degree proves to be useful in areas of law enforcement and corrections other than being officers or detention deputies. The benefit of investment in a new facility would be seen almost immediately.

2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation:

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded

Explanation:

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation: The Department of Economic Opportunity's National Occupational Forecast sees a nearly 9% growth in the need for protective service occupations. This does not take into account the population increases we are experiencing locally and the increasing need for local law enforcement/corrections personnel. Governor DeSantis has announced several initiatives that will have those pursuing careers to seriously consider a protective service occupation. We recently partnered with Florida Department of

Corrections to host multiple Corrections Officer cohorts with other cohorts to follow.

5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation:

6. ☐ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation:

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: Removes expenses we currently have to maintain current construction trailer which is in terrible condition.

9. ☒ Projected Facility Utilization Rate

Explanation: Considering the current state of law enforcement around the country, many officers are finding Florida a more attractive place to work in the field. Governor DeSantis is offering many incentives for relocation. A newer/larger space would allow us to not only provide a quality recruit experience, but also an increased footprint in the area of advanced and specialized training. We currently have to cap cohorts due classroom sizes.

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM – **COLLEGE OF CENTRAL FLORIDA**
CIP-3 PROJECT NARRATIVE: (PURPOSE, NEED, SCOPE, PROGRAM, FACILITIES AND EDUCATIONAL PLANT SURVEY RECOMMENDATIONS)
2026-27 THROUGH 2030-31

Project: Property Acquisition and Development – Criminal Justice, EMS & Truck Driving

The College intends to purchase approximately 10 acres of property in Ocala, Marion County, to house a Criminal Justice Training Site and Truck Driving Pad. We will request to transfer our Site 7 designation from the airport location once the new site is acquired.

The Law Enforcement/Corrections program includes a classroom (525 SF), an office (100 SF), a Defensive Tactics (D-TAC) space with storage and lockers (2,898 SF), toilet areas (1,400 SF), and support service spaces (800 SF). This program totals 4,523 NSF and 6,424 GSF. We also intend to construct a dedicated 300'x600' concrete driving pad for our Criminal Justice program. In the future we plan to add training buildings as well.

This site would include a dedicated 300'x600' concrete driving pad for Truck Driving. Truck driving requires a dedicated 300'x600' driving pad, as well as, a classroom (525 SF), offices (200 SF) and access to restrooms. This adds a minimum 725 NSF to the request.

The building will be 7,453 GSF with two concrete driving pads totaling 360,000 GSF.

Our local agency heads are asking the county commission and city council for more officers/deputies respectively. They are aggressively recruiting out of state officers which requires an equivalency of training certification course. We are ready to offer this program, but cannot due to the limited resources. These officers are attending this training at other facilities. We have a growing responsibility for the training of those new recruits as well as ongoing training for a growing number of law enforcement and corrections personnel. We would like the Criminal Justice Institute to be “the” destination for training in our area.

Survey Recommendations:

- 1.003 Construct 1000 vehicle parking spaces with; hard surface, positive drainage, curbing, illumination, and xeriscape landscaping.
- 1.014 Acquire parcels of land, with improvements, adjacent and near adjacent to Ocala Campus approximately thirty-five (35) acres.
- 7.001 Acquire parcels of land, with improvements, adjacent and near adjacent to Airport /Corrections center approximately thirty-five (35) acres.
- 7.002 Develop newly acquired property; approximately thirty- five (35) adjacent and near adjacent acres to be purchased with all necessary improvements to include utilities, roads, and water management.
- 7.003 Construct completion center-wide infrastructure to include; electrical distribution, domestic and fire water service, telecommunications and systems for wireless communications, related equipment, electronic reader display, and security systems including security lighting
- 7.004 Construct completion of center-wide irrigation system to include; installation of pumping stations, irrigation lines and automation of all valves
- 7.005 Construct professional skid pad for Law Enforcement Driving skills including wet pad areas simulation. GSF to be determined by programs certification needs
- 7.007 Construct indoor firing range in association with the Law Enforcement/Corrections programs to include; range (4,800 NSF), student shower, locker, and toilet areas (1,400 NSF), related instruction classroom (525 NSF) and arms storage (500 NSF); (7,225 NSF, 10,262 GSF). Note SF developed from SREF Standards.

CIP 3A

CIP 3B

Building 42 Enterprise Center Renovation

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom				0 \$ 468.21	1.00	\$ -
Teaching Lab				0 \$ 487.63	1.00	\$ -
Library				0 \$ 409.16	1.00	\$ -
Vocational Lab				0 \$ 487.63	1.00	\$ -
Office				0 \$ 498.45	1.00	\$ -
Auditorium - Exhibit				0 \$ 520.96	1.00	\$ -
Instructional Media				0 \$ 338.06	1.00	\$ -
Gymnasium				0 \$ 364.65	1.00	\$ -
Student Service				0 \$ 496.59	1.00	\$ -
Support Service				0 \$ 339.28	1.00	\$ -
TOTAL		0	0	Wt. Avg. 462.56		
New Construction Cost						\$ -
REMODELING/RENOVATION*	NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost	
	11,912	16,920	\$ 150.00	1.00	\$ 2,538,000	
				1.00	\$ -	
TOTAL	11,912	16,920				
Remodeling/Renovation Cost*					\$ 2,538,000	
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>						
				Base Construction for New & Rem/Ren	\$	2,538,000
				Site development/improvement** (2.6%)		
Total Base Construction Costs					\$	2,538,000

PROJECT COMPONENT COSTS & PROJECTIONS

			Costs				
			Incurred to date	2026-27	2027-28	2028-29	TOTAL
1. CONSTRUCTION COSTS							
a.	Total Base Construction Cost (from above)			\$2,538,000			\$2,538,000
Additional Extraordinary Construction Costs							
b.	Environmental Impacts/Mitigation						\$0
c.	Site preparation						\$0
d.	Landscape/Irrigation						\$0
e.	Plaza/Walks						\$0
f.	Roadway improvements						\$0
g.	Parking spaces:						\$0
h.	Telecommunication			\$25,000			\$25,000
i.	Electrical service			\$25,000			\$25,000
j.	Water distribution						\$0
k.	Sanitary sewer system						\$0
l.	Chilled water system			\$400,000			\$400,000
m.	Storm water system						\$0
n.	Energy efficient equipment						\$0
o.	Other: access control system			\$68,885			\$68,885
Subtotal: CONSTRUCTION COSTS			\$0	\$3,056,885	\$0	\$0	\$3,056,885
2. OTHER PROJECT COSTS							
a.	Land/existing facility acquisition***						\$0
b.	Professional Fees						
	1) Planning/programming (1%)			\$25,380			\$25,380
	2) A/E fees (7.8%)			\$197,964			\$197,964
	3) Inspection Services*** (sugg. 0.5%)			\$12,690			\$12,690
	4) On-site representation (1.3%)			\$32,994			\$32,994
	5) Other prof. services*** (sugg. 0.5%)			\$12,690			\$12,690
c.	Testing/surveys (2.2%)			\$55,836			\$55,836
d.	Permit/Environmental Fees***			\$19,035			\$19,035
e.	Miscellaneous cost*** (sugg. 1-3%)			\$25,380			\$25,380
f.	Movable equipment/furnishings (17%)			\$431,460			\$431,460
*** As needed	Subtotal: OTHER PROJECT COSTS		\$0	\$813,429	\$0	\$0	\$813,429
TOTAL PROJECT COST			\$0	\$3,870,314	\$0	\$0	\$3,870,314

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	\$ 3,870,314	(number below
								should equal
								Total Project Cost)
\$ -			\$ -			\$ 3,870,314	\$ 3,870,314	

Extraordinary Construction Costs			
b.	Environmental Impacts/Mitig		
c.	Site preparation	Removal and disposition of 12,229 sf of ground, and regrade for building site work.	
d.	Landscape/Irrigation	Irrigation materials, supplies, labor to tie into irrigation main = \$30,000.00 Landscaping materials, plants, trees, labor to install = \$30,000.00	
e.	Plaza/Walks	Student seating plazas and 100 lf x 5' walkways connecting the new facility to parking lot.	
f.	Roadway improvements	Curbing, asphalt road.	
g.	Parking spaces:	Construction of up to 100 parking spaces with required site lighting. (15 LED Fixtures w/ 35' concrete poles)	
h.	Telecommunication	Run 425 lf of underground fiberoptic communication cable.	\$ 25,000.00
i.	Electrical service	Tie into electircal loop and provide above ground vaults as required.	\$ 25,000.00
j.	Water distribution	Tie into 8" water main and BFP to support the new buildng fire sprinkler system.	
k.	Sanitary sewer system	Add new lift station to accommodate this and future buildings.	
l.	HVAC system	HVAC system with associated pumps, AHU and associated controls, electrical service, to support the new facility.	\$ 400,000.00
m.	Storm water system	Construction of drainage retention pond with related inlets and piping to support the building, parking lot, and walkway construction.	
n.	Energy efficient equipment		
o.	Other:	access control system	\$ 68,885.00

\$ 518,885.00

**Higher Educational Facilities
Return on Investment**

Institution: College of Central Florida

Project: Building 42 Enterprise Center Renovation

Total Funding: \$3,870,314

Previous Funding (State and Local): No

Workforce Project (Yes or No): No

Contact Person (Name, Position, Phone No.): Dr. Tammi Viviano-Broderick, Vice President Institutional Effectiveness and College Relations, 352-854-2322 ext. 1665

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☐ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)
Explanation:
2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation:
3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:
4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation:
5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation:
6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space
Explanation: This project includes the renovation of 11,912 sf within Building 42, the Enterprise Center, on the Ocala campus for college office space, conference space and break out areas. The CF Foundation, Inc. will remain in the building as will the Talent Center. As the college grows so do our departments and finding adequate space to house them that is accessible to students and staff is becoming difficult.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☐ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation:

9. ☐ Projected Facility Utilization Rate

Explanation:

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM – **COLLEGE OF CENTRAL FLORIDA**
CIP-3 PROJECT NARRATIVE: (PURPOSE, NEED, SCOPE, PROGRAM, FACILITIES AND EDUCATIONAL PLANT SURVEY RECOMMENDATIONS)
2026-27 THROUGH 2030-31
Project: Building 42 Enterprise Center Renovation

This project includes the renovation of 11,912 sf within Building 42, the Enterprise Center, on the Ocala campus for college office space, conference space and break out areas. The CF Foundation, Inc. will remain in the building as will the Talent Center. As the college grows so do our departments and finding adequate space to house them that is accessible to students and staff is becoming difficult.

Survey Recommendations:

2024 Spot Survey, Survey Recommendation no. 1.079
2024 Spot Survey, Survey Recommendation no. 1.08
2024 Spot Survey, Survey Recommendation no. 1.081
2024 Spot Survey, Survey Recommendation no. 1.082
2024 Spot Survey, Survey Recommendation no. 1.083
2024 Spot Survey, Survey Recommendation no. 1.084
2024 Spot Survey, Survey Recommendation no. 1.085
2024 Spot Survey, Survey Recommendation no. 1.086
2024 Spot Survey, Survey Recommendation no. 1.087
2024 Spot Survey, Survey Recommendation no. 1.088
2024 Spot Survey, Survey Recommendation no. 1.089
2024 Spot Survey, Survey Recommendation no. 1.090
2024 Spot Survey, Survey Recommendation no. 1.091
2024 Spot Survey, Survey Recommendation no. 1.092

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2026-27 through 2028-29

CIP 3A

College Name	College of Central Florida			
Project Title	Building 20 Center for IT and Education Expansion Renovation			
Budget Entity Priority	5			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
	X			

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
1	3001 SW College Road	Ocala	Marion

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

Refer to the Project Narrative and ROI for program information. This is an existing structure with infrastructure in place and will reduce the cost of construction versus building new. This project includes the renovation of 31,067 GSF Building 20 on the Ocala campus to expand computer information technology programs in the fields of Cybersecurity and Data Science and to add Teacher Education programs

RESERVE ESCROW 0.5% (per s. 1001.03(18)(c) , F.S.)

Building value: \$4,362,798
Source of valuation for remodel or renovation: Subtotal Construction Cost
1st year escrow deposit amount: \$21,814
Escrow funding source: Fund 1

Comments:

Initial Year Requested: 2024 Has this project ever been vetoed? If so, list year(s): No

List All Proposed Sources of Funding:
PECO State Funding

Projected Bid Date/Start of Construction (Month, Year): February 2027
Projected Occupancy Date (Month, Year): January 2028

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
2024 Spot Survey	1.093				
2024 Spot Survey	1.094				
2024 Spot Survey	1.095				
2024 Spot Survey	1.096				
2024 Spot Survey	1.097				
2024 Spot Survey	1.098				
2024 Spot Survey	1.099				
2024 Spot Survey	1.1				
2024 Spot Survey	1.101				
2024 Spot Survey	1.102				
2024 Spot Survey	1.103				
2024 Spot Survey	1.104				
2024 Spot Survey	1.105				
2024 Spot Survey	1.106				
Total NSF Used				0	

BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION						
CATEGORY	NSF	GSF	\$/GSF	Local Factor	Const. Cost	
Classroom		0	\$ 468.21	1.00	\$ -	
Teaching Lab		0	\$ 487.63	1.00	\$ -	
Library		0	\$ 409.16	1.00	\$ -	
Vocational Lab		0	\$ 487.63	1.00	\$ -	
Office		0	\$ 498.45	1.00	\$ -	
Auditorium - Exhibit		0	\$ 520.96	1.00	\$ -	
Instructional Media		0	\$ 338.06	1.00	\$ -	
Gymnasium		0	\$ 364.65	1.00	\$ -	
Student Service		0	\$ 496.59	1.00	\$ -	
Support Service		0	\$ 339.28	1.00	\$ -	
TOTAL	0	0	Wt. Avg. 462.56			
New Construction Cost					\$	-
REMODELING/RENOVATION*	NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost	
	21,875	31,071	\$ 138.00	1.00	\$ 4,287,798	
				1.00	\$ -	
TOTAL	21,875	31,071				
Remodeling/Renovation Cost*					\$	4,287,798
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>						
Base Construction for New & Rem/Ren					\$	4,287,798
Site development/improvement** (2.6%)						
Total Base Construction Costs					\$	4,287,798

****Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.**

PROJECT COMPONENT COSTS & PROJECTIONS

			Costs				
			Incurred to date	2026-27	2027-28	2028-29	TOTAL
1. CONSTRUCTION COSTS							
	a.	Total Base Construction Cost (from above)		\$4,287,798			\$4,287,798
Additional Extraordinary Construction Costs							
	b.	Environmental Impacts/Mitigation					\$0
	c.	Site preparation					\$0
	d.	Landscape/Irrigation					\$0
	e.	Plaza/Walks		\$30,000			\$30,000
	f.	Roadway improvements					\$0
	g.	Parking spaces:					\$0
	h.	Telecommunication		\$20,000			\$20,000
	i.	Electrical service		\$25,000			\$25,000
	j.	Water distribution					\$0
	k.	Sanitary sewer system					\$0
	l.	Chilled water system					\$0
	m.	Storm water system					\$0
	n.	Energy efficient equipment					\$0
	o.	Other: access control system					\$0
Subtotal: CONSTRUCTION COSTS			\$0	\$4,362,798	\$0	\$0	\$4,362,798
2. OTHER PROJECT COSTS							
	a.	Land/existing facility acquisition***					\$0
	b.	Professional Fees					
		1) Planning/programming (1%)		\$42,878			\$42,878
		2) A/E fees (7.8%)		\$334,448			\$334,448
		3) Inspection Services*** (sugg. 0.5%)		\$21,439			\$21,439
		4) On-site representation (1.3%)		\$55,741			\$55,741
		5) Other prof. services*** (sugg. 0.5%)		\$21,439			\$21,439
	c.	Testing/surveys (2.2%)		\$94,332			\$94,332
	d.	Permit/Environmental Fees***		\$32,158			\$32,158
	e.	Miscellaneous cost*** (sugg. 1-3%)		\$42,878			\$42,878
	f.	Movable equipment/furnishings (17%)		\$728,927			\$728,927
*** As needed							
Subtotal: OTHER PROJECT COSTS			\$0	\$1,374,240	\$0	\$0	\$1,374,240
TOTAL PROJECT COST			\$0	\$5,737,038	\$0	\$0	\$5,737,038

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	\$ 5,737,038	(number below
								should equal
								Total Project Cost)
\$ -			\$ -			\$ 5,737,038		\$ 5,737,038

Extraordinary Construction Costs			
b.	Environmental Impacts/Mitigation		
c.	Site preparation	Removal and disposition of 576 sf of ground, and regrade for building site work.	
d.	Landscape/Irrigation	Irrigation materials, supplies, labor to tie into irrigation main = \$10,000.00 Landscaping materials, plants, trees, labor to install = \$20,000.00	
e.	Plaza/Walks	Student seating plazas and 25 lf x 5' walkways connecting the new facility to parking lot.	\$ 30,000.00
f.	Roadway improvements	Curbing, asphalt road.	\$ -
g.	Parking spaces:	Construction of up to 100 parking spaces with required site lighting. (15 LED Fixtures w/ 35' concrete poles)	\$ -
h.	Telecommunication	Run 200 lf of underground fiberoptic communication cable.	\$ 20,000.00
i.	Electrical service	Tie into electircal loop and provide above ground vaults as required.	\$ 25,000.00
j.	Water distribution	Tie into 8" water main and BFP to support the new building fire sprinkler system.	
k.	Sanitary sewer system	Tie into existing sanitary sewer as needed.	
l.	HVAC system	HVAC system with associated pumps, AHU and associated controls, electrical service, to support the new facility.	
m.	Storm water system	Construction of drainage retention pond with related inlets and piping to support new covered areas.	
n.	Energy efficient equipment		
o.	Other: access control system	access control system	

\$ 75,000.00

Higher Educational Facilities Return on Investment

Institution: College of Central Florida

Project: Building 20 Center for IT and Education Expansion Renovation

Total Funding: \$5,737,038

Previous Funding (State and Local): No

Workforce Project (Yes or No): Yes

Contact Person (Name, Position, Phone No.): Dr. Jennifer Fryns, Vice President,
Workforce Development and Innovation 352-854-2322 ext. 1728

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: This project will allow the college to expand computer information technology programs in the fields of Cybersecurity and Data Science and to add Teacher Education programs. CareerSource Citrus Levy Marion recently cited the need for 48 new Information Security Analysts over the next five years who are projected to earn an annual wage of \$97,000/yr. There's also a need for 88 new software developers (\$114,000 annual wage) and 20 database administrators (\$98,900 annual wage) over the next five years. There is a notable need for cybersecurity professionals in the healthcare field. According to FL DOE the current vacancies for secondary education are 76 for the tri-county area in the 2024 academic year alone. Average teacher pay in Florida is \$54,000 annually.

2. ☒ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation: CF's current Bachelor of Early Childhood Education requires office space and one dedicated classroom. The proposed addition of a Bachelor of Exceptional Education or Secondary Education (STEM, Math or Science) will require a second dedicated classroom and additional office space. The new classroom will have a "model classroom" layout and features to set a new standard for teachers-to-be to integrate advanced technology and pedagogy. All three school districts and the Educational Training Consortium committee have long-requested additional educator preparation programs be created at CF to meet the openings. Since these school districts are the largest employers in each of the tri-county area, the college aims to meet this foundational labor market need.

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded

Explanation:

4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation:

5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation:

6. ☐ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation:

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☐ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation:

9. ☐ Projected Facility Utilization Rate

Explanation:

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM – **COLLEGE OF CENTRAL FLORIDA**
CIP-3 PROJECT NARRATIVE: (PURPOSE, NEED, SCOPE, PROGRAM, FACILITIES AND EDUCATIONAL PLANT SURVEY RECOMMENDATIONS)
2026-27 THROUGH 2030-31
Project: Building 20 Center for IT and Education Expansion Renovation

This project includes the renovation of 31,067 GSF Building 20 on the Ocala campus to expand computer information technology programs in the fields of Cybersecurity and Data Science and to add Teacher Education programs. The building currently houses degree programs in Teacher Education, Radiography and Physical Therapy Assisting as well as unique industry partner training spaces with Lockheed Martin Corporation and FleetForce Truck Driving School. Five existing classroom and lab spaces would be remodeled to support expanded Cybersecurity and create a Data Science program as well as short-term computer-based training needed by local industry.

The addition of new computer information technology programs meets the local industry need in this rapidly growing metro area. This includes support of both degree programs and short-term, non-credit training. CareerSource Citrus Levy Marion recently cited the need for 48 new Information Security Analysts over the next five years who are projected to earn an annual wage of \$97,000/yr. There's also a need for 88 new software developers (\$114,000 annual wage) and 20 database administrators (\$98,900 annual wage) over the next five years. There is a notable need for cybersecurity professionals in the healthcare field.

CF's current Bachelor of Early Childhood Education requires office space and one dedicated classroom. The proposed addition of a Bachelor of Exceptional Education or Secondary Education (STEM, Math or Science) will require a second dedicated classroom and additional office space. The new classroom will have a "model classroom" layout and features to set a new standard for teachers-to-be to integrate advanced technology and pedagogy. All three school districts and the Educational Training Consortium committee have long-requested additional educator preparation programs be created at CF to meet the openings. Since these school districts are the largest employers in each of the tri-county area, the college aims to meet this foundational labor market need.

According to FL DOE the current vacancies for secondary education are 76 for the tri-county area in the 2024 academic year alone. Average teacher pay in Florida is \$54,000 annually.

Survey Recommendations:

2024 Spot Survey 1.093
2024 Spot Survey 1.094
2024 Spot Survey 1.095
2024 Spot Survey 1.096
2024 Spot Survey 1.097
2024 Spot Survey 1.098
2024 Spot Survey 1.099
2024 Spot Survey 1.1
2024 Spot Survey 1.101
2024 Spot Survey 1.102
2024 Spot Survey 1.103
2024 Spot Survey 1.104
2024 Spot Survey 1.105
2024 Spot Survey 1.106

CIP 3A

College Name	College of Central Florida			
Project Title	Public Safety Building Remodel & Addition			
Budget Entity Priority	6			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
		X	X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
1	3001 SW College Road	Ocala	Marion

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

Refer to the Project Narrative and ROI for program information. The Extraordinary Construction Cost Worksheet contains a breakdown of costs associated with the new construction of an addition, as well as, tie-ins to existing infrastructure, updating of equipment, and the addition of access controls for security purposes.

RESERVE ESCROW 0.5% (per s. 1001.03(18)(c), F.S.)

Building value: \$2,537,857	
Source of valuation for remodel or renovation: Subtotal Construction Cost	
1st year escrow deposit amount: \$12,689	
Escrow funding source: Fund 1	
Comments:	
Initial Year Requested: 2024	Has this project ever been vetoed? If so, list year(s): No
List All Proposed Sources of Funding:	
PECO State Funding	
Projected Bid Date/Start of Construction (Month, Year):	February 2027
Projected Occupancy Date (Month, Year):	January 2028

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
June 2022	1.065				
2024 Spot Survey					
Total NSF Used				0	

CIP 3B

Public Safety Building Remodel & Addition

NEW CONSTRUCTION					
CATEGORY	NSF	GSF	\$/GSF	Local Factor	Const. Cost
Classroom		0	\$ 468.21	1.00	\$ -
Teaching Lab		0	\$ 487.63	1.00	\$ -
Library		0	\$ 409.16	1.00	\$ -
Vocational Lab		0	\$ 487.63	1.00	\$ -
Office	1,000	1,420	\$ 498.45	1.00	\$ 707,799
Auditorium - Exhibit		0	\$ 520.96	1.00	\$ -
Instructional Media		0	\$ 338.06	1.00	\$ -
Gymnasium		0	\$ 364.65	1.00	\$ -
Student Service		0	\$ 496.59	1.00	\$ -
Support Service	1,000	1,420	\$ 339.28	1.00	\$ 481,778
TOTAL	2,000	2,840	Wt. Avg. 462.56		
New Construction Cost					\$ 1,189,577
REMODELING/RENOVATION*	NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
	1,305	1,854	\$ 320.00	1.00	\$ 593,280
				1.00	\$ -
TOTAL	1,305	1,854			
Remodeling/Renovation Cost*					\$ 593,280
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>					
Base Construction for New & Rem/Ren					\$ 1,782,857
Site development/improvement** (2.6%)					
Total Base Construction Costs					\$ 1,782,857

****Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.**

			Costs		2026-27	2027-28	2028-29	TOTAL
			Incurred to date					
1. CONSTRUCTION COSTS								
	a.	Total Base Construction Cost (from above)		\$1,782,857			\$1,782,857	
Additional Extraordinary Construction Costs								
	b.	Environmental Impacts/Mitigation					\$0	
	c.	Site preparation		\$35,000			\$35,000	
	d.	Landscape/Irrigation		\$30,000			\$30,000	
	e.	Plaza/Walks		\$30,000			\$30,000	
	f.	Roadway improvements		\$0			\$0	
	g.	Parking spaces:		\$0			\$0	
	h.	Telecommunication		\$20,000			\$20,000	
	i.	Electrical service		\$50,000			\$50,000	
	j.	Water distribution		\$65,000			\$65,000	
	k.	Sanitary sewer system		\$30,000			\$30,000	
	l.	Chilled water system		\$400,000			\$400,000	
	m.	Storm water system		\$50,000			\$50,000	
	n.	Energy efficient equipment		\$0			\$0	
	o.	Other: access control system		\$45,000			\$45,000	
Subtotal: CONSTRUCTION COSTS			\$0	\$2,537,857	\$0	\$0	\$2,537,857	
2. OTHER PROJECT COSTS								
	a.	Land/existing facility acquisition***					\$0	
	b.	Professional Fees						
		1) Planning/programming (1%)		\$17,829			\$17,829	
		2) A/E fees (7.8%)		\$139,063			\$139,063	
		3) Inspection Services*** (sugg. 0.5%)		\$8,914			\$8,914	
		4) On-site representation (1.3%)		\$23,177			\$23,177	
		5) Other prof. services*** (sugg. 0.5%)		\$8,914			\$8,914	
	c.	Testing/surveys (2.2%)		\$39,223			\$39,223	
	d.	Permit/Environmental Fees***		\$13,371			\$13,371	
	e.	Miscellaneous cost*** (sugg. 1-3%)		\$17,829			\$17,829	
	f.	Movable equipment/furnishings (17%)		\$303,086			\$303,086	
*** As needed	Subtotal: OTHER PROJECT COSTS		\$0	\$571,406	\$0	\$0	\$571,406	
TOTAL PROJECT COST			\$0	\$3,109,263	\$0	\$0	\$3,109,263	

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						25-26	\$ 3,109,263	(number below
								should equal
								Total Project Cost)
\$ -			\$ -			\$ 3,109,263		\$ 3,109,263

Extraordinary Construction Costs			
b.	Environmental Impacts/Mitigation		
c.	Site preparation	Removal and disposition of 576 sf of ground, and regrade for building site work.	\$ 35,000.00
d.	Landscape/Irrigation	Irrigation materials, supplies, labor to tie into irrigation main = \$10,000.00 Landscaping materials, plants, trees, labor to install = \$20,000.00	\$ 30,000.00
e.	Plaza/Walks	Student seating plazas and 25 lf x 5' walkways connecting the new facility to parking lot.	\$ 30,000.00
f.	Roadway improvements	Curbing, asphalt road.	\$ -
g.	Parking spaces:	Construction of up to 100 parking spaces with required site lighting. (15 LED Fixtures w/ 35' concrete poles)	\$ -
h.	Telecommunication	Run 200 lf of underground fiberoptic communication cable.	\$ 20,000.00
i.	Electrical service	Tie into electrical loop and provide above ground vaults as required.	\$ 50,000.00
j.	Water distribution	Tie into 8" water main and BFP to support the new building fire sprinkler system.	\$ 65,000.00
k.	Sanitary sewer system	Tie into existing sanitary sewer as needed.	\$ 30,000.00
l.	HVAC system	HVAC system with associated pumps, AHU and associated controls, electrical service, to support the new facility.	\$ 400,000.00
m.	Storm water system	Construction of drainage retention pond with related inlets and piping to support new covered areas.	\$ 50,000.00
n.	Energy efficient equipment		
o.	Other: access control system	access control system	\$ 45,000.00

\$ 755,000.00

**Higher Educational Facilities
Return on Investment**

Institution: College of Central Florida

Project: Public Safety Building 55 Addition & Remodel

Total Funding: \$3,109,263

Previous Funding (State and Local): No

Workforce Project (Yes or No): No

Contact Person (Name, Position, Phone No.): Chuck Prince, Vice President,
Administration & Finance, 352-854-2322 ext. 1777

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☐ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)
Explanation:
2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation:
3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:
4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation:
5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation:
6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space
Explanation: With the increase in CLERY Crimes and Title IX issues, it is important to conduct these initial interviews / investigations in a private and professional setting, as these matters can be very sensitive in nature. Creating a safe environment is of the utmost importance. Periodically, new students have to stand outside in inclement weather while they wait to be assisted. A larger

waiting area inside and out of the elements would create a safer environment and help students and staff alike.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☐ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation:

9. ☐ Projected Facility Utilization Rate

Explanation:

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM – **COLLEGE OF CENTRAL FLORIDA**
CIP-3 PROJECT NARRATIVE: (PURPOSE, NEED, SCOPE, PROGRAM, FACILITIES AND EDUCATIONAL PLANT SURVEY RECOMMENDATIONS)
2026-27 THROUGH 2030-31
Project: Public Safety Building 55 Addition and Remodel

This project includes a remodel and addition to the existing 1,853 GSF Public Safety Building on the Ocala Campus. They have outgrown their current building and need separate areas in which to conduct interviews. With the increase in CLERY Crimes and Title IX issues, it is important to conduct these initial interviews / investigations in a private and professional setting, as these matters can be very sensitive in nature. Creating a safe environment is of the utmost importance.

The building 55 (Public Safety) front desk/lobby area is too small to accommodate new students who are looking to receive their student ID's and parking decals. Periodically, new students have to stand outside in inclement weather while they wait to be assisted. A larger waiting area inside and out of the elements would create a safer environment and help students and staff alike.

Currently, there are two offices in the building, one for the manager and one for the assistant. The Public Safety lieutenant and sergeant desks are currently located in the common area at the front desk area, which is not very professional or conducive when doing paperwork or investigations. Private offices are needed so they can conduct business separately from the front desk.

This area provides services that impacts all students and staff at the college. By adding an addition and reconfiguring the existing space we can ensure that all of the needs are addressed.

Survey Recommendations:

1.065 Renovating Building Number - 55, Building Name - PUBLIC SAFETY (0 SS), (1558 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 100 (538 NSF), Room 101 (173 NSF), Room 102 (333 NSF), Room 103 (30 NSF), Room 104 (42 NSF), Room 105 (117 NSF), Room 106 (280 NSF), Room 145 (45 NSF)

2024 Spot Survey

Capital Asset Management Projects (CIP-4)



FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2026-27 through 2028-29

CIP 4A

College Name	College of Central Florida	
Project Title	College Wide Security Systems	
Budget Entity Priority	7	
Statutory Authority	Sec. 1013.64	
Type Project	Noncritical	Critical
		X

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
College Wide Security Systems	1 through 42	683,513	Ocala Main Campus	Ocala	Marion
College Wide Security Systems	C1 through C4	95,689	Citrus Campus	Lecanto	Citrus
College Wide Security Systems	L1 through L3	58,071	Levy Campus	Chiefland	Levy
College Wide Security Systems	1	23,639	Hampton Center	Ocala	Marion
College Wide Security Systems	V1 through V4	17,479	Vintage Farm Campus	Ocala	Marion
College Wide Security Systems	All	95,352	Appleton Museum of Art	Ocala	Marion

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

Campus security is an emerging need of the College operations. As the service district's population grows, the number of incidents involving theft, burglary, and crimes against persons has increased proportionately. To help the College provide a safe environment for students, staff and visitors, the security systems need to be upgraded and new systems installed. This project will install monitoring intruder alarms in sensitive locations, link individual building fire and intruder alarm systems into central alarm monitoring locations, install video surveillance, electronic access controls and recording systems in high risk areas (building access points, parking lots and interior spaces such as the cashiers area, laboratory wings and business offices). Interior and exterior security lighting will be improved, and campus-wide and inter-campus emergency communications systems installed. The system will be sized to include remote access to the Levy Campus and Vintage Farm Campus. Access controls will be added to College buildings with the ability to lock down a campus from a central location.

Date of Survey	Recommendation No.	Requested for
6/30/2022	1.05	Construct Infrastructure
6/30/2022	1.023	Renovate Campus Wide Security Systems
6/30/2022	3.002	Renovate Campus Wide Security Systems
6/30/2022	4.004	Renovate Campus Wide Security Systems
6/30/2022	5.002	Renovate Campus Wide Security Systems
6/30/2022	6.004	Renovate Campus Wide Security Systems
6/30/2022	10.005	Renovate Campus Wide Security Systems

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2026-27 through 2028-29

CIP 4A

College Name	College of Central Florida		
Project Title	College Wide Building System Renovation / Remodel / New Construction		
Budget Entity Priority	8		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical		Critical
			X

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
HSTC - Center for Nursing	17	42,500	Ocala Main Campus	Ocala	Marion
Criminal Justice Instructional Center	15	31,868	Ocala Main Campus	Ocala	Marion
HSTC - EMS Program Renovation	19	26,832	Ocala Main Campus	Ocala	Marion
Engineering Technology Renovation - CAP Grant	9	6,621	Ocala Main Campus	Ocala	Marion
Agricultural Sciences Classroom Building	TBD	12,229	Vintage Farm	Ocala	Marion
Bob Zelinski Athletics Building Remodel	12	6,642	Ocala Main Campus	Ocala	Marion
Property Acquisition & Development - Criminal Justice, EMS & Truck Driving	TBD	13,614	Site 7 - TBD	Ocala	Marion
Building 42 Renovation	42	25,204	Ocala Main Campus	Ocala	Marion
Center for IT and Education Expansion	20	31,071	Ocala Main Campus	Ocala	Marion
Public Safety Addition & Remodel	55	4,694	Ocala Main Campus	Ocala	Marion
2nd Floor Restroom Renovation	3	306	Ocala Main Campus	Ocala	Marion
Lactation "Mothers" Room	3	200	Ocala Main Campus	Ocala	Marion
Exterior Covered and Gated Golf Cart Stor. Area	5	2,500	Ocala Main Campus	Ocala	Marion
Plant Ops Break Room/Office Renovation	10	2,109	Ocala Main Campus	Ocala	Marion
Room 208 Computer Lab Renovation	20	1,045	Ocala Main Campus	Ocala	Marion
Staff Services Storage Building Upgrades	38	680	Ocala Main Campus	Ocala	Marion
Baseball Scoreboard Structure	Site	N/A	Ocala Main Campus	Ocala	Marion
Softball Locker Room Upgrades	66	2,064	Ocala Main Campus	Ocala	Marion
Softball Shower Addition	66	600	Ocala Main Campus	Ocala	Marion
Build Structure over fuel tanks	L3	N/A	Levy Campus	Chiefland	Levy
Horse Pasture - Teaching Shade Structure, 24'x24'	Site	576	Vintage Farm	Ocala	Marion
Horse Pasture - (2) Paddock Shade Structures, 16'x24'	Site	768	Vintage Farm	Ocala	Marion
Horse Run-ins - (2)	Site	N/A	Vintage Farm	Ocala	Marion
Vet Clinic Building Renovation	V3	2,854	Vintage Farm	Ocala	Marion
Portable Classroom at Vet Clinic	Site/V3	2,000	Vintage Farm	Ocala	Marion
Monument Road Sign	Site	N/A	Citrus Campus	Lecanto	Citrus
Construct Metal Storage Building	TBD	1,500	Citrus Campus	Lecanto	Citrus
Construct Covered Walkway b/t C3 & C4	N/A	625	Citrus Campus	Lecanto	Citrus
Restroom Reno. (Wall & Floor Tile / counters / sinks / toilets / fixtures / partitions)	C2/C3	N/A	Citrus Campus	Lecanto	Citrus
Classroom Lab Renovation - CAP Grant	C4	1,544	Citrus Campus	Lecanto	Citrus
Health Science Renovations	C2	4,608	Citrus Campus	Lecanto	Citrus
Classroom/Lab/Student Lounge Renovations	C2	4,273	Citrus Campus	Lecanto	Citrus
Classroom Portable	TBD	2,000	Site 7 - Airport	Ocala	Marion

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

APPLICABLE SURVEY RECOMMENDATIONS

Date of Survey	Recommendation No.	Requested for

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2026-27 through 2028-29

CIP 4A

College Name	College of Central Florida		
Project Title	College Wide central Utility Systems		
Budget Entity Priority	9		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical		Critical
			X

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
Boiler Replacement	7	N/A	Ocala Main Campus	Ocala	Marion
Relocate Data Closet	10	N/A	Ocala Main Campus	Ocala	Marion
HVAC Equipment Renovation	18	6,391	Ocala Main Campus	Ocala	Marion
Chiller Plant Cross Connection Project	23/51	N/A	Ocala Main Campus	Ocala	Marion
South Campus HVAC Upgrades	31-37	N/A	Ocala Main Campus	Ocala	Marion
Chiller Upgrade 250 ton to 500 ton unit	51	N/A	Ocala Main Campus	Ocala	Marion
Chiller Pipe Coating	51	N/A	Ocala Main Campus	Ocala	Marion
Chiller Plant Actuator Replacement	51	N/A	Ocala Main Campus	Ocala	Marion
Replace AHU 1, 2 and 3 boilers. Piping, Controls, and Wiring	71	N/A	Ocala Main Campus	Ocala	Marion
Add Water Filtration System to City Water Supply	Site	N/A	Ocala Main Campus	Ocala	Marion
Welding Lab Update - Replace 3 Make up air fans	L3	N/A	Levy Campus	Chiefland	Levy
Add Water Filtration System to City Water Supply	Site	N/A	Hampton Center	Ocala	Marion
Air Cooled Chiller #1 & #2 Replacement	Site	N/A	Hampton Center	Ocala	Marion
CW Pump 1 & 2 Replacement	C3	N/A	Citrus Campus	Lecanto	Citrus
AHU-C3 Replacement	C3	N/A	Citrus Campus	Lecanto	Citrus
Storage Room HVAC Work	AMA	N/A	Appleton Museum	Ocala	Marion
VAV Box Replacements - qty. (2)	AMA	N/A	Appleton Museum	Ocala	Marion
VAV Box Replacements - qty. (7)	AMA	N/A	Appleton Museum	Ocala	Marion
Refrigerant Monitoring System	AMA	N/A	Appleton Museum	Ocala	Marion
AHU-5 Replacement and 90 Ton RTWA	AMA	N/A	Appleton Museum	Ocala	Marion

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

APPLICABLE SURVEY RECOMMENDATIONS

Date of Survey	Recommendation No.	Requested for

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2026-27 through 2028-29

CIP 4A

College Name	College of Central Florida	
Project Title	College Wide Building Systems	
Budget Entity Priority	10	
Statutory Authority	Sec. 1013.64	
Type Project	Noncritical	Critical
		X

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
IT Suite Carpet Renovation - 106	2	1,200	Ocala Main Campus	Ocala	Marion
Theater Stage Floor Replacement	4	2,431	Ocala Main Campus	Ocala	Marion
Band Room Acoustic Upgrades	4	1,556	Ocala Main Campus	Ocala	Marion
Ceramics Class Sink Renovation	4	N/A	Ocala Main Campus	Ocala	Marion
Auditorium Theatrical Lighting System Upgrade	4	N/A	Ocala Main Campus	Ocala	Marion
Black Box Upgrades - (Vestibule, Storage)	4	500	Ocala Main Campus	Ocala	Marion
Testing Area - Sound Remediation	5	N/A	Ocala Main Campus	Ocala	Marion
Testing Area - Add window panel to privacy wall	5	N/A	Ocala Main Campus	Ocala	Marion
Corridor Renovation - Carpet, Paint, and Lighting	7	3,400	Ocala Main Campus	Ocala	Marion
Roof Replacement	18	6,391	Ocala Main Campus	Ocala	Marion
Klein center Acoustical Panel Replacements	40	N/A	Ocala Main Campus	Ocala	Marion
White Board Replacement	40	N/A	Ocala Main Campus	Ocala	Marion
Building Roof Replacements	2, 3, 4, & 42	132,480	Ocala Main Campus	Ocala	Marion
Roof Repairs	1	N/A	Hampton Center / Citrus Campus	Ocala	Marion
Roof Replacement	V1	N/A	Vintage Farm	Ocala	Marion
Gutter Replacement & Repairs	C2 / C3	N/A	Citrus Campus	Lecanto	Citrus
Classroom Flooring	All	N/A	Citrus Campus	Lecanto	Citrus
Replace Classroom White Boards	All	N/A	Citrus Campus	Lecanto	Citrus
Replace Roof	C1	N/A	Citrus Campus	Lecanto	Citrus
Replace Classroom F/F (201, 202, 204, 206, 207)	C3	N/A	Citrus Campus	Lecanto	Citrus
Classroom /Lab Renovations	C3	N/A	Citrus Campus	Lecanto	Citrus

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

APPLICABLE SURVEY RECOMMENDATIONS

Date of Survey	Recommendation No.	Requested for

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2026-27 through 2028-29

CIP 4A

College Name	College of Central Florida		
Project Title	College Wide Campus Systems		
Budget Entity Priority	11		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical		Critical
			X

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
Add Street Light in Parking Lot	Site	N/A	Ocala Main Campus	Ocala	Marion
Fencing Around Chiller Plant	23	N/A	Ocala Main Campus	Ocala	Marion
Exterior Furniture Replacement	Site	N/A	Ocala Main Campus	Ocala	Marion
Welding Lab Landscaping / Hardscape	L2	N/A	Levy Campus	Chiefland	Levy
Fuel Tanks (gas & diesel)	Site	N/A	Vintage Farm	Ocala	Marion
Exterior Furniture Replacement	Site	N/A	Vintage Farm	Ocala	Marion
Parking Lot Light Photocell Upgrades	Site	N/A	Citrus Campus	Lecanto	Citrus
Exterior Furniture Replacement	Site	N/A	Citrus Campus	Lecanto	Citrus
Demolish Barn near C1	Site	N/A	Citrus Campus	Lecanto	Citrus
Replace Concrete Walkway	Site	N/A	Citrus Campus	Lecanto	Citrus

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

APPLICABLE SURVEY RECOMMENDATIONS

Date of Survey	Recommendation No.	Requested for

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2026-27 through 2028-29

CIP 4A

College Name	College of Central Florida	
Project Title	College Wide Life Safety	
Budget Entity Priority	12	
Statutory Authority	Sec. 1013.64	
Type Project	Noncritical	Critical
		X

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
2nd Floor ADA Restroom Upgrade	1	306	Ocala Main Campus	Ocala	Marion
ADA Restroom Addition	2	2,500	Ocala Main Campus	Ocala	Marion
ADA Parking space and Sidewalk	18	N/A	Ocala Main Campus	Ocala	Marion
Elevator Modernization	3/4/20/40/42	N/A	Ocala Main Campus	Ocala	Marion
Baseball Fence	64	N/A	Ocala Main Campus	Ocala	Marion
Elevator Communication Upgrades (Phones)	All	N/A	Ocala Main Campus	Ocala	Marion
Campus Wide Drive Replacement	All	N/A	Ocala Main Campus	Ocala	Marion
Access Control Lockdown Button	L1	N/A	Levy Campus	Chiefland	Levy
ADA Parking Space at Greenhouse	V7	N/A	Vintage Farm	Ocala	Marion
ADA/Equity Deficiencies List - signage, wrap drain pipes	College Wide	N/A	College Wide	CW	CW
Fire Alarm Upgrades	Site	N/A	Ocala / Citrus Campus	Ocala / Lecanto	Marion / Citrus
Add / Tie into Fire Alarms at all Maint. Bldgs and Connex Boxes	College Wide	N/A	College Wide	CW	CW

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

APPLICABLE SURVEY RECOMMENDATIONS

Date of Survey	Recommendation	Requested for

Capital Improvement Program Appendices



COLLEGE OF CENTRAL FLORIDA FACILITY LIST - BUILDING INFORMATION

NOTE: Information in this list was taken from the Facility Database as of June 2025. The database was validated in preparation for the Educational Facility Survey approved by the District Board of Trustees and subsequently reviewed and approved by the Office of Educational Facilities in the Florida Department of Education.

Campus	Building Number	Building Name	Gross Square Feet	Net Square Feet
OCALA	1	Founders Hall	28,270	22,247
	2	Science and Technology	55,871	45,754
	3	Learning Resources Center	47,315	44,865
	4	Fine Arts/Communications	49,904	45,048
	5	Bryant Student Union	47,353	39,234
	6	Allied Health	27,167	22,493
	7	Mathematics	35,174	27,114
	8	Humanities and Social Sciences	14,405	11,459
	9	Instruction Area	17,373	14,339
	10	Plant Operations	7,903	5,743
	11	Bus. Support/Veterans Ct	4,308	3,524
	12	Aquatic Center	4,990	4,778
	16	Health Science Simulation Lab	11,022	10,091
	17	Center for Nursing	42,873	37,212
	18	Learning Lab Sch/Child Care	6,391	5,759
	19	Margie Slaughter Health	26,832	24,192
	20	University Center	31,067	29,051
	23	Storage	9,500	8,513
	31	Criminal Justice Institute	17,369	11,550
	32	CF Printing	4,527	3,394
	33	Criminal Justice	6,680	5,652
	34	United States Post Office (USPO)	4,300	4,229
	35	Health Sciences	8,502	8,134
	36	College Bookstore	5,311	3,856
	37	Classrooms and Other Health Science	9,316	6,916
	38	Staff Services Storage	680	622
	39	South Campus Chiller Plant	3,792	3,097
	40	Ewers Century Center	61,925	56,432
	42	Enterprise Center	25,204	22,964
	51	Central Utility Plant	5,803	5,063

Campus	Building Number	Building Name	Gross Square Feet	Net Square Feet
	53	Athletic Development Training	918	839
	54	Athletic Storage/Weight Room	2,240	2,023
	55	Public Safety	1,853	1,558
	56	Communication System	1,036	624
	57	Plant Operations Central Receiving	14,600	12,501
	58	Plant Operations Electrical/Paint Shop	3,078	2,808
	59	Grounds Maintenance Support/Warehouse	2,168	1,930
	60	Tennis Court Support	1,020	679
	61	Tennis Courts	58,320	-
	62	Athletic Storage	7,420	357
	63	Baseball Diamond	168,720	-
	64	Baseball Complex	4,865	4,529
	65	Softball Building	1,275	974
	66	Women' Softball Locker room	2,064	1,128
	67	Baseball Training Facility	3,774	3,103
	68	Softball Training Facility	3,774	3,058
	69	Softball Field	46,414	-
	71	The Webber Center	10,554	8,548
	5000	Parking Lot #1		-
	5001	Parking Lot #2		-
	5002	Parking Lot #4		-
	5003	Parking Lot #4A		-
	5004	Parking Lot #5A		-
	5005	Parking Lot #5B		-
	5006	Parking Lot #6		-
	5007	Parking Lot #8		-
	5008	Parking Lot #9		-
	5009	Parking Lot #10		-
	5010	Parking Lot #12		-
	5011	Parking Lot #13		-
	5012	Parking Lot #15		-
	5013	Parking Lot #16		-
	5014	Parking Lot #17		-
	5015	Parking Lot #18		-
	5016	Parking Lot #19		-
	5017	Parking Lot #19A		-
	5018	Parking Lot #24		-
	5019	Parking Lot #31		-
	5020	Parking Lot #32		-

Campus	Building Number	Building Name	Gross Square Feet	Net Square Feet
	5022	Parking Lot #33		-
	5023	Parking Lot #40A		-
	5024	Parking Lot #40B		-
	5025	Parking Lot #41		-
	5026	Parking Lot #42		-
	5027	Parking Lot #71		-
	5050	Ag Exper Plot		-
	5085	Pumphouse(Pool Area)	322	308
	5087	Pumphouse (Ne Cornr)	471	442
		Total Ocala Square Footage	956,013	578,734
LEVY - FS	1	Levy - Educational Center	49,287	46,126
	2	Warehouse - L1	2,784	2,468
	3	Welding Technologies	6,000	5,205
	70	Parking Lot		0
	71	Parking Lot		0
	72	Parking Lot		0
		Total Levy-Fanning Spgs Square Footage	58,071	53,799
HAMPTON	1	Hampton Center	21,920	21,343
	2	Warehouse	1,719	1,459
	70	Parking Lot		-
		Total Hampton Square Footage	23,639	22,802
VINTAGE FARM	1	Vintage Farm Museum	3,276	2,695
	2	Barn	9,653	8,362
	3	Animal Clinic	2,854	2,471
	4	Farm Maintenance Bldg	1,696	1,221
	5	Farm Chicken Coup	706	454
	6	Farm Greenhouse	527	408
	7	Greenhouse Lab	4,356	4,200
	8	Greenhouse Mechanical Support	352	280
		Total Vintage Farm Square Footage	18,712	15,611

Campus	Building Number	Building Name	Gross Square Feet	Net Square Feet
CITRUS CAMPUS	1	Administration	3,863	3,417
	2	Multi-Purpose	29,822	29,126
	3	Classrooms And Labs	20,372	18,482
	4	Citrus Learning and Conference Center	37,216	32,292
	50	Maintenance/Storage	854	775
	51	Maintenance/Storage	1,200	1,085
	52	Pavilion	2,362	1,972
	70	Parking A- Adm/Hndcp		-
	71	Parking B-Stdnts/Vst		-
		Total Citrus Campus Square Footage	95,689	87,149
AIRPORT	99	Portable 9	1,421	1,234
		Total Airport Square Footage	1,421	1,234
APPLETON MUSEUM	1	Appleton Cultural Center	80,371	63,959
	2	Chiller Plant	2,540	2,490
	3	Carpentry Shop	1,800	1,765
	4	Appleton Museum of Art Annex	10,641	9,975
	70	Parking Lot		-
		Total Appleton Square Footage	95,352	78,189
		Total Ocala		542,136
		Total Levy		53,857
		Total Hampton		21,429
		Total Vintage Farm		15,611
		Total Airport		1,234
		Total Citrus		87,149
		Total Ocala, Levy, Hampton, VF, Airport & Citrus		721,416

**DIVISION OF FLORIDA COLLEGES
2026-27 Request for Legislative Action**

College: College of Central Florida

Requested Actions: Property acquisition (land or facilities) or construction of new facility using non-PECO fund source, which will require state operating dollars; or request for reappropriation of funds from one project to another (survey-recommended) project.

1. No request at this time.

**College Wide Capital Outlay Projects
Capital Improvement Fee
PECO Sum of the Digits**





PLANT OPERATIONS DEPARTMENT
MEMORANDUM

To: Chuck Prince, Vice President Administration and Finance

Date: June 12th, 2025

From: Katie Hunt, Director of Facilities

Re: FY 2025-26 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 FY2025-2026 Capital Outlay Project List" utilizing the means and methods as detailed in Florida Statute and State Requirements for Educational Facilities. The budget includes the Priority A list of projects total \$41,110,604.29 with \$106,815,480.00 in deferred projects and \$37,608,046.00 in CIP request. I recommend funding the Project A List as detailed on the attached project list using Deferred Building Maintenance Program Allocations, MCHA Grant, PECO Project Allocations, and Capital Improvement Fee.

Robert Durrance
Chair District Board of Trustees

Date _____

FY25-26 Projected Funding	
FY24-25 CIF Carry Over	\$7,142,541.00
FY 25-26 PECO Sum-of-the-Digits Allocations (\$ x .021787)	\$0.00
FY 25-26 CIF	\$1,700,000.00
MCHD Grant for New Health Science Center for Nursing	\$130,000.00
Deferred Maintenance Building Program Funds	\$3,372,895.74
PECO for New Criminal Justice Instructional Center	\$17,465,199.49
PECO for Health Science Technology Center EMS Program Building Renovation	\$7,183,653.00
Grants – Vintage Farm (\$220,000) & CAP (\$1.2M)	\$4,330,031.33
FY 25-26 TOTAL PROJECTED FUNDING	\$41,324,321.00

Cc: Dawn Gonzalves, Daria Pietek, Christine Reynolds, Justin Mayer

Column1	Column2	Column3	Column4	Column5	Column6		Column62	Column7	Column8	Column9	Column10	Column11	Column12	Notes
Line Item	Site	Building No.	College Wide Project	Project Type	Requested Budget	Revenue / Expense	Funding Source	Project Status	Proposed Project Delivery	CIP PECO Request	Priority A Budget	Priority B Budget	Priority C Budget	Notes
1	1	1	2nd Floor ADA Restroom Upgrades	Renovation	\$ 50,000.00	Expense	Deferred Maintenance/CIF	Planning	Hard Bid		\$ 50,000.00			
1	1	2	ADA Rest Room Addition	Ren./Addition	\$ 1,200,000.00	Expense	PECO	Planning	Hard Bid			\$ 1,200,000.00		
1	1	2	IT Suite Carpet Renovation - Room 106	Renovation	\$ 10,000.00	Expense	CIF	Planning	Contract		\$ 10,000.00			
1	1	3	2nd Floor Restroom Renovation	Renovation	\$ 120,000.00	Expense	CIF	Planning	Hard Bid				\$ 120,000.00	
1	1	3	Lactation "Mothers" Room - Approved R&R Form - within Room 113	Remodel	\$ 7,500.00	Expense	CIF	Construction	Day Labor		\$ 7,500.00			
1	1	4	Theater Stage Floor Replacement	Renovation	\$ 50,000.00	Expense	CIF	Planning	Day Labor			\$ 50,000.00		
1	1	4	Band Room Acoustic Upgrades	Renovation	\$ 30,000.00	Expense	CIF	Planning	Day Labor			\$ 30,000.00		
1	1	4	Ceramics Class Sink Renovation - R&R Pending	Renovation	\$ 5,000.00	Expense	CIF	Planning	Contract		\$ 5,000.00			
1	1	4	Auditorium Theatrical Lighting System Upgrade	Renovation	\$ 900,000.00	Expense	CIF	Planning	Contract			\$ 900,000.00		
1	1	4	Black Box Upgrades - (Vestibule, Storage)	Remodel	\$ 100,000.00	Expense	CIF	Planning	Bid		\$ 40,000.00			
1	1	5	Exterior Covered and Gated Golf Cart Storage Area	Renovation	\$ 10,000.00	Expense	CIF	Planning	Contract			\$ 10,000.00		
1	1	5	Testing Area - Sound Remediation	Renovation	\$ 50,000.00	Expense	CIF	Planning	Contract			\$ 50,000.00		
1	1	5	Testing Office - Add window panel to privacy wall	Renovation	\$ 1,700.00	Expense	CIF	Planning	State Contract			\$ 1,700.00		
1	1	7	Boiler Replacement	Renovation	\$ 15,000.00	Expense	CIF	Planning	Day Labor		\$ 15,000.00			
1	1	7	1st Floor Corridor Renovation - Carpet, Paint, and Lighting	Renovation	\$ 60,000.00	Expense	CIF	Construction	State Contract / Day Labor		\$ 15,000.00	\$ 45,000.00		
1	1	9	Engineering Technology Renovation - CAP Grant	Renovation	\$ 4,110,031.00	Expense	CAP Grant	Construction	State Contract / Day Labor		\$ 4,110,031.00			confirm \$ available
1	1	10	Plant Operations Break Room/Office Renovation	Renovation	\$ 50,000.00	Expense	CIF	Construction	State Contract / Day Labor		\$ 30,000.00	\$ 20,000.00		
1	1	10	Relocate Data Closet	Renovation	\$ 60,000.00	Expense	CIF	Planning	State Contract / Day Labor		\$ 60,000.00			
1	1	12	Bob Zelinski Athletics Building Remodel	Remodel	\$ 3,609,918.00	Expense	PECO/CIF	Planning	CM	\$ 3,609,918.00				CIP3 P2
1	1	18	HVAC Equipment Renovation	Renovation	\$ 1,149,885.00	Expense	Deferred Maintenance	Planning	State Contract		\$ 1,149,885.00			\$18,970 already paid
1	1	18	Roof Replacement (in preparation for HVAC Equipment Upgrade)	Renovation	\$ 177,333.00	Expense	CIF	Planning	Contract		\$ 177,333.00			
1	1	18	ADA Parking Space and Sidewalk	Remodel	\$ 70,000.00	Expense	Deferred Maintenance/CIF	Planning	Contract		\$ 70,000.00			DM Covers dwg. Only
1	1	18	Add Street Light in Parking Lot	Renovation	\$ 5,000.00	Expense	CIF	Planning	Contract			\$ 5,000.00		
1	1	19	HSTC EMS Program Building Renovation	Renovation	\$ 7,183,653.00	Expense	PECO	Planning	CM		\$ 7,183,653.00			
1	1	20	Building 20 Center for IT and Education Expansion	Remodel	\$ 5,737,038.00	Expense	PECO	Planning	CM	\$ 5,737,038.00				CIP3 P5
1	1	20	Classroom 208 Remodel to Computer Lab - R&R Form	Renovation	\$ 40,000.00	Expense	CIF	Construction	State Contract / Day Labor		\$ 40,000.00			
1	1	23	Fencing around Chiller Plant	Renovation	\$ 17,500.00	Expense	CIF	Construction	Contract		\$ 17,500.00			
1	1	23 / 51	Chiller Plant Cross Connection Project (includes contingency)	New Construction	\$ 3,000,000.00	Expense	CIF	Planning	State Contract		\$ 1,000,000.00	\$ 2,000,000.00		
1	1	31-37	South Campus HVAC Upgrades	Renovation	\$ 713,885.00	Expense	Deferred Maintenance / CIF	Construction	State Contract		\$ 713,885.00			
1	1	38	Staff Services Storage Building Upgrades	Renovation	\$ 2,000.00	Expense	CIF	Planning	Day Labor		\$ 2,000.00			
1	1	40	40-108 Klein Center Acoustical Panel Replacements	Renovation	\$ 75,000.00	Expense	PECO	Planning	Contract				\$ 75,000.00	
1	1	40	White Board Replacement (25 @ \$900)	Renovation	\$ 22,500.00	Expense	CIF	Planning	Contract		\$ 12,000.00	\$ 10,500.00		
1	1	42	Enterprise Center Renovation	Renovation	\$ 3,870,314.00	Expense	PECO	Planning	Day Labor / Hard Bid	\$ 3,870,314.00				CIP3 P4
1	1	51	Chiller Upgrade 250 ton unit to a 500 ton unit	Renovation	\$ 400,000.00	Expense	CIF	Planning	State Contract		\$ 400,000.00			
1	1	51	Chiller Pipe Coating	Renovation	\$ 35,000.00	Expense	CIF	Planning	Contract		\$ 35,000.00			
1	1	51	Chiller Plant Actuator Replacement	Renovation	\$ 7,000.00	Expense	CIF	Planning	Contract		\$ 7,000.00			
1	1	55	Public Safety Building 55 Addition and Renovation	Renovation / NC	\$ 3,109,263.00	Expense	PECO	Planning	CM	\$ 3,109,263.00				CIP3 P6
1	1	64	Baseball Score Board Structure	Renovation	\$ 60,000.00	Expense	CIF	Planning	Contract		\$ 60,000.00			
1	1	66	Softball Locker Room Upgrades	Renovation	\$ 100,000.00	Expense	CIF	Planning	Day Labor		\$ 50,000.00	\$ 50,000.00		
1	1	66	Softball Locker Room Shower Addition	New Construction	\$ 120,000.00	Expense	CIF	Planning	Hard Bid		\$ 120,000.00			
1	1	71	Replace AHU 1, 2 and 3 boilers. Piping, controls, and wiring	Renovation	\$ 908,770.00	Expense	Deferred Maintenance	Planning	State Contract		\$ 908,770.00			
1	1	2 / 3 / 4 / 42	Roof Replacement - B2, B3 (LRCLSC), B4 (Art Room), 42 (all)	Renovation	\$ 1,345,107.77	Expense	Deferred Maintenance	Construction	Contract		\$ 1,345,107.77			
1	1	2 / 3 / 20 / 40 / 42	Elevator Modernization (Priority A includes B2, B20, B40)	Renovation	\$ 900,000.00	Expense	CIF	Planning	Contract		\$ 450,000.00	\$ 450,000.00		
1	1		Exterior Furniture Replacement	Renovation	\$ 40,000.00	Expense	CIF	Planning	Contract		\$ 20,000.00	\$ 20,000.00		
1	1		Baseball Fence	Renovation	\$ 9,000.00	Expense	CIF	Construction	Contract		\$ 9,000.00			
1	1		Elevator Communication Upgrades (Phones)	Renovation	\$ 10,000.00	Expense	CIF	Planning	Contract		\$ 10,000.00			
1	1		Campus Wide Drive Replacement	Renovation	\$ 30,000.00	Expense	CIF	Planning	Contract		\$ 15,000.00	\$ 15,000.00		
1	1		Add Water Filtration System to City Water Supply	Renovation	\$ 200,000.00	Expense	CIF	Planning	Contract		\$ 100,000.00	\$ 100,000.00		
1	1		Access Control Updates - Building 1 - HR, Business Office	Renovation	\$ 20,000.00	Expense	CIF	Planning	Contract		\$ 10,000.00	\$ 10,000.00		
1	1	17-HSTC	Health Science Project - Construction - Center for Nursing	New Construction	\$ 19,647,788.11	Expense	PECO / Donor	Construction	CM		\$ 130,000.00			
1	1	15-CJJC	Criminal Justice Instructional Center	New Construction	\$ 17,465,200.00	Expense	PECO	Planning	CM		\$ 17,465,200.00			
3			Site Welding Lab Landscaping / Hardscape	Renovation	\$ 7,000.00	Expense	CIF	Planning	Contract			\$ 7,000.00		
3		L1	Access Control Local Lockdown Button	Renovation	\$ 5,000.00	Expense	CIF	Planning	State Contract		\$ 5,000.00			
3		L2	Build structure over fuel tanks	Renovation	\$ 20,000.00	Expense	CIF	Planning	Hard Bid			\$ 20,000.00		
3		L3	Welding Lab Update - Replace 3 Make up air fans (match new side)	Renovation	\$ 13,500.00	Expense	CIF	Planning	Contract		\$ 13,500.00			
4			Site Add Water Filtration System to City Water Supply	Renovation	\$ 20,000.00	Expense	CIF	Construction	Contract		\$ 15,000.00			
4			Site Air Cooled Chiller #1 & #2 Replacement	Renovation	\$ 350,000.00	Expense	CIF	Planning	State Contract		\$ 350,000.00			
4		HC1	Roof Repairs	Renovation	\$ 361,260.00	Expense	Deferred Maintenance	Construction	State Contract		\$ 19,549.92			
5			Site ADA Parking Space at Greenhouse	Remodel	\$ 70,000.00	Expense	Deferred Maintenance/CIF	Planning	Hard Bid		\$ 70,000.00			DM Covers dwg. Only
5			Site Horse Pasture - Teaching Shade Structure 24'x24'	Remodel	\$ 80,000.00	Expense	Grant	Planning	Contract		\$ 80,000.00			
5			Site Horse Pasture - (2) Paddock Shade Structures 16'x24'	Remodel	\$ 90,000.00	Expense	Grant	Planning	Contract		\$ 90,000.00			
5			Site Horse Run-ins - (2)	Remodel	\$ 30,000.00	Expense	Grant	Planning	Contract		\$ 30,000.00			
5			Site Fuel Tanks (Gas and Diesel)	Renovation	\$ 5,000.00	Expense	CIF	Planning	Contract			\$ 5,000.00		
5			Site Exterior Furniture	Renovation	\$ 15,000.00	Expense	CIF	Planning	Contract			\$ 15,000.00		
5		V1	Roof Replacement at House	Renovation	\$ 30,000.00	Expense	CIF	Planning	Contract			\$ 30,000.00		
5		V3	Vet Clinic Building Renovation	Renovation	\$ 50,000.00	Expense	Donor/CIF	Planning	Contract		\$ 20,000.00	\$ 30,000.00		
5		TBD	Vintage Farm Agricultural Sciences Classroom Building	New Construction	\$ 9,858,994.00	Expense	PECO	Planning	Hard Bid	\$ 9,858,994.00				CIP3 P1
5		Site / V3	Portable Classroom at Vet Clinic	New Construction	\$ 298,000.00	Expense	CIF	Planning	Contract			\$ 298,000.00		If new const not approv.
6			Site Monument Road Sign	New Construction	\$ 298,000.00	Expense	CIF	Bid	Cooperative Pricing / Day Labor		\$ 298,000.00			
6			Site Parking Lot Light Photoell Upgrades	Renovation	\$ 40,000.00	Expense	CIF	Planning	Contract		\$ 20,000.00	\$ 20,000.00		
6			Site Exterior Furniture	Renovation	\$ 25,000.00	Expense	CIF	Planning	Contract		\$ 15,000.00	\$ 10,000.00		
6			Site Demolish Barn near C1 (1,752 GSF x \$35/SF)	Demolition	\$ 61,320.00	Expense	CIF	Planning	Contract		\$ 61,320.00			
6			Site Construct Metal Storage Building (1,500 GSF x \$230/SF)	New Construction	\$ 345,000.00	Expense	CIF	Planning	Contract			\$ 345,000.00		
6			Site Replace Concrete Walkway	Renovation	\$ 6,000.00	Expense	CIF	Planning	Contract		\$ 6,000.00			
6			Site Construct Covered Walkway between Buildings C3 and C4 (125 LF x 5'W)	New Construction	\$ 65,000.00	Expense	CIF	Planning	Hard Bid			\$ 65,000.00		
6		C2/C3	Gutter Replacement & Repairs	Renovation	\$ 12,000.00	Expense	CIF	Planning	Contract		\$ 12,000.00			
6		All	Classroom Flooring	Renovation	\$ 100,000.00	Expense	CIF	Planning	Contract		\$ 40,000.00	\$ 60,000.00		
6		C2/C3	Restroom Reno. (Wall & Floor tile/counters/sinks/toilets/fixtures/partitions)	Renovation	\$ 80,000.00	Expense	CIF	Planning	Contract		\$ 30,000.00	\$ 50,000.00		
6		C1	Replace Roof	Renovation	\$ 25,000.00	Expense	CIF	Planning	Contract			\$ 25,000.00		
6		All	Replace Classroom White Boards (24x900)	Renovation	\$ 21,600.00	Expense	CIF	Planning	State Contract		\$ 9,900.00	\$ 9,900.00		
6		C3	Replace Classroom F/F (201, 202, 204, 206, 207)	Renovation	\$ 125,000.00	Expense	CIF	Planning	Day Labor			\$ 125,000.00		
6		C3	Classroom/Lab Renovations (7,297 sf)	Renovation	\$ 95,000.00	Expense	CIF	Planning	Day Labor			\$ 95,000.00		
6		C3	CW Pump 1 & 2 Replacement	Renovation	\$ 11,840.00	Expense	Deferred Maintenance	Planning	State Contract		\$ 5,920.00			
6		C3	AHU-C3 Replacement	Renovation	\$ 410,885.00	Expense	Deferred Maintenance	Construction	State Contract		\$ 410,885.00			
6		C4	Classroom Lab Renovation - CAP Grant	Renovation	TBD	Expense	CAP Grant	Construction	State Contract / Day Labor		included in Line Item 16			

	6	C2	Health Science Renovations (Rooms 103, 104, 105, 106, 107)	Renovation	\$	375,000.00	Expense	CIF	Planning	Day Labor			\$	375,000.00		
	6	C2	Classroom/Lab/Student Lounge Renovations (4,273 sf)	Renovation	\$	60,000.00	Expense	CIF	Planning	Contract			\$	60,000.00		
	7	TBD	Property Acquisition and Development - C.J. EMS & Truck Driving	New Construction	\$	8,939,220.00	Expense	PECO	Planning	CM	\$	8,939,220.00				CIP3 P3
	7	Site	New Classroom Portable	New Construction	\$	298,000.00	Expense	CIF	Planning	Day Labor/Contract		\$	298,000.00			
	10	AMA	Storage Room HVAC Work	Renovation	\$	200,000.00	Expense	PECO	Planning	State Contract			\$	200,000.00		CF
	10	AMA	VAV Box Replacements - qty. (2)	Renovation	\$	30,000.00	Expense	PECO	Planning	State Contract		\$	30,000.00			
	10	AMA	VAV Box Replacements - qty. (7)	Renovation	\$	100,000.00	Expense	PECO	Planning	State Contract		\$	100,000.00			
	10	AMA	Pool & Courtyard Repairs - pump, remanite, & travertine	Renovation	\$	216,380.00	Expense	Donor	Build	Contract			\$	216,380.00		AMA
	10	AMA	Art Walk Plans and Development	Renovation	\$	12,000.00	Expense	Donor	Planning	Contract			\$	12,000.00		AMA
	10	AMA	Art Walk Installation	Renovation	\$	100,000.00	Expense	Donor	Planning	Contract			\$	100,000.00		AMA
	10	AMA	Refrigerant Monitoring System	Renovation	\$	197,585.00	Expense	PECO	Planning	State Contract		\$	197,585.00			
	10	AMA	AHUs Replacement and 90 Ton RTWA Chiller Replacement	Renovation	\$	611,785.00	Expense	Deferred Maintenance	Planning	Contract		\$	611,785.00			
		CW	ADA / Equity Deficiencies List - signage, wrap drain pipes etc.		\$	118,194.24	Expense	Deferred Maintenance	Planning	TBD		\$	118,194.24			
	1 & 6	Misc.	Fire Alarm Upgrades		\$	312,998.04	Expense	Deferred Maintenance/CIF	Construction	State Contract		\$	14,100.36			DM \$297,310.00
		CW	ALL Add / Tie Into Fire Alarms at all Maintenance Bldg s and Connex Boxes		\$	150,000.00	Expense	CIF	Planning	State Contract		\$	60,000.00	\$	90,000.00	
		CW	ALL Annual Service Agreements		\$	560,000.00	Expense	PECO	Planning	Contract		\$	560,000.00			
		CW	ALL Access Controls - Add & Upgrade Ext./Int. Locks and Interior Door Licenses		\$	400,000.00	Expense	CIF	Planning	Contract		\$	400,000.00			
		CW	ALL Tree Maintenance		\$	100,000.00	Expense	CIF	Construction	Contract		\$	100,000.00			
		CW	ALL College Wide General Renovations		\$	300,000.00	Expense	PECO	Planning	TBD		\$	200,000.00	\$	100,000.00	
		CW	ALL College Wide Security Systems - Upgrade & Add Access Controls		\$	2,483,299.00	Expense	PECO	CIP Request	Contract	\$	2,483,299.00				CIP4
		CW	ALL College Wide Painting		\$	100,000.00	Expense	PECO	Planning	TBD		\$	100,000.00			
		CW	ALL College Wide Sidewalk Repairs		\$	50,000.00	Expense	PECO	Planning	TBD		\$	50,000.00			
		CW	ALL College Wide ADA Compliance		\$	50,000.00	Expense	PECO	Planning	TBD		\$	50,000.00			
		CW	ALL College Wide Classroom Upgrades/Repairs		\$	150,000.00	Expense	PECO	Planning	TBD		\$	150,000.00			
		CW	ALL College Wide Site Improvement		\$	200,000.00	Expense	PECO	Planning	TBD		\$	150,000.00	\$	50,000.00	
		CW	ALL College Wide Safety & Security		\$	200,000.00	Expense	PECO	Planning	TBD		\$	150,000.00	\$	50,000.00	
		CW	ALL College Wide HVAC Repairs		\$	150,000.00	Expense	PECO	Planning	TBD		\$	100,000.00	\$	50,000.00	
		CW	ALL College Wide Roof Repairs		\$	75,000.00	Expense	PECO	Planning	TBD		\$	75,000.00			
		CW	ALL College Wide Signage - misc. signage & update & add Bldg. #'s		\$	75,000.00	Expense	PECO	Planning	TBD		\$	75,000.00			
		CW	ALL College Wide Fire Alarm System Upgrades		\$	150,000.00	Expense	PECO	Planning	TBD		\$	70,000.00	\$	80,000.00	
		CW	ALL Capital Minor Equipment - Plant Operations Tools		\$	5,000.00	Expense	PECO	Planning	TBD		\$	5,000.00			
	1	H	B7 Math Science, B8 Humanities Replacement	New Construction	\$	35,000,000.00	Expense	PECO	Future CIP / Planning	CM					\$	25,000,000.00
	1	L&M	B31-37 South Campus Building Replacement	New Construction	\$	27,000,000.00	Expense	PECO	Future CIP / Planning	CM					\$	23,000,000.00
	1	K	B2 Science & Technology Building Replacement	New Construction	\$	3,000,000.00	Expense	PECO	Future CIP / Planning	CM					\$	26,000,000.00
	TBD	TBD	Criminal Justice Indoor Shooting Range	New Construction	\$	3,000,000.00	Expense	PECO	Future CIP / Planning	CM					\$	3,000,000.00
	1	S	Bryant Student Services Expansion	New Construction	\$	22,000,000.00	Expense	PECO	Future CIP / Planning	CM					\$	22,000,000.00
			Grants - Vintage Farm (\$220,000 & CAP \$1.2M)				Revenue	Grant				\$	4,330,031.00			
			Deferred Maintenance State Allocation				Revenue	ARP Def. Maintenance				\$	3,372,895.74			\$ 7,619,369.00
			FY24-25 CIP Carry Over				Revenue	Carry Over				\$	7,142,541.00			
			FY25-26 CIP				Revenue	Projected				\$	1,700,000.00			
			Health Science Project - Construction - Center for Nursing				Revenue	ARP PECO/Donor				\$	130,000.00			\$ 19,946,963.00
			HSTC EMS Program Building 19 Renovation				Revenue	PECO				\$	7,183,653.21			
			Criminal Justice Instructional Center				Revenue	PECO				\$	17,465,200.00			
			Vintage Farm Agricultural Sciences Classroom Building				Revenue	PECO				\$				
												CIP PECO REQUEST	PRIORITY A TOTAL	PRIORITY B TOTAL	PRIORITY C TOTAL	
												\$ 37,608,046.00	\$ 41,110,604.29	\$ 7,508,480.00	\$ 99,307,000.00	
												AVAILABLE BUDGET	\$ 41,324,320.95			
												DIFFERENCE	\$ (213,716.66)			



Tri-County Locations





PLANT OPERATIONS DEPARTMENT

MEMORANDUM

To: Chuck Prince, Vice President Administration and Finance

Date: June 12th, 2025

From: Katie Hunt, Director of Facilities

Katie Hunt Katie Hunt Date 6/12/25

Re: CIP 2025 (Capital Improvement Program, Fiscal Years 2026-27 through 2030-31)

For your review / approval and District Board of Trustees Approval:

The attached Capital Improvement Program, Fiscal Years 2025-26 through 2030-31 represents the college wide Legislative Budget Request for 2025. The documents CIP1, CIP2, CIP3, CIP4, LBR-1 are due to the Office of Educational Facilities, Florida College System no later than July 1st, 2025.

This document requires 2 signatures: Transmittal Form
FY2025-26 Capital Outlay Project List Memo

Cc: Christine Reynolds

Attached: Fiscal Years 2026-27 through 2030-31 Capital Improvement Program

COLLEGE OF CENTRAL FLORIDA

30

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: CF Foundation Audit, 990 and DSO Checklist
January 1, 2024 - December 31, 2024

INITIATOR: Christopher R. Knife
Vice President of Institutional Advancement/CEO of CF Foundation

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

In accordance with Section 1004.70(5), Florida Statutes, the CF Foundation annually 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.

The Vice President of Institutional Development / Chief Executive Officer of the CF Foundation and the Chief Fiscal Officer of the CF Foundation, have attached the audit for the fiscal period ending December 31, 2024, IRS Form 990 and the Direct Support Organizations (DSO) Audit Review Check List.

The CF Foundation's financial statements were found to be presented fairly and in the opinion of the auditors is an unmodified and clean audit.

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, 2024.

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Form **990**

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

2024

Open to Public
Inspection

A For the 2024 calendar year, or tax year beginning and ending																												
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">C Name of organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.</td> <td rowspan="4">D Employer identification number 59-6139037</td> </tr> <tr> <td colspan="2">Doing business as</td> </tr> <tr> <td>Number and street (or P.O. box if mail is not delivered to street address)</td> <td>Room/suite</td> </tr> <tr> <td colspan="2">3001 SW COLLEGE ROAD</td> </tr> <tr> <td colspan="2">City or town, state or province, country, and ZIP or foreign postal code OCALA, FL 34474</td> <td>E Telephone number 352-873-5808</td> </tr> <tr> <td colspan="2">F Name and address of principal officer: CHRISTOPHER R. KNIFE 3001 SW COLLEGE ROAD, OCALA, FL 34474</td> <td>G Gross receipts \$ 34,139,084.</td> </tr> <tr> <td colspan="2">I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527</td> <td>H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> <tr> <td colspan="2">J Website: HTTP://WWW.CF.EDU/FOUNDATION/</td> <td>H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2">K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other</td> <td>H(c) Group exemption number</td> </tr> <tr> <td colspan="2">L Year of formation: 1959</td> <td>M State of legal domicile: FL</td> </tr> </table>	C Name of organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.		D Employer identification number 59-6139037	Doing business as		Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	3001 SW COLLEGE ROAD		City or town, state or province, country, and ZIP or foreign postal code OCALA, FL 34474		E Telephone number 352-873-5808	F Name and address of principal officer: CHRISTOPHER R. KNIFE 3001 SW COLLEGE ROAD, OCALA, FL 34474		G Gross receipts \$ 34,139,084.	I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	J Website: HTTP://WWW.CF.EDU/FOUNDATION/		H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No	K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		H(c) Group exemption number	L Year of formation: 1959		M State of legal domicile: FL
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Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: THE COLLEGE OF CENTRAL FLORIDA FOUNDATION WAS ESTABLISHED TO PROVIDE LEADERSHIP SERVICE, VOLUNTARY																								
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.																								
	3 Number of voting members of the governing body (Part VI, line 1a) 3 16																								
	4 Number of independent voting members of the governing body (Part VI, line 1b) 4 16																								
	5 Total number of individuals employed in calendar year 2024 (Part V, line 2a) 5 0																								
	6 Total number of volunteers (estimate if necessary) 6 23																								
	7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 0.																								
b Net unrelated business taxable income from Form 990-T, Part I, line 11 7b 0.																									
Revenue	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Prior Year</th> <th>Current Year</th> </tr> </thead> <tbody> <tr> <td>8 Contributions and grants (Part VIII, line 1h)</td> <td align="right">8,184,487.</td> <td align="right">6,965,447.</td> </tr> <tr> <td>9 Program service revenue (Part VIII, line 2g)</td> <td align="right">1,197,668.</td> <td align="right">1,053,978.</td> </tr> <tr> <td>10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)</td> <td align="right">4,757,183.</td> <td align="right">8,485,755.</td> </tr> <tr> <td>11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)</td> <td align="right">38,420.</td> <td align="right">56,139.</td> </tr> <tr> <td>12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)</td> <td align="right">14,177,758.</td> <td align="right">16,561,319.</td> </tr> </tbody> </table>		Prior Year	Current Year	8 Contributions and grants (Part VIII, line 1h)	8,184,487.	6,965,447.	9 Program service revenue (Part VIII, line 2g)	1,197,668.	1,053,978.	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	4,757,183.	8,485,755.	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	38,420.	56,139.	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	14,177,758.	16,561,319.						
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Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date		
	CHRISTOPHER R. KNIFE, CEO				
Paid Preparer Use Only	Preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	TIMOTHY WESTGATE CPA		06/10/25		P00631621
Preparer Use Only	Firm's name	Firm's EIN			
	PURVIS, GRAY & COMPANY, LLP	59-0548468			
	Firm's address	Phone no.			
	2347 SE 17TH ST	3527323872			
	OCALA, FL 34471				

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.

Form 990 (2024)

59-6139037 Page **2**

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☒ **X**

1 Briefly describe the organization's mission:

COLLEGE OF CENTRAL FLORIDA FOUNDATION'S MISSION IS TO IDENTIFY,
SOLICIT AND ACQUIRE RESTRICTED AND UNRESTRICTED RESOURCES TO SUPPORT
THE COLLEGE IN PROVIDING EDUCATIONAL SERVICES TO CITRUS, LEVY AND
MARION COUNTIES.

2 Did the organization undertake any significant program services during the year which were not listed on the
prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and
revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 1,603,735. including grants of \$ 1,203,734.) (Revenue \$)
PROGRAMS INCLUDE ENDOWMENT CHAIR/GRANT PROGRAM SUPPORT

4b (Code:) (Expenses \$ 1,145,882. including grants of \$ 1,145,882.) (Revenue \$)
SCHOLARSHIPS: FUNDS PROVIDED TO STUDENTS TO HELP PAY THE COSTS OF
EDUCATION. RECIPIENT NAMES AND ADDRESSES ARE AVAILABLE IN THE
ORGANIZATION'S RECORDS. IN 2024, SCHOLARSHIPS TOTALING \$1,145,882 WERE
AWARDED TO 1,386 RECIPIENTS.

4c (Code:) (Expenses \$ 1,813,611. including grants of \$ 1,617,224.) (Revenue \$ 131,386.)
INSTITUTIONAL SUPPORT FOR THE COLLEGE INCLUDING OWNING AND OPERATING
THE ENTERPRISE CENTER, A SCHOOL-TO-WORK FACILITY BUILT BY THE
ORGANIZATION. THE ENTERPRISE CENTER ASSET WAS CONTRIBUTED TO THE
COLLEGE DURING 2024.

4d Other program services (Describe on Schedule O.)

(Expenses \$ 888,460. including grants of \$) (Revenue \$ 922,592.)

4e Total program service expenses 5,451,688.

Form **990** (2024)

**COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Form 990 (2024)

59-6139037 Page **3**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	X	
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	X	
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	X	

**COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Form 990 (2024)

59-6139037 Page **4**

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22 X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23 X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b X	
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in noncash contributions? <i>If "Yes," complete Schedule M</i>	29 X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30 X	
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34 X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36 X	
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19?	38 X	

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a 71	
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b 0	
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c X	

**COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Form 990 (2024)

59-6139037 Page **5**

Part V **Statements Regarding Other IRS Filings and Tax Compliance** (continued)

		Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 0		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X
b If "Yes," has it filed a Form 990-T for this year? <i>If "No" to line 3b, provide an explanation on Schedule O</i>	3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X	
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	X	
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		X
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		X
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9 Sponsoring organizations maintaining donor advised funds.			
a Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders	11a		
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If "Yes," has it filed a Form 720 to report these payments? <i>If "No," provide an explanation on Schedule O</i>	14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15		X
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17 Section 501(c)(21) organizations. Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17		

**COLLEGE OF CENTRAL FLORIDA
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Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI ☒ **X**

Section A. Governing Body and Management

		Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	1a	16	
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.			
b Enter the number of voting members included on line 1a, above, who are independent	1b	16	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3	X	
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6 Did the organization have members or stockholders?	6		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a The governing body?	8a	X	
b Each committee with authority to act on behalf of the governing body?	8b	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O	9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	12c	X	
13 Did the organization have a written whistleblower policy?	13	X	
14 Did the organization have a written document retention and destruction policy?	14	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a The organization's CEO, Executive Director, or top management official	15a	X	
b Other officers or key employees of the organization	15b	X	
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **NONE**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☒ Own website ☒ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records
CHRISTOPHER KNIFE, CEO - 352-854-2322
3001 SW COLLEGE ROAD, OCALA, FL 34474

**COLLEGE OF CENTRAL FLORIDA
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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) CHRISTOPHER R KNIFE CEO	38.00			X				0.	147,829.	60,404.
(2) NADIA MILLER CFO	38.00			X				0.	58,651.	16,596.
(3) DAWN GONSALVES EXITING CFO 1/31/24	1.00			X				0.	6,193.	1,395.
(4) GREG BLAIR PAST CHAIR	1.00	X		X				0.	0.	0.
(5) MICHELLE STONE CHAIR	1.00	X		X				0.	0.	0.
(6) DREXEL COLLINS DIRECTOR	1.00	X						0.	0.	0.
(7) PARKER EILAND DIRECTOR	1.00	X						0.	0.	0.
(8) JERRY BENTON VICE CHAIR	1.00	X		X				0.	0.	0.
(9) JARED KIRBY DIRECTOR	1.00	X						0.	0.	0.
(10) BILL PAUL JR TREASURER	1.00	X		X				0.	0.	0.
(11) DAVID RITTERHOFF DIRECTOR	1.00	X						0.	0.	0.
(12) JOHN ROBERTS DIRECTOR	1.00	X						0.	0.	0.
(13) PHIL ROSENBERG SECRETARY	1.00	X		X				0.	0.	0.
(14) WILLIAM TRICE DIRECTOR	1.00	X						0.	0.	0.
(15) MICHAEL HART DIRECTOR	1.00	X						0.	0.	0.
(16) PATTI CONRAD DIRECTOR	1.00	X						0.	0.	0.
(17) AARON CAMPO DIRECTOR	1.00	X						0.	0.	0.

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Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) WINSTON NEEDHAM MEMBER AT LARGE	1.00	X						0.	0.	0.
(19) ERIKA SKULA DIRECTOR	1.00	X						0.	0.	0.
1b Subtotal								0.	212,673.	78,395.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								0.	212,673.	78,395.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 0

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
SEI INVESTMENT MANAGEMENT CORP. 1 FREEDOM VALLEY DRIVE, OAKS, PA 19456	INVEST. ADVISOR	308,393.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 1

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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☒ **X**

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b	10,200.				
	c Fundraising events	1c	4,560.				
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	6,950,687.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 216,360.				
	h Total. Add lines 1a-1f						
Program Service Revenue			Business Code				
	2 a STUDENT HOUSING INCOME		531390	922,592.	922,592.		
	b ENTERPRISE CENTER INCOME		531390	131,386.	131,386.		
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			1,053,978.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			7,808,789.			7808789.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real (ii) Personal				
	6 a Gross rents	6a	10,000.				
	b Less: rental expenses ...	6b	0.				
	c Rental income or (loss)	6c	10,000.				
	d Net rental income or (loss)			10,000.			10,000.
			(i) Securities (ii) Other				
	7 a Gross amount from sales of assets other than inventory	7a	18,226,845.				
	b Less: cost or other basis and sales expenses	7b	17,549,879.				
	c Gain or (loss)	7c	676,966.				
	d Net gain or (loss)			676,966.			676,966.
	8 a Gross income from fundraising events (not including \$ 4,560. of contributions reported on line 1c). See Part IV, line 18			8a	74,025.		
	b Less: direct expenses			8b	27,886.		
	c Net income or (loss) from fundraising events			46,139.			46,139.
	9 a Gross income from gaming activities. See Part IV, line 19			9a			
	b Less: direct expenses			9b			
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances			10a				
b Less: cost of goods sold			10b				
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue			Business Code				
	11 a						
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions				16,561,319.	1,053,978.	0.	8541894.

**COLLEGE OF CENTRAL FLORIDA
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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	2,820,959.	2,820,959.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	1,145,882.	1,145,882.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management	258,482.		258,482.	
b Legal	11,605.		11,605.	
c Accounting	43,565.		43,565.	
d Lobbying	121,089.		121,089.	
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	400,000.	400,000.		
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	132,538.		132,538.	
12 Advertising and promotion	2,651.		2,651.	
13 Office expenses	34,211.	1,175.	10,435.	22,601.
14 Information technology	6,634.		6,634.	
15 Royalties				
16 Occupancy				
17 Travel	782.		367.	415.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	4,440.		4,440.	
20 Interest	9,859.	8,080.	1,779.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	191,898.	160,313.	31,585.	
23 Insurance	48,692.	29,319.	19,373.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a COLLEGE SQUARE OPERATIN	766,155.	766,155.		
b PERSONNEL COST REIMBURS	196,717.			196,717.
c ENTERPRISE CENTER EXPEN	119,805.	119,805.		
d MISC. FUNDRAISING EXPEN	18,285.		5,880.	12,405.
e All other expenses	18,628.		339.	18,289.
25 Total functional expenses. Add lines 1 through 24e	6,352,877.	5,451,688.	650,762.	250,427.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**COLLEGE OF CENTRAL FLORIDA
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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	1,466,084.	1	1,899,569.
	2 Savings and temporary cash investments	13,459,966.	2	12,546,377.
	3 Pledges and grants receivable, net	122,897.	3	81,931.
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net	9,919.	7	11,394.
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	58,609.	9	48,974.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	24,229,433.		
	b Less: accumulated depreciation	2,660,439.		
		23,052,396.	10c	21,568,994.
	11 Investments - publicly traded securities	90,823,978.	11	105,586,029.
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11	280,238.	15	132,959.	
16 Total assets. Add lines 1 through 15 (must equal line 33)	129,274,087.	16	141,876,227.	
Liabilities	17 Accounts payable and accrued expenses	357,417.	17	240,327.
	18 Grants payable	471,498.	18	451,095.
	19 Deferred revenue	154,006.	19	141,189.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	257,101.	25	96,534.
	26 Total liabilities. Add lines 17 through 25	1,240,022.	26	929,145.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions		27	
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds	8,609,535.	29	9,202,069.
	30 Paid-in or capital surplus, or land, building, or equipment fund	23,052,396.	30	21,547,937.
	31 Retained earnings, endowment, accumulated income, or other funds	96,372,134.	31	110,197,076.
	32 Total net assets or fund balances	128,034,065.	32	140,947,082.
	33 Total liabilities and net assets/fund balances	129,274,087.	33	141,876,227.

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☒ **X**

1	Total revenue (must equal Part VIII, column (A), line 12)	1	16,561,319.
2	Total expenses (must equal Part IX, column (A), line 25)	2	6,352,877.
3	Revenue less expenses. Subtract line 2 from line 1	3	10,208,442.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	128,034,065.
5	Net unrealized gains (losses) on investments	5	2,689,636.
6	Donated services and use of facilities	6	14,154.
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	785.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	140,947,082.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? _____	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____	3b	

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Department of the Treasury
Internal Revenue Service

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2024

**Open to Public
Inspection**

Employer identification number
59-6139037

Part I	Reason for Public Charity Status. (All organizations must complete this part.) See instructions.
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The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☒ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

g. Provide the following information about the supported organization(s):						
(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

**COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Schedule A (Form 990) 2024

59-6139037 Page 2

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	7735120.	7087750.	1371866.	8184487.	6965447.	31344670.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	7735120.	7087750.	1371866.	8184487.	6965447.	31344670.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						3741222.
6 Public support. Subtract line 5 from line 4.						27603448.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
7 Amounts from line 4	7735120.	7087750.	1371866.	8184487.	6965447.	31344670.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	2422224.	7539873.	5817016.	4615537.	7818789.	28213439.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	67,622.		47,950.	60,649.	74,025.	250,246.
11 Total support. Add lines 7 through 10						59808355.
12 Gross receipts from related activities, etc. (see instructions)					12	5,389,734.

13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2024 (line 6, column (f), divided by line 11, column (f))	14	46.15 %
15 Public support percentage from 2023 Schedule A, Part II, line 14	15	43.75 %

16a 33 1/3% support test - 2024. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☒

b 33 1/3% support test - 2023. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

17a 10% -facts-and-circumstances test - 2024. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

b 10% -facts-and-circumstances test - 2023. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

Schedule A (Form 990) 2024

**COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Schedule A (Form 990) 2024

59-6139037 Page 3

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2024 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2023 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2024 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2023 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2024. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2023. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Schedule A (Form 990) 2024

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Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in Part VI .			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			

COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.

Schedule A (Form 990) 2024

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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2024

COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.

Schedule A (Form 990) 2024

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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5	
6 Other distributions (describe in Part VI). See instructions.	6	
7 Total annual distributions. Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8	
9 Distributable amount for 2024 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2024	(iii) Distributable Amount for 2024
1 Distributable amount for 2024 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2024 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2024			
a From 2019			
b From 2020			
c From 2021			
d From 2022			
e From 2023			
f Total of lines 3a through 3e			
g Applied to under distributions of prior years			
h Applied to 2024 distributable amount			
i Carryover from 2019 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2024 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2024 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2024, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2024. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2025. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2020			
b Excess from 2021			
c Excess from 2022			
d Excess from 2023			
e Excess from 2024			

Schedule A (Form 990) 2024

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

**Schedule B
(Form 990)**

(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

Name of the organization	Employer identification number
COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	59-6139037

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization

COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.

Employer identification number

59-6139037

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
<u>1</u>		\$ <u>655,000.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
<u>2</u>		\$ <u>5,000,000.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
<u>3</u>		\$ <u>200,000.</u>	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
<u>4</u>		\$ <u>174,250.</u>	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Employer identification number

59-6139037

Part II

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
4	ARTWORK COLLECTION 	\$ 174,250.	02/12/24
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	 	\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	 	\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	 	\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	 	\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	 	\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	 	\$	

Name of organization

COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.

Employer identification number

59-6139037

Part III

Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this info. once.) \$ _____

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
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	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		

SCHEDULE C
(Form 990)

Department of the Treasury
Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under Section 501(c) and Section 527
Complete if the organization is described below. Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public
Inspection

If the organization answered "Yes" on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then:

- Section 501(c)(3) organizations: Complete Parts I-A and I-B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and I-C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered "Yes" on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then:

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes" on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions), or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then:

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization	COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	Employer identification number (EIN)	59-6139037
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Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.

2 Political campaign activity expenditures \$

3 Volunteer hours for political campaign activities

Part I-B Complete if the organization is exempt under section 501(c)(3).

1 Enter the amount of any excise tax incurred by the organization under section 4955 \$

2 Enter the amount of any excise tax incurred by organization managers under section 4955 \$

3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ☐ Yes ☐ No

4a Was a correction made? ☐ Yes ☐ No

b If "Yes," describe in Part IV.

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

1 Enter the amount directly expended by the filing organization for section 527 exempt function activities \$

2 Enter the amount of the filing organization's funds contributed to other organizations for section 527
exempt function activities \$

3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL,
line 17b \$

4 Did the filing organization file Form 1120-POL for this year? ☐ Yes ☐ No

5 Enter the names, addresses, and EINs of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-.	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule C (Form 990) 2024

Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

- A** Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).
- B** Check ☐ if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals												
1a Total lobbying expenditures to influence public opinion (grassroots lobbying)															
b Total lobbying expenditures to influence a legislative body (direct lobbying)															
c Total lobbying expenditures (add lines 1a and 1b)															
d Other exempt purpose expenditures															
e Total exempt purpose expenditures (add lines 1c and 1d)															
f Lobbying nontaxable amount. Enter the amount from the following table in both columns.															
<table><thead><tr><th>IF the amount on line 1e, column (a) or (b), is:</th><th>THEN the lobbying nontaxable amount is:</th></tr></thead><tbody><tr><td>not over \$500,000</td><td>20% of the amount on line 1e.</td></tr><tr><td>over \$500,000 but not over \$1,000,000</td><td>\$100,000 plus 15% of the excess over \$500,000.</td></tr><tr><td>over \$1,000,000 but not over \$1,500,000</td><td>\$175,000 plus 10% of the excess over \$1,000,000.</td></tr><tr><td>over \$1,500,000 but not over \$17,000,000</td><td>\$225,000 plus 5% of the excess over \$1,500,000.</td></tr><tr><td>over \$17,000,000</td><td>\$1,000,000.</td></tr></tbody></table>	IF the amount on line 1e, column (a) or (b), is:	THEN the lobbying nontaxable amount is:	not over \$500,000	20% of the amount on line 1e.	over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.	over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.	over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.	over \$17,000,000	\$1,000,000.			
IF the amount on line 1e, column (a) or (b), is:	THEN the lobbying nontaxable amount is:														
not over \$500,000	20% of the amount on line 1e.														
over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.														
over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.														
over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.														
over \$17,000,000	\$1,000,000.														
g Grassroots nontaxable amount (enter 25% of line 1f)															
h Subtract line 1g from line 1a. If zero or less, enter -0-															
i Subtract line 1f from line 1c. If zero or less, enter -0-															
j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?		<input type="checkbox"/> Yes	<input type="checkbox"/> No												

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.
See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) Total
2a Lobbying nontaxable amount					
b Lobbying ceiling amount (150% of line 2a, column(e))					
c Total lobbying expenditures					
d Grassroots nontaxable amount					
e Grassroots ceiling amount (150% of line 2d, column (e))					
f Grassroots lobbying expenditures					

Schedule C (Form 990) 2024

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes" response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?		X	
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)? ...		X	
c Media advertisements?		X	
d Mailings to members, legislators, or the public?		X	
e Publications, or published or broadcast statements?		X	
f Grants to other organizations for lobbying purposes?		X	
g Direct contact with legislators, their staffs, government officials, or a legislative body?		X	
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?		X	
i Other activities?	X		121,089.
j Total. Add lines 1c through 1i			121,089.
2a Did the activities in line 1 cause the organization to not be described in section 501(c)(3)?		X	
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1	
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?	2	
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?	3	

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No," OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments, and similar amounts from members	1	
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid):		
a Current year	2a	
b Carryover from last year	2b	
c Total	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditures next year?	4	
5 Taxable amount of lobbying and political expenditures. See instructions	5	

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

PART II-B, LINE 1, LOBBYING ACTIVITIES:**SCHEDULE C, PART II-B, LINE 1**

ENGAGED LOBBYING FIRM GRAYROBINSON PA ALONG WITH THE GRIFFIN GROUP TO PROVIDE REPRESENTATION BEFORE THE FLORIDA LEGISLATURE, COMMITTEES, AND STATE AGENCIES TO ADVANCE THE ORGANIZATION'S MISSION IN COUNTIES SERVED BY THE FOUNDATION AND COLLEGE.

SCHEDULE D
(Form 990)

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public
Inspection

Name of the organization COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.

Employer identification number
59-6139037

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1	\$ 211,800.
(ii) Assets included in Form 990, Part X	\$ 19,398,255.

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1	\$
b Assets included in Form 990, Part X	\$

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) (Rev. 12-2024)

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☒ Public exhibition

d ☒ Loan or exchange program

b ☒ Scholarly research

e ☐ Other _____

c ☒ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☒ No

Part IV Escrow and Custodial Arrangements Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	96,372,134.	81,995,688.	94,616,131.	85,158,594.	75,230,232.
b Contributions	6,356,915.	7,135,966.	597,563.	1,720,949.	5,797,812.
c Net investment earnings, gains, and losses	10,814,910.	10,232,916.	-9,853,178.	10,706,061.	6,615,791.
d Grants or scholarships	2,026,558.	2,039,569.	2,081,661.	1,599,909.	1,257,917.
e Other expenditures for facilities and programs					
f Administrative expenses	1,320,326.	952,867.	1,283,167.	1,369,564.	1,227,324.
g End of year balance	110,197,076.	96,372,134.	81,995,688.	94,616,131.	85,158,594.

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment 14.0000 %

b Permanent endowment 86.0000 %

c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations? ☐ Yes ☒ No

(ii) Related organizations? ☐ Yes ☒ No

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐ Yes ☐ No

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		805,491.		805,491.
b Buildings		4,002,236.	2,659,189.	1,343,047.
c Leasehold improvements				
d Equipment		23,451.	1,250.	22,201.
e Other		19,398,255.		19,398,255.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B))				21,568,994.

Schedule D (Form 990) (Rev. 12-2024)

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 15, col. (B))	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) GIFT ANNUITY PAYABLE	24,806.
(3) ESCROW HOUSING DEPOSITS	71,728.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 25, col. (B))	96,534.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... ☐

Schedule D (Form 990) (Rev. 12-2024)

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	19,587,370.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	2,689,636.
b	Donated services and use of facilities	2b	307,744.
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	785.
e	Add lines 2a through 2d	2e	2,998,165.
3	Subtract line 2e from line 1	3	16,589,205.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	-27,886.
c	Add lines 4a and 4b	4c	-27,886.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	16,561,319.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	6,674,353.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	293,590.
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	27,886.
e	Add lines 2a through 2d	2e	321,476.
3	Subtract line 2e from line 1	3	6,352,877.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	6,352,877.

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART III, LINE 4:

THE COLLECTION PROVIDES OPPORTUNITIES FOR THE COLLEGE'S STUDENTS TO
OVSERVE AND LEARN ABOUT ASIAN, AFRICAN AND PRE-COLUMBIAN ART, WHICH ARE
INCLUDED IN THE PERMANENT COLLECTION.

PART XI, LINE 2D - OTHER ADJUSTMENTS:

CHANGE IN VALUE OF DONATED LIFE INSURANCE 785.

PART XI, LINE 4B - OTHER ADJUSTMENTS:

SPECIAL EVENT EXPENSES REPORTED ON 990 PART VIII -27,886.

PART XII, LINE 2D - OTHER ADJUSTMENTS:

SPECIAL EVENT EXPENSES REPORTED ON 990 PART VIII 27,886.

Part XIII Supplemental Information *(continued)*

Area for supplemental information with horizontal lines.

SCHEDULE G
(Form 990)

(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities
Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the
organization entered more than \$15,000 on Form 990-EZ, line 6a.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public
Inspection

Name of the organization COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.
Employer identification number
59-6139037

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not
required to complete this part.

- 1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.
a Mail solicitations
b Internet and email solicitations
c Phone solicitations
d In-person solicitations
e Solicitation of nongovernment grants
f Solicitation of government grants
g Special fundraising events
2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or
key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?
b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be
compensated at least \$5,000 by the organization.

Table with 6 columns: (i) Name and address of individual or entity (fundraiser), (ii) Activity, (iii) Did fundraiser have custody or control of contributions?, (iv) Gross receipts from activity, (v) Amount paid to (or retained by) fundraiser listed in col. (i), (vi) Amount paid to (or retained by) organization. Includes a Total row at the bottom.

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

COLLEGE OF CENTRAL FLORIDA

Schedule G (Form 990) (Rev. 12-2024) FOUNDATION, INC.

59-6139037 Page 2

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

	(a) Event #1 NIGHT AT THE FA (event type)	(b) Event #2 (event type)	(c) Other events NONE (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 Gross receipts	78,585.		78,585.
	2 Less: Contributions	4,560.		4,560.
	3 Gross income (line 1 minus line 2)	74,025.		74,025.
Direct Expenses	4 Cash prizes			
	5 Noncash prizes			
	6 Rent/facility costs	10,360.		10,360.
	7 Food and beverages	14,074.		14,074.
	8 Entertainment	1,000.		1,000.
	9 Other direct expenses	2,452.		2,452.
	10 Direct expense summary. Add lines 4 through 9 in column (d)			27,886.
11 Net income summary. Subtract line 10 from line 3, column (d)			46,139.	

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

	(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue				
1 Gross revenue				
Direct Expenses	2 Cash prizes			
	3 Noncash prizes			
	4 Rent/facility costs			
	5 Other direct expenses			
	6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No
7 Direct expense summary. Add lines 2 through 5 in column (d)				
8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: _____

COLLEGE OF CENTRAL FLORIDA

Schedule G (Form 990) (Rev. 12-2024)

FOUNDATION, INC.

59-6139037 Page 3

- 11** Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12** Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13** Indicate the percentage of gaming activity conducted in:
- | | | |
|--------------------------------------|------------|---|
| a The organization's facility | 13a | % |
| b An outside facility | 13b | % |
- 14** Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name _____

Address _____

- 15a** Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization \$ _____ and the amount of gaming revenue retained by the third party \$ _____

c If "Yes," enter the name and address of the third party:

Name _____

Address _____

- 16** Gaming manager information:

Name _____

Gaming manager compensation \$ _____

Description of services provided _____

☐ Director/officer ☐ Employee ☐ Independent contractor

- 17** Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year \$ _____

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

Part IV	Supplemental Information <i>(continued)</i>
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[illegible]

**SCHEDULE I
(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

**Grants and Other Assistance to Organizations,
Governments, and Individuals in the United States**
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

**Open to Public
Inspection**

Name of the organization **COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Employer identification number
59-6139037

Part I General Information on Grants and Assistance

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☐ **Yes** ☒ **No**
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
COLLEGE OF CENTRAL FLORIDA 3011 SW COLLEGE ROAD OCALA, FL 34474	59-1213999		1,296,555.	0.			ENDOW CHRS/INST ADV
COLLEGE OF CENTRAL FLORIDA 3011 SW COLLEGE ROAD OCALA, FL 34474	59-1213999		0.	1,514,732.	NET BOOK VALUE	ENTERPRISE CTR BLDG/PROPERTY	BLDG/PROP FOR INST. ADVANCEMENT

- 2** Enter total number of section 501(c)(3) and government organizations listed in the line 1 table
- 3** Enter total number of other organizations listed in the line 1 table

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) (Rev. 12-2024)

COLLEGE OF CENTRAL FLORIDA

Schedule I (Form 990) (Rev. 12-2024)

FOUNDATION, INC.

59-6139037

Page 2

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
SCHOLARSHIPS	1260	1,145,882.	0.		

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2 - PROCEDURES FOR MONITORING THE USE OF GRANT FUNDS

SCHOLARSHIPS-RECIPIENTS ARE REQUIRED TO COMPLETE A SCHOLARSHIP

APPLICATION AND A "FREE APPLICATION FOR FINANCIAL STUDENT AID" FORM

THAT IS ANALYZED BY THE DEPARTMENT OF EDUCATION TO DETERMINE FINANCIAL

ELIGIBILITY. THE COLLEGE'S FINANCIAL AID OFFICE SELECTS ELIGIBLE

STUDENTS BASED ON THE CRITERIA ESTABLISHED FOR SCHOLARSHIPS.

ENDOWED CHAIRS/GRANTS-THE COLLEGE IS ADVISED THE AMOUNT AVAILABLE FOR

ENHANCEMENT OF COLLEGE PROGRAMS. APPLICATION IS MADE TO THE FOUNDATION

FOR AWARD OF THESE FUNDS. COMMITTEES COMPRISED OF COLLEGE STAFF AND

FOUNDATION BOARD MEMBERS SELECT THE APPLICATIONS THAT WILL BE FUNDED AT

THE END OF THE YEAR, THE DEPARTMENTS RECEIVING ENDOWED CHAIR/GRANT

FUNDS ARE REQUIRED TO SUBMIT A NARRATIVE DETAILING HOW THE FUNDS WERE

SPENT AND THE OUTCOMES ACHIEVED.

SCHEDULE J
(Form 990)

(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest
Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public
Inspection

Name of the organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	Employer identification number 59-6139037
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Part I Questions Regarding Compensation

	Yes	No								
1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items. <table border="0"><tr><td><input type="checkbox"/> First-class or charter travel</td><td><input type="checkbox"/> Housing allowance or residence for personal use</td></tr><tr><td><input type="checkbox"/> Travel for companions</td><td><input type="checkbox"/> Payments for business use of personal residence</td></tr><tr><td><input type="checkbox"/> Tax indemnification and gross-up payments</td><td><input type="checkbox"/> Health or social club dues or initiation fees</td></tr><tr><td><input type="checkbox"/> Discretionary spending account</td><td><input type="checkbox"/> Personal services (such as maid, chauffeur, chef)</td></tr></table>	<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use	<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence	<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees	<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (such as maid, chauffeur, chef)		
<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use									
<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence									
<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees									
<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (such as maid, chauffeur, chef)									
b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b									
2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	2									
3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III. <table border="0"><tr><td><input type="checkbox"/> Compensation committee</td><td><input type="checkbox"/> Written employment contract</td></tr><tr><td><input type="checkbox"/> Independent compensation consultant</td><td><input type="checkbox"/> Compensation survey or study</td></tr><tr><td><input type="checkbox"/> Form 990 of other organizations</td><td><input type="checkbox"/> Approval by the board or compensation committee</td></tr></table>	<input type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract	<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study	<input type="checkbox"/> Form 990 of other organizations	<input type="checkbox"/> Approval by the board or compensation committee				
<input type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract									
<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study									
<input type="checkbox"/> Form 990 of other organizations	<input type="checkbox"/> Approval by the board or compensation committee									
4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization: a Receive a severance payment or change-of-control payment?	4a	X								
b Participate in or receive payment from a supplemental nonqualified retirement plan?	4b	X								
c Participate in or receive payment from an equity-based compensation arrangement?	4c	X								
If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.										
Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.										
5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of: a The organization?	5a	X								
b Any related organization?	5b	X								
If "Yes" on line 5a or 5b, describe in Part III.										
6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of: a The organization?	6a	X								
b Any related organization?	6b	X								
If "Yes" on line 6a or 6b, describe in Part III.										
7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	7	X								
8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8	X								
9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9									

Part II	Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.
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For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

[illegible]

Part III	Supplemental Information
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Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SCHEDULE L

(Form 990)

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Transactions With Interested Persons

Complete if the organization answered "Yes" on Form 990, Part IV, line 25a, 25b, 26, 27, 28a, 28b, or 28c; or Form 990-EZ, Part V, line 38a or 40b.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

**Open to Public
Inspection**

Name of the organization **COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.** Employer identification number
59-6139037

Part I Excess Benefit Transactions (section 501(c)(3), section 501(c)(4), and section 501(c)(29) organizations only)

Complete if the organization answered "Yes" on Form 990, Part IV, line 25a or 25b; or Form 990-EZ, Part V, line 40b.

1 (a) Name of disqualified person	(b) Relationship between disqualified person and organization	(c) Description of transaction	(d) Corrected?	
			Yes	No
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

- 2 Enter the amount of tax incurred by the organization managers or disqualified persons during the year under section 4958 \$
- 3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization \$

Part II Loans to and/or From Interested Persons

Complete if the organization answered "Yes" on Form 990-EZ, Part V, line 38a, or Form 990, Part IV, line 26; or if the organization reported an amount on Form 990, Part X, line 5, 6, or 22.

(a) Name of interested person	(b) Relationship with organization	(c) Purpose of loan	(d) Loan to or from the organization?		(e) Original principal amount	(f) Balance due	(g) In default?		(h) Approved by board or committee?		(i) Written agreement?	
			To	From			Yes	No	Yes	No	Yes	No
(1)												
(2)												
(3)												
(4)												
(5)												
(6)												
(7)												
(8)												
(9)												
(10)												
Total						\$						

Part III Grants or Assistance Benefiting Interested Persons

Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of assistance	(d) Type of assistance	(e) Purpose of assistance
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule L (Form 990) (Rev. 12-2024)

Part IV Business Transactions Involving Interested Persons

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of transaction	(d) Description of transaction	(e) Sharing of organization's revenues?	
				Yes	No
(1) ROBERTS REAL ESTATE, INC	FAMILY	90,427.	MGMT FEES		X
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

Part V Supplemental Information

Provide additional information for responses to questions on Schedule L. See instructions.

SCH L, PART IV, BUSINESS TRANSACTIONS INVOLVING INTERESTED PERSONS:

(A) NAME OF PERSON: ROBERTS REAL ESTATE, INC

SCHEDULE L, PART V - ADDITIONAL INFORMATION

PART IV, LINE 1:

BOARD MEMBER JOHN ROBERTS IS RELATED TO THE SOLE OWNER OF ROBERTS REAL ESTATE, INC. WHICH SERVES AS THE MANAGEMENT COMPANY FOR THE ORGANIZATION'S STUDENT HOUSING FACILITY. BOARD MEMBER JOHN ROBERTS IS ALSO AN EMPLOYEE OF ROBERTS REAL ESTATE, INC. BUT HAS NO OWNERSHIP IN THE ENTITY.

SCHEDULE M
(Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, line 29 or 30.
Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public
Inspection

Name of the organization COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.

Employer identification number
59-6139037

Part I Types of Property

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art - Works of art	X	30	211,800.	APPRAISAL
2 Art - Historical treasures				
3 Art - Fractional interests				
4 Books and publications				
5 Clothing and household goods				
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities - Publicly traded				
10 Securities - Closely held stock				
11 Securities - Partnership, LLC, or trust interests				
12 Securities - Miscellaneous				
13 Qualified conservation contribution - Historic structures				
14 Qualified conservation contribution - Other ...				
15 Real estate - Residential				
16 Real estate - Commercial				
17 Real estate - Other				
18 Collectibles				
19 Food inventory	X	1	4,560.	FMV
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other (.....)				
26 Other (.....)				
27 Other (.....)				
28 Other (.....)				

29 Number of Forms 8283 received by the organization during the tax year for contributions
for which the organization completed Form 8283, Part V, Donee Acknowledgement

29

30a During the year, did the organization receive by contribution any property reported on Part I, lines 1 through 28, that it
must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for
exempt purposes for the entire holding period?

b If "Yes," describe the arrangement in Part II.

31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?

32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash
contributions?

b If "Yes," describe in Part II.

33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked,
describe in Part II.

	Yes	No
30a		X
31		X
32a		X
33		

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule M (Form 990) 2024

Supplemental Information. Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

REPRESENTS THE NUMBER OF CONTRIBUTIONS RECEIVED BY THE ORGANIZATION FOR EACH TYPE OF PROPERTY REPORTED IN PART I.

**SCHEDULE O
(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

**Open to Public
Inspection**

Name of the organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	Employer identification number 59-6139037
--	---

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:
ACTION, CHARITABLE GIVING AND COMMUNITY INVOLVEMENT. IN 2024 DONORS
HAVE REMAINED LOYAL TO THE COLLEGE MISSION DONATING \$5,309,121 IN
SUPPORT, ESTABLISHING 12 NEW ENDOWMENTS, AND PROVIDING PROGRAM SUPPORT.
THE PROMISE FOR THE FUTURE FUND OF \$5 MILLION SUPPORTS PROGRAM
DEVELOPMENT. ADDITIONAL FUNDING DONATED THROUGH THE PROMISE FOR THE
FUTURE CAMPAIGN OF \$2.1 MILLION IS AVAILABLE FOR THE LEVY COUNTY CAMPUS
FACILITY AND PROGRAMS. TAKING ELEMENTARY PROMISING STUDENTS TO CF
(STEPS TO CF) IS A UNIQUE PROGRAM THAT AWARDS FIFTH GRADE STUDENTS FROM
DONOR-ADOPTED SCHOOLS SCHOLARSHIPS TO THE COLLEGE UPON THEIR HIGH
SCHOOL GRADUATION. THE FOUNDATION PROVIDES AT LEAST TWO SCHOLARSHIPS OF
\$4,000 TOWARD TUITION AND FEES TO EVERY SCHOOL WITHIN THE 3 COUNTY
SERVICE AREA. THE PATRIOT FUND PROVIDES EMERGENCY RELIEF FUNDS FOR
STUDENTS FACING DIRE ECONOMIC SITUATIONS TO HELP THEM ACHIEVE THEIR
ACADEMIC GOAL

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:
STUDENT HOUSING: THE FOUNDATION OWNS AND OPERATES A 192 UNIT APARTMENT
COMPLEX FOR STUDENTS OF THE COLLEGE.
EXPENSES \$ 888,460. INCLUDING GRANTS OF \$ 0. REVENUE \$ 922,592.

FORM 990, PART VI, SECTION A, LINE 3:
MANAGEMENT OF COLLEGE SQUARE STUDENT RESIDENCE HANDLED BY ROBERTS REAL
ESTATE, INC. FOR A PERCENTAGE OF THE GROSS RENTAL INCOME. DIRECTOR JOHN
ROBERTS IS AN EMPLOYEE OF ROBERTS REAL ESTATE, INC, BUT HAS NO OWNERSHIP IN
THE ENTITY.

FORM 990, PART VI, SECTION B, LINE 11B:
A " PUBLIC DISCLOSURE" COPY OF THE FORM 990 WAS DISTRIBUTED TO THE
EXECUTIVE COMMITTEE AND REVIEWED DURING THEIR MEETING PRIOR TO THE RETURN
BEING FILED. A " PUBLIC DISCLOSURE " COPY OF THE FORM 990 WAS ALSO PROVIDED
TO THE BOARD PRIOR TO THE RETURN BEING FILED.

FORM 990, PART VI, SECTION B, LINE 12C:
ANNUAL DISCLOSURE FORM IS SENT TO ALL BOARD MEMBERS PRIOR TO PREPARATION OF
THE IRS FORM 990.

FORM 990, PART VI, SECTION B, LINE 15:

PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL

FOUNDATION EMPLOYEES ARE PAID THROUGH THE COLLEGE OF CENTRAL FLORIDA'S
PAYROLL DEPARTMENT AND ARE PAID IN ACCORDANCE WITH THE COLLEGE'S SALARY
SCHEDULE. THE COLLEGE OF CENTRAL FLORIDA RETAINS OUTSIDE CONSULTANTS
ANNUALLY TO MARKET PRICE JOB DESCRIPTIONS TO INSURE THAT SALARIES ARE IN
LINE WITH WHAT OTHER STATE OR COMMUNITY COLLEGES ARE PAYING FOR SIMILAR
POSITIONS.

PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS

FOUNDATION EMPLOYEES ARE PAID THROUGH THE COLLEGE OF CENTRAL FLORIDA'S
PAYROLL DEPARTMENT AND ARE PAID IN ACCORDANCE WITH THE COLLEGE'S SALARY

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) (Rev. 12-2024)

LHA 432211 01-15-25

Name of the organization COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.Employer identification number
59-6139037

SCHEDULE. THE COLLEGE RETAINS OUTSIDE CONSULTANTS ANNUALLY TO MARKET PRICE
JOB DESCRIPTIONS TO INSURE THAT SALARIES ARE IN LINE WITH WHAT OTHER STATE
OR COMMUNITY COLLEGES ARE PAYING FOR SIMILAR POSITIONS.

FORM 990, PART VI, SECTION C, LINE 19:

CONFLICT OF INTEREST POLICY AND GOVERNING DOCUMENTS ARE PUBLISHED IN THE
BOARD DIRECTORY. FINANCIAL STATEMENTS ARE AVAILABLE ON THE ORGANIZATION'S
WEBSITE AND CAN BE PROVIDED UPON REQUEST.

FORM 990, PART VIII

LINE 7B COST OR OTHER BASIS AND SALES EXPENSES: THE BASIS REPORTED FOR
SECURITIES SALES REFLECTS THE BASIS REPORTED ON THE ORGANIZATION'S
BOOKS AND RECORDS WHICH IS FAIR MARKET VALUE. ORIGINAL COST BASIS IS
NOT READILY AVAILABLE.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

CHANGE IN VALUE OF DONATED LIFE INSURANCE 785.

**SCHEDULE R
(Form 990)**

(Rev. January 2025)

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

**Open to Public
Inspection**

Name of the organization

**COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Employer identification number
59-6139037

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
COLLEGE OF CENTRAL FLORIDA - 59-1213999 3001 SW COLLEGE ROAD OCALA, FL 34474	HIGHER ED	FLORIDA			N/A		X

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) (Rev. 1-2025)

Part III Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	

Part IV Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity	1a	X
b Gift, grant, or capital contribution to related organization(s)	1b	X
c Gift, grant, or capital contribution from related organization(s)	1c	X
d Loans or loan guarantees to or for related organization(s)	1d	X
e Loans or loan guarantees by related organization(s)	1e	X
f Dividends from related organization(s)	1f	X
g Sale of assets to related organization(s)	1g	X
h Purchase of assets from related organization(s)	1h	X
i Exchange of assets with related organization(s)	1i	X
j Lease of facilities, equipment, or other assets to related organization(s)	1j	X
k Lease of facilities, equipment, or other assets from related organization(s)	1k	X
l Performance of services or membership or fundraising solicitations for related organization(s)	1l	X
m Performance of services or membership or fundraising solicitations by related organization(s)	1m	X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n	X
o Sharing of paid employees with related organization(s)	1o	X
p Reimbursement paid to related organization(s) for expenses	1p	X
q Reimbursement paid by related organization(s) for expenses	1q	X
r Other transfer of cash or property to related organization(s)	1r	X
s Other transfer of cash or property from related organization(s)	1s	X
2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.		

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) COLLEGE OF CENTRAL FLORIDA	B	2,455,508.	FAIR MARKET VALUE
(2) COLLEGE OF CENTRAL FLORIDA	B	1,514,732.	NET BOOK VALUE
(3) COLLEGE OF CENTRAL FLORIDA	J	922,593.	FAIR MARKET VALUE
(4) COLLEGE OF CENTRAL FLORIDA	P	690,102.	FAIR MARKET VALUE
(5) COLLEGE OF CENTRAL FLORIDA	O	273,742.	FAIR MARKET VALUE
(6)			

Part VII

Provide additional information for responses to questions on Schedule R. See instructions.

2024

College of Central Florida Foundation, Inc.
A Component Unit of the College of
Central Florida

Financial Statements and
Independent Auditor's Report

December 31, 2024

PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR’S REPORT**

**COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.
OCALA, FLORIDA
A COMPONENT UNIT OF THE
COLLEGE OF CENTRAL FLORIDA**

DECEMBER 31, 2024

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
College of Central Florida Foundation, Inc.

Opinion

We have audited the accompanying financial statements of the College of Central Florida Foundation, Inc. (the Foundation), a component unit of the College of Central Florida, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of December 31, 2024, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Foundation, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance

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INDEPENDENT AUDITOR'S REPORT

and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements,

INDEPENDENT AUDITOR'S REPORT

and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the statement of net position by account and statement of revenues, expenses, and changes in net position by account, but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2025, on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.

Purvis Gray

May 20, 2025
Ocala, Florida

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS
DECEMBER 31, 2024

This section of the College of Central Florida Foundation’s (the Foundation) annual financial report presents our discussion and analysis of financial performance for the fiscal periods ending on December 31, 2024 and 2023. Please read it in conjunction with the preceding Accountant’s Audit Report and financial statements following this section.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position provide information about activities and present a longer-term view of financial position. The Statement of Cash Flows provides information regarding net cash from (used in) various activities.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. These notes are an integral part of these financial statements and should be read as a part of the financial statements in order for the reader to have a clear understanding of activities and performance.

NET POSITION

	December 2024	December 2023
Current Assets	\$ 6,337,706	\$ 13,840,113
Capital Assets, Net	21,568,993	23,052,396
Non-Current Assets	113,969,528	92,381,578
Total Assets	<u>141,876,227</u>	<u>129,274,087</u>
Current Liabilities	803,918	956,060
Long-Term Liabilities	18,706	20,074
Total Liabilities	<u>822,624</u>	<u>976,134</u>
Deferred Inflows of Resources		
Split Interest Agreements	106,521	100,405
Long-Term Leases	-	163,483
Total Deferred Inflows of Resources	<u>106,521</u>	<u>263,888</u>
Net Position:		
Net Investment in Capital Assets	21,568,993	23,052,396
Restricted	97,898,818	85,480,417
Board Designated	18,406,304	16,644,865
Undesignated Purpose	3,072,967	2,856,387
Net Position at End of Year	<u>\$ 140,947,082</u>	<u>\$ 128,034,065</u>

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS
DECEMBER 31, 2024

FINANCIAL ANALYSIS

In comparing 2024 activity to 2023 activity, we note the following:

Total assets increased by 9.75%, or \$12.6 million. Current assets decreased by \$7.5 million due to a portion of the Citrus County Hospital Board (CCHB) fund being transferred to SEI Investment account (Non-Current Assets) in 2024. Capital assets decreased by 6.4%, due to changes from GASB 87 and The Foundation transferring the Enterprise Center to the College. Non-current assets, including the Foundation’s investment accounts, increased by \$21.6 million during 2024 due primarily to a \$9.9 million growth in the investment accounts and also includes the transfer of CCHB funds from Morgan Stanley’s campaign account to SEI investment account. There was also a net decrease of \$153,510 in total liabilities which includes a reduction of Accounts Payable and Accrued Expenses in 2024.

In recognizing the effects of GASB Statement No. 81, *Irrevocable Split-Interest Agreements*, and GASB Statement No. 87, *Leases*, on our financial statements, deferred inflows of resources decreased by 157,367 to reflect the change in market value of gift annuities and charitable remainder trusts during 2024. In June of 2024, the Foundation transferred the Enterprise Center to the college and no longer has lease receivables associated with the Enterprise Center. Total net position increased by \$12,913,017.

CHANGES IN NET POSITION

	December 2024	December 2023
Revenue:		
Operating - Contributions	\$ 368,381	\$ 680,753
Operating - Investment Income	11,176,176	10,562,513
Operating - Other	1,148,204	1,271,370
Operating - Support from College of Central Florida	325,894	320,486
Endowment Additions	6,356,915	7,136,266
Capital Contributions	211,800	343,175
Total Revenue	<u>19,587,370</u>	<u>20,314,563</u>
Expenses		
Operating - Program	5,734,553	4,581,891
Operating - Support	929,941	892,269
Non-Operating Revenue (Expense)	9,859	3,586
Total Expenses	<u>6,674,353</u>	<u>5,477,746</u>
Change in Net Positions	12,913,017	14,836,817
Net Position at Beginning of Year	<u>128,034,065</u>	<u>113,197,248</u>
Net Position at End of Year	<u>\$ 140,947,082</u>	<u>\$ 128,034,065</u>

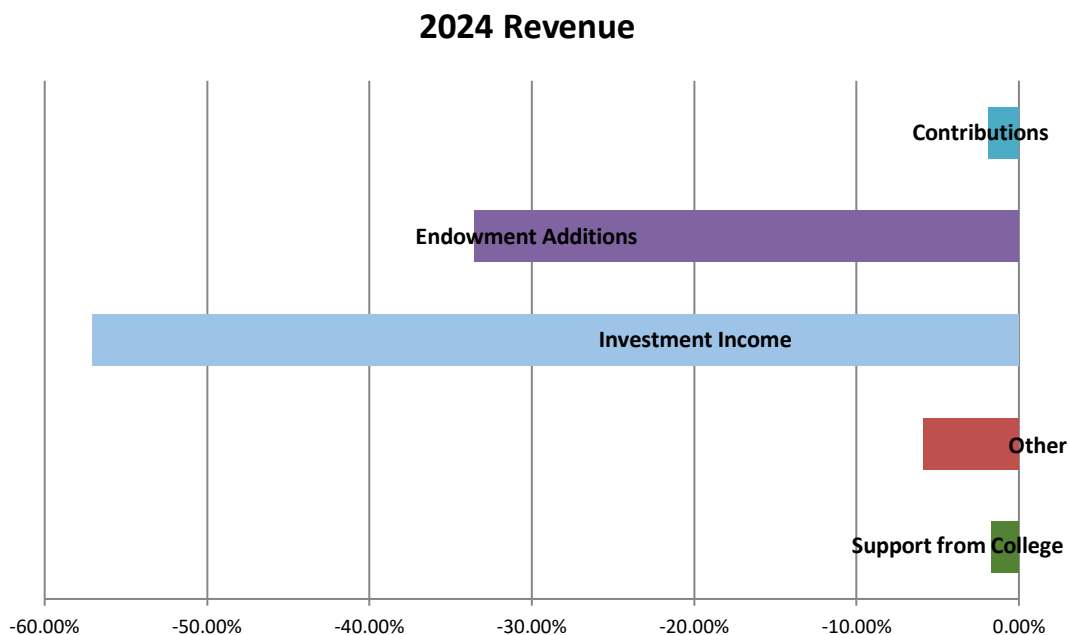
COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2024

Significant differences between 2024 and 2023 revenues and expenses are discussed below:

REVENUES

Operating Revenue: Overall, operating revenue increased by \$183,533 compared to 2023, with investment income increasing by \$613,663 due to favorable market conditions during 2024. The Foundation also experienced a decrease in private contributions in comparison to 2023.

Endowment Additions Revenue: Permanently restricted contributions to the endowment fund experienced a \$779,351 decrease in comparison to 2023, when a \$5 million gift was received to add to an established endowed chair for CCHB to support Citrus County residents who are accepted in the College's nursing programs.



Operating – Contributions consists of private, non-endowed contributions.

Operating – Change in Pledges Receivable is comprised of pledges added, paid, and written off.

Operating – Investment Income is comprised of investment earnings, changes in values of life insurance and split interest agreements, and gain/loss on land held for investment purposes.

Operating – Other Revenue is comprised of rental income and fees from various rental properties owned by the Foundation, including College Square student residence and the Enterprise Center, along with revenue from special events.

Endowment Additions are permanently restricted contributions added to the endowment fund.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2024

EXPENSES

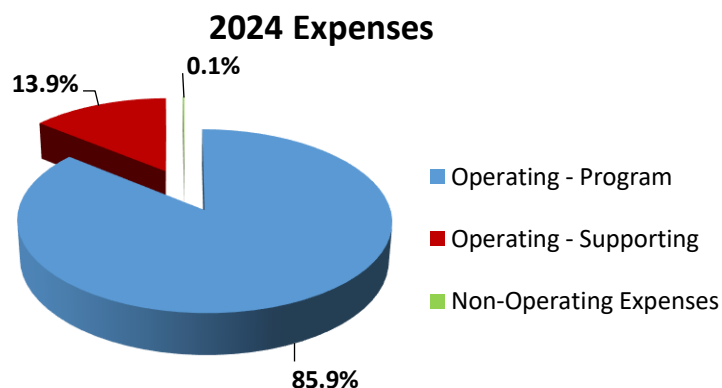
Operating – Program Expenses include scholarships, academic program and institutional support, as well as distributions for temporarily restricted purposes. Also included in this category are expenses associated with donor relations, special events, student housing, and Enterprise Center. A majority of operating program expenses are funded through earnings on endowments. Although the Foundation's fiscal year is January to December, endowment allocations are made in line with the College's academic and fiscal year which is July to June.

During 2024, the Foundation provided \$1,145,882 in scholarship support, \$914,841 in academic program support, and \$812,872 in institutional support. Overall, 2024 program expenses increased by 25.16% in comparison to 2023, when the Enterprise Center Building was transferred to CF and a loss of depreciation was recorded for \$1.5 million. Appleton Museum endowments held by the Foundation matured in 2015. In July 2017, an allocation was requested to fund operations at the Appleton Museum in order to meet budget shortfalls.

The Foundation's Board of Directors (the Board) approved an endowment-spending rate of 3.0% for endowed scholarship and chair awards during the 2021-2022 academic year, increasing to 3.5% during the 2022-2024 academic years.

Operating – Supporting Expenses are comprised of general and administrative expenses, including personnel costs, insurance, utilities, and maintenance. In 2024, the third full year of post-pandemic operations, supporting expenses totaled \$929,941, an increase of 4.2%, or \$37,676, in comparison to 2023 expenses due to an increase in professional fees.

Non-Operating Expenses, which consists of interest expense, totaled \$9,859 for 2024 compared to \$3,586 in 2023. This amount is related to the recording of the Software Subscription per Governmental Accounting Standards Board Statement No. 96. The final payment for the College Square bond was made on January 2, 2014. Beginning December 2014, repayment to the College for College Square support began in accordance with an 11-year agreement approved by the Board during 2013, with the balance due being paid in full during 2022.



COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS
DECEMBER 31, 2024

NET POSITION

As a result of the foregoing activity, net position increased by 10.09% or \$12,913,017, to \$140,947,082. Included in unrestricted net position are board-designated reserve accounts that have been established as follows:

Scholarship Reserve	\$ 2,237,908
Endowed Chair/Grant Reserve	637,869
Insurance Reserve	32,000
Scholarships	7,598,934
Chairs	7,807,819
Other	91,774
Total Reserves	<u>\$ 18,406,304</u>

DEBT ADMINISTRATION

	December 2024	December 2023
Long-Term Debt:		
Bond, note and lease payable	\$ -	\$ 163,483
Advances from the College	-	-
Total	<u>\$ -</u>	<u>\$ 163,483</u>

OTHER

In late 2013, the Board approved a 5% investment in core property and alternatives, implemented January 2014. Since inception with the current investment firm, the core endowment has earned 6.51% overall, with core property earning 7.52%. The Foundation’s total portfolio 3-year annualized return is 4.06%.

The Foundation is well positioned to continue to provide the College with resources to assist in carrying out its mission, to provide quality higher educational opportunities to the residents of Citrus, Levy, and Marion counties (our tri-county service area). The Foundation looks back with pride and forward with anticipation to the achievements made possible with the efforts and involvement of the Foundation’s Board and the College’s District Board of Trustees, our donors, volunteers, and community supporters.

REQUESTS FOR INFORMATION

This section of the Foundation’s annual financial report is designed to provide a general overview of the Foundation’s finances. Questions about any of the information provided in this report or requests for additional financial information should be addressed to the Chief Fiscal Officer, CF Foundation, 3001 SW College Rd, The Enterprise Center, 2nd Floor, Ocala, Florida 34474-4415, or by calling 352-873-5808.

BASIC FINANCIAL STATEMENTS

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF NET POSITION
DECEMBER 31, 2024

ASSETS

Current Assets	
Cash and Cash Equivalents	\$ 6,154,490
Pledge Receivable, Current Portion, Net	42,000
Prepaid Expenses and Other Current Assets	141,216
Total Current Assets	<u>6,337,706</u>
Capital Assets, Net	
Capital Assets Not Being Depreciated	20,225,947
Capital Assets Being Depreciated, Net	1,343,046
Total Capital Assets, Net	<u>21,568,993</u>
Non-Current Assets	
Cash and Cash Equivalents - Endowment	8,291,460
Investments	105,486,171
Investments - Gift Annuity	99,858
Charitable Remainder Trusts	31,470
Cash Surrender Value of Life Insurance	20,638
Pledge Receivable, Non-Current Portion, Net	39,931
Total Non-Current Assets	<u>113,969,528</u>
Total Assets	<u>141,876,227</u>

LIABILITIES

Current Liabilities	
Accounts Payable and Accrued Expenses	240,327
Scholarship Payable	451,094
Escrow - Housing Deposits	71,729
Unearned Revenue	34,668
Current Portion of Gift Annuity Payable	6,100
Total Current Liabilities	<u>803,918</u>
Long-Term Liabilities	
Long-Term Portion of Gift Annuity Payable	18,706
Total Long-Term Liabilities	<u>18,706</u>
Total Liabilities	<u>822,624</u>
Deferred Inflows of Resources	
Charitable Remainder Trusts	31,470
Gift Annuity	75,051
Total Deferred Inflows of Resources	<u>106,521</u>

NET POSITION

Net Position	
Net Investment in Capital Assets	21,568,993
Restricted:	
Non-Expendable	94,698,549
Expendable	3,200,269
Unrestricted:	
Undesignated	3,072,967
Board Designated	18,406,304
Total Net Position	<u>\$ 140,947,082</u>

See accompanying notes.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2024

Operating Revenues	
Private Contributions	\$ 368,381
Rental Income and Fees	1,063,979
Investment Income	11,176,176
Special Events	84,225
Support from College of Central Florida	325,894
Total Operating Revenues	<u>13,018,655</u>
Operating Expenses	
Program Services:	
Donor Relations	253,964
Institutional Support	812,872
Scholarships	1,145,882
Academic Program Support	914,841
Special Events	38,095
Student Housing	887,261
Enterprise Center	1,681,638
Total Program Services	<u>5,734,553</u>
Supporting Services:	
General Administration	929,941
Total Supporting Services	<u>929,941</u>
Total Operating Expenses	<u>6,664,494</u>
Operating Income	<u>6,354,161</u>
Non-Operating Revenue (Expense)	
Interest Expense	<u>(9,859)</u>
Total Non-Operating Revenue	<u>(9,859)</u>
Change in Net Position Before Contributions	6,344,302
Private Endowment Contributions	6,356,915
Capital Contributions - Donated Art Collection	<u>211,800</u>
Change in Net Position	12,913,017
Net Position, Beginning of Year	<u>128,034,065</u>
Net Position, End of Year	<u><u>\$ 140,947,082</u></u>

See accompanying notes.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

Cash Flows from Operating Activities

Cash Received from Donors	\$ 7,156,167
Cash Received from Rental Tenants	1,235,094
Cash Paid to College of Central Florida, Vendors, and Suppliers	(5,073,325)
Cash Received for Investments and Dividends	14,767,890
Cash Received from Sale of Investments	18,226,845
Cash Paid for Purchases of Investments	(36,738,763)
Net Cash Provided by (Used in) Operating Activities	(426,092)

Cash Flows from Capital and Related Financing Activities

Acquisition and Construction of Capital Assets	(11,428)
Bond, Note and Lease Payable Principal Payments	(42,580)
Net Cash Provided by (Used in) Financing Activities	(54,008)

Net Increase (Decrease) in Cash and Cash Equivalents (480,100)

Cash and Cash Equivalents, Beginning of Year 14,926,050

Cash and Cash Equivalents, End of Year \$ 14,445,950

Shown on the Statement of Net Position as:

Cash and Cash Equivalents	\$ 6,154,490
Cash and Cash Equivalents - Endowment	8,291,460
Total Cash and Cash Equivalents	<u>\$ 14,445,950</u>

Reconciliation of Operating Income to Net Cash

Used in (Provided by) Operating Activities

Operating Income	<u>\$ 6,354,161</u>
Adjustments to Reconcile Operating Income to Net Cash	
Used in (Provided by) Operating Activities:	
Depreciation and Amortization	191,899
Transfer of Assets to College	1,514,732
Net Realized and Unrealized Gain on Investments	(14,762,837)
Private Endowment Contributions	6,356,915
Decrease (Increase) in:	
Charitable Remainder Trusts	(4,198)
Pledges Receivable	40,966
Lease Receivable	171,115
Prepaid Expenses and Other Current Assets	(10,689)
Increase (Decrease) in:	
Accounts Payable and Accrued Expenses	(84,369)
Scholarships Payable	(20,404)
Escrow - Housing Deposits	4,285
Unearned Revenue	(18,933)
Gift Annuity Payable	(1,368)
Change in Deferred Inflow of Resources	(157,367)
Total Adjustments	<u>(6,780,253)</u>

Net Cash Provided (Used in) by Operating Activities **\$ (426,092)**

See accompanying notes.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Note 1 - Summary of Significant Accounting Policies

Nature of Organization—The College of Central Florida Foundation, Inc. (the Foundation) is a direct support organization as provided for in Section 240.331, Florida Statutes, and is considered a component unit of the College of Central Florida (the College) in Ocala, Florida. The Foundation was formed in 1959 as a 501(c)(3) not-for-profit organization whose objective is to provide students attending the College with funds to pursue their collegiate training and to provide the College with funds to carry on any proper activity at the College.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation—The financial statements of the Foundation have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting.

For financial reporting purposes, the Foundation is considered a special-purpose government engaged only in business-type activities. Accordingly, the Foundation prepares its financial statements using the economic resources measurement focus and the accrual basis of accounting in accordance with GAAP for proprietary funds, which is similar to those for private business enterprises. Accordingly, revenues are recorded when earned and expenses are recorded when incurred.

Fund Accounting—To ensure observance of limitations and restrictions placed on the use of resources available to the Foundation, the accounts of the Foundation are maintained in accordance with the principles of fund accounting. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature and purposes. All of the Foundation's financial activity is accounted for in a single enterprise fund, which is broken down into the following sub-accounts:

Operating Account—Includes unrestricted and restricted resources and represents the portion of expendable funds that are available for support of operations and funds available for use in accordance with specific restrictions, respectively.

Endowment Account—Records non-expendable donations received by the Foundation subject to donor-imposed restrictions and unrestricted donations received by the Foundation subject to designation by the Foundation's Board of Directors (the Board), requiring that the principal be invested in perpetuity and that only income (including appreciation) can be used for scholarships and endowed chair activities. The endowment principal balance fluctuates as investment income, including realized and unrealized appreciation, and is allocated to each endowment on a pro rata basis based on its balance as a percentage of the total endowment fund. Beginning in 1992, the Board approved the unrestricted operating fund to charge up to a 2.5% reinvestment fee against current earnings to recover the costs of administering endowment and general operations. During the 2024 fiscal year, a reinvestment fee of 1.35% was charged. The spending rate for the endowments is set by the Board. During the 2024 fiscal year, a spending rate of 3.5% was approved.

Museum Collection Account—Consists of the artwork and collections of the Appleton Museum of Art. Art acquisitions are recorded at cost if purchased or at market value on the date of receipt if donated, based on a bona fide appraisal. Although the artwork and collections have been capitalized, they are considered inexhaustible and, therefore, not depreciable.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Student Housing Account—Includes the student housing facility and related debt to further assist students attending the College. Rental revenues and operating and maintenance expenses are also recorded in the account.

Enterprise Center Account—Includes office building and related debt. Rental revenues and operating expenses are also recorded in the account. The Enterprise Center was transferred to the College in June of 2024.

Net Position—The Foundation classifies its net position into the following three categories:

Net Investment in Capital Assets—Represents the Foundation’s total investment in capital assets, net of accumulated depreciation, reduced by the outstanding debt obligations attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt should also be included in this component of net position.

Restricted—The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

Non-Expendable Restricted Net Position—Consists of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity and invested for the purpose of producing present and future income, which may either be expended or added to principal.

Expendable Restricted Net Position—Includes resources in which the Foundation is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties.

Unrestricted—The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the Foundation’s policy is to first apply the expense toward restricted resources, and then toward unrestricted resources.

Classification of Revenues—The Foundation classifies its revenues as operating or non-operating according to the following criteria:

Operating Revenues—Includes the primary activities of contributions from donors, program revenues, investment income, rental activities, and special events.

Non-Operating Revenues—Include revenues derived from contributions restricted for capital additions or endowments.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Donor Restricted Endowments—Investment income, including unrealized appreciation and depreciation, is allocated to each endowment account on a pro rata basis based on the non-expendable endowment balance. In accordance with state law, these funds are then available for expenditure when the specific donor criteria are met. The Foundation accounts for endowments using the total return method, which utilizes both income and capital appreciation to be withdrawn for spending. The maximum allowable spending amount is stated in the investment policy.

Cash and Cash Equivalents—Cash and cash equivalents consist of cash, certificates of deposit, money market accounts, and highly liquid fixed income investments with original maturities of three months or less. Cash and cash equivalents that are part of the endowment account are classified as non-current assets in the statement of net position, as they are not intended to be used for current operating costs.

Capital Assets—Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives of the assets, which range from five years for most equipment to forty years for buildings.

Bequest Receivable—Assets left to the Foundation through the provisions of a will or an estate plan that has not been received as of the end of the fiscal year.

Pledges Receivable—Legally enforceable pledges, less an allowance for uncollectible amounts, are recorded as a receivable and revenue in the year made for current period use. Pledges for endowments are considered voluntary non-exchange transactions and the contribution cannot be recognized until all the eligibility requirements are met, including time restrictions. Therefore, pledges for endowments are not recorded on the financial statements until the funds are received.

Investments—The Foundation follows GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Under this provision, contributed marketable securities are recorded at their fair value at the date of donation. Purchased marketable securities are recorded and carried at fair value with increases and decreases being charged and credited to the statement of revenues, expenses, and changes in net position.

Accrued Compensated Absences—The Foundation accrues accumulated unpaid vacation and sick leave and associated employer-related costs when earned (or estimated to be earned) by the employee. Eligible employees are entitled to annual vacation and sick leave with pay. The employees are generally allowed to accumulate vacation leave. A maximum of 450 hours may be carried over from year to year, of which 330 hours will be paid upon termination. Sick leave balances accrue for employees who are actively employed and who have completed ten years of service. However, payment upon termination is limited to the lesser of 60 days or 1/2 of the employee's sick leave balance for those employees who were hired on or after July 1, 1998, or 1/2 of the employee's sick leave balance for those employees hired prior to July 1, 1998.

Estimates—The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Income Taxes—The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Therefore, no provision for income taxes has been made in the accompanying financial statements. Contributions to the Foundation qualify for the charitable contribution tax deduction.

Donated Property, Materials, and Services—Donated property used to further the purposes of the Foundation is recorded at acquisition value at the time of donation. Donated materials and services used to further the purposes of the Foundation are recorded at the amount it deems it would reasonably pay to obtain such materials and services. The Foundation frequently receives donations of property and materials, which it in turn, contributes to the College. These amounts are not recorded in the Foundation's accounting records.

Split Interest Agreements—The Foundation has adopted GASB Statement No. 81, *Irrevocable Split-Interest Agreements*. In accordance with GASB Statement No. 81, assets received under split-interest agreements are recorded as follows:

- Assets for Resources Received or Receivable
- A Liability for the Lead Interest That is Assigned to Other Beneficiaries
- A Deferred Inflow of Resources for the Government's Unconditional Remainder Interest

Changes in assets recognized pursuant to irrevocable split-interest agreements, such as those resulting from interest, dividends, and changes in fair value, are recognized as an increase or decrease in the related deferred inflow of resources. The amount recognized as the liability representing the lead interest assigned to other beneficiaries, have been recorded based on the settlement amount as measured by an evaluation technique that incorporates assumptions reflecting the specific provisions of the agreements. Those assumptions include: (a) the payment provisions of the agreement; (b) the estimated rate of return of the assets; (c) the mortality rate (if the term is life-contingent); and (d) the discount rate if a present value technique is used.

For agreements in which the Foundation is the lead interest beneficiary, the Foundation will recognize revenue for the beneficial interest applicable to the reporting period as stipulated in the irrevocable split-interest agreement. For agreements in which the Foundation is the remainder interest beneficiary, the Foundation will recognize revenue for the beneficial interest at the termination of the agreements, as stipulated in the irrevocable split-interest agreement.

Subscription-Based IT Arrangements (SBITA)—The Foundation recognizes SBITA Liabilities and an intangible right-to-use asset in the financial statements.

At the commencement of a SBITA, the Foundation measures the liability at the present value of payments expected to be made during the subscription term. Subsequently, the liability is reduced by the principal portion of the subscription payments made. The SBITA asset is initially measured as the initial amount of the SBITA liability, adjusted for subscription payments made at or before the commencement date, plus certain initial implementation cost. Subsequently, the SBITA asset is amortized on a straight-line basis over its useful life.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Note 2 - Leasing Activities

The Foundation has various lease agreements to receive rental income for short-term leases that are 12 months or less which are as follows:

- A 99-year lease on property located in Columbus, Ohio, was donated. Rent of \$2,500 is payable in advance every three months. The lease expired in 2022 and is renewable in perpetuity at the option of the lessee.
- Single-family residence located in Ocala, Florida, on a portion of land that was purchased by the Foundation for construction of the student housing facility. Rent of \$1,250 is payable monthly on the 1st of each month. This lease expires on April 30, 2025.
- Single-family residence located in Ocala, Florida, on a portion of land that was purchased by the Foundation for construction of the student housing facility. Rent of \$1,350 is payable on the 1st of each month. The lease expires on March 31, 2025.
- College Square, a 48-unit student residence that houses 192 students, charges monthly rent of between \$480 and \$530, depending on the length of lease. The length of a lease varies, depending on the tenants' needs. The Foundation has contracted with Roberts Real Estate, Inc., since January 2018 to manage the property. The property's daily operations are handled through the management office at College Square.

Note 3 - Cash, Cash Equivalents, and Investments

Investments are recorded at fair value. Securities traded on a national exchange are valued at the last reported sales price. Corporate bonds not traded on a national exchange are based on equivalent values of comparable securities with similar yield and risk. The fair value of real estate investments is based on independent appraisals. Investments in hedge funds are generally valued at fair value, by the management of the fund by reference to the value of the underlying fund's assets, if available, or by the valuations of a fund's underlying assets as provided by the general partner or investment manager, if the assets are not publicly traded. Other investments not having an established market are recorded at estimated fair value.

The Foundation has established an investment policy for its endowed investments. The majority of its endowed investments are managed by SEI Investments Management Corp. The Foundation has a separate investment policy for the Edith Marie Appleton Endowment and Arthur Appleton Endowment, which are managed by the Northern Trust Company. The Foundation's investment managers are required to oversee the management of the portfolios pursuant to investment policies adopted by the Board.

In accordance with GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, the Foundation's investments in securities and investment funds are reported by investment type at fair value in the composition of investments below:

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Endowment Investment	Maturities (Years)	Credit Rating	Fair Value	Fair Value Measurement Level
Edith Marie Appleton Endowment:				
Investment Grade Fixed	4.45	AA	\$ 955,282	2
High Yield Bonds	3.04	B	478,845	2
Equities	N/A	N/A	3,415,213	1
Global Real Estate	N/A	N/A	186,322	1
Cash and Cash Equivalents	N/A	N/A	<u>263,966</u>	N/A
Total			<u>5,299,628</u>	
Arthur Appleton Endowment:				
Investment Grade Fixed	4.45	AA	\$ 3,194,578	2
High Yield Bonds	3.04	B	1,598,274	2
Equities	N/A	N/A	11,391,232	1
Global Real Estate	N/A	N/A	621,481	1
Cash and Cash Equivalents	N/A	N/A	<u>870,836</u>	N/A
Total			<u>17,676,401</u>	
Other Endowment Investments:				
Investment Grade Fixed Income	4.17	AA	\$ 16,231,247	2
Non-Investment Grade Fixed Income	4.07	BB	1,577,025	2
Investment Bonds	10.66	BB	1,558,714	2
U.S. Equity Funds	N/A	N/A	22,702,862	1
Equities	N/A	N/A	30,139,689	1
Mutual Funds	N/A	N/A	3,935,550	1
Hedge Funds	N/A	N/A	4,725,295	2
Cash and Cash Equivalents	N/A	N/A	<u>7,156,657</u>	N/A
			<u>88,027,039</u>	
Total Endowment Investment			<u>\$ 111,003,068</u>	

Non-endowed assets held for various temporarily restricted and unrestricted purposes are invested separately and managed in accordance with the Board's approval for non-endowed investments:

Non-Endowment Investment	Maturities (Years)	Credit Rating	Fair Value	Fair Value Measurement Level
Other Investments:				
Investment Grade Fixed Income	4.95	AA-	\$ 2,381,627	1
Non-Investment Grade Fixed Income	4.07	BB	266,092	1
Investment Bonds	10.66	BB	<u>226,702</u>	1
Total Non-Endowment Investment			<u>2,874,421</u>	
Total Investments			<u>\$ 113,877,489</u>	

Both endowed and non-endowed investments are shown in the accompanying statement of net position as follows:

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Cash and Cash Equivalents – Endowment	\$ 8,291,460
Investments	105,486,171
Investments – Gift Annuity	<u>99,858</u>
Total Investments	<u>113,877,489</u>
Cash and Cash Equivalents	<u>6,154,490</u>
Total Cash and Investments	<u>\$ 120,031,979</u>

The Foundation categorizes the fair value measurements of its investments based on the hierarchy established by GAAP. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs, which are based on matrix pricing or evaluated pricing methodologies; Level 3 inputs are significant unobservable inputs. The Foundation does not have any investments that are Level 3 inputs.

GASB Statement No. 40 establishes disclosure requirements related to the following types of investment risks:

Credit Risk—Credit risk relates to the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Credit for debt securities of the Foundation are displayed in the above schedule. Investment ratings are from Moody's Investor Services, Inc., Standard & Poor's, and Fitch. SEI Investments Management Corp. manages the other endowed investments and seeks "real return" for the portfolio. Fixed income securities managed by SEI Investments Management Corp. may invest in debt securities of any credit quality and with a broad range of maturities.

Interest Rate Risk—Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect an investment's fair value. The weighted average maturity for the Arthur Appleton Endowment and the Edith Marie Appleton Endowment and the duration for the Other Endowed Investments are presented in the above schedule.

Custodial Credit Risk—For deposits at December 31, 2024 cash and cash equivalents, including cash and cash equivalents held in endowment, were held by depositories, and the bank balances amounted to \$14,445,950. Cash deposits are held by banks qualified as public depositories under Florida law. All deposits are insured by federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes. There are funds that are not insured by the Federal Deposit Insurance Corporation; this primarily includes funds held as investments by the Foundation.

For investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Foundation will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

■ **Arthur Appleton Endowment and Edith Marie Appleton Endowment**

All investments are held in a counterparty account for the Northern Trust Company, a trust department, as custodian for the above referenced client accounts.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

■ **Other Endowed Investments**

All investments are held by SEI Investments Management Corp., a trust department, as custodian for the above-referenced client accounts.

Concentration of Credit Risk—Disclosure of any issuer of investments that in the aggregate are 5% or more of the portfolio is required to be disclosed as a concentration of credit risk (investments issued by or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are exempt). As of December 31, 2024, there were no concentrations of credit risk.

Foreign Currency Credit Risk—Investments include exposure to international equity securities. Fluctuating exchange rates will have an impact on the performance of those investments. No investments are completed with the sole intent to profit from changes in foreign currency exchange rates.

Note 4 - Charitable Gift and Remainder Annuity Trusts

As of December 31, 2024, the Foundation holds a remainder interest in several charitable remainder trusts. Under the terms of these trusts, the beneficiaries are to receive annual distributions during the lifetime of the donor(s). Upon the death of the donor(s), the funds remaining will be endowed or spent in accordance with the wishes of the donor(s).

As of December 31, 2024, the Foundation has entered into charitable gift annuity agreements with donors. Under terms of these agreements, the beneficiaries are to receive annual distributions of an amount equal to between 6.1% and 7.3% of the original principal of the trust for the life of the donor(s). The present value of the annuity payment liabilities at December 31, 2024, has been calculated based on the respective payouts and discount rates as determined by the trust documents. This amount is reflected on the balance sheet as a gift annuity liability. Upon the death of the donor(s), any funds remaining will be endowed or spent in accordance with the wishes of the donor(s) (see Note 10 for change in the liability for the fiscal year ended December 31, 2024).

Note 5 - Capital Assets

A summary of Appleton Museum of Art and all other property and equipment of the Foundation is as follows at December 31, 2024:

	Beginning Balance	Increases	Decreases	Ending Balance
Student Housing and Rental Houses				
Property and Equipment Not Being Depreciated:				
Land	\$ 459,640	\$ -	\$ -	\$ 459,640
Capital Assets Being Depreciated:				
Student Housing Buildings and Improvements	3,797,345	11,428	-	3,808,773
Rental Houses	109,237	-	-	109,237
Total Capital Assets Being Depreciated	3,906,582	11,428	-	3,918,010
Less Accumulated Depreciation:				
Student Housing Buildings and Improvements	(2,399,704)	(117,736)	-	(2,517,440)
Rental Houses	(75,184)	(3,395)	-	(78,579)
Total Accumulated Depreciation	(2,474,888)	(121,131)	-	(2,596,019)
Total Capital Assets Being Depreciated, Net	1,431,694	(109,703)	-	1,321,991
Total Student Housing and Rental Houses, Net	\$ 1,891,334	\$ (109,703)	\$ -	\$ 1,781,631

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

	Beginning Balance	Increases	Decreases	Ending Balance
Other Capital Assets				
Capital Assets Not Being Depreciated:				
Appleton Collection and Artwork	\$ 19,162,455	\$ 211,800	\$ -	\$ 19,374,255
Other Donated Collections and Artwork	46,201	-	-	46,201
Land - Lot 7, College Park	16,000	-	-	16,000
Land - Ohio Downtown Commercial Property	160,000	-	-	160,000
Land - Orange Lake, Marion County	169,851	-	-	169,851
Total Capital Assets Not Being Depreciated	19,554,507	211,800	-	19,766,307
Capital Assets Being Depreciated:				
Buildings - Enterprise Center	3,041,359	-	(3,041,359)	-
Equipment - Enterprise Center	38,539	-	(38,539)	-
Office Equipment	1,250	-	-	1,250
Intangible Right-to-Use Software Agreement	84,226	-	-	84,226
Total Capital Assets Being Depreciated	3,165,374	-	(3,079,898)	85,476
Less Accumulated Depreciation:				
Buildings - Enterprise Center	(1,487,446)	(39,183)	1,526,629	-
Equipment - Enterprise Center	(38,539)	-	38,539	-
Office Equipment	(1,250)	-	-	(1,250)
Intangible Right-to-Use Software Agreement	(31,586)	(31,585)	-	(63,171)
Total Accumulated Depreciation	(1,558,821)	(70,768)	1,565,168	(64,421)
Total Capital Assets Being Depreciated, Net	1,606,553	(70,768)	(1,514,730)	21,055
Other Capital Assets, Net	21,161,060	141,032	(1,514,730)	19,787,362
Total Capital Assets - at Cost	27,086,103	223,228	(3,079,898)	24,229,433
Total Accumulated Depreciation	(4,033,709)	(191,899)	1,565,168	(2,660,440)
Total Capital Assets, Net	\$ 23,052,394	\$ 31,329	\$ (1,514,730)	\$ 21,568,993

Total depreciation expense for the year ended December 31, 2024, was \$191,899.

The total value of the artwork and collections at the Appleton Museum of Art exceeds the \$19,374,255 which is recorded in the accounting records of the Foundation, based on a professional appraisal of the top items in the collection, together with acquisitions that have been made since that time. The remaining items in the collection that were not appraised have not been included in the capitalization of the collection. During 2021, the Appleton Museum of Art received the collection of artwork owned by Florida Institute of Technology's Foosaner Art Museum and Ruth Funk Center for Textile Arts. This collection was previously appraised by the donor and valued at \$4.6 million. The Appleton Museum of Art has begun the process of evaluating the collection to determine which items will be accessioned into the permanent collection. At this time, it has been determined that items valued at approximately \$1.4 million will be accessioned, capitalized, and added to the permanent collection.

Note 6 - Net Position

Net position consists of the following at December 31, 2024:

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Operating Account

Unrestricted:

Board Designated Revenue for Scholarships	\$ 2,237,908	
Board Designated Revenue for Chairs	637,869	
Board Designated Revenue for Insurance	32,000	
Undesignated	2,069,779	
Net Investment in Capital Assets	<u>345,851</u>	

Total Unrestricted Operating Account \$ 5,323,407

Restricted:

Restricted for Annual and Major Gifts Campaign	414,960
Restricted for Other Uses	<u>2,785,309</u>

Total Restricted Operating Account 3,200,269

Total Operating Account 8,523,676

Endowment Account

Non-Expendable:

Total Endowed for Scholarships	35,096,077
Total Endowed for Appleton Museum	23,006,386
Total Endowed for Chairs	31,476,323
Total Promise for Future Endowment	5,033,087
Total Endowed for Other Purposes	<u>86,675</u>

Total Non-Expendable 94,698,548

Board Designated:

Board Designated Scholarships	7,598,934
Board Designated Chairs	7,807,819
Board Designated Other	<u>91,775</u>

Total Board Designated 15,498,528

Total Endowment Account 110,197,076

Museum Collection Account

Invested in Capital Assets	<u>19,420,456</u>
----------------------------	-------------------

Total Museum Collection Account 19,420,456

Student Housing Account

Invested in Capital Assets	1,781,630
Unrestricted	<u>974,244</u>

Total Student Housing Account 2,755,874

Enterprise Center Account

Unrestricted	<u>50,000</u>
--------------	---------------

Total Enterprise Center Account 50,000

Total Net Position \$ 140,947,082

Note 7 - Scholarships

Foundation scholarships are awarded to individuals according to the stipulations placed on the scholarship by the donor or the Foundation. Scholarships are awarded to eligible students through the College Financial Aid Office and certified by the Director of Financial Aid when the requirements in the donor letter of understanding are satisfied.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Scholarship expense was recognized in the following accounts during the year ended December 31, 2024:

From Endowment Accounts	\$ 993,733
From Restricted Accounts	152,149
From Unrestricted Accounts	-
Total	<u><u>\$ 1,145,882</u></u>

Note 8 - Academic Program Support

The Foundation expended a total of \$914,842 for academic program support. In 1994, the Foundation began an endowed chairs program. The expenses for academic program support consisted of the following types of expenses:

Endowed Chairs Program	\$ 431,678
Professional Fees	400,086
Other Academic Support	83,077
Total	<u><u>\$ 914,841</u></u>

All chairs are funded from endowed investment earnings. Currently, there are five endowed chair categories:

- Category 1 - Teaching and Learning Environment
- Category 2 - State-of-the-Art Learning
- Category 3 - Cultural Environment
- Category 4 - Educational Environment
- Category 5 - New Initiative

Note 9 - Support from College of Central Florida

All employees of the Foundation are considered employees of the College. All salaries, benefits, retirement benefits through the Florida Retirement System, and payroll taxes are paid by the College. The Foundation agreed to reimburse the College for a portion of such payroll expenses for the year ended December 31, 2024, based on a memorandum of understanding. Actual expenses of \$844,039 exceeded the payments of \$570,296 made by the Foundation, of which \$273,742 is included as support from the College and personnel expenses in the statement of revenues, expenses, and changes in net position.

Note 10 - Long-Term Liabilities

The Foundation's long-term liabilities include gift annuities. The following is a schedule of changes in the Foundation's non-current liabilities for the fiscal year ended December 31, 2024:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Amount Due Within One Year</u>
Business-Type Activities					
Gift Annuity	\$ 26,174	\$ -	\$ 1,368	\$ 24,806	\$ 6,100
Total Non-Current Liabilities	<u><u>\$ 26,174</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,368</u></u>	<u><u>\$ 24,806</u></u>	<u><u>\$ 6,100</u></u>

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

Note 11 - Insurance Policies

The Foundation is the owner of two life insurance policies that have cash surrender values totaling \$20,638.

Note 12 - Risk Management

The Foundation is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the Foundation or College carries commercial insurance. Insurance against losses are provided through the Florida Community College Risk Management Consortium and others for the following types of risk:

Workers' Compensation
Health

Property Damage
Liability

There was no significant reduction in insurance coverage from the prior year. Also, there were no settlements in excess of coverage for the past three years.

Note 13 - Annual Fund and Major Gifts Campaign

The Foundation, at the request of the College, conducts an annual fund campaign to support growth beyond the traditional revenue sources.

Pledges received for temporarily restricted purposes are recorded when made by the donor, less an uncollectible allowance. Pledge receivable activity is summarized as follows:

Pledges Receivable, December 31, 2023, Gross	\$ 150,000
Additions	10,346
Payments Received	(59,988)
Discount on Pledge Receivable	(10,069)
Current Year Write-Offs	(358)
Pledges Receivable, December 31, 2024, Gross	89,931
Allowance for Uncollectible Pledges	(8,000)
Pledges Receivable, December 31, 2024	<u><u>\$ 81,931</u></u>

Shown in the financial statements as:

Current	\$ 42,000
Non-Current	39,931
Total	<u><u>\$ 81,931</u></u>

All contributions and pledges received for the annual fund and capital campaigns are recorded in the restricted operating account since the Foundation is obligated to spend the resources in accordance with the restrictions imposed by the donors.

OTHER INFORMATION

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF NET POSITION BY ACCOUNT
DECEMBER 31, 2024

	Enterprise Fund						
	Operating		Endowment Account	Museum Collection Account	Student Housing Account	Enterprise Center Account	Total
	Unrestricted Account	Restricted Account					
ASSETS							
Current Assets							
Cash and Cash Equivalents	\$ 1,847,451	\$ 3,211,316	\$ -	\$ -	\$ 1,045,723	\$ 50,000	\$ 6,154,490
Pledges Receivable, Current Portion, Net	-	42,000	-	-	-	-	42,000
Prepaid Expenses and Other Current Assets	52,582	1,117	87,267	-	250	-	141,216
Total Current Assets	<u>1,900,033</u>	<u>3,254,433</u>	<u>87,267</u>	<u>-</u>	<u>1,045,973</u>	<u>50,000</u>	<u>6,337,706</u>
Capital Assets, Net							
Capital Assets Not Being Depreciated	345,851	-	-	19,420,456	459,640	-	20,225,947
Capital Assets Being Depreciated, Net	21,056	-	-	-	1,321,990	-	1,343,046
Total Capital Assets, Net	<u>366,907</u>	<u>-</u>	<u>-</u>	<u>19,420,456</u>	<u>1,781,630</u>	<u>-</u>	<u>21,568,993</u>
Non-Current Assets							
Cash and Cash Equivalents - Endowment	-	-	8,291,460	-	-	-	8,291,460
Investments	2,874,421	-	102,611,750	-	-	-	105,486,171
Investments - Gift Annuity	-	-	99,858	-	-	-	99,858
Charitable Remainder Trusts	-	-	31,470	-	-	-	31,470
Cash Surrender Value of Life Insurance	-	-	20,638	-	-	-	20,638
Interfund Advances	377,315	(50,293)	(327,022)	-	-	-	-
Pledges Receivable, Non-Current Portion, Net	-	39,931	-	-	-	-	39,931
Total Non-Current Assets	<u>3,251,736</u>	<u>(10,362)</u>	<u>110,728,154</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>113,969,528</u>
Total Assets	<u>\$ 5,518,676</u>	<u>\$ 3,244,071</u>	<u>\$ 110,815,421</u>	<u>\$ 19,420,456</u>	<u>\$ 2,827,603</u>	<u>\$ 50,000</u>	<u>\$ 141,876,227</u>

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF NET POSITION BY ACCOUNT
DECEMBER 31, 2024

	Enterprise Fund						
	Operating			Museum	Student	Enterprise	
	Unrestricted	Restricted	Endowment	Collection	Housing	Center	Total
	Account	Account	Account	Account	Account	Account	
LIABILITIES							
Current Liabilities							
Accounts Payable and Accrued Expenses	\$ 160,837	\$ -	\$ 79,490	\$ -	\$ -	\$ -	\$ 240,327
Scholarships Payable	-	43,777	407,317	-	-	-	451,094
Escrow - Housing Deposits	-	-	-	-	71,729	-	71,729
Unearned Revenue	34,432	25	211	-	-	-	34,668
Current Portion of Gifts Annuity Payable	-	-	6,100	-	-	-	6,100
Total Current Liabilities	195,269	43,802	493,118	-	71,729	-	803,918
Long-Term Liabilities							
Gift Annuity Payable	-	-	18,706	-	-	-	18,706
Total Long-Term Liabilities	-	-	18,706	-	-	-	18,706
Total Liabilities	\$ 195,269	\$ 43,802	\$ 511,824	\$ -	\$ 71,729	\$ -	\$ 822,624
Deferred Inflows of Resources							
Charitable Remainder Trusts	\$ -	\$ -	\$ 31,470	\$ -	\$ -	\$ -	\$ 31,470
Gift Annuity	-	-	75,051	-	-	-	75,051
Total Deferred Inflows of Resources	\$ -	\$ -	\$ 106,521	\$ -	\$ -	\$ -	\$ 106,521
NET POSITION							
Net Position							
Net Investment in Capital Assets	\$ 366,907	\$ -	\$ -	\$ 19,420,456	\$ 1,781,630	\$ -	\$ 21,568,993
Restricted:							
Non-Expendable	-	-	94,698,549	-	-	-	94,698,549
Expendable	-	3,200,269	-	-	-	-	3,200,269
Unrestricted:							
Undesignated	2,048,723	-	-	-	974,244	50,000	3,072,967
Board Designated	2,907,777	-	15,498,527	-	-	-	18,406,304
Total Net Position	\$ 5,323,407	\$ 3,200,269	\$ 110,197,076	\$ 19,420,456	\$ 2,755,874	\$ 50,000	\$ 140,947,082

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION BY ACCOUNT
FOR THE YEAR ENDED DECEMBER 31, 2024

	Enterprise Fund						
	Operating		Endowment Account	Museum Collection Account	Student Housing Account	Enterprise Center Account	Total
	Unrestricted Account	Restricted Account					
Operating Revenue							
Private Contributions	\$ 19,468	\$ 348,913	\$ -	\$ -	\$ -	\$ -	\$ 368,381
Rental Income and Fees	10,000	-	-	-	922,593	131,386	1,063,979
Investment Income	330,884	-	10,814,905	-	30,387	-	11,176,176
Special Events	83,525	700	-	-	-	-	84,225
Support from College of Central Florida	325,894	-	-	-	-	-	325,894
Total Operating Revenue	769,771	349,613	10,814,905	-	952,980	131,386	13,018,655
Operating Expenses							
Program Services:							
Donor Relations	252,518	1,421	-	-	25	-	253,964
Institutional Support	46,941	164,784	601,147	-	-	-	812,872
Scholarships	-	152,149	993,733	-	-	-	1,145,882
Academic Program Support	1,800	81,278	831,763	-	-	-	914,841
Special Events	38,095	-	-	-	-	-	38,095
Student Housing	-	-	-	-	887,261	-	887,261
Enterprise Center	-	-	-	-	-	1,681,638	1,681,638
Total Program Services	339,354	399,632	2,426,643	-	887,286	1,681,638	5,734,553
Supporting Services							
General Administration	927,981	-	785	-	1,175	-	929,941
Total Support Services	927,981	-	785	-	1,175	-	929,941
Total Operating Expenses	1,267,335	399,632	2,427,428	-	888,461	1,681,638	6,664,494
Operating Income (Loss)	\$ (497,564)	\$ (50,019)	\$ 8,387,477	\$ -	\$ 64,519	\$ (1,550,252)	\$ 6,354,161

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION BY ACCOUNT
FOR THE YEAR ENDED DECEMBER 31, 2024

	Enterprise Fund						
	Operating		Endowment Account	Museum Collection Account	Student Housing Account	Enterprise Center Account	Total
	Unrestricted Account	Restricted Account					
Non-Operating Revenue (Expense)							
Interest Expense	\$ (1,779)	\$ -	\$ -	\$ -	\$ -	\$ (8,080)	\$ (9,859)
Total Non-Operating Revenue (Expense)	(1,779)	-	-	-	-	(8,080)	(9,859)
Change in Net Position Before Endowment Contributions and Transfers	(499,343)	(50,019)	8,387,477	-	64,519	(1,558,332)	6,344,302
Endowment Contributions and Transfers							
Private Endowment Contributions	-	-	6,356,915	-	-	-	6,356,915
Interfund Transfers	1,203,191	(32,400)	(919,450)		5	(251,346)	-
Capital Contributions	-	-	-	211,800	-	-	211,800
Total Endowment Contributions and Transfers	1,203,191	(32,400)	5,437,465	211,800	5	(251,346)	6,568,715
Change in Net Position	703,848	(82,419)	13,824,942	211,800	64,524	(1,809,678)	12,913,017
Net Position, Beginning of Year	4,619,559	3,282,688	96,372,134	19,208,656	2,691,350	1,859,678	128,034,065
Net Position, End of Year	\$ 5,323,407	\$ 3,200,269	\$ 110,197,076	\$ 19,420,456	\$ 2,755,874	\$ 50,000	\$ 140,947,082

**ADDITIONAL ELEMENTS OF REPORT PREPARED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*, ISSUED BY THE
COMPTROLLER GENERAL OF THE UNITED STATES**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Directors
College of Central Florida Foundation, Inc.

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the College of Central Florida Foundation, Inc. (the Foundation), a component unit of the College of Central Florida, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements, and have issued our report thereon dated May 20, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Foundation's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

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Board of Directors
College of Central Florida Foundation, Inc.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Purvis Gray

May 20, 2025
Ocala, Florida

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DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

**COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.
FOR THE YEAR ENDING: 2024**

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

1. In accordance with Section 1004.70(2), Florida Statutes (F.S.), did the chair 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

NAME OF APPOINTEE: Fred Roberts, Jr.

2. In accordance with section 1004.70(2), F.S., 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

NAME OF APPOINTEE: James D. Henningsen

3. In accordance with section 1004.70(4)(c), F.S., did the board of trustees approve all transactions or agreements between one direct support organization and another direct support organization?

YES NO N/A X

4. In accordance with section 1004.70(4)(e), F.S., did the board of trustees authorize all debt, including lease-purchase agreements, incurred by the direct-support organization? (Authorization for approval of short-term loans and lease-purchase agreements for a term of not more than five years, including renewals, extensions, and refundings, for goods, materials, equipment, and services may be delegated by the board of trustees to the board of directors of the direct-support organization. Trustees shall evaluate proposals for debt according to guidelines issued by the Division of Florida Colleges. Revenues of the Florida College System institution may not be pledged to debt issued by direct-support organizations.)

YES NO N/A X

5. In accordance with section 1004.70(5), F.S., did this direct-support organization submit to the board of trustees a copy of its Internal Revenue Service (IRS) Application for Recognition of Exemption form (Form 1023) and its IRS Return of Organization Exempt from Income Tax form (Form 990)?

YES X NO

6. 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).
- D. Direct-support organization's internal controls.
- E. Direct-support organization's compliance with Florida Statute.

YES X NO ____

7. If the direct-support organization expended \$750,000 or more in federal awards during the fiscal year, was an independent federal single audit performed as required pursuant to the *Single Audit Act Amendments of 1996 (Section 7502 (a)(1)(A))*; *OMB Circular A-133 (Part 3, Section M)*; the *Florida Single Audit Act (F.S. 215.97 (2)(a))*; or other applicable federal and state law?

YES ____ NO ____ N/A X

8. Did the board of trustees approve for the addition or cancellation of a direct-support organization and notify the Florida College System Budget Office and Division?

YES ____ NO ____ N/A X

COLLEGE OF CENTRAL FLORIDA

COLLEGE NAME

PRESIDENT (SIGNATURE)

DATE

Dr. James D. Henningsen, President

(Print Name)

CHAIRMAN, BOARD OF TRUSTEES (SIGNATURE)

DATE

Bobby Durrance, Chair - District Board of Trustees

(Print Name)

Please attach this checklist to the audit and return to:

Director, The Florida College System Budget Office
Florida Department of Education
325 West Gaines Street, Suite #1224
Tallahassee, FL 32399-0400
Collegereporting@fldoe.org

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Board Calendar for 2025-2026

INITIATOR: Dr. James D. Henningsen
President

DATE: June 18, 2025

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 2025-2026, with all meetings to be held on Wednesday, as requested by the Board.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the proposed meeting dates for 2025-2026.



District Board of Trustees

Meeting Dates for 2025-2026

<u>Date</u>	<u>Location</u>	<u>Time</u>
August 27, 2025	Ocala Campus	3:00 pm
September 24, 2025	Hampton Center	3:00 pm
October 22, 2025	Ocala Campus	3:00 pm
December 3, 2025	Appleton Museum of Art	3:00 pm
January 28, 2026	Ocala Campus	3:00 pm
February 25, 2026	Levy Campus	3:00 pm
March 25, 2026	Ocala Campus	3:00 pm
April 22, 2026	Citrus Campus	3:00 pm
May 27, 2026	Ocala Campus	3:00 pm
June 24, 2026	Ocala Campus	3:00 pm

COLLEGE OF CENTRAL FLORIDA

32

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Monthly Financial Summary Report – May 2025

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

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

May 2025 Financial Summary

Variance Notes

FY 2023-24 TO FY 2024-25

Revenues

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

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

Line 3: Increase in other revenue and from interest received compared to prior year.

Expenses

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

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

Line 9: Decrease of technology repair/maintenance annual contracts paid and insurance compared to this period last year.

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

Line 11: Florida College Appropriations to Agribusiness decreased compared to prior year.

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

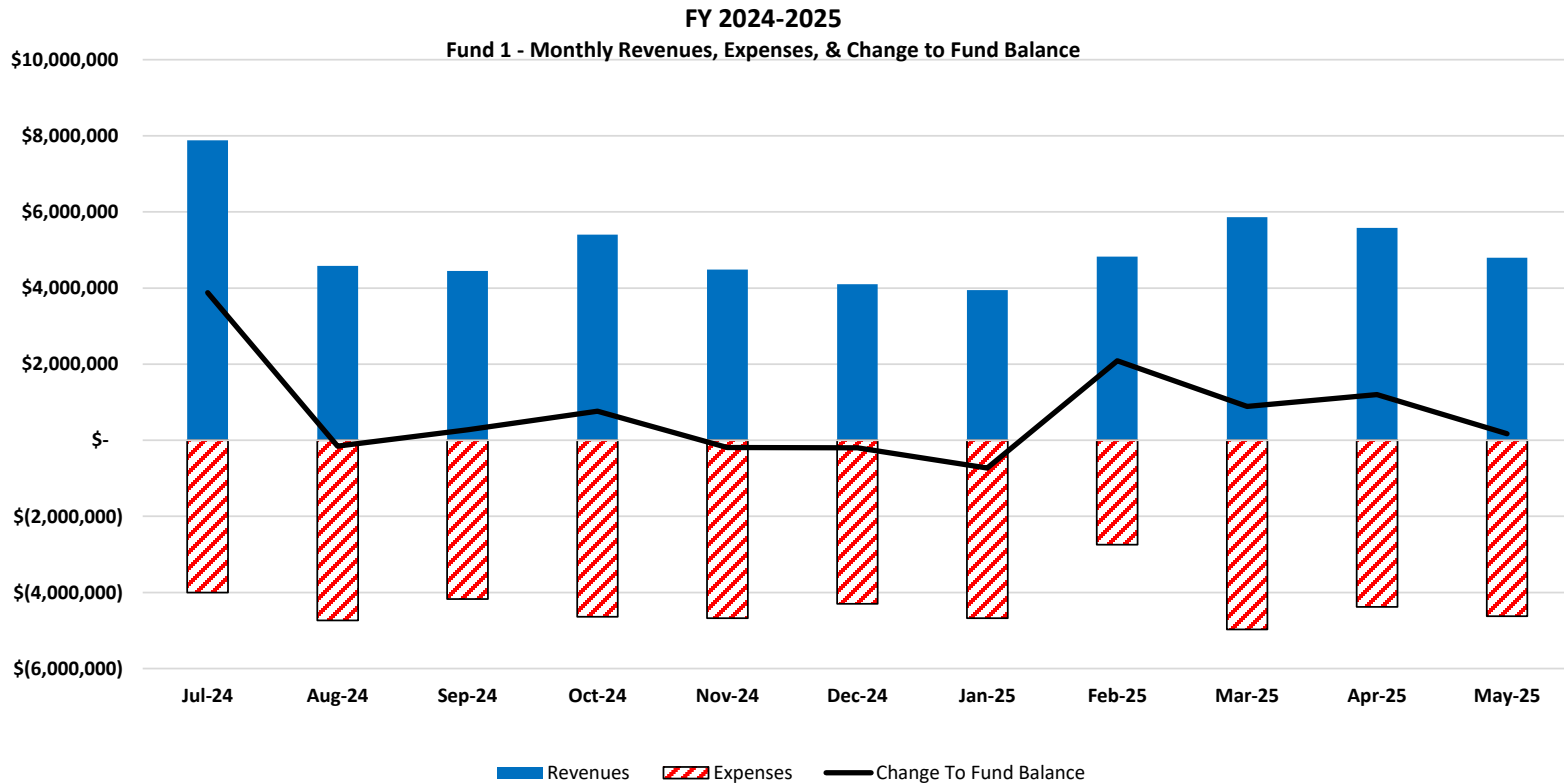
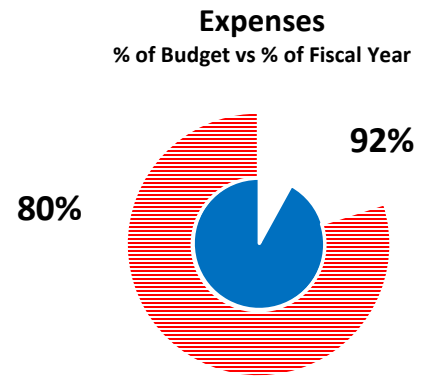
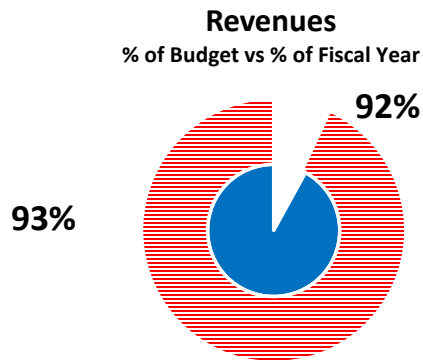
COLLEGE OF CENTRAL FLORIDA
GENERAL COLLEGE OPERATIONS FUND 1
MONTHLY FINANCIAL SUMMARY AS OF MAY 31, 2025
FOR FISCAL YEARS 2024 AND 2025

Reflecting Actual Results for 92% of the Fiscal Year

	FY 2023-24 5/31/2024	FY 2024-25 5/31/2025	24/25 % Inc (Dec)	23/24 % Inc (Dec)	FY 2024-25 Budget	24/25 % of Budget Recognized	23/24 % of Budget Recognized
<u>REVENUES</u>							
1 Student Fees	13,164,170	14,742,089	12%	5%	13,599,795	108%	104%
2 State Support	39,358,166	37,548,615	-5%	11%	42,744,885	88%	89%
3 Other Revenue	3,379,508	3,624,132	7%	-66%	2,674,179	136%	147%
4 Transfer from Fund Balance	0	0	0%	0%	1,200,000	0%	0%
5 TOTAL REVENUE	55,901,844	55,914,836	0%	-4%	60,218,859	93%	95%
<u>EXPENSES</u>							
Personnel Expense							
6 Salary and Wages	24,627,811	25,898,263	5%	14%	30,963,736	84%	80%
7 Employee Benefits	7,514,616	8,823,632	17%	21%	9,920,801	89%	74%
8 Subtotal Personnel Expense	32,142,427	34,721,895	8%	15%	40,884,537	85%	78%
Current Expenses							
9 Operating	7,878,333	7,497,523	-5%	10%	12,597,612	60%	83%
10 Supply & Material	2,087,711	2,577,072	23%	6%	1,834,176	141%	95%
11 Scholarships & Other Exp	3,132,663	1,542,901	-51%	-36%	3,047,328	51%	101%
12 Subtotal Current Expense	13,098,706	11,617,496	-11%	-6%	17,479,116	66%	88%
13 Capital Outlay Expense	1,455,001	1,585,879	9%	-43%	1,855,206	85%	110%
14 TOTAL EXPENSES	46,696,134	47,925,270	3%	6%	60,218,859	80%	81%
15 Incr/Decr to Fund Balance	9,205,710	7,989,566	-13%	-35%	0		

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

	CURRENT FUND UNRESTRICTED	CURRENT FUND RESTRICTED	AUXILIARY CURRENT	LOAN AND ENDOWMENTS	SCHOLARSHIP RESTRICTED	AGENCY FUND	UNEXPENDED PLANT	TOTAL
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	
Revenue:								
Student Fees	14,742,089	993,934	-	-	586,074	-	1,735,542	18,057,639
State Support	37,548,615	-	-	-	-	-	876,591	38,425,206
Federal Support	101,451	-	-	-	22,917,173	6,774,399	-	29,793,023
Gifts, Grants	-	13,099,400	-	-	-	-	1,387,696	14,487,096
Sales and Service Department	793,093	329,671	625,294	-	-	-	-	1,748,058
Interest Earnings	2,321,179	-	-	-	-	-	-	2,321,179
Other Revenue	181,489	1,145,793	-	-	-	-	-	1,327,282
Non-Revenue Receipts (transfers)	226,920	535,459	1,851,170	-	-	-	-	2,613,549
Total Revenue	55,914,836	16,104,257	2,476,464	-	23,503,247	6,774,399	3,999,829	108,773,032
Expenses:								
Personnel Services	34,721,895	4,073,216	209,517	-	-	-	120,490	39,125,119
Current Expense	11,617,496	4,852,568	2,262,078	-	23,920,214	6,774,399	572,937	49,999,692
Capital Outlay	1,585,879	870,401	3,015	-	-	-	10,863,368	13,322,663
Total Expenses	47,925,270	9,796,185	2,474,611	-	23,920,214	6,774,399	11,556,795	102,447,474
Net Change in Fund Balance	7,989,566	6,308,072	1,854	-	(416,967)	-	(7,556,966)	6,325,558



COLLEGE OF CENTRAL FLORIDA

33

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Technology Plan 2025-2026

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

The 2025-2026 Technology Plan has been developed by the College's Technology Resources Committee, a representative group of faculty, staff and administrators.

This 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.

RECOMMENDATION/ACTION REQUESTED:

Information item – no action required.



2025-2026 Technology Plan

Executive Summary

The Technology Plan for fiscal year 2025-2026 was developed by members of the Technology Resources Committee during 2024-2025. The names of the committee members are listed on page two of this plan.

Topics of Discussion and Committee Recommendations

The Topics of Discussion and Committee Recommendations section on page three provides a brief recap of the Committee's discussions, recommendations, and concerns regarding the college's technology. The Committee discussed the technology needs of all college constituents, focusing on security, learning, accessibility, the budget priorities of the college, and the strategic goal to "Maximize technology to support student learning and college operations."

New Technology Requests

Page four describes the New Technology Requests for 2025-2026 in order of priority assigned by the college's Technology Committee. Codes that represent the college's Budget Priorities are provided. There are also codes for the 'groups' that will benefit from the technology requests. The groups include *Student*, *Faculty*, *Administration*, *Infra* (Infrastructure) and *All*. The *Student*, *Faculty* and *Administration* groups are self-explanatory. The *Infrastructure* group is assigned to computer network and hardware requests that are important to sustaining and improving overall technology support for the college. The *All* group is specified for those requests that will benefit students, faculty, administration, and the college infrastructure. The committee recognizes the college's increased cost has reduced the resources that will be available for the 2025-2026 technology requests and the purchase of the new technology requests will be contingent on available funds and student enrollment.

Ongoing Technology Needs

Page six lists the major ongoing technology needs. Each item on the list includes the estimated annual costs for the technology.

Review of Requests for Prior Year

A review of prior technology requests on page seven provides updated information regarding the technology that has been purchased and implemented.



2025-2026 Technology Plan

Technology Resources Committee Members

Lory Ann Coffey	Director, Enrollment Services
Jean Imes	Director Financial Aid
Dr. Rob Nardelli	Associate Professor, Business & Technology
Dr. Sandra Davis	Professor, Business & Technology
Faith Ruiz	Library Director
Ron Kielty	Associate Vice President for Information Technology (interim)
Ron Kielty	Information Technology Manager
Chuck Prince	Vice President, Administration & Finance
Leah Gamble	Dean, Levy Campus
Dr. Mark Paugh	Vice President, Instructional Affairs
Josh Strigle	Director E-Learning and Learning Support Center
Dr. Sarah Satterfield	Teaching/Learning Engagement Institute
Mark Taylor	Assistant Professor, Science



2025-2026 Technology Plan

Topics of Discussion and Committee Recommendations

The members of the Technology Resources Committee met during the fiscal year to discuss IT security and the current and future technology needs of the college. The topics of discussion and committee recommendations included:

- Five-year Technology Plan: the technology resources committee will be meeting to work on the five-year plan.
- BerryDunn Consulting firm is providing project management and will continue meeting with each department to determine business process reengineering to match the Jenzabar One ERP needs and requirements.
- ADP was implemented to provide Human resource software and payroll; first payroll was processed in ADP January 15 2025.
- New backup process as it relates to the Jenzabar One Software as a Service.
- A refresh plan for the college's network infrastructure (switches) needs to be on going. Currently, 18 switches out of 70 are replaced each year. Outsourcing network wiring for current and new facilities.
- AI is being integrated into many software platforms including Jenzabar One and educational software. AI is also being used by criminal enterprises to scam people. Policy and procedures need to be developed to take advantage of AI and protect against it.
- Security was discussed for continuous improvement and to identify new measures that need to be implemented for software as a service, like Jenzabar One and ADP.
- Yearly class room technology refresh will need to be restarted after a four-year pause; some class room technology is no longer supported.
- New secure log in procedure for the MYCF portal and patriots email requiring two factor authentication.
- New Criminal Justice building technology needs.



2025-2026 Technology Plan

New Technology Requests

Strategic Priorities	Fully Focused On Student Success	S1	Strengthen a high-quality learning environment that increases student engagement and success.
		S2	Strengthen partnerships that meet workforce needs and promote the social, economic and cultural development of the community.
		S3	Promote a climate that supports team learning, success and innovation.

Benefit Groups	All = Benefits all groups	Faculty = Faculty Initiative	Student = Student Initiative
	Admin = Administrative Initiative	Infra = Infrastructure/Hardware Initiative	

New General and Academic Requests for 2025-2026

	TECHNOLOGY REQUESTED General Request	Estimated Implementation Cost	Budget Priority	Benefits Group
	(4) BadgePass Printers (2 for Ocala, 1 Citrus, 1 Levy)	16,865	S3	Admin
	Business & Economics - current faculty laptop refresh	10,468	S1, S3	Student
	Laptop with a large screen for employee traveling to multiple campuses for orientations	1,018		Admin
	Subscription for Coronary Intermediate \$5,173 (per year). Mentice care laptop upgrade protection \$1,200. Annual subscription for Mentice Care Gold coverage for Healthcare System (HCS) clients that own a VIST simulator (G5, G7, G7+) \$6,300	12,673	S1	Student
	Laptop for the SonoSim Ultrasound Training Solution.	1,018	S1	Student
	2 Dolphin/IQ Transcranial Doppler (TCD) Systems for Citrus campus	63,502	S1	Student
	(2) HuddleCam HC20X-SIMPLTRACK3 \$1,363/each; (2) Kramer CA-USB3/AAE-50 USB extension cable type A(F) to USB Type A(M) USB 3.0 50-feet \$94/each; (2) PTX Optics universal ceiling mount \$52/each (Citrus classroom upgrade)	3,018	S1,S3	Student
	Yearly subscription for Lobby Central cloud service for Levy Campus	1,026	S2	Admin
	Laptop for Dassance Fine Arts Center box office station	1,300	S2	Admin
	Sound system loudspeaker replacement for the Dassance Fine Arts Center auditorium	50,000	S1	Student
	Lighting fixtures replacement for the Dassance Fine Arts Center auditorium	30,000	S1	Student
	Complete lighting system replacement for the Dassance Fine Arts Center auditorium. Includes shipping & Installation	900,000	S1	Student



2025-2026 Technology Plan

	TECHNOLOGY REQUESTED General Request	Estimated Implementation Cost	Budget Priority	Benefits Group
	Laptop replacement for Kielty and Jones	4,000	S2	Admin
	Replacement LED signs for Citrus, Levy, Ocala and Hampton	100,000	S2	ALL
	(3) Crestrong DM NVXs	2,500	S1	Student
	ManageEngine	37,700	S2	ALL
	Network Switches	281,100	S1	ALL
	(4) Servers for staff VDI environment	100,000	S1	ALL
	Student refresh of all terminals and some monitors	490,000	S3	Student
	Wireless access point replacement	197,000	S3	ALL
	Apple iMac computer for Marketing & Public Relations	1,747	S3	Admin
	High-quality photo and video equipment for Marketing & Public Relations	4,213	S2	Admin
	Dual screen laptop for the Director of Facilities remote work and meetings	1,700	S2	Community
	Printer for signage department in maintenance	3,270	S2	Community
	Total General Requests	\$2,314,118		



2025-2026 Technology Plan

Ongoing Need – (Must Do)

Description of the Ongoing Request	25-26 Estimated Cost	Budget Priority	Benefit Groups
Security Scan – Annual service required for IT audits Perform two security penetration tests on the network and servers, including virtual environments, to detect, assess and rectify security vulnerabilities. Dell security log monitoring	\$65,000 \$39,000	S1, S3	<i>Infra</i>
Support continuous disaster recovery enhancements Single mode fiber for redundant networking redundant backup sites.	\$45,000	S1	<i>Infra</i>
Jenzabar One ERP J1, CX, JICS (MyCF portal) and Higher Reach (non-credit)	\$644,800	S1, S3	<i>All</i>
Microsoft campus license, VMWare software license, Service Contracts Cost is FTE based	\$920,136	S1	<i>All</i>
Course Management System, Canvas Year 1 license	\$84,284	S1, S3	<i>Faculty Student</i>
ISP – Internet Service Provider Florida Lambda Rail, City of Ocala–secondary ISP & wireless, ISP for rental spaces	\$61,500	S1, S3	<i>All</i>



2025-2026 Technology Plan

Strategic Priorities	Fully Focused On Student Success	S1	Strengthen a high-quality learning environment that increases student engagement and success.
		S2	Strengthen partnerships that meet workforce needs and promote the social, economic and cultural development of the community.
		S3	Promote a climate that supports team learning, success and innovation.

Benefit Groups	All = Benefits all groups	Faculty = Faculty Initiative	Student = Student Initiative
	Admin = Administrative Initiative	Infra = Infrastructure/Hardware Initiative	

	TECHNOLOGY REQUESTED Prior Year General Request	Estimated Implementation Cost	Budget Priority	Benefits Group
	(30) Teaching station refresh @ \$1,001.99/each	31,000	S1	Student
	LAPSIM ST Virtual Reality Laparoscopic Surgical Training System - LAPSIM ST Training System - \$38,500; 3 LAPSIM ST modules - \$8,835 each - \$26,505; 1-year full-service agreement, installing and shipping - included; Optional service agreements (beyond year 1) - 2 year - \$11,900 or 4 year - \$21,000; Cost with 2-year service agreement: \$76,905 Cost with 4-year service agreement: \$86,005	86,005	S1, S2	Student
	(1,230) Zero clients in classrooms @ \$304/each; cables - \$45,470.20	420,000		
	New lighting system in the Dassance Fine Arts Center Auditorium. Option 1 - \$26,830 OR Option 2 (preferred) - \$58,225	58,225	S1	infra
	Lenovo ThinkPad T16 Gen 1 - 16" - Core i5 1235U - 16 GB RAM - 512 GB SSD: \$1213.99 Lenovo 3 Year Accidental Damage Protection Warranty: Included (10) x \$1213.99 = \$12139.90 (Total Cost)	12,140	S1	Faculty
	Laptops for instructors (4 requested)	3,943	S1, S2, S3	Faculty
	(5) Laptops @ \$1,020.20 each	5,101	S1	Faculty
	Upgraded computers, iMacs, to be used in the digital media labs/classrooms. (19 total)	36,081	S1, S2	Student
	New Point of Sale system for Appleton, Printing & Postal, Food Services	70,000	S2	Admin
	Switch upgrade (Cisco)	264,770	S1, S3	All
	(4) VDI server farms for students and staff	46,000		All
	IBM Tape library refresh	31,792		
	(4) Lenovo ThinkPad P16 for 3-Specialists and 1-Vince \$1,695.47/each	6,800	S3	Admin
	Building 5 conference room sound for zoom	7,351	S2	Infra
	Boardroom sound recording and display update	14,500	S2, S3	Admin



2025-2026 Technology Plan

	TECHNOLOGY REQUESTED Prior Year General Request	Estimated Implementation Cost	Budget Priority	Benefits Group
	Lexmark-MS821 printer	819	S2	Admin
	Branding project Founders Hall. large TV screen that would allow for updated information. Samsung commercial TV, \$710; Chief TS318TU Thinstall Mounting Arm for Flat Panel Display/26-52, \$350; Firestick, \$35 - Total technology estimate for project is \$1095	1,095	S2	Admin
	DRONE: DJI Air 2S Fly More Combo, Drone with 3-Axis Gimbal Camera, 5.4K Video, 1-Inch CMOS Sensor, 4 Directions of Obstacle Sensing, 31 Mins Flight Time, 12km 1080p Video Transmission, Two Extra Batteries. \$1,249 for equipment; \$175 each for 2 MPR team members to be trained/certified. Total \$1,599	1,599	S3	All
	Bell tower controller replacement \$26,920 plus installation \$940.50	28,000	S2	All
	Total General Requests	\$1,125,220		

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 25, 2025

SUBJECT: Auditor General Report No. 2025-202 Operational Audit

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

DATE: June 18, 2025

OBJECTIVE AND PERTINENT FACTS:

Attached for the District Board of Trustees information is Auditor General Report No. 2025-202. This report is an Operational Audit and includes an Executive Summary, the College's responses and an exhibit of the Audit Scope and Methodology. This is for the audit period January 1, 2023 through December 31, 2023 and selected actions taken prior and subsequent thereto.

RECOMMENDATION/ACTION REQUESTED:

For information only – no action required.

STATE OF FLORIDA AUDITOR GENERAL

Operational Audit

Report No. 2025-202
June 2025

COLLEGE OF CENTRAL FLORIDA



Sherrill F. Norman, CPA
Auditor General

Board of Trustees and President

During the 2023 calendar year, Dr. James D. Henningsen served as President of the College of Central Florida and the following individuals served as Members of the 7 Board of Trustees:

	<u>County</u>
Joyce Brancato, Chair from 6-28-23, Vice Chair through 6-27-23	Levy
Robert "Bobby" E. Durrance, Vice Chair from 6-28-23	Levy
Russell "Rusty" Branson, Chair through 6-27-23	Marion
William "Bill" H. Edgar	Marion
Fredrick N. Roberts Jr.	Marion
Charlie Stone	Marion
Dr. Michael "Mike" A. Torres	Marion

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

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

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

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COLLEGE OF CENTRAL FLORIDA

SUMMARY

This operational audit of the College of Central Florida focused on selected College processes and administrative activities and included a follow-up on findings noted in our report No. 2023-007. Our operational audit disclosed the following:

Finding 1: The College contracted to receive energy conservation equipment costing \$12.1 million for certain existing and newly constructed facilities and the contractor guaranteed operational and energy cost savings totaling \$18.2 million over the 20-year contract period. However, the College did not independently verify the contractor-calculated \$3.2 million in cost savings included in the contractor's first annual reconciliation report dated April 2024 or maintain records supporting the basis for achieving any of the calculated cost savings.

Finding 2: College controls over vendor information changes need improvement.

Finding 3: The College did not always promptly remove the information technology user access privileges of employees upon their separation from College employment.

BACKGROUND

The College of Central Florida (College) is under the general direction and control of the Florida Department of Education, Division of Florida Colleges, and is governed by State law and State Board of Education rules. A board of trustees (Board) governs and operates the College. The Board constitutes a corporation and is composed of seven members appointed by the Governor and confirmed by the Senate. The College President serves as the Executive Officer and the Corporate Secretary of the Board and is responsible for the operation and administration of the College.

The College has a main campus, the Vintage Farm Campus, a special-purpose center, and a museum located in Ocala. The College also has campuses located in Lecanto and Chiefland. Additionally, credit and noncredit classes are offered in public schools and other locations throughout Marion, Citrus, and Levy Counties.

FINDINGS AND RECOMMENDATIONS

Finding 1: Energy Performance-Based Contract and Guaranteed Cost Savings

Pursuant to State law,¹ the College entered into an energy performance-based contract to acquire and install² energy conservation equipment costing \$12.1 million in certain existing and newly constructed

¹ Section 1013.23, Florida Statutes.

² The installation period was September 2020 through January 2023.

facilities and to receive performance assurance services³ with costs totaling \$941,000 over the 20-year contract period. Pursuant to the contract, annual energy cost savings over that period were projected to total \$10.3 million for guaranteed operational cost savings and \$7.9 million for guaranteed energy cost savings, which collectively (\$18.2 million) exceeded the amortized cost (\$12.1 million) of energy conservation measures as required by State law.⁴

State law⁵ defines energy cost savings as a measured reduction in fuel, energy, or operation and maintenance costs when compared with an established baseline for previous costs or, for new construction, a projected reduction in those costs. The contract defined operational cost savings as savings derived from reduced operational expenses, such as deferred maintenance⁶ or capital off-set savings,⁷ that are stipulated savings and do not require measurement and verification because they are agreed upon by the parties based upon representations made by the College to the contractor. The contract defined energy cost savings as the parties' intended result from implementing all facility improvement measures and stated that the savings are derived from reductions in energy or utility consumption, reductions in operating expenses, a changed utility rate classification, or a combination thereof.

State law⁸ requires the contractor to provide the College an annual reconciliation of the guaranteed energy cost savings and that the contractor be liable for any annual energy savings shortfall. While energy efficiency contracting is statutorily authorized, it is important for qualified College personnel to verify whether the guaranteed energy cost savings are achieved, or for the College to contract with an independent qualified service provider to make such verification, so that the College can hold the contractor accountable for the savings.

In November 2021, during our audit of the College for the 2020 calendar year, we discussed with College management the need to establish controls to appropriately monitor and verify whether the College achieved the contractor-guaranteed savings. The contractor provided the College the first annual reconciliation report dated April 2024 identifying the guaranteed operational and energy cost savings, as shown in Table 1.

³ The contractor-provided performance assurance services included all labor activities, site visits, and monitoring and analyses necessary to calculate the annual savings achieved and to prepare and present the annual performance assurance report for the respective annual period.

⁴ Section 1013.23(2)(c)2., Florida Statutes.

⁵ Section 1013.23(2)(b), Florida Statutes.

⁶ Deferred maintenance is where savings result from a reduction of current or potential future repair and maintenance costs due to certain work being performed hereunder where such work had been previously postponed.

⁷ Capital off-set is where savings will result in a cost-effective upgrade to the facility to address potential future increased costs, comfort, code non-compliance, usage requirements, user needs and/or expectations.

⁸ Section 1013.23(4)(d), Florida Statutes.

Table 1
Contractor-Reported Cost Savings by Period

Performance Period	Operational Cost Savings	Energy Cost Savings	Annual Realized Cost Savings	Guaranteed Annual Cost Savings	Cost Savings Excess/ (Shortfall)
Construction	\$2,145,621	\$418,107	\$2,563,728	\$2,213,770	\$349,958
1st Annual	408,493	273,739	682,232	698,136	(15,904)
Totals	<u>\$2,554,114</u>	<u>\$691,846</u>	<u>\$3,245,960</u>	<u>\$2,911,906</u>	<u>\$334,054</u>

Source: College records.

The contract authorized the construction period energy cost savings to be applied to the calculation of the first annual period's realized savings. According to the annual reconciliation report, the savings excess for the construction performance period⁹ totaled \$349,958 and the savings shortfall for the first annual performance period¹⁰ totaled \$15,904. According to College personnel, the College Director of Facilities reviewed the report with the contractor; however, the College did not independently verify the operational and energy cost savings. Moreover, although we requested, College personnel could not explain, and College records were not provided to demonstrate, the basis for achieving any of the contractor-calculated cost savings. Specifically, we were not provided explanations or records supporting the basis for the:

- Projected operational cost savings totaling \$10.3 million over the 20-year contract period, including operational cost savings totaling \$2,554,114 during the construction and first annual performance periods disclosed in the annual reconciliation report. Although the contract specified that operational savings were agreed upon by the parties based upon representations made by the College to the contractor and were stipulated and did not require measurement or verification, College personnel could not identify the representations made or why the College agreed not to measure or verify the operational cost savings.
- Projected energy cost savings totaling \$7.9 million over the 20-year contract period. According to the contract, projected energy cost savings are measured for existing facilities based on energy cost reductions when compared with previous costs during the established baseline and for newly constructed facilities based on projected energy cost reductions. The contract¹¹ provides that the established baseline period "starts and ends on August 31st 2018" and, according to College personnel, the contract terms were based on an audit conducted by the contractor. However, College personnel did not verify of record that the contractor's audit results would be a reasonable basis for the contract terms.
- Energy cost savings totaling \$691,846 during the construction and first annual performance periods disclosed in the annual reconciliation report. While the contract defined the construction period as "the period between the effective contract date and the first day of the month following the acceptance date," it was not readily apparent how energy cost savings could be achieved while construction was underway. In addition, College records were not maintained to compare actual energy costs during the first annual performance period to the established baseline period for existing facilities or verify projected energy cost reductions during that period for new construction.

⁹ The construction performance period was from the contract execution date in September 2020 through the energy conservation equipment installation date in January 2023.

¹⁰ The first annual performance period was March 2023 through February 2024.

¹¹ Contract Exhibit C, Article 5.1.

College personnel indicated that they discussed working internally to establish monitoring procedures over the guaranteed cost savings; however, a way to analyze and independently verify the information had not been determined. Absent College records supporting operational and energy cost savings calculations and independent verifications of whether the guaranteed cost savings were achieved, there is an increased risk that the College may not recognize when the savings are not achieved or not hold the contractor accountable for the actual amount of any savings shortfalls. In addition, without such records, compliance with State law requiring the annual energy cost savings to meet or exceed the amortized cost of the College energy conservation measures is not demonstrated.

Recommendation: The College should enhance controls over energy performance-based contracts and guaranteed cost savings to demonstrate compliance with the statutory requirement for annual energy cost savings to meet or exceed the amortized cost of College energy conservation measures. Such enhancements should include designation of qualified College personnel, or contracting with a qualified service provider, to independently verify whether the cost savings have been achieved and maintenance of records supporting the verifications. If the savings were not achieved, the College should take appropriate action to ensure that the contractor is held liable for the cost savings shortfalls.

Finding 2: Vendor Information Changes

State law¹² requires each Florida College System institution to establish and maintain internal controls designed to, among other things, detect fraud, promote and encourage compliance with applicable contracts and best practices, and safeguard assets. Such controls should include properly documented and independently verified and authorized vendor information (e.g., bank account and address) changes before payments to vendors are made to confirm the propriety of the changes and to reduce the likelihood of fraud or errors associated with the payments. Such controls should also ensure that the vendor information update access privileges of employees are compatible and consistent with their assigned job responsibilities.

During the 2023 calendar year, the College paid vendors a total of \$26 million by electronic direct payments and checks through the mail. According to College personnel, no vendor address changes occurred during that year.

College procedures require vendor-requested address changes to be forwarded to the Purchasing Department to make the appropriate changes. For vendor-requested bank information changes, vendors must complete an automated clearing house (ACH) form to support those changes. A Finance Department employee is required to telephone the vendor to verify the ACH form bank information changes, document on the ACH form the date of the verification, and sign or initial the form. The Finance Department business accounts coordinator also signs and dates the form to document the effective date of the change. After approval of the ACH form containing the vendor information changes, a Finance Department employee is to enter the changes into the enterprise resource planning system (ERP System), manually add changes to the vendor change log, and secure the log in the College vault along with the ACH change form.

¹² Section 1010.01(5), Florida Statutes.

As part of our audit, we evaluated the College's vendor information change process and identified several control deficiencies. Specifically:

- College procedures had not been established to verify address change information or require documented verification that vendor information changes are correctly entered into the ERP System.
- The College ERP System was unable to track vendor information changes or generate a comprehensive record that identified all vendor information changes made in the ERP System.
- College records did not always demonstrate independent verification of vendor information changes. Our examination of College records supporting 30 changes selected from the 145 information changes listed on the vendor change log disclosed that 5 bank information changes lacked evidence of independent verification of the change with the vendor.
- Incompatible duties existed. Our examination of College records supporting the update access privileges of the five Finance Department and Purchasing Department employees with ability to enter or modify vendor information in the College ERP System disclosed that the three Finance Department employees had the incompatible duties of making changes to vendor information and processing or approving vendor payments.

In response to our inquiry, College personnel confirmed that the incompatible duties existed and indicated that, due to personnel turnover and oversights, College procedures were not always effective. Without effective procedures to document independent verification of vendor information changes before payments are made and to ensure that access privileges assigned to employees are appropriate based on employee job responsibilities, there is an increased risk for fraud or errors to occur without timely detection and recovery of losses. In addition, absent records identifying all vendor information changes made in the ERP System, the College's ability to effectively monitor the propriety of the changes and related vendor payments is limited.

Subsequent to our inquiries, in April 2025 College personnel indicated that the Finance Department began sending follow-up letters to vendors informing them of changes made to their vendor profile information. Additionally, according to College personnel, the College plans to implement a new ERP System that will provide a comprehensive record in the ERP System identifying vendor information changes and who made them.

Recommendation: The College should continue efforts to enhance the vendor information change process. Such efforts should include the establishment of procedures to ensure that:

- **Before vendor information changes are made in the ERP System, College records demonstrate that the vendor information changes are properly documented, independently verified, and reviewed and authorized.**
- **The vendor information update access privileges of employees are compatible and consistent with their assigned job responsibilities.**

In addition, the College should ensure that the new ERP system can generate a record identifying all vendor information changes, and that documentation is maintained supporting who documented, independently verified, and reviewed and authorized the changes.

Finding 3: Information Technology User Access Privileges

Effective information technology (IT) access controls include provisions for the timely deactivation of user access privileges when employment separation occurs. Prompt action is necessary to ensure that IT access privileges are not misused by former employees or others to compromise data or IT resources.

When an employee leaves the College, College procedures¹³ require immediate supervisors of part-time employees and the Human Resources (HR) Department for full-time employees to promptly inform the IT Department that the worker's user identification must be revoked to remove or deactivate access privileges to the College network and prevent the individual from accessing the finance, HR, and financial aid applications.

During the period January 1, 2023, through March 29, 2024, 184 College employees separated from College employment. To determine whether IT user access privileges were promptly deactivated, we examined College records supporting the access privileges of 45 selected employees. We found that access privileges for 12 former employees (an HR coordinator, an assessment specialist, a testing assistant, and 9 others) were not promptly deactivated and, at the time of our examination, the access privileges of 4 other former employees (an IT technology specialist, an assessment specialist, and 2 others) had not been deactivated. Subsequent to our inquiry, the College deactivated the 4 former employees' access privileges; however, the deactivations for the 16 former employees occurred 8 to 387 or an average of 91 days after their employment separation dates.

In response to our inquiries, College personnel indicated that the untimely deactivations occurred because the IT Department was not always timely informed of employment separations and, since deactivations are a manual process, some of the deactivations were inadvertently missed. While College personnel determined that the 16 former employees did not access their accounts after their employment separation dates, when the access privileges are not promptly deactivated, there is an increased risk that the access privileges could be misused. According to College personnel, by February 2026 the College's new HR and payroll system will automatically disable an employee's access privileges when they separate from College employment.

Recommendation: The College should continue efforts to ensure that access privileges are promptly deactivated upon a user's separation from College employment.

PRIOR AUDIT FOLLOW-UP

The College had taken corrective actions for findings included in our report No. 2023-007.

OBJECTIVES, SCOPE, AND METHODOLOGY

The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant

¹³ College of Central Florida Administrative Procedure, *Information Security, Implementing Procedure for Policy No. 3.24*.

information for use in promoting government accountability and stewardship and improving government operations.

We conducted this operational audit from March 2024 through September 2024, with selected procedures in February, April, and May 2025, in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

This operational audit focused on selected College processes and administrative activities. For those areas, our audit objectives were to:

- Evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines.
- Examine internal controls designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of records and reports, and safeguarding of assets, and identify weaknesses in those controls.
- Determine whether management had taken corrective actions for findings included in our report No. 2023-007.
- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Section 11.45(7)(h), Florida Statutes.

This audit was designed to identify, for those areas included within the scope of the audit, weaknesses in management's internal controls significant to our audit objectives; instances of noncompliance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines; and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

As described in more detail below, for those programs, activities, and functions included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the program, activity, or function; identifying and evaluating internal controls significant to our audit objectives; exercising professional judgment in considering significance and audit risk in the design and execution of the research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency and appropriateness of the evidence gathered in support of our audit findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

Our audit included the selection and examination of transactions and records, as well as events and conditions, occurring during the audit period of January 2023 through December 2023 and selected

College actions taken prior and subsequent thereto. Unless otherwise indicated in this report, these records and transactions were not selected with the intent of statistically projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of management, staff, and vendors and, as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

In conducting our audit, we:

- Reviewed applicable laws, rules, Board policies, College procedures, and other guidelines, and interviewed College personnel to obtain an understanding of applicable processes and administrative activities and the related requirements.
- Reviewed Board information technology (IT) policies and College procedures to determine whether the policies and procedures addressed certain important IT control functions, such as security, systems development and maintenance, network configuration management, system backups, and disaster recovery.
- Evaluated College procedures for maintaining and reviewing employee access to IT data and resources. We examined access privileges to the finance and human resources applications as of April 16, 2024, for 32 of the 279 users to determine the appropriateness and necessity of the access based on the employees' job duties and user account functions and the adequacy with regard to preventing the performance of incompatible duties.
- Evaluated College procedures that prohibit former employees' access to College IT data and resources. From the population of 184 employees who separated from College employment during the period January 1, 2023, through March 29, 2024, we examined the access privileges for 45 selected former employees to determine whether their access privileges had been promptly deactivated.
- Evaluated College procedures for protecting sensitive personal information of students, including social security numbers. For the 30 employees who had access to sensitive personal information of students during the audit period, we examined College records to determine the appropriateness and necessity of the access privileges based on the employees' assigned job responsibilities.
- Evaluated Board security policies and College procedures for the audit period governing the classification, management, and protection of sensitive and confidential information.
- Evaluated the appropriateness of the College comprehensive IT disaster recovery plan effective during the audit period and determined whether it had been recently tested.
- Examined selected network and application security settings to determine whether authentication controls were configured and enforced in accordance with IT best practices.
- Evaluated the effectiveness of College controls during the audit period to ensure that students who had not paid fees in an approved manner were not considered in calculating full-time equivalent enrollments for State funding purposes pursuant to Sections 1009.22(11) and 1009.23(9), Florida Statutes.
- Examined supporting documentation to determine whether the College complied with Section 1009.23, Florida Statutes, by properly calculating and assessing financial aid, student activity, technology, capital improvement, and distance learning fees with revenue totaling \$4 million.

- Examined College records to determine whether distance learning fees were assessed, collected, and separately accounted for in accordance with Section 1009.23(16)(a) and (b), Florida Statutes.
- From the population of 948 course sections offered during the Fall 2023 academic term, examined College records to determine whether the College textbook and instructional materials affordability and transparency procedures complied with Section 1004.085, Florida Statutes.
- From the population of compensation payments totaling \$38.6 million made to 1,134 employees during the audit period, selected payments totaling \$65,080 made to 30 employees and examined College records supporting the payments to determine whether the rate of pay was accurate; the employment contracts were valid; the employees met the required qualifications; required performance evaluations were completed in accordance with Board Policy No. 6.10, *Administrative, Professional, and Career Service Employee Performance Review*; and leave records were accurate.
- Examined College records supporting extra compensation payments during the audit period to determine whether the payments complied with Section 215.425, Florida Statutes, and whether the extra compensation reported, and the associated contributions to the Florida Retirement System, complied with Department of Management Services, Division of Retirement, Rule 60S-6.001(11) and (16), Florida Administrative Code.
- From the population of supplemental duties payments totaling \$748,787.56 made to 205 employees during the audit period, selected payments totaling \$22,644 made to 9 employees and examined College records supporting the payments to determine whether selected supplemental duties payments were adequately documented and complied with Board policies.
- From the population of 5,330 purchasing card (P-card) transactions totaling \$1.5 million during the audit period, examined College records supporting 35 transactions totaling \$108,764 to determine whether the P-card program was administered in accordance with Board policies and College procedures and transactions were not of a personal nature.
- Examined P-card records for the 12 cardholders who separated from College employment or no longer needed the card during the audit period to determine whether the College timely canceled the cardholders' P-cards.
- From the population of contracted services expenses (other than construction) totaling \$7.7 million during the audit period, examined College records supporting selected contracted services payments totaling \$1.9 million to determine whether selected payments were reasonable; adequately documented; for a valid college purpose; properly authorized and approved; and in compliance with applicable State laws, contract terms, and Board policies.
- For the only major construction project with construction costs totaling \$2.8 million during the audit period, we examined College records relating to one phase of the project with a guaranteed maximum price contract totaling \$3.9 million. Specifically, we:
 - Examined College records supporting three selected payments totaling \$724,382 to determine whether College procedures for monitoring payments were adequate and payments were sufficiently supported.
 - Examined College records supporting payments to determine if the construction management entity fees were properly calculated and paid.
 - Determined whether the Board established appropriate policies and College procedures addressing negotiation and monitoring of general condition costs.
 - Evaluated whether the College adequately monitored the selection process and licensing of subcontractors.

- Determined whether the Board had adopted a policy establishing minimum insurance coverage requirements for design professionals and design professionals provided evidence of required insurance.
 - Determined whether construction funding sources were appropriate.
 - Determined whether the contractor furnished a payment and performance bond as required by Section 1013.47, Florida Statutes.
- Examined College records to determine whether the College established procedures and monitored energy performance savings reported by the contractor in accordance with Section 1013.23(4)(d), Florida Statutes.
- From the population of student activity, financial aid, and technology fee expenses totaling \$6.6 million during the audit period, examined records for 33 selected expenses totaling \$593,836 to determine whether College funds were expended in compliance with the restriction imposed on the use of these resources.
- From the population of Public Education Capital Outlay expenses totaling \$4.2 million reported to the Florida Department of Education (FDOE) for the audit period, examined records supporting selected expenses totaling \$994,753 to determine whether these funds were expended in compliance with the restrictions imposed on the use of these resources.
- From the population of 85 adult general education instructional students reported for 11,236 contact hours for the Spring 2023, Summer 2023, and Fall 2023 academic terms, examined College records supporting 1,894 reported contact hours for 30 selected students to determine whether the College reported the instructional contact hours in accordance with the FDOE requirements.
- From the population of 400 industry certifications reported for performance funding during the 2022-23 fiscal year, examined 32 industry certifications to determine whether the College maintained documentation for student attainment of the industry certifications.
- Examined College records to determine whether the College evaluated, prior to purchase, the effectiveness and suitability of the new software application costing \$7.3 million and whether the software application was procured using a competitive selection process. Further, we examined College records for related ERP vendor selection consultancy services contract during the audit period totaling \$90,000 to determine whether the purchases were procured appropriately and monitored effectively.
- Examined College records to determine whether selected expenses were reasonable, correctly recorded, and adequately documented; for a valid College purpose; properly authorized and approved; and complied with applicable laws, contract terms, and Board policies. Specifically, from the population of expenses, other than capital, totaling \$13.9 million during the audit period, we examined College records supporting 30 selected payments for general expenses totaling \$46,756.
- Inquired whether the College had any expenses or entered into any contracts under the authority granted by a state of emergency, declared or renewed during the audit period.
- Examined College records for the audit period to determine whether the College had appropriate controls in place to ensure vendor information changes are appropriate and independently verified.
- Communicated on an interim basis with applicable officials to ensure the timely resolution of issues involving controls and noncompliance.
- Performed various other auditing procedures, including analytical procedures, as necessary, to accomplish the objectives of the audit.

- Prepared and submitted for management response the findings and recommendations that are included in this report and which describe the matters requiring corrective actions. Management's response is included in this report under the heading **MANAGEMENT'S RESPONSE**.

AUTHORITY

Section 11.45, Florida Statutes, requires that the Auditor General conduct an operational audit of each College on a periodic basis. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.

A handwritten signature in blue ink that reads "Sherrill F. Norman". The signature is fluid and cursive, with the first name "Sherrill" and last name "Norman" clearly legible.

Sherrill F. Norman, CPA
Auditor General

MANAGEMENT'S RESPONSE



College of Central Florida

Office of the President

June 11, 2025

Ms. Sherrill F. Norman, CPA
Auditor General of the State of Florida
Claude Denson Pepper Building, Suite G74
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Ms. Norman:

The following is our response to the findings in the January 1, 2023 through December 31, 2023 operational audit of the College of Central Florida.

Finding 1: Energy Performance-Based Contract and Guaranteed Cost Savings

Recommendation: The College should enhance controls over energy performance-based contracts and guaranteed cost savings to demonstrate compliance with the statutory requirement for annual energy cost savings to meet or exceed the amortized cost of College energy conservation measures. Such enhancements should include designation of qualified College personnel, or contracting with a qualified service provider, to independently verify whether the cost savings have been achieved and maintenance of records supporting the verifications. If the savings were not achieved, the College should take appropriate action to ensure that the contractor is held liable for the cost savings shortfalls.

College Response: – The College will enhance controls over energy performance-based contracts and guaranteed cost savings. The Financial Operations Department will establish a procedure to perform an energy cost savings analysis to verify the accuracy of the analysis provided by Siemens.

Finding 2: Vendor Information Changes

Recommendation: The College should continue efforts to enhance the vendor information change process. Such efforts should include the establishment of procedures to ensure that:

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–an equal opportunity college–

- Before vendor information changes are made in the ERP System, College records demonstrate that the vendor information changes are properly documented, independently verified, and reviewed and authorized.
- The vendor information update access privileges of employees are compatible and consistent with their assigned job responsibilities.

In addition, the College should ensure that the new ERP system can generate a record identifying all vendor information changes, and that documentation is maintained supporting who documented, independently verified, and reviewed and authorized the changes.

College Response: - Due to the limitations of the College's current ERP system, Finance Department employees currently have the ability to enter or modify vendor information. The impending implementation of the College's new ERP system will enable editing access to be limited to the Purchasing Department, which will ensure separation of duties. Procedures will be enhanced to provide a stronger vendor change verification process.

Finding 3: Information Technology User Access Privileges

Recommendation: The College should continue efforts to ensure that access privileges are promptly deactivated upon a user's separation from College employment.

College Response: - Due to the College's previous manual termination process, information of employment separations was not provided to the IT Department in a timely manner. The College has implemented a new HR and payroll processing system (ADP) which will allow for an automatic disabling of access upon employee termination

Sincerely,



Dr. James Henningsen
President