
College of Central Florida
Meeting of the District Board of Trustees
Wednesday, June 24, 2020
9:00 a.m.
Operated-Assisted Conference Call

A G E N D A

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

CONSENT AGENDA

Routine Business

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

Agreements, Contracts, Leases

4. Agreement Between University of North Florida and College of Central Florida - Renewal
5. Inverness Christian Academy Interinstitutional Articulation Cooperative Agreement 2020-2021 – Renewal
6. Ocala Christian Academy Interinstitutional Articulation Cooperative Agreement 2020-2021 – Renewal
7. Village View Christian Academy Interinstitutional Articulation Cooperative Agreement 2020-2021 - Renewal
8. St John Lutheran School Interinstitutional Articulation Cooperative Agreement 2020-2021 – Renewal
9. Seven Rivers Christian School Interinstitutional Articulation Cooperative Agreement 2020-2021 – Renewal
10. Redeemer Christian School Interinstitutional Articulation Cooperative Agreement 2020-2021 – Renewal
11. School Board of Marion County Agreement for College of Central Florida's Collegiate High School Program – Renewal
12. School Board of Levy County Agreement for College of Central Florida's Collegiate High School Program – Renewal
13. Marion County School Board Articulation Agreement for Internships – Renewal
14. Trinity Catholic High School Interinstitutional Articulation Cooperative Agreement 2020-2021 – Renewal
15. School Board of Levy County - Mid Florida Career Pathway Consortium – Renewal

16. Master Services Agreement and Statement of Work between EdFinancial Services, LLC and the College of Central Florida – Renewal
 17. Appointments to the Appleton Museum of Art Advisory Council
 18. President’s Contract
 19. College Attorney Agreement - Renewal
 20. Ambleside School of Ocala Interinstitutional Articulation Cooperative Agreement 2020-2021
 21. Palm Grove Academy Interinstitutional Articulation Cooperative Agreement 2020-2021
 22. 2019-2020 Equity Report
 23. Appleton Cultural Center, Inc. – Annual Financial Audit Ending December 31, 2019
 24. CF Foundation Audit, 990 and DSO Checklist - January 1, 2019 through December 31, 2019
 25. 2020-2021 Technology Plan
-

PUBLIC HEARING

Board Policies/Actions

26. Student and Mandatory Fees 2020-2021
 27. Policy 6.31 – Staff and Professional Development
-

OTHER BUSINESS

For Approval

28. Annual Operating Budget for 2020-2021
29. Capital Improvement Plan FY 2021-22 through FY 2025-26 & Fund 7 College-Wide Capital Outlay Projects Budget - 2020-2021
30. 2019-2020 Salary Schedule and Related Personnel Policies
31. Appleton Museum of Art Operating Budget for 2020-2021
32. Guidelines for Base Fee Facilities Rentals
33. Agreement between Siemens Industry, Building Technology Division and the College of Central Florida
34. Contract of Service Agreement Between Ocelot (Career America, LLC) and the College of Central Florida
35. Write-offs for Fiscal Year 2018-2019
36. Board Calendar for 2019-2020

Acknowledge Receipt

37. Financial Information – Monthly Financial Summary Report

For Information Only

38. CARES Act Update

BOARD CHAIR/TRUSTEE REMARKS

BOARD REORGANIZATION

PRESIDENT'S REPORT

ADJOURNMENT

COLLEGE OF CENTRAL FLORIDA

1

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Minutes of the May 26, 2020 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the May 26, 2020 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 26, 2020.

The Chair called the regular meeting of the Board of Trustees to order at 9:00 a.m. on Tuesday, May 26, 2020 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held by operator-assisted conference call.

Members Present: Joyce Brancato, Chair
Bobby Durrance, Vice Chair
Rusty Branson
Bill Edgar
James D. Henningsen, Board Secretary
Robert Batsel, College Attorney

Members Absent: None

Vernon Lawter, Chris Knife, Jillian Ramsammy, Saul Reyes, Chuck Prince, Mark Paugh, Lois Brauckmuller, Jennifer Fryns, Jessica Kummerle, Sherri Hinkle

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

The Chair asked if there was anyone in the audience that wished to address the Board.

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

The minutes of the February 26, 2020 District Board of Trustees meeting.

Recommend Board approval of the following:

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

Operating Fund 1:

- Blackstock IV, John E. – Staff Assistant III – Learning Support Center – April 1, 2020
- Bork, Lauren N. – Scholarship Technician – Financial Aid – March 23, 2020
- Bulen, Lisa – TEMP – Faculty – Health Sciences – Associate Degree Nursing – April 1, 2020
- Crosby, Cheryl L. – Director – Conference & Food Services – March 23, 2020
- Denis, Tony – Manager – CF Printing & Postal Services – March 02, 2020
- Kitchen, Shonah H. – Accounting Specialist III – Financial Services – March 23, 2020
- Licardo, Sherri L. – Staff Assistant III – Humanities & Social Sciences – March 02, 2020
- Lower, Bradley J. – Trades Technician – Facilities – April 1, 2020
- Nigh, Jr., Edwin L. – Programmer Analyst III – Informational Technology – March 02, 2020

Grants and Contracts – Fund 2:

Harrison, Alicia M. – First Year Success Specialist – Title III – Citrus – July 1, 2020

Auxiliaries – Fund 3:

None this reporting period.

Reorganizations:

Conference Services (Effective 3/23/2020)

From Manager – Conference and Food Services to Director – Conference and Food Services

Plant Operations (Effective 4/01/2020)

Jenkins, Paul H. – From Trades Technician – Facilities to Trades Specialist – Plumbing/Irrigation – Facilities – April 1, 2020

CALL TO ORDER

PRESENT

ABSENT

OTHERS IN ATTENDANCE

PUBLIC COMMENT

CONSENT AGENDA

Minutes

Personnel Report

Lower, Bradley J. – Trades Technician – Facilities – April 1, 2020

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

Gray, Thomas L. Malekan, Alexander H.

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:

Avery, Alice J. Fletcher, Michael L. Jensen, Joel E.
Avery, Eric S. Green, Benjamin O. Price, Patricia L.
Borremans, Anthony T. Harris, Dave S. Reeves, Thomas G.
Dennis, Matthew R.

Temporary Part -Time Career Service: OPS

Clegg, LeThuy T. McBride, Collin T. Snider, Gregory M.
Gonzalez Maysonet, Keila E. Pearce, Victoria R.

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

Cunningham, Janice E. Mateo, Ruby D. Numa, Armele C.
Fertig, Norma C. Middleton, Auzje AE Sinflorant, Randall
Johnson, Shinique N. Mothersill, Orlando I.

Notification of engagement in outside employment or extra college activities:

Dick, Sage L.
Mills, Dejuan
Wells, Rory R.

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

Jacola, Rhonda S. – Cafeteria Services Specialist – Conference Services – March 20, 2020

Resignations:

Ciepiela, Cory S. – Programmer Analyst I – Information Technology – March 6, 2020
Delgado Guitierrez, Israel J. – Head Coach – Women’s Volleyball – Athletics – February 28, 2020
Harrison, Alicia M. – Student Services Specialist – Citrus – June 30, 2020
Helsel, Jennifer R. – Faculty – Associate Degree Nursing – Health Sciences – February 28, 2020
Mize, Andrea N. – Head Coach - Women’s Basketball – Athletics – April 30, 2020

Terminations:

None this reporting period.

Separation from the College due to end of temporary appointment:

None this reporting period.

Separation from the College due to end of grant funding:

None this reporting period.

Separation from the College due to Leave of Absence:

None this reporting period.

Separation from the College due to Elimination of Position:

None this reporting period.

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

None this reporting period.

Instructional:

Advancement in Rank – Effective with New 2020-2021 Academic Contract:

Bosley, Andrew L. – Faculty – Math – Instructor to Assistant Professor
 Dees, James B. – Faculty – Visual & Performing Arts - Instructor to Assistant Professor
 Mazur, Jennifer A. – Faculty – Communications – Assistant Professor to Associate Professor
 Adams, Wendy M. – Faculty - Humanities & Social Sciences – Associate Professor to Professor
 Lanzilla, David J. – Faculty – Business & Technology - Associate Professor to Professor
 McDonough, Catherine A. – Faculty – Health Sciences - Associate Professor to Professor
 Wilson, Karla B. – Faculty – Humanities & Social Sciences – Associate Professor to Professor
 Kielty, Lori S. – Faculty - Business & Technology – Professor to Senior Professor
 Satterfield, Sarah W. – Faculty - Visual & Performing Arts - Professor to Senior Professor

Recommended for Continuing Contract - Faculty – Instructors:

Faculty	Division	Department
Delgado-Oakwood, Virginia	Instructional	Business & Technology
Maltais, Lynn M.	Instructional	Health Sciences
McCammon, Julee W.	Instructional	Humanities & Social Sciences
Osborne, Amy E.	Instructional	Business & Technology
Penegor, Clare Marie	Instructional	Health Sciences

Recommended for Annual Contract for 2020-2021 Academic Year

2nd year	2nd year continued	3rd year
Douglas, Tavis L.		Broaderick, Travis Scott
Maurer, Sonya		Fugate, Michael
McRae, Karen B.		King, Barbara Goetz
Rolland, Roberta A.		Maddex, Matthew C.
		Mills, (Hammond) Kelli
		Pasquale, Denise Hurd
		Quigley, Mellisa
		Sciotto, Frances-Ann
		Tolbert, Melissa R.

		Toro-Clarke, Jose A.
		Wagner, Kathryn
4th year	5th year	6th year extension
Amesbury, Elaine	Bufka, Lori A.	Parkin, Warren S.
Bledsoe, John M.	Cote, Zackery S.	
Chamales, Pamela A.	Duncan, Jennifer L.	
Davis, Mark T.	Martineau, Tammy J.	
Downs, Kathleen R.	Mathew, Abraham	
Longtin, Jason P.	Sims, Amira H.	
Robinson, Renae K.	Tickle, June E.	
Schneiderman, Jon L.	Vang, Judith C.	
Sorrentino Vidal, Lisandra DLC	Wilkerson, Uvonda S.	
Watts, Chelsea A.		
Young, Graham D.		
Zarillo, Lorraine B.		

Recommended for Non-Renewal of Annual Contract:

None this reporting period.

FOR INFORMATION ONLY

These faculty members are on continuing contract and will be returning next academic year 2020-2021 beginning in fall.

Faculty-Instructors:

Abbruzzi, Steven J.	Haisten, Judy M.	Robbins, Kathleen M.
Abshier, Nancy W.	Hardgrove, Connie S.	Roberts, Thanease G.
Adams, Wendy M.	Hoesterey, Jane F.	Rosen, Lee H.
Ajlani, Husam I.	Hooker, Patricia W.	Sampson, Eric A.
Alling, Melissa F.	Jenkins, Andrew C.	Sands, Mae S.
Anderson, Barbara J.	Kielty, Lori S.	Satterfield, Sarah W.
Anene, Nnamdi J.	Kim, Kyoung-Tae	Schenk, Steve C.
Ash, John D.	Kirk, Richard F.	Scheppers, Jean M.
Becker, Deborah L.	Kisvarsanyi, Erika G.	Smith, Caroline W.
Bernhardt, Jana J.	Knierim, Christine A.	Smith, Eliza I.
Blakeman, Carol A.	Lanzilla, David J.	Smith, Richard S.
Bosley, Andrew L.	Lu, Min	Stancil, Karen I.
Bradshaw, Susan	MacKenzie, Stephen H.	Taylor, Mark A.
Brown, Kirby A.	Manley, James M.	Thompson, Andrew A.
Burton, Debra K.	Manley, Leann H.	Thompson, Jay A.
Capps, Kenneth B.	Marino, Robert M.	Warner, Eric D.
Class, James	Martin, Angela T .	Weeks, Pamela M.
Clutter, Tyrus R.	Martin, Julio L.	Wirt, Michele B.
Cooper, Ron L.	Mayne, Dewith	Witkovich, Lori A.
Cooper, Sandra J.	Mazur, Jennifer A.	Wright, Russell W.
Currie, Brandy R.	McCauley, Jean M.	Yates, Evan I.
Davis, Sandra D.	McDonough, Catherine A.	Zacke, Jerelyn S.
Dees, James B.	McGinnes, Rodney S.	
Dewlen, Hope L.	Meier, James E.	

Dosh, Shannon D. Millen, James W.
 Douglass, Sara Moody, Cynthia M.
 Downer, Judith V. Nicely, Pete D.
 Freeman, Bertha L. Pidherney, Marsha S.
 Gesner, David E. Riley, Darrell G.

Librarians:

Minnerly, Elizabeth

The Board was asked to approve the disposal of 39 items of surplus property valued at \$61,262.39 in accordance with applicable state law, State Board of Education rules, and Board policy.

The Board was asked to ratify approval of nine (9) Health Care Affiliation & Internship Agreements and gives authorization to the Board Chair to sign the agreements on behalf of the College of Central Florida.

The President signed seventeen (17) standard International Independent Contractor Agreements as authorized by the District Board of Trustees. The agreements provide representational marketing for recruiting international students to the college. Copies of the agreements are on file in the office of the Vice President, Administration and Finance.

Upon a motion by Rusty Branson, seconded by Bill Edgar 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.

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

Student and Mandatory Fees 2020-2021

Upon discussion, the Chair accepted the policy for first reading and authorized advertisement of the required public hearing.

Dr. Henningsen gave an operational update on COVID-19. The college priorities have been focused on safety and keeping operations open using Commissioner Corcoran’s principles of compassion and grace. The state is still under Executive Order 52 and under a state of emergency. This order is scheduled to sunset on July 8. Executive Order 91 “Safer At Home” has been extended until further notice. The college has remained open during this time. Faculty and staff have used creative solutions to take the 36% usual online class rate to 95% during this time and are continuing to work on creative solutions for skills-based courses. Graduation was held virtually this year with good reviews. Currently, summer enrollment is flat. The team launched calling campaigns to reach students who completed applications but never registered as well as enrolled students to register for summer and fall. The marketing department continues its campaign with billboards, social media and digital advertising to engage students. Enrollment for fall is being weighed against a decision by K-12 and the college as to delivery of courses. The current challenge is getting course offerings back to normal and phasing in employees. Dr. Vernon Lawter leads a task force working on reopening recommendations to mirror the Governor’s phased-in approach, currently at Phase 1. The majority of staff have continued to work on campus as-needed including public safety, facilities, finance and student services.

**Property
Donations/Dispositions**

**Health Care Affiliation &
Internship Agreements**

**Agreement for Services of
International Independent
Contractors**

**Approval of Consent
Agenda**

OTHER BUSINESS

FIRST READING

**Students and Mandatory
Fees 2020-2021**

**FOR INFORMATION
ONLY**

**COVID-19 Operational
Update**

Dr. Henningsen paused for trustee questions.

Mr. Branson asked if the college would be able to gauge the quality of education being delivered remotely. Dr. Henningsen advised our E-learning team is using metrics including survey feedback to measure the results which have so far been positive.

Dr. Henningsen addressed employee concerns about returning to work with the limitations on childcare. The summer term is being offered remotely with the exception of welding which is being taught with social distancing. Employees will continue working remotely through June with a phase-in beginning after the July 4th holiday. Fall term continues to be a challenge with faculty to get all classes online. The college has hired an additional instructional designer to assist and is offering faculty professional development over the summer for online instruction.

Dr. Henningsen paused again for trustee questions.

Mr. Branson asked whether any staff or students at the college had tested positive for COVID-19. Dr. Henningsen advised we had one staff member diagnosed after they were already working remotely.

Mr. Branson asked if the college will initiate policies or procedures requiring faculty, staff and students to disclose if they have traveled. Dr. Henningsen advised the college is looking into policies that would allow specific questions. Details of this plan are being worked out in June and will be shared with board. Some precautions being put in place are printed signs for every door on campus as well as communications to students, faculty and staff.

Mrs. Brancato asked if the task force was looking at options for continuing online learning throughout end of year. Dr. Henningsen advised the college is working to determine what is best for our tri-county area but that it is likely the majority of fall will be online. Further, the college continues to identify classes that cannot occur online and how to best serve those students.

Mr. Branson asked about the monthly financial reports for February, March, and April. Dr. Henningsen advised he would send those electronically after the meeting.

The next meeting will be held *Wednesday, June 25, 2020*, at 3 p.m. by operator-assisted conference call.

There being no further business to come before the Board, Chair Brancato declared the meeting adjourned at 9:33 a.m.

Joyce Brancato, Chair

James D. Henningsen, Secretary

**BOARD CHAIR/
TRUSTEE COMMENTS**

Next Board Meeting

ADJOURNMENT

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Personnel Actions

INITIATOR: Jennifer Klepfer
Director – Human Resources

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

DATE: June 17, 2020

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 24, 2020 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:

Breder, Suzanne L. – Instructional Designer – E-Learning – June 1, 2020

Grants and Contracts – Fund 2:

None this reporting period.

Auxiliaries – Fund 3:

None this reporting period.

Reorganizations:

None this reporting period.

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

None this reporting period.

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:

Chang, David S.
Hughes, Kyle L.

Leon-Sanchez, Jordan
Letson, Rebecca G.

Morin, Robert P.

Temporary Part -Time Career Service: OPS

None this reporting period.

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

None this reporting period.

Notification of engagement in outside employment or extra college activities:

None this reporting period.

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

Morelock, Glenna M. – Faculty – Wellness – June 30, 2020

Morelock, Tommy C. – Director – Facilities & Plant Operations – June 30, 2020

Resignations:

Kitchen, Shonah H. – Accounting Specialist III – Financial Operations – May 27, 2020

Terminations:

None this reporting period.

Separation from the College due to end of temporary appointment:

None this reporting period.

Separation from the College due to end of grant funding:

None this reporting period.

Separation from the College due to Leave of Absence:

None this reporting period.

Separation from the College due to Elimination of Position:

None this reporting period.

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

Avila, Debora L. – Financial Aid Specialist II – Financial Aid
Camp, Amanda L. – Financial Aid Specialist II – Financial Aid
Gillette, Rebecca F. – Financial Aid Specialist II – Financial Aid
Johnson, Cherrie L. – Financial Aid Specialist II – Financial Aid
Roark, Janet S. – Financial Aid Specialist II – Financial Aid

2020-2021 Appointment Roster – Administrative Personnel:

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

COLLEGE OF CENTRAL FLORIDA

3

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Property Donations/Dispositions

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

DATE: June 17, 2020

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: 16

Total

\$21,744.06

School Tag #	Description	Dept. Respon.	Acquired Date	Disposal Code	Disposal Date	Acquired Price
0000009127	COMPUTER, LAPTOP THINKPAD T60	CS	05/16/2007	PBA		1,991.21
0000009144	COMPUTER, LAPTOP THINKPAD T60	CS	05/16/2007	PBA		1,991.21
0000009146	COMPUTER, LAPTOP THINKPAD T60	CS	05/16/2007	PBA		1,991.21
0000009783	COMPUTER, LAPTOP THINKPAD T500	CS	10/15/2008	PBA		1,560.69
0000009795	COMPUTER, LAPTOP THINKPAD T500	CS	10/15/2008	PBA		1,560.69
0000010112	COMPUTER, LAPTOP THINKPAD R500	BT	09/02/2009	PBA		1,079.00
0000010113	COMPUTER, LAPTOP THINKPAD R500	BT	09/02/2009	PBA		1,079.00
0000010381	APC SMART-UPS 1500	CS	06/30/2010	PBA		997.40
0000010766	CDR DENTAL SENSOR DIGITAL, SCHICK	DENT	06/30/2012	PBA		6,516.00
0000054921	COMPUTER, APPLE IPAD2, BLACK TRIM	CS	11/30/2011	PBA		499.99
0000055030	PROJECTOR, EPSON 95	CS	08/01/2012	PBA		566.00
0000055063	COMPUTER, THINKPAD X131E	CS	02/25/2013	PBA		316.99
0000055076	COMPUTER, APPLE IPAD2, BLACK TRIM	CS	02/25/2013	PBA		394.85
0000055094	COMPUTER, APPLE IPAD2, BLACK TRIM	CS	03/13/2013	PBA		359.99
0000055095	COMPUTER, APPLE IPAD2, BLACK TRIM	CS	03/13/2013	PBA		359.99
0000055132	COMPUTER, THINKPAD X140E	BT	06/04/2014	PBA		479.84
=====						
16 Records for a Total						21,744.06

COLLEGE OF CENTRAL FLORIDA

4

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Agreement between University of North Florida and the College of Central Florida – Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

The Corporate College of the College of Central Florida would like to renew the partnership with the University of North Florida that allows Corporate College to continue to offer business related courses in conjunction with the Florida Small Business Development Center.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the renewal agreement between the University of North Florida and the College of Central Florida and authorize the Board Chair to sign the agreement.

Dept SBDC
Index _____

Contract No. _____
Requisition No. _____

SERVICES AGREEMENT

This Services Agreement is made by and between THE UNIVERSITY OF NORTH FLORIDA BOARD OF TRUSTEES, a public body corporate of the State of Florida ("UNF") whose notice address is 1 UNF Drive, Jacksonville, Florida 32224, and the District Board of Trustees of College of Central Florida, whose notice address is: 3001 S.W. College Road, Ocala, FL 34474 "CONTRACTOR").

In consideration of good and valuable consideration, UNF and CONTRACTOR agree:

1. DESCRIPTION OF SERVICES: CONTRACTOR will provide to UNF the following described services ("Services"): Partnership between the District Board of Trustees of College of Central Florida and the Florida Small Business Development Center (FSBDC) to offer business related classes during the Summer, Fall and Spring terms, extending from July 1, 2020 - June 30, 2021.

2. TERM: This Agreement commences on 07/01/20 and will expire on 6/30/21.

3. COMPENSATION: UNF agrees to pay CONTRACTOR (check applicable):

_____ Total in the amount of \$ _____;

_____ At a rate of \$ _____ per hour; total not to exceed \$ _____.

Total above includes any associated travel expenses _____ yes X no. If "no" CONTRACTOR'S travel expenses shall be reimbursed separately (as per F.S.112.061) _____ yes X no. If "yes" travel costs estimated at \$ _____.

X Other, explain:
"See attached for course information."

UNF will pay CONTRACTOR following CONTRACTOR's timely and full completion of the Services. UNF will make no advance payments, deposit, or partial payment, it being understood that full completion of the Services in accordance with the terms set forth in this Agreement is a condition precedent to CONTRACTOR's right to be paid.

4. IRS WITHHOLDING: CONTRACTOR must have a valid Social Security Number (SSN) or individual taxpayer identification number (TIN) prior to the processing of any payment hereunder. As a condition to UNF's payment obligation hereunder, CONTRACTOR will provide an IRS form W-9 or W-8, as applicable. Payment to a non-resident alien independent contractor is subject to IRS and INS regulations and may be subject to income tax withholding at 30%, unless exemptions apply.

5. STATUS OF THE PARTIES: With respect to the Services, CONTRACTOR is an independent contractor and not an employee of UNF for any purpose including, but not limited to, the application of Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code. CONTRACTOR is not an agent, representative or joint venture partner of UNF. CONTRACTOR cannot enter into any contract or commitment on behalf of UNF and has no power to obligate or bind UNF or the State of Florida in any manner whatsoever. Neither UNF nor the State of Florida is liable for any debts or other liabilities whatsoever of CONTRACTOR. CONTRACTOR has exclusive control over the means, methods and details of fulfilling the Services, except for the time and length of the scheduled performance.

6. TERM: This Agreement will commence and expire as of the dates set forth above unless sooner terminated in accordance with the provisions herein. Upon the effective date of any termination or the expiration of this Agreement, CONTRACTOR will immediately discontinue all Services under this Agreement, unless UNF expressly consents to a continuation of Services. Upon termination, CONTRACTOR will return all copies of UNF data, records, equipment, supplies, or other materials or property belonging to UNF. This Agreement does not relate to real estate.

7. WARRANTIES: CONTRACTOR warrants and represents to UNF that it has the experience and abilities necessary to perform all required services with a high standard of quality and that: (i) the Services will conform in all material respects with the specifications set forth in this Agreement; and (ii) the Services will be provided to UNF on a best efforts basis in a timely and professional and workmanlike manner.

8. OBLIGATIONS: CONTRACTOR will exercise good judgment and reasonable care in performing its obligations under this Agreement. CONTRACTOR will comply with the provisions of all applicable Executive, federal, state, county and local laws, ordinances, regulations and codes (as adopted or amended from time to time) applicable to CONTRACTOR's performance of the Services under this Agreement. CONTRACTOR will be readily accessible to address and resolve any inquiries, concerns or complaints UNF may have about the services to be provided hereunder. CONTRACTOR must direct all of its inquiries about the Services to the UNF representative named and is not entitled to rely upon any oral or written statements that may be offered by any other person. Except for the UNF officer executing this Agreement, no UNF employee is authorized to modify or alter any of the requirements hereof, and only then upon a writing signed by such authorized UNF officer.

9. TERMINATION: Either party may terminate this Agreement if the other party breaches any material term or condition of this Agreement, and fails to cure such breach within twenty (20) days of receiving notice of such breach from the non-breaching party. UNF may terminate if CONTRACTOR is not ready (or cannot reasonably be expected to be ready) to perform the Services as provided in this Agreement. Either party may terminate this Agreement immediately upon written notice if the other party becomes a subject of or party to any legal, quasi-legal, or administrative investigation or proceeding relating to its hiring, employment, or safety practices. UNF may unilaterally cancel this Agreement at any time, without penalty and without prior notice in the event UNF determines that such cancellation is in its best interests for reasons including, but not limited to lack of funding, registrants or available facilities.

10. NOTICES: Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid and return receipts requested. Mail notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement. However, each party may change the address for receipts of notice by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated upon receipt, as evidenced in the return receipt.

11. MISCELLANEOUS: Neither party may assign this Agreement or delegate or subcontract the performance of the Agreement without the prior written consent of the other. This Agreement shall not be amended or modified in any manner except by instrument properly executed by each party. This Agreement is governed by the laws of the State of Florida and any provisions contained in this Agreement in conflict therewith shall be void and of no effect. Any suit, action or proceeding arising in connection with this Agreement shall be brought in Duval County, Florida. The failure of either party to perform any obligation due to delay, illness, catastrophe, war, civil commotion or other event beyond its reasonable control shall be excused, provided that CONTRACTOR shall not be entitled to payment for Services it has not performed regardless of the cause of such event. No delay or failure by either party to exercise or enforce any right or provision of this Agreement will be considered a waiver thereof. If any provision of this Agreement is determined to be invalid or unenforceable, such determination shall not affect, impair or invalidate the remainder of this Agreement. The obligations under this Agreement which by their nature would continue beyond the expiration of the term of this Agreement shall survive termination or expiration of this Agreement. This Agreement contains the entire understanding between the parties with respect to the subject matter of this Agreement. The headings of any sections or paragraphs of this Agreement are for convenience or reference only and are not intended to affect the meaning of this Agreement. This Agreement may be executed in one or more counterparts all of which when taken together shall be considered one and the same agreement. This Agreement may be executed by facsimile. A complete, executed copy of this Agreement shall be enforceable as an original.

12. STATE UNIVERSITY: UNF is a constituent member of the Florida state university system established under the Constitution of Florida administered by The University of North Florida Board of Trustees, a public body corporate. Notwithstanding anything to the contrary contained herein:

(a) Nothing contained in this Agreement shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agencies, agents or public bodies corporate to be sued; or (3) a waiver of sovereign immunity of the State of Florida, its agencies, agents and public bodies corporate beyond the waiver provided in § 768.28, Florida Statutes.

(b) The parties shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement. Any failure to so allow shall constitute grounds for the University's termination of this Agreement. IF THE CONTRACTING PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTING PARTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT UNF'S OFFICE OF THE GENERAL COUNSEL, 904-620-2828, generalcounsel@unf.edu & 1 UNF Dr. 1/2100, Jacksonville, FL 32224. To the extent applicable, (i) the party contracting with UNF will comply with all obligations imposed on contractors set forth in Florida Statutes Section 119.0701(2)(b), relating to public records, and (ii) the parties will be governed by and comply with the protocol established in Florida Statutes Section 119.0701(3) for public records requests.

(c) The party contracting with UNF represents (1) that it has established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion; (2) it has not been placed on the convicted vendor list by the Department of Management Services, State of Florida, and (3) neither it nor any subcontractor or other person, firm or business entity with whom it is engaged in a combined effort to perform this Agreement has hired any person who is an officer or employee of UNF.

(d) If a check in payment of an invoice is not issued within forty (40) days after receipt of a proper invoice and receipt, inspection and approval of the goods and services, the University will pay to the vendor, in addition to the amount of the invoice, an interest penalty at the rate established pursuant to Section 55.03(1), Florida Statutes. Such interest will be calculated on the unpaid balance from the expiration of such 40-day period until such time as the payment is issued to the vendor. Any interest penalty in excess of \$1.00 will be processed within 15 days after issuing the payment unless there are exigent circumstances. The provisions of this paragraph apply only to undisputed amounts for which payment has been authorized. A Vendor Ombudsman has been established who can act as an advocate for vendors who experience problems in obtaining timely payment(s) from UNF. The Vendor Ombudsman in UNF's Inspector General's Office can be contacted at (904) 620-3953.

(e) If, but only if, this Agreement expressly provides for UNF to reimburse CONTRACTOR's travel expenses, CONTRACTOR agrees to submit bills for any such expenses in accordance with Florida Statutes Section 112.061, and CONTRACTOR agrees that any expenses in excess of the amount permitted by law shall be borne by CONTRACTOR.

(f) Obligations of UNF are subject to the availability of funds lawfully appropriated annually for its purposes by the Florida Legislature.

(g) The laws of Florida prohibit the disbursement of funds from grants and aids appropriations pursuant to a contract or grant to any entity for the purpose of lobbying the Florida Legislature or a state entity.

(h) Any provisions in this Agreement in conflict with the laws, statutes and rules of the State of Florida shall be void and of no effect.

13. STATE COLLEGE: CF is a constituent member of the Florida College System established under Florida Statute 1001.60 "Florida College System (2018)" and administered by the District Board of Trustees of College of Central Florida, a public body corporate under Florida Statute 1001.63 (2018). Notwithstanding anything to the contrary contained herein:

a) Nothing contained in this Agreement shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agencies, agents or public bodies corporate to be sued; or (3) a waiver of sovereign immunity of the State of Florida, its agencies, agents and public bodies corporate beyond the waiver provided in § 768.28, Florida Statutes.

(b) The parties shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement. Any failure to so allow shall constitute grounds for the College's termination of this Agreement. IF THE CONTRACTING PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTING PARTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CF'S VICE PRESIDENT OF ADMINISTRATION AND FINANCE'S OFFICE, 352.873.5823, princech@cf.edu & 3001 SW College Road, Ocala, FL 34474. To the extent applicable, (i) the party contracting with CF will comply with all obligations imposed on

contractors set forth in Florida Statutes Section 119.0701(2)(b), relating to public records, and (ii) the parties will be governed by and comply with the protocol established in Florida Statutes Section 119.0701(3) for public records requests.

CONTRACTOR has read, understands and agrees to the Terms and Conditions which follow and accepts this Agreement by signing the Agreement or by commencing performance of the Agreement.

CONTRACTOR:

UNF:

By: _____
Name: Joyce Brancato
Title: Chair, District Board of Trustees of College of Central Florida
Date: _____

By: _____
Name: Shari Shuman
Title: Vice President, Admin & Finance
Date: _____



COLLEGE of
CENTRAL
FLORIDA

Corporate College

February 18, 2020

Lucy Torman

Corporate College, College of Central Florida

3001 S.W. College Road

Ocala, FL 34475-4415

352-873-5855

tormanl@cf.edu

The Small Business Development Center (SBDC)

Mike Chung

3003 S.W. College Road, Enterprise Center, Suite 105

Ocala, FL 34474

Phone: 352-622-8763 Fax: 352-351-1031

mchung-sbdc@unf.edu

This outline describes the partnership between the District Board of Trustees of College of Central Florida and the Small Business Development Center to offer the attached list of business related classes during the Summer, Fall and Spring terms, extending from July 01, 2020 through June 30, 2021.

The Corporate College will:

1. Assist in advertising programs.
2. Provide certificates of completion to participants upon successful completion of course.
3. Coordinate classroom space at the Hampton Center or main CF Ocala Campus.
4. Submit an invoice to the Small Business Development Center on the first day of each class for our portion of 50% as indicated in the attachment.

The Small Business Development Center (SBDC) will:

1. Assist in advertising programs.
2. Register participants and collect payments.
3. Select course offerings.
4. Locate, coordinate with and pay all program instructors.

How To Startup Your Own Business

This workshop gives the aspiring entrepreneur an understanding of realistic tools and resources for business startup: selecting an idea, testing the market, acquiring capital, writing a business plan, turning for help, understanding legal requirements, projecting cash flow. Includes workbook.

Dates	Days	Time	Fee	Instructor	Campus
08/05/20	W	9 am-noon	\$40	Rivera	Ocala
11/04/20	W	9 am-noon	\$40	Rivera	Ocala
02/03/21	W	9 am-noon	\$40	Rivera	Ocala
05/05/21	W	9 am-noon	\$40	Rivera	Ocala

COLLEGE OF CENTRAL FLORIDA

5

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Inverness Christian Academy Inter-institutional Articulation
Cooperative Agreement 2020-2021 – Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and Inverness 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 Inverness 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 Inverness Christian Academy
2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Inverness Christian Academy members – Daniel Riley, School Administrator; Carla Beebe, School Coordinator
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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 Inverness Christian Academy.
- b. The College of Central Florida will provide information to Inverness Christian Academy regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Inverness 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. Inverness 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 Inverness 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 Inverness 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. Inverness 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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 Inverness 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.
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 parents/guardians 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.
 - b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
 - c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
 - d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
 - e. **Course Load** - High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for

summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
- 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
- h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.

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. Inverness 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 Inverness 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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to

the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

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

PERT 123 - Placement for MAC1105, College Algebra

- e. Students 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.
 - f. Permission for participation must be granted by the student's parent or legal guardian.
 - g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
 - h. 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 week following the meeting.
 - i. 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.
 - j. 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 9(9).
 - k. CF has the option to limit dual enrollment participation based on capacity.
5. A delineation of the high school credit earned for the passage of each dual enrollment course

- 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.
- 6. 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.
 - 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.
- 7. 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.
- 8. The registration policies for dual enrollment courses as determined by the postsecondary institution**
- a. Registration for dual enrollment students taking classes on the CF campus will take place after the 0+ credit hour priority registration date each semester. Registration will be conducted through electronic communication between the school counselor or designee and the Dual Enrollment Coordinator at CF.
 - b. Dual enrollment students will follow CF's procedures for drop, withdrawal and petition policies.
 - c. The beginning and ending dates of courses offered during the regular day in the school facilities will coincide with CF calendar. Courses offered after the regular school day or on the college campus will be scheduled on the CF calendar. Courses taught by college faculty will follow the CF academic calendar.
- 9. The responsibilities of Inverness 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**
1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to

private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.

2. Inverness 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.
3. Students and their parents will be informed of college-level course expectations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Inverness Christian Academy. Grades will be securely electronically transmitted by the College of Central Florida to Inverness Christian Academy.
6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
9. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
10. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

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

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.
2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Inverness

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

3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

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

- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
- b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
- c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
- d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by Inverness Christian Academy.
- e. The Inverness 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).
- f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

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

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

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

- 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 Access Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

14. 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, Inverness 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@icf.edu or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2020).

- 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. (2020). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- I. **Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. **No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. **Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. **Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. **Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

Inverness Christian Academy
4222 S. Florida Avenue
Inverness, FL 34450
Email: office@invernesschristian.org

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:

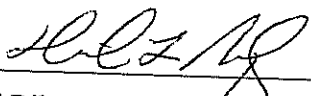
- (a) On the date delivered, if by personal delivery,
- (b) On the date faxed or emailed, if by facsimile or email, and
- (c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, if mailed.

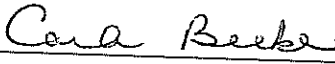
II. Accountability

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 Inverness Christian Academy. This Agreement shall be valid for the 2020-2021 school year.

IN WITNESS WHEREOF, Inverness 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. (2020), Dual Enrollment Articulation Agreements.

Date Joyce Brancato, Chair, District Board of Trustees,
 College of Central Florida

6/4/2020 
Date Daniel Riley, School Administrator, Inverness Christian Academy

6-4-2020 
Date Carla Beebe, School Coordinator, Inverness Christian Academy

COLLEGE OF CENTRAL FLORIDA

6

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Ocala Christian Academy Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and 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
2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Ocala Christian Academy members – Randy Osborne, School Administrator; Ron Carpenter, High School Principal; Stephanie Cumbie, Guidance Counselor; Sharon Loyd, Guidance Counselor
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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.
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 parents/guardians 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.
 - b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
 - c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
 - d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
 - e. **Course Load** – High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term).

High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
 - 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
 - h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.
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. 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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation

may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

PERT 114 - Placement for MAT1033, MGF1 106, MGF1 107 or STA2023
 PERT 123 - Placement for MAC1105, College Algebra

- e. 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.
- f. Permission for participation must be granted by the student's parent or legal guardian.
- g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
- h. 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 week following the meeting.
- i. 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.
- j. 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 9(9).
- k. CF has the option to limit dual enrollment participation based on capacity.

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

- 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.

- 6. 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.
 - 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.

- 7. 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.

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

- 9. The responsibilities of 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**
 1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.

2. 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.
3. Students and their parents will be informed of college-level course expectations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Ocala Christian Academy. Grades will be securely electronically transmitted by the College of Central Florida to Ocala Christian Academy.
6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
9. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
10. STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

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

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.
2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Ocala Christian Academy. Grades will be electronically transmitted securely by CF to the student's high school.

3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

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

- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
- b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
- c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
- d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by Ocala Christian Academy.
- e. The 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).
- f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

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

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

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

- 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 Access Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

14. 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. (2020).

- 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. (2020). This term shall survive the

termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.

- I. **Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. **No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. **Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. **Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. **Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

Ocala Christian Academy
1714 SE 36th Avenue
Ocala, FL 34471
Email: info@ocacrusaders.com

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

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

COLLEGE OF CENTRAL FLORIDA

7

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Village View Christian Academy Inter-institutional Articulation
Cooperative Agreement 2020-2021 – Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and Village View 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 Village View 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 Village View Christian Academy 2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Village View Christian Academy members – Benny C. Allen, Principal
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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 Village View Christian Academy.
- b. The College of Central Florida will provide information to Village View Christian Academy regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Village View 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. Village View 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 Village View 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 Village View 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. Village View 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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 Village View 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.

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 parents/guardians 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.
- b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
- d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
- e. **Course Load** - High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for

summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
 - 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
 - h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.
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. Village View 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 Village View 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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in

curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

PERT 114 - Placement for MAT1033, MGF1106, MGF1107 or STA2023
 PERT 123 - Placement for MAC1105, College Algebra

- e. Students 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.
- f. Permission for participation must be granted by the student's parent or legal guardian.
- g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
- h. 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 week following the meeting.
- i. 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.
- j. 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 9(9).
- k. CF has the option to limit dual enrollment participation based on capacity.

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

- 6. 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.
 - 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.

- 7. 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.

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

- 9. The responsibilities of Village View 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**

1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.
2. Village View 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.
3. Students and their parents will be informed of college-level course expectations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Village View Christian Academy. Grades will be securely electronically transmitted by the College of Central Florida to Village View Christian Academy.
6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
9. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
10. STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

10. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Village View Christian Academy.

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.

2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Village View Christian Academy. Grades will be electronically transmitted securely by CF to the student's high school.
 3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- 11. A funding provision that delineates costs incurred by each entity. Village View Christian Academy should share funding to cover instructional and support costs incurred by the postsecondary institution**
- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
 - b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
 - c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
 - d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by Village View Christian Academy.
 - e. The Village View 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).
 - f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.
- 12. Any institutional responsibilities for student transportation, if provided.**
- a. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.
- 13. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.**
- 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 Access Services. If a student with a disability

enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

14. 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, Village View 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. (2020).

- 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. (2020). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- I. Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

Village View Christian Academy
8585 SE 147th Place
Summerfield, FL 34491
Email: hmclain@villageviewchristianacademy.com

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.

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 Village View Christian Academy. This Agreement shall be valid for the 2020-2021 school year.

IN WITNESS WHEREOF, Village View 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. (2020), Dual Enrollment Articulation Agreements.

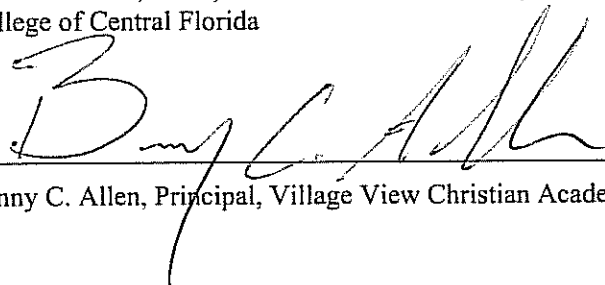
Date

Joyce Brancato, Chair, District Board of Trustees,
College of Central Florida

Date

Benny C. Allen, Principal, Village View Christian Academy

6/4/20



COLLEGE OF CENTRAL FLORIDA

8

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: St. John Lutheran School Inter-institutional Articulation Cooperative Agreement 2020-2021 – Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and St. John Lutheran 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 St. John Lutheran 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 St. John Lutheran High School 2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: St. John Lutheran High School members – David McFalls, School Administrator; Rhonda DeVoe, Director of Academic Advising
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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 St. John Lutheran High School.
- b. The College of Central Florida will provide information to St. John Lutheran High School regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. St. John Lutheran 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. St. John Lutheran 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 St. John Lutheran 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 St. John Lutheran 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. St. John Lutheran 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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 St. John Lutheran 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.
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 parents/guardians 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.
 - b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
 - c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
 - d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
 - e. **Course Load** - High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for

summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
 - 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
 - h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.
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. St. John Lutheran 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 St. John Lutheran 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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in

curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

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

PERT 123 - Placement for MAC1105, College Algebra

- e. Students 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.
- f. Permission for participation must be granted by the student's parent or legal guardian.
- g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
- h. 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 week following the meeting.
- i. 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.
- j. 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 9(9).
- k. CF has the option to limit dual enrollment participation based on capacity.

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

- 6. 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.
 - 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.

- 7. 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.

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

- 9. The responsibilities of St. John Lutheran 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**

1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.
2. St. John Lutheran 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.
3. Students and their parents will be informed of college-level course expectations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by St. John Lutheran High School. Grades will be securely electronically transmitted by the College of Central Florida to St. John Lutheran High School.
6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
9. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
10. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

10. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to St. John Lutheran High School.

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.

2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by St. John Lutheran High School. Grades will be electronically transmitted securely by CF to the student's high school.
3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

11. A funding provision that delineates costs incurred by each entity. St. John Lutheran High School should share funding to cover instructional and support costs incurred by the postsecondary institution

- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
- b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
- c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
- d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by St. John Lutheran High School.
- e. The St. John Lutheran 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).
- f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

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

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

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

- 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 Access Services. If a student with a disability

enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

14. 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, St. John Lutheran 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. (2020).

- 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. (2020). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- I. Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

St. John Lutheran High School
1915 SE Lake Weir Avenue
Ocala, FL 34471
Email: rhonda.devoe@stjohnocala.org

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.

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 St. John Lutheran High School. This Agreement shall be valid for the 2020-2021 school year.

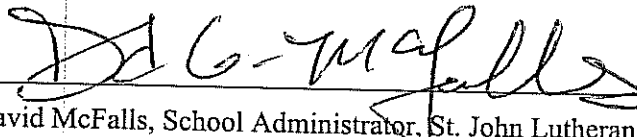
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Date

Joyce Brancato, Chair, District Board of Trustees,
College of Central Florida

6/4/20

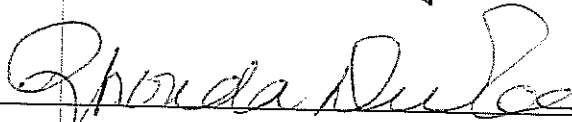
Date



David McFalls, School Administrator, St. John Lutheran High School

06-04-20

Date



Rhonda DeVoe, Director of Academic Advising, St. John Lutheran High School

COLLEGE OF CENTRAL FLORIDA

9

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Seven Rivers Christian School Inter-institutional Articulation
Cooperative Agreement 2020-2021 – Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and 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
2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Seven Rivers Christian School members – Sheila James, Curriculum Specialist/Dual Enrollment Coordinator; Kaylee Nelson, Academic Advisor
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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.
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 parents/guardians 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.
 - b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
 - c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
 - d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
 - e. **Course Load** – High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for

summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
 - 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
 - h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.
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. 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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve

- (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).
- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

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

PERT 123 - Placement for MAC1105, College Algebra

- e. Students 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.
- f. Permission for participation must be granted by the student's parent or legal guardian.
- g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
- h. 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 week following the meeting.
- i. 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.
- j. 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 9(9).
- k. 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.
 - 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 after the 0+ credit hour priority registration date each semester. Registration will be conducted through electronic communication between the school counselor or designee and the Dual Enrollment Coordinator at CF.
 - b. Dual enrollment students will follow CF's procedures for drop, withdrawal and petition policies.
 - c. The beginning and ending dates of courses offered during the regular day in the school facilities will coincide with CF calendar. Courses offered after the regular school day or on the college campus will be scheduled on the CF calendar. Courses taught by college faculty will follow the CF academic calendar.

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

All high school 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

1. The Seven Rivers Christian School shall annually assess the demand for dual enrollment and provide information to CF for assistance in planning classes in the CF scheduling system.
2. The College of Central Florida 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:
 - a. Dual Enrollment faculty shall be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.
 - b. 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.
 - c. The course syllabus must be provided to students and filed with the CF discipline chair 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.
 - d. Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used in course taught on the CF campus. If not identical, they must be approved by the discipline chair at the college.
3. Final examinations must be CF approved by the appropriate discipline chair as a comprehensive assessment of expected learning outcomes. Final exams will be provided to the dual enrollment faculty by the college in a timely manner to ensure availability prior to scheduled administration dates. All scored exams must be returned to the appropriate instructional department at CF or maintained at a CF SACS approved site CF and held on file for a period of one year. The school administrator, 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 the school campus. The College of Central Florida will give preference to those qualified instructors recommended by the school administrator.
4. Faculty selected to teach dual enrollment classes must meet the College of Central Florida's certification requirements and 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. The instructors must meet CF faculty requirements set by the Southern Association of Colleges and Schools (SACS) Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement, 2008 Edition* (section 3.7.1).
5. The College of Central Florida will select and certify the instructors for dual enrollment courses taught at college facilities.
6. Seven Rivers Christian School instructors who teach dual enrollment courses during the regular or extended school day will be evaluated by the school administration using the private school's evaluations instrument. These instructors shall also be observed for

evaluation purposes by a CF administrator, faculty liaison, or a trained school official in accordance with CF faculty evaluation processes. CF will follow the Seven Rivers Christian School guidelines for the performance of employees when evaluating these dual enrollment instructors.

7. All Seven Rivers Christian School employees serving as dual enrollment faculty 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 Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook. Results of CF's observation will be shared with the school administrator.
8. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.
9. As is appropriate for college-level study, course materials/class discussions may reflect topics not typically included in secondary courses which some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.
10. 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.
11. The college shall analyze student performance in dual enrollment course offerings on school and college campuses to ensure that the level of preparation for future success is comparable with non-dual enrollment college students. Analyses and recommendations shall be shared and reviewed with the school administrator.
12. The College of Central Florida and Seven Rivers Christian School 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.
13. **IMPORTANT:** If a high school wants to offer 15 or more credits (i.e., 25% of an Associate Degree program) on their campus, they must submit a request to the Vice President for Academic Affairs at the College of Central Florida at least 6 months in advance to allow sufficient time for college approval and notification to SACS. If a high school wants to offer 30 credits or more (i.e., 50% of an Associate Degree program) on their campus, they must submit a request to CF's Vice President for Academic Affairs at least nine (9) months in advance. If approved by CF officials, the high school and district administration will work with the college to create and submit a "substantive change" to SACS. Approval must be received from SACS before the courses on the high school campus may be advertised or offered.

12. 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

1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.
2. 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.
3. Students and their parents will be informed of college-level course expectations.

4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Seven Rivers Christian School. Grades will be securely electronically transmitted by the College of Central Florida to Seven Rivers Christian School.
6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
9. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
10. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) 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 Seven Rivers Christian School.

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.
2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Seven Rivers Christian School. Grades will be electronically transmitted securely by CF to the student's high school.
3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. If a

student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

14. A funding provision that delineates costs incurred by each entity. Seven Rivers Christian School should share funding to cover instructional and support costs incurred by the postsecondary institution

- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
- b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
- c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
- d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by Seven Rivers Christian School.
- e. The 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).
- f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

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 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 Access Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

17. 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. (2020).

- 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. (2020). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.

- I. **Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. **No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. **Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. **Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. **Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson. The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

Seven Rivers Christian School
4221 W Gulf to Lake Hwy
Lecanto, FL 34461
Email: knelson@sevenrivers.org

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.

II. Accountability

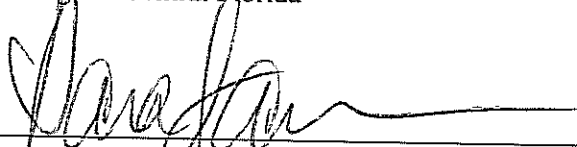
This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the school administrator and the Chair of the District Board of Trustees of the College of Central Florida, but shall be executed before registration for the fall term of the following school year. 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 2020-2021 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. (2020), Dual Enrollment Articulation Agreements.

Date

Joyce Brancato, Chair, District Board of Trustees,
College of Central Florida

6/4/2020



Date

Dana James, Headmaster, Seven Rivers Christian School

6/4/2020



Date

Kaylee Nelson, Dual Enrollment Coordinator, Seven Rivers Christian School

COLLEGE OF CENTRAL FLORIDA

10

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Redeemer Christian School Inter-institutional Articulation
Cooperative Agreement 2020-2021 – Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and Redeemer 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 Redeemer 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 Redeemer Christian School 2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Redeemer Christian School members – Luke Butler, Head of School; Tara Smith, Director of Guidance and Curriculum College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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 Redeemer Christian School.
- b. The College of Central Florida will provide information to Redeemer Christian School regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Redeemer 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. Redeemer 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 Redeemer 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 Redeemer 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. Redeemer 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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 Redeemer 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.

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 parents/guardians 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.
- b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
- d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
- e. **Course Load** – High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for

summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
 - 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
 - h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.
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. Redeemer 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 Redeemer 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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded

by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

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

PERT 123 - Placement for MAC1105, College Algebra

- e. Students 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.
- f. Permission for participation must be granted by the student's parent or legal guardian.
- g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
- h. 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 week following the meeting.
- i. 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.
- j. 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 9(9).
- k. CF has the option to limit dual enrollment participation based on capacity.

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

- 6. 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.
 - 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.

- 7. 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.

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

- 9. The responsibilities of Redeemer 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**

1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.
2. Redeemer 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.
3. Students and their parents will be informed of college-level course expectations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Redeemer Christian School. Grades will be securely electronically transmitted by the College of Central Florida to Redeemer Christian School.
6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
9. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
10. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

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

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.

2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Redeemer Christian School. Grades will be electronically transmitted securely by CF to the student's high school.
 3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- 11. A funding provision that delineates costs incurred by each entity. Redeemer Christian School should share funding to cover instructional and support costs incurred by the postsecondary institution**
- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
 - b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
 - c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
 - d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by Redeemer Christian School.
 - e. The Redeemer 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).
 - f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.
- 12. Any institutional responsibilities for student transportation, if provided.**
- a. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.
- 13. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.**
- 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 Access Services. If a student with a disability

enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

14. 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, Redeemer 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. (2020).

- 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. (2020). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- I. Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

Redeemer Christian School
8585 SW 147th Place
Summerfield, FL 34491
Email: tara.smith@redeemerlions.com

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.

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 Redeemer Christian School. This Agreement shall be valid for the 2020-2021 school year.

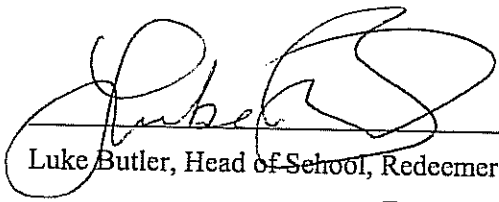
IN WITNESS WHEREOF, Redeemer Christian School and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, Fla. Stat. (2020), Dual Enrollment Articulation Agreements.

Date

Joyce Brancato, Chair, District Board of Trustees,
College of Central Florida

6/4/20

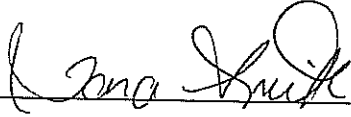
Date



Luke Butler, Head of School, Redeemer Christian School

6/4/20

Date



Tara Smith, Director of Guidance and Curriculum, Redeemer Christian School

COLLEGE OF CENTRAL FLORIDA

11

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: School Board of Marion County Agreement for College of Central Florida's Collegiate High School Program -- Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of the College of Central Florida and the School Board of Marion County. Florida Statutes Section 1007.273, Florida Statutes (2014), requires each Florida College System institution and each School Board to execute a contract to establish one or more collegiate high school programs at a mutually agreed upon location.

RECOMMENDATION/ACTION REQUESTED:

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

**Agreement for College of Central Florida's Collegiate High School Program
at West Port High School**

This Agreement is by and between **The District Board of Trustees of The College of Central Florida** (CF) located at 3001 S.W. College Road, Ocala, 34474 and **The School Board of Marion County, Florida** (SBMC) located at 512 S.E. 3rd Street, Ocala, FL 34471.

The parties agree as follows:

1. CF Collegiate High School Program

1.1. Program Description The CF COLLEGIATE HIGH SCHOOL PROGRAM at SBMC's West Port High School (WPHS) is a subset of existing Early College Program at WPHS. The CF COLLEGIATE HIGH SCHOOL PROGRAM is a Dual Enrollment Program that provides an opportunity for eligible 12th grade students to enroll in college-level courses to obtain dual (high school and college) credits on the WPHS campus. The CF COLLEGIATE HIGH SCHOOL PROGRAM is a cooperative effort between CF and SBMC to provide postsecondary coursework, which enables eligible students to receive a minimum of 30 hours during the fall and spring WPHS terms and Career and Professional Education (CAPE) industry certifications, as defined in CS/CS/SB 850: Education (2019), where appropriate. The CF COLLEGIATE HIGH SCHOOL PROGRAM will be accessible to all eligible students residing within CF's service area, which includes Marion, Citrus, and Levy County.

1.2. Delineation of Courses and Industry Certifications Courses to be provided by CF under this Agreement will be mutually agreed upon by CF and SBMC, 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 not offered at the WPHS site may be taken online or at CF. Students will have the opportunity to earn CAPE industry certifications.

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1.2.2 CF will develop a Student Education Plan (SEP) for each student participating in the CF COLLEGIATE HIGH SCHOOL PROGRAM. The SEP will ask each student to identify an educational objective with which to guide course selection. At a minimum, each SEP 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 SEP must include courses that will meet the general education requirements, as well as any prerequisite requirement for entrance into a select baccalaureate degree program.

1.2.3 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. (2019)

1.2.4 Students will have opportunity to participate in the CF COLLEGIATE HIGH SCHOOL PROGRAM until they: (a) graduate; (b) have successfully earned an associate's degree; or (c) have accrued 67 hours of college credits. The calculation of 67 hours of college credits is inclusive of all college-credit earning coursework.

1.2.5 Students wishing to pursue participation in the CF COLLEGIATE HIGH SCHOOL PROGRAM at WPHS must contact their high school counselor to discuss CF COLLEGIATE HIGH SCHOOL PROGRAM admissions criteria and obtain admissions application information.

1.3 Eligibility Requirements 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 HIGH SCHOOL PROGRAM. Continued eligibility requires that students maintain a 3.0 unweighted high school GPA and the minimum GPA required by CF.

1.3.1 Student Identification and Approval High School counselor will identify those students qualified to participate in Dual Enrollment classes. Qualified students must obtain approval from the high school principal to be eligible for participation in the CF COLLEGIATE HIGH SCHOOL PROGRAM.

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1.3.3.1 Students must achieve a 114 PERT score to qualify for placement in MAT0133, MGF1106, MGF1107 or STA2023.

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1.4.3 Registration Registration for Dual Enrollment student taking classes on the CF campus will take place after the 10+ credit hour priority registration, but before 0+ registration date each semester. Registration will be completed through the school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school guidance counselor will assist the student in their course selection to ensure the course requirements are met for high school graduation. WPHS counselors will submit an electronic spreadsheet showing the student to be registered for the courses offered on their campus. Students attending Dual Enrollment classes held in high school facilities during regular school hours will be subject to the School District attendance regulations. Students attending Dual Enrollment classes held in college facilities during or after school

hours or at high school facilities after regular school hours will be subject to CF attendance policies.

1.4.4 Withdrawal Process CF COLLEGIATE HIGH SCHOOL PROGRAM students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. 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.

1.4.5 Course Load Seniors participating in the CF COLLEGIATE HIGH SCHOOL PROGRAM may take up to 15 credit hours in the fall and spring terms.

1.4.6 Grade Distribution All students enrolled in Dual Enrollment 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 SBMC. Grades will be electronically and securely transmitted by CF to WPHS and the SBMC's office for posting.

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

2.1 References to students throughout this document mean any eligible student enrolled at WPHS from any SBMC, Citrus County, or Levy County public high school.

2.2 CF will provide information to high schools throughout Marion, Citrus and Levy Counties regarding requirements for participation at WPHS and the educational benefits to be derived from the CF COLLEGIATE HIGH SCHOOL PROGRAM.

2.3 The SBMC, Citrus County School Board, Levy County School Board, and high schools throughout each district will utilize published, electronic or other media to notify students and their parent/guardian of the opportunity to participate in the CF COLLEGIATE HIGH SCHOOL PROGRAM. 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 HIGH SCHOOL PROGRAM. Information regarding CF COLLEGIATE HIGH SCHOOL PROGRAM, including the return on investment associated with participation in the program, is provided annually via mailings, magnet fairs, and magnet caravans.

2.4 CF will post applications deadlines and registration dates on its Dual Enrollment web page at least one term in advance.

2.5 CF Admissions & Records staff will coordinate and work with SBMC and WPHS on targeted CF COLLEGIATE HIGH SCHOOL PROGRAM recruiting activities.

3. Delivery Methods for Instruction and Instructors for All Courses

3.1 SBMC or WPHS will supply all instructors for courses taught at the WPHS facility. Each instructor must submit adjunct applications to CF with all required transcripts to be certified by CF. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (including Section 3.7.1) and the policies of CF (including Policy 6.02: Employment Requirement) govern faculty credentialing requirements

3.2 Students in the CF COLLEGIATE HIGH SCHOOL PROGRAM will take lecture courses at WPHS, and will also have access to all lecture, hybrid, and online courses taught at CF.

4. Advising Services and Progress Monitoring

4.1 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.

4.2 CF will provide academic advising services to CF COLLEGIATE HIGH SCHOOL PROGRAM students, monitor their progress and attendance in Dual Enrollment classes, and provide progress and attendance reports to WPHS at the college mid-term and upon completion of the college terms.

4.3 The CF COLLEGIATE HIGH SCHOOL PROGRAM and Dual Enrollment courses meet the curricular expectations and offer the same depth and rigor of non-Dual Enrollment Postsecondary instruction, including those offered on the high school campus.

4.4 Students will be informed during Dual Enrollment 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 are calculated into the student's permanent postsecondary GPA.

5. Program Review and reporting Mechanism (Student Performance Outcomes)

5.1 Each year, CF will perform a grade distribution analysis and share that information with SBMC.

- 5.2 The CF COLLEGIATE HIGH SCHOOL PROGRAM will be reviewed as a part of CF's Service Unit Assessment process for the Early College Program every three years.
- 5.3 CF will select and certify the instructors for Dual Enrollment courses taught at college facilities.
- 5.4 SBMC instructors who teach CF COLLEGIATE HIGH SCHOOL PROGRAM courses during the regular or extended school day will be evaluated by the high school administration using the districtwide evaluation instrument. Those instructors will also be observed for evaluative purposes by CF administrator, faculty liaison, or a trained SBMC official, in accordance with CF's faculty evaluation processes.
- 5.5 CF will follow the SBMC guidelines for the performance of employees when evaluating the Collegiate High School instructors. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least 20 days before the classroom observation; scheduling the observation in advance; providing a copy of the performance assessment to the instructor within 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 content of his/her personnel file. The results of CF's observation(s) will be shared with the SBMC district administrator.
- 5.6 CF COLLEGIATE HIGH SCHOOL PROGRAM courses taught on a high school campus may not be combined with any non-college credit high school course.
- 5.7 Any course, discipline, college, or system-wide learning assessments required by CF in non-CF COLLEGIATE HIGH SCHOOL PROGRAM sections of a course will also be administrated in all Dual Enrollment sections of the course.
- 5.8 CF will analyze student performance in Dual Enrollment courses offered on high school and college campuses to ensure that the level of preparation for future success is comparable with non-Dual Enrollment college students. Analyses and recommendations will be shared and reviewed with the WPHS principal and SBMC administrators.
- 5.9 CF and SBMC will design strategies for collaborative professional development to improve Dual Enrollment counseling and instructional efficacies, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.
- 5.10 Students with unsatisfactory progress reports should be counseled by the WPHS counselor immediately upon receipt of the college reports.

5.11 All students enrolled in Dual Enrollment or CF COLLEGIATE HIGH SCHOOL PROGRAM 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 SBMC MIS/Curriculum offices for posting.

5.12 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 HIGH SCHOOL PROGRAM by any third party, including the student's family.

5.13 If a Dual Enrollment student earns a "D", "F", or "FF" grade in any course during one semester, that student will no longer be eligible to participate in the CF COLLEGIATE HIGH SCHOOL PROGRAM

5.14 The reassignment of students residing in Citrus County and Levy County to WPHS for participation in the CF COLLEGIATE HIGH SCHOOL PROGRAM, as well as any reassignment back to said student's county of residence, will be the responsibility of the participating School Boards and will proceed according to SBMC Policy 5.20 and all other applicable SBMC Policies. CF will have no duty to reassign or place out-of-district students at WPHS, nor will CF have any duty to remove a student from WPHS in the event such student is deemed ineligible for the CF COLLEGIATE HIGH SCHOOL PROGRAM.

6. Funding Arrangement to Implement the CF COLLEGIATE HIGH SCHOOL PROGRAM

6.1 SBMC 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 1007.271, Fla. Stats. (2019). Courses taken during the summer term will not be charged to SBMC. The amount of credit hours will be based upon CF's enrollment records, as the keeper of the student's official college transcript.

6.2 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 SBMC.

6.3 If CF provides a faculty member to teach a Dual Enrollment Course on a high school campus, the high school must cover the cost of that instructor. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.

6.4 Students enrolled in the CF COLLEGIATE HIGH SCHOOL PROGRAM will be exempt from the payment of registration, matriculation, and laboratory fees.

6.5 Required textbooks and other instructional materials, as defined in Section 1006.28, Fla. Stats. (2019) will be funded by SBMC, provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in Section 1004.085, Fla. Stats. (2019), governing the affordability of textbooks.

6.6 SBMC 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).

6.7 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 Disability Services. If a student with a disability enrolls in a Dual Enrollment course offered at a high school facility, the high school will be responsible for determining and providing any necessary accommodations.

6.8 CF will invoice SBMC for costs incurred annually, no later than June 15. SBMC will make payment by check.

6.9 Transportation to attend college-level course offered at any facility other than the high school campus will be the responsibility of the student or the student's parent/guardian. All costs relating to the purchase of parking decals/fees are the responsibility of all Dual Enrollment students.

7. **Accountability** This Agreement will be effective upon execution by SBMC's Board Chair and CF's District Board of Trustees, 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 SBMC's Board Chair. Courses of study and programs will be incorporated into this Agreement before instruction begins. The parties intend that this Agreement be valid for the 2019-2020 school year.

8. **Term** This Agreement will commence on the date last signed by the parties, and will terminate on June 30, 2020, unless terminated earlier or extended by the parties' mutual written agreement.

9. **Amendment** This Agreement may be modified in writing by mutual agreement of both parties, in accordance with governing laws, rules, and procedures. The Agreement may only be amended supplemented, or changed by writing specific reference to this Agreement and which is signed by the parties.

10. **Severability** provisions contained in this Agreement which may be deemed contrary to, prohibited by, or invalid under applicable laws or regulations will be deemed omitted from this Agreement and will not invalidate the remaining provisions thereof.

11. **Governing Laws** The laws of the State of Florida govern all aspects of this Agreement and all transactions contemplated by it without regard to principles of conflicts of laws. Venue for any litigation related to this Agreement will be in Marion County, Florida.
12. **Counterparts** The parties may execute this Agreement in counterparts. Faxed or other electronic imaging will be acceptable in place of originals.
13. **Merger** This Agreement represents the parties' entire understanding with respect to the subject matter hereof, and supersedes all other prior communications, negotiations, or documents by and between the parties.
14. **Compliance with Laws** Each party will comply with all applicable federal and state laws, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.
15. **Inspector General Audits** The parties will comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.
16. **No Waiver of Sovereign Immunity** This Agreement does not waive sovereign immunity by any agency or political subdivision to which sovereign immunity may apply, or of any rights or limits of liability existing under § 768.28, Fla. Stats. (2019). This terms survives the termination of all performance or obligations under this Agreement and is fully binding until any applicable statute of limitations bars any proceeding brought under this Agreement.

17. **Public records**

17.1 IF CF HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CF'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF RECORD AT: PUBLIC RELATIONS AND COMMUNICATIONS OFFICER: KEVIN CHRISTIAN, APR, CPRC, AT (352) 671-7555, PUBLIC.RELATIONS@MARION.K.12.FL.US, OR IN PERSON AT 420-A SE ALVAREZ AVENUE, OCALA FLORIDA 34471.

17.2 IF SBMC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SBMC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF RECORD AT: GENERAL COUNSEL: ROBERT BATSEL, AT (352) 329-0593, rbatsel@ocalalaw.com, OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34474.

18. **Non-Discrimination** Neither party will subject any person to discrimination because of age, race, color, disability, pregnancy, gender, marital status, political or religious beliefs, national or ethnic origin, or veteran status, in the performance of the parties respective duties, responsibilities, and obligations under this Agreement.

IN WITNESS WHEREOF, The School Board of Marion County, Florida and the District Board of Trustees of the College of Central Florida have adopted this Agreement and caused it to be executed by their respective Chairs, in accordance with Section 1007.273, Fla. Stats. (2019), governing collegiate high school programs.

DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA

Date Joyce Brancato Chair, District Board of Trustees

THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

Date Kelly King, Board Chair

COLLEGE OF CENTRAL FLORIDA

12

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: School Board of Levy County Agreement for College of Central Florida's Collegiate High School Program -- Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of the College of Central Florida and the School Board of Levy County. Florida Statutes Section 1007.273, Florida Statutes (2014), requires each Florida College System institution and each School Board to execute a contract to establish one or more collegiate high school programs at a mutually agreed upon location.

RECOMMENDATION/ACTION REQUESTED:

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

MAR 10 2020

**Agreement for College of Central Florida's Collegiate High School Program
at West Port High School**

This Agreement is by and between **The District Board of Trustees of The College of Central Florida (CF)** located at 3001 S.W. College Road, Ocala, 34474 and **The Levy County School Board (LCSB)** located at 480 Marshburn Dr, Bronson, FL 32621.

The parties agree as follows:

1. CF Collegiate High School Program

1.1. Program Description The CF COLLEGIATE HIGH SCHOOL PROGRAM at LCSB's West Port High School (WPHS) is a subset of existing Early College Program at WPHS. The CF COLLEGIATE HIGH SCHOOL PROGRAM is a Dual Enrollment Program that provides an opportunity for eligible 12th grade students to enroll in college-level courses to obtain dual (high school and college) credits on the WPHS campus. The CF COLLEGIATE HIGH SCHOOL PROGRAM is a cooperative effort between CF and LCSB to provide postsecondary coursework, which enables eligible students to receive a minimum of 30 hours during the fall and spring WPHS terms and Career and Professional Education (CAPE) industry certifications, as defined in CS/CS/SB 850: Education (2019), where appropriate. The CF COLLEGIATE HIGH SCHOOL PROGRAM will be accessible to all eligible students residing within CF's service area, which includes Marion, Citrus, and Levy County.

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1.4.1 Application Process Students interested in the CF COLLEGIATE HIGH SCHOOL PROGRAM must meet the Dual Enrollment eligibility requirements set forth by the CF and LCSB Articulation Agreement. Students and parent/guardian should contact the WPHS Early College Coordinator and apply for a district magnet approval. Once approved to attend the WPHS magnet, 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 HIGH SCHOOL PROGRAM. 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 (ACT, SAT, or PERT). All documentation must be received by CF's Dual Enrollment Coordinator by the posted application deadlines. After all documents are received and processed by CF's Dual Enrollment Coordinator, students will receive an email stating they have been admitted to the CF COLLEGIATE HIGH SCHOOL PROGRAM. 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.

1.4.2 Orientation After a student is fully admitted, the student will receive an email with instructions to view the online Dual Enrollment orientation on the CF portal. The student orientation is required to register for Dual Enrollment courses and requires each student to pass a quiz at the end of the orientation. After submitting a passing score, the student will select a registration session time and day.

1.4.3 Registration Registration for Dual Enrollment student taking classes on the CF campus will take place after the 10+ credit hour priority registration, but before 0+ registration date each semester. Registration will be completed through the school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school guidance counselor will assist the student in their course selection to ensure the course requirements are met for high school graduation. WPHS counselors will submit an electronic spreadsheet showing the student to be registered for the courses offered on their campus. Students attending Dual Enrollment classes held in high school facilities during regular school hours will be subject to the School District attendance regulations. Students attending Dual Enrollment classes held in college facilities during or after school

hours or at high school facilities after regular school hours will be subject to CF attendance policies.

1.4.4 Withdrawal Process CF COLLEGIATE HIGH SCHOOL PROGRAM students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. 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.

1.4.5 Course Load Seniors participating in the CF COLLEGIATE HIGH SCHOOL PROGRAM may take up to 15 credit hours in the fall and spring terms.

1.4.6 Grade Distribution All students enrolled in Dual Enrollment 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 LCSB. Grades will be electronically and securely transmitted by CF to WPHS and the LCSB's office for posting.

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

2.1 References to students throughout this document mean any eligible student enrolled at WPHS from any Marion County, Citrus County, or Levy County public high school.

2.2 CF will provide information to high schools throughout Marion, Citrus and Levy Counties regarding requirements for participation at WPHS and the educational benefits to be derived from the CF COLLEGIATE HIGH SCHOOL PROGRAM.

2.3 The School Board of Marion County, Citrus County School Board, Levy County School Board, and high schools throughout each district will utilize published, electronic or other media to notify students and their parent/guardian of the opportunity to participate in the CF COLLEGIATE HIGH SCHOOL PROGRAM. 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 HIGH SCHOOL PROGRAM. Information regarding CF COLLEGIATE HIGH SCHOOL PROGRAM, including the return on investment associated with participation in the program, is provided annually via mailings, magnet fairs, and magnet caravans.

2.4 CF will post applications deadlines and registration dates on its Dual Enrollment web page at least one term in advance.

2.5 CF Admissions & Records staff will coordinate and work with LCSB and WPHS on targeted CF COLLEGIATE HIGH SCHOOL PROGRAM recruiting activities.

3. Delivery Methods for Instruction and Instructors for All Courses

3.1 LCSB or WPHS will supply all instructors for courses taught at the WPHS facility. Each instructor must submit adjunct applications to CF with all required transcripts to be certified by CF. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (including Section 3.7.1) and the policies of CF (including Policy 6.02: Employment Requirement) govern faculty credentialing requirements

3.2 Students in the CF COLLEGIATE HIGH SCHOOL PROGRAM will take lecture courses at WPHS, and will also have access to all lecture, hybrid, and online courses taught at CF.

4. Advising Services and Progress Monitoring

4.1 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.

4.2 CF will provide academic advising services to CF COLLEGIATE HIGH SCHOOL PROGRAM students, monitor their progress and attendance in Dual Enrollment classes, and provide progress and attendance reports to WPHS at the college mid-term and upon completion of the college terms.

4.3 The CF COLLEGIATE HIGH SCHOOL PROGRAM and Dual Enrollment courses meet the curricular expectations and offer the same depth and rigor of non-Dual Enrollment Postsecondary instruction, including those offered on the high school campus.

4.4 Students will be informed during Dual Enrollment 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 are calculated into the student's permanent postsecondary GPA.

5. Program Review and reporting Mechanism (Student Performance Outcomes)

5.1 Each year, CF will perform a grade distribution analysis and share that information with LCSB.

5.2 The CF COLLEGIATE HIGH SCHOOL PROGRAM will be reviewed as a part of CF's Service Unit Assessment process for the Early College Program every three years.

- 5.3 CF will select and certify the instructors for Dual Enrollment courses taught at college facilities.
- 5.4 LCSB instructors who teach CF COLLEGIATE HIGH SCHOOL PROGRAM courses during the regular or extended school day will be evaluated by the high school administration using the districtwide evaluation instrument. Those instructors will also be observed for evaluative purposes by CF administrator, faculty liaison, or a trained LCSB official, in accordance with CF's faculty evaluation processes.
- 5.5 CF will follow the LCSB guidelines for the performance of employees when evaluating the Collegiate High School instructors. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least 20 days before the classroom observation; scheduling the observation in advance; providing a copy of the performance assessment to the instructor within 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 content of his/her personnel file. The results of CF's observation(s) will be shared with the LCSB district administrator.
- 5.6 CF COLLEGIATE HIGH SCHOOL PROGRAM courses taught on a high school campus may not be combined with any non-college credit high school course.
- 5.7 Any course, discipline, college, or system-wide learning assessments required by CF in non-CF COLLEGIATE HIGH SCHOOL PROGRAM sections of a course will also be administrated in all Dual Enrollment sections of the course.
- 5.8 CF will analyze student performance in Dual Enrollment courses offered on high school and college campuses to ensure that the level of preparation for future success is comparable with non-Dual Enrollment college students. Analyses and recommendations will be shared and reviewed with the WPHS principal and LCSB administrators.
- 5.9 CF and LCSB will design strategies for collaborative professional development to improve Dual Enrollment counseling and instructional efficacies, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.
- 5.10 Students with unsatisfactory progress reports should be counseled by the WPHS counselor immediately upon receipt of the college reports.
- 5.11 All students enrolled in Dual Enrollment or CF COLLEGIATE HIGH SCHOOL PROGRAM 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 LCSB MIS/Curriculum offices for posting.

5.12 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 HIGH SCHOOL PROGRAM by any third party, including the student's family.

5.13 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 the CF COLLEGIATE HIGH SCHOOL PROGRAM

5.14 The reassignment of students residing in Citrus County and Levy County to WPHS for participation in the CF COLLEGIATE HIGH SCHOOL PROGRAM, as well as any reassignment back to said student's county of residence, will be the responsibility of the participating School Boards and will proceed according to governing School Board policy. CF will have no duty to reassign or place out-of-district students at WPHS, nor will CF have any duty to remove a student from WPHS in the event such student is deemed ineligible for the CF COLLEGIATE HIGH SCHOOL PROGRAM.

6. Funding Arrangement to Implement the CF COLLEGIATE HIGH SCHOOL PROGRAM

6.1 LCSB 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 1007.271, Fla. Stats. (2019). Courses taken during the summer term will not be charged to LCSB. The amount of credit hours will be based upon CF's enrollment records, as the keeper of the student's official college transcript.

6.2 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 LCSB.

6.3 If CF provides a faculty member to teach a Dual Enrollment Course on a high school campus, the high school must cover the cost of that instructor. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.

6.4 Students enrolled in the CF COLLEGIATE HIGH SCHOOL PROGRAM will be exempt from the payment of registration, matriculation, and laboratory fees.

6.5 Required textbooks and other instructional materials, as defined in Section 1006.28, Fla. Stats. (2019) will be funded by LCSB, provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in Section 1004.085, Fla. Stats. (2019), governing the affordability of textbooks.

6.6 LCSB 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).

6.7 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 Disability Services. If a student with a disability enrolls in a Dual Enrollment course offered at a high school facility, the high school will be responsible for determining and providing any necessary accommodations.

6.8 CF will invoice LCSB for costs incurred annually, no later than June 15. LCSB will make payment by check.

6.9 Transportation to attend college-level course offered at any facility other than the high school campus will be the responsibility of the student or the student's parent/guardian. All costs relating to the purchase of parking decals/fees are the responsibility of all Dual Enrollment students.

7. **Accountability** This Agreement will be effective upon execution by LCSB's Board Chair and CF's District Board of Trustees, 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 LCSB's Board Chair. Courses of study and programs will be incorporated into this Agreement before instruction begins. The parties intend that this Agreement be valid for the 2019-2020 school year.
8. **Term** This Agreement will commence on the date last signed by the parties, and will terminate on June 30, 2020, unless terminated earlier or extended by the parties' mutual written agreement.
9. **Amendment** This Agreement may be modified in writing by mutual agreement of both parties, in accordance with governing laws, rules, and procedures. The Agreement may only be amended supplemented, or changed by writing specific reference to this Agreement and which is signed by the parties.
10. **Severability** provisions contained in this Agreement which may be deemed contrary to, prohibited by, or invalid under applicable laws or regulations will be deemed omitted from this Agreement and will not invalidate the remaining provisions thereof.
11. **Governing Laws** The laws of the State of Florida govern all aspects of this Agreement and all transactions contemplated by it without regard to principles of conflicts of laws. Venue for any litigation related to this Agreement will be in Marion County, Florida.
12. **Counterparts** The parties may execute this Agreement in counterparts. Faxed or other electronic imaging will be acceptable in place of originals.

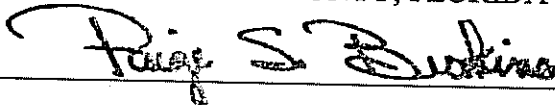
13. **Merger** This Agreement represents the parties' entire understanding with respect to the subject matter hereof, and supersedes all other prior communications, negotiations, or documents by and between the parties.
14. **Compliance with Laws** Each party will comply with all applicable federal and state laws, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.
15. **Inspector General Audits** The parties will comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.
16. **No Waiver of Sovereign Immunity** This Agreement does not waive sovereign immunity by any agency or political subdivision to which sovereign immunity may apply, or of any rights or limits of liability existing under § 768.28, Fla. Stats. (2019). This terms survives the termination of all performance or obligations under this Agreement and is fully binding until any applicable statute of limitations bars any proceeding brought under this Agreement.
- 17. Public records**
- 17.1 IF CF HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CF'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF RECORD AT: PUBLIC RELATIONS AND COMMUNICATIONS OFFICER: JOHN LOTT, ASSISTANT SUPERINTENDENT OF SCHOOLS, AT (352) 486-5231, john.lott@levv.org OR IN PERSON AT 480 MARSHBURN DRIVE, BRONSON, FLORIDA 32621.**
- 17.2 IF LCSB HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO LCSB'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF RECORD AT: GENERAL COUNSEL: ROBERT BATSEL, AT (352) 329-0593, rbatsel@ocalalaw.com, OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34474.**
18. **Non-Discrimination** Neither party will subject any person to discrimination because of age, race, color, disability, pregnancy, gender, marital status, political or religious beliefs, national or ethnic origin, or veteran status, in the performance of the parties respective duties, responsibilities, and obligations under this Agreement.

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 Chairs, in accordance with Section 1007.273, Fla. Stats. (2019), governing collegiate high school programs.

DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA

Date Joyce Brancato Chair, District Board of Trustees

THE SCHOOL BOARD OF LEVY COUNTY, FLORIDA



Date Paige Brookins, Board Chair, The School Board of Levy County, Florida

BOARD APPROVED

MAR 10 2020

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Marion County School Board Articulation Agreement for Internships
– Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This is a renewal Agreement between the District Board of Trustees of College of Central Florida and the School Board of Marion County. This agreement addresses the use of articulated mechanisms for students in certain programs of study to gain real-world training and initiatives to enhance Career Pathways, Remediation and Teacher Preparation efforts at the post-secondary school level in Marion County Public Schools.

RECOMMENDATION/ACTION REQUESTED:

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

**RENEWAL AGREEMENT
BETWEEN
THE SCHOOL BOARD OF MARION COUNTY, FLORIDA
AND
THE DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA**

This Renewal Agreement is by and between the **District Board of Trustees of the College of Central Florida**, (“CONTRACTOR”) located at 3001 SW College Road, Ocala, FL 34471 and **The School Board of Marion County, Florida** (“SCHOOL BOARD”), located at 512 SE Third Street, Ocala, Florida 34471.

In accordance with the Agreement for Goods and Services dated July 15, 2019, (“Original Agreement”) the parties wish to renew the Original Agreement as follows:

1. Pursuant to Section 27, of the Original Agreement, the parties hereby exercise the option to renew the Original Agreement for the first of three (3) one (1) year renewal options. The renewal period will begin July 1, 2020, and terminate at the end of the business day on June 30, 2021.

2. In all other respects, the Original Agreement between the parties will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Renewal Agreement as of the date set forth below.

THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

BY: _____
Eric Cummings, Board Chair

BY: _____
Heidi Maier, Ed.D., Superintendent

DATE: _____

DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA

BY: _____

DATE: _____

STUDENT INTERNSHIP PROGRAM AGREEMENT

THIS AGREEMENT, made and entered into by and between the District Board of Trustees of the College of Central Florida whose address is 3001 SW College Road, Ocala, Florida 34471, (hereinafter referred to as “College/University”), and **THE SCHOOL BOARD OF MARION COUNTY, FLORIDA**, whose address is 512 SE Third Street, Ocala, Florida 34471, (hereinafter referred to as “School Board”).

WITNESSETH:

WHEREAS, the School Board is committed to promoting growth in those who teach and to ever improving the quality of teaching, the School Board recognizes that with this commitment comes the responsibility of training teachers new to the field;

WHEREAS, all teachers’ first obligation is to their students, teachers also have a professional responsibility to enhance the craft of teaching itself. To that end, the School Board will work in partnership with educational programs approved by the Florida Department of Education to provide student teaching and other clinical experiences as outlined in this Agreement;

WHEREAS, the School Board and College/University desire that the public interest be served by ensuring a continuing source of competent instructors;

WHEREAS, the College/University desires that its students (hereinafter referred to as “Student Interns”) obtain instructional experience at public schools of the School Board; and

WHEREAS, the School Board is offering to provide the necessary staff and facilities for said instructional experience in recognition of the need to train the Student Interns, under the terms and conditions outlined in this Agreement.

IT IS, THEREFORE, agreed by and between the parties that:

A. SCHOOL BOARD RIGHTS AND RESPONSIBILITIES

1. **Program.** The School Board will determine the work location and assignment of Student Interns in collaboration with the College/University. The School Board will not place any Student Intern applicants for final Student Internship in a school in which applicant has a relative who is an employee or a student. Student Intern applicants must have passed the General Knowledge test before assignment.

(a) Student Intern applications for final Student Internship must be submitted to the School Board by the appropriate College/University representative according to the following timeline:

(i) Fall semester Student Intern applications must be received no later than the last Monday of October of each calendar year.

(ii) Spring semester Student Intern applications must be received no later than the last Monday of March of each calendar year.

2. **Cooperating Teachers.** The School Board shall assign only employees (hereinafter referred to as "Cooperating Teachers") who have appropriate certifications or licenses, experience, and have met other statutory requirements which meet applicable School Board standards of accreditation to supervise Student Interns. Cooperating Teachers will not receive compensation for serving in such capacity, but College/University may provide them with an honorarium or a tuition waiver. Colleges/Universities must send honorariums to the location identified below:

The School Board of Marion County, Fla

Attn: Accounts Payable

PO Box 670

512 SE 3rd Street

Ocala, FL 34471

- (a) Student Interns will be under the direct supervision of the Supervising Instructor while on School Board property.
- (b) Cooperating Teachers shall be available for scheduled and unscheduled conferences at reasonable times with Student Interns or College/University Staff.
- (c) Cooperating Teachers will timely evaluate the performance of the assigned Student Intern and send the completed evaluation forms to the College/University with a frequency determined by the College/University.
- (d) The School Board will select partnership schools, based on the needs of the Student Interns, to meet the objectives of the Student Internship Program.

3. **Care and Safety.** In consideration of the School Board's responsibility for the care and safety of its students, the School Board may remove from or refuse access to its facilities to any Student Intern or College/University staff member, who does not continuously meet the School Board's professional requirements or the requirements of any appropriate authority controlling and directing School Board facilities and services. In the event of any inappropriate actions by a Student Intern or College/University staff member, School Board staff will notify the College/University so that the College/University may take appropriate action. In the event of a threat to student safety, which will be determined by the School Board in its sole discretion, the School Board will take immediate action and verbally notify the College/University as soon thereafter as is practicable.

4. **Facilities.** The School Board agrees to make the following facilities available to Student Interns and College/University staff to provide experience for Student Interns.

- (a) Access to classrooms designated for the Student Internship Program;
- (b) Cafeteria facilities, if available, while on assignment at the School Board. The Student Interns shall bear the costs of meals at such facilities.
- (c) The School Board library facilities used by School Board staff members.
- (d) Vehicular parking at School Board's facilities.

B. **COLLEGE/UNIVERSITY RESPONSIBILITIES.**

5. **Student Interns Assessment.** The College/University will inform School Board staff of College/University criteria for Student Intern assessment.

6. **Student Interns Information.** The College/University will provide, or cause to be provided, to the School Board at least ten (10) days before the placement, a written list of the following information as it pertains to each Student Intern placed within the School Board.

- (a) Name
- (b) Permanent residence address
- (c) Phone number
- (d) Such other information as the School Board may reasonably require in accordance with its policies, procedures, and regional standards of the education profession.
- (e) The College/University shall inform School Board staff as to the extent of the academic preparation of the Student Interns for assignment of the Student Interns to the appropriate level of clinical experience.
- (f) Proof of background screening
- (g) Copy of signed "Unpaid Student Internship Agreement" from each Student Intern entering the Internship Program (see sample form attached as Exhibit A).

7. **Implementation of Program.** The College/University staff is responsible for the coordination and implementation of the Student Internship Program. The College/University maintains its responsibility for the instruction and supervision of the Student Interns assigned to the School Board for clinical experience:

- (a) The instruction will be pertinent to the clinical objectives outlined in the course syllabus. The College/University staff will not provide on-site clinical supervision of its Student Interns.
- (b) A copy of the clinical objectives will be submitted to the School Board by the College/University clinical coordinator before execution of this Agreement. The College/University clinical coordinator will function in cooperation with the College/University staff assigned responsibility for instruction.
- (c) The College/University will provide the School Board with a copy of the appropriate evaluation form.
- (d) The College/University will assume responsibility for the clinical experience and grades of the Student Interns.
- (e) The College/University shall arrange meetings with appropriate School Board staff to review and evaluate the progress of the Student Interns, as needed, consistent with School Board staff's availability.
- (f) The College/University agrees that the Student Interns and College/University staff assume personal responsibility for their own medical care and hospitalization.

8. **Videotaping / Recording.** The district recognizes that some institutions require their students to photograph and/or videotape the delivery of a lesson. The student observer or student intern must abide by the district's confidentiality policy procedures. Student observers or student interns may not use any form of photography, videography, or any other personally identifying recording methods without district approval and written consent of a student's parent or guardian.

Steps for Permission:

1. The institution must be state approved by the Florida Department of Education.
2. Provide Marion County Public Schools with a consent form for legal approval.
3. Once approved, the cooperating teacher will provide the consent form to applicable classes/students to be signed by the parent(s)/guardian(s).
4. The signed forms will then be submitted to the MCPS Teaching and Learning Department.
5. The MCPS Teaching and Learning Department will notify the cooperating teacher, observer/intern, school administrator(s) and institution contact upon approval.

9. **Student Intern Orientation.** The College/University will require its Student Interns and College/University staff to attend Student Intern orientation(s) scheduled to acquaint the Student Interns and College/University staff with the School Board's rules and regulations and the Florida Department of Education's Code of Ethics and Principles of Professional conduct and the College/University will hold them responsible for same.

10. **Background Screening.** The College/University shall require that each Student Intern and College/University staff member assigned to this Student Internship Program be fingerprinted in accordance with the State of Florida's Jessica Lunsford Act. College/University shall require that all individuals in the Student Internship Program submit to a Level 2 FDLE background check and FBI screening, including fingerprinting, at the sole cost of the Student Intern or College/University. All Student Interns and College/University staff must register as a visitor before entering School Board property and properly display their School District badges.

11. **Insurance.** The College/University agrees, at its option, to either purchase a Professional Liability Insurance Policy with limits no less than \$1,000,000 per occurrence or maintain a self-funded Professional Liability Insurance program with limits no less than \$1,000,000 for liability resulting from professional services performed by or on behalf of the College/University, College/University staff, or Student Interns. School Board "shall notify the Student Intern electronically or in writing of the availability of educator liability insurance under s. 1012.75," pursuant to FLA. STAT. § 1012.39(3).

The College/University agrees to provide Worker's Compensation Insurance coverage in the event their employees (e.g., Program faculty) are injured performing their duties at the site.

12. **Annual Program Performance Evaluation.** Annually, each College/University staff assigned to the Student Internship Program will meet with School Board representatives to coordinate the progress of the course of instruction and to determine its effectiveness.

13. **Compliance with Federal and State Laws.** The College/University understands and agrees that it is subject to all federal and state laws and School Board rules relating to the confidentiality of student information. The College/University further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA"). The College/University shall regard all student information as confidential and will not disclose the student information to any third party.

C. **MUTUAL RESPONSIBILITIES.**

14. **Instructional Schedule.** The instruction schedule and Student Internship sites will be planned in collaboration between the parties. The School Board will have final authority for work location and assignment of Student Interns. The instructional schedule must be finalized at least thirty (30) days before the beginning of such schedule unless otherwise agreed to by the parties' designees.

15. **Regulations.** The parties shall acquaint the Student Interns with the policies, standards, rules, and regulations of the School Board.

16. **Instruction and Supervision.** The parties will direct the instruction and supervision of the Student Interns according to the respective course description or syllabus.

17. **Periodic Assessment.** The parties will make periodic assessment of Student Interns' progress as required herein.

18. **Administration of Agreement.** The parties agree to periodically review and discuss the operation of this Agreement to ensure that each party's objectives are being satisfied. The parties shall confer as otherwise necessary to the administration of this Agreement.

19. **Teaching Experience.** The parties expressly intend that, while performing Student Internship duties, no Student Intern or College/University staff, agent, servant, contractor, or employee be deemed an agent, servant, contractor, or employee of the School Board for purposes of compensation, fringe benefits, workers' compensation, minimum wage laws, income tax withholding, social security or any other purpose, because of their participation in the educational program, Student Interns are placed with the School Board to receive teaching experience as part of their academic curriculum. Those duties performed by Student Interns are not performed as an employee, but in fulfillment of academic requirements and are performed under supervision. At no time shall Student Interns replace or substitute for an employee of the School Board.

D. **MISCELLANEOUS PROVISIONS.**

20. **No Compensation.** All services rendered by Student Interns under this Agreement for the School Board employees and students will be uncompensated and will be deemed to be given in consideration for instruction and partnership schools. Neither Student Interns nor College/University staff will be considered to be agents or employees of the School Board.

21. **Student Interns Activities.** It is understood by the College/University and the School

Board, that the Student Interns will not be replacing regular School Board employees, and that the School Board is not to immediately benefit from the Student Intern's activities.

22. **No Employment Promise.** All parties agree that the Student Interns will receive no promise of employment from the School Board upon completion of the training.

23. **Non-Eligible Students.** At the discretion of the School Board or College/University, any Student Interns unacceptable to either the College/University or School Board for reasons of health, performance, or other reasonable and legally permissible cause, will be withdrawn from the Student Internship Program.

24. **Compliance with Policies & Procedures.** The College/University agrees to comply with all existing policies and procedures of the School Board in the planning and documentation of the partnership schools, and the College/University further agrees to comply with all existing policies and procedures of the School Board related to the specific areas of training in the Student Internship Program. The College/University acknowledges that it is aware of the relevant policies in effect as of the date of this Agreement. If these policies and procedures are changed, School Board agrees to notify the College/University to disseminate and make College/University aware of such changes so that the College/University will be able to disseminate the information to the Student Interns and College/University staff.

25. **Evaluation of Programs.** Both parties will cooperate in planning, implementing and evaluating the Student Internship Program.

26. **Two-Year Guarantee.** Hiring and retaining high-quality teachers is vital to the educational growth of our Marion County Public Schools students. To this end, the partnership between Marion County Public Schools and the initial teacher preparation programs from which our newest teachers graduate provides a powerful bridge of support. Student observers and student interns have the unique opportunity to observe and practice the tools and skills they are acquiring through their institution's program. There is no substitute, however, for the experience of being a first-year teacher responsible for all elements of the learning environment and instructional delivery. This transition can prove to be challenging, and some teachers may find themselves in need of intensive support.

- (a) As specified in Florida State Statute 1004.04(04)(d), teachers in their first two years of employment immediately following their preparation program completion who have earned a rating of Progressing or Unsatisfactory through the district evaluation system are to receive additional training from their initial teacher preparation program. This support is referred to as the Two-Year Guarantee in State Board Rule 6A-5.066(1)(ee) and (5)(d).
- (b) Marion County Public Schools will host an informational meeting in the spring and summer to address both internship procedures as well as the Two-Year Guarantee support process.
- (c) All schools with whom Marion County Public Schools maintains an internship articulation agreement are expected, as a required component of the articulation

agreement, to participate in an informational meeting. This participation is necessary to maintain effective communication and implementation of procedures as well as offer feedback for continuing program improvement.

27. **Term & Termination.** The term of this Agreement will commence upon the signing date of the executed agreement, and continue through the end of the 2019 – 2020 school year. Upon mutual written consent of the parties, this Agreement may be renewed for three (3) additional one (1) year periods. Either party may terminate this Agreement by giving ninety (90) days written notice (Certified Mail, Return Receipt Requested) to the other party. This Agreement will remain in full force and effect until terminated by either party in accordance with this Agreement.

28. **Non-Discrimination.** The parties agree that no person will be subjected to discrimination because of age, race, color, disability, pregnancy, gender, marital status, national origin, or religion, in the performance of the parties' respective duties, responsibilities and obligations under this Agreement

29. **Public Records.**

(a) **IF COLLEGE/UNIVERSITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO COLLEGE/UNIVERSITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: PUBLIC RELATIONS AND COMMUNICATION OFFICER: KEVIN CHRISTIAN, APR, CPRC, AT (352) 671-7555, PUBLIC.RELATIONS@MARION.K12.FL.US OR IN PERSON AT 420-A SE ALVAREZ AVENUE, OCALA, FLORIDA 34471.**

(b) **IF SCHOOL BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SCHOOL BOARD'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT THE OFFICE OF THE VICE PRESIDENT OF ADMINISTRATION AND FINANCE: F. JOSEPH MAZUR III, MS-CIS, CPA AT 352-873-5823, MAZURF@CF.EDU OR IN PERSON AT FOUNDERS HALL 107, 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34471:**

30. **Entire Understanding.** This Agreement represents the parties' entire understanding and agreement concerning the subject matter hereof and supersedes any and all other written or oral communications or negotiations by and between the parties.

31. **Confidentiality.** For the purposes of this Agreement, "Confidential Information" means all information disclosed by School Board to Student Intern or College/University, which is in a tangible form and labeled "confidential" (or with a similar legend) or which a reasonable person would understand to be confidential given the nature of the information and circumstances of disclosure. At all times, College/University shall protect the School Board's Confidential Information from unauthorized use, access or disclosure.

32. **Governing Laws.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Florida. Venue for any litigation related to this Agreement will be in Marion County, State of Florida.

33. **Amendments.** The provisions of this Agreement may only be amended, supplemented, waived or changed in writing with specific reference to this Agreement which is signed by both parties.

34. **Notices.** All notices, requests, consents and other communications required or permitted under this Agreement must be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

AS TO COLLEGE/UNIVERSITY:

F. Joseph Mazur III
College of Central Florida
3001 SW College Rd.
Building 1, Room 107
Ocala, FL 34474
E-Mail: mazurf@cf.edu
Fax: _____

AS TO SCHOOL BOARD:

Kyra Schafte
Teaching and Learning Department
Marion County Public Schools
Email:Kyra.Schafte@marion.k12.fl.us
Fax Number: (352)236-0519

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

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

35. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed an original, all of which together will constitute one legal instrument.

36. **Survival.** All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, will survive the execution and delivery of this Agreement and the consummation of services contemplated by it.

37. **Remedies.** No remedy conferred upon any party is intended to be exclusive of any other remedy. No single or partial exercise by any party of any right, power or remedy under this Agreement will preclude any other or further exercise thereof.

38. **Severability.** Provisions contained in this Agreement which may be determined contrary to, prohibited by or invalid under law will be deemed omitted from this Agreement and will not invalidate the remaining provisions.

39. **Waiver.** Failure to assert any rights or remedies available to a party under this Agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise, will not be deemed a waiver of any other right or remedy available to either party under this Agreement.

40. **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party will be entitled to assert a claim against any of the parties based upon this Agreement. Nothing in this Agreement is to be construed as consent by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement.

41. **No Waiver of Sovereign Immunity.** Nothing in this Agreement is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under § 768.28, Fla. Stats. (2017). This section will survive the termination of all performance or obligations under this Agreement and will be fully binding until any applicable statute of limitations bars any proceeding brought on account of this Agreement.

42. **Compliance with Laws.** Each party must comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities, and obligations under this Agreement.

43. **Attorney's Fees.** If any legal action is brought for the enforcement of this Agreement, the prevailing party will be entitled to recover reasonable attorney's fees and costs, in addition to such other relief the party may lawfully be entitled.

44. **Enforcement.** The terms and provisions of this Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties, their respective legal representatives, heirs, estates, successors and permitted assigns.

45. **Transportation of Student.** College/University acknowledges that this Agreement strictly prohibits Student Interns and College/University staff from providing transportation in any form to any student of the Marion County School System without prior written permission of School Board.

46. **Independent Contractor.** Neither the Student Intern nor the College/University employees will be considered to be agents or employees of the School Board.

47. **Legal Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party concerning all provisions contained in this Agreement.

IN WITNESS WHEREOF; the parties have executed this Agreement as of the date set forth below.

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

Heidi Maier
Superintendent

15 July 2019
Date

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

College of Central Florida
(COLLEGE/UNIVERSITY)

Russell Branson
(Authorized Signature)

Russell Branson, Board Chair
(Title)

June 26, 2019
(Date)

EXHIBIT A

SAMPLE UNPAID STUDENT INTERNSHIP AGREEMENT

This is an agreement between _____ (“Student Intern”), and The School Board of Marion County, Florida (“School Board”). The purpose of this Educational Internship Program (“EIP”) is for Student Intern to learn about School Board’s business and to gain valuable insight and experience.

The term of this Student Internship begins on _____ and ends _____.

A. CONDITIONS OF THE AGREEMENT:

1. The Student Internship is related to an educational purpose, and there is no guarantee or expectation that the activity will result in employment with the School Board.
2. The education received by the Student Intern from the EIP is for the express benefit of the Student Intern.
3. The Student Intern does not replace or displace any employee of the School Board.
4. The Student Intern will receive direct and close supervision by an appropriate School Board supervisor.
5. The School Board does not derive an immediate advantage from the activities performed by the Student Intern.
6. The Student Intern is not entitled to wages or any compensation or benefits for the time spent in the EIP.
7. School Board is not liable for injury sustained or health conditions that may arise for the unpaid Student Intern during the course of the EIP.

B. THE STUDENT INTERN SPECIFICALLY AGREES TO AND ACKNOWLEDGES THE FOLLOWING:

1. This EIP is educational in nature, and there is no guarantee or expectation that the Student Internship will result in employment.
2. School Board may at any time in its sole discretion, terminate the Student Internship without notice or cause.
3. Student Intern will maintain a regular EIP schedule determined by the Student Intern and their supervisor.
4. Student Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
5. Student Intern will obey the policies, rules, and regulations of the School Board site and comply with the School Board’s business practices and procedures.

6. Student Intern will furnish his/her supervisor with all necessary information about the Student Intern's unpaid Student Internship, including related assignments and reports.
7. Under no circumstances will Student Intern leave the EIP without first conferring with Student Intern's supervisor.
8. Transportation to and from the EIP site is the responsibility of the Student Intern.
9. While Student Intern is on School Board property, he/she is not considered an agent of the School Board for any purposes, including but not limited to workers' compensation.
10. Student Intern must submit to a Level 2 Background Screening and pre-assignment drug test, and must test drug-free before entering the EIP.
11. Student Intern must complete the School Board's Code of Ethics training Moodle before entering the EIP.
12. Student Intern acknowledges that this Agreement strictly prohibits the Student Intern from providing transportation in any form to any student of the Marion County School System without the prior written permission of the School Board.
13. Student Intern hereby releases the School Board from any liability whatsoever in connection with Student Interns participation in the EIP, and waive liability, discharge, hold harmless, indemnify, and covenant not to sue, School Board or College/University, their administrators, officers, managers, employees, agents, and volunteers from any and all known and unknown claims, and causes of action of every kind, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees, incurred in the conduct of, and as a result of Student Intern's participation in this EIP.

BY SIGNING BELOW, STUDENT INTERN HAS READ THE ABOVE WAIVER OF LIABILITY AND RELEASE PROVISION CAREFULLY AND UNDERSTANDS ITS TERMS. STUDENT INTERN IS AWARE THAT THIS IS A LEGALLY BINDING DOCUMENT AND BY SIGNING IT STUDENT INTERN AGREES TO HOLD HARMLESS AND RELEASE SCHOOL BOARD AND COLLEGE/UNIVERSITY, THEIR ADMINISTRATORS, OFFICERS, MANAGERS, EMPLOYEES, AGENTS, AND VOLUNTEERS FROM ANY AND ALL CLAIMS KNOWN AND UNKNOWN, AND CAUSES OF ACTION OF EVERY KIND ARISING FROM STUDENT INTERN'S PARTICIPATION IN THE EIP. STUDENT INTERN FULLY UNDERSTANDS THAT STUDENT INTERN IS WAIVING LEGAL RIGHTS WHICH STUDENT INTERN'S OR STUDENT INTERN'S HEIRS, NEXT-OF-KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST SCHOOL BOARD FOR STUDENT INTERN'S PARTICIPATION IN THE EIP, AND ENTERS THIS AGREEMENT VOLUNTARILY.

I UNDERSTAND THAT THIS IS AN UNPAID LEARNING EXPERIENCE. THE EIP IS NOT EMPLOYMENT, AND I AM NOT ENTITLED TO

WAGES OR BENEFITS OF ANY KIND FROM SCHOOL BOARD OR COLLEGE/UNIVERSITY. I FURTHER UNDERSTAND THAT THERE IS NO PROMISE OF EMPLOYMENT AT THE COMPLETION OF THE UNPAID STRUCTURED LEARNING EXPERIENCE.

The School Board of Marion County, Florida

By: _____

Student Intern

Title: _____

Date: _____

Date: _____

COLLEGE OF CENTRAL FLORIDA

14

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Trinity Catholic High School Inter-institutional Articulation
Cooperative Agreement 2020-2021 – Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and 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 renewal 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
2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Trinity Catholic High School members – Lou Pereira, School President; Erika Wikstrom, Principal
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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.

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 parents/guardians 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.
- b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
- d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
- e. **Course Load** - High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for

summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
 - 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
 - h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.
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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to

the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

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

PERT 123 - Placement for MAC1105, College Algebra

- e. Students 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.
 - f. Permission for participation must be granted by the student's parent or legal guardian.
 - g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
 - h. 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 week following the meeting.
 - i. 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.
 - j. 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 9(9).
 - k. CF has the option to limit dual enrollment participation based on capacity.
5. A delineation of the high school credit earned for the passage of each dual enrollment course

- 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.

6. 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.
- 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.

7. 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.

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

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

9. The responsibilities of 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

1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to

- private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.
2. 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.
 3. Students and their parents will be informed of college-level course expectations.
 4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
 5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Trinity Catholic High School. Grades will be securely electronically transmitted by the College of Central Florida to Trinity Catholic High School.
 6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
 7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
 8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
 9. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
 10. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

10. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Trinity Catholic High School.

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.
2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Trinity

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

3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

11. A funding provision that delineates costs incurred by each entity. Trinity Catholic High School should share funding to cover instructional and support costs incurred by the postsecondary institution

- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
- b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
- c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
- d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by Trinity Catholic High School.
- e. The 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).
- f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

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

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

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

- 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 Access Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

14. 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. (2020).

- 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. (2020). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- I. Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

Trinity Catholic High School
2600 SW 42nd Street
Ocala, FL 34471
Email: lpereira@tchs.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 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.

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 2020-2021 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. (2020), Dual Enrollment Articulation Agreements.

Date

Joyce Brancato, Chair, District Board of Trustees,
College of Central Florida

6/4/2020

Date

Lou Pereira

Lou Pereira, School President, Trinity Catholic High School

6/18/2020

Date

Erika Wikstrom

Erika Wikstrom, Principal, Trinity Catholic High School

COLLEGE OF CENTRAL FLORIDA

15

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

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

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and the School Board of Levy County to implement the activities associated with the Mid Florida Career Pathway Consortium for the fiscal year starting July 1, 2020 and ending June 30, 2021.

RECOMMENDATION/ACTION REQUESTED:

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

CONTRACT AGREEMENT

Between School Board

THE SCHOOL BOARD OF LEVY COUNTY, FLORIDA
480 Marshburn Drive, Bronson FL 34471

And Contractor

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

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

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

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

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

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

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- c. Provide postage, Fed Ex Express packages and envelopes to mail letters to parents/students regarding Career Pathway credits.
3. **Criteria for Performance:** CONTRACTOR will conduct program activities for the Consortium consistent with the FL DOE approved project proposal.
 4. **Compensation of CONTRACTOR:** The amount of contractual expenses funded through this project agreement is \$1,100. The total amount of \$1,100 originates in Carl D. Perkins Secondary Vocational Grant. The Addendum outlines Scope of Work deliverables for payment.
 5. **Location and Schedule:** The CONTRACTOR agrees that the program activities will be implemented during the 2020-2021 fiscal year, starting July 1, 2020, and ending June 30, 2021.
 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, 2020.
 7. **Entire Understanding:** This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.
 8. **Amendments:** The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only in writing making specific reference to this agreement signed by the part as to whom enforcement of any such amendment, supplement, waiver or modification is sought.
 9. **Enforcement:** All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors and permitted assigns.
 10. **Notices:** All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communications) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

The **SCHOOL BOARD:**

School Board of Levy County, Florida
480 Marshburn Drive
Bronson, FL 32621
352-486-5231 (Telephone)
352-486-5237 (Fax)

The **CONTRACTOR (Fiscal Agent)**

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

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352-873-5836 (Telephone)
352-873-5870 (Fax)

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

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

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

18. Inspection of Records:

Partner members, the Florida Department of Education (FLDOE), the State of Florida Division of Financial Services and the U.S. Department of Education, or their agents, may inspect all records related to this Service Agreement.

19. Record Keeping: "Fiscal Agent" Office for Finance and the Perkins Programmatic Office will maintain both financial and programmatic records related to the Agreement. The Florida Department of Education (FLDOE), the State of Florida Division of Financial Services, the U.S. Department of Education, and the Florida Auditor General, or their agents will have access to such records upon request, subject to the provisions in Section 18: "Inspection of Records" of this agreement. Records will be maintained for five years from the last day of the program.

20. Contingency: Contract Agreement contingent upon receiving 2020-2021 Carl D. Perkins Secondary and Post-Secondary Funding. (Subject to the Provisions in Section 4).

21. Non-Discrimination. The parties agree that no person shall be subjected to discrimination because of age, race, color, handicap, disability, pregnancy, gender, marital status, national origin, religion, in the performance of the parties' respective duties, responsibilities, and obligations under this Agreement.

22. No Waiver of Sovereign Immunity. Nothing herein is intended to waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable, or of any rights or limits of liability existing under § 768.28, Fla. Stat. (2016). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.

23. No Third Party Beneficiaries. Nothing herein shall be construed as consent by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.

SCHOOL BOARD:

SCHOOL BOARD OF LEVY COUNTY, FLORIDA

Paige S. Brookins

Paige Brookins, Chairperson

Date 5/26/20

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

Joyce Brancato, Chair of the District Board of Trustees
College of Central Florida

Date _____

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AGENCY HEAD:
School Board of Levy County, Florida



Jeffery R. Edison, Superintendent Date 5/26/20

AGENCY HEAD:
College of Central Florida

James Henningsen, President Date _____
College of Central Florida

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ADDENDUM

Between

Mid Florida Career Pathway Consortium

Ocala, FL

and

College of Central Florida (Fiscal Agent for Mid Florida Career Pathway Consortium)

Ocala, FL

Scope of Work and Project Deliverables

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

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

ARTICLE #1: SCOPE OF WORK (CONTRACTUAL DUTIES)

EXAMPLE: Contingent upon funding from the FLDOE, the fiscal agent will be required to provide its consortium stakeholders with a minimum of two semiannual reports (12/31/2020 & 6/30/2021) and one annual report (6/30/21) that must include, but not be limited to the following updates information:

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

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

ARTICLE #2: DELIVERABLES (EXPECTATIONS)

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

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

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

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

ARTICLE #4: WORK PLAN

Deliverable	Description	Due Date	Unit Rate/ 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 Presentations for each consortium stakeholder's district location, for students enrolled in a program of study articulated to the College of Central Florida. Assisting in applying for Career Pathway credits and assisting in Career Development Activities.	4/1/2021	\$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.	11/1/2020	\$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.	5/1/2021	\$132.50	Report of students with eligibility credits or clock hours will be submitted with invoice to Mid Florida Consortium Stakeholders by due date.	\$4,240.00	\$1,700.00	\$1,690.00	\$300.00	\$275.00	\$100.00	\$175.00
TOTAL					\$19,300.00	\$7,400.00	\$7,000.00	\$1,000	\$2,300.00	\$500.00	\$1,100.00

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ARTICLE #5: INSPECTION OF RECORDS

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

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

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

ARTICLE #7: REQUIRED REPORTS

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

ARTICLE#8: RECORD KEEPING

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

ARTICLE #9: COST ACCOUNTING

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

ARTICLE #10: NON-EXPENDABLE PROPERTY

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

ARTICLE #11: RETURN OF UNUSED FUNDS

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

ARTICLE #12: COST

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

ARTICLE #13: AUDITS

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

ARTICLE #14: MONITORING PROCESS

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

ARTICLE #15: TERMINATION

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

ARTICLE #16: REFERENCES

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

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COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Master Services Agreement and Statement of Work between EdFinancial Services, LLC and the College of Central Florida - Renewal

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

College administration seek to renew the Master Services Agreement including Cohort Data Management and Tracking Services and Cohort Default Rate Appeal Services with EdFinancial Services, LLC to perform on behalf of the college various services related to the college's participation in the Federal Family Education Loan Program and the federal government's William D. Ford Federal Direct Loan Program. This will assist the college is continued managing of its cohort loan default rates under the federal Higher Education Act of 1965 and corresponding federal Department of Education rules.

The fee is expected to be approximately \$35,000. In accordance with established college procedure, the District Board of Trustees must approve professional service agreements in excess of \$25,000.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Master Services Agreement Renewal and Statements of Work with EdFinancial Services, LLC and authorize the Board Chair to sign.

MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (this "Agreement") is dated as of October 29, 2019 (the "Effective Date") and is entered into by and between THE DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA, with a principal address of 3001 SW College Road, Ocala, Florida 34474 Attn: Maureen Anderson, Dean of Enrollment Management (the "College"), and EDFINANCIAL SERVICES, LLC, a Nevada limited liability company doing business as "Edamerica", with principal offices located at 298 North Seven Oaks Drive, Knoxville, Tennessee 37922, Attn: Wm. Anthony Hollin, President, ("Edamerica").

RECITALS:

WHEREAS, the College is a participant in certain federal student financial assistance programs under Title IV of the federal Higher Education Act of 1965 (as the same has been amended from time to time, the "Act" or the "Higher Education Act"), including the Federal Family Education Loan Program and the federal government's William D. Ford Federal Direct Loan program; and

WHEREAS, the College desires to enter into this Master Services Agreement with Edamerica, pursuant to which Edamerica shall perform on behalf of the College various services related to the College's participation in the aforementioned federal student financial assistance programs, which services shall be described in detail pursuant to Statements of Work to be attached to and made a part of this Agreement from time to time.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the College and Edamerica hereby agree as follows:

1. Services. In exchange for the payment of certain Fees by the College as set forth in each Statement of Work described below, Edamerica will perform for the College those services (the "Services") specified on each Statement of Work that may be attached to this Agreement from time to time upon written agreement of both Edamerica and the College (each a "Statement of Work"). To the extent that any provision of any Statement of Work is inconsistent with one or more provisions of this Agreement, such provision of the Statement of Work shall govern with respect to the subject matter of such Statement of Work.
2. Term. The term of this Agreement shall commence on the Effective Date and shall continue in effect five (5) one-year periods thereafter so long as any Statement of Work is in effect.
3. Fees. The College agrees to pay Edamerica those fees (collectively, the "Fees") identified on each Statement of Work for the services performed by Edamerica pursuant to that Statement of Work. A minimum annual fee of \$12,000 shall be due and payable by the College each year upon renewal, expiration or earlier termination and shall be applied only in the event that the total of Fees (expressly excluding the onetime set-up and training fee) under outstanding SOWs do not total at least \$12,000 for the previous year. Unless provided otherwise in a Statement of Work, all Fees are subject to annual increase equal to the greater of (i) three percent (3%) or (ii) the percentage increase during the prior twelve month period in the Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; all items, not seasonally adjusted, 1982-1984=100 reference base, as reported by the by the U.S. Department of Labor - Bureau of Labor Statistics. Invoices for the Fees shall be rendered by Edamerica after each month end and shall be sent to the address for notices to the College as set forth in this Agreement or as otherwise directed by the College in writing. All amounts payable to Edamerica for Services rendered shall be remitted by check or electronic funds transfer and shall be due and payable within thirty (30) days of the College's receipt of Edamerica's invoice. Past-due amounts owing to Edamerica hereunder shall bear interest at the lesser of the maximum rate permitted by the laws of the State of Tennessee or one percent (1.0%) per month or portion thereof until paid. The College shall report any disputes to Edamerica regarding an invoice for Services hereunder within sixty (60) days of the related invoice date and Edamerica shall research the College's account and respond to the College. If the College does not report any disputes regarding an

invoice for Services within sixty (60) days of the related invoice date, the College is deemed to have accepted the invoice and the amount due and payable therein, and Edamerica shall not be responsible for researching the College's account with respect to such invoice thereafter. If full payment for undisputed charges is not received by Edamerica within sixty (60) days of invoice receipt by the College, such non-payment shall constitute a default hereunder and shall entitle Edamerica at any time thereafter, to notify the College of such default and, if such default is not cured by the College within ten (10) days from the date of such notice, Edamerica, at its option, may immediately terminate this Agreement and no further Services will be performed by Edamerica hereunder.

4. Performance by Edamerica. Edamerica agrees that it will perform the Services in accordance with reasonable industry standards and practices. Notwithstanding anything to the contrary contained herein or in any Statement of Work, the parties acknowledge and agree that nothing contained in this Agreement or in any Statement of Work shall be construed as a guarantee by Edamerica that the College's Cohort Default Rate (as defined under the Act) shall be reduced or otherwise altered as a result of the performance by Edamerica of any of the Services described in any Statement of Work.

5. Third-Party Servicer Provisions. As a third-party servicer under, and in accordance with, 34 C.F.R. § 668.25, Edamerica hereby agrees that it shall:

(a) Comply with all statutory provisions of or applicable to Title IV of the Act, all regulatory provisions prescribed under that statutory authority, and all special arrangements, agreements, limitations, suspensions, and termination entered into under the authority of statutes applicable to Title IV of the Act, including the requirement to use any funds that the servicer administers under any Title IV, Higher Education Act program and any interest or other earnings thereon solely for the purposes specified in and in accordance with that program; and

(b) Refer to the Office of Inspector General of the Department of Education for investigation any information indicating there is reasonable cause to believe that the institution might have engaged in fraud or other criminal misconduct in connection with the institution's administration of any Title IV, Higher Education Act program or an applicant for Title IV, Higher Education Act program assistance might have engaged in fraud or other criminal misconduct in connection with his or her application; and

(c) Be jointly and severally liable with the College to the Secretary of Education for any violation by Edamerica of any statutory provision of or applicable to Title IV of the Act, any regulatory provision prescribed under that statutory authority, and any applicable special arrangement, agreement, or limitation entered into under the authority of statutes applicable to Title IV of the Act;

(d) If Edamerica or the College terminates this Agreement, or if Edamerica stops providing services for the administration of a Title IV, Higher Education Act program, or Edamerica goes out of business, or files a petition under the Bankruptcy Code, Edamerica agrees that it shall return to the College all of the following:

(i) Records in Edamerica's possession pertaining to the College's participation in the program or programs for which services are no longer provided; and

(ii) Funds, including Title IV, Higher Education Act program funds, received from or on behalf of the College or the College's students, for the purposes of the program or programs for which services are no longer provided.

(e) The College acknowledges and agrees that, pursuant to 34 CFR 668.25(e)(1)(i) and (ii)(as the same may be amended from time to time), the College is required to notify the United States Department of Education within ten (10) days of the date that:

- Agreement;
- (i) The College enters into this Agreement or significantly modifies this Agreement;
 - (ii) The College or Edamerica terminates this Agreement; or
 - (iii) Edamerica stops providing services hereunder, goes out of business, or files a petition under the Bankruptcy Code.

The College's notification must include the name and address of Edamerica, as the third-party servicer, as well as a description of the functions or services that Edamerica is providing to the College or is performing on behalf of the College. This notification is to be provided by the College via the Application for Approval to Participate in Federal Student Financial Aid Programs (or E-App) website or via such other process that the United States Department of Education may designate. The College further acknowledges and agrees that, under 34 CFR 668.25(e)(2)(as the same may be amended from time to time), the College shall provide to the United States Department of Education, *upon the Department's request therefor*, a copy of this Agreement, including any modifications to this Agreement and provide information pertaining to this Agreement or other information requested pursuant to such regulation.

6. Indemnification. (a) Edamerica agrees to indemnify, defend, save and hold harmless the College and its directors, affiliates, officers, members, agents, employees, successors and assigns from and against any and all claims, loss, damages, expense, liability or judgment (including reasonable attorneys' fees, costs and settlements) based on, arising out of or relating to Edamerica's acts or omissions with respect to the Services provided under any Statement of Work or Edamerica's breach of the terms of this Agreement. Edamerica shall have the right to participate fully with the College in all administrative and judicial proceedings in connection with any matter with respect to which Edamerica might be liable hereunder, and the College shall not agree to any compromise or settlement with respect thereto without the prior written consent of Edamerica.

(b) The College agrees to indemnify, defend, save and hold harmless Edamerica and its directors, affiliates, officers, members, agents, employees, successors and assigns from and against any and all claims, loss, damages, expense, liability or judgment (including reasonable attorneys' fees, costs and settlements) based on, arising out of or relating to the College's acts or omissions with respect to its obligations and responsibilities under this Agreement or the College's breach of the terms of this Agreement. This indemnification obligation shall include but not be limited to any claims, loss, damages, expense or liability based on, arising out of or relating to the College's access to the Edamerica Systems, as described in Section 6(d) below, including unauthorized disclosure of Confidential Information by or through the College and any damage or harm to Edamerica's Systems that occur by or through the College's access to the Edamerica Systems (including, but not limited to, loss or damage caused by viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs that are introduced to, sent or stored on any of the Edamerica Systems by or through the College's access.) The College shall have the right to participate fully with Edamerica in all administrative and judicial proceedings in connection with any matter with respect to which the College might be liable hereunder, and Edamerica shall not agree to any compromise or settlement with respect thereto without the prior written consent of the College.

(c) In addition to the indemnification obligations set forth in subparagraph (b) above, the College agrees to indemnify, defend, save and hold harmless Edamerica and its directors, affiliates, officers, members, agents, employees, successors and assigns from and against any and all claims, loss, damages, expense, liability or judgment (including reasonable attorneys' fees, costs and settlements) based on, arising out of or relating to alleged lack of express consent by any person who receives a call on his or her cell phone from Edamerica or its dialer as part of any call campaign under any Statement of Work, or any person who receives an email from Edamerica under any Statement of Work, provided that such cell phone number or email address, as applicable, was provided to Edamerica by or on behalf of the College. The College shall have the right to participate fully with Edamerica in all administrative and judicial

proceedings in connection with any matter with respect to which the College might be liable hereunder, and Edamerica shall not agree to any compromise or settlement with respect thereto without the prior written consent of the College, which consent shall not be unreasonably withheld.

(d) The College acknowledges that it will have access to certain portions of Edamerica's systems ("Edamerica Systems") as part of the Services being provided to the College pursuant to Statements of Work. This access is in addition to the sFTP Site access described in Section 7(j) below. The College further acknowledges and agrees that all information to be accessed by the College on the Edamerica Systems will have been provided to Edamerica by the College or other third parties and that Edamerica shall have no liability associated with the content of the information, the accuracy of such information or otherwise. In addition, Edamerica shall have no liability associated with any changes to information or additional information added to the Edamerica Systems by employees or agents of the College (or otherwise through the College's access to the Edamerica Systems), nor shall Edamerica have any liability for actions taken by Edamerica employees in reliance upon changes to information or information added to the Edamerica Systems by the College's employees or agents (or otherwise through the College's access to the Edamerica Systems).

The College agrees to advise its agents, employees and representatives and any other individuals receiving access to the Edamerica Systems by or through the College of the confidential nature of the information contained thereon, and to require any such persons to be bound by obligations of confidentiality and limitation of use sufficient to give effect to this Section 6 and Section 7.

The College further agrees that any information accessed by the College through its employees or other agents shall constitute "Confidential Information" as such term is defined in Section 7 below. In the event of unauthorized access to the Edamerica Systems by or through the College, the College shall immediately notify Edamerica of such unauthorized access and take immediate action to prevent further unauthorized access. The College shall cooperate fully with Edamerica in connection with Edamerica's investigations with respect to such unauthorized access and upon the request of Edamerica, shall provide any notices and information regarding such unauthorized access to appropriate law enforcement agencies and government regulatory authorities, and affected customers as is necessary; provided that the College shall not take any such actions without first notifying Edamerica in advance. Edamerica and the College shall coordinate with one another with respect to all security breach notifications and notifications to law enforcement and any other third parties; provided that the College shall indemnify Edamerica for all costs with respect to same (as set forth in Section 6(b) above).

(e) The parties agree that the provisions of this Paragraph 6 shall survive the expiration or termination of this Agreement.

7. Confidential Information.

(a) Each party to this Agreement (as "Recipient") may have access to and each party (as "Owner") may provide to the other party, information that the Owner regards as confidential or proprietary. "Confidential Information" includes this Agreement, all materials, procedures, documents and any other records developed by either party to this Agreement specifically for use under this Agreement, as well as information of a commercial, proprietary or technical nature and includes the following, whether now in existence or hereafter created:

(i) any information of or about the College's students of any nature whatsoever, all lists of students, former students, applicants and prospective students and all personal or financial information relating to and identified with such persons ("Student Information");

(ii) all information marked "confidential" or similarly marked, or information that the Recipient should, in the exercise of reasonable business judgment, recognize as confidential;

(iii) all business, financial or technical information of the Owner and any of the Owner's vendors (including account numbers, and software licensed from third parties or owned by the Owner or its affiliates) that is not otherwise publicly available;

(iv) all information protected by rights embodied in copyrights, whether registered or unregistered (including all derivative works), patents or pending patent applications, "know how," trade secrets and any other intellectual property rights of the Owner or Owner's licensors;

Notwithstanding the foregoing, "Confidential Information" shall not mean information that Recipient can show is (i) publicly available or otherwise in the public domain through no wrongful act of Recipient, (ii) independently developed by the Recipient without any use of the Confidential Information, or (iii) rightfully furnished to the Recipient from any third party without violation or breach of any confidentiality restriction.

(b) Confidential Information must be held in strictest confidence and disclosed only to those employees or agents whose duties reasonably require access to such information. Recipient must protect the Owner's Confidential Information using at least the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, disclosure or duplication (except as required for backup systems) of such Confidential Information as Recipient uses to protect its own confidential information of a similar nature. Recipient shall establish and maintain data safeguards against the destruction, loss, alteration of or unauthorized access to Owner's Confidential Information in the possession of Recipient.

(c) Edamerica acknowledges that the College must comply with the safeguards for Student Information contained in the Family Educational Rights and Privacy Act ("FERPA") and the regulations promulgated pursuant to FERPA, and Edamerica agrees to comply with the confidentiality provisions of FERPA and the regulations promulgated thereunder. Edamerica represents that it has established data security policies and procedures designed to provide for the following:

- (i) security and confidentiality of Student Information;
- (ii) protection against anticipated threats or hazards to the security or integrity of Student Information;
- (iii) protection against the unauthorized access or use of Student Information;
- (iv) proper disposal of Confidential Information.

In the event of unauthorized access to Confidential Information or non-public personal information of individual students or their parents, Edamerica shall promptly notify the College of such unauthorized access and take appropriate action to prevent further unauthorized access. Edamerica shall cooperate with the College and shall provide any notices and information regarding such unauthorized access to appropriate law enforcement agencies and government regulatory authorities, and affected customers as is reasonably necessary.

(d) In the event that the Recipient or any of its representatives are legally required to disclose any Confidential Information, the Recipient will give the Owner prompt written notice of such request or requirement so that the Owner may seek an appropriate protective order or other remedy and/or waive compliance with the provisions of this Agreement, and the Recipient will reasonably cooperate with the Owner, at the Owner's expense, to obtain such protective order.

(e) Recipient may use the Confidential Information only as necessary for Recipient's performance under or pursuant to rights granted in this Agreement and for no other purpose. The confidentiality obligations set forth in this Agreement shall also govern any exchange of Confidential Information between the Parties related to future business relationships not currently addressed under this Agreement, including but not limited to, correspondence, negotiations and discussions. Recipient's obligations under this Section 7 confidentiality and non-disclosure survive termination or expiration of this Agreement.

(f) The College agrees that Edamerica may store, disclose, and use information obtained by Edamerica under this Agreement to the extent and only in such manner that such storage, disclosure, and use shall be for purposes of performing the obligations of Edamerica under this Agreement or for purposes permitted or required under federal, state, or local statutes, regulations, and requirements applicable to Edamerica.

(g) Upon the termination or expiration of this Agreement and upon the request of Owner, all Confidential Information provided hereunder shall be returned to the Owner by the Recipient or destroyed; provided, however, that Recipient may retain copies of Confidential Information as required for compliance purposes or as mandated by regulation or quality assurance processes.

(h) If disclosure of Confidential Information to third parties is required or allowed under this Agreement, Recipient must ensure that such third parties have express obligations of confidentiality and non-disclosure substantially similar to Recipient's obligations under this Agreement.

(i) If Recipient or any of its representatives or agents breaches the covenants set forth in this Agreement, irreparable injury may result to the Owner or third parties entrusting Confidential Information to the Owner. Therefore, the Owner's remedies at law may be inadequate and the Owner shall be entitled to seek an injunction to restrain any continuing breach. Notwithstanding any limitation on Recipient's liability, the Owner shall further be entitled any other rights and remedies that it may have at law or in equity.

(j) In connection with the exchange of Confidential Information between the parties from time to time during the term of this Agreement, it is anticipated that Edamerica will establish a Secure File Transfer Protocol site (the "sFTP Site") which will be used to establish secure file transfer capabilities between the parties. The sFTP Site, including any information or data on the sFTP Site and any passwords or other identifiers used for authentication which are provided to the College by Edamerica to allow the College to gain access to the sFTP Site, are collectively referred to herein as the "sFTP System". The College agrees as follows with respect to accessing Confidential Information on the sFTP Site:

(i) While this Agreement is in effect, the College may access the sFTP System to upload and/or retrieve files.

(ii) Edamerica may modify the College's authorization for access to the sFTP System in any manner at any time upon notice to the College.

(iii) The College shall not attempt to input any information to the sFTP System other than information which the College is expressly authorized to input.

(iv) Only authorized College employees with the business need for access to the Confidential Information shall be permitted to access the sFTP Site. If an authorized College employee leaves employment with the College, or his or her job duties no longer require that he or she have access to the sFTP Site, the College shall immediately notify Edamerica in writing (which may be by email).

(v) A login and password shall be issued to each authorized College employee with a business need to access the System. Sharing of login and/or password credentials by College employees is expressly prohibited and is a violation of this Agreement.

(vi) Before being provided access to the sFTP Site, the College must provide Edamerica with certain information, including, but not limited to, Source IP Address(es), contact information for individuals accessing the sFTP Site, and a contact within the College's IT Department. The College acknowledges that access to the sFTP Site will only be available from IP addresses that have been provided in advance to Edamerica; IP Address ranges and/or subnets are explicitly excluded.

Unauthorized or Unacceptable uses of the sFTP System shall include, but are not limited to:

(A) Unauthorized attempts to circumvent data/system security and/or uncover security flaws, including the creation and/or running of applications that are designed to identify security loopholes and/or access/decrypt secure data.

(B) Use of accounts, networks, data or sFTP System to violate any federal or state laws or to harass or violate the rights of others.

(C) Using technical or social engineering techniques to forge the identity of a user or a machine in an electronic communication.

(D) Any use of the System that is not expressly authorized in this Agreement.

The College shall not allow any unauthorized use of or access to the sFTP System by or through its employees. Any such unauthorized use or access which is known to the College either during the term of or subsequent to the term of this Agreement shall immediately be communicated to Edamerica.

8. Non-Solicitation. Commencing on the date of this Agreement and continuing for a period of two (2) years after the expiration or termination of this Agreement (which specifically includes any Statement of Work), the College agrees that it shall not directly or indirectly recruit, solicit or hire (or solicit for employment by any other person or entity) any employee who is or has been employed by Edamerica or by any affiliate of Edamerica at any time during the twelve (12) months immediately preceding such solicitation or hiring.

9. Termination; Suspension of Access. (a) Either the College or Edamerica may terminate this Agreement in the event that the other party breaches this Agreement in any material respect; provided, however, that the non-breaching party shall provide thirty (30) days' prior written notice identifying such breach to the breaching party, and the breaching party shall have thirty (30) days from its receipt of such notice to cure such breach.

(b) In the event that the United States Congress or the United States Department of Education or any other federal, state or local governmental authority issues or promulgates any laws, regulations, ordinances or other guidance that would either prohibit Edamerica from performing the Services described in any Statement of Work or materially and adversely affect Edamerica's ability to perform the Services described in any Statement of Work then Edamerica shall have the right to immediately terminate, at its discretion, either the affected Statement of Work or this Agreement by providing written notice to the College.

(c) Either the College or Edamerica may, at its option, terminate this Agreement without penalty immediately upon written notice to the other party, in the event (i) that the other party becomes insolvent or unable to pay its debts when due; (ii) the other party files a petition in bankruptcy,

reorganization or similar proceeding, or, if filed against, such petition is not removed within sixty (60) days after such filing; (iii) the other party discontinues its business; or (iv) a receiver is appointed or there is an assignment for the benefit of such other party's creditors.

(d) The College may immediately terminate this Agreement without penalty upon written notice to Edamerica in the event that the Institute is notified that the United States Department of Education has imposed an emergency, limitation, suspension, or termination action with regard to Edamerica's ability to contract with the Institute to administer any aspect of its participation in the Title IV, Higher Education Act programs or that Edamerica has been debarred, suspended, or voluntarily excluded government-wide from participation in covered transactions.

(e) At its election, Edamerica may suspend the provision of and access to the Services in the event any amount due and payable to Edamerica under this Agreement (which specifically includes any Statement of Work) is not received by Edamerica within thirty (30) days after it was due. The exercise of Edamerica's right to suspend access under this subsection (e) shall in no way impact Edamerica's right to terminate this Agreement in accordance with the terms of subsection (a) above of this Section. Edamerica may also suspend access to the Services immediately upon written notice to the College in the event of a material breach by the College or any of its authorized users of the security provisions of this Agreement which may comprise the integrity of Edamerica's computer systems or networks or the default prevention system until any such issue is fully resolved to Edamerica's satisfaction.

10. Limitation of Liability. EXCEPT FOR ANY DAMAGES ARISING AS A RESULT OF A PARTY'S WILLFUL MISCONDUCT, NEITHER PARTY TO THIS AGREEMENT WILL BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS ARISING OUT OF OR RELATED TO THIS AGREEMENT AND THE SERVICES AND/OR PRODUCTS SUPPLIED UNDER THIS AGREEMENT, EVEN IF THE PARTIES HAVE KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE. In addition, and to the fullest extent permitted by law, the College agrees to limit Edamerica's total liability under this Agreement (whether in tort, negligence, contract, strict liability or otherwise) to the College or any third party to the amount of the total amount of Fees paid by the College during the six (6) months immediately preceding the date on which the claim(s) arose.

11. Force Majeure. If Edamerica anticipates being unable or is rendered unable, wholly or in part, by a force outside the control of such party (including, but not limited to, act of God, legislative enactments, strikes, lock-outs, riots, acts of war, epidemics, fire, communication line or power failure, earthquakes or other disasters) to carry out its obligations under this Agreement, Edamerica shall give the College prompt written notice to that effect. Upon receipt of the written notice, the affected obligations of Edamerica shall be suspended so long as Edamerica is reasonably unable to so perform and Edamerica shall have no liability to the College for the failure to perform any suspended obligation during the period of suspension; provided, however, that if Edamerica's suspension of its obligations hereunder exceed thirty (30) days, then the College may at its option terminate this Agreement. Notwithstanding anything to the contrary contained herein, this clause shall not apply to the obligation of the College to pay Edamerica for services already performed by Edamerica under this Agreement.

12. Notices. All notices, authorizations, and requests in connection with this Agreement shall be deemed given on the day they are (i) deposited in the U.S. mail, postage prepaid, certified or registered, return receipt requested; or (ii) sent by air express courier (e.g., UPS or Federal Express, etc.), charges prepaid, return receipt requested; and addressed as set forth below:

For Edamerica:

Edfinancial Services, LLC
298 North Seven Oaks Drive
Knoxville, TN 37922
Attn: Wm. Anthony Hollin
Email: thollin@edfinancial.com
Phone: (865) 342-5101

For the College:

The District Board of Trustees
of the College of Central Florida
3001 SW College Road
Ocala, FL 34474
Attn: Maureen Anderson, Dean, Enrollment Mgmt.
Email: andersom@cf.edu
Phone: (352) 854-2322, ext. 1280

13. No License. No license under any patent, trademark, copyright or other intellectual property or proprietary right is granted or implied to any information furnished by Edamerica to the College or its representatives
14. No Press Releases Neither party to this Agreement shall give any press release or press interview on any matter pertaining to the other party without first obtaining the express written consent of the other Party.
15. Counterparts. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. Signatures to this Agreement transmitted by facsimile transmission, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing the original signature.
16. Headings. Headings used herein are for convenience of reference only and shall not affect the meaning of any provision of this Agreement.
17. No Recourse. No director, officer, member or employee of any party to this Agreement shall be liable to any other party for the taking of any action or from refraining to take any action in good faith pursuant to this Agreement.
18. Dispute Resolution. In the event of any dispute or disagreement between the parties hereto either with respect to the interpretation of any provision of this Agreement or with respect to the performance hereunder by Edamerica or by the College, the parties shall attempt in good faith to resolve such dispute or disagreement informally for a period of up to thirty (30) days (unless mutually agreed otherwise in writing) from the date that a party is notified in writing by the other party of a dispute or disagreement. Once such resolution period expires, either party may exercise the rights available to it at law or in equity. The provisions of this Section shall survive any termination of this Agreement.
19. Governing Law. This Agreement will be governed and construed in accordance with the laws of the State of Tennessee, excluding its conflict of laws rules. The parties submit to jurisdiction in the State of Tennessee and further agree that any cause of action arising under this Agreement shall be brought exclusively in a court in the city and county of Knoxville, Knox County, Tennessee or the United States District Court for the Eastern District of Tennessee.
20. Relationship. The parties to this Agreement intend that Edamerica shall render the Services contemplated by this Agreement as an independent contractor. Edamerica and its officers, employees and agents are not to be considered agents or employees of the College for any purpose whatsoever.
21. Severability; Waiver. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. Such invalid or unenforceable provisions shall be amended, if

possible, in order to accomplish the purposes of this Agreement. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any other breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party.

22. Assignment. This Agreement and the rights and obligations of a party hereunder may be assigned by such party only with the prior written consent of the other party, in such party's sole discretion. Edamerica shall have the right to use subcontractors in connection with the performance of its duties hereunder provided that any such subcontractors shall be subject to a confidentiality agreement no less restrictive than the provisions of Section 7 of this Agreement.

23. Entire Understanding. This Agreement represents the entire understanding of the parties with respect to its subject matter, and supersedes all previous discussions and correspondence with respect thereto, and no representations, warranties or agreements, express or implied, of any kind with respect to such subject matter have been made by either party to the other, except as expressly set forth herein.

24. Amendments. This Agreement may be amended, supplemented, or modified only by written instrument duly executed by the College and Edamerica.

25. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

[Signatures appear on following page.]

IN WITNESS WHEREOF, the parties have caused this Agreement to be fully executed as of the day and the year first above written.

EDFINANCIAL SERVICES, LLC
d/b/a "Edamerica"

By: _____

Printed Name: _____

Title: _____

THE DISTRICT BOARD OF TRUSTEES OF THE
COLLEGE OF CENTRAL FLORIDA

By: _____

Printed Name: Joyce Brancato

Title: Board Chair

STATEMENT OF WORK

DEFAULT PREVENTION SERVICES – DELINQUENCY MANAGEMENT

This Statement of Work (this "SOW") is dated as of October 29, 2019 (the "SOW Effective Date") and is attached to and by reference hereby incorporated into that certain Master Services Agreement dated as of October 29, 2019 (the "Agreement") between The District Board of Trustees of the College of Central Florida (the "College") and Edfinancial Services, LLC, a limited liability company doing business as "Edamerica" ("Edamerica"). Edamerica agrees, in consideration of certain Fees to be paid it as provided herein, to perform the Default Prevention Services described in this SOW. Any terms used herein but not otherwise defined shall have the meanings assigned to such terms in the Agreement.

1. Set-Up Period. Intentionally deleted.

2. Scope. Provided that the College has delivered to Edamerica the required information identified in Section 3 below entitled "College Responsibilities" and based solely on the content of such information, Edamerica agrees to provide to the College certain Default Prevention Services for all of the College's delinquent student borrowers in the federal fiscal cohort population specified by the College. The College agrees to provide, or direct applicable third parties to provide, to Edamerica the information identified in Section 3 below in order for Edamerica to be able to perform the Services described in this SOW. The Default Prevention Services include the following:

- live agent campaigns with multiple call attempts
- email/mail contacts
- skip tracing with follow-up calls and letters throughout contract
- facilitate three-way calls with borrower and servicer for right party contact
- other contact or tracking means deemed necessary by Edamerica representatives to resolve delinquency
- a toll-free number for College borrowers to use

3. College Responsibilities.

(a) The College agrees to provide to Edamerica a report containing historical demographic data for all of the College's borrowers in the federal fiscal cohort population specified by the College. Such report will be in an encrypted format acceptable to both the College and Edamerica and shall contain the following information about the aforementioned borrowers:

- (i) Name
- (ii) Address
- (iii) Phone Number
- (iv) Social Security Number
- (v) Date of Birth
- (vi) Enrollment Status
- (vii) Effective Date of Enrollment Status
- (viii) Personal Email addresses (if available)

The College also agrees to provide the same data on ongoing weekly basis if and to the extent necessary for Edamerica to perform the Services hereunder with respect to borrowers whose information was not included in the initial report to be provided to Edamerica by the College. The College further agrees to authorize and designate Edamerica as a third-party servicer on behalf of the College to access such information as Edamerica reasonably needs in order to perform its Services hereunder, which access shall include, but not necessarily be limited to, access for Edamerica, under the College's access/school code, to (i) the National Student Loan Data System, (ii) student loan servicers (including the Department's Title IV Servicers) and (iii) guaranty agencies.

(b) The College acknowledges and agrees that Edamerica's obligations to perform the Services identified in Section 2 above are contingent upon its timely receipt of the weekly reports from the College as well as timely access to NSLDS, student loan servicers, and guaranty agencies as a third-party servicer, as set forth in Section

3(a) above. The College further acknowledges and agrees that all information being used by Edamerica to contact Borrowers (including but not limited to addresses, phone numbers and email addresses) will be provided to Edamerica by the College and that Edamerica shall have no liability associated with the content of the information, the accuracy of such information or otherwise.

(c) The College's contact information for Edamerica to provide to students who have complaints or other questions for the College is Maureen Anderson, andersom@cf.edu (name, address, phone number and email address).

(d) The College's contact information for Edamerica to send invoices to the College is Maureen Anderson, andersom@cf.edu (name, address, phone number and email address).
3001 SW College Rd Bld 5
Ocala FL 34474

4. Edamerica Reports. Edamerica agrees to provide to the College periodic reports regarding the results of its performance of the Services hereunder.

5. Fees. The College agrees to pay to Edamerica the following Fees with respect to the Services being provided by Edamerica under this SOW: \$500 third party servicer annual audit fee per OPEID and \$26.14 annual per borrower upon entering delinquency. The College will be invoiced monthly for those new student borrowers with respect to whom Edamerica initiated Services pursuant to this SOW during the prior month. Following the Initial Term of this SOW, the Fees are subject to annual increase equal to the greater of (i) three percent (3%) or (ii) the percentage increase during the prior twelve month period in the Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; all items, not seasonally adjusted, 1982-1984=100 reference base, as reported by the by the U.S. Department of Labor - Bureau of Labor Statistics.

6. Term. The initial term of this Statement of Work shall be one year commencing on the SOW Effective Date and expiring one year later (the "Initial Term"). Upon the expiration of the Initial Term of this SOW, this SOW shall automatically renew for successive one (1) year periods (each a "Renewal Period") up to a total of five (5) years unless the College or Edamerica shall have provided written notice to the other party of its intent not to renew this SOW by not later than sixty (60) days prior to the expiration of the Initial Term or Renewal Period of this SOW. Notwithstanding anything to the contrary, in the event of any consecutive 12-month period of inactivity under this SOW, Edamerica shall have the right to terminate this SOW in its entirety by providing written notice to the College.

Notwithstanding anything to the contrary contained herein, upon the commencement of any Renewal Period and in addition to annual adjustments as referenced in Section 5 above, Edamerica shall have the right to adjust the Fees upon written notice from Edamerica to the College. Any such adjustment shall take effect from and after the effective date specified in such notice unless the College notifies Edamerica in writing not less than thirty (30) days prior to such effective date that such adjustment is unacceptable to the College. In the event of such a notice from the College, then Edamerica may either:

(a) Continue to perform its obligations under this SOW in which case the College shall continue to pay the Fees in effect immediately prior to the most recent notice of adjustment from Edamerica; or

(b) By written notice to the College, terminate this SOW.

7. Time Limit of Offer. If this SOW is not fully executed by both parties before 6:00 p.m. Eastern time on December 31, 2019 (the "Expiration Date"), then the offer of terms and conditions by Edamerica as reflected in this SOW shall expire at such time on the Expiration Date.

IN WITNESS WHEREOF, the parties have caused this SOW to be fully executed as of the SOW Effective Date identified above.

EDFINANCIAL SERVICES, LLC
d/b/a "Edamerica"

By: _____

Printed Name: _____

Title: _____

THE DISTRICT BOARD OF TRUSTEES OF THE
COLLEGE OF CENTRAL FLORIDA

By: _____

Printed Name: Joyce Brancato

Title: Board Chair

STATEMENT OF WORK

COHORT DEFAULT RATE APPEAL SERVICES

This Statement of Work (this "SOW") is dated as of October 29, 2019 (the "SOW Effective Date") and is attached to and by reference hereby incorporated into that certain Master Services Agreement dated as of October 29, 2019 (the "Agreement") between The District Board of Trustees of the College of Central Florida (the "College") and Edfinancial Services, LLC, a limited liability company doing business as "Edamerica" ("Edamerica"). Edamerica agrees, in consideration of certain Fees to be paid it as provided herein, to perform the Cohort Default Rate Appeal Services described in this SOW. Any terms used herein but not otherwise defined shall have the meanings assigned to such terms in the Agreement.

1. Set-Up Period. Intentionally deleted.

2. Scope. Provided that the College has delivered to Edamerica the required information identified in Section 3 below entitled "College Responsibilities" and based solely on the content of such information, Edamerica will assist the College in challenging incorrect information contained in the current cohort default rates specified by the College including borrowers who are placed incorrectly in such cohorts. Our analysts will identify potential appeals to the applicable cohort rate for the College should the information contained in the rate be incorrect.

3. College Responsibilities.

(a) The College agrees to provide to Edamerica the LRDR report and applicable enrollment records to include:

- (i) Name
- (ii) Address
- (iii) Social Security Number
- (v) Date of Birth
- (vi) Enrollment Status
- (vii) Last Date of Attendance

The College agrees to authorize and designate Edamerica as a third-party servicer on behalf of the College to access such information as Edamerica reasonably needs in order to perform its Services hereunder, which access shall include, but not necessarily be limited to, access for Edamerica, under the College's access/school code, to (i) the National Student Loan Data System, (ii) student loan servicers (including the Department's Title IV Servicers) and (iii) guaranty agencies.

(b) The College acknowledges and agrees that Edamerica's obligations to perform the Services identified in Section 2 above are contingent upon its timely receipt of the weekly reports from the College as well as timely access to NSLDS, student loan servicers, and guaranty agencies as a third party servicer, as set forth in Section 3(a) above.

(c) The College's contact information for Edamerica to provide to students who have complaints or other questions for the College is Maureen Anderson anderson@cf.edu (name, address, phone number and email address).

(d) The College's contact information for Edamerica to send invoices to the College is Maureen Anderson 3001 SW College Rd Ocala FL 34474 (name, address, phone number and email address). anderson@cf.edu

4. Edamerica Reports. Edamerica agrees to provide to the College periodic reports regarding the results of its performance of the Services hereunder.

5. Fees. The College agrees to pay to Edamerica the following Fees with respect to the Services being provided by Edamerica under this SOW: \$78.41 per hour. Following the Initial Term of this SOW, the Fees are subject to annual increase equal to the greater of (i) three percent (3%) or (ii) the percentage increase during the prior twelve month period in the Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; all

items, not seasonally adjusted, 1982–1984=100 reference base, as reported by the by the U.S. Department of Labor – Bureau of Labor Statistics.

6. Term. The initial term of this Statement of Work shall be one year commencing on the SOW Effective Date and expiring one year later (the "Initial Term"). Upon the expiration of the Initial Term of this Agreement, this SOW shall automatically renew for successive one (1) year periods (each a "Renewal Period") up to a total of five (5) years unless the College or Edamerica shall have provided written notice to the other party of its intent not to renew this Agreement by not later than sixty (60) days prior to the expiration of the Initial Term or Renewal Period of this Agreement. Notwithstanding anything to the contrary, in the event of any consecutive 12-month period of inactivity under this SOW, Edamerica shall have the right to terminate this SOW in its entirety by providing written notice to the College.

Notwithstanding anything to the contrary contained herein, upon the commencement of any Renewal Period and in addition to annual adjustments as referenced in Section 5 above, Edamerica shall have the right to adjust the Fees upon written notice from Edamerica to the College. Any such adjustment shall take effect from and after the effective date specified in such notice unless the College notifies Edamerica in writing not less than thirty (30) days prior to such effective date that such adjustment is unacceptable to the College. In the event of such a notice from the College, then Edamerica may either:

- (a) Continue to perform its obligations under this Agreement in which case the College shall continue to pay the Fees in effect immediately prior to the most recent notice of adjustment from Edamerica; or
- (b) By written notice to the College, terminate this Agreement.

7. Time Limit of Offer. If this Agreement is not fully executed by both parties before 6:00 p.m. Eastern time December 31, 2019 (the "Expiration Date"), then the offer of terms and conditions by Edamerica as reflected in this Agreement shall expire at such time on the Expiration Date.

IN WITNESS WHEREOF, the parties have caused this SOW to be fully executed as of the SOW Effective Date identified above.

EDFINANCIAL SERVICES, LLC,
d/b/a "Edamerica"

By: _____

Printed Name: _____

Title: _____

THE DISTRICT BOARD OF TRUSTEES OF THE
COLLEGE OF CENTRAL FLORIDA

By: _____

Printed Name: Joyce Brancato

Title: Board Chair

COLLEGE OF CENTRAL FLORIDA

17

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Appointments to the Appleton Museum of Art Advisory Council

INITIATOR: Dr. James Henningsen
President

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

The Board has the responsibility to appoint members of the Appleton Museum of Art Advisory Council. The following individual is recommended for appointment to a three-year term:

Charles Prince, Vice President of Administration and Finance

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the appointment of the above named individual to the Appleton Museum of Art Advisory Council for a three-year term.

COLLEGE OF CENTRAL FLORIDA

18

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: President's Contract

INITIATOR: Dr. James D. Henningsen
President

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

The president's contract for 2020-2021 is presented for approval and has been reviewed by the college attorney.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the president's contract.

**CONTRACT OF EMPLOYMENT FOR THE PRESIDENT OF
THE COLLEGE OF CENTRAL FLORIDA**

2020 – 2023

**CONTRACT OF EMPLOYMENT FOR THE PRESIDENT OF
THE COLLEGE OF CENTRAL FLORIDA**

THIS AGREEMENT is entered into this ____ day of _____, 2020, made effective as of the date last executed by a party hereto (“Effective Date”), and shall amend and replace in its entirety the previous agreements that were entered into by and between the DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA (hereinafter “BOARD”) and DR. JAMES D. HENNINGSEN (hereinafter “PRESIDENT”).

WITNESSETH:

In consideration of the mutual agreements, covenants, terms and conditions herein contained, the parties agree as follows:

1. Employment; Term of Appointment. The BOARD agrees to continue the appointment and employment of the PRESIDENT as the President of The College of Central Florida (hereinafter referred to as the “COLLEGE”), to serve as the chief executive officer of the COLLEGE under the policies, supervision, and direction of the BOARD. The PRESIDENT has accepted and agreed to such employment, to observe and implement the mission of the COLLEGE as articulated by the BOARD, and to faithfully perform the duties of the Office of the President of the COLLEGE, for a term beginning on the Effective Date and ending on June 30, 2023 (the “Employment Period”), subject to satisfactory performance and/or to prior termination as provided for in this Agreement. However, at the first meeting of the BOARD following each annual evaluation of the PRESIDENT, the BOARD will take action either: (i) to renew this Agreement, in which case the term will be extended for an additional year so that the PRESIDENT continues to have a three-year contract, or (ii) not to renew this Agreement, in which case, the employment of the President will continue through the natural termination of this Agreement.
2. Position and Duties; Place of Performance. During the Employment Period, and except as provided herein, the PRESIDENT agrees to devote his full working time, attention, skill and efforts to the faithful performance of the duties and responsibilities assigned to him by the BOARD, which shall include but not be limited to the administration and implementation of policies, procedures and directives authorized by the BOARD in connection with the continuing establishment, operation, maintenance and improvement of the COLLEGE as an institution of higher learning.
 - 2.1 The PRESIDENT shall perform all of the duties imposed upon him as President of the COLLEGE as required by this Agreement, the laws, rules and regulations of the State of Florida and of the United States, the policies adopted from time to time by the BOARD, and such other responsibilities that may be assigned to the PRESIDENT by the BOARD. Such duties shall be rendered at such places as the BOARD or the PRESIDENT shall deem appropriate for the interest, needs, business, or opportunity of the COLLEGE.
 - 2.2 The expenditure of reasonable amounts of time for personal, charitable, or professional development activities shall not be deemed a breach of this Agreement, provided such activities do not interfere with the services required to be rendered to the BOARD under the provisions of this Agreement. The PRESIDENT shall not render services to any

person or firm for remuneration, nor shall he engage in any activity that may reasonably be deemed competitive with or adverse to the best interest of BOARD or the COLLEGE. The PRESIDENT shall not engage in any activity or conduct in violation of Florida's ethics laws that are applicable to public officers and public employees. The making of passive and personal investments and the conduct of private business affairs shall not be prohibited to the extent such activities are consistent with the terms of this Agreement.

- 2.3 The BOARD agrees that certain outside activities of the PRESIDENT advance and enhance the image of the COLLEGE. Among these are memberships on boards and committees of national bodies, and community organizations, and holding of office in such national bodies or community organizations. Further, the PRESIDENT may accept invitations for speaking engagements and accept honoraria so long as such engagements do not unreasonably interfere with the performance of his other duties.
- 2.4 The PRESIDENT is required to make his primary home in Marion County.
- 2.5 Due to the scope of responsibility and the frequent, ongoing need for members of the COLLEGE community to communicate with the PRESIDENT, the PRESIDENT must possess a cell phone and provide his number to the Director of Human Resources, the COLLEGE Vice Presidents, and the members of the BOARD.
3. Annual Performance Evaluation. The performance of the PRESIDENT shall be formally evaluated on an annual basis by the BOARD, which shall report the outcome of the evaluation to the Chancellor of the Division of Florida Colleges and the PRESIDENT. The Chair of the BOARD shall meet with the President within thirty (30) days of completion of the evaluation to review the evaluation and provide the PRESIDENT with suggestions for improvement. The PRESIDENT shall provide such oral and written reports as may be required by the BOARD to assist in the evaluation. In evaluating the performance of the PRESIDENT, the BOARD shall give primary consideration to his exercise of the duties and responsibilities prescribed by the laws of the State of Florida, the Florida Administrative Code, and as determined by the BOARD.
4. Compensation and Benefits. The BOARD agrees to compensate the PRESIDENT for services rendered as follows:
 - 4.1 Base Salary. For services rendered under this Agreement, the PRESIDENT shall receive an annual salary of \$263,659.73 ("Base Salary") payable in twenty-four equal (or substantially equal) bi-weekly installments.
 - 4.2 Stipend Paid to Other Employees. The PRESIDENT shall be entitled to receive any stipend approved by the BOARD and paid to all full-time, eligible College of Central Florida employees. In the event the BOARD approves such a stipend, the amount of the PRESIDENT's stipend shall be calculated in the same manner as other employees.
 - 4.3 Well-being and Retirement Benefits. The PRESIDENT shall be entitled to participate in the insurance, retirement, and other employee benefit programs to the same extent and in the same manner as full-time College personnel, subject to the laws and regulations of the State of Florida and policies adopted by the BOARD. The PRESIDENT shall be entitled to

receive the following additional benefits:

- 4.3.1 Health Benefits. In addition to the health insurance benefits described in Paragraph 4.3, the PRESIDENT shall receive a health insurance allowance equal to the cost of COLLEGE sponsored health, dental and vision insurance for spouse and dependent coverage during that contract year, such amount to be paid in 24 equal (or substantially equal) bi-monthly installments. In addition, the PRESIDENT shall receive a Medical Flex Account in an annual amount of \$2,500.00. Further, the PRESIDENT shall be provided an annual, comprehensive, executive-level physical examination from the health provider of his choice in the State of Florida, including any reasonable clinical and diagnostic tests. If a potentially serious medical condition is found during such examination, the PRESIDENT shall report such findings to the BOARD Chair.
- 4.3.2 Life Insurance. At the BOARD's expense and at no cost to the PRESIDENT, the PRESIDENT shall be entitled to term life insurance with a death benefit in the amount of \$500,000.00.
- 4.3.3 Disability Insurance. At the BOARD's expense and at no cost to the PRESIDENT, the PRESIDENT shall be entitled to long-term disability income insurance covering at least 80% of his base salary with an elimination period of ninety days and providing benefits throughout his lifetime.
- 4.3.4 Sick Leave. The PRESIDENT shall accrue paid vacation leave and paid sick leave in accordance with BOARD policies and state laws. Upon termination of employment, payment will be made to the PRESIDENT for accrued vacation leave and accrued sick leave in accordance with BOARD policies and state laws.
- 4.3.5 Professional Leave. Each contract year during the term of this Agreement, the PRESIDENT is authorized to take 10 days of non-cumulative, non-compensable professional leave with pay. Further, the BOARD shall reimburse the PRESIDENT for authorized expenses incurred in attending approved educational or professional meetings and for travel to attend such meetings out of the district as a representative of the COLLEGE.
- 4.3.6 Vacation Leave. The PRESIDENT shall be entitled to 30 days of paid vacation leave each contract year. The President shall not take more than 21 consecutive days of vacation without the prior consent of the BOARD. Each year, the President may, at his discretion, elect to take compensation for up to 15 days of annual leave calculated at his base salary rate in lieu of using vacation days, upon 30 days advance notice to the BOARD Chair. The PRESIDENT shall not take vacation, professional, or personal leave, if such leave interferes with the proper discharge of the PRESIDENT's duties under the terms of this Agreement.
- 4.3.7 Retirement Contribution. The BOARD shall contribute the employer's share of any regular contribution due to PRESIDENT through his participation as a member of the Senior Management Service Class of the Florida Retirement System as required by the applicable Florida Statutes.

4.3.8 Deferred Compensation and Annuity Payments. For each contract year during the Employment Period, the COLLEGE shall make a contribution on behalf of the PRESIDENT into an employer sponsored plan meeting the requirements of Section 403(b) of the Code (“403(b) Plan”) using a contribution rate set at such percentage calculated to ensure that the amount of the contributions made by the COLLEGE to the 403(b) Plan for the PRESIDENT for the contract year shall equal the lesser of \$24,000.00 or the maximum contribution allowed by the Code under Section 415(c) and the Treasury Regulations and other guidance issued thereunder for such contract year (if less than \$24,000.00); such contributions shall be made by the COLLEGE to the 403(b) Plan in twenty-four equal bi-weekly installments. For each contract year during the Employment Period, the COLLEGE shall make a contribution for the PRESIDENT into a plan meeting the requirements of Section 457(b) of the Code, in an amount equal to the lesser of \$24,000.00 or the maximum contribution allowed under the Code and the Treasury Regulations and other guidance issued thereunder for such contract year for a plan meeting the requirements of Section 457(b) of the Code (if less than \$24,000.00); such contributions shall be made by the COLLEGE in twenty-four equal bi-weekly installments. Such contributions are considered payment for services rendered during the period in which payment is tendered. In no event shall the amounts contributed to the 403(b) plan and 457(b) plan for the PRESIDENT under this Paragraph 4.2.7. for a contract year exceed the maximum allowable dollar limit on contributions (including “catch-up” provisions) and other additions to Code Section 403(b) and 457(b) plans, respectively, stated in the Code and the Treasury Regulations and other guidance issued thereunder, for such contract year, as increased or indexed under applicable law.

4.3.8.1 Early Termination; Forfeiture and Reimbursement of Deferred Compensation and Annuity Payments. Notwithstanding the foregoing, the BOARD may force the PRESIDENT to forfeit and reimburse the BOARD for all 403(b) and 457(b) contributions received pursuant to Paragraph 4.3.8 during the one-year period preceding his termination if: (a) the PRESIDENT is terminated for cause by the BOARD pursuant to Paragraph 6 of this Agreement; or (b) the PRESIDENT terminates his employment with the COLLEGE without cause pursuant to Paragraph 7 of this Agreement and accepts employment with another institution of higher education within two years of such termination.

4.3.9 Automobile. The BOARD shall provide the PRESIDENT with an automobile at the expense of the BOARD for his professional and personal use and shall pay all costs of operation thereof, including gasoline, repairs, insurance and tolls. The automobile to be purchased or leased shall be selected by the President upon the approval of the Board Chair. The President shall, whenever possible, use the COLLEGE-provided vehicle for all in-district and out-of-district travel, including COLLEGE and personal business, during and after normal business hours, to ensure that contact can be made with him during the course of any COLLEGE emergency.

All in-district travel shall be deemed travel for the business of the COLLEGE. However, notwithstanding the foregoing, in compliance with audit requirements, the PRESIDENT shall maintain a daily log of personal and business vehicle use. Any personal use thereof shall be reported as additional compensation to the President as required under the applicable provisions of the Internal Revenue Code and regulations adopted thereunder. The BOARD may lease or purchase an automobile for the PRESIDENT's use as set forth herein. The PRESIDENT shall be entitled to a replacement vehicle no more frequently than every 36 months, barring collision damage, mechanical breakdown, or reasonable overlap of a replacement vehicle at the end of the replacement period.

The BOARD and PRESIDENT agree that the PRESIDENT will be the principal driver of the automobile. Nevertheless, circumstances may arise from time to time when another COLLEGE employee, an adult member of the PRESIDENT's immediate family, or an adult requested by the PRESIDENT may need to drive the automobile on a limited and temporary basis for a specific purpose related to COLLEGE business or the convenience and welfare of the PRESIDENT. The BOARD agrees that such use is appropriate and anticipated. Furthermore, such use shall be covered by the automobile insurance authorized under this Agreement.

4.3.10 Cell Phone Stipend. The BOARD shall provide the PRESIDENT with a \$120.00 stipend per month for the use of his personal cell phone required by Paragraph 2.5 of this Agreement.

5. Legal Fees and Representation. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled. Notwithstanding the foregoing, if any civil action is brought against the PRESIDENT by a third party for any act or omission arising out of and in the course and performance of his employment, the BOARD will defray all costs of defending such action, including reasonable attorney's fees and expenses together with costs of appeal, if any. However, any attorney's fees paid by the BOARD from public funds on behalf of the PRESIDENT may be recovered by the BOARD in the event the PRESIDENT is found to be personally liable by virtue of acting outside the scope of his employment, in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard for human rights, safety, or property.
6. Termination for Cause. During the Employment Period and any extension thereof, the BOARD may suspend or dismiss the PRESIDENT and/or may terminate this Agreement and, therefore, the PRESIDENT's employment, immediately for cause pursuant to the law, the Rules of the State Board of Education, and BOARD policies. Any suspension for cause shall be without compensation, but if such charges are not sustained, the PRESIDENT shall be reinstated and back compensation shall be paid. To the extent permitted by law, the PRESIDENT's benefits shall be continued during a period of suspension, but shall be terminated upon separation from the COLLEGE. In the event this Agreement is terminated for cause, the BOARD shall pay to the PRESIDENT any accrued but unpaid compensation, together with a proportionate part of any other benefits which would be due

and payable to the PRESIDENT through the date of such termination. However, pursuant to Paragraph 4.2.8.1, above, the BOARD may force PRESIDENT to forfeit and reimburse the BOARD for all 403(b) and 457(b) contributions received pursuant to Paragraph 4.2.8 during the one-year period preceding his termination if the BOARD terminates the PRESIDENT for cause. After the date of termination, the BOARD shall have no further obligations hereunder.

7. Termination Without Cause by the PRESIDENT; Forfeiture. The PRESIDENT may terminate this Agreement without cause at any time by providing the BOARD not less than ninety (90) days advance written notice of his intention to terminate this Agreement and stating therein the date such termination shall be effective. In the event this Agreement is terminated without cause by the PRESIDENT, the BOARD shall pay to the PRESIDENT all compensation and benefits through the date of such termination. However, pursuant to Paragraph 4.2.8.1, above, the BOARD may force PRESIDENT to forfeit and reimburse the BOARD for all 403(b) and 457(b) contributions received pursuant to Paragraph 4.2.8 during the one-year period preceding his termination if the PRESIDENT terminates his employment without cause and accepts employment with another institution of higher education within two years of such termination.
8. Termination Without Cause by the BOARD; Severance Pay; Mitigation. The parties agree that the BOARD may terminate this Agreement and, therefore, the PRESIDENT'S employment, at any time without cause. In such case, the BOARD shall pay the PRESIDENT a severance payment equal to 20 weeks of the PRESIDENT's base compensation. The severance payment shall be payable in one lump sum, with required taxes withheld in accordance with applicable tax law requirements, or otherwise in a manner that is mutually agreeable to the BOARD and PRESIDENT. Upon termination without cause pursuant to this Paragraph, the PRESIDENT, at his option, may remain employed in a position other than PRESIDENT at the COLLEGE, at the same rate of pay and with the same benefits due to him on the date of termination, through June 30, 2020. In the event this Agreement is construed to contain a provision for severance pay, as defined by Section 215.425, Florida Statutes, it is expressly understood and agreed that such severance pay may not exceed an amount greater than 20 weeks of PRESIDENT's compensation, and such severance pay is prohibited if this contract is terminated due to PRESIDENT's misconduct, as defined in Section 443.036(29), Florida Statutes.
9. Waiver of Rights with Severance Pay. Acceptance of the severance payment pursuant to Paragraph 8, above, shall preclude, and the PRESIDENT by such acceptance shall waive, any claims in judicial, administrative, or arbitration forums, or any other BOARD liability, relating to entitlement to compensation or fringe benefits relating to his employment by or separation from the COLLEGE. The PRESIDENT's right to the aforementioned severance payment shall be contingent upon his execution, at the time of the termination, of a waiver acknowledging the provisions of this Paragraph.
10. Termination by Mutual Agreement; Death; Disability. In addition to the other provisions of this Agreement, this Agreement also may be terminated prior to its expiration date upon any one of the following events:
 - 10.1 The mutual agreement of the parties;
 - 10.2 The death of the PRESIDENT; or
 - 10.3 The PRESIDENT's inability to carry out the duties of President, as defined by law, BOARD

policy or the terms of this Agreement, due to the incapacity or disability of the PRESIDENT, as determined by the BOARD. For purposes of this Agreement, “disability” shall be defined as absence from the PRESIDENT’s duties as defined in this Agreement for six consecutive months due to physical or mental illness.

10.3.1 Medical Examination. The PRESIDENT expressly agrees to submit to a medical or psychiatric examination, or both, if requested by the BOARD. The PRESIDENT shall be permitted his choice of a doctor from a list of three doctors selected and approved by the BOARD. The PRESIDENT shall authorize the examining doctor to provide an oral report to the Chair of the BOARD, and if so directed by the Chair, to provide a report to the BOARD.

10.3.2 Right to Accrued Amounts. If the PRESIDENT becomes incapable of carrying out the duties of office due to death or incapacity or disability and is terminated, the BOARD shall be liable to the PRESIDENT or the PRESIDENT’s personal representative, as the case may be, for any accrued but unpaid compensation together with a proportionate part of any other benefits which would be due and payable to the PRESIDENT.

11. Rights at Expiration. It is expressly understood and agreed by and between the parties hereto that no reasons or legal cause shall be required to be given by the BOARD in the event the PRESIDENT is not re-employed after June 30, 2023; and no hearing on the BOARD's refusal, if any, to re-employ shall be required.
12. Applicable Rules and Laws. This Agreement shall be performed subject to and interpreted and construed in accordance with the laws of Florida now existing or hereafter enacted, and to any and all rules now existing or as hereafter promulgated by the State Board of Education which are applicable to all Florida College System presidents. This Agreement shall also be performed subject to and interpreted and construed in accordance with any and all BOARD policies and regulations now existing or as hereafter promulgated.
13. Venue. Any lawsuits arising from or incident to this Agreement shall be brought in courts of competent jurisdiction in Marion County, Florida.
14. Validity. The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.
15. No Waiver of Rights. No delay or failure to enforce any provision of this Agreement shall constitute a waiver or limitation of rights enforceable under this Agreement.
16. Entire Agreement. This Agreement contains the entire understanding of the parties hereto and supersedes any and all prior or contemporaneous representations or agreements, whether written or oral, between the parties, and cannot be changed or modified except in writing signed by the parties hereto.
17. Tax Matters. All compensation and benefits provided by the BOARD pursuant to this Agreement shall be subject to the customary withholding tax, social security tax, and other taxes as may be

required by the State of Florida and the United States of America. The PRESIDENT acknowledges that the BOARD cannot guarantee personal tax treatment of any payments or benefits under this Agreement, and that he shall be responsible for any income tax liability incurred as a result of this Agreement. The PRESIDENT further acknowledges that he has not relied on the BOARD or its counsel to provide tax or legal advice, and that he has been advised to seek professional advice with regard to compensation and benefit matters addressed by this Agreement.

18. Paragraph Headings. The Paragraph headings in this Agreement are for the convenience of reference only, and they form no part of this Agreement and shall not affect its interpretation.

IN WITNESS WHEREOF, the parties hereto have hereunto set their respective hands and seals on the day and year first above written.

Witnesses:

DISTRICT BOARD OF TRUSTEES OF
THE COLLEGE OF CENTRAL FLORIDA

Joyce Brancato, Chair

Date: _____

Witnesses:

PRESIDENT, THE COLLEGE OF
CENTRAL FLORIDA

Dr. James D. Henningsen, President

Date: _____

COLLEGE OF CENTRAL FLORIDA

19

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: College Attorney Agreement – Renewal

INITIATOR: Dr. James D. Henningsen
President

DATE: June 17, 2020

BACKGROUND AND PERTINENT FACTS (including Objective):

The contract with the Board Attorney needs to be renewed. This contract will be for the period June 1, 2020 thru June 30, 2021.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the renewal contract for board legal services and authorizes the Board Chair to sign on behalf of the College.

COLLEGE ATTORNEY AGREEMENT

The District Board of Trustees of the College of Central Florida, 3001 SW College Road, Ocala, Florida, 34474 (hereinafter "COLLEGE"), and Robert W. Batsel, Jr. of Gilligan, Gooding, Batsel, Anderson & Phelan, P.A., 1531 S.E. 36th Avenue, Ocala, FL 34471, (hereinafter "COLLEGE ATTORNEY") mutually agree as follows:

1. Robert W. Batsel, Jr. shall be appointed as COLLEGE ATTORNEY for a term commencing June 1, 2020 and ending on June 30, 2021, and may be reappointed for additional terms as provided by the District Board of Trustees.
2. The COLLEGE ATTORNEY shall serve as Chief Legal Advisor to the COLLEGE, the District Board of Trustees, the COLLEGE President and all COLLEGE departments, shall represent the COLLEGE in all legal proceedings and shall perform any other duties as assigned or prescribed by the COLLEGE. The COLLEGE ATTORNEY may assign legal work to partners or associates of his law firm as long as all work is accomplished in accordance with the Rules of Professional Responsibility of the Florida Bar. All such work shall be billed in accordance with the schedule and procedures set forth below. In the event that a potential conflict of interest arises between the District Board of Trustees and an individual employed by the COLLEGE, the COLLEGE ATTORNEY's fiduciary obligation is to the District Board of Trustees. More specifically, the duties of the COLLEGE ATTORNEY shall include, but are not limited to:
 - 2.1 Reviewing and analyzing COLLEGE legal matters, data, documents and other materials concerning the COLLEGE and advise on legal issues and recommended course of action.
 - 2.2 Attending and participating in all meetings and workshops of the District Board of Trustees.
 - 2.3 Reviewing or drafting contracts or agreements related to the business of the COLLEGE.
 - 2.4 In matters not involving tort litigation defense or matters for which special counsel is retained pursuant to Paragraph 2.5., below, representing the COLLEGE in any threatened or pending litigation, which shall include, but not be limited to preparing and filing pleadings, motions or briefs, initiating and conducting discovery, and representing the COLLEGE at trial or on appeal.
 - 2.5 Special Counsel Services. On occasion, the COLLEGE may, upon the recommendation of the COLLEGE ATTORNEY or upon its own volition, decide to retain special counsel to provide representation in circumstances requiring particular expertise or situations in which a defense is provided by an insurer or the Florida College System Risk Management Consortium. On such an occasion, the COLLEGE ATTORNEY shall recommend special counsel and, thereafter, remain generally informed regarding the special counsel's actions, providing assistance as may be reasonably necessary or requested by the special counsel.
3. Compensation. The COLLEGE shall compensate the COLLEGE ATTORNEY as follows:
 - 3.1 Fees.
 - 3.1.1 Attached as Exhibit "A" is the Schedule of Fees and Costs for services rendered or costs incurred by the COLLEGE ATTORNEY and by other employees of Gilligan, Gooding, Batsel, Anderson & Phelan, P.A.
 - 3.1.2 Billable hours shall be measured in six (6) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the

COLLEGE.

- 3.1.3 Premium rates will not be paid for overtime work.
- 3.1.4 Attorney time while traveling will be compensated at one hundred percent (100%) of the hourly rate reflected in Exhibit "A".

3.2 Costs.

- 3.2.1 Reimbursement for costs for such items as exhibits, transcripts and witness fees requires prior oral authorization by the COLLEGE and shall be reimbursed based upon documented third party vendor charges. The COLLEGE shall not pay for any firm surcharges added to third party vendor charges.
- 3.2.2 Routine expenses, such as local phone calls, local facsimile transmissions, copy work, local travel expenses within the City of Ocala, local courier services, and clerical or secretarial services are considered overhead and will not be separately compensated. (See Exhibit "A").
- 3.2.3 Non-routine office expenses, such as long distance phone calls, long distance facsimile transmissions, long distance courier services, bulk mailings, bulk third party copying, blueprints, x-rays, photographs, and electronic legal research services, must be justified to the COLLEGE and shall be reimbursed based upon documented third party vendor charges. If such charges are anticipated exceed \$1,000.00 per month, prior written approval from the COLLEGE should be obtained. In-house bulk mailings and bulk copying expenses must be supported by usage logs or other similar documentation. Firm surcharges are not reimbursable. (See Exhibit "A").
- 3.2.4 Reimbursable costs shall not exceed \$1,500.00 per month without prior COLLEGE approval when such approval is reasonably practicable. The COLLEGE ATTORNEY shall notify the COLLEGE when costs reach \$1,000.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

3.3 Format for Invoices. Within thirty (30) days of service provision, each statement for fees and costs shall be submitted in a format that includes, at a minimum, the following information:

- 3.3.1 Case name and number, if applicable, or other legal matter reference.
- 3.3.2 Invoice number for the particular bill.
- 3.3.3 COLLEGE ATTORNEY taxpayer identification number.
- 3.3.4 COLLEGE ATTORNEY and COLLEGE contract administrator names.
- 3.3.5 Inclusive dates of the month covered by the invoice.
- 3.3.6 Itemization of the date; hours billed (if hourly); a concise, meaningful description of the services rendered, with sufficient detail to enable the COLLEGE to evaluate the services rendered and costs; the person(s) who performed the services; and the hourly rate (if hourly) as specified in Exhibit "A".
- 3.3.7 A listing of all invoiced costs to be accompanied by copies of actual receipts.

- 3.3.8 The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
- 3.3.9 A certification statement, signed by the COLLEGE ATTORNEY's contract administrator, that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Robert W. Batsel, Jr. and the District Board of Trustees of the College of Central Florida."
- 3.3.10 Any other information as may be requested by the COLLEGE's contract administrator.
4. Evaluation. The COLLEGE shall have the opportunity to evaluate the legal services provided by the COLLEGE ATTORNEY annually, if requested by the District Board of Trustees.
5. Travel. Any travel outside of Marion County on COLLEGE business for which the COLLEGE ATTORNEY requested reimbursement and/or compensation from the COLLEGE, with the exception of District Board of Trustees meetings or workshops in Citrus or Levy County, shall be approved in advance by the COLLEGE.
6. Termination. The COLLEGE or the COLLEGE ATTORNEY may terminate this agreement for cause within thirty (30) days written notice to the other party at any time when (i) the other party fails to comply with the terms of this agreement and (ii) fails to cure the default within ten (10) days of receiving written notice of such default, provided such default can be reasonably cured within this period. Upon termination under this paragraph, the COLLEGE shall compensate the COLLEGE ATTORNEY all fees and costs accrued at the effective date of termination.
7. Amendment. This Agreement may be amended at any time with the mutual consent of COLLEGE and COLLEGE ATTORNEY. Amendments to this agreement must be in writing, executed by each party.
8. Entire Understanding. This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other statements or representations (if any) made by and between the parties.
9. Notices. All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing (including email communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, emailed, or mailed by registered or certified mail (postage pre-paid), return receipt requested, addressed to:

Robert W. Batsel, Jr.
Gilligan, Gooding, Batsel, Anderson & Phelan, P.A.
1531 S.E. 36th Avenue
Ocala, Florida 34471
rbatsel@ocalalaw.com
Fax: (352)867-0237

James D. Henningsen
District Board of Trustees of the
College of Central Florida
3001 SW College Road
Ocala, Florida 34474
henninj@cf.edu
Fax: (352)873-5847

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

- (a) on the date delivered if by personal delivery,

- (b) on the date faxed if by facsimile,
 - (c) on the date emailed if by email, and
 - (d) on the date upon which a return receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.
10. Administration of Agreement. The COLLEGE contract administrator shall be President James Henningsen. The COLLEGE ATTORNEY contract administrator shall be Robert W. Batsel, Jr. All oral approvals must be obtained from a party's contract administrator or his/her designee. All notices must be given to a party's contract administrator.
11. Severability. Provisions contained in this Agreement which are contrary to, prohibited by or invalid under applicable laws or regulations shall be deemed omitted from this Agreement and shall not invalidate the remaining provisions thereof.
12. Public Records. Records created pursuant to this Agreement may be subject to Florida's public records law with certain exceptions. Refusal of the COLLEGE ATTORNEY to allow public access to such records, as required by law, shall constitute grounds for unilateral cancellation of this Agreement.
13. Special Conditions.
- 13.1 The COLLEGE ATTORNEY will make affirmative efforts to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.
 - 13.2 Multiple staff utilized at meetings, hearings, depositions, trials, etc., by the COLLEGE ATTORNEY will not be compensated without prior approval from the COLLEGE.
 - 13.3 The COLLEGE ATTORNEY agrees that all documents shall be promptly returned at the termination of the COLLEGE ATTORNEY's involvement in the case or matter at hand.
 - 13.4 COLLEGE staff shall be used in each legal matter to the maximum extent possible.
 - 13.5 COLLEGE ATTORNEY shall provide immediate notice regarding significant case developments which are likely to result in media inquiries.
 - 13.6 The COLLEGE ATTORNEY shall provide immediate notice of any representation undertaken by the COLLEGE ATTORNEY in matters where the client is suing or being sued by the state or state entities in any civil or adversarial administrative action.
 - 13.7 A contingency fee contract must be commercially reasonable. "Commercially reasonable" means the fees shall be no more than the amount permissible pursuant to Rule 4-1.5 of the Rules Regulating the Florida Bar and case law interpreting that rule. If the amount of the fee is in dispute, counsel retained by the state shall participate in mandatory binding arbitration. Payment of all attorney's fees is subject to appropriation. Attorney's fees shall be forfeited if, during the pendency of the case, counsel retained by the state takes a public position that is adverse to the state's litigation or settlement posture.
 - 13.8 Each private attorney who is under contract to provide attorney services for the state or a state agency shall, from the inception of the contractual relationship until at least four (4) years after the contract expires or terminates, maintain detailed current records, including documentation of all expenses, disbursements, charges, credits, underlying receipts and

invoices, and other financial transactions that concern the provision of such attorney invoices. The private attorney shall make all such records available for inspection and copying upon request in accordance with Chapter 119, Florida Statutes.

- 13.9 The COLLEGE acknowledges that the COLLEGE ATTORNEY has advised the COLLEGE that members of Gilligan, Gooding, Batsel, Anderson & Phelan, P.A. serve as City Attorney and Assistant City Attorneys for the City of Ocala, a Florida municipal corporation (“City”). The COLLEGE ATTORNEY has advised the COLLEGE that Gilligan, Gooding, Batsel, Anderson & Phelan, P.A. is unable to represent COLLEGE in any matters between the COLLEGE and the City of Ocala. Further, the COLLEGE has consented, in the event a conflict of interest arises between the COLLEGE and the City of Ocala, to Gilligan, Gooding, Batsel, Anderson & Phelan, P.A. withdrawing as counsel for the COLLEGE and continuing to represent the City of Ocala in connection with that matter.

The COLLEGE and COLLEGE ATTORNEY have executed this Agreement on this ____ day of June, 2020.

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

COLLEGE ATTORNEY

Joyce Brancato, Chair



Robert W. Batsel, Jr.

EXHIBIT "A"

SCHEDULE OF FEES AND COSTS

1. Hourly rates for legal services:

Robert W. Batsel, Jr. or firm partners	\$235.00 per hour
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- Fees per month shall not exceed \$15,000.00 without prior approval of the COLLEGE and fees in excess of such amount shall not be compensable. GENERAL COUNSEL shall notify the COLLEGE, in writing, when fees for billable services reach \$12,000.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

2. Other charges:

Secretarial Expenses	No charge
Paralegal Services	No charge
Library Resources	No charge
Electronic Research Database	Actual per unit cost of electronic research established by service provider
Copying	No charge for routine copying. \$.25 per page for non-routine copying. Efforts will be made to provide the COLLEGE with the opportunity to undertake large volume copying.
Postage	Actual charges
Records Maintenance	No charge
General Office Supplies	No charge
Office space	No charge

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Ambleside School of Ocala Inter-institutional Articulation
Cooperative Agreement 2020-2021

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This renewal agreement is between the District Board of Trustees of College of Central Florida and 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 Ambleside School of Ocala
2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Ambleside School of Ocala members – Jill Romine, Principal; Stephen Zedler, High School Director
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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.
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 parents/guardians 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.
 - b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
 - c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
 - d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
 - e. **Course Load** – High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for

summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
 - 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
 - h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.
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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior

to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

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

PERT 123 - Placement for MAC1105, College Algebra

- e. Students 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.
 - f. Permission for participation must be granted by the student's parent or legal guardian.
 - g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
 - h. 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 week following the meeting.
 - i. 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.
 - j. 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 9(9).
 - k. CF has the option to limit dual enrollment participation based on capacity.
5. A delineation of the high school credit earned for the passage of each dual enrollment course

- 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.
- 6. 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.
 - 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.
- 7. 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.
- 8. The registration policies for dual enrollment courses as determined by the postsecondary institution**
- a. Registration for dual enrollment students taking classes on the CF campus will take place after the 0+ credit hour priority registration date each semester. Registration will be conducted through electronic communication between the school counselor or designee and the Dual Enrollment Coordinator at CF.
 - b. Dual enrollment students will follow CF's procedures for drop, withdrawal and petition policies.
 - c. The beginning and ending dates of courses offered during the regular day in the school facilities will coincide with CF calendar. Courses offered after the regular school day or on the college campus will be scheduled on the CF calendar. Courses taught by college faculty will follow the CF academic calendar.
- 9. The responsibilities of 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**
1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to

- private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.
2. 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.
 3. Students and their parents will be informed of college-level course expectations.
 4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
 5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Ambleside School of Ocala. Grades will be securely electronically transmitted by the College of Central Florida to Ambleside School of Ocala.
 6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
 7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
 8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
 9. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
 10. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

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

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.
2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Ambleside

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

3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

11. A funding provision that delineates costs incurred by each entity. Ambleside School of Ocala should share funding to cover instructional and support costs incurred by the postsecondary institution

- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
- b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
- c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
- d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by Ambleside School of Ocala.
- e. The 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).
- f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

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

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

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

- 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 Access Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

14. 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. (2020).

- 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. (2020). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- I. Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

Ambleside School of Ocala
507 SE Broadway Street
Ocala, FL 34471
Email: admin@amblesideocala.com

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.

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 2020-2021 school year.

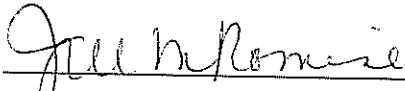
IN WITNESS WHEREOF, Ambleside School of Ocala and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, Fla. Stat. (2020), Dual Enrollment Articulation Agreements.

Date

Joyce Brancato, Chair, District Board of Trustees,
College of Central Florida

6/4/20

Date



Jill Romine, Principal, Ambleside School of Ocala

COLLEGE OF CENTRAL FLORIDA

21

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Palm Grove Academy Inter-institutional Articulation Cooperative Agreement 2020-2021

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

This agreement is between the District Board of Trustees of College of Central Florida and Palm Grove 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 Palm Grove 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 Palm Grove Academy
2020-2021

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Palm Grove Academy members – Juwariya Quddus, School Representative
College of Central Florida (CF) members – Allan Danuff, Associate Vice President Arts & Sciences; Maureen Anderson, Dean, Enrollment Management; Raphael Robinson, Director of Admissions and Student Recruitment.

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

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

1. A ratification or modification of all existing articulation agreements

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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 Palm Grove Academy.
- b. The College of Central Florida will provide information to Palm Grove Academy regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- c. Palm Grove 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. Palm Grove 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 Palm Grove 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 Palm Grove 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. Palm Grove 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** (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 college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43, Fla. Stat. (2020).
- 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 Palm Grove 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.

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 parents/guardians 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.
- b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or director for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Registration** - Dual Enrollment information will be provided to counselors by the College to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The school counselor will assist the student in their course selection to ensure the course requirements are met for school.
- d. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their counselor to complete the Dual Enrollment Withdrawal form. The student, instructor and counselor must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
- e. **Course Load** - High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may register for summer courses and may take up to six (6) credit hours. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term).

High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

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

- f. **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.
- 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 high school transcript by the school. Grades will be electronically transmitted securely by CF to the student’s school for posting.
- h. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.
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.
 - Palm Grove 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.
 - The student must be enrolled in Palm Grove 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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the

postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

- 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. Students must take the CLM (College Level Math exam) and score a 70 or higher to enroll in a college-level math class beyond MAC1105, College Algebra.

Cut scores for the three placement tests are as follows:

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

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

PERT 123 - Placement for MAC1105, College Algebra

- e. Students 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.
- f. Permission for participation must be granted by the student's parent or legal guardian.
- g. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
- h. 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 week following the meeting.
- i. 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.
- j. 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 9(9).
- k. CF has the option to limit dual enrollment participation based on capacity.

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

- 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.

- 6. 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.
 - 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.

- 7. 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.

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

- 9. The responsibilities of Palm Grove 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**
 1. The student must be recommended by the school administrator. Student screening for eligibility and participation is the responsibility of the school administrator according to private school requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.

2. Palm Grove 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.
3. Students and their parents will be informed of college-level course expectations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Palm Grove Academy. Grades will be securely electronically transmitted by the College of Central Florida to Palm Grove Academy.
6. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. If a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
7. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
8. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
9. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
10. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

10. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to Palm Grove Academy.

1. Students with unsatisfactory progress reports should be counseled by the high school counselor immediately upon receipt of the college reports.
2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Palm Grove Academy. Grades will be electronically transmitted securely by CF to the student's high school.

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

- a. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
- b. Subject to annual appropriation in the General Appropriation Act, and in accordance with § 1007.271(21)(n)(1), Fla. Stat. (2020), private school shall pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online.
- c. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees. However, the school is responsible for payment.
- d. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2020) will be funded by Palm Grove Academy.
- e. The Palm Grove 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).
- f. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

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

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

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

- 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 Access Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.

14. 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, Palm Grove 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. (2020).

- 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. (2020). This term shall survive the

termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.

- I. **Inspector General Audits:** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.
- J. **No Third Party Beneficiaries:** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. **Waiver:** A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. **Assignment:** Neither CF nor the School may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. **Notices:** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Raphel Robinson, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: raphel.robinson@cf.edu

Palm Grove Academy
1601 NE 25th Avenue
Ocala, FL 34470
Email: info@palmgroveacademy.com

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.

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 Palm Grove Academy. This Agreement shall be valid for the 2020-2021 school year.

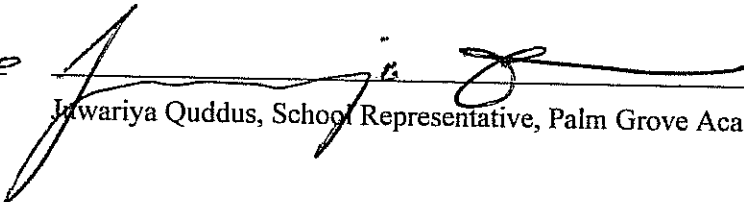
IN WITNESS WHEREOF, Palm Grove Academy and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, Fla. Stat. (2020), Dual Enrollment Articulation Agreements.

Date

Joyce Brancato, Chair, District Board of Trustees,
College of Central Florida

6/8/2020

Date


Izwariya Quddus, School Representative, Palm Grove Academy

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: 2019 - 2020 Equity Report

INITIATOR: Jennifer Klepfer
Director – Human Resources

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

DATE: June 17, 2020

BACKGROUND AND PERTINENT FACTS (including Objective):

The Florida Educational Equity Act, Sections 1000.05 F.S. and 1012.86 F.S., requires school districts, colleges and universities to develop a general overview of their compliance status in areas of policy, student participation, gender equity in athletics and accountability in institutional employment. A copy of the executive summary is included, and the full report will be available at the meeting.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the Annual Equity Report and authorizes the Board Chair to sign.



COLLEGE of
CENTRAL
FLORIDA

—an equal opportunity college—

Executive Summary



College of Central Florida Annual Equity Update Report 2019-2020

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EXECUTIVE SUMMARY

General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment. The following Florida Statutes (F.S.) and implementing State Board of Education Rules in the Florida Administrative Code (F.A.C.) have specific requirements for this annual update.

- Section (§) 1000.05, F.S., the “Florida Educational Equity Act”
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity
- §1006.71, F.S., Gender equity in intercollegiate athletics
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Disabled Students at Florida Colleges and Postsecondary Career Centers
- §1012.86, F.S., Florida College System institution employment equity accountability program

Florida Statutes require postsecondary institutions in the Florida College System to develop and annually update plans that will positively impact efforts to increase diversity among students and employees. The Florida College System will utilize the statutory guidelines for colleges to create a baseline plan to be updated each year. The college equity plan submitted in Spring 2018 for 2017-2018 is considered as the college’s most recent baseline report that is updated each year. The employment equity accountability plan will continue to be submitted as an annual plan as required under §1012.86, F.S.

For the 2017-2018 annual report and subsequent years, data will be based on the degree or other formal award being sought, as declared by the student and defined in rule 6A-14.030, Florida Statutes and collected through Data Element 2001 Program of Study-Award Type: Associate In Arts Degree; Associate in Science Degree; College Credit Certificate; Career and Certificate; Degree Seeking, undecided; Associate in Applied Science Degree; Baccalaureate; Applied Technology Degree; Education Preparation Institution Certificate; Certificate of Professional Preparation; Apprenticeship Program; and Advanced Technical Certificate. Students classified as “No Formal Award (Credit, Non-degree Seeker)” are not declared as being enrolled in a program from which they can receive a degree or certificate and are no longer included in the data of student equity enrollments. This change aligns declared degree or award with the completion outcome.

New this year: the 2019-2020 equity report was divided into two submissions to accommodate statutory deadlines and the Florida Department of Education’s timing in sending the equity data and report templates to the postsecondary institutions.

Submission One (Part III of Report) – Deadline of May 1, 2020

Submission Two (Part I, II, IV, V & VI of Report) – Deadline of June 30, 2020.

The signature page signifying district board of trustee approval is due with the submission two deadline and not required for submission one.

Part I. Description of Plan Development

Sixteen individuals Faculty, Staff, and Administrators were involved in the plan development.

Part II. Policies and Procedures that Prohibit Discrimination

This section relates to processes used to ensure that certain policies and procedures are current, accurate, and in compliance and available to all students, employees and applicants as required by statute.

CF District Board of Trustees approved revised **Policy 1.01 Equal Access/Equal Opportunity** to add protected classes. We have updated our equity statements that must be included on all print materials.

Additionally, **Policy 1.03 Discrimination, Harassment and Related Misconduct** was added with expanded language to better reflect the College's commitment to prohibiting discrimination, harassment and other related misconduct. Administrative Procedure: **Discrimination, Harassment, and Related Misconduct Complaint Procedure for Employee and Students (Implementing Procedure for Policy 1.03)** was updated to add protected classes.

Part III. College Employment Equity Accountability Plan

§1012.86, F.S., Florida College System institution employment equity accountability program requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions, and full-time faculty positions who have attained continuing contract status. The plan must include specific measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives, and comparable national standards as provided by the Florida Department of Education.

A. Data, Analysis and Benchmarks

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and gender to be used as the benchmark for setting employment goals, as colleges seek to reflect their student demographics in their employment.

Full-Time EAM - Goal Achievement Analysis and Setting Goals

F/T Exec. Admin. Mgr.	Actual Data (%) Fall 2018	Actual Data (%) Fall 2019	College Student Population Percent*	Stated Goals Fall 2019*	Met Goal (Yes/No)	Goals for 2020
Black Female	6.30%	9.40%	9.00%	6.50%	Yes	9.00%
Black Male	9.40%	6.30%	4.50%	4.70%	Yes	4.50%
Hispanic Female	0%	0%	10.70%	0.50%	No	0.50%
Hispanic Male	3.10%	3.10%	6.80%	3.45%	No	3.45%
White Female	34.37%	31.30%	38.00%	35.00%	No	33.00%
White Male	43.75%	46.90%	23.80%	24.69%	Yes	23.80%
Other Minorities Female	0%	0%	4.30%	0.50%	No	0.50%
Other Minorities Male	3.13%	3.13%	2.90%	2.74%	Yes	2.90%
Total Female	40.62%	40.62%	62.00%	50.00%	No	50.00%
Total Male	59.38%	59.38%	38.00%	38.73%	Yes	38.00%

Full-Time Instructional - Goal Achievement Analysis and Setting Goals

F/T Instructional	Actual Data (%) Fall 2018	Actual Data (%) Fall 2019	College Student Population Percent*	Stated Goals Fall 2019*	Met Goal (Yes/No)	Goals for 2020
Black Female	3.97%	4.00%	9.00%	4.25%	No	4.25%
Black Male	3.17%	3.20%	4.50%	3.25%	No	3.25%
Hispanic Female	1.59%	2.40%	10.70%	1.60%	Yes	2.40%
Hispanic Male	1.59%	1.60%	6.80%	1.60%	Yes	2.00%
White Female	52.38%	53.20%	38.00%	38.05%	Yes	38.00%
White Male	34.13%	32.50%	23.80%	24.69%	Yes	23.80%
Other Minorities Female	0.79%	0.80%	4.30%	1.00%	No	1.00%
Other Minorities Male	2.38%	2.40%	2.90%	2.40%	Yes	2.90%
Total Female	58.73%	60.30%	62.00%	58.50%	Yes	60.50%
Total Male	41.27%	39.70%	38.00%	38.73%	Yes	38.00%

Full-Time Instructional with Continuing Contract – Goal Achievement Analysis and Setting Goals

F/T Instructional with Continuing Contract	Actual Data (%) Fall 2018	Actual Data (%) Fall 2019	College Student Population Percent*	Stated Goals Fall 2019*	Met Goal (Yes/No)	Goals for 2020
Black Female	1.45%	2.00%	9.00%	2.50%	No	2.50%
Black Male	5.80%	3.90%	4.50%	4.70%	No	4.50%
Hispanic Female	1.45%	2.00%	10.70%	1.70%	Yes	2.50%
Hispanic Male	1.45%	0.00%	6.80%	1.45%	No	1.45%
White Female	53.62%	52.90%	38.00%	38.05%	Yes	38.00%
White Male	34.78%	37.30%	23.80%	24.69%	Yes	23.80%
Other Minorities Female	1.45%	2.00%	4.30%	1.70%	Yes	2.50%
Other Minorities Male	0.00%	0.00%	2.90%	0.50%	No	0.50%
Total Female	57.97%	58.80%	62.00%	57.97%	Yes	59.00%
Total Male	42.03%	41.20%	38.00%	38.73%	Yes	38.00%

Specific methods and strategies include the following:

- Continue current recruitment strategies of advertising in local and surrounding area newspapers and national job boards.
- Continue providing mentoring programs, career counseling, tuition reimbursement, scholarships, professional training and educational career growth.
- Recruit at diversity job fairs.
- Recruit from minority-serving colleges and universities.
- Target recruitment to minority-serving professional societies and organizations.
- Target the local NAACP and other minority organizations in the tri-county area to assist with recruitment efforts of minority candidates.
- Utilize professional publications and diverse advertising media identified as serving predominately minority populations.

Barriers affecting the successful recruitment and/or retention of females and/or minorities?

The following barriers continue to pose challenges to the institution's ongoing recruitment efforts:

- Enrollment declines and related tuition revenue.
- Competition with K-12 school districts and local technical schools where salaries are higher.
- Competition with salaries at other colleges and universities.

- Applicant pools continue to maintain a low selection of highly qualified candidates that represent diversity.

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

Full detail available in the report.

C. Additional Requirements

The college should complete the following related to additional processes required by §1012.86, F.S.

Full detail available in the report.

Salary Information for New Hires

Job Classification (the IPEDS Fall Staff Survey job classifications may be used as appropriate)	Number of New Hires*	New Hires* Salary Range	Number of Existing Employees with Comparable Experience	Existing Employee* Salary Range
Instructional Staff	5	\$42803 - \$56,052	98	\$42,803 - \$59,951
Management	4	\$75,830 - \$98,979	15	\$75,830 - \$135,000
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media	2	\$28,620	3	\$27,058 - \$28,620
Service	0	\$19,998 - \$26,017	7	\$25,111 - \$29,098
Office and Administrative Support	9	\$21,800 - \$29,460	50	\$18,347 - \$29,765
Natural Resources, Construction, and Maintenance	3	\$28,620 - \$29,500	5	\$26,017 - \$27,058

**IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2018, and October 31, 2019, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2018.*

Part IV. Strategies to Overcome Underrepresentation of Students

Enrollment Analysis:

Following is a summary of the three-year data trends in the representation of student enrollments by race, gender, students with self-reported disabilities (DIS), and national origin minority students with limited English-language proficiency (LEP) for first-time-in-college (FTIC) and for overall student enrollments.

FTIC enrollments and overall enrollments are down for Black Males and LEP Males.

FTIC enrollments and overall enrollments are up for White Females, Other Races – Females, Hispanic Males and both genders of DIS student enrollment.

FTIC enrollments are up and overall enrollments are down for White Males.

FTIC enrollments remain unchanged and overall enrollments are down for LEP Females.

FTIC enrollments are down and overall enrollments are up for Black Females, Hispanic Females Other Races – Males.

Achievement of Goals:

Summary of Achievement of Goals. Some goals not achieved.

College of Central Florida, like other institutions within the Florida College System, continues to experience enrollment decline as a result of an improving economic climate.

Overall males continue to enroll at a lower rate by comparison to their female counterparts.

First Time in College (FTIC)				Overall Enrollments		
Group	2018- 2019 Goals for FTIC	Achieved? Y/N	2019 - 2020 Goals for FTIC	2018- 2019 Goals for Overall Enrollments	Achieved? Y/N	2019 - 2020 Goals for Overall Enrollments*
Black	Males 6.04%	N (5.75%)	Males 6.00%	13.60%	N (13.51%)	Males 4.60%
Hispanic	Males 8.10%	Y (10.22%)	Males 10.50%	17.17%	Y (17.48%)	Males 6.90%
Other Minorities	Males 3.86%	N (3.11%)	Male 3.25%	6.52%	Y (7.22%)	Males 2.90%
White	Male 24.70%	Y (24.71%)	Male 24.80%	62.74%	N (61.79%)	Males 24.00%
Male	42.65%	Y (43.81%)	44.00%	38.80%	N (37.99%)	38.00%
Female	57.37%	Y (62.01%)	56.00%	61.30%	Y (62.01%)	62.00%
DIS	0.25%	Y (4.67%)	4.70%	1.80%	Y (4.04%)	4.50%
LEP	0.40%	N (0.27%)	0.40%	0.32%	N (0.25%)	0.32%

Methods and strategies developed to increase student enrollment from underrepresented groups:

The college is committed to its open enrollment mission and will continue its efforts toward increasing access and opportunities for all underrepresented groups identified in this report.

Project Eagle - a summer bridge program for students that are considered to be at-risk.

The **Educational Opportunity Center** – federally funded educational outreach TRIO program that targets a significant number of minority populations.

Direct Connect - guaranteed admissions program with University of Central Florida and the University of South Florida as a strategy to increase student enrollment in underrepresented student populations.

College recruiting initiatives, such as visits to students in service-area high schools.

College Preview Night throughout service district, with increased marketing to yield a greater number of participants.

Career Fairs, College Fairs, and other community events to promote college attendance.

A. Student Completions (college degree and certificate programs)

Completion Analysis:

Following is a summary of the three-year data trends in the representation of student completions by credential grouped by race, gender, students with self-reported disabilities (DIS), and national origin minority students with limited English-language proficiency (LEP).

Associate degree completion has increased for White Males (AAS degrees), White Females (AS degrees), Other Minority – Females (AA/AAS degrees), and both genders of Black students (AAS degrees) and DIS students (AS/AAS degrees).

Certificate Completion rates are up for both genders of all students (Black, Hispanic, Other Minority, White and DIS students) with the exception of LEP students.

Baccalaureate degree completion has increased for Black Females, White Males and both genders of Hispanic Students and Other Minority students. Baccalaureate degree completion has decreased for both genders of DIS students.

Completion rates are up for Hispanic Females with the exception of AA degree completions. Completion rates are down for Hispanic Males with the exception of Baccalaureate degrees.

Overall Male completion rates are down for AA/AAS degrees and up for Certificates and Baccalaureate degrees.

Achievement of Goals:

Summary of Achievement of Goals by credential. Some goals not achieved.

AA Completions Group	2018- 2019 AA Degrees	2018- 2019 Goal	Achieved Yes/No	Goals for 2019 - 2020
Black	MALES	3.50%	Y (4.10%)	4.25%
Hispanic	FEMALES	FEMALE 11.26%	N (11.10%)	TOTAL (18.00%)
Other Minorities		7.20%	N (6.80%)	7.50%
White	FEMALES	41.38%	N (39.40%)	40.00%
Male		36.80%	N (35.50%)	36.00%
Female		63.50%	Y (64.50%)	64.00%
DIS		2.10%	Y (4.81%)	4.85%
LEP		0.34%	Y (0.34%)	0.34%

AS Completions Group	2018- 2019 AS Degrees	2018- 2019 Goal	Achieved Yes/No	Goals for 2019 - 2020
Black		9.45%	N (8.70%)	8.75%
Hispanic		11.76%	Y (11.90%)	11.95%
Other Minorities		5.50%	N (4.70%)	4.75%
White		73.40%	Y (74.70%)	74.00%
Male		33.40%	N (24.50%)	25.00%
Female		66.70%	Y (75.50%)	75.00%
DIS		4.40%	Y (10.47%)	10.50%
LEP		0.15%	N (0.00%)	0.15%

Certificate Completions Group	2019- 2020 Certificate	2018- 2019 Goal	Achieved Yes/No	Goals for 2019 - 2020
Black		13.20%	N (12.9%)	13.00%
Hispanic	MALES	6.70%	N (5.70%)	6.00%
Other Minorities		5.33%	Y (6.70%)	6.75%
White		65.20%	Y (65.70%)	65.70%
Male		47.45%	N (43.3%)	48.00%
Female		52.60%	Y (56.70%)	52.00%
DIS		2.60%	Y (3.43%)	3.50%
LEP		0.15%	N (0.00%)	0.15%

Baccalaureate Completions Group	2019- 2020 Baccalaureate	2018- 2019 Goal	Achieved Yes/No	Goals for 2019 - 2020
Black		10.30%	Y (11.20%)	11.50%
Hispanic		9.74%	Y (15.40%)	15.75%
Other Minorities		4.65%	Y (6.10%)	6.20%
White		75.38%	N (67.30%)	66.50%
Male		29.30%	Y (33.60%)	34.00%
Female		70.80%	N (66.40%)	66.00%
DIS		3.60%	N (1.87%)	1.90%
LEP		0.20%	N (0.00%)	0.20%

Methods and strategies developed to increase student completion from underrepresented groups.

[Centralized Advising and Student Success Center](#)

[Student Clubs](#)

[Early Support Program \(ESP\)](#)

[Student Assistance Program](#)

[CF Foundation Patriot Fund](#)

[In-House Counseling](#)

B. Student Success in Targeted Programs

The college’s plan for 2015-2016 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under §1000.05, F.S., Part (4). Colleges should provide any updates to methods and strategies if applicable.

Methods and strategies identified in mathematics:

Review percentage of minority faculty and tutor to reflect that of student body.
Review course design and delivery.

Methods and strategies identified in communications technology:

Target underrepresented students by promoting non-traditional enrollment in communications courses through marketing efforts and contact with academic advisors.
Promote programs of study in specialist fields such as mass communications and journalism through local marketing efforts in publications with a high readership of minority students.

Methods and strategies identified in career education:

Continue Career Pathways presentation to the district high schools:

Marion County High Schools:

Range: 37% to 59% minority student enrollment

Levy County

Range: 12% to 39% minority student enrollment

Citrus County

Range: 17% to 21% minority student enrollment

Part V. Substitution Waivers for Admissions and Course Substitutions for Eligible Students with Disabilities

List the number of students with reported and eligible disabilities who received course substitutions as well as the required course(s), substitution(s) provided, and discipline area (i.e., mathematics) by disability type beginning with the fall semester of the preceding academic year.

Disability	Number of students	Required Course(s)	Substituted Course(s)	Discipline Area
DIS Population	2	CGS1100 - Microcomputer Applications	MGF1107 - Mathematical Explorations	Mathematics

Semester	Number of substitutions requested	Number of substitutions granted
Total	3	3

Part VI. Gender Equity in Athletics

Athletic Participation by Gender Compared to Student Enrollments by Gender for July 1, 2017, through June 30, 2018, and July 1, 2018, through June 30, 2019

	2017-2018			2018-2019			
	Males	Females	Total		Males	Females	Total
Total Number of Athletes	46	56	102	Total Number of Athletes	45	52	97
Percent of Athletes by Gender	45.1%	54.9%	100	Percent of Athletes by Gender	46%	54%	100%
Total Number of Enrollments	1123	1596	2719	Total Number of Enrollments	1255	1800	3055
Percent of Enrollments by Gender	41%	59%	100%	Percent of Enrollments by Gender	41%	59%	100%
Record the difference between the percent of athletes and the percent of students enrolled:	+4.1%	-4.1%		Record the difference between the percent of athletes and the percent of students enrolled:	+ 5%	-5 %	

Proportionality of Participation

Based on the table, is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled?

2017-2018: Yes X No ___

2018-2019: Yes X No ___

A. Corrective Action Plan

If the program is not in compliance, complete the Corrective Action Plan below and specify or update the plan to achieve compliance. Include completion dates for each method and strategy.

Program complies with Title IX, Gender Equity in Athletics. No corrective action plan is required.



COLLEGE of
CENTRAL
FLORIDA

-an equal opportunity college-



College Annual Equity Update

2019-2020

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General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for the annual update.

- Section 1000.05, F.S., the “Florida Educational Equity Act”
- Section 1012.86, F.S., Florida College System institution employment equity accountability program
- Section 1006.71, F.S., Gender equity in intercollegiate athletics
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Students with Disabilities at Florida Colleges and Postsecondary Career Centers
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created and embedded in the template for setting goals and reflecting goal achievement. DFC encourages each college to devote attention to the development of effective methods and strategies for any areas of improvement identified in analyses.

Submission of the College Annual Equity Update should be submitted by email to FCSInfo@fldoe.org. **Colleges must submit this equity template in Word format.** PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices.

New this year: the 2019-2020 equity report was divided into two submissions to accommodate statutory deadlines and the Florida Department of Education’s timing in sending the equity data and report templates to the postsecondary institutions.

Submission One (Part III of Report) – Deadline of May 1, 2020

Submission Two (Part I, II, IV, V & VI of Report) – Deadline of June 30, 2020.

DFC conducts reviews of annual college equity update reports pursuant to Rule 6A-19.010, F.A.C., implementing the Florida Educational Equity Act. The goals are to provide feedback for future updates, monitor efforts by the college to increase diversity in student participation and employment and meet requirements of Florida Statutes, including, but not limited to, the Florida Educational Equity Act and sections 1000.05, 1012.86 and 1006.71, F.S.

The review includes an assessment of the college’s methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs, activities and employment. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. The review may include comments or recommendations in areas where the college has achieved or exceeded its goals or in areas where there is incomplete or missing information.

For the 2019-20 report, the factors DFC will identify as part of its review will be embedded after sections of the report and DFC will use these sections to provide feedback to colleges. These will be marked “Completed by Division of Florida Colleges.” Example:

***Review of Part I: Course Substitutions
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part I. Description of Plan Development

Did the college make any changes to the development of the college equity plan? **Make a selection: No**

If yes, provide the following applicable updates.

A list of persons, by title and organizational location, involved in the development of the plan.

Response:

Maureen Anderson, Dean, Enrollment Management
Dr. Henri Benlolo, Dean, Student Services
Dr. Leonard Everett, Director of Student Success and Educational Outreach
Michelle Gayle, Coordinator, Human Resources
Jennifer Klepfer, Director, Human Resources
Charles Prince Jr., Vice President, Administration and Finance
Marjorie McGee, Director, Student Life
Dr. Mark Paugh, Vice President, Academic Affairs
Dr. Saul Reyes, Vice President, Student Affairs
Dr. Raphel Robinson, Director, Admissions and Student Recruitment
Mae Sands, Faculty Chair – Communications
Karla Wilson, Project Manager – Title III Grant
Cori Wiygul, Career Pathways Coordinator
Dr. Rob Wolf, Dean, Business and Technology
Evan Yates, Faculty Chair - Mathematics
Bob Zelinski, Athletics Director

Through the President’s Office, the District Board of Trustees, hereafter “DBOT”, was provided a copy of the Equity Report for review and approval.

A description of the participation of any advisory groups or persons.

Response:

No advisory groups participated in the development of the report. The persons listed above are the individuals with direct responsibility for areas of implementation.

***Review of Part I: Description of Plan Development
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Did the college change the college equity plan?	Select one.		
If yes, applicable updates provided?	Select one.		

Part II. Policies and Procedures that Prohibit Discrimination

This section relates to processes used to ensure that certain policies and procedures are current, accurate, in compliance and available to all students, employees and applicants as required by statute.

A) Has the governing board updated the college's approved and adopted policy of nondiscrimination? **Make a selection: Yes** If yes, provide the following applicable updates.

Date of revision: 10/30/2019

Description of the revision:

CF District Board of Trustees approved revised **Policy 1.01 Equal Access/Equal Opportunity** to add protected classes. We have updated our equity statements that must be included on all print materials:

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, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.

A concise two-sentence version is used on forms, rack cards, flyers, postcards, posters, job postings, or other publications one page or less created for recruiting, promotion of college, CF Foundation and Appleton Museum initiatives and events, syllabi, and materials created by students for students: College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 306A, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu

Additionally, **Policy 1.03 Discrimination, Harassment and Related Misconduct** was added with expanded language to better reflect the College's commitment to prohibiting discrimination, harassment and other related misconduct.

Web link(s) to document the revision:

<https://pr.cf.edu/files/policies/1-01.pdf>

<https://pr.cf.edu/files/policies/1-03.pdf>

B) Has the college updated the procedures used to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy? **Make a selection: No** If yes, provide updated information.

Response: Click here to enter text.

C) Has the college changed the person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rule 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II? **Make a selection: No** If yes, provide the following applicable information for each updated contact.

Name/title: Click here to enter text.

Phone number: Click here to enter text.

Address: Click here to enter text.

Email address: Click here to enter text.

Is this contact's information available in the regular notice of nondiscrimination?

Make a selection: Select one.

D) Has the college updated the grievance or complaint procedures for use by students, applicants and employees who allege discrimination? **Make a selection: Yes** If yes, provide the following applicable updates.

Date of revision: 10/30/2019

Description of the revision:

CF District Board of Trustees approved revised **Policy 1.03 Discrimination, Harassment, and Related Misconduct** to add protected classes.

Administrative Procedure: **Discrimination, Harassment, and Related Misconduct Complaint Procedure for Employee and Students (Implementing Procedure for Policy 1.03)** was updated 01/21/2020 to add protected classes.

Web link(s) to document the revision: <https://pr.cf.edu/files/policies/1-03.pdf>
<https://pr.cf.edu/files/procedures/Employee-Student-Harassment.pdf>

E) Grievance procedures should address the following, at a minimum, as required under Rule 6A-19.010(h), F.A.C. Confirm if the college is meeting these requirements.

- 1) Notifications of these procedures are placed in prominent and common information sources.
Make a selection: Yes
- 2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources. **Make a selection: Yes**
- 3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. **Make a selection: Yes**

If no, provide the college's plan for compliance.

Response: Click here to enter text.

F) Have there been any revisions to nondiscrimination policies or procedures pertaining to:

Title IX?	No
Title II?	No
Section 504?	No
Nondiscrimination policies or procedures pertaining to disability services, including Rule 6A-10.041, F.A.C., that addresses course substitution requirements?	No
Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV) Infectious Disease?	No
Other policies or procedures related to civil rights or nondiscrimination?	No

If yes, address the following for any identified policies or procedures.

Name of the policy and/or procedure(s): Click here to enter text.

Date of revision: Click here to enter text.

Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

***Review of Part II: Policies and Procedures that Prohibit Discrimination
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Have there been any updates to the college's policy of nondiscrimination adopted by the governing board?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the procedures utilized to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rules 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the college's grievance or complaint procedures for use by students, applicants and employees who allege discrimination?	Select one.		
If yes, applicable updates provided?	Select one.		
Grievance procedures should address the following at a minimum as required under Rule 6A-19.010(h), F.A.C.	-	-	-
Notifications of these procedures are placed in prominent and common information sources.	Select one.		
Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources.	Select one.		
Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination.	Select one.		

Requirement	Response	Comments	Action
If no, is a plan for compliance provided?	Select one.		

Part III. College Employment Equity Accountability Plan

Section 1012.86, F.S., Florida College System institution employment equity accountability program, requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions and full-time faculty positions who have attained continuing contract status. The plan must include specific, measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives and comparable national standards as provided by the Florida Department of Education.

A. Data, Analysis and Benchmarks

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and gender to be used as the benchmark for setting employment goals, as colleges seek to reflect their student demographics in their employment.

College Full-Time Executive/Administrative/Managerial Staff

Informed by the EMP-EAM tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions.

F/T Exec. Admin. Mgr.	Actual Data (%) Fall 2018	Actual Data (%) Fall 2019	College Student Population Percent*	Stated Goals Fall 2019*	Met Goal (Yes/No)	Goals for 2020
Black Female	6.30%	9.40%	9.00%	6.50%	Yes	9.00%
Black Male	9.40%	6.30%	4.50%	4.70%	Yes	4.50%
Hispanic Female	0%	0%	10.70%	0.50%	No	0.50%
Hispanic Male	3.10%	3.10%	6.80%	3.45%	No	3.45%
White Female	34.37%	31.30%	38.00%	35.00%	No	33.00%
White Male	43.75%	46.90%	23.80%	24.69%	Yes	23.80%
Other Minorities Female	0%	0%	4.30%	0.50%	No	0.50%
Other Minorities Male	3.13%	3.13%	2.90%	2.74%	Yes	2.90%
Total Female	40.62%	40.62%	62.00%	50.00%	No	50.00%
Total Male	59.38%	59.38%	38.00%	38.73%	Yes	38.00%

Describe and evaluate strategies for addressing underrepresentation in EAM positions.

Response:

As full-time vacancies occur, the college will continue to explore strategies and methods of outreach to ensure that it maintains a diverse employee population. Specific methods and strategies include the following:

- Continue current recruitment strategies of advertising in local and surrounding area newspapers and national job boards and emphasize the need for a more diverse population to all search committee members and hiring supervisors during the search and hiring process.
- Recruit at diversity job fairs.
- Recruit from minority-serving colleges and universities.
- Target recruitment to minority-serving professional societies and organizations.
- Target the local NAACP and other minority organizations in the tri-county area to assist with recruitment efforts of minority candidates.
- Utilize professional publications and diverse advertising media identified as serving predominately minority populations.

College Full-Time Instructional Staff

Informed by the EMP-INSTRUCTIONAL tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions.

F/T Instructional	Actual Data (%) Fall 2018	Actual Data (%) Fall 2019	College Student Population Percent*	Stated Goals Fall 2019*	Met Goal (Yes/No)	Goals for 2020
Black Female	3.97%	4.00%	9.00%	4.25%	No	4.25%
Black Male	3.17%	3.20%	4.50%	3.25%	No	3.25%
Hispanic Female	1.59%	2.40%	10.70%	1.60%	Yes	2.40%
Hispanic Male	1.59%	1.60%	6.80%	1.60%	Yes	2.00%
White Female	52.38%	53.20%	38.00%	38.05%	Yes	38.00%
White Male	34.13%	32.50%	23.80%	24.69%	Yes	23.80%
Other Minorities Female	0.79%	0.80%	4.30%	1.00%	No	1.00%
Other Minorities Male	2.38%	2.40%	2.90%	2.40%	Yes	2.90%
Total Female	58.73%	60.30%	62.00%	58.50%	Yes	60.50%
Total Male	41.27%	39.70%	38.00%	38.73%	Yes	38.00%

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

Response:

Specific methods and strategies include the following:

- Continue current recruitment strategies of advertising in local and surrounding area newspapers and national job boards.
- Recruit at diversity job fairs.
- Recruit from minority-serving colleges and universities.
- Target recruitment to minority-serving professional societies and organizations.
- Target the local NAACP and other minority organizations in the tri-county area to assist with recruitment efforts of minority candidates.
- Utilize professional publications and diverse advertising media identified as serving predominately minority populations.

College Full-Time Instructional Staff with Continuing Contract

Informed by the EMP-CONTINUING CONTRACT tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions.

F/T Instructional with Continuing Contract	Actual Data (%) Fall 2018	Actual Data (%) Fall 2019	College Student Population Percent*	Stated Goals Fall 2019*	Met Goal (Yes/No)	Goals for 2020
Black Female	1.45%	2.00%	9.00%	2.50%	No	2.50%
Black Male	5.80%	3.90%	4.50%	4.70%	No	4.50%
Hispanic Female	1.45%	2.00%	10.70%	1.70%	Yes	2.50%
Hispanic Male	1.45%	0.00%	6.80%	1.45%	No	1.45%
White Female	53.62%	52.90%	38.00%	38.05%	Yes	38.00%
White Male	34.78%	37.30%	23.80%	24.69%	Yes	23.80%
Other Minorities Female	1.45%	2.00%	4.30%	1.70%	Yes	2.50%
Other Minorities Male	0.00%	0.00%	2.90%	0.50%	No	0.50%
Total Female	57.97%	58.80%	62.00%	57.97%	Yes	59.00%
Total Male	42.03%	41.20%	38.00%	38.73%	Yes	38.00%

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions with continued contract.

Response:

Specific methods and strategies include the following:

- Continue providing mentoring programs, career counseling, tuition reimbursement, scholarships, professional training and educational career growth.
- Continue current recruitment strategies of advertising in local and surrounding area newspapers and national job boards.
- Recruit at diversity job fairs.
- Recruit from minority-serving colleges and universities.
- Target recruitment to minority-serving professional societies and organizations.
- New methods and strategies would be to offer global humanitarian outreach opportunities and community involvement opportunities

New Barriers (Optional)

Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities in any employment category?

Response:

The following barriers continue to pose challenges to the institution's ongoing recruitment efforts:

- The recent economic change has re-employed many qualified candidates with competitive salaries. This decreases the likelihood of the college finding and securing a minority qualified candidate and offering them a comparable salary.
 - Enrollment declines and related tuition revenue.
 - Competition with K-12 school districts and local technical schools where salaries are higher.
 - Competition with salaries at other colleges and universities.
 - Applicant pools continue to maintain a low selection of highly qualified candidates that represent diversity.
-

**Review of Part III (A): Attainment of Annual Goals
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include an analysis and assessment of annual and long-range goals for increasing women and minorities in:	-	-	-
<i>EAM positions?</i>	Select one.		
Full-time instructional positions?	Select one.		
Full-time with continuing contract instructional positions?	Select one.		
Does the report identify any new barriers affecting the recruitment and retention of females and/or minorities?	Select one.		

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

1) Provide a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals.

Response:

Listed below are the remedial steps to be taken to assist staff members when evaluations yield unsatisfactory progress toward meeting intended goals:

- Performance improvement planning: the individual and his/her manager determine the specific steps each will take to ensure continual improvement and growth for the individual performance strengths, and opportunities for improvement (further strengthening) are identified via the performance review process.
- Development planning: the individual defines personal growth goals and communicates this to the supervisor. Development includes planned growth and progress in the current assignment (i.e., promotion is not the only avenue of development opportunity). Personal growth and development may occur through a variety of methods, such as on-the-job experience; special assignments; job enlargement or enrichment; job rotation; receiving coaching from others; training others; personal study; and formal training programs.
- As part of the annual evaluation process each administrative employee must establish annual goals and describe the methodology used to achieve them. Administrators must include a goal consistent with achieving the college equal access/equal opportunity commitment. The results of the evaluations for department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals were satisfactory. No remedial actions were necessary.

2) Provide a summary of the college’s board of trustees’ annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

Response:

The College District Board of Trustees addresses within the annual evaluation of the president, the achievement of the performance goals established by the accountability process. The president and board agree to a set of goals for the president to pursue. At the end of each year the board and president reviews the report of the president’s goals for the current year and assesses the degree to which the goals were addressed. If the goals are not achieved the board and the president would address each goal and develop a plan for reaching those goals. [Click here to enter text.](#)

3) What is the date of the president’s most recent evaluation?

Response: June 26, 2019. Please see attached PDF provided as additional information regarding the summary of the evaluation.

***Review of Part III (B): Evaluations of Employment Practices
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Does the report include a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals?	Select one.		
Does the summary describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals?	Select one.		
Does the report include a summary of the results of the annual evaluation of the college president in achieving the annual and long-term goals and objectives?	Select one.		
Does the report include the date of the most recent presidential evaluation?	Select one.		

C. Additional Requirements

The college should complete the following related to additional processes required by section 1012.86, F.S.

- 1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. **Make a selection: Yes**
Include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

Response:

Search committees are required for filling all vacancies for full-time faculty and administrative and professional employees and for all career employee positions classified as C-6 or higher on the salary schedule. (Search committees are not mandatory for positions classified below C-6). The role of the search committee is a voluntary service to screen the applicants and to narrow the pool of applicants to a non-prioritized list of preferably three (3) to five (5) applicants. The committee understands that no ranking by use of numbers or letters are used during the application review or interview process.
Composition of search committees:

- A. Committees should be diverse in ethnicity and gender.
- B. At least one member of each search committee will be from outside the hiring department.

The number of members appointed to a search committee will be dependent on the type of position being filled.

- 2) Briefly describe the process used to grant continuing contracts.

Response:

- A. Faculty meets the minimum requirements established for the position, including those of the Southern Association of Colleges and Schools Commission on Colleges.
- B. Faculty has completed an approved electronic portfolio during his/her fifth year of continuous service. The employee must complete five years of satisfactory service during a period not in excess of seven years with service being continuous.
- C. Faculty has been recommended by the president to the District Board of Trustees for continuing contract based on successful performance of duties and demonstration of professional competence.
- D. All other requirements of Florida Statute and State Board of Education rules are met.

The coordinating responsibility for continuing contract is the vice president for Academic Affairs. The faculty continuing contract cycle is outlined in the management calendar as follows:

Jan. 2nd - Mar 1st	All annual contract faculty receive a yearly faculty performance review and complete a professional development plan.
March	Office for Academic Affairs sends a list of annual contract faculty who will be eligible for continuing contract to instructional deans/associate vice presidents/provosts.

Office for Academic Affairs sends a memo to all eligible faculty notifying them of their eligibility to begin the continuing contract cycle.

Instructional supervisors work with the faculty members' program managers or department chairs to complete the faculty responsibilities and performance criteria checklist to screen each candidate's performance. If the faculty member has had an issue with any of the responsibilities or performance criteria, a memo should be written to document the issue and outline steps toward improvement. The supervisor will meet with the faculty member to discuss areas in need of improvement. The supervisor will make a recommendation to the vice president for Academic Affairs regarding the candidate's eligibility for continuing contract based on performance.

April 15th

Annual contract faculty must submit the Intent Form along with two letters of support and Faculty Responsibilities and Performance Criteria Checklist to the Office for Academic Affairs. (Letters are typically from the department chair/program facilitator and dean/associate vice president/provost.)

For anyone not recommended, the Vice President, Academic Affairs and the appropriate instructional supervisor will meet with the candidate to discuss an improvement plan for the next year of annual contract.

Eligible candidates will schedule a meeting with the technical learning support specialist in the Professional Development Center for training in portfolio development.

May-Oct

Candidates complete portfolio.

Oct 15th

Candidates submit portfolio to an assigned peer reviewer. The peer reviewer will be someone who has successfully completed the cycle.

Nov 15th

Candidates submit portfolio to their instructional dean/associate vice president/provost for review.

Dec 15th

Last day for the dean/associate vice president/provost to return the portfolio to the candidate and recommend candidate for continuing contract to the vice president for Academic Affairs.

Dec15th – Jan 14th

Opportunity for the candidates to edit the portfolio prior to submission to the Office for Academic Affairs.

Jan 15th

Completed portfolio must be submitted to the Office for Academic Affairs .

Jan 16th - Mar 15th
Mid-March

Vice president for Academic Affairs reviews portfolios.

Vice president for Academic Affairs sends the president recommendations regarding faculty to receive continuing contract and those to be awarded another year on annual contract or to be terminated.

1 st week of April	Candidates receive notification of recommendations of continuing contract or denial by vice president for Academic Affairs. Vice president for Academic Affairs and the appropriate instructional supervisor meet with anyone not recommended for continuing contract.
3 rd week of April	The President submits recommendations for continuing contract to the District Board of Trustees for approval. Faculty who receive continuing contract attend the April District Board of Trustees meeting.
By April 30th	Faculty who participated and received continuing contract and are now eligible for a promotion may submit an Intent Form to the vice president of academic affairs.
August	Continuing contract becomes effective.

3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status.

Response:

In the spring of their fourth year, faculty who are eligible for continuing contract are notified via memo from the office of the vice president of Academic Affairs.

The letter:

1. Announces their eligibility to begin the continuing contract process.
2. Directs them to the Procedures for the Development and Submission of a Portfolio to Support Continuing Contract available on the intranet.
3. Provides a deadline for submitting an Intent Form to be considered for Continuing Contract.
4. Provides a deadline for submitting two letters of recommendation.
5. Notifies them that the instructional dean/associate vice president will complete the Faculty Responsibilities and Performance Criteria Checklist.
6. Notifies them of a mandatory, introductory portfolio workshop offered by the technical learning support specialist to assist them in preparation of their portfolio.

Additionally, college procedures provide for annual performance review of faculty on annual contract by peer, self and supervisor.

- Faculty performance review process begins in January.
- Each faculty member completes a self-review using the form provided by the vice president of academic affairs.
- Each faculty member selects another faculty member of his or her choice to serve as a peer reviewer. The peer review is completed using the form provided by the vice president of academic affairs. The name of the peer reviewer selected will be communicated to the faculty member's

supervisor. **The results of the peer review are confidential.** The faculty member will notify the supervisor when this task is completed.

- Faculty member develops a Professional Development Plan (PDP) using the form provided by the vice president of academic affairs.
- A conference between the faculty member and his or her supervisor will be held to discuss the results of the student reviews, self-review and PDP.
- Results of the performance review conference, using the form provided by the vice president of academic affairs, along with the PDP and recommendations form, are sent to the vice president of academic affairs for review and signature. Counselor's results are forwarded to vice president for Student Affairs, or designee, and then forwarded to vice president of academic affairs.
- The above performance review form, the PDP and the faculty recommendations form are sent to Human Resources for inclusion in the faculty member's personnel file.
- Annual contract faculty eligible for continuing contract submitted by the vice president of academic affairs to the college president.
- Annual contract faculty eligible for second, third or fourth annual contract submitted by the vice president of academic affairs to the college president.

4) Briefly describe the college's budgetary incentive plan to support and ensure the attainment of employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

Response:

The following describes how funds are used to increase the number of females and minorities receiving continuing contracts:

All faculty have access to the programs, training and activities described below. Funds are used to provide workshops as defined by the Faculty Senate, the Teaching Learning Engagement Institute and approved by the vice president for Academic Affairs.

The college has a designated Professional Development Office, staffed by a manager of Professional Development (\$67,161) and a staff assistant III (\$34,540) for a total budget for 2019-2020 of \$101,701 (Both positions are currently vacant).

The college has a tuition reimbursement program which allows employees an opportunity to pursue additional coursework or an advanced degree with a total budget for 2019-2020 of \$32,353.

The college has a Teaching Learning Engagement which provides faculty mini-grants and coordinates program activities for faculty support services with a total budget for 2019-2020 of \$19,805.

The college has an advertising budget in Human Resources to assure marketing of job announcements to specific populations with a total budget for 2019-2020 of \$89,000

The college is in a consortium with Pasco-Hernando Community College and Lake-Sumter State College as sponsors of the Sylvia M. Thomasson Leadership program for women and minorities with a total budget for 2019-2020 of \$6,865. (Funds were budgeted for 2019-20, but it appears this program is suspended also due to no Manager/OPD)

The college has an internal Leadership Enhancement and Development Program (LEAD) that focuses with a total budget for 2019-2020 of \$0. This program remained suspended during 2018-19 due to the vacancy of the Manager of Professional Development position, which orchestrates the program. This program was not funded for 2019-2020 due to its suspension pending the hiring of a Manager of OPD.

The college provides fee waivers for employees to take courses at CF with a total budget unchanged for 2019-2020 of \$30,000.

The college supports faculty workshop/conference attendance and travel with a total budget for 2019-2020 of \$18,267.

5) Salary Information: In the following table, include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86(2)(b)(5), F.S. Add additional rows if needed.

Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and gender information are not required; however, the college may choose to include additional information for purposes of diversity analysis.

Salary Information for New Hires

Job Classification (the IPEDS Fall Staff Survey job classifications may be used as appropriate)	Number of New Hires*	New Hires* Salary Range	Number of Existing Employees with Comparable Experience	Existing Employee* Salary Range
Instructional Staff	5	\$42,803 - \$56,052	98	\$42,803 - \$59,951
Management	4	\$75,830 - \$98,979	15	\$75,830 - \$135,000
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media	2	\$28,620	3	\$27,058 - \$28,620
Service	0	\$19,998 - \$26,017	7	\$25,111 - \$29,098
Office and Administrative Support	9	\$21,800 - \$29,460	50	\$18,347 - \$29,765
Natural Resources, Construction, and Maintenance	3	\$28,620 - \$29,500	5	\$26,017 - \$27,058

**IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2018, and October 31, 2019, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2018.*

***Review of Part III(C): Additional Requirements
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Does the report include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees?	Select one.		
Does the report include a description of the process used to grant continuing contracts?	Select one.		
Does the report include a description of the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status?	Select one.		
Has the college developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to section 1012.86, F.S.?	Select one.		
Did the college include a summary of the incentive plan?	Select one.		
Did the summary include strategic resource allocation?	Select one.		
Does the report include a comparison of the salary ranges of new hires to salary ranges for employees with comparable experience and qualifications?	Select one.		

Part IV. Strategies to Overcome Underrepresentation of Students

Student Enrollments

Colleges will continue to examine data trends, using the ENROLLMENT tab, in the representation of students by race, ethnicity, gender, students with limited English-language proficiency (LEP) skills and students with disabilities (DIS) (self-reported) for first-time-in-college (FTIC) and overall enrollment. Based on goals from previous equity reports, identify areas where goals (number of enrollments) set by the college last year were achieved and set goals for 2018-19 reporting year.

Enrollment Analysis:

Following is a summary of the three-year data trends in the representation of student enrollments by race, gender, students with self-reported disabilities (DIS), and national origin minority students with limited English-language proficiency (LEP) for first-time-in-college (FTIC) and for overall student enrollments.

FTIC enrollments and overall enrollments are down for Black Males and LEP Males.

FTIC enrollments and overall enrollments are up for White Females, Other Races – Females, Hispanic Males and both genders of DIS student enrollment.

FTIC enrollments are up and overall enrollments are down for White Males.

FTIC enrollments remain unchanged and overall enrollments are down for LEP Females.

FTIC enrollments are down and overall enrollments are up for Black Females, Hispanic Females Other Races – Males.

Blacks:

Following is a summary of the three year trend in FTIC and overall enrollments.

Race: Black		First Time in College (FTIC)						
		Total	Overall FTIC	% of Total Population	Delta # Black FTIC	% Change Black FTIC	Delta # All FTIC	% Change All FTIC
Gender	Rpt Year	112	1,351	8.29%	12	12.00%	51	3.92%
Female	2016-17	112	1,351	8.29%	12	12.00%	51	3.92%
	2017-18	127	1,424	8.92%	15	13.39%	73	5.40%
	2018-19	115	1,477	7.79%	-12	-9.45%	53	3.72%
Male	2016-17	78	1,351	5.77%	-8	-9.30%	51	3.92%
	2017-18	86	1,424	6.04%	8	10.26%	73	5.40%
	2018-19	85	1,477	5.75%	-1	-1.16%	53	3.72%
Total	2016-17	190	1,351	14.06%	4	2.15%	51	3.92%
	2017-18	213	1,424	14.96%	23	12.11%	73	5.40%
	2018-19	200	1,477	13.54%	-13	-6.10%	53	3.72%

Race: Black		Total Enrollments						
		Total	Overall Enrollment	% of Total Population	Delta # Black Total Enrollment	% Change Black Total Enrollment	Delta # All Total Enrollment	% Change All Total Enrollment
Gender	Rpt Year	891	9,057	9.84%	5	0.56%	-199	-2.15%
Female	2016-17	891	9,057	9.84%	5	0.56%	-199	-2.15%
	2017-18	774	8,741	8.85%	-117	-13.13%	-316	-3.49%
	2018-19	799	8,878	9.00%	25	3.23%	137	1.57%
Male	2016-17	447	9,057	4.94%	4	0.90%	-199	-2.15%
	2017-18	410	8,741	4.69%	-37	-8.28%	-316	-3.49%
	2018-19	400	8,878	4.51%	-10	-2.44%	137	1.57%
Total	2016-17	1,338	9,057	14.77%	9	0.68%	-199	-2.15%
	2017-18	1,184	8,741	13.55%	-154	-11.51%	-316	-3.49%
	2018-19	1,199	8,878	13.51%	15	1.27%	137	1.57%

Hispanics:

Following is a summary of the three year trend in FTIC and overall enrollments.

Race: Hispanic		First Time in College (FTIC)						
		Total	Overall FTIC	% of Total Population	Delta # Hispanic FTIC	% Change Hispanic FTIC	Delta # All FTIC	% Change All FTIC
Gender	Rpt Year							
Female	2016-17	139	1,351	10.29%	16	13.01%	51	3.92%
	2017-18	163	1,424	11.45%	24	17.27%	73	5.40%
	2018-19	159	1,477	10.77%	-4	-2.45%	53	3.72%
Male	2016-17	120	1,351	8.88%	25	26.32%	51	3.92%
	2017-18	115	1,424	8.08%	-5	-4.17%	73	5.40%
	2018-19	151	1,477	10.22%	36	31.30%	53	3.72%
Total	2016-17	259	1,351	19.17%	41	18.81%	51	3.92%
	2017-18	278	1,424	19.52%	19	7.34%	73	5.40%
	2018-19	310	1,477	20.99%	32	11.51%	53	3.72%

Race: Hispanic		Total Enrollments						
		Total	Overall Enrollment	% of Total Population	Delta # Hispanic Total Enrollment	% Change Hispanic Total Enrollment	Delta # All Total Enrollment	% Change All Total Enrollment
Gender	Rpt Year							
Female	2016-17	896	9,057	9.89%	46	5.41%	-199	-2.15%
	2017-18	924	8,741	10.57%	28	3.13%	-316	-3.49%
	2018-19	946	8,878	10.66%	22	2.38%	137	1.57%
Male	2016-17	601	9,057	6.64%	18	3.09%	-199	-2.15%
	2017-18	577	8,741	6.60%	-24	-3.99%	-316	-3.49%
	2018-19	606	8,878	6.83%	29	5.03%	137	1.57%
Total	2016-17	1,497	9,057	16.53%	64	4.47%	-199	-2.15%
	2017-18	1,501	8,741	17.17%	4	0.27%	-316	-3.49%
	2018-19	1,552	8,878	17.48%	51	3.40%	137	1.57%

Other Races:

Following is a summary of the three year trend in FTIC and overall enrollments.

Race: Other		First Time in College (FTIC)						
		Total	Overall FTIC	% of Total Population	Delta # Other FTIC	% Change Other FTIC	Delta # All FTIC	% Change All FTIC
Gender	Rpt Year							
Female	2016-17	53	1,351	3.92%	13	32.50%	51	3.92%
	2017-18	48	1,424	3.37%	-5	-9.43%	73	5.40%
	2018-19	61	1,477	4.13%	13	27.08%	53	3.72%
Male	2016-17	35	1,351	2.59%	-12	-25.53%	51	3.92%
	2017-18	55	1,424	3.86%	20	57.14%	73	5.40%
	2018-19	46	1,477	3.11%	-9	-16.36%	53	3.72%
Total	2016-17	88	1,351	6.51%	1	1.15%	51	3.92%
	2017-18	103	1,424	7.23%	15	17.05%	73	5.40%
	2018-19	107	1,477	7.24%	4	3.88%	53	3.72%

Race: Other		Total Enrollments						
		Total	Overall Enrollment	% of Total Population	Delta # Other Total Enrollment	% Change Other Total Enrollment	Delta # All Total Enrollment	% Change All Total Enrollment
Gender	Rpt Year							
Female	2016-17	346	9,057	3.82%	5	1.47%	-199	-2.15%
	2017-18	328	8,741	3.75%	-18	-5.20%	-316	-3.49%
	2018-19	386	8,878	4.35%	58	17.68%	137	1.57%
Male	2016-17	230	9,057	2.54%	-20	-8.00%	-199	-2.15%
	2017-18	240	8,741	2.75%	10	4.35%	-316	-3.49%
	2018-19	255	8,878	2.87%	15	6.25%	137	1.57%
Total	2016-17	576	9,057	6.36%	-15	-2.54%	-199	-2.15%
	2017-18	568	8,741	6.52%	-8	-1.39%	-316	-3.49%
	2018-19	641	8,878	7.22%	73	12.85%	137	1.57%

Whites:

Following is a summary of the three year trend in FTIC and overall enrollments.

Race: White		First Time in College (FTIC)						
		Total	Overall FTIC	% of Total Population	Delta # White FTIC	% Change White FTIC	Delta # All FTIC	% Change All FTIC
Gender	Rpt Year	404	1,351	29.90%	-31	-7.13%	51	3.92%
Female	2016-17							
	2017-18							
	2018-19	495	1,477	33.51%	16	3.34%	53	3.72%
Male	2016-17	410	1,351	30.35%	36	9.63%	51	3.92%
	2017-18	351	1,424	24.65%	-59	-14.39%	73	5.40%
	2018-19	365	1,477	24.71%	14	3.99%	53	3.72%
Total	2016-17	814	1,351	60.25%	5	0.62%	51	3.92%
	2017-18	830	1,424	58.29%	16	1.97%	73	5.40%
	2018-19	860	1,477	58.23%	30	3.61%	53	3.72%

Race: White		Total Enrollments						
		Total	Overall Enrollment	% of Total Population	Delta # White Total Enrollment	% Change White Total Enrollment	Delta # All Total Enrollment	% Change All Total Enrollment
Gender	Rpt Year	3,392	9,057	37.45%	-262	-7.12%	-199	-2.15%
Female	2016-17							
	2017-18							
	2018-19	3,374	8,878	38.00%	46	1.38%	137	1.57%
Male	2016-17	2,254	9,057	24.89%	5	0.22%	-199	-2.16%
	2017-18	2,160	8,741	24.71%	-94	-4.17%	-316	-3.49%
	2018-19	2,112	8,878	23.79%	-48	-2.22%	137	1.57%
Total	2016-17	5,646	9,057	62.34%	-257	-4.35%	-199	-2.15%
	2017-18	5,488	8,741	62.78%	-158	-2.80%	-316	-3.49%
	2018-19	5,486	8,878	61.79%	-2	-0.04%	137	1.57%

Gender:

Following is a summary of the three year trend in FTIC and overall enrollments.

Race: All		First Time in College (FTIC)						
		Total	Overall FTIC	% of Total Population	Delta # Gender FTIC	% Change Gender FTIC	Delta # All FTIC	% Change All FTIC
Gender	Rpt Year	708	1,351	52.41%	10	1.43%	51	3.92%
Female	2016-17							
	2017-18							
	2018-19	830	1,477	56.19%	13	1.59%	53	3.72%
Male	2016-17	643	1,351	47.59%	41	6.81%	51	3.92%
	2017-18	607	1,424	42.63%	-36	-5.60%	73	5.40%
	2018-19	647	1,477	43.81%	40	6.59%	53	3.72%
Total	2016-17	1,351	1,351	100.00%	51	3.92%	51	3.92%
	2017-18	1,424	1,424	100.00%	73	5.40%	73	5.40%
	2018-19	1,477	1,477	100.00%	53	3.72%	53	3.72%

Race: All		Total Enrollments						
		Total	Overall Enrollment	% of Total Population	Delta # Gender Total Enrollment	% Change Gender Total Enrollment	Delta # All Total Enrollment	% Change All Total Enrollment
Gender	Rpt Year	5,525	9,061	60.98%	-206	-3.59%	-199	-2.15%
Female	2016-17							
	2017-18							
	2018-19	5,505	8,878	62.01%	151	2.82%	126	1.44%
Male	2016-17	3,532	9,061	38.98%	7	0.20%	-199	-2.15%
	2017-18	3,387	8,752	38.70%	-145	-4.11%	-309	-3.41%
	2018-19	3,373	8,878	37.99%	-14	-0.41%	126	1.44%
Total	2016-17	9,057	9,061	99.96%	-199	-2.15%	-199	-2.15%
	2017-18	8,741	8,752	99.87%	-316	-3.49%	-309	-3.41%
	2018-19	8,878	8,878	100.00%	137	1.57%	126	1.44%

Limited English-language Proficiency (LEP):

Following is a summary of the three year trend in FTIC and overall enrollments.

Limited English-language Proficiency (LEP)		First Time in College (FTIC)						
		LEP	Overall FTIC	% of Total Population	Delta # LEP FTIC	% Change LEP FTIC	Delta # All FTIC	% Change All FTIC
Gender	Rpt Year							
	2016-17	7	1,351	0.52%	1	16.67%	51	3.92%
Female	2017-18	4	1,424	0.28%	-3	-42.86%	73	5.40%
	2018-19	4	1,477	0.27%	0	0.00%	53	3.72%
Male	2016-17	0	1,351	0.00%	-1	-100.00%	51	3.92%
	2017-18	1	1,424	0.07%	1	-	73	5.40%
	2018-19	0	1,477	0.00%	-1	-100.00%	53	3.72%
	2016-17	7	1,351	0.52%	0	0.00%	51	3.92%
	2017-18	5	1,424	0.35%	-2	-28.57%	73	5.40%
	2018-19	4	1,477	0.27%	-1	-20.00%	53	3.72%

Limited English-language Proficiency (LEP)		Total Enrollments						
		LEP	Overall Enrollment	% of Total Population	Delta # LEP Total Enrollment	% Change LEP Total Enrollment	Delta # All Total Enrollment	% Change All Total Enrollment
Gender	Rpt Year							
	2016-17	18	9,057	0.20%	6	50.00%	-199	-2.15%
Female	2017-18	25	8,741	0.29%	7	38.89%	-316	-3.49%
	2018-19	21	8,878	0.24%	-4	-16.00%	137	1.57%
Male	2016-17	2	9,057	0.02%	-1	-33.33%	-199	-2.15%
	2017-18	3	8,741	0.03%	1	50.00%	-316	-3.49%
	2018-19	1	8,878	0.01%	-2	-66.67%	137	1.57%
	2016-17	20	9,057	0.22%	5	33.33%	-199	-2.15%
	2017-18	28	8,741	0.32%	8	40.00%	-316	-3.49%
	2018-19	22	8,878	0.25%	-6	-21.43%	137	1.57%

Student with Self-reported Disabilities (DIS):

Following is a summary of the three year trend in FTIC and overall enrollments.

Student with Self-reported Disabilities (DIS)		First Time in College (FTIC)						
		DIS	Overall FTIC	% of Total Population	Delta # DIS FTIC	% Change DIS FTIC	Delta # All FTIC	% Change All FTIC
Gender	Rpt Year							
Female	2016-17	0	1,351	0.00%	-23	-100.00%	51	3.92%
	2017-18	0	1,424	0.00%	0	-	73	5.40%
	2018-19	32	1,477	2.17%	32	-	53	3.72%
Male	2016-17	0	1,351	0.00%	-16	-100.00%	51	3.92%
	2017-18	1	1,424	0.07%	1	-	73	5.40%
	2018-19	37	1,477	2.51%	36	3600.00%	53	3.72%
	2016-17	0	1,351	0.00%	-39	-100.00%	51	3.92%
	2017-18	1	1,424	0.07%	1	-	73	5.40%
	2018-19	69	1,477	4.67%	68	6800.00%	53	3.72%

Student with Self-reported Disabilities (DIS)		Total Enrollments						
		DIS	Overall Enrollment	% of Total Population	Delta # DIS Total Enrollment	% Change DIS Total Enrollment	Delta # All Total Enrollment	% Change All Total Enrollment
Gender	Rpt Year							
Female	2016-17	116	9,057	1.28%	-66	-36.26%	-199	-2.15%
	2017-18	86	8,741	0.98%	-30	-25.86%	-316	-3.49%
	2018-19	207	8,878	2.33%	121	140.70%	137	1.57%
Male	2016-17	95	9,057	1.05%	-47	-33.10%	-199	-2.15%
	2017-18	66	8,741	0.76%	-29	-30.53%	-316	-3.49%
	2018-19	152	8,878	1.71%	86	130.30%	137	1.57%
	2016-17	211	9,057	2.33%	-113	-34.88%	-199	-2.15%
	2017-18	152	8,741	1.74%	-59	-27.96%	-316	-3.49%
	2018-19	359	8,878	4.04%	207	136.18%	137	1.57%

Achievement of Goals:

Summary of Achievement of Goals. Some goals not achieved.

First Time in College (FTIC)				Overall Enrollments		
Group	2018- 2019 Goals for FTIC	Achieved? Y/N	2019 - 2020 Goals for FTIC	2018- 2019 Goals for Overall Enrollments	Achieved? Y/N	2019 - 2020 Goals for Overall Enrollments*
Black	Males 6.04%	N (5.75%)	Males 6.00%	13.60%	N (13.51%)	Males 4.60%
Hispanic	Males 8.10%	Y (10.22%)	Males 10.50%	17.17%	Y (17.48%)	Males 6.90%
Other Minorities	Males 3.86%	N (3.11%)	Male 3.25%	6.52%	Y (7.22%)	Males 2.90%
White	Male 24.70%	Y (24.71%)	Male 24.80%	62.74%	N (61.79%)	Males 24.00%
Male	42.65%	Y (43.81%)	44.00%	38.80%	N (37.99%)	38.00%
Female	57.37%	Y (62.01%)	56.00%	61.30%	Y (62.01%)	62.00%
DIS	0.25%	Y (4.67%)	4.70%	1.80%	Y (4.04%)	4.50%
LEP	0.40%	N (0.27%)	0.40%	0.32%	N (0.25%)	0.32%

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving all goals: **No (Some goals not achieved)** If no, provide:

An evaluation of each of the methods and strategies developed to increase student enrollments from underrepresented groups.

Response:

College of Central Florida like other institutions within the Florida College System continues to experience enrollment decline as a result of an improving economic climate. Overall males continue to enroll at a lower rate by comparison to their female counterparts. The college will pay special attention to this group in the next academic year. The college considers the current enrollment trend between male and female students to be consistent with national trends. The college is committed to its open enrollment mission and will continue its efforts toward increasing access and opportunities for all underrepresented groups identified in this report.

CF also offers Project Eagle, a summer bridge program for students that are considered to be at-risk. These students are first-generation and low-income college students. Many of the students that complete the Project Eagle program continue to seek assistance through the college’s Student Support Services (TRIO) program. These students are then provided services such as academic advising, individualized tutoring, university transfer assistance, and financial/scholarship advisement.

The College of Central Florida (CF) Educational Opportunity Center (EOC) is a federally funded educational outreach TRIO program that has been operating from the CF campus since 1993. CF's Educational Opportunity Center assists 1,265 low-income, first-generation adults and veterans from Citrus, Levy and Marion counties in obtaining high school equivalency (GED), enrolling in vocational program and/or college. The program services include those that improve the financial and economic literacy of participants, career assessment and evaluation, visits to postsecondary institutions, help completing financial aid and scholarship applications, personal counseling, academic advising and assistance with the college admissions process. Additionally, participants in the CF EOC program may also receive the following free services: College success workshops, college grant scholarship information, assistance enrolling in classes to prepare for the GED, membership in the Club of Educational Opportunity in order to enhance leadership and life skills, and assistance to veteran's family members.

Categories of the types of services provided and number of students served in each are presented below.

1. Number of Participants Assisted

- New participants (1,085)
- Continuing participants (180)

2. Participant Distribution by Eligibility

- Low-income and potential first generation college students (849)
- Low-income only (116)
- Potential first generation college students only (171)
- Other (129)

3. Participant Distribution by Race & Ethnicity

- American Indian/Alaska Native; non-Hispanic/Latino (13)
- Hispanic/Latino of any race (202)
- Asian; non-Hispanic/Latino (23)
- Black/African American; non-Hispanic/Latino (245)
- White; non-Hispanic/Latino (697)
- Native Hawaiian/Pacific Islander; non-Hispanic/Latino (0)
- Two or more races; non-Hispanic/Latino (79)
- Unknown/Not reported (6)

4. Participant Distribution by Gender

- Male (486)
- Female (779)

5. Participant Distribution by Age

- Ages: 14-18 (810)
- Ages: 19-27 (299)
- Ages: 28 and older (155)
- Unknown (1)

6. Military-Connected Participants

- Veteran (21)
- Active Duty Military (1)
- Spouse of Active Duty Military (2)
- Child of Active Duty Military (38)

7. Participants of Limited English Proficiency (15)

8. Educational Status of Adult Participants

- Adult without high school credentials and enrolled as senior in high school or alternative education (19 and older) (28)
- Adult without high school credentials who belongs in neither A.1 nor A.5. (19 and older) (56)
- High school or equivalency graduates not already enrolled in postsecondary education (357)
- Postsecondary school dropout with a high school diploma or credential (64)
- Potential post-secondary transfer (12)
- Postsecondary student (118)
- Other (19 and older) (3)

9. Educational Status of High School Age Participants

- High school student (9th-11th grade) (0)
- High school or GED senior (18 and younger) (577)
- High school dropout (18 and younger) (0)
- Other (18 and younger) (50)

10. Secondary School Completion

- Received high school diploma or equivalent (644)
- Enrolled in an alternative education program, but did not complete (59)
- Enrolled in high school, but did not complete (1)
- Not enrolled in high school or an alternative education program (4)

- Unknown (3)

11. Application for Student Financial Aid

- Number of participants who applied for financial aid (915)
- Number of participants who did not apply for financial aid (123)

12. Application for Postsecondary School Admission

- Number of participants who applied for postsecondary school admission (985)
- Number of participants who did not apply for postsecondary school admission (123)

13. Postsecondary Education Enrollment

- Received high school credentials during reporting year and enrolled in postsecondary school (339)
- Had high school credentials at time of first service and enrolled in postsecondary school (301)
- Did not enroll in postsecondary school (437)

14. Postsecondary Placements (by type of institution)

- Public, two-year institution (415)
- Private, non-profit, two-year institution (1)
- Public, four-year institution (176)
- Private, non-profit, four-year institution (9)
- Public or non-profit vocational / technical institution (4)
- Proprietary institution (1)
- Unknown (34)

New methods and strategies, if applicable.

Response:

As a strategy to increase student enrollment in underrepresented student populations, CF hosted Dare to Dream: Black Male Enrichment Conference in February. This inaugural event brought upwards of 200 young men and family members to the Ocala Campus to learn about education options and hear inspirational messages from successful role models. CF faculty and staff members led the project that was supported by a CF Foundation New Initiative Grant and the Appleton Museum of Art.

The college also has guaranteed admissions programs with the University of South Florida known as the “FUSE” program, and the University of Central Florida known as “Direct Connect.” The college will continue its main recruiting initiatives such as visits to students in service-area high schools. The college will continue to conduct the College Preview Night in all three service-area

counties, with increased marketing to yield a greater number of participants. We will continue to attend Career Fair functions, College Fairs, and other community events to promote college attendance.

Our recruitment efforts include presentations to AVID program classes to assist in the college readiness of the underrepresented student and building a relationship with the Frank DeLuca YMCA Family Center to advocate the need for education in our community.

Additionally, CF partners with other community based programs that provide assistance to parents and students in Marion, Citrus and Levy Counties with the completion of college applications. The Free Application for Federal Student Aid will also continue.

Student Completions

This year's report evaluates completions of Associate in Arts (AA) degrees, Associate in Science/Associate in Applied Science (AS/AAS) degrees, certificates and baccalaureate degrees, as documented in the COMPLETION tab. Based on goals from previous equity reports, identify areas where goals (number of degree/certificate completions) set by the college last year were achieved and set goals for 2019-20. Certificates include: College Credit Certificates (CCC); Career Certificates (CC); Applied Technology Diplomas (ATD); Education Preparation Institution Certificates (EPI); Certificates of Professional Preparation (CPP); Apprenticeship Programs (APPR); and Advanced Technical Certificates (ATC).

Completion Analysis:

Following is a summary of the three-year data trends in the representation of student completions by credential grouped by race, gender, students with self-reported disabilities (DIS), and national origin minority students with limited English-language proficiency (LEP).

Associate degree completion has increased for White Males (AAS degrees), White Females (AS degrees), Other Minority – Females (AA/AAS degrees), and both genders of Black students (AAS degrees) and DIS students (AS/AAS degrees).

Certificate Completion rates are up for both genders of all students (Black, Hispanic, Other Minority, White and DIS students) with the exception of LEP students.

Baccalaureate degree completion has increased for Black Females, White Males and both genders of Hispanic Students and Other Minority students. Baccalaureate degree completion has decreased for both genders of DIS students.

Completion rates are up for Hispanic Females with the exception of AA degree completions. Completion rates are down for Hispanic Males with the exception of Baccalaureate degrees.

Overall Male completion rates are down for AA/AAS degrees and up for Certificates and Baccalaureate degrees.

Black:

Following is a summary of the three year trend in completions by credential.

Race: Black		AA Degrees						
		Num	Total	% of Total Completions	Delta # Black Completions	% Change Black Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	76	916	8.30%	0	0.00%	25	2.81%
	2017-18	59	870	6.78%	-17	-22.37%	-46	-5.02%
	2018-19	88	873	10.08%	29	49.15%	3	0.34%
Male	2016-17	39	916	4.26%	10	34.48%	25	2.81%
	2017-18	30	870	3.45%	-9	-23.08%	-46	-5.02%
	2018-19	36	873	4.12%	6	20.00%	3	0.34%
Total	2016-17	115	916	12.55%	10	9.52%	25	2.81%
	2017-18	89	870	10.23%	-26	-22.61%	-46	-5.02%
	2018-19	124	873	14.20%	35	39.33%	3	0.34%

Race: Black		AS Degrees						
		Num	Total	% of Total Completions	Delta # Black Completions	% Change Black Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	16	256	6.25%	-1	-5.88%	-3	-1.16%
	2017-18	19	255	7.45%	3	18.75%	-1	-0.39%
	2018-19	19	277	6.86%	0	0.00%	22	8.63%
Male	2016-17	4	256	1.56%	-1	-20.00%	-3	-1.16%
	2017-18	5	255	1.96%	1	25.00%	-1	-0.39%
	2018-19	5	277	1.81%	0	0.00%	22	8.63%
Total	2016-17	20	256	7.81%	-2	-9.09%	-3	-1.16%
	2017-18	24	255	9.41%	4	20.00%	-1	-0.39%
	2018-19	24	277	8.66%	0	0.00%	22	8.63%

Race: Black		Certificates						
		Num	Total	% of Total Completions	Delta # Black Completions	% Change Black Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	63	739	8.53%	-3	-4.55%	-7	-0.94%
	2017-18	56	675	8.30%	-7	-11.11%	-64	-8.66%
	2018-19	67	788	8.50%	11	19.64%	113	16.74%
Male	2016-17	38	739	5.14%	7	22.58%	-7	-0.94%
	2017-18	33	675	4.89%	-5	-13.16%	-64	-8.66%
	2018-19	35	788	4.44%	2	6.06%	113	16.74%
Total	2016-17	101	739	13.67%	4	4.12%	-7	-0.94%
	2017-18	89	675	13.19%	-12	-11.88%	-64	-8.66%
	2018-19	102	788	12.94%	13	14.61%	113	16.74%

Race: Black		Baccalaureate						
		Num	Total	% of Total Completions	Delta # Black Completions	% Change Black Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	29	203	14.29%	7	31.82%	-9	-4.25%
	2017-18	14	195	7.18%	-15	-51.72%	-8	-3.94%
	2018-19	18	214	8.41%	4	28.57%	19	9.74%
Male	2016-17	6	203	2.96%	-1	-14.29%	-9	-4.25%
	2017-18	6	195	3.08%	0	0.00%	-8	-3.94%
	2018-19	6	214	2.80%	0	0.00%	19	9.74%
Total	2016-17	35	203	17.24%	6	20.69%	-9	-4.25%
	2017-18	20	195	10.26%	-15	-42.86%	-8	-3.94%
	2018-19	24	214	11.21%	4	20.00%	19	9.74%

Hispanic:

Following is a summary of the three year trend in completions by credential.

Race: Hispanic		AA Degrees						
		Num	Total	% of Total Completions	Delta # Hispanic Completions	% Change Hispanic Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	108	916	11.79%	14	14.89%	25	2.81%
	2017-18	98	870	11.26%	-10	-9.26%	-46	-5.02%
	2018-19	97	873	11.11%	-1	-1.02%	3	0.34%
Male	2016-17	59	916	6.44%	16	37.21%	25	2.81%
	2017-18	71	870	8.16%	12	20.34%	-46	-5.02%
	2018-19	54	873	6.19%	-17	-23.94%	3	0.34%
Total	2016-17	167	916	18.23%	30	21.90%	25	2.81%
	2017-18	169	870	19.43%	2	1.20%	-46	-5.02%
	2018-19	151	873	17.30%	-18	-10.65%	3	0.34%

Race: Hispanic		AS Degrees						
		Num	Total	% of Total Completions	Delta # Hispanic Completions	% Change Hispanic Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	23	256	8.98%	-3	-11.54%	-3	-1.16%
	2017-18	21	255	8.24%	-2	-8.70%	-1	-0.39%
	2018-19	28	277	10.11%	7	33.33%	22	8.63%
Male	2016-17	10	256	3.91%	-3	-23.08%	-3	-1.16%
	2017-18	9	255	3.53%	-1	-10.00%	-1	-0.39%
	2018-19	5	277	1.81%	-4	-44.44%	22	8.63%
Total	2016-17	33	256	12.89%	-6	-15.38%	-3	-1.16%
	2017-18	30	255	11.76%	-3	-9.09%	-1	-0.39%
	2018-19	33	277	11.91%	3	10.00%	22	8.63%

Race: Hispanic		Certificates						
		Num	Total	% of Total Completions	Delta # Hispanic Completions	% Change Hispanic Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	54	739	7.31%	-2	-3.57%	-7	-0.94%
	2017-18	65	675	9.63%	11	20.37%	-64	-8.66%
	2018-19	70	788	8.88%	5	7.69%	113	16.74%
Male	2016-17	58	739	7.85%	12	26.09%	-7	-0.94%
	2017-18	45	675	6.67%	-13	-22.41%	-64	-8.66%
	2018-19	45	788	5.71%	0	0.00%	113	16.74%
Total	2016-17	112	739	15.16%	10	9.80%	-7	-0.94%
	2017-18	110	675	16.30%	-2	-1.79%	-64	-8.66%
	2018-19	115	788	14.59%	5	4.55%	113	16.74%

Race: Hispanic		Baccalaureate						
		Num	Total	% of Total Completions	Delta # Hispanic Completions	% Change Hispanic Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	22	203	10.84%	5	29.41%	-9	-4.25%
	2017-18	14	195	7.18%	-8	-36.36%	-8	-3.94%
	2018-19	16	214	7.48%	2	14.29%	19	9.74%
Male	2016-17	7	203	3.45%	-1	-12.50%	-9	-4.25%
	2017-18	5	195	2.56%	-2	-28.57%	-8	-3.94%
	2018-19	17	214	7.94%	12	240.00%	19	9.74%
Total	2016-17	29	203	14.29%	4	16.00%	-9	-4.25%
	2017-18	19	195	9.74%	-10	-34.48%	-8	-3.94%
	2018-19	33	214	15.42%	14	73.68%	19	9.74%

Other Races:

Following is a summary of the three year trend in completions by credential.

Race: Other		AA Degrees						
		Num	Total	% of Total Completions	Delta # Other Completions	% Change Other Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	43	916	4.69%	14	48.28%	25	2.81%
	2017-18	33	870	3.79%	-10	-23.26%	-46	-5.02%
	2018-19	34	873	3.89%	1	3.03%	3	0.34%
Male	2016-17	14	916	1.53%	-8	-36.36%	25	2.81%
	2017-18	29	870	3.33%	15	107.14%	-46	-5.02%
	2018-19	25	873	2.86%	-4	-13.79%	3	0.34%
Total	2016-17	57	916	6.22%	6	11.76%	25	2.81%
	2017-18	62	870	7.13%	5	8.77%	-46	-5.02%
	2018-19	59	873	6.76%	-3	-4.84%	3	0.34%

Race: Other		AS Degrees						
		Num	Total	% of Total Completions	Delta # Other Completions	% Change Other Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	12	256	4.69%	7	140.00%	-3	-1.16%
	2017-18	9	255	3.53%	-3	-25.00%	-1	-0.39%
	2018-19	11	277	3.97%	2	22.22%	22	8.63%
Male	2016-17	2	256	0.78%	-1	-33.33%	-3	-1.16%
	2017-18	5	255	1.96%	3	150.00%	-1	-0.39%
	2018-19	2	277	0.72%	-3	-60.00%	22	8.63%
Total	2016-17	14	256	5.47%	6	75.00%	-3	-1.16%
	2017-18	14	255	5.49%	0	0.00%	-1	-0.39%
	2018-19	13	277	4.69%	-1	-7.14%	22	8.63%

Race: Other		Certificates						
		Num	Total	% of Total Completions	Delta # Other Completions	% Change Other Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	21	739	2.84%	-3	-12.50%	-7	-0.94%
	2017-18	21	675	3.11%	0	0.00%	-64	-8.66%
	2018-19	28	788	3.55%	7	33.33%	113	16.74%
Male	2016-17	18	739	2.44%	-3	-14.29%	-7	-0.94%
	2017-18	15	675	2.22%	-3	-16.67%	-64	-8.66%
	2018-19	25	788	3.17%	10	66.67%	113	16.74%
Total	2016-17	39	739	5.28%	-6	-13.33%	-7	-0.94%
	2017-18	36	675	5.33%	-3	-7.69%	-64	-8.66%
	2018-19	53	788	6.73%	17	47.22%	113	16.74%

Race: Other		Baccalaureate						
		Num	Total	% of Total Completions	Delta # Other Completions	% Change Other Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	4	203	1.97%	-5	-55.56%	-9	-4.25%
	2017-18	7	195	3.59%	3	75.00%	-8	-3.94%
	2018-19	9	214	4.21%	2	28.57%	19	9.74%
Male	2016-17	2	203	0.99%	-3	-60.00%	-9	-4.25%
	2017-18	2	195	1.03%	0	0.00%	-8	-3.94%
	2018-19	4	214	1.87%	2	100.00%	19	9.74%
Total	2016-17	6	203	2.96%	-8	-57.14%	-9	-4.25%
	2017-18	9	195	4.62%	3	50.00%	-8	-3.94%
	2018-19	13	214	6.07%	4	44.44%	19	9.74%

White:

Following is a summary of the three year trend in completions by credential.

Race: White		AA Degrees						
		Num	Total	% of Total Completions	Delta # White Completions	% Change White Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	377	916	41.16%	-7	-1.82%	25	2.81%
	2017-18	360	870	41.38%	-17	-4.51%	-46	-5.02%
	2018-19	344	873	39.40%	-16	-4.44%	3	0.34%
Male	2016-17	200	916	21.83%	-14	-6.54%	25	2.81%
	2017-18	190	870	21.84%	-10	-5.00%	-46	-5.02%
	2018-19	195	873	22.34%	5	2.63%	3	0.34%
Total	2016-17	577	916	62.99%	-21	-3.51%	25	2.81%
	2017-18	550	870	63.22%	-27	-4.68%	-46	-5.02%
	2018-19	539	873	61.74%	-11	-2.00%	3	0.34%

Race: White		AS Degrees						
		Num	Total	% of Total Completions	Delta # White Completions	% Change White Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	131	256	51.17%	-6	-4.38%	-3	-1.16%
	2017-18	121	255	47.45%	-10	-7.63%	-1	-0.39%
	2018-19	151	277	54.51%	30	24.79%	22	8.63%
Male	2016-17	58	256	22.66%	5	9.43%	-3	-1.16%
	2017-18	66	255	25.88%	8	13.79%	-1	-0.39%
	2018-19	56	277	20.22%	-10	-15.15%	22	8.63%
Total	2016-17	189	256	73.83%	-1	-0.53%	-3	-1.16%
	2017-18	187	255	73.33%	-2	-1.06%	-1	-0.39%
	2018-19	207	277	74.73%	20	10.70%	22	8.63%

Race: White		Certificates						
		Num	Total	% of Total Completions	Delta # White Completions	% Change White Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	225	739	30.45%	-31	-12.11%	-7	-0.94%
	2017-18	213	675	31.56%	-12	-5.33%	-64	-8.66%
	2018-19	282	788	35.79%	69	32.39%	113	16.74%
Male	2016-17	262	739	35.45%	16	6.50%	-7	-0.94%
	2017-18	227	675	33.63%	-35	-13.36%	-64	-8.66%
	2018-19	236	788	29.95%	9	3.96%	113	16.74%
Total	2016-17	487	739	65.90%	-15	-2.99%	-7	-0.94%
	2017-18	440	675	65.19%	-47	-9.65%	-64	-8.66%
	2018-19	518	788	65.74%	78	17.73%	113	16.74%

Race: White		Baccalaureate						
		Num	Total	% of Total Completions	Delta # White Completions	% Change White Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	89	203	43.84%	-8	-8.25%	-9	-4.25%
	2017-18	103	195	52.82%	14	15.73%	-8	-3.94%
	2018-19	99	214	46.26%	-4	-3.88%	19	9.74%
Male	2016-17	44	203	21.67%	-3	-6.38%	-9	-4.25%
	2017-18	44	195	22.56%	0	0.00%	-8	-3.94%
	2018-19	45	214	21.03%	1	2.27%	19	9.74%
Total	2016-17	133	203	65.52%	-11	-7.64%	-9	-4.25%
	2017-18	147	195	75.38%	14	10.53%	-8	-3.94%
	2018-19	144	214	67.29%	-3	-2.04%	19	9.74%

Gender:

Following is a summary of the three year trend in completions by credential.

Race: All		AA Degrees						
		Num	Total	% of Total Completions	Delta # Gender Completions	% Change Gender Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	604	916	65.94%	21	3.60%	25	2.81%
	2017-18	550	870	63.22%	-54	-8.94%	-46	-5.02%
	2018-19	563	873	64.49%	13	2.36%	3	0.34%
Male	2016-17	312	916	34.06%	4	1.30%	25	2.81%
	2017-18	320	870	36.78%	8	2.56%	-46	-5.02%
	2018-19	310	873	35.51%	-10	-3.13%	3	0.34%
Total	2016-17	916	916	100.00%	25	2.81%	25	2.81%
	2017-18	870	870	100.00%	-46	-5.02%	-46	-5.02%
	2018-19	873	873	100.00%	3	0.34%	3	0.34%

Race: All		AS Degrees						
		Num	Total	% of Total Completions	Delta # Gender Completions	% Change Gender Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	182	256	71.09%	-3	-1.62%	-3	-1.16%
	2017-18	170	255	66.67%	-12	-6.59%	-1	-0.39%
	2018-19	209	277	75.45%	39	22.94%	22	8.63%
Male	2016-17	74	256	28.91%	0	0.00%	-3	-1.16%
	2017-18	85	255	33.33%	11	14.86%	-1	-0.39%
	2018-19	68	277	24.55%	-17	-20.00%	22	8.63%
Total	2016-17	256	256	100.00%	-3	-1.16%	-3	-1.16%
	2017-18	255	255	100.00%	-1	-0.39%	-1	-0.39%
	2018-19	277	277	100.00%	22	8.63%	22	8.63%

Race: All		Certificates						
		Num	Total	% of Total Completions	Delta # Gender Completions	% Change Gender Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	363	739	49.12%	-39	-9.70%	-7	-0.94%
	2017-18	355	675	52.59%	-8	-2.20%	-64	-8.66%
	2018-19	447	788	56.73%	92	25.92%	113	16.74%
Male	2016-17	376	739	50.88%	32	9.30%	-7	-0.94%
	2017-18	320	675	47.41%	-56	-14.89%	-64	-8.66%
	2018-19	341	788	43.27%	21	6.56%	113	16.74%
Total	2016-17	739	739	100.00%	-7	-0.94%	-7	-0.94%
	2017-18	675	675	100.00%	-64	-8.66%	-64	-8.66%
	2018-19	788	788	100.00%	113	16.74%	113	16.74%

Race: All		Baccalaureate						
		Num	Total	% of Total Completions	Delta # Gender Completions	% Change Gender Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	144	203	70.94%	-1	-0.69%	-9	-4.25%
	2017-18	138	195	70.77%	-6	-4.17%	-8	-3.94%
	2018-19	142	214	66.36%	4	2.90%	19	9.74%
Male	2016-17	59	203	29.06%	-8	-11.94%	-9	-4.25%
	2017-18	57	195	29.23%	-2	-3.39%	-8	-3.94%
	2018-19	72	214	33.64%	15	26.32%	19	9.74%
Total	2016-17	203	203	100.00%	-9	-4.25%	-9	-4.25%
	2017-18	195	195	100.00%	-8	-3.94%	-8	-3.94%
	2018-19	214	214	100.00%	19	9.74%	19	9.74%

Limited English-language Proficiency (LEP):

Following is a summary of the three year trend in completions by credential.

Limited English- language Proficiency (LEP)		AA Degrees						
		LEP	Total	% of Total Completions	Delta # LEP Completions	% Change LEP Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	1	916	0.11%	1	-	25	2.81%
	2017-18	2	870	0.23%	1	100.00%	-46	-5.02%
	2018-19	2	873	0.23%	0	0.00%	3	0.34%
Male	2016-17	0	916	0.00%	0	-	25	2.81%
	2017-18	1	870	0.11%	1	-	-46	-5.02%
	2018-19	1	873	0.11%	0	0.00%	3	0.34%
	2016-17	1	916	0.11%	1	-	25	2.81%
	2017-18	3	870	0.34%	2	200.00%	-46	-5.02%
	2018-19	3	873	0.34%	0	0.00%	3	0.34%

Limited English- language Proficiency (LEP)		AS Degrees						
		LEP	Total	% of Total Completions	Delta # LEP Completions	% Change LEP Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	0	256	0.00%	0	-	-3	-1.16%
	2017-18	0	255	0.00%	0	-	-1	-0.39%
	2018-19	0	277	0.00%	0	-	22	8.63%
Male	2016-17	0	256	0.00%	0	-	-3	-1.16%
	2017-18	0	255	0.00%	0	-	-1	-0.39%
	2018-19	0	277	0.00%	0	-	22	8.63%
	2016-17	0	256	0.00%	0	-	-3	-1.16%
	2017-18	0	255	0.00%	0	-	-1	-0.39%
	2018-19	0	277	0.00%	0	-	22	8.63%

Limited English- language Proficiency (LEP)		Certificates						
		LEP	Total	% of Total Completions	Delta # LEP Completions	% Change LEP Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	0	739	0.00%	0	-	-7	-0.94%
	2017-18	1	675	0.15%	1	-	-64	-8.66%
	2018-19	0	788	0.00%	-1	-100.00%	113	16.74%
Male	2016-17	0	739	0.00%	0	-	-7	-0.94%
	2017-18	0	675	0.00%	0	-	-64	-8.66%
	2018-19	0	788	0.00%	0	-	113	16.74%
	2016-17	0	739	0.00%	0	-	-7	-0.94%
	2017-18	1	675	0.15%	1	-	-64	-8.66%
	2018-19	0	788	0.00%	-1	-100.00%	113	16.74%

Limited English- language Proficiency (LEP)		Baccalaureate						
		LEP	Total	% of Total Completions	Delta # LEP Completions	% Change LEP Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	0	203	0.00%	0	-	-9	-4.25%
	2017-18	0	195	0.00%	0	-	-8	-3.94%
	2018-19	0	214	0.00%	0	-	19	9.74%
Male	2016-17	0	203	0.00%	0	-	-9	-4.25%
	2017-18	0	195	0.00%	0	-	-8	-3.94%
	2018-19	0	214	0.00%	0	-	19	9.74%
	2016-17	0	203	0.00%	0	-	-9	-4.25%
	2017-18	0	195	0.00%	0	-	-8	-3.94%
	2018-19	0	214	0.00%	0	-	19	9.74%

Student with Self-reported Disabilities (DIS):

Following is a summary of the three year trend in completions by credential.

Student with Self-reported Disabilities (DIS)		AA Degrees						
		DIS	Total	% of Total Completions	Delta # DIS Completions	% Change DIS Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	18	916	1.97%	-8	-30.77%	25	2.81%
	2017-18	9	870	1.03%	-9	-50.00%	-46	-5.02%
	2018-19	29	873	3.32%	20	222.22%	3	0.34%
Male	2016-17	12	916	1.31%	-3	-20.00%	25	2.81%
	2017-18	9	870	1.03%	-3	-25.00%	-46	-5.02%
	2018-19	13	873	1.49%	4	44.44%	3	0.34%
	2016-17	30	916	3.28%	-11	-26.83%	25	2.81%
	2017-18	18	870	2.07%	-12	-40.00%	-46	-5.02%
	2018-19	42	873	4.81%	24	133.33%	3	0.34%

Student with Self-reported Disabilities (DIS)		AS Degrees						
		DIS	Total	% of Total Completions	Delta # DIS Completions	% Change DIS Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	4	256	1.56%	-1	-20.00%	-3	-1.16%
	2017-18	7	255	2.75%	3	75.00%	-1	-0.39%
	2018-19	22	277	7.94%	15	214.29%	22	8.63%
Male	2016-17	1	256	0.39%	-1	-50.00%	-3	-1.16%
	2017-18	4	255	1.57%	3	300.00%	-1	-0.39%
	2018-19	7	277	2.53%	3	75.00%	22	8.63%
	2016-17	5	256	1.95%	-2	-28.57%	-3	-1.16%
	2017-18	11	255	4.31%	6	120.00%	-1	-0.39%
	2018-19	29	277	10.47%	18	163.64%	22	8.63%

Student with Self-reported Disabilities (DIS)		Certificates						
		DIS	Total	% of Total Completions	Delta # DIS Completions	% Change DIS Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	18	739	2.44%	-1	-5.26%	-7	-0.94%
	2017-18	9	675	1.33%	-9	-50.00%	-64	-8.66%
	2018-19	16	788	2.03%	7	77.78%	113	16.74%
Male	2016-17	17	739	2.30%	2	13.33%	-7	-0.94%
	2017-18	8	675	1.19%	-9	-52.94%	-64	-8.66%
	2018-19	11	788	1.40%	3	37.50%	113	16.74%
	2016-17	35	739	4.74%	1	2.94%	-7	-0.94%
	2017-18	17	675	2.52%	-18	-51.43%	-64	-8.66%
	2018-19	27	788	3.43%	10	58.82%	113	16.74%

Student with Self-reported Disabilities (DIS)		Baccalaureate						
		DIS	Total	% of Total Completions	Delta # DIS Completions	% Change DIS Completions	Delta # All Completions	% Change All Completions
Gender	Rpt Year							
Female	2016-17	5	203	2.46%	1	25.00%	-9	-4.25%
	2017-18	5	195	2.56%	0	0.00%	-8	-3.94%
	2018-19	3	214	1.40%	-2	-40.00%	19	9.74%
Male	2016-17	3	203	1.48%	0	0.00%	-9	-4.25%
	2017-18	2	195	1.03%	-1	-33.33%	-8	-3.94%
	2018-19	1	214	0.47%	-1	-50.00%	19	9.74%
	2016-17	8	203	3.94%	1	14.29%	-9	-4.25%
	2017-18	7	195	3.59%	-1	-12.50%	-8	-3.94%
	2018-19	4	214	1.87%	-3	-42.86%	19	9.74%

Achievement of Goals:

Summary of Achievement of Goals by credential. Some goals not achieved.

AA Completions Group	2018- 2019 AA Degrees	2018- 2019 Goal	Achieved Yes/No	Goals for 2019 - 2020
Black	MALES	3.50%	Y (4.10%)	4.25%
Hispanic	FEMALES	FEMALE 11.26%	N (11.10%)	TOTAL (18.00%)
Other Minorities		7.20%	N (6.80%)	7.50%
White	FEMALES	41.38%	N (39.40%)	40.00%
Male		36.80%	N (35.50%)	36.00%
Female		63.50%	Y (64.50%)	64.00%
DIS		2.10%	Y (4.81%)	4.85%
LEP		0.34%	Y (0.34%)	0.34%

AS Completions Group	2018- 2019 AS Degrees	2018- 2019 Goal	Achieved Yes/No	Goals for 2019 - 2020
Black		9.45%	N (8.70%)	8.75%
Hispanic		11.76%	Y (11.90%)	11.95%
Other Minorities		5.50%	N (4.70%)	4.75%
White		73.40%	Y (74.70%)	74.00%
Male		33.40%	N (24.50%)	25.00%
Female		66.70%	Y (75.50%)	75.00%
DIS		4.40%	Y (10.47%)	10.50%
LEP		0.15%	N (0.00%)	0.15%

Certificate Completions Group	2019- 2020 Certificate	2018- 2019 Goal	Achieved Yes/No	Goals for 2019 - 2020
Black		13.20%	N (12.9%)	13.00%
Hispanic	MALES	6.70%	N (5.70%)	6.00%
Other Minorities		5.33%	Y (6.70%)	6.75%
White		65.20%	Y (65.70%)	65.70%
Male		47.45%	N (43.3%)	48.00%
Female		52.60%	Y (56.70%)	52.00%
DIS		2.60%	Y (3.43%)	3.50%
LEP		0.15%	N (0.00%)	0.15%

Baccalaureate Completions Group	2019- 2020 Baccalaureate	2018- 2019 Goal	Achieved Yes/No	Goals for 2019 - 2020
Black		10.30%	Y (11.20%)	11.50%
Hispanic		9.74%	Y (15.40%)	15.75%
Other Minorities		4.65%	Y (6.10%)	6.20%
White		75.38%	N (67.30%)	66.50%
Male		29.30%	Y (33.60%)	34.00%
Female		70.80%	N (66.40%)	66.00%
DIS		3.60%	N (1.87%)	1.90%
LEP		0.20%	N (0.00%)	0.20%

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving all goals: **No** (Some goals not achieved). If no, provide:

An evaluation of each of the methods and strategies developed to increase student completions from underrepresented groups.

Response:

The college continues its support for a diverse number of clubs that serve the social and developmental needs of students in targeted minority groups to provide a supportive campus climate that encourages student achievement. Current clubs with significant minority participation include the African-American Student Union, Inspirational Choir, the Hispanic-American Association, Gay

Straight Alliance, Club of Educational Opportunity (CEO), the Psychological Rehabilitation Educational Program (PREP), and the Reaching Excellence Academic Cultural High Club (REACH). Membership in clubs is open to all students. The college continues to look for the best mechanism to track the success rates of students who participate in clubs/organizations for the purpose of assessing the effectiveness of these programs in retaining and graduating minority students. Detail on the college's additional methods and strategies to increase student completion from underrepresented groups follows.

Early Support Program

The Early Support Program (ESP) strategy identifies students not making satisfactory progress and/or exhibiting behaviors that may lead to academic or behavioral difficulties and seeks to help students gain the knowledge and skills necessary to overcome barriers to their academic success. The program will target students enrolled in developmental, gateway and other high enrollment first-year courses, but will be available to all students at CF. Prior to each semester start, all faculty are provided an ESP protocol resource tool, which includes actions the faculty member can take to enhance the engagement and success of students. Likewise, it includes instructions to use the system and provides a syllabus statement to alert students to the goals and purpose of ESP. Early in the semester, faculty teaching these targeted courses will be prompted to assess students based on identified risk factors. Faculty will be encouraged to reach out first to the student, but to quickly follow-up with an ESP. First-Year Success and Meta-major Advisors will review and respond to these assessments based on a protocol developed to ensure students are connected to appropriate support resources efficiently and effectively. A feedback loop between the students, their advisors, specific campus resources (i.e. Disability Services, Academic Support, Financial Aid, etc.) and the students' faculty member will provide at risk students with support and guidance on their academic pathway.

The Early Support Program was implemented on the premises that the faculty will be proactive, supportive and involved in facilitating the academic components of student success and retention. Faculty awareness of potential student problems constitutes the backbone of this program. Faculty contribute directly to retention and student success by assisting with the early detection and intervention of those students who are doing poorly in class, chronically absent, or who are experiencing other more personal problems that may affect their academic performance.

Administration of the Early Support Program is the responsibility of the Assistant Director of First-Year Success and the Director of Retention and Student Success with oversight by the Director of StartSmart@CF.

Below are Early Support Program data (by Gender, Race, Courses Submitting Early Support Referral, and Reasons Early Support Referrals Were Submitted) for Spring, Summer and Fall 2019 semesters.

Academic Year 2019- 1089 total ESPs submitted:

1. By Gender

- Male (45.55%)
- Female (54.36%)

- Unknown (0.09%)

2. By Race/Ethnicity

- American Indian or Alaska Native (0.98%)
- Asian (1.77%)
- Black or African-American (21.69%)
- Native Hawaiian or Other Pacific Islander (0.2%)
- White (67.22%)
- Unknown/Unreported (0.06%)
- Mixed/Multi (6.58%)

3. Top 5 Course Submitting Referrals

- BSC2010 (17.79%)
- PSY2012 (9.96%)
- BSC2085 (7.12%)
- SLS1122 (6.76%)
- CGS1100 (6.41%)

4. Top 4 Reasons Referrals Were Submitted

- Grades (43.77%)
- Attendance (37.72%)
- Missing Coursework (15.66%)
- Non-Engagement (0.71%)

Student Assistance Program

The Student Assistance Program (SAP) is a confidential resource that assists students who may have personal problems which could affect their school or home lives. It provides early intervention and professional assessment and counseling that best meet the needs of students. It helps students cope with emotional, behavioral, relationship and substance/alcohol abuse problems. It also addresses issues of stress, financial management and legal services. The confidential services are provided through annual contracts between the College of Central Florida and Bay Care Life Management, a health management organization. The services are delivered by local private licensed mental health counselors, family therapists and licensed clinical psychologists. The services are available to all students, 24 hours per day, seven days per week.

The SAP also offers a health screening to all students which help students evaluate and/or identify their issues or problems. The information on the health screening report can be shared with their respective clinicians or physicians and used as a tool for further counseling. Furthermore, the college has created a mental health mobile unit that is used during a variety of student activity periods, Welcome Back events and College Preview Nights, to market or create awareness of the counseling services available to

students. SAP services has expanded this year by including services to student victims of domestic violence and sexual harassment or assault through an MOU with the Marion County Domestic Violence and Sexual Assault Center that is now housed at the CF Ocala campus. This organization provides counseling, referrals to community resources, advocacy, and much more to students who are victimized, and also work in collaboration with the CF Counseling Center. Additionally, CF counseling staff have conducted numerous presentations designed to increase student awareness of the Violence Against Women Act (VAWA), to educate students on preventive strategies, and to help students identify national and local resources that are available to help victims. Much printed and electronic materials have also been developed to help promote awareness.

CF Foundation Patriot Fund

Most of our students need to work at least part-time in order to remain in school. As a result, the CF Foundation Patriot Fund program was designed to help improve student persistence and completion by providing emergency financial assistance grants to students who might otherwise have to drop out of school. Funding comes from donations from employees, private foundations, local businesses and local citizens. Student Services staff assist with the program by working as “case managers”. They work closely with community agencies to help acquire other services and resources that are not provided by the Fund. This current program fiscal year, the program has issued 67 awards, totaling \$48,083 dollars of financial emergency assistance. This equates to over \$718 for each award. Since the beginning of the program in 2010, approximately \$500,000 has been awarded to students who needed financial emergency assistance. The assistance generally was for rent, utilities, child care, transportation or car repairs, and minor medical expenses. The program does not cover expenses directly related to classroom expenses such as tuition, fees, supplies and books since those expenses are not considered financial emergencies and are generally covered by federal financial aid, student loans, and personal funds. Student participating in the program continue to have over 90% term-to-term retention rate.

In-House Counseling

This counseling component is an internal counseling service for students who suffer from emotional, psychological, relationship and other life problems, along with crisis intervention. It is staffed by a full-time Florida licensed clinician along with support staff.

In 2013–2014 approximately 162 students were served. In 2014–2015 we served 378 students. In 2015-2016 over 500 students were served. In 2016-2017 over 400 students were served. In 2017-2018 over 450 students were served, in 2018-2019 over 500 students were served, and in 2018-2020 over 500 were served. By Gender: Female 70% and Male 30%. By student racial population: White 69%, African American 23%, Hispanic 7%, and Asian 1%. Staff also tries to inspire students and help them to engage in college activities and overcome obstacles along the way. There is a wide range of equitable exposure at the CF of extracurricular and enrichment opportunities that build leadership, increase self-esteem, develop social skills, and nurture talents and interests. For example, the Psychological Rehabilitation Education Program Club (P.R.E.P.) helps students with psychological challenges achieve their academic goals. P.R.E.P. assists with college retention and focuses on motivational techniques and leadership skills. The club engages its members in a variety of activities that help them cope and/or overcome their personal problems, and create a vision of their successful journey at CF and their future endeavors. The P.R.E.P. Club meets weekly and is open to all students. This year CF has experienced over a 300% increase in student domestic

violence cases and an increase in the number of students who had to be Baker Acted by our licensed clinician.

The CF has created a Suicide Prevention Program that helps promote suicide prevention and education to students, staff, faculty and the public. The program offers a variety of on-going workshops, marketing and public information events, and special events with national/regional/local speakers, as well as on-going classroom presentations. The Program also collaborates with local suicide prevention agencies in the tri-county region and work together in advisory capacities and in preparing for large community events.

New methods and strategies, if applicable.

Response:

The college has established a centralized “Advising and Student Success Center” where all educational advisors are housed. CF believes that establishment of the centralized advising center aids in student success and helps keep students focused on completing their degree. Furthermore, CF has created the early support program wherein faculty/staff may submit notices regarding students who are at risk of failing. The referrals (called ESP) are disseminated to various individuals who can address the problems or issues with the student. Students who are referred because of suspected emotional/psychological, economic, or family issues are referred to the Dean of Student Services and his staff. Each of these referrals is treated as a Confidential ESP. Students who are not attending classes, struggling in class, failing tests, or have other academic issues are referred to their respective academic advisors for assistance.

Student Success in Targeted Programs

The college’s plan for 2018-19 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under section 1000.05(4), F.S. Colleges should provide any updates to methods and strategies, if applicable.

The college is providing updates: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase underrepresented student participation in programs and courses.

Response:

Methods and strategies identified in mathematics:

The ratio of Black-White full-time math faculty is at 17%, adequately representing the proportion of Black-White students. A minority mathematics full-time faculty member continues to teach several MAT1033 courses each year. Her presence improves continuity for the minority students transitioning into college level mathematics. A minority mathematics full time faculty member continues to teach MAC1140, MAC1114, MAC2311, MAC2312, MAC2313 and MAP202. This provides continuity for minority students taking more advanced courses. Additionally, the ratio of Minority – White adjunct faculty is at 20%. We continually seek to hire and retain qualified adjuncts in all ethnic categories.

Tutors for the Math Lab and Learning Resource Center have been centralized under the Learning Resource Center for better quality control.

The mathematics department is increasing the use of labs through aggressive advertising, notes in the syllabus, student testimonials, and word of mouth. We work closely with the Learning Resource Center to ensure qualified tutors are being hired. We continually seek to hire and retain qualified tutors in all ethnic categories.

The mathematics department is utilizing the Early Support Program (ESP) the college has developed to help increase the retention and participation of all students including underrepresented groups.

Methods and strategies identified in communications technology:

The Communications Department primarily offers entry level/gateway courses required for all degree seeking students; thus, in terms of equity, course enrollment is highly representative of overall college enrollment. Career and academic advisors promote enrollment in ENC1101 (Freshman Compositions Skills I) during the first semester of study and ENC1102 (Freshman Composition Skills II) during the second. Some student populations may be under-represented in individual courses with a single section offered per semester such as Journalism and Linguistics; we will continue to promote programs of study in specialist fields such as Mass Communications, Linguistics and Journalism through local marketing efforts in publications with a high readership of minority and non-traditional students.

It would be beneficial to our department's student recruitment efforts to have a faculty body more representative of the overall student body. Unfortunately, the overall ratio of Black/White full-time faculty in the department stands at 0%, and the overall minority/white ratio of full-time faculty is at 5%. The male to female ratio of full-time faculty in communications is at 61.5% for 2019-2020. A more balanced ration than the previous year.

In order to increase the possibility of hiring faculty from under-represented areas we will continue to advertise nationally, open the application process for a longer period of time, and actively seek candidates to help us create equitable representation. The Communications Department utilizes Early Support Program (ESP) to increase retention of all students.

New methods and strategies, if applicable.

Response:

Methods and strategies identified in career education:

During the 2018-2019 academic year, our Career Pathways Coordinator gave her Career Pathways presentation to the following high schools:

Marion County

West Port High School – 59% minority enrollment
Vanguard High School – 57% minority enrollment
Dunnellon High School – 40% minority enrollment
North Marion High School – 42% minority enrollment
Lake Weir High School – 41% minority enrollment

Belleview High School – 37% minority enrollment
Forest High School – 38% minority enrollment
Marion Technical Institute – 38% minority enrollment

Levy County

Williston High School - 39% minority enrollment
Bronson High School - 31% minority enrollment
Chiefland High School - 26% minority enrollment
Cedar Key High School - 12% minority enrollment

Citrus County

Lecanto High School - 21% minority enrollment
Citrus High School - 18% minority enrollment
Crystal River High School - 17% minority enrollment

**Review of Part IV: Strategies to Overcome Underrepresentation of Students
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Is the college achieving all its goals in terms of student enrollments by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
Is the college achieving all its goals in terms of student completions by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
The report should include an analysis of student participation in traditionally underrepresented programs and courses, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education. Did the college provide updates for its goal in terms of student completions across the aforementioned categories?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		

**Part V. Substitution Waivers for Admissions and
Course Substitutions for Eligible Students with Disabilities**

Course Substitution Report, Form CSR01

Please list the number of students who received course substitutions as well as the required course(s), substitution(s) provided and discipline area (e.g., mathematics) by disability type beginning with the fall semester of the preceding academic year. For the courses, please include the prefix, course number and course name (e.g., ENC 1101 Composition I). Add rows if necessary. Please indicate "0" for the number of students if no substitutions were granted.

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Deaf/Hard of Hearing	0			
Visual Impairment	0			
Specific Learning Disability	2	CGS1100 - Microcomputer Applications	MGF1107 - Mathematical Explorations	Mathematics
Orthopedic Impairment	0			
Speech/Language Impairment	0			
Emotional or Behavioral Disability	0			
Autism Spectrum Disorder	0			
Traumatic Brain Injury	0			
Other Health Impairment	0			

How many requests for course substitutions were made and how many substitutions were granted during the preceding academic year? (Please list the number of requests per semester starting with the fall semester.) Please indicate "0" if no substitutions were requested or granted.

Semester	Number of Substitutions Requested	Number of Substitutions Granted
Fall	2	2
Spring	1	1
Summer	0	0
Total	3	3

***Review of Part V: Course Substitutions
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part VI. Gender Equity in Athletics

The college offers athletic programs: **Yes** If no, move to the next section. If yes, complete this section.

Assessment of Athletic Programs

Section 1006.71, F.S., Gender equity in intercollegiate athletics, is applicable to postsecondary institutions offering athletic programs. Florida College System institutions that offer athletic programs shall develop a gender equity plan pursuant to section 1000.05, F.S. The plan is to include consideration of equity in sports offerings, participation, availability of facilities, scholarship offerings and funds allocated for administration, recruitment, comparable coaching, publicity and promotion and other support costs. An annual assessment is required and each college president is to be evaluated on the extent to which gender equity goals have been accomplished.

For this part, provide the college's latest Equity in Athletics Disclosure Act (EADA) Survey Federal Report as an appendix.

[Please refer to Appendix.](#)

Data Assessment

Section 1006.71, F.S., requires an assessment of major areas to evaluate the college's progress toward gender equity in athletics.

Provide updates or new information related to sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity. If the college is not in compliance with Title IX, updates must be included in the college's Corrective Action Plan of this report.

[Please refer to Appendix.](#)

Compliance with Title IX

Using athletic participation data from the latest EADA Survey Federal Report, complete the following table to determine gender equity based on participation rates.

**Athletic Participation by Gender Compared to Student Enrollments by
Gender for July 1, 2017, through June 30, 2018, and July 1, 2018, through June 30, 2019**

	2017-18			2018-19			
	Males	Females	Total	Males	Females	Total	
Total Number of Athletes	46	56	102	Total Number of Athletes	45	52	97
Percent of Athletes by Gender	45.1%	54.9%	100	Percent of Athletes by Gender	46%	54%	100%
Total Number of Enrollments	1123	1596	2719	Total Number of Enrollments	1255	1800	3055
Percent of Enrollments by Gender	41%	59%	100%	Percent of Enrollments by Gender	41%	59%	100%
Difference between the percent of athletes and the percent of students enrolled	+4.1%	-4.1%		Difference between the percent of athletes and the percent of students enrolled	+ 5%	-5 %	

Proportionality of Participation

Based on the table, is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled? **2017-18: Yes 2018-19: Yes**

Based on the participation rates of female athletes compared to female enrollments and based on the college’s athletic program assessment as presented in the EADA Survey Federal Report, check at least one component below for assuring the institution is in compliance with Title IX, Gender Equity in Athletics.

- Accommodation of interests and abilities
- Substantial proportionality
- History and practice of expansion of sports

Corrective Action Plan

If the program is not in compliance, complete the Corrective Action Plan below and specify or update the plan to achieve compliance. Include completion dates for each method and strategy.

Gender Equity in Athletics Component	Planned Actions to Address Deficiencies Found in Athletics	Responsible Person(s) and Contact Information	Timelines

Program complies with Title IX, Gender Equity in Athletics. No corrective action plan is required.

**Review of Part VI: Gender Equity in Athletics
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include the Equity in Athletic Disclosure Act (EADA) Survey Federal Report for 2019?	Select one.		
Does the equity report reflect updates or new information related to: sports offerings; participation, availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions, or other considerations by the college to continue efforts to achieve gender equity?	Select one.		
Is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled?	Select one.		
Does the report include any of the following to ensure compliance with Title IX?	Select one.		
Accommodation of interests and abilities	Select one.		
Substantial proportionality	Select one.		
History and practice of expansion of sports	Select one.		
If there were any disparities in sections A or B, or if the percentage of female participants was not substantially proportionate to the percentage of female enrollments, did the college submit a corrective action plan?	Select one.		

Part VII. Signature Page

FLORIDA EDUCATIONAL EQUITY ACT
2019-20 Annual EQUITY UPDATE REPORT
Signature Page

College of Central Florida

The college ensures that section 1000.05, F.S., section 1006.71, F.S., and section 1012.86, F.S., and implementing Rules 6A-6A-10.041 and 6A-19.001-.010, F.A.C., referenced in this report, are properly implemented and that this institution prohibits discrimination against students, applicants for admission, employees or applicants for employment on the basis of race, color, ethnicity, national origin, gender, pregnancy, disability, age or marital status.

The college has developed policies and procedures for providing reasonable substitutions for admission, graduation, study program admission and upper-division entry for eligible students with disabilities as required by section 1007.264 and section 1007.465, F.S., and for implementing Section 504 of the Rehabilitation Act of 1973.

The institution is in compliance with the identified components of the athletic programs, as required by Title IX, the Florida Educational Equity Act, section 1006.71, F.S., Gender equity in intercollegiate athletics and, where not compliant, the college has implemented a corrective action plan. (Applicable for institutions with athletic programs.)

The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of section 1012.86, F.S.

Carol W. Smith, J.D., Equity Officer

DATE

James D. Henningsen, Ed.D., College President

DATE

Joyce Brancato, Chair, District Board of Trustees

DATE

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APPENDIX

Equity in Athletics 2019

Institution: College of Central Florida (132851)

User ID: E1328511

Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

1. How will you report Operating (Game-day) Expenses?

By Team

Per Participant

2. Select the type of varsity sports teams at your institution.

Men's Teams

Women's Teams

Coed Teams

3. Do any of your teams have assistant coaches?

Yes

Men's Teams

Women's Teams

Coed Teams

No

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.					
Sport	Men's	Women's	Sport	Men's	Women's
Archery	<input type="checkbox"/>		Badminton	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>		Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>		Bowling	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input type="checkbox"/>		Diving	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>		Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey			Football	<input type="checkbox"/>	
Golf	<input type="checkbox"/>		Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>		Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>		Rodeo	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>		Sailing	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>		Soccer	<input type="checkbox"/>	<input type="checkbox"/>
Softball			Squash	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>		Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming			Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>		Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>		Track and Field (Outdoor)	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined)	<input type="checkbox"/>		Volleyball	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Polo	<input type="checkbox"/>		Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>		Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>	<input type="checkbox"/>

CAVEAT
 The caveat on this screen is for internal use and does not appear on the EADA Dissemination Website (public site). If you want information to appear on the public site, enter it on the Athletic Participation screen.

* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Baseball	30	
Basketball	15	12
Softball		23
Volleyball		15
Total Participants Men's and Women's Teams	45	50
Unduplicated Count of Participants <i>(This is a head count. If an individual participates on more than one team, count that individual only once on this line.)</i>	45	50

CAVEAT
(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.
 The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	1	0	1	0	0	0	0	0	1
Basketball	1	0	1	0	0	0	0	0	1
Coaching Position Totals	2	0	2	0	0	0	0	0	2

CAVEAT

Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball	0	0	0	0	1	0	1	0	1
Softball	1	0	1	0	0	0	0	0	1
Volleyball	1	0	1	0	0	0	0	0	1
Coaching Position Totals	2	0	2	0	1	0	1	0	3

CAVEAT

Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	50,604	44,360
Number of Head Coaching Positions Used to Calculate the Average	2	3
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	50,604	44,360
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	2.00	3.00

CAVEAT

Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	0	1	0	1	0	0	0	0	1
Basketball	0	1	0	1	0	0	0	0	1
Coaching Position Totals	0	2	0	2	0	0	0	0	2

CAVEAT

Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball	0	0	0	0	0	1	0	1	1
Softball	0	1	0	1	0	0	0	0	1
Volleyball	0	1	0	1	0	0	0	0	1
Coaching Position Totals	0	2	0	2	0	1	0	1	3

CAVEAT

Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	12,000	12,000
Number of Assistant Coaching Positions Used to Calculate the Average	2	3
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	27,907	29,032
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.86	1.24

CAVEAT

Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	104,000	156,000	260,000
Ratio (percent)	40	60	100%

CAVEAT

Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	0	0	0

CAVEAT

Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.
For a sport with a men's team and a women's team that have a combined budget, click here for special instructions. Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Participants	Men's Teams		Women's Teams		By Team Total	Operating Expenses
		Operating Expenses per Participant	By Team	Operating Expenses per Participant	By Team Total		
Basketball	15	2,953	44,293	12	2,424	29,091	73,384
Baseball	30	1,563	46,903				46,903
Softball				23	3,375	77,628	77,628
Volleyball				15	2,559	38,381	38,381
Total Operating Expenses Men's and Women's Teams	45		91,196	50		145,100	236,296

CAVEAT

Note: This screen is for game-day expenses only.

Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	256,131	180,006	436,137
Baseball	234,992		234,992
Softball		242,738	242,738
Volleyball		170,693	170,693
Total Expenses of all Sports, Except Football and Basketball, Combined	234,992	413,431	648,423
Total Expenses Men's and Women's Teams	491,123	593,437	1,084,560
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			127,329
Grand Total Expenses			1,211,889

CAVEAT

Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.

Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	256,131	180,006	436,137
Baseball	234,992		234,992
Softball		242,738	242,738
Volleyball		170,693	170,693
Total Revenues of all Sports, Except Football and Basketball, Combined	234,992	413,431	648,423
Total Revenues Men's and Women's Teams	491,123	593,437	1,084,560
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			127,329
Grand Total for all Teams (includes by team and not allocated by gender/sport)			1,211,889

CAVEAT

Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	101,208	133,080	234,288
2 Total of Assistant Coaches' Salaries	24,000	36,000	60,000
3 Total Salaries (Lines 1+2)	125,208	169,080	294,288
4 Athletically Related Student Aid	104,000	156,000	260,000
5 Recruiting Expenses	0	0	0
6 Operating (Game-Day) Expenses	91,196	145,100	236,296
7 Summary of Subset Expenses (Lines 3+4+5+6)	320,404	470,180	790,584
8 Total Expenses for Teams	491,123	593,437	1,084,560
9 Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	170,719	123,257	293,976
10 Not Allocated Expenses			127,329
11 Grand Total Expenses (Lines 8+10)			1,211,889
12 Total Revenues for Teams	491,123	593,437	1,084,560
13 Not Allocated Revenues			127,329
14 Grand Total Revenues (Lines 12+13)			1,211,889
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

To return to a data entry screen, click on the link in the [Navigation Menu](#).

To proceed to the Supplemental Information screen, click on the link in the [Navigation Menu](#) or click on the "Next" button on this screen.

Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program. This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk. To explain specific data entered on a previous screen, please use the caveat box on that screen.



Equity in Athletics 2019

Institution Information

Institution: College of Central Florida (132851)

User ID: E1328511

Registration

•Required fields are indicated with asterisks (*).

College of Central Florida (132851)	
First Name*	<input type="text" value="Bob"/>
Last Name*	<input type="text" value="Zelinski"/>
Title*	<input type="text" value="Director of Athletics"/>
Address 1*	<input type="text" value="3001 SW College Road"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Ocala"/>
State*	<input type="text" value="FL"/>
Zip*	<input type="text" value="34474"/> - <input type="text"/>
Phone*	<input type="text" value="352"/> - <input type="text" value="854"/> - <input type="text" value="2322"/>
Extension	<input type="text" value="1325"/>
Fax	<input type="text" value="352"/> - <input type="text" value="873"/> - <input type="text" value="5884"/>
E-mail Address*	<input type="text" value="zelinskb@cf.edu"/>
Confirm E-mail Address*	<input type="text"/>
Comment	<p>* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.</p> <p>For financial data-Lynn Ruis 352-854-2322 Ext. 1807</p>

Identification

Please enter/review all applicable information. Required fields are indicated with asterisks ().

General Information

Institution Name	College of Central Florida
Address 1*	3001 SW College Rd
Address 2	
City*	Ocala
State*	FL
ZIP Code*	34474 - <input type="text"/>
Telephone*	352 - 873 - 5800 Ext. <input type="text"/>

Athletic Department

Athletic Director Name*	Bob Zelinski
Address 1*	3001 SW COLLEGE RD
Address 2	
City*	OCALA
State*	FL
ZIP Code*	34474 - <input type="text"/>
Telephone*	352 - 854 - 2322 Ext. 1325

Chief Administrative Officer

Chief Administrative Officer's Name*	James Henningsen
Title*	President
Telephone*	352 - 873 - 5801 Ext. 1312
Fax	352 - 237 - 0510
E-mail Address*	jim.henningsen@cf.edu

EADA General

Designated Reporting Year*
Note: The reporting period must be 12 months. The dates for the reporting year should be consistent from year to year.

Begins: (MM/DD) /2018 Ends: (MM/DD) /2019

Number of full-time undergraduates by gender: The numbers below were reported on your institution's 2018-19 IPEDS Survey and should not be changed unless they were reported incorrectly to IPEDS. If the numbers are incorrect, please call the EADA Help Desk to correct them.

	Number	Percent
Male full-time undergraduates	1123	42 %
Female full-time undergraduates	1549	58 %
Total full-time undergraduates	2672	100 %

Athletic Sanctioning Body for the designated reporting year (select one):*

- NCAA Division I-FBS
- NCAA Division I-FCS
- NCAA Division I without football
- NCAA Division II with football
- NCAA Division II without football
- NCAA Division III with football
- NCAA Division III without football
- CCCAA
- Independent
- Other
- NAIA Division I
- NAIA Division II
- NJCAA Division I
- NJCAA Division II
- NJCAA Division III
- NCCAA Division I
- NCCAA Division II
- NWAC
- USCAA

Other Description:

Update Status

Date Completed 9/11/2019
Update Status Updated

COLLEGE OF CENTRAL FLORIDA

23

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Appleton Cultural Center, Inc. - Annual Financial Audit
Ending December 31, 2019

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

At the June 26, 2007 Board meeting, the Board approved the recommendation to make the Appleton Cultural Center, Inc. a Direct Support Organization (DSO) of the College. The Appleton Cultural Center, Inc. is required to have an annual financial audit performed. The Financial Statements and Independent Auditors' Report for the period ending December 31, 2019, are provided for the Board's review. The IRS Form 990 and the Direct-Support Organizations (DSO) Audit Review Check List will be available at the meeting.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees acknowledges receipt of the Appleton Cultural Center, Inc. annual audit for the period ending December 31, 2019.

Board of Directors
State of Florida Cultural Endowment Fund
Ocala, Florida

We have audited the financial statements of the business-type activity of the State of Florida Cultural Endowment Fund (the Fund) for the year ended December 31, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 19, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Fund are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2019. We noted no transactions entered into by the Fund during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. No significant accounting estimates were noted.

The financial disclosures statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually, or in the aggregate, to the opinion unit's financial statements taken as a whole.

CERTIFIED PUBLIC ACCOUNTANTS

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*Members of American and Florida Institutes of Certified Public Accountants
An Independent Member of the BDO Alliance USA.*

Board of Directors
State of Florida Cultural Endowment Fund
Ocala, Florida

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 2, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Fund’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

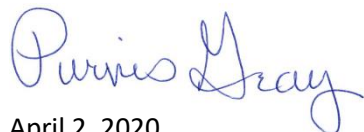
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Fund’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The following is an audit matter that we would like to bring to the attention of the Board of Directors:

- COVID-19 – The pandemic has created economic disruptions throughout the country as the date of our report causing significant declines in financial markets and economic activity overall. The ultimate effect of this item is expected to be significant but is not quantifiable at this time.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of the Fund and is not intended to be, and should not be, used by anyone other than these specified parties.



April 2, 2020
Ocala, Florida

2019

State of Florida Cultural Endowment Fund

Financial Statements

and Independent Auditor's Report

For Fiscal Year Ended December 31, 2019

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT**

**STATE OF FLORIDA CULTURAL ENDOWMENT FUND
OCALA, FLORIDA**

DECEMBER 31, 2019

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
State of Florida Cultural Endowment Fund
Ocala, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activity of the State of Florida Cultural Endowment Fund (the Fund) an aggregate discretely presented component unit of the College of Central Florida, as of and for the year ended December 31, 2019, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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Board of Directors
State of Florida Cultural Endowment Fund
Ocala, Florida

INDEPENDENT AUDITOR'S REPORT

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activity of the Fund as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter – COVID 19

As more fully described in Note 5 to the financial statements, the Fund may be negatively impacted by the outbreak of a novel coronavirus (COVID-19), which was declared a global pandemic by the World Health Organization in March 2020.

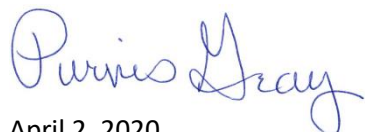
Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 be presented to supplement the basic financial statements. Such information, 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, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 2, 2020, on our consideration of the Fund'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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Fund's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Fund's internal control over financial reporting and compliance.



April 2, 2020
Ocala, Florida

**STATE OF FLORIDA CULTURAL ENDOWMENT FUND
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019
(Unaudited)**

INTRODUCTION

The Management's Discussion and Analysis (MD&A) of State of Florida Cultural Endowment Fund (the Fund) provides an overview of the financial position and activities of the Fund for the fiscal year ended December 31, 2019. The intent of this discussion and analysis is to look at the Fund's performance as a whole for the twelve-month period from January 1, 2019 to December 31, 2019. This MD&A has been prepared by management and should be read in conjunction with the audited financial statements that follow this section. Responsibility for the completeness and fairness of this information rests with the Fund management.

FINANCIAL HIGHLIGHTS

The Fund's financial position remained strong at December 31, 2019, with total assets of \$770,229 and liabilities of \$0. Net Position, which represents the difference between assets and liabilities, increased \$40,677 during the fiscal year 2019 to \$770,229 at December 31, 2019. The increase in net position was primarily due to a significant increase in unrealized gain on investments. The Fund reimbursed the College of Central Florida for accrued professional fees and corporate filing fees. The Fund's investments recognized a gain of \$26,980, which is reflected in the total revenues at December 31, 2019.

USING THIS ANNUAL REPORT

The financial statements consist of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in fund net position; and the statement of cash flows. These financial statements are prepared in accordance with Governmental Accounting Standards Board (GASB) principles, which establish standards for external financial reporting for public colleges, universities, and other governmental entities. The Fund is required to prepare its annual report using GASB principles. These statements present a long-term view of the Fund's finances.

THE STATEMENT OF NET POSITION

The statement of net position presents the financial position of the Fund at the end of the fiscal year and includes all assets and liabilities of the Fund. Net position, the difference between total assets and total liabilities, are an indicator of the current financial condition of the Fund. The change in net position is an indicator of whether the overall financial condition has improved or worsened during the year.

Assets and liabilities are generally measured using current values. One notable exception is capital assets, which are stated at historical costs less an allowance for depreciation. A summarized comparison of the Fund's assets, liabilities and net position at December 31, 2019 and 2018, is presented in the following table:

**STATE OF FLORIDA CULTURAL ENDOWMENT FUND
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019
(Unaudited)**

STATEMENT OF NET POSITION AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Current Assets		
Cash and Cash Equivalents	\$ 100	\$ 100
Investments	<u>170,128</u>	<u>129,452</u>
Total Current Assets	<u>170,228</u>	<u>129,552</u>
Non-Current Assets		
Investments – Endowment Principal	<u>600,000</u>	<u>600,000</u>
Total Non-Current Assets	<u>600,000</u>	<u>600,000</u>
Total Assets	<u>\$ 770,228</u>	<u>\$ 729,552</u>
Liabilities		
Accounts Payable	\$ -	\$ -
Total liabilities	<u>\$ -</u>	<u>\$ -</u>
Net Position		
Restricted:		
Expendable Endowment Earnings	\$ 170,228	\$ 129,552
Non-Expendable Endowment Principal	<u>600,000</u>	<u>600,000</u>
Total Net Position	<u>\$ 770,228</u>	<u>\$ 729,552</u>

Current assets primarily consist of cash, cash equivalents, and investments. Non-current assets consist of endowment investments. A review of the Fund's statement of net position at December 31, 2019 and 2018, shows that the Fund's net position increased by \$40,677. Total assets increased by \$40,677 and total liabilities remained unchanged.

DEBT ADMINISTRATION

DEBT

The Fund is a direct support organization for the College of Central Florida. The Fund's expenses are paid by the College and reimbursed by the Fund. The Fund does not have any other debt.

THE STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

The statement of revenues, expenses, and changes in net position presents the Fund's results of operations. In accordance with GASB reporting principles, revenues, and expenses are classified as either operating or non-operating. A summary of the Fund's revenues, expenses, and changes in fund net position for the fiscal years ended December 31, 2019 and 2018, is shown on the following table:

**STATE OF FLORIDA CULTURAL ENDOWMENT FUND
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019
(Unaudited)**

REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	<u>2019</u>	<u>2018</u>
Operating Revenues		
Interest and Dividends	\$ 17,708	\$ 18,165
Unrealized Gain (Loss) on Investments	<u>26,980</u>	<u>(15,118)</u>
Total Operating Revenues	<u>44,688</u>	<u>3,047</u>
Operating expenses		
Fine Arts Salaries and Wages	-	25,000
Corporate Filing Fees	61	61
Accounting and Audit	<u>3,950</u>	<u>3,950</u>
(Total Operating Expenses)	<u>(4,011)</u>	<u>(29,011)</u>
Operating (Loss) Income	<u>40,677</u>	<u>(25,964)</u>
Change in Net Position	40,677	(25,964)
Net Position, Beginning of Year	<u>729,552</u>	<u>755,516</u>
Net Position, End of Year	<u>\$ 770,229</u>	<u>\$ 729,552</u>

THE STATEMENT OF CASH FLOWS

The statement of cash flows provides additional information about the Fund's financial results by reporting the major sources and uses of cash. Its primary purpose is to provide relevant information about the cash receipts and cash payments of an entity during a period. The statement of cash flows also helps users assess:

- An entity's ability to generate future net cash flows.
- Its ability to meet its obligations as they come due.
- Its need for external financing.

A comparative summary of the statement of cash flows for the Fund for the fiscal years ended December 31, 2019 and 2018, is shown in the following table:

CASH FLOWS FOR THE FISCAL YEARS

	<u>2019</u>	<u>2018</u>
Cash Flows from Operating Activities		
Receipts from Investments	\$ 17,708	\$ 18,165
Payments to Others	<u>(4,011)</u>	<u>(29,011)</u>
Net Cash Provided By (Used In) Operating Activities	<u>13,697</u>	<u>(10,846)</u>
Cash Flows from Investing Activities		
Purchases of Investments	(17,708)	(18,165)
Proceeds from Sale of Investments	<u>4,011</u>	<u>29,011</u>
Net Cash Used from Investing Activities	<u>(13,697)</u>	<u>10,846</u>
Net Decrease in Cash and Cash Equivalents	-	-
Cash and Cash Equivalents, Beginning of Year	<u>100</u>	<u>100</u>
Cash and Cash Equivalents, End of Year	<u>\$ 100</u>	<u>\$ 100</u>

**STATE OF FLORIDA CULTURAL ENDOWMENT FUND
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019
(Unaudited)**

The Fund's liquidity remained steady during the reporting year. For the purpose of cash flows, the Fund considers cash equivalents to include time deposits, certificates of deposit, and all highly liquid debt instruments with original maturities of three months or less.

During the fiscal year ended December 31, 2019, cash and cash equivalents maintained at \$100. The Fund has adequate funds on hand to pay invoices upon demand and approval. The net cash used for operating activities was approximately \$4,011.

ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

The economic position of the Fund is closely tied to Marion, Citrus, and Levy Counties, and the State of Florida.

The COVID-19 pandemic has created economic disruptions throughout the county as of the date of our report causing significant declines in the financial markets and economic activity overall. The ultimate effect of these items is expected to be significant but is not quantifiable at this time

Investment income will play a key role in generating revenues for the Fund as 30% to 50% of revenues are generally attributed to investment activity.

In September 2019, Jason Steuber became the Executive Director of the Appleton Museum. Jillian Ramsammy, Vice President, Institutional Effectiveness and Government Relations; Charles Prince, Vice President of Admin and Finance, Mark Paugh, Vice President of Academic Affairs, and Christopher Knife, Executive Director for the College of Central Florida Foundation works closely with the Fund's Board of Directors to further the Fund's vision and purpose. The Fund continues to make advancements towards its mission of providing charitable and educational aid to help College of Central Florida promote academic excellence.

FINANCIAL STATEMENTS

STATEMENT OF NET POSITION
DECEMBER 31, 2019,
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2018
STATE OF FLORIDA CULTURAL ENDOWMENT FUND - OCALA, FLORIDA

ASSETS

	Business-Type Activities - Enterprise Fund			Total 2018
	2019			
	Restricted Expendable Operating Account	Permanent Non-Expendable Endowment Account	Total	
Current Assets				
Cash and Cash Equivalents	\$ 100	\$ -	\$ 100	\$ 100
Investments	170,128	-	170,128	129,452
Total Current Assets	170,228	-	170,228	129,552
Non-Current Assets				
Investments - Endowment Principal	-	600,000	600,000	600,000
Total Non-Current Assets	-	600,000	600,000	600,000
Total Assets	\$ 170,228	\$ 600,000	\$ 770,228	\$ 729,552

LIABILITIES AND NET POSITION

Liabilities

Net Position

Restricted:				
Expendable Endowment Earnings	\$ 170,228	\$ -	\$ 170,228	\$ 129,552
Non-Expendable Endowment Principal	-	600,000	600,000	600,000
Total Net Position	\$ 170,228	\$ 600,000	\$ 770,228	\$ 729,552

See accompanying notes.

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2019,
WITH SUMMARIZED FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2018
STATE OF FLORIDA CULTURAL ENDOWMENT FUND - OCALA, FLORIDA**

	Business-Type Activities - Enterprise Fund			
	2019			Total 2018
	Restricted Expendable Operating Account	Permanent Non-Expendable Endowment Account	Total	
Operating Revenues				
Investment Earnings:				
Interest and Dividends	\$ 17,708	\$ -	\$ 17,708	\$ 18,165
Unrealized Gain (Loss) on Investments	26,980	-	26,980	(15,118)
Total Operating Revenues	44,688	-	44,688	3,047
Operating Expenses				
Professional Fees	3,950	-	3,950	3,950
Corporate Filing Fees	61	-	61	61
Fine Arts Salaries and Wages	-	-	-	25,000
(Total Operating Expenses)	(4,011)	-	(4,011)	(29,011)
Change in Net Position	40,677	-	40,677	(25,964)
Net Position, Beginning of Year	129,552	600,000	729,552	755,516
Net Position, End of Year	\$ 170,229	\$ 600,000	\$ 770,229	\$ 729,552

See accompanying notes.

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019,
WITH SUMMARIZED FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2018
STATE OF FLORIDA CULTURAL ENDOWMENT FUND - OCALA, FLORIDA

	<u>2019</u>	<u>2018</u>
Cash Flows from Operating Activities		
Receipts from Investments	\$ 17,708	\$ 18,165
Payments to Others	<u>(4,011)</u>	<u>(29,011)</u>
Net Cash Provided by (Used in) Operating Activities	<u>13,697</u>	<u>(10,846)</u>
Cash Flows from Investing Activities		
Purchases of Investments	(17,708)	(18,165)
Proceeds from Sale of Investments	4,011	29,011
Net Cash Used for Investing Activities	<u>(13,697)</u>	<u>10,846</u>
Net Increase (Decrease) in Cash and Cash Equivalents	-	-
Cash and Cash Equivalents, Beginning of Year	<u>100</u>	<u>100</u>
Cash and Cash Equivalents, End of Year	<u>\$ 100</u>	<u>\$ 100</u>
<u>Reconciliation of Operating Income to Net Cash</u>		
<u> Provided by (Used in) Operating Activities</u>		
Operating Income (Loss)	\$ 40,677	\$ (25,964)
Adjustments to Reconcile Operating Income (Loss) to		
Net Unrealized and Realized Gains on		
Long-Term Investments	<u>(26,980)</u>	<u>15,118</u>
Net Cash Provided by (Used in) Operating Activities	<u>\$ 13,697</u>	<u>\$ (10,846)</u>

See accompanying notes.

NOTES TO FINANCIAL STATEMENTS
STATE OF FLORIDA CULTURAL ENDOWMENT FUND - OCALA, FLORIDA

Note 1 - Summary of Significant Accounting Policies

The following is a summary of the more significant accounting policies of the State of Florida Cultural Endowment Fund (the Fund), which affect elements of the accompanying basic financial statements:

Reporting Entity

The Fund is a governmental not-for-profit direct support organization and component unit of the College of Central Florida (the College) as provided for under Section 1004.70, Florida Statutes. The Fund was organized as a Florida not-for-profit corporation on September 27, 1982. It first acquired assets in June 1983, and opened its doors to the general public in December 1987. The purpose of the Fund is to establish a facility within the City of Ocala, Florida, to serve as a museum and cultural center. In July 1990, the Fund transferred all assets, except its fine arts endowment, to the Florida State University Foundation and College of Central Florida Foundation, Inc. (CF), who owned and operated the museum until November 2004. Both Foundations entered into lease agreements with their respective institutions for the operations of the museum until that time. In November 2004, Florida State University Foundation relinquished, by agreement, their share of the museum's assets to CF and its Foundation.

Measurement Focus - Basis of Accounting

The financial statements of the Fund are prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board is responsible for establishing accounting principles generally accepted in the United States of America for state and local governments through its pronouncements (*Statements and Interpretations*).

For financial reporting purposes, the Fund is considered a special purpose government engaged only in business-type activities. Accordingly, the Fund's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred.

The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

The financial statements of the Fund are reported in a single major enterprise fund, which is composed of two sub accounts as follows:

- *Restricted Expendable Operating Account*—Includes income and change in fair market value of endowment investments, which are restricted to educational programs directly related to fine arts activities.
- *Permanent Non-Expendable Endowment Account*—Includes permanent restricted endowment contributions, which are non-expendable donations subject to donor-imposed restrictions, requiring that the principal be invested in perpetuity and that only the income generated be used for current expenditures. As described in further detail in Note 3, the permanent account maintains a continual balance of \$600,000 (see Note 3 for a further description of the Fund's primary program operated within these two fund types).

NOTES TO FINANCIAL STATEMENTS
STATE OF FLORIDA CULTURAL ENDOWMENT FUND - OCALA, FLORIDA

Donated Services

No amounts have been reported in the financial statements for donated services because an objective basis is not available to measure the value of such services.

Income Taxes

The Fund was incorporated as a not-for-profit corporation and is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC) and has been classified as an organization that is not a private foundation under Section 509(a)(3) of the IRC. Contributions to the Fund qualify for the charitable contribution tax deduction.

Cash and Cash Equivalents

For the purpose of the statement of cash flows, cash equivalents include cash on hand and money market funds.

Educational Materials

The Fund's policy is to expense at the time of purchase all educational materials such as videos, slides, displays, and books.

Capital Assets

The Fund capitalizes all property and equipment with a cost of greater than \$500 and an estimated useful life exceeding one year. As of December 31, 2019 and 2018, all property and equipment of the Fund have been totally depreciated.

Property and equipment consists of office furniture, computer equipment, and software recorded at cost, depreciated over seven years, five years, and three years, respectively, using the straight-line method.

Investments

All investments are carried at market value and consist of mutual funds invested in U.S. Government Securities. Unrealized gains and losses to record the investments at market value are reflected in the statement of activity and changes in net position. All interest income is treated as endowment earnings for financial statement reporting purposes.

Pervasiveness of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Classification of Revenues

The Research Foundation classifies its revenues as operating or non-operating according to the following criteria:

- *Operating Revenues*—The Fund's principal operating activity is College program and museum support. Operating revenues include all earnings from permanent endowment.
- *Non-Operating Revenues*—Include activities, such as state appropriations, grants, and individual gifts.

NOTES TO FINANCIAL STATEMENTS
STATE OF FLORIDA CULTURAL ENDOWMENT FUND - OCALA, FLORIDA

Comparative Data and Reclassifications

The financial statements include certain prior year summarized comparative information in total but not by sub-account. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Fund's financial statements for the year ended December 31, 2018, from which the summarized information was derived.

Note 2 - Deposits and Investments

Investments

Investments consist exclusively of Mutual Funds, which invest in U.S. Government Securities. All investments are managed by SunTrust National Association under a discretionary investment management agreement.

As of December 31, 2019, the Fund had the following investments and maturities:

Description	Carrying Value (FMV)
Virtus Mutual Fund - U.S. Government Securities:	
Restricted Expendable Account	\$ 170,128
Permanently Non-Expendable Endowment Account	600,000
Total	\$ 770,228

Deposit and Investment Risk Disclosures

Disclosures concerning certain investment and interest rate risk, custodial credit risk, and foreign currency risk are as follows:

Interest Rate Risk

Applicable interest rate risk measured by weighted-average maturity (WAM) or information provided on weighted average life (WAL) is as follows:

As of December 31, 2019

Investment Type	Fair Value	WAM	Credit Rating (1)	Fair Value Measurement (2)
Virtus Mutual Fund – U.S. Government Securities	\$ 770,228	5.15 Years	AAA/AA	2

Notes

- 1) Credit ratings provided by Standard and Poor's.
- 2) The Fund categorizes the fair value measurements of its investments based on the hierarchy established by accounting principles generally accepted in the United States of America. 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 is based on matrix pricing model; and Level 3 inputs are significant unobservable inputs and were evaluated using curve-based approach.

NOTES TO FINANCIAL STATEMENTS
STATE OF FLORIDA CULTURAL ENDOWMENT FUND - OCALA, FLORIDA

Custodial Credit Risk

During 2019, no investments had associated custodial credit risk.

Foreign Currency Risk

The Fund has no investments in foreign currencies.

Note 3 - Florida Fine Arts Endowment

In 1987, the Fund established a fine arts endowment fund to which it deposited \$360,000 as specified by the Florida Fine Arts Endowment Program Trust Agreement (the Trust Agreement). The Florida Department of State then deposited a matching share in the amount of \$240,000 for a total of \$600,000.

Under the terms of the Trust Agreement, the Fund is the Trustee, and the \$600,000 principal balance shall be maintained in the Fund's Fine Arts Endowment Program Fund at all times. The Fund has interpreted the State of Florida, Department of State, and Division of Cultural Affairs, as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds. As a result of this interpretation, the Fund classifies as permanent non-expendable endowed net position, the original value of gifts donated to the endowment. The remaining portion (consisting of interest, dividends, and realized and unrealized gains and losses that is not classified as permanent non-expendable net position) is classified as restricted expendable net position until those amounts are appropriated for expenditures incurred while engaged in educational programs directly related to fine arts activities in accordance with the standard of prudence prescribed by the Florida Department of State.

The Fund has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity and mutual fund products, which invest in U.S. Government Securities that is intended to result in a consistent inflation-protected rate of return. However, actual returns in any given year may vary and investment risk is measured in terms of the total endowment fund.

Note 4 - Related-Party Transaction

The Fund is a direct support organization to the College. The Fund's expenses are paid by the College and reimbursed by the Fund. The Fund incurred professional fees of \$3,950 and corporate filing fees of \$61, for the year ended December 31, 2019. As a result of this arrangement, the Fund has recognized payables of \$0 as of December 31, 2019. The Fund transferred \$0 to the College in order to pay accrued professional fees and reimbursement of expenses incurred.

Note 5 - COVID - 19 - Subsequent Event

Subsequent to year-end, the novel coronavirus (COVID-19) pandemic, has created economic disruptions throughout the country, as the date of this report, causing significant declines in the financial markets and economic activity overall. The ultimate effects of these items are expected to be significant, but are not quantifiable at this time.

OTHER REPORTS

**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
State of Florida Cultural Endowment Fund
Ocala, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activity, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the State of Florida Cultural Endowment Fund's (the Fund) basic financial statements and have issued our report thereon dated April 2, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Fund's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of the Fund'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 entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Board of Directors
State of Florida Cultural Endowment Fund
Ocala, Florida

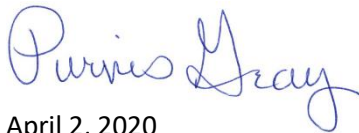
**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Fund'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 determination of financial statement amounts. 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 Fund'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 Fund's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



April 2, 2020
Ocala, Florida

INDEPENDENT ACCOUNTANT'S REPORT

Board of Directors
State of Florida Cultural Endowment Fund
Ocala, Florida

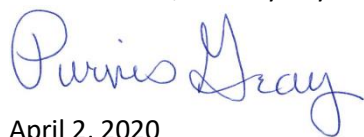
We have examined State of Florida Cultural Endowment Fund's (the Fund) compliance with the requirements of Section 218.415, Florida Statutes, with regards to the Fund's investments during the year ended December 31, 2019. Management is responsible for the Fund's compliance with those requirements. Our responsibility is to express an opinion on the Fund's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Fund complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Fund complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Fund's compliance with specified requirements.

In our opinion, the Fund complied, in all material respects, with the aforementioned requirements for the year ended December 31, 2019.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, Board members, and applicable management, and is not intended to be, and should not be, used by anyone other than those specified parties.



April 2, 2020
Ocala, Florida

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COLLEGE OF CENTRAL FLORIDA

24

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: CF Foundation Audit, 990 and DSO Checklist – January 1, 2019 through December 31, 2019

INITIATOR: Christopher R. Knife

DATE: June 17, 2020

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.

Christopher Knife, Executive Director of the CF Foundation and Dawn Gonsalves, Chief Fiscal Officer of the CF Foundation, have attached the audit for the fiscal period ending December 31, 2019, the 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, 2019.

2019

College of Central Florida Foundation, Inc.

A Component Unit of the College of Central Florida

Financial Statements

For Fiscal Year Ended December 31, 2019

**COLLEGE OF CENTRAL FLORIDA
 FOUNDATION, INC.
 OCALA, FLORIDA
 A COMPONENT UNIT OF THE
 COLLEGE OF CENTRAL FLORIDA
 FINANCIAL STATEMENTS
 DECEMBER 31, 2019**

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
College of Central Florida Foundation, Inc.

Report on the Financial Statements

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, 2019, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Foundation's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements 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, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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INDEPENDENT AUDITOR'S REPORT

Opinion

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, 2019, 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.

Emphasis of a Matter

As more fully described in Note 15 to the financial statements as a subsequent event, the Foundation may be operationally and financially impacted by the outbreak of the novel coronavirus (COVID-19) pandemic.

Other Matters

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, 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, 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

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Foundation's basic financial statements. The statement of net position by account and statement of revenues, expenses, and changes in net position by account are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The statement of net position by account and statement of revenues, expenses, and changes in net position by account are the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement of net position by account and statement of revenues, expenses, and changes in net position by account are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Board of Directors
College of Central Florida Foundation, Inc.

INDEPENDENT AUDITOR'S REPORT

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 11, 2020, 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.

A handwritten signature in blue ink that reads "Purvis Gray". The signature is written in a cursive style with a large initial "P".

May 11, 2020
Ocala, Florida

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019

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, 2019 and 2018. 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.

FINANCIAL ANALYSIS

NET POSITION

	December 2019	December 2018
Current Assets	\$ 5,970,599	\$ 5,944,296
Capital Assets, Net	21,105,473	21,069,034
Non-Current Assets	78,292,169	68,847,826
Total Assets	105,368,241	95,861,156
Current Liabilities	1,014,429	948,266
Non-Current Liabilities	1,060,987	1,341,231
Total Liabilities	2,075,416	2,289,497
Deferred Inflows of Resources		
Split Interest Agreements	230,458	188,942
Gift Annuity	198,578	173,067
Total Deferred Inflows of Resources	429,036	362,009
Net Position:		
Net Investment in Capital Assets	20,450,471	20,243,182
Restricted	65,936,276	58,851,088
Unrestricted	16,477,042	14,115,380
Net Position at End of Year	\$ 102,863,789	\$ 93,209,650

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019

In comparing 2019 activity to 2018 activity, we note the following:

Total assets increased by 9.9%, or \$9.5 million. Current assets increased by \$26,306, and capital assets increased by \$36,439. Non-current assets, including the Foundation’s investment accounts as a result of improved market performance, increased by \$9.4 million during 2019 as a result of strong investment earnings on endowments due to favorable market conditions. This increase offset the losses that had negatively affected the endowment balances during fourth quarter of 2018.

There was a net decrease in total liabilities of \$214,081, with an increase in current liabilities of \$66,163, due primarily to the timing of the 2019 fall scholarship invoice issued by the College. Non-current liabilities decreased by 20.9% or \$280,244, attributable primarily to a \$165,000 reduction in bonds payable for the Enterprise Center, along with a \$100,000 reduction in non-current liability due to the College for College Square Apartments support. An 11-year agreement was made to repay the College beginning December 2014. The bond on College Square Apartments was paid in full January 2014.

In recognizing the effects of Governmental Accounting Standards Board (GASB) Statement No. 81, *Irrevocable Split-Interest Agreements* on our financial statements, deferred inflows of resources was increased by \$67,027 to reflect the increase in market value of charitable remainder trusts and gift annuities during 2019. Total net position increased by \$9,654,139.

CHANGES IN NET POSITION

	<u>December 2019</u>	<u>December 2018</u>
Revenue:		
Operating - Contributions	\$ 1,113,987	\$ 1,881,492
Operating - Change in Pledges Receivable	(15,774)	201
Operating - Investment Income	12,167,517	(3,546,450)
Operating - Other	1,318,503	1,217,650
Operating - Support from College of Central Florida	447,519	514,055
Endowment Additions	834,410	459,080
Total Revenue	<u>15,866,162</u>	<u>526,028</u>
Expenses		
Operating - Program	5,270,787	8,522,633
Operating - Support	846,351	770,374
Non-Operating Expenses	94,885	66,898
Total Expenses	<u>6,212,023</u>	<u>9,359,905</u>
Change in Net Positions	9,654,139	(8,833,877)
Net Position at Beginning of Year	93,209,650	102,043,527
Net Position at End of Year	<u>\$ 102,863,789</u>	<u>\$ 93,209,650</u>

**COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019**

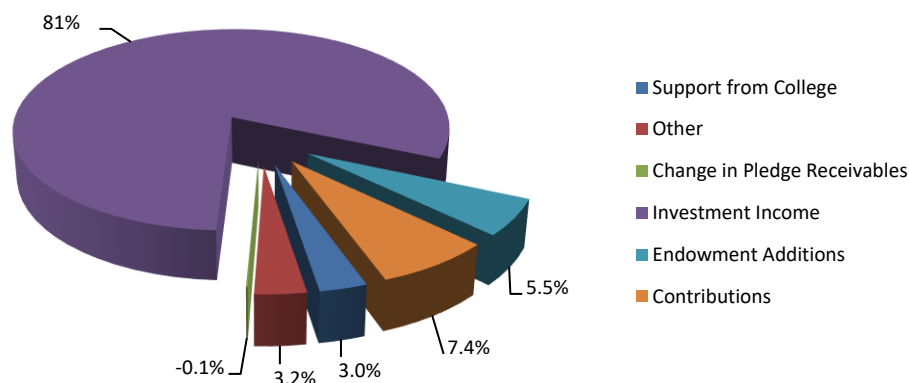
Significant differences between 2019 and 2018 revenues and expenses are discussed below:

REVENUES

Operating Revenue – Overall Operating Revenue increased by \$15 million, with investment income increasing by 443.1%, or \$15.7 million, due to favorable market conditions in 2019. This increase was offset by a 40.8% decrease in private contributions due to the receipt of several estate gifts during 2018. Also contributing to the decrease was the fact that the College did not receive funding from the state budget allocation, which is the requirement by the Marion Hospital District’s current gift agreement to receive a distribution of funds. There was also a 12.9% decrease in support received by the College as the Foundation agreed to take on more of the financial burden of employee salaries.

Endowment Additions Revenue – Permanently restricted contributions to the endowment fund experienced an 81.8% increase due to the receipt of a large estate gift during 2019.

2019 Revenue



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, 2019

EXPENSES

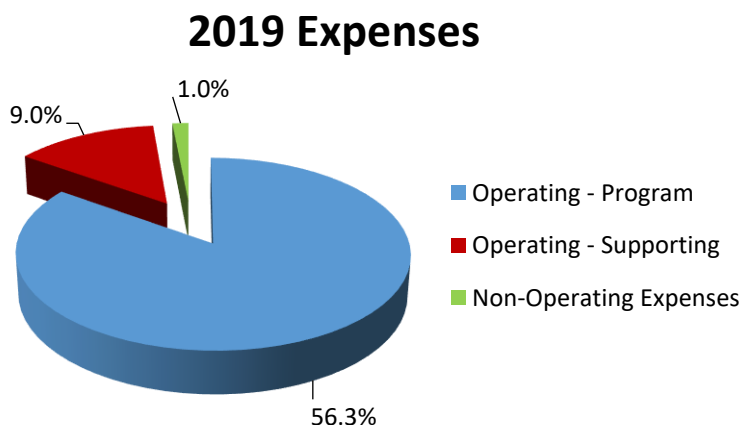
Operating – Program Expenses include scholarships, academic program and institutional support, as well as distributions for temporarily restricted purposes. Also included in this category are expenses associated with donor relations, special events, student housing, and the Enterprise Center. A majority 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 2019, the Foundation provided \$1,229,240 in scholarship support, \$972,942 in academic program support, and \$2,038,189 in institutional support. Overall, 2019 program expenses decreased 38.2% due primarily to the lowering of the spend rate for endowments as a result of poor market performance in the fourth quarter of 2018. Appleton Museum endowments held by the Foundation matured in 2015, and a 5-year agreement was reached to provide \$500,000 in support of Appleton Museum operations annually. In July 2017, an additional allocation was requested to fund all operations at the Appleton Museum in response to losing all State funding.

The Foundation’s Board of Directors (the Board) approved an endowment-spending rate of 3.0% for endowed scholarship and chair awards during the 2019-20 academic year.

Operating – Supporting Expenses are comprised of general and administrative expenses including personnel costs, insurance, utilities, and maintenance. In 2019, supporting expenses totaled \$846,351, an increase of 9.9%, or \$75,977 over 2018 expenses. The Foundation agreed to take on more of the financial burden of employee salaries, which makes up the majority of the supporting expense variation.

Non-Operating Expenses, which consists of interest expense and realized losses on sale of donated property, totaled \$94,884 for 2019 compared to \$66,897 in 2018, an increase of 41.8%. This amount includes interest paid on the Foundation’s long-term debt financing. 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. Payment of the Enterprise Center long-term debt will be complete in 2023.



**COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. – OCALA, FLORIDA
MANAGEMENT’S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019**

NET POSITION

As a result of the foregoing activity, net position increased 10.4% or \$9,654,851, to \$102,864,502. Included in unrestricted net position are board-designated reserve accounts that have been established as follows:

Scholarship Reserve	\$ 1,352,828
Endowed Chair/Grant Reserve	332,789
Insurance Reserve	<u>32,000</u>
Total Reserves	<u>\$ 1,717,617</u>

DEBT ADMINISTRATION

	<u>December 2019</u>	<u>December 2018</u>
Long-Term Debt:		
Bonds Payable	\$ 655,002	\$ 820,002
Advances from the College	<u>580,343</u>	<u>680,343</u>
Total	<u>\$ 1,235,345</u>	<u>\$ 1,500,345</u>

OTHER

In 2011, the Board completed its research into alternative options and strategies for management of the Foundation’s investment portfolio. At the end of that very lengthy and comprehensive process, the Board approved replacing the current investment advisor with a firm having specific expertise in managing educationally based endowed investments including several educational foundations in Florida. This transition took place in late December 2011 and was fully implemented the first week of January 2012. 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 9.14% overall, with core property earning 9.68% and alternatives 3.15%. The Foundation’s total portfolio 3-year annualized return is 9.18%.

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 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, FL, 34474-4415 or by calling 352-873-5808.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF NET POSITION
DECEMBER 31, 2019

ASSETS

Current Assets	
Cash and Cash Equivalents	\$ 5,804,974
Pledge Receivable, Current Portion, Net	38,200
Prepaid Expenses and Other Current Assets	127,425
Total Current Assets	<u>5,970,599</u>
Capital Assets, Net	
Capital Assets Not Being Depreciated	18,039,858
Capital Assets Being Depreciated, Net	3,065,615
Total Capital Assets, Net	<u>21,105,473</u>
Non-Current Assets	
Cash and Cash Equivalents - Endowment	1,041,648
Investments	76,534,913
Investments - Gift Annuity	315,144
Charitable Remainder Trusts	230,458
Cash Surrender Value of Life Insurance	37,309
Pledge Receivable, Non-Current Portion, Net	132,697
Total Non-Current Assets	<u>78,292,169</u>
Total Assets	<u>105,368,241</u>

LIABILITIES

Current Liabilities	
Accounts Payable and Accrued Expenses	208,970
Scholarship Payable	410,912
Escrow - Housing Deposits	48,705
Unearned Revenue	54,419
Current Portion of Advances from College of Central Florida	100,000
Current Portion of Gift Annuity Payable	16,421
Current Portion of Bonds Payable	175,002
Total Current Liabilities	<u>1,014,429</u>
Long-Term Liabilities	
Long-Term Portion of Advances from College of Central Florida	480,343
Long-Term Portion of Gift Annuity Payable	100,644
Long-Term Portion of Bonds Payable	480,000
Total Long-Term Liabilities	<u>1,060,987</u>
Total Liabilities	<u>2,075,416</u>
Deferred Inflows of Resources	
Charitable Remainder Trusts	230,458
Gift Annuity	198,578
Total Deferred Inflows of Resources	<u>429,036</u>

NET POSITION

Net Position	
Net Investment in Capital Assets	20,450,471
Restricted:	
Non-Expendable	63,000,188
Expendable	2,936,088
Unrestricted:	
Undesignated	2,529,381
Board Designated	13,947,661
Total Net Position	<u>\$ 102,863,789</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, 2019

Operating Revenues	
Private Contributions	\$ 1,113,987
Net Change in Pledges Receivable	(15,774)
Rental Income and Fees	1,255,146
Investment Income	12,167,517
Special Events	63,357
Support from College of Central Florida	447,519
Total Operating Revenues	<u>15,031,752</u>
Operating Expenses	
Program Services:	
Donor Relations	130,781
Institutional Support	2,038,189
Scholarships	1,229,240
Academic Program Support	972,942
Special Events	22,066
Student Housing	588,535
Enterprise Center	289,034
Total Program Services	<u>5,270,787</u>
Supporting Services:	
General Administration	846,351
Total Supporting Services	<u>846,351</u>
Total Operating Expenses	<u>6,117,138</u>
Operating Income	<u>8,914,614</u>
Non-Operating Revenue (Expense)	
Interest Expense	(56,349)
Loss on Disposal of Property	(38,536)
Total Non-Operating Revenue	<u>(94,885)</u>
Change in Net Position Before Endowment Contributions	8,819,729
Private Endowment Contributions	<u>834,410</u>
Change in Net Position	9,654,139
Net Position, Beginning of Year	<u>93,209,650</u>
Net Position, End of Year	<u>\$ 102,863,789</u>

See accompanying notes.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019

Cash Flows from Operating Activities	
Cash Received from Donors	\$ 2,268,931
Cash Received from Rental Tenants	1,255,146
Cash Paid to College of Central Florida, Vendors, and Suppliers	(5,978,419)
Cash Received for Investments and Dividends	3,681,945
Cash Received from Sale of Investments	19,709,521
Cash Paid for Purchases of Investments	(20,551,482)
Net Cash Used in Operating Activities	<u>385,642</u>
Cash Flows from Capital and Related Financing Activities	
Acquisition and Construction of Capital Assets	(260,898)
Bond Payments	(165,000)
Annuity Payments	(16,421)
Interest Paid on Debt	(59,315)
Proceeds from the Sale of Capital Assets	28,644
Payments on Advances from College of Central Florida	(100,000)
Net Cash Used in Financing Activities	<u>(572,990)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(187,348)
Cash and Cash Equivalents, Beginning of Year	<u>7,033,970</u>
Cash and Cash Equivalents, End of Year	<u><u>6,846,622</u></u>
Shown on the Statement of Net Position as:	
Cash and Cash Equivalents	5,804,974
Cash and Cash Equivalents - Endowment	1,041,648
Total Cash and Cash Equivalents	<u><u>6,846,622</u></u>
Reconciliation of Operating Income to Net Cash	
Used in (Provided by) Operating Activities	
Operating Income	8,914,614
Adjustments to Reconcile Operating Income to Net Cash	
Used in (Provided by) Operating Activities:	
Depreciation and Amortization	157,280
Donation of Stock	(224,900)
Net Realized and Unrealized Loss on Investments	(9,102,634)
Private Endowment Contributions	834,410
Decrease (Increase) in:	
Charitable Remainder Trusts	(41,516)
Pledges Receivable	(157,097)
Prepaid Expenses and Other Current Assets	(64,821)
Increase (Decrease) in:	
Accounts Payable and Accrued Expenses	68,509
Scholarships Payable	(22,251)
Escrow - Housing Deposits	(22,573)
Unearned Revenue	35,442
Gift Annuity Payable	11,179
Total Adjustments	<u>(8,528,972)</u>
Net Cash Used in (Provided by) Operating Activities	<u><u>\$ 385,642</u></u>

See accompanying notes.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

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, 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. From January 1 to June 30, 2019, a reinvestment fee of 1.6% was charged on active endowments, the fee increased to 1.85% from July through the remainder of the year.

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General Plant Account—Consists of the net investment in land, buildings, and equipment plus resources, if any, restricted by the donor to be used for plant additions, except for the student housing facility. The artwork and collections of the Appleton Museum of Art are also included in the general plant account. 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.

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.

Net Position—The Foundation classifies its net position into the following two 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.

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Classification of Revenues—The Foundation classifies its revenues as operating or non-operating according to the following criteria:

Operating Revenues—Include 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.

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.

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.

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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 generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

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 estimated fair 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 morality 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.

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New Accounting Pronouncement—In fiscal year 2019, the Foundation implemented GASB Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placement*. The primary objective of this Statement is to improve the information that is disclosed in the notes to financial statements related to debt, including direct borrowings and direct placements.

Note 2 - Rental Income

Rental income is received by the Foundation from the following sources:

- 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 expires in the year 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 \$995 is payable monthly on the 1st of each month. A new annual lease agreement started October 15, 2018, for \$995 per month.
- 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 \$1,035 is payable on the 1st of each month. The lease expires on December 31, 2020.
- College Square, a 48-unit student residence that houses 192 students, charges monthly rent of between \$300 and \$495, 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.
- The Enterprise Center, a commercial office building, is leased to various organizations with purposes consistent to the College's goals of educating and providing employment opportunities to its graduating students. CareerSource Citrus Levy Marion leases space on the second floor. The Small Business Development Center and Corporate College occupy the first floor, along with several other small business ventures.

Rental income to be received over the next five years under non-cancellable operating leases is as follows:

<u>Year Ending</u> <u>December 31</u>	<u>Rental Income</u>
2020	\$ 242,458
2021	227,858
2022	233,415
2023	238,973
2024	159,742

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

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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* (GASB Statement No. 40), the Foundation's investments in securities and investment funds are reported by investment type at fair value in the composition of investments below:

Measurement Endowment Investment	Maturities (Years)	Credit Rating	Fair Value	Fair Value Level
Edith Marie Appleton Endowment:				
Government/Corporate Bond	7.09	AA	\$ 740,153	1
High Yield Bonds	3.86	BB	420,264	1
Equities	N/A	N/A	2,798,728	1
Global Real Estate	N/A	N/A	281,186	1
Commodities	4.0	N/A	189,042	1
Cash and Cash Equivalents	N/A	N/A	<u>240,141</u>	N/A
Total			<u>4,669,514</u>	
Arthur Appleton Endowment:				
Government/Corporate Bonds	7.09	AA	2,467,510	1
High Yield Bonds	3.86	BB	1,401,017	1
Equities	N/A	N/A	9,329,824	1
Global Real Estate	N/A	N/A	936,475	1
Commodities	4.0	N/A	630,230	1
Cash and Cash Equivalents	N/A	N/A	<u>801,491</u>	N/A
Total			<u>15,566,547</u>	
Other Endowment Investments:				
Investment Grade Fixed Income	5.08	AA	8,524,074	1
Non-Investment Grade Fixed Income	4.01	B	3,086,077	1
Investment Bonds	0.04	BB	1,977,028	1
US Equity Funds	N/A	N/A	17,118,193	1
Equities	N/A	N/A	16,095,504	1
Balance Funds	N/A	N/A	2,896,778	1
Hedge Funds	N/A	N/A	6,272,361	2
Cash and Cash Equivalents	N/A	N/A	<u>16</u>	N/A
Total			<u>55,970,031</u>	
Total Endowment Investment (Including Cash)			<u>\$ 76,206,092</u>	

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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:

<u>Measurement</u> <u>Non-Endowment Investment</u>	<u>Maturities</u> <u>(Years)</u>	<u>Credit</u> <u>Rating</u>	<u>Fair Value</u>	<u>Fair Value</u> <u>Level</u>
Other Investments:				
Investment Grade Fixed Income	4.21	AA	\$ 1,381,443	1
Non-Investment Grade Fixed Income	4.01	B	167,338	1
Investment Bonds	10.04	BB	136,832	1
Cash and Cash Equivalents	N/A	N/A	<u>5,804,974</u>	N/A
Total			<u>7,490,587</u>	
Total All Cash and Investments			<u>\$ 83,696,679</u>	

Both endowed and non-endowed investments are shown in the accompanying Statement of Net Position as follows:

Cash and Cash Equivalents	\$ 5,804,974
Cash and Cash Equivalents - Endowment	1,041,648
Investments	76,534,913
Investments - Gift Annuity	<u>315,144</u>
Total	<u>\$ 83,696,679</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 input, which is 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.

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Custodial Credit Risk—For deposits at December 31, 2019, cash and cash equivalents, including cash and cash equivalents held in endowment, were held by depositories, and the bank balances amounted to \$6,848,195. 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 FDIC insured, 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 account.

■ **Other Endowed Investments**

All investments managed by SEI Investments Management Corp. were held in counterparty accounts with Regions Financial Corporation, as custodian for the Foundation.

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 US Government and investments in mutual funds, external investment pools, and other pooled investments are exempt). As of December 31, 2019, 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, 2019, 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, 2019, 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 5.2% 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, 2019, 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, 2019).

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Note 5 - Capital Assets

A summary of Appleton Museum and all other property and equipment of the Foundation is as follows at December 31, 2019:

	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	2,984,330	215,142	-	3,199,472
Rental Houses	109,237	-	-	109,237
Total Capital Assets Being Depreciated	3,093,567	215,142	-	3,308,709
Less Accumulated Depreciation:				
Student Housing Buildings and Improvements	(1,902,444)	(79,248)	-	(1,981,692)
Rental Houses	(58,211)	(3,395)	-	(61,606)
Total Accumulated Depreciation	(1,960,655)	(82,643)	-	(2,043,298)
Total Capital Assets Being Depreciated, Net	1,132,912	132,499	-	1,265,411
Total Student Housing and Rental Houses, Net	\$ 1,592,552	\$ 132,499	\$ -	\$ 1,725,051

	Beginning Balance	Increases	Decreases	Ending Balance
Other Capital Assets				
Capital Assets Not Being Depreciated:				
Appleton Collection and Artwork	\$ 17,231,090	\$ 24,276	\$ (67,200)	\$ 17,188,166
Other Donated Collections and Artwork	24,701	21,500	-	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	17,601,642	45,776	(67,200)	17,580,218
Capital Assets Being Depreciated:				
Buildings - Enterprise Center	2,985,432	-	-	2,985,432
Equipment - Enterprise Center	38,539	-	-	38,539
Office Equipment	1,250	-	-	1,250
Total Capital Assets Being Depreciated	3,025,221	-	-	3,025,221
Less Accumulated Depreciation:				
Buildings - Enterprise Center	(1,110,591)	(74,637)	-	(1,185,228)
Buildings - Vintage Farms	-	-	-	-
Equipment - Enterprise Center	(38,539)	-	-	(38,539)
Office Equipment	(1,250)	-	-	(1,250)
Total Accumulated Depreciation	(1,150,380)	(74,637)	-	(1,225,017)
Total Capital Assets Being Depreciated, Net	1,874,841	(74,637)	-	1,800,204
Other Capital Assets, Net	19,476,483	(28,861)	(67,200)	19,380,422
Total Capital Assets - at Cost	24,180,070	260,918	(67,200)	24,373,788
Total Accumulated Depreciation	(3,111,035)	(157,280)	-	(3,268,315)
Total Capital Assets, Net	\$ 21,069,035	\$ 103,638	\$ (67,200)	\$ 21,105,473

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Total depreciation expense for the year ended December 31, 2019, was \$157,280.

The total value of the artwork and collections at The Appleton Museum of Art exceeds the \$17,188,166, 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.

Note 6 - Net Position

Net position consists of the following at December 31, 2019:

Operating Account

Unrestricted:

Designated Revenue for Scholarships	\$ 1,352,828
Designated Revenue for Chairs	332,789
Designated Revenue for Insurance	32,000
Undesignated	2,371,950
Net Investment in Capital Assets	<u>345,851</u>

Total Unrestricted Operating Account \$ 4,435,418

Restricted:

Restricted for Annual and Major Gifts Campaign	1,711,731
Restricted for Other Uses	<u>1,224,357</u>

Total Restricted Operating Account 2,936,088

Total Operating Account 7,371,506

Endowment Account

Non-Expendable:

Total Endowed for Scholarships	24,425,096
Total Endowed for Appleton Museum	20,246,068
Total Endowed for Chairs	14,204,923
Total Promise for Future Endowment	3,895,680
Total Endowed for Other Purposes	<u>228,421</u>

Total Non-Expendable 63,000,188

Board Designated:

Board Designated Scholarships	6,426,697
Board Designated Chairs	<u>5,803,347</u>

Total Board Designated 12,230,044

Total Endowment Account 75,230,232

General Plant Account:

Invested in Capital Assets	<u>17,234,367</u>
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Total General Plant Account 17,234,367

Student Housing Account:

Invested in Capital Assets	1,725,051
Unrestricted	<u>80,694</u>

Total Student Housing Account 1,805,745

Enterprise Center Account:

Invested in Capital Assets	1,145,202
Unrestricted	<u>76,737</u>

Total Enterprise Center Account 1,221,939

Total Net Position \$ 102,863,789

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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.

Scholarship expense was recognized in the following accounts during the year ended December 31, 2019:

From Endowment Accounts	\$ 998,106
From Restricted Accounts	94,764
From Unrestricted Accounts	<u>136,370</u>
Total	<u>\$ 1,229,240</u>

Note 8 - Academic Program Support

The Foundation expended a total of \$972,942 for academic program support. In 1994, the Foundation began an endowed chairs program. The endowed chair expenditures represent a majority of academic program support expense:

From Endowment Accounts	<u>\$ 672,950</u>
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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, 2019, based on a memorandum of understanding. Actual expenses of \$644,426 exceeded the payments of \$255,803 made by the Foundation, of which \$388,624 is included as support from College of Central Florida 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 advances, bonds payable, and gift annuities. The following is a schedule of changes in the Foundation's non-current liabilities for the fiscal year ended December 31, 2019:

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	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Amount Due Within One Year</u>
Business-Type Activities					
Long-Term Advances from The					
College Direct Placement	\$ 680,343	\$ -	\$ 100,000	\$ 580,343	\$ 100,000
Enterprise Center Revenue Bonds					
Direct Borrowings	820,002	-	165,000	655,002	175,002
Gift Annuity	<u>122,307</u>	-	<u>5,242</u>	<u>117,065</u>	<u>16,421</u>
Total Non-Current Liabilities	<u>\$ 1,622,652</u>	<u>\$ -</u>	<u>\$ 270,242</u>	<u>\$ 1,352,410</u>	<u>\$ 291,423</u>

Advances from College of Central Florida, Direct Placement—During December 2003, the Foundation agreed to legally obligate itself to the College in the form of an uncollateralized, non-interest bearing advance to assist with unfunded debt service and operating costs associated with College Square, the student housing complex constructed by the Foundation in 1994. The cumulative total of these advances totaled \$1,180,343 of which the Foundation and the College worked out a repayment plan and began repayment in 2014, the date that the long-term debt associated with the project is paid in full. During 2019, the Foundation imputed interest on the balance outstanding at the rate of 4.75%.

Following is a debt service schedule of these advances for the year ended December 31, 2019:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2020	\$ 100,000	\$ -	\$ 100,000
2021	100,000	-	100,000
2022	100,000	-	100,000
2023	100,000	-	100,000
2024	<u>180,343</u>	-	<u>180,343</u>
Total Debt Service	<u>\$ 580,343</u>	<u>\$ -</u>	<u>\$ 580,343</u>

Enterprise Center Revenue Bonds, Direct Borrowing—In May 2003, the Foundation issued tax-exempt Industrial Development Revenue Bonds, Series 2003 A1 with a 20-year maturity through the Florida Development Finance Corp. to construct a 25,400 sq. ft. office building known as the Enterprise Center for lease on the Ocala campus of the College. The bonds were refinanced in 2010 for \$1,800,000.

Amount of Bonds Refinanced	\$1,800,000
Amount of Bonds Issued	\$2,000,000
	Interest Rate 4.125% fixed for five years; adjusted to 4.2% in June 2015, rate may be adjusted in succeeding five-year term through 2023 to reflect current market interest rates.
Repayments Terms	Monthly Payments of Principal and Interest.
Security	First mortgage on real property consisting of 25,400 sq. ft. office building; first lien on personal property; assignments of rent, contracts, and leases.
Bondholder	Community Bank & Trust of Florida

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

Following is a debt service schedule of the bonds to maturity based on the rate in effect for the year ended December 31, 2019:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2020	\$ 175,002	\$ 24,526	\$ 199,528
2021	184,998	16,878	201,876
2022	195,000	8,805	203,805
2023	<u>100,002</u>	<u>1,239</u>	<u>101,241</u>
Total Debt Service	<u>\$ 655,002</u>	<u>\$ 51,448</u>	<u>\$ 706,450</u>

Note 11 - Operating Lease

The Foundation leases utility and maintenance services from the College. Utility and maintenance expense under the lease agreement for the year ended December 31, 2019, was \$206,691.

Future minimum lease payments are as follows:

<u>Year</u>	<u>Amount</u>
2020	\$ 212,891
2021	219,278
2022	225,857
2023	232,632
2024	<u>239,611</u>
Total	<u>\$ 1,130,269</u>

Note 12 - Insurance Policies

The Foundation is the owner of three life insurance policies that have cash surrender values totaling \$37,309.

Note 13 - 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
Liability

Property Damage
Health

Note 14 - 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.

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

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, 2018, Gross	\$ 15,000
Additions	209,051
Payments Received	(13,877)
Current-Year Write-Offs	<u>(174)</u>
Pledges Receivable, December 31, 2019, Gross	210,000
Allowance for Uncollectible Pledges	(16,800)
Discount to Net Present Value	<u>(22,303)</u>
Pledges Receivable, December 31, 2019	<u>\$ 170,897</u>

Shown in the financial statements as:

Current	\$ 38,200
Non-Current	<u>132,697</u>
Total	<u>\$ 170,897</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.

Note 15 - Subsequent Event

The COVID-19 pandemic has created economic disruptions throughout the country as of the issuance date of our report resulting in significant declines in the financial markets and economic activity overall. The Foundation expects to experience losses due to the declines in investment values. The ultimate effects of these items are expected to be significant but are not quantifiable at this time.

SUPPLEMENTARY INFORMATION

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF NET POSITION BY ACCOUNT
DECEMBER 31, 2019

	Enterprise Fund						Total
	Operating		Endowment Account	General Plant Account	Student Housing Account	Enterprise Center Account	
	Unrestricted Account	Restricted Account					
ASSETS							
Current Assets							
Cash and Cash Equivalents	\$ 2,207,296	\$ 2,829,498	\$ -	\$ -	\$ 694,823	\$ 73,357	\$ 5,804,974
Pledges Receivable, Current Portion, Net	-	38,200	-	-	-	-	38,200
Prepaid Expenses and Other Current Assets	51,521	-	45,847	-	26,652	3,405	127,425
Total Current Assets	2,258,817	2,867,698	45,847	-	721,475	76,762	5,970,599
Capital Assets, Net							
Capital Assets Not Being Depreciated	345,851	-	-	17,234,367	459,640	-	18,039,858
Capital Assets Being Depreciated, Net	-	-	-	-	1,265,411	1,800,204	3,065,615
Total Capital Assets, Net	345,851	-	-	17,234,367	1,725,051	1,800,204	21,105,473
Non-Current Assets							
Cash and Cash Equivalents - Endowment	-	-	1,041,648	-	-	-	1,041,648
Investments	1,685,613	-	74,849,300	-	-	-	76,534,913
Investments - Gift Annuity	-	-	315,144	-	-	-	315,144
Charitable Remainder Trusts	-	-	230,458	-	-	-	230,458
Cash Surrender Value of Life Insurance	-	-	37,309	-	-	-	37,309
Inter-Fund Advances	314,129	(21,273)	(292,856)	-	-	-	-
Pledges Receivable, Non-Current Portion, Net	-	132,697	-	-	-	-	132,697
Total Non-Current Assets	1,999,742	111,424	76,181,003	-	-	-	78,292,169
Total Assets	\$ 4,604,410	\$ 2,979,122	\$ 76,226,850	\$ 17,234,367	\$ 2,446,526	\$ 1,876,966	\$ 105,368,241

COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC. - OCALA, FLORIDA
STATEMENT OF NET POSITION BY ACCOUNT
DECEMBER 31, 2019

	Enterprise Fund						Total
	Operating		Endowment Account	General Plant Account	Student Housing Account	Enterprise Center Account	
	Unrestricted Account	Restricted Account					
LIABILITIES							
Current Liabilities							
Accounts Payable and Accrued Expenses	\$ 114,573	\$ 20,908	\$ 61,731	\$ -	\$ 11,733	\$ 25	\$ 208,970
Scholarships Payable	-	22,126	388,786	-	-	-	410,912
Interest Payable on Bonds	-	-	-	-	-	-	-
Escrow - Housing Deposits	-	-	-	-	48,705	-	48,705
Unearned Revenue	54,419	-	-	-	-	-	54,419
Current Portion of Advances from College of Central Florida	-	-	-	-	100,000	-	100,000
Current Portion of Gifts Annuity Payable	-	-	16,421	-	-	-	16,421
Current Portion of Bonds Payable	-	-	-	-	-	175,002	175,002
Total Current Liabilities	168,992	43,034	466,938	-	160,438	175,027	1,014,429
Long-Term Liabilities							
Long-Term Portion of Advances from College of Central Florida	-	-	-	-	480,343	-	480,343
Gift Annuity Payable	-	-	100,644	-	-	-	100,644
Bonds Payable, Less Current Portion	-	-	-	-	-	480,000	480,000
Total Long-Term Liabilities	-	-	100,644	-	480,343	480,000	1,060,987
Total Liabilities	\$ 168,992	\$ 43,034	\$ 567,582	\$ -	\$ 640,781	\$ 655,027	\$ 2,075,416
Deferred Inflows of Resources							
Charitable Remainder Trusts	\$ -	\$ -	\$ 230,458	\$ -	\$ -	\$ -	\$ 230,458
Gift Annuity	-	-	198,578	-	-	-	198,578
Total Deferred Inflows of Resources	\$ -	\$ -	\$ 429,036	\$ -	\$ -	\$ -	\$ 429,036
NET POSITION							
Net Position							
Net Investment in Capital Assets	\$ 345,851	\$ -	\$ -	\$ 17,234,367	\$ 1,725,051	\$ 1,145,202	\$ 20,450,471
Restricted:							
Non-Expendable	-	-	63,000,188	-	-	-	63,000,188
Expendable	-	2,936,088	-	-	-	-	2,936,088
Unrestricted:							
Undesignated	2,371,950	-	-	-	80,694	76,737	2,529,381
Board Designated	1,717,617	-	12,230,044	-	-	-	13,947,661
Total Net Position	\$ 4,435,418	\$ 2,936,088	\$ 75,230,232	\$ 17,234,367	\$ 1,805,745	\$ 1,221,939	\$ 102,863,789

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, 2019

	Enterprise Fund						Total
	Operating		Endowment Account	General Plant Account	Student Housing Account	Enterprise Center Account	
	Unrestricted Account	Restricted Account					
Operating Revenue							
Private Contributions	\$ 527,299	\$ 564,688	\$ 500	\$ 21,500	\$ -	\$ -	\$ 1,113,987
Change in Pledges Receivable	-	(15,774)	-	-	-	-	(15,774)
Rental Income and Fees	11,800	-	-	-	939,277	304,069	1,255,146
Investment Income	146,406	6,058	12,006,961	-	8,092	-	12,167,517
Special Events	62,272	1,085	-	-	-	-	63,357
Support from College of Central Florida	419,953	-	-	-	27,566	-	447,519
Total Operating Revenue	1,167,730	556,057	12,007,461	21,500	974,935	304,069	15,031,752
Operating Expenses							
Program Services:							
Donor Relations	129,794	987	-	-	-	-	130,781
Institutional Support	344,691	558,728	1,134,770	-	-	-	2,038,189
Scholarships	-	94,764	998,106	-	136,370	-	1,229,240
Academic Program Support	-	-	972,942	-	-	-	972,942
Special Events	22,066	-	-	-	-	-	22,066
Student Housing	-	-	-	-	588,535	-	588,535
Enterprise Center	-	-	-	-	-	289,034	289,034
Total Program Services	496,551	654,479	3,105,818	-	724,905	289,034	5,270,787
Supporting Services							
General Administration	842,038	709	1,148	-	2,456	-	846,351
Total Support Services	842,038	709	1,148	-	2,456	-	846,351
Total Operating Expenses	1,338,589	655,188	3,106,966	-	727,361	289,034	6,117,138
Operating Income (Loss)	\$ (170,859)	\$ (99,131)	\$ 8,900,495	\$ 21,500	\$ 247,574	\$ 15,035	\$ 8,914,614

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, 2019

	Enterprise Fund						Total
	Operating		Endowment Account	General Plant Account	Student Housing Account	Enterprise Center Account	
	Unrestricted Account	Restricted Account					
Non-Operating Revenue (Expense)							
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ (27,566)	\$ (28,783)	\$ (56,349)
Loss on Disposal of Property	-	(38,536)	-	-	-	-	(38,536)
Total Non-Operating Revenue (Expense)	<u>-</u>	<u>(38,536)</u>	<u>-</u>	<u>-</u>	<u>(27,566)</u>	<u>(28,783)</u>	<u>(94,885)</u>
Change in Net Position Before Endowment							
Contributions and Transfers	(170,859)	(137,667)	8,900,495	21,500	220,008	(13,748)	8,819,729
Endowment Contributions and Transfers							
Private Endowment Contributions	-	-	834,410	-	-	-	834,410
Inter-Fund Transfers	784,978	(112,649)	179,452	(37,074)	-	72,690	887,397
Endowment Reinvestment Fees	-	-	(887,397)	-	-	-	(887,397)
Total Endowment Contributions and Transfers	<u>784,978</u>	<u>(112,649)</u>	<u>126,465</u>	<u>(37,074)</u>	<u>-</u>	<u>72,690</u>	<u>834,410</u>
Change in Net Position	614,119	(250,316)	9,026,960	(15,574)	220,008	58,942	9,654,139
Net Position, Beginning of Year	<u>3,821,299</u>	<u>3,186,404</u>	<u>66,203,272</u>	<u>17,249,941</u>	<u>1,585,737</u>	<u>1,162,997</u>	<u>93,209,650</u>
Net Position, End of Year	<u>\$ 4,435,418</u>	<u>\$ 2,936,088</u>	<u>\$ 75,230,232</u>	<u>\$ 17,234,367</u>	<u>\$ 1,805,745</u>	<u>\$ 1,221,939</u>	<u>\$ 102,863,789</u>

**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, 2019, 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 11, 2020.

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) to determine the 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 may exist that have not been identified.

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando

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Members of American and Florida Institutes of Certified Public Accountants
An Independent Member of the BDO Alliance USA.

Board of Directors
College of Central Florida Foundation, Inc.

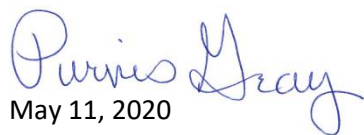
**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

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 determination of financial statement amounts. 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.


May 11, 2020
Ocala, Florida

Purvis, Gray & Company, LLP
2347 SE 17th Street
Ocala, FL 34471
352-732-3872

May 21, 2020

CONFIDENTIAL

College of Central Florida
Foundation, Inc.
3001 SW College Road
Ocala, FL 34474

Dear Board Members:

We have prepared the following returns from information provided by you without verification or audit.

Return of Organization Exempt From Income Tax (Form 990)

Although the first sentence herein indicates that we prepared the return without verification or audit of the information provided by you strictly for the preparation of the attached tax return, such information may have been subjected to audit procedures used in our audit of your financial statement conducted in accordance with the appropriate professional auditing standards.

Please be sure to read the attached Tax Return Engagement Memorandum. We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

Enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

Purvis, Gray & Company, LLP

TAX RETURN ENGAGEMENT MEMORANDUM

We appreciate the opportunity to serve you and prepare your tax return. This memorandum is to inform you of important matters related to that preparation and remind you of some important responsibilities placed on you as the taxpayer. **Please read this carefully before signing your return.**

Your tax return was prepared using information you provided. We have not audited or independently verified the data you furnished even though we may have asked for further clarification on some of the information, even if we issued an auditors' or accountants' report on your financial statements. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other information that form the basis of income and deductions. This includes documents we returned to you. Such documentation may be necessary to prove the accuracy and completeness of the return to a taxing authority.

Your returns are subject to review by taxing authorities. Any items resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination, we will be available to represent you, billing you for such services at our standard hourly rates.

Generally, no deduction shall be allowed for any travel or entertainment expense, business gifts, or for the use of "listed property," unless the taxpayer can substantiate the business use or purpose by adequate records or sufficient evidence. For a meal or entertainment deduction, the records must document the amount, time, place and business purpose. The term "listed property" includes property subject to business and personal use, e.g., automobiles, boats, airplanes, portable telephones and home computers. Failure to comply with these requirements can result in the disallowance of the deductions and in the assessment of substantial penalties. Our understanding is that information you provided is supported by records required.

Special documentation requirements apply when deducting certain charitable contributions. Examples of these requirements include (1) certain contributions of \$250 or more must be supported by a written acknowledgement from the charitable organization; (2) a deduction of \$500 or more of a motor vehicle, boat, or airplane requires an attached statement to your return; and (3) certain noncash contributions of \$5,000 or more may require a timely prepared "qualified appraisal" or the deduction will be disallowed. We have not attempted to verify your records regarding charitable contributions, even though we may have asked you for clarification or additional details while preparing the return.

The law provides for a number of penalties which may be assessed by the Internal Revenue Service or other tax authority. A complete list of those penalties is not included herein, but please be advised that a penalty may apply if (1) there is a late payment of tax; (2) there is a failure to timely file the return; or (3) there is a failure to make timely and adequate estimated tax payments. Also, a 20% penalty may be applied if there is (1) negligence or disregard of the rules and regulations; (2) a substantial valuation overstatement; (3) a substantial estate or gift valuation understatement or (4) there is a substantial underpayment of income tax. A substantial underpayment generally is one that exceeds the greater of 10% of the correct tax for the year or \$5,000 (\$10,000 in the case of a "C" corporation).

There is also a penalty for transactions that do not have economic substance. Generally, a transaction has economic substance only if, other than for federal tax purpose or effects, it changes in a meaningful way the taxpayer's economic position and the taxpayer has a substantial purpose for undertaking the transaction. This penalty cannot be waived for reasonable cause and may vary depending on whether the transaction is disclosed adequately in the tax return. Please be sure that you have discussed any such transactions with us prior to filing this return.

On December 22, 2017, President Trump signed into law the Tax Cut and Jobs Act of 2017. This new tax law will continue to have a significant impact on how you will report your income for 2019, as well as, the number and extent of new schedules and forms required for filing. Contact our office should you have any questions concerning this matter.

As taxpayer, you have the final responsibility for the tax return. You should carefully review any return before you sign and file such return. After you review your return, if you find that you did not provide us with all necessary information or there is a possibility that information provided may not be in accordance with the appropriate guidelines, please contact us immediately to discuss such matters before filing the tax return since revisions may be required.

Once again, thank you for the opportunity to be of service.

Purvis, Gray & Company, LLP

Form **990**
(Rev. January 2020)
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax
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.

OMB No. 1545-0047
2019
Open to Public Inspection

A For the 2019 calendar year, or tax year beginning _____, **and ending** _____

<p>B Check if applicable:</p> <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	<p>C Name of organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.</p> <p>Doing business as _____</p> <p>Number and street (or P.O. box if mail is not delivered to street address) Room/suite 3001 SW COLLEGE ROAD</p> <p>City or town, state or province, country, and ZIP or foreign postal code OCALA FL 34474</p> <p>F Name and address of principal officer: CHRISTOPHER R. KNIFE 3001 SW COLLEGE ROAD OCALA FL 34474</p>	<p>D Employer identification number 59-6139037</p> <p>E Telephone number 352-873-5808</p> <p>G Gross receipts\$ 26,620,131</p> <p>H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)</p> <p>H(c) Group exemption number ▶ _____</p>
<p>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</p>		
<p>J Website: ▶ HTTP://WWW.CF.EDU/FOUNDATION/</p>		
<p>K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶ _____</p>		<p>L Year of formation: 1959 M State of legal domicile: FL</p>

Part I Summary

Activities & Governance	<p>1 Briefly describe the organization's mission or most significant activities: SEE SCHEDULE O</p> <p>2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.</p> <p>3 Number of voting members of the governing body (Part VI, line 1a) 3 20</p> <p>4 Number of independent voting members of the governing body (Part VI, line 1b) 4 20</p> <p>5 Total number of individuals employed in calendar year 2019 (Part V, line 2a) 5 0</p> <p>6 Total number of volunteers (estimate if necessary) 6 66</p> <p>7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 0</p> <p>b Net unrelated business taxable income from Form 990-T, line 39 7b 0</p>	
Revenue	<p>8 Contributions and grants (Part VIII, line 1h) Prior Year 2,416,248 Current Year 2,005,294</p> <p>9 Program service revenue (Part VIII, line 2g) 1,146,578 1,243,346</p> <p>10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) 5,063,046 4,897,567</p> <p>11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 34,711 54,250</p> <p>12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12) 8,660,583 8,200,457</p>	
Expenses	<p>13 Grants and similar amounts paid (Part IX, column (A), lines 1–3) 7,164,729 3,928,136</p> <p>14 Benefits paid to or for members (Part IX, column (A), line 4) 0 0</p> <p>15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) 0 0</p> <p>16a Professional fundraising fees (Part IX, column (A), line 11e) 0 0</p> <p>b Total fundraising expenses (Part IX, column (D), line 25) ▶ 145,697</p> <p>17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e) 1,720,436 1,837,151</p> <p>18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25) 8,885,165 5,765,287</p> <p>19 Revenue less expenses. Subtract line 18 from line 12 -224,582 2,435,170</p>	
Net Assets or Fund Balances	<p>20 Total assets (Part X, line 16) Beginning of Current Year 95,861,157 End of Year 105,368,241</p> <p>21 Total liabilities (Part X, line 26) 2,651,507 2,504,452</p> <p>22 Net assets or fund balances. Subtract line 21 from line 20 93,209,650 102,863,789</p>	

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	<p>Signature of officer CHRISTOPHER R. KNIFE Type or print name and title</p>	<p>Date CEO</p>
Paid Preparer Use Only	<p>Print/Type preparer's name MARK A. WHITE, CPA</p> <p>Firm's name ▶ PURVIS, GRAY & COMPANY, LLP</p> <p>Firm's address ▶ 2347 SE 17TH STREET OCALA, FL 34471</p>	<p>Preparer's signature Date 05/21/20 Check <input type="checkbox"/> if self-employed PTIN P00071001 Firm's EIN ▶ 59-0548468 Phone no. 352-732-3872</p>

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

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 [X] 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 [X] 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 \$ 1,229,240 including grants of \$ 1,229,240) (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 2019, SCHOLARSHIPS TOTALING \$1,229,240 WERE AWARDED TO 1,563 RECIPIENTS.

4b (Code:) (Expenses \$ 590,415 including grants of \$) (Revenue \$ 939,277)

STUDENT HOUSING: THE FOUNDATION OWNS AND OPERATES A 192 UNIT APARTMENT COMPLEX FOR STUDENTS OF THE COLLEGE.

4c (Code:) (Expenses \$ 1,028,209 including grants of \$ 739,175) (Revenue \$ 304,069)

INSTITUTIONAL SUPPORT FOR THE COLLEGE INCLUDING OWNING AND OPERATING THE ENTERPRISE CENTER, A SCHOOL-TO-WORK FACILITY BUILT BY THE ORGANIZATION.

4d Other program services (Describe on Schedule O.)

(Expenses \$ 2,327,163 including grants of \$ 1,959,721) (Revenue \$ 11,800)

4e Total program service expenses ▶ 5,175,027

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 Revenue Procedure 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</i> (see instructions)		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	

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>	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>		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>	X	
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		X
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?		X
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		X
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>		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>		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>		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>		X
28 Was the organization a party to a business transaction with one of the following parties (see 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>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	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>	X	
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		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>		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>		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>	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		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>		
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>	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>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

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		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

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? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	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? If "No" to line 3b, provide an explanation on Schedule O	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? If "No," provide an explanation on Schedule O	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 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

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

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 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.		
1a	20		
b	Enter the number of voting members included on line 1a, above, who are independent		
1b	20		
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?	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?	X	
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		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?		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?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	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		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?		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?	X	
b	Describe in 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	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
12c		X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	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	X	
b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	X	
15b		X	
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?		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 ►

DAWN GONSALVES, CFO
OCALA

3001 SW COLLEGE ROAD

FL 34474

352-854-2322

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 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 and/or Box 7 of Form 1099-MISC) 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 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 dotted 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)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(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) PATRICIA CONRAD CHAIR	1.50 0.00	X		X				0	0	0
(2) WILLIAM MCCALL VICE CHAIR	1.00 0.00	X		X				0	0	0
(3) GREG BLAIR SECRETARY	1.00 0.00	X		X				0	0	0
(4) PHILLIP SCHUCK TREASURER	1.00 0.00	X		X				0	0	0
(5) FRED ROBERTS, JR. PAST CHAIR	2.00 0.00	X		X				0	0	0
(6) MICHAEL HART DIRECTOR	1.00 0.00	X						0	0	0
(7) PHILIP OLSTEIN DIRECTOR	1.00 0.00	X						0	0	0
(8) JOSHUA HAGAN DIRECTOR	1.00 0.00	X						0	0	0
(9) VICKI LISTEBARGER DIRECTOR	1.50 0.00	X						0	0	0
(10) MICHELLE STONE DIRECTOR	2.00 0.00	X						0	0	0
(11) BILL GLADSON DIRECTOR	1.00 0.00	X						0	0	0

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 dotted 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)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(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			
(12) JEREMY APPLGATE	1.00									
DIRECTOR	0.00	X					0	0	0	
(13) J. WARREN BULLARD	1.00									
DIRECTOR	0.00	X					0	0	0	
(14) WILLIAM TRICE	1.00									
DIRECTOR	0.00	X					0	0	0	
(15) STEPHEN QUINTYNE	0.10									
DIRECTOR	0.00	X					0	0	0	
(16) JOE JOHNSON	1.00									
DIRECTOR	0.00	X					0	0	0	
(17) DAVID JOLLY	1.00									
DIRECTOR	0.00	X					0	0	0	
(18) DREXEL COLLINS	1.00									
DIRECTOR	0.00	X					0	0	0	
(19) PARKER EILAND	1.00									
DIRECTOR	0.00	X					0	0	0	
1b Subtotal										
c Total from continuation sheets to Part VII, Section A								159,710	46,777	
d Total (add lines 1b and 1c)								159,710	46,777	

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? If "Yes," complete Schedule J for such individual	3	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? If "Yes," complete Schedule J for such individual	4	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? If "Yes," complete Schedule J for such person	5	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. OAKS PA 19456	1 FREEDOM VALLEY DRIVE INVEST. ADVISOR	242,898
CERTIFIED ROOFING SOLUTIONS, LLC OCALA FL 34474	3398 SW 74TH AVENUE CONSTRUCTION	147,611

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 **2**

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 dotted 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)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(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			
(20) MARCIA ST. JOHN	1.00									
DIRECTOR	0.00	X					0	0	0	
(21) CHRISTOPHER R. KNIFE	37.50									
CEO	0.00			X			0	90,774	32,884	
(22) DAWN GONSALVES	37.50									
CFO	0.00			X			0	68,936	13,893	
1b Subtotal								159,710	46,777	
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

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

	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>	3	
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>	4	
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>	5	

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

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

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	1a Federated campaigns	1a				
	b Membership dues	1b	13,157			
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1,992,137			
	g Noncash contributions included in lines 1a-1f	1g	\$ 246,729			
	h Total. Add lines 1a-1f		2,005,294			
	Program Service Revenue	2a STUDENT HOUSING INCOME	Business Code	531390	939,277	939,277
b ENTERPRISE CENTER INCOME		Business Code	531390	304,069	304,069	
c						
d						
e						
f All other program service revenue						
g Total. Add lines 2a-2f			1,243,346			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)				3,571,326	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real	11,800			
		(ii) Personal				
		6b Less: rental expenses				
	6c Rental inc. or (loss)		11,800			
	d Net rental income or (loss)		11,800	11,800		
	7a Gross amount from sales of assets other than inventory	(i) Securities	19,709,521			
		(ii) Other		28,644		
		7b Less: cost or other basis and sales exps.		18,344,744	67,180	
	7c Gain or (loss)		1,364,777	-38,536		
	d Net gain or (loss)		1,326,241		1,326,241	
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	8a		50,200		
		8b Less: direct expenses		7,750		
c Net income or (loss) from fundraising events			42,450		42,450	
9a Gross income from gaming activities. See Part IV, line 19	9a					
	9b Less: direct expenses					
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	10a					
	10b Less: cost of goods sold					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue	11a	Business Code				
	b					
	c					
	d All other revenue					
	e Total. Add lines 11a-11d					
12 Total revenue. See instructions		8,200,457	1,255,146	0	4,940,017	

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	2,698,896	2,698,896		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	1,229,240	1,229,240		
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				
b Legal	881	576	305	
c Accounting	39,550		39,550	
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees	433,918	299,992	133,926	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	175,492		175,492	
12 Advertising and promotion	2,300		1,650	650
13 Office expenses	64,919		53,348	11,571
14 Information technology	9,912		9,912	
15 Royalties				
16 Occupancy				
17 Travel	1,958		454	1,504
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	35		35	
20 Interest	56,348	56,348		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	157,279	157,279		
23 Insurance	41,841	18,233	23,608	
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 OPERATING	507,772	507,772		
b ENTERPRISE CENTER EXPENSE	206,691	206,691		
c PERSONNEL COST REIMBURSE	108,294			108,294
d MISC FUNDRAISING EXPENSES	19,881			19,881
e All other expenses	10,080		6,283	3,797
25 Total functional expenses. Add lines 1 through 24e	5,765,287	5,175,027	444,563	145,697
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)				

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	2,179,975	1	1,331,375	
	2 Savings and temporary cash investments	4,832,094	2	5,515,246	
	3 Pledges and grants receivable, net	13,800	3	170,897	
	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		7	5,279	
	8 Inventories for sale or use		8		
	9 Prepaid expenses and deferred charges	19,790	9	76,050	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 24,373,788			
	b Less: accumulated depreciation	10b 3,268,315	21,069,035	10c	21,105,473
	11 Investments—publicly traded securities	67,482,482	11	76,850,057	
	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	263,981	15	313,864	
16 Total assets. Add lines 1 through 15 (must equal line 33)	95,861,157	16	105,368,241		
Liabilities	17 Accounts payable and accrued expenses	143,428	17	208,970	
	18 Grants payable	433,163	18	410,912	
	19 Deferred revenue	380,986	19	483,455	
	20 Tax-exempt bond liabilities	820,002	20	655,002	
	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	873,928	25	746,113	
	26 Total liabilities. Add lines 17 through 25	2,651,507	26	2,504,452	
	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		7,007,703	29	7,371,506	
30 Paid-in or capital surplus, or land, building, or equipment fund		17,249,941	30	17,234,367	
31 Retained earnings, endowment, accumulated income, or other funds		68,952,006	31	78,257,916	
32 Total net assets or fund balances		93,209,650	32	102,863,789	
33 Total liabilities and net assets/fund balances	95,861,157	33	105,368,241		

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	8,200,457
2	Total expenses (must equal Part IX, column (A), line 25)	2	5,765,287
3	Revenue less expenses. Subtract line 2 from line 1	3	2,435,170
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	93,209,650
5	Net unrealized gains (losses) on investments	5	7,226,329
6	Donated services and use of facilities	6	3,330
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	-10,690
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	102,863,789

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 in 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		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	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.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		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		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2019

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 Reason for Public Charity Status (All organizations must complete this part.) See instructions.

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 or 990-EZ).)
- 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 in 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).

(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		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

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) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	1,054,764	1,621,608	1,628,284	2,416,248	2,005,294	8,726,198
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	1,054,764	1,621,608	1,628,284	2,416,248	2,005,294	8,726,198
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)						414,420
6 Public support. Subtract line 5 from line 4.						8,311,778

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4	1,054,764	1,621,608	1,628,284	2,416,248	2,005,294	8,726,198
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	2,947,922	1,944,862	1,614,664	1,945,562	3,583,126	12,036,136
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.)	133,715	69,450	78,920	39,085	50,200	371,370
11 Total support. Add lines 7 through 10						21,133,704
12 Gross receipts from related activities, etc. (see instructions)					12	6,023,028
13 First five 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 ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14	39.33%
15 Public support percentage from 2018 Schedule A, Part II, line 14	15	39.58%
16a 33 1/3% support test—2019. 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 ▶ <input checked="" type="checkbox"/>		
b 33 1/3% support test—2018. 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 ▶ <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2019. 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 ▶ <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2018. 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 ▶ <input type="checkbox"/>		
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 ▶ <input type="checkbox"/>		

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) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(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) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(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 in 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 five 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 2019 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2019. 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—2018. 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 in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of 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? 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.		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
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)? If "Yes," describe in Part VI when and how the organization made the determination.		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? 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.		
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)? 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.		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) 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).		
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? If "Yes," provide detail in Part VI .		
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? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
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))? If "Yes," provide detail in Part VI .		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
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)? If "Yes," answer 10b below.		
b	Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

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 in (b) and (c) below, the governing body of a supported organization?		
b	A family member of a person described in (a) above?		
c	A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

		Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's 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 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 in (2), 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 government entity (see instructions).		
2	Activities Test. Answer (a) and (b) 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 in (a) 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 (a) and (b) 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? 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.		

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 (explain in detail in Part VI):		
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 1-1/2% 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 .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 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 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

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			
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity			
3	Administrative expenses paid to accomplish exempt purposes of supported organizations			
4	Amounts paid to acquire exempt-use assets			
5	Qualified set-aside amounts (prior IRS approval required)			
6	Other distributions (describe in Part VI). See instructions.			
7	Total annual distributions. Add lines 1 through 6.			
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.			
9	Distributable amount for 2019 from Section C, line 6			
10	Line 8 amount divided by line 9 amount			
Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1	Distributable amount for 2019 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2019 (reasonable cause required-explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2019			
a	From 2014			
b	From 2015			
c	From 2016			
d	From 2017			
e	From 2018			
f	Total of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2019 distributable amount			
i	Carryover from 2014 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2019 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2019 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6	Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7	Excess distributions carryover to 2020. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2015			
b	Excess from 2016			
c	Excess from 2017			
d	Excess from 2018			
e	Excess from 2019			

Part VI Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

PART II, LINE 10 - OTHER INCOME DETAIL

FUNDRAISING GROSS INCOME \$ 371,370

SUPPLEMENTAL INFORMATION

2015 THROUGH 2018 SCHEDULE A, PART II, LINE 8 DID NOT INCLUDE GROSS RENTS ON THE PREVIOUSLY FILED SCHEDULE A INCLUDED WITH PRIOR YEAR RETURNS. THESE AMOUNTS HAVE BEEN ADDED TO THE CURRENT YEAR SCHEDULE A LINE 8.

Schedule B
 (Form 990, 990-EZ,
 or 990-PF)
 Department of the Treasury
 Internal Revenue Service

Schedule of Contributors

OMB No. 1545-0047

2019

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
 ▶ Go to www.irs.gov/Form990 for the latest information.

Name of the organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	Employer identification number 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 33¹/₃% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), 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, 990-EZ, or 990-PF), 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, 990-EZ, or 990-PF).

Name of organization COLLEGE OF CENTRAL FLORIDA	Employer identification number 59-6139037
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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
1		\$ 56,202	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2		\$ 204,925	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
3		\$ 70,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4		\$ 699,421	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5		\$ 124,000	Person <input checked="" 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.)

Name of organization

COLLEGE OF CENTRAL FLORIDA

Employer identification number

59-6139037

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
2	200 SH. PEPSICO, 55 SH. MASTERCARD 200 SH. ADP, 200 SH. ABBOTT LAB, 200 SH. ABBVIE	\$ 105,345	09/25/19
2	400 SH ADP, 200 SH. UNION PAC	\$ 99,580	10/30/19
(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
.....	\$

**SCHEDULE C
(Form 990 or 990-EZ)**

Political Campaign and Lobbying Activities

OMB No. 1545-0047

For Organizations Exempt From Income Tax Under section 501(c) and section 527

2019

Department of the Treasury
Internal Revenue Service

- ▶ **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.**

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 B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and 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 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. (see instructions for definition of "political campaign activities")
- 2 Political campaign activity expenditures (see instructions) ▶ \$
- 3 Volunteer hours for political campaign activities (see instructions)

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 employer identification number (EIN) 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-.
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

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 border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">If the amount on line 1e, column (a) or (b) is:</th> <th style="width:65%;">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:	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:	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) 2016	(b) 2017	(c) 2018	(d) 2019	(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					

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?		<input checked="" type="checkbox"/>	
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?		<input checked="" type="checkbox"/>	
c Media advertisements?		<input checked="" type="checkbox"/>	
d Mailings to members, legislators, or the public?		<input checked="" type="checkbox"/>	
e Publications, or published or broadcast statements?		<input checked="" type="checkbox"/>	
f Grants to other organizations for lobbying purposes?		<input checked="" type="checkbox"/>	
g Direct contact with legislators, their staffs, government officials, or a legislative body?		<input checked="" type="checkbox"/>	
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?		<input checked="" type="checkbox"/>	
i Other activities?	<input checked="" type="checkbox"/>		126,969
j Total. Add lines 1c through 1i			126,969
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?		<input checked="" type="checkbox"/>	
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?		
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?		
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?		

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 expenditure 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.

SCHEDULE C, PART II-B, LINE 1

ENGAGED LOBBYING FIRM GRAYROBINSON PA ALONG WITH SMITH, BRYAN & MYERS, INC. 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.

Part IV Supplemental Information *(continued)*

[This section contains a large area of dotted lines for supplemental information, which is currently blank.]

SCHEDULE D (Form 990)

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

2019

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.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include total number at end of year, aggregate value of contributions, and questions about donor advisement.

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Form for Part II Conservation Easements, including checkboxes for purposes of easements and a table for held at the end of the tax year.

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.

Form for Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets, including revenue and asset amounts.

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
 - b** Scholarly research
 - c** Preservation for future generations
 - d** Loan or exchange program
 - e** Other
- 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 on 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	66,203,272	74,111,532	67,154,860	62,603,114	64,483,686
b Contributions	834,910	459,080	408,130	906,199	443,467
c Net investment earnings, gains, and losses	12,006,960	-3,568,939	10,024,368	6,090,341	82,910
d Grants or scholarships	2,805,826	3,501,111	2,197,856	1,522,512	1,239,702
e Other expenditures for facilities and programs			43,496		
f Administrative expenses	1,009,084	1,297,290	843,002	922,282	1,167,248
g End of year balance	75,230,232	66,203,272	74,111,532	67,154,860	62,603,114

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a** Board designated or quasi-endowment **▶ 16.00 %**
 - b** Permanent endowment **▶ 84.00 %**
 - 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:
- | | Yes | No |
|------------------------------------|-----|----------|
| (i) Unrelated organizations | | X |
| (ii) Related organizations | | X |
- b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?
- 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		6,294,141	3,228,526	3,065,615
c Leasehold improvements				
d Equipment		61,990	39,789	22,201
e Other		17,212,166		17,212,166
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				▶ 21,105,473

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. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

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. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

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, col. (B) line 15.)	

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) ADVANCES FROM COLLEGE OF CENTRAL FL	580,343
(3) GIFT ANNUITY PAYABLE	117,065
(4) ESCROW HOUSING DEPOSITS	48,705
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	746,113

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

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	15,827,626
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
	a Net unrealized gains (losses) on investments	2a	7,226,329	
	b Donated services and use of facilities	2b	403,780	
	c Recoveries of prior year grants	2c		
	d Other (Describe in Part XIII.)	2d	-10,690	
	e Add lines 2a through 2d		2e	7,619,419
3	Subtract line 2e from line 1		3	8,208,207
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	-7,750	
	c Add lines 4a and 4b		4c	-7,750
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	8,200,457

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	6,173,487
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
	a Donated services and use of facilities	2a	400,450	
	b Prior year adjustments	2b		
	c Other losses	2c		
	d Other (Describe in Part XIII.)	2d	7,750	
	e Add lines 2a through 2d		2e	408,200
3	Subtract line 2e from line 1		3	5,765,287
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	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	5,765,287

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 - COLLECTIONS AND RELATION TO EXEMPT PURPOSE

THE COLLECTION PROVIDES OPPORTUNITIES FOR THE COLLEGE'S STUDENTS TO OBSERVE AND LEARN ABOUT ASIAN, AFRICAN AND PRE-COLUMBIAN ART, WHICH ARE INCLUDED IN THE PERMANENT COLLECTION.

PART V, LINE 4 - INTENDED USES FOR ENDOWMENT FUNDS

TO PROVIDE SCHOLARSHIPS TO STUDENTS ATTENDING THE COLLEGE OF CENTRAL FLORIDA. ALSO PROVIDE GRANTS TO THE COLLEGE TO ENHANCE THE STUDENTS' LEARNING ENVIRONMENT.

PART XI, LINE 2D - REVENUE AMOUNTS INCLUDED IN FINANCIALS - OTHER

CHANGE IN VALUE OF DONATED LIFE INSURANCE \$ 5,084

Part XIII Supplemental Information *(continued)*

CHANGE IN PLEDGES RECEIVABLE \$ -15,774

PART XI, LINE 4B - REVENUE AMOUNTS INCLUDED ON RETURN - OTHER

SPECIAL EVENT EXPENSES REPORTED ON 990 PART VIII \$ -7,750

PART XII, LINE 2D - EXPENSE AMOUNTS INCLUDED IN FINANCIALS - OTHER

SPECIAL EVENT EXPENSES REPORTED ON 990 PART VIII \$ 7,750

**SCHEDULE G
(Form 990 or 990-EZ)**

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

2019

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 non-government grants
- f Solicitation of government grants
- g Special fundraising events

2a 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? Yes No

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.

(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
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

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.

.....

.....

.....

.....

.....

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	(b) Event #2	(c) Other events	(d) Total events
		NIGHT AT THE FA (event type)	_____ (event type)	NONE (total number)	(add col. (a) through col. (c))
Revenue	1 Gross receipts	50,200			50,200
	2 Less: Contributions ..				
	3 Gross income (line 1 minus line 2)	50,200			50,200
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs	3,995			3,995
	7 Food and beverages ..	278			278
	8 Entertainment	300			300
	9 Other direct expenses	3,177			3,177
	10 Direct expense summary. Add lines 4 through 9 in column (d)				7,750
11 Net income summary. Subtract line 10 from line 3, column (d)				42,450	

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: _____

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 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.

.....

**SCHEDULE I
(Form 990)**

**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.

OMB No. 1545-0047

2019

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

▶ Go to www.irs.gov/Form990 for the latest information.

Name of the organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	Employer identification number 59-6139037
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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 non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1) COLLEGE OF CENTRAL FLORIDA 3011 SW COLLEGE ROAD OCALA FL 34474	59-1213999		2,674,024		FMV		ENDOW CHRS/INST ADV
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							

- 2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ▶ 1
- 3 Enter total number of other organizations listed in the line 1 table ▶

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 noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1 SCHOLARSHIPS	1563	1,229,240			
2					
3					
4					
5					
6					
7					

Part IV Supplemental Information. Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

SEE SCHEDULE I SUPPLEMENTAL INFORMATION WORKSHEET

SCHEDULE I (Form 990)	Supplemental Information	2019
For calendar year 2019, or tax year beginning _____, and ending _____		
Name of the organization	COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	Employer identification number 59-6139037

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 K
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information on Tax-Exempt Bonds

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 24a. Provide descriptions, explanations, and any additional information in Part VI.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization **COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Employer identification number
59-6139037

Part I Bond Issues

(a) Issuer name	(b) Issuer EIN	(c) CUSIP #	(d) Date issued	(e) Issue price	(f) Description of purpose	(g) Defeased		(h) On behalf of issuer		(i) Pooled financing	
						Yes	No	Yes	No	Yes	No
A FL DEV. FINANCE CORP	59-3270417	34061NBW3	05/01/03	2,000,000	SEE PART VI		X		X		X
B											
C											
D											

Part II Proceeds

	A	B	C	D
1 Amount of bonds retired	1,344,998			
2 Amount of bonds legally defeased				
3 Total proceeds of issue	2,000,000			
4 Gross proceeds in reserve funds				
5 Capitalized interest from proceeds				
6 Proceeds in refunding escrows				
7 Issuance costs from proceeds	139,139			
8 Credit enhancement from proceeds				
9 Working capital expenditures from proceeds				
10 Capital expenditures from proceeds	2,000,000			
11 Other spent proceeds				
12 Other unspent proceeds				
13 Year of substantial completion	2004			
	Yes	No	Yes	No
14 Were the bonds issued as part of a refunding issue of tax-exempt bonds (or, if issued prior to 2018, a current refunding issue)?		X		
15 Were the bonds issued as part of a refunding issue of taxable bonds (or, if issued prior to 2018, an advance refunding issue)?		X		
16 Has the final allocation of proceeds been made?	X			
17 Does the organization maintain adequate books and records to support the final allocation of proceeds?	X			

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Part III Private Business Use

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
1 Was the organization a partner in a partnership, or a member of an LLC, which owned property financed by tax-exempt bonds?		X						
2 Are there any lease arrangements that may result in private business use of bond-financed property?	X							
3a Are there any management or service contracts that may result in private business use of bond-financed property?		X						
b If "Yes" to line 3a, does the organization routinely engage bond counsel or other outside counsel to review any management or service contracts relating to the financed property?								
c Are there any research agreements that may result in private business use of bond-financed property?		X						
d If "Yes" to line 3c, does the organization routinely engage bond counsel or other outside counsel to review any research agreements relating to the financed property? ..								
4 Enter the percentage of financed property used in a private business use by entities other than a section 501(c)(3) organization or a state or local government								
5 Enter the percentage of financed property used in a private business use as a result of unrelated trade or business activity carried on by your organization, another section 501(c)(3) organization, or a state or local government		9.13 %						
6 Total of lines 4 and 5		9.13 %						
7 Does the bond issue meet the private security or payment test?		X						
8a Has there been a sale or disposition of any of the bond-financed property to a nongovernmental person other than a 501(c)(3) organization since the bonds were issued?		X						
b If "Yes" to line 8a, enter the percentage of bond-financed property sold or disposed of								
c If "Yes" to line 8a, was any remedial action taken pursuant to Regulations sections 1.141-12 and 1.145-2?								
9 Has the organization established written procedures to ensure that all nonqualified bonds of the issue are remediated in accordance with the requirements under Regulations sections 1.141-12 and 1.145-2?		X						

Part IV Arbitrage

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
1 Has the issuer filed Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate?		X						
2 If "No" to line 1, did the following apply?								
a Rebate not due yet?		X						
b Exception to rebate?		X						
c No rebate due?		X						
If "Yes" to line 2c, provide in Part VI the date the rebate computation was performed								
3 Is the bond issue a variable rate issue?	X							

Part IV Arbitrage (continued)

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
4a Has the organization or the governmental issuer entered into a qualified hedge with respect to the bond issue?		X						
b Name of provider								
c Term of hedge								
d Was the hedge superintegrated?								
e Was the hedge terminated?								
5a Were gross proceeds invested in a guaranteed investment contract (GIC)? ..		X						
b Name of provider								
c Term of GIC								
d Was the regulatory safe harbor for establishing the fair market value of the GIC satisfied?								
6 Were any gross proceeds invested beyond an available temporary period? ..		X						
7 Has the organization established written procedures to monitor the requirements of section 148?		X						

Part V Procedures To Undertake Corrective Action

	A		B		C		D	
	Yes	No	Yes	No	Yes	No	Yes	No
Has the organization established written procedures to ensure that violations of federal tax requirements are timely identified and corrected through the voluntary closing agreement program if self-remediation isn't available under applicable regulations?		X						

Part VI Supplemental Information. Provide additional information for responses to questions on Schedule K. See instructions

SCHEDULE K - PURPOSE OF ISSUE DESCRIPTION

**FL DEV. FINANCE CORP
TO CONSTRUCT SCHOOL TO WORK FACILITY.**

Part VI Supplemental Information. Provide additional information for responses to questions on Schedule K. See instructions (*continued*)

Multiple horizontal lines for supplemental information.

**SCHEDULE M
(Form 990)**

Noncash Contributions

OMB No. 1545-0047

2019

**Open To Public
Inspection**

Department of the Treasury
Internal Revenue Service

- ▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
- ▶ Attach to Form 990.
- ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	Employer identification number 59-6139037
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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	1	21,500	FMV
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	X	3	225,229	FMV
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				
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 IV, Donee Acknowledgement	29	
---	-----------	--

		Yes	No
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
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?	31	X	
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
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.			

SCHEDULE O
(Form 990 or 990-EZ)

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 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

**Open to Public
Inspection**

Name of the organization COLLEGE OF CENTRAL FLORIDA FOUNDATION, INC.	Employer identification number 59-6139037
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FORM 990 - ORGANIZATION'S MISSION OR MOST SIGNIFICANT ACTIVITIES

THE COLLEGE OF CENTRAL FLORIDA FOUNDATION IS AN ORGANIZATION ESTABLISHED TO PROVIDE LEADERSHIP SERVICE, VOLUNTARY ACTION, CHARITABLE GIVING AND COMMUNITY INVOLVEMENT. IT ALSO PROVIDES A VARIETY OF EDUCATIONAL AND CULTURAL EVENTS TO ADD TO THE QUALITY OF LEARNING FOR OUR STUDENTS AND TO THE COMMUNITY. DURING 2019, CF FOUNDATION DONORS HAVE REMAINED LOYAL TO THE COLLEGE MISSION DONATING \$1,932,624 IN SUPPORT, ESTABLISHING FIVE NEW ENDOWMENTS, AND PROVIDING EXISTING PROGRAM SUPPORT. THE PROMISE FOR THE FUTURE FUND OF \$3.8 MILLION SUPPORTS PROGRAM DEVELOPMENT, A FOUNDATION AND COLLEGE FUNDING PRIORITY. ADDITIONAL FUNDING DONATED THROUGH THE PROMISE FOR THE FUTURE CAMPAIGN OF \$1.7 MILLION IS AVAILABLE FOR THE NEWLY COMPLETED LEVY COUNTY CAMPUS FACILITY AND PROGRAMS.

SCHOLARSHIPS TAKING ELEMENTARY PROMISING STUDENTS TO CF (STEPS TO CF) REMAINS A UNIQUE AND INSPIRING PROGRAM THAT AWARDS FIFTH GRADE ELEMENTARY STUDENTS FROM DONOR-ADOPTED SCHOOLS SCHOLARSHIPS TO THE COLLEGE UPON THEIR EVENTUAL HIGH SCHOOL GRADUATION. THE CF FOUNDATION PROVIDES AT LEAST TWO SCHOLARSHIPS (FOR A BOY AND A GIRL) TO EVERY SCHOOL WITHIN THE 3 COUNTY SERVICE AREA. EACH RECEIVED A PROMISE OF \$4,000 TOWARD TUITION AND FEES TO THE COLLEGE. THE CF FOUNDATION PATRIOT FUND PROVIDES AN EMERGENCY RELIEF FUND FOR STUDENTS FACING DIRE ECONOMIC SITUATIONS, AND PROMOTES STUDENT COMPLETION, A TOP PRIORITY AT CF, AND HELPS STUDENTS ACHIEVE THEIR ACADEMIC GOALS.

FORM 990, PART III, LINE 4D - ALL OTHER ACCOMPLISHMENTS

OTHER PROGRAMS INCLUDE: ENDOWMENT CHAIR/GRANT PROGRAM SUPPORT.

Name of the organization COLLEGE OF CENTRAL FLORIDA	Employer identification number 59-6139037
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FORM 990, PART VI, LINE 2 - RELATED PARTY INFORMATION AMONG OFFICERS

FRED ROBERTS, JR.

PARKER EILAND

PAST-CHAIR

DIRECTOR

BUSINESS

FORM 990, PART VI, LINE 3 - MANAGEMENT DELEGATED

MANAGEMENT OF COLLEGE SQUARE STUDENT RESIDENCE HANDLED BY ROBERTS

REAL ESTATE, INC. FOR A PERCENTAGE OF THE GROSS RENTAL INCOME.

NO OFFICER, DIRECTOR, TRUSTEE OR KEY EMPLOYEE IS EMPLOYED BY OR

HAS AN OWNERSHIP INTEREST IN ROBERTS REAL ESTATE, INC.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990

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, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY

ANNUAL DISCLOSURE FORM IS SENT TO ALL BOARD MEMBERS PRIOR TO

PREPARATION OF THE IRS FORM 990.

FORM 990, 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

Name of the organization COLLEGE OF CENTRAL FLORIDA	Employer identification number 59-6139037
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IN LINE WITH WHAT OTHER STATE OR COMMUNITY COLLEGES ARE PAYING FOR SIMILAR POSITIONS.

FORM 990, 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 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, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION 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 - ADDITIONAL INFORMATION
 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 - OTHER CHANGES IN NET ASSETS EXPLANATION

CHANGE IN VALUE OF DONATED LIFE INS	\$	5,084
CHANGE IN PLEDGES RECEIVABLE	\$	-15,774
TOTAL	\$	-10,690

**SCHEDULE R
(Form 990)**

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

2019
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
(1)					
(2)					
(3)					
(4)					
(5)					

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
(1) COLLEGE OF CENTRAL FLORIDA 3001 SW COLLEGE ROAD OCALA FL 34474 59-1213999	HIGHER ED	FL			N/A		X
(2)							
(3)							
(4)							
(5)							

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 alloc.?		(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	
(1)												
(2)												
(3)												
(4)												

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
(1)									
(2)									
(3)									
(4)									

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		X
b Gift, grant, or capital contribution to related organization(s)	X	
c Gift, grant, or capital contribution from related organization(s)		X
d Loans or loan guarantees to or for related organization(s)		X
e Loans or loan guarantees by related organization(s)	X	
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)	X	
k Lease of facilities, equipment, or other assets from related organization(s)		X
l Performance of services or membership or fundraising solicitations for related organization(s)	X	
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	X	
o Sharing of paid employees with related organization(s)	X	
p Reimbursement paid to related organization(s) for expenses	X	
q Reimbursement paid by related organization(s) for expenses	X	
r Other transfer of cash or property to related organization(s)	X	
s Other transfer of cash or property from related organization(s)		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	3,903,264	FAIR MARKET VALUE
(2)	COLLEGE OF CENTRAL FLORIDA	E	580,343	FAIR MARKET VALUE
(3)	COLLEGE OF CENTRAL FLORIDA	J	66,437	FAIR MARKET VALUE
(4)	COLLEGE OF CENTRAL FLORIDA	P	255,802	FAIR MARKET VALUE
(5)	COLLEGE OF CENTRAL FLORIDA	Q	447,519	FAIR MARKET VALUE
(6)	COLLEGE OF CENTRAL FLORIDA	R	100,000	FAIR MARKET VALUE

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		X
b Gift, grant, or capital contribution to related organization(s)	X	
c Gift, grant, or capital contribution from related organization(s)		X
d Loans or loan guarantees to or for related organization(s)		X
e Loans or loan guarantees by related organization(s)	X	
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)	X	
k Lease of facilities, equipment, or other assets from related organization(s)		X
l Performance of services or membership or fundraising solicitations for related organization(s)	X	
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	X	
o Sharing of paid employees with related organization(s)	X	
p Reimbursement paid to related organization(s) for expenses	X	
q Reimbursement paid by related organization(s) for expenses	X	
r Other transfer of cash or property to related organization(s)	X	
s Other transfer of cash or property from related organization(s)		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	N		FMV NOT DETERMINED
(2)	COLLEGE OF CENTRAL FLORIDA	O		FMV NOT DETERMINED
(3)	COLLEGE OF CENTRAL FLORIDA	L		FMV NOT DETERMINED
(4)				
(5)				
(6)				

Part VI Unrelated Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(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		Yes	No	
(1)													
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													
(11)													

Form **4562**

Depreciation and Amortization
(Including Information on Listed Property)

OMB No. 1545-0172

2019

Department of the Treasury
Internal Revenue Service (99)

▶ Attach to your tax return.

▶ Go to www.irs.gov/Form4562 for instructions and the latest information.

Attachment
Sequence No. **179**

Name(s) shown on return **COLLEGE OF CENTRAL FLORIDA
FOUNDATION, INC.**

Identifying number
59-6139037

Business or activity to which this form relates

INDIRECT DEPRECIATION

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,020,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,550,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2018 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2020. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	157,279
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2019	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		<input type="checkbox"/>

Section B—Assets Placed in Service During 2019 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property					
b	5-year property					
c	7-year property					
d	10-year property					
e	15-year property					
f	20-year property					
g	25-year property		25 yrs.		S/L	
h	Residential rental property		27.5 yrs.	MM	S/L	
i	Nonresidential real property		39 yrs.	MM	S/L	

Section C—Assets Placed in Service During 2019 Tax Year Using the Alternative Depreciation System

20a	Class life				S/L	
b	12-year		12 yrs.		S/L	
c	30-year		30 yrs.	MM	S/L	
d	40-year		40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	157,279
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562** (2019)

College of Central Florida
Foundation, Inc.
3001 SW College Road
Ocala, FL 34474

Section 1.263(a)-1(f) De Minimis Safe Harbor Election

Under Regulation 1.263(a)-1(f), the taxpayer hereby elects to apply the de minimis safe harbor election to all qualifying property placed in service during the tax year.

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

DSO NAME: College of Central Florida Foundation, Inc.

FOR THE YEAR ENDING: December 31, 2019

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

1. In accordance with Section 1004.70(2), Florida Statutes, did the chairperson of the board of trustees appoint a representative to the board of directors and the executive committee of each direct-support organization established under Section 1004.70, Florida Statutes?

YES X NO ___

2. In accordance with Section 1004.70(2), Florida Statutes, did the president or the president's designee serve on the board of directors and the executive committee of the college's direct-support organization?

YES X NO ___

3. In accordance with Section 1004.70(4)(c), Florida Statutes, did the board of trustees approve all transactions or agreements between one direct support organization and another direct support organizations or between a direct-support organization and a center of technology innovation designated under s. 1004.77, Florida Statutes?

YES ___ NO ___ N/A X

4. In accordance with Section 1004.70(5), Florida Statutes, did this direct-support organization submit to the board of trustees a copy of its federal IRS Application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990)?

YES X NO ___ N/A ___

5. Did the board of trustees review the following issues and accept the annual audit?
A. College support of direct-support organization's operating expenses.
B. Annual change in the direct -support organization's net assets.
C. Direct-Support Organization's ability to cover indebtedness (both current and projected).

YES X NO ___ N/A ___

COLLEGE NAME : College of Central Florida

PRESIDENT (SIGNATURE)
James D. Henningsen
(Printed)

DATE

CHAIRMAN, BOARD OF TRUSTEES (SIGNATURE)
Joyce Brancato
(Printed)

DATE

COLLEGE OF CENTRAL FLORIDA

25

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: 2020 - 2021 Technology Plan

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

The 2020 - 2021 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.



2020-2021 Technology Plan

Executive Summary

The Technology Plan for fiscal year 2020-2021 was developed by members of the Technology Resources Committee during 2019-2020. 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

Pages four and five describe the New Technology Requests for 2020-2021 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 enrollment decline during recent years has reduced the resources that will be available for the 2020-2021 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 Years

A review of prior technology requests on page seven provides updated information regarding the technology that has been purchased and implemented.



2020-2021 Technology Plan

Technology Resources Committee Members

Maureen Anderson	Dean, Enrollment Management
Sam Ajlani	Faculty - Business & Technology
Vacant	Director, Disability Services
Dr. Sandra Davis	Associate Professor, Business & Technology
Teresa Faust	Library Director
Ron Kielty	Associate Vice President for Information Technology (interim)
Ron Kielty	Information Technology Manager
Chuck Prince	Vice President, Administration & Finance
Holly McGlashan	Provost, Levy Campus
Dr. Mark Paugh	Vice President, Instructional Affairs
Josh Strigle	Director E-Learning and Learning Support Center
James Meier	Teaching/Learning Engagement Institute
Graham Young	Associate Professor of Digital Media



2020-2021 Technology Plan

Topics of Discussion and Committee Recommendations

The members of the Technology Resources Committee met during the fiscal year via Zoom to discuss IT security and the current and future technology needs of the college. The topics of discussion and committee recommendations included:

- Replacement of internet facing firewalls which are end of life by manufacture.
- Explore New ERP system, such as Jenzabar One, PeopleSoft, Ellucian Banner, or WorkDay.
- Hot backup location for some critical Information Technology functions which include college website, MyCF portal, Canvas authentication.
- Replacement of the college Emergency call Boxes with new technology.
- 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. This year replacement of the college core switches is vital due to loss of support from vendor outsource for network wiring of current and new facilities.
- Aggregating multiple Internet Service Providers (ISP) to provide load balancing and redundancy.
- The Florida Virtual Campus (FLVC) allows students to find and enroll in online classes offered at other Florida colleges and universities. The system should be improved to provide timely information to students about available classes.
- Security was discussed as a priority. Removing access to switch ports to only allow any port to connect to virtual desktop interface (VDI) connection brokers.
- Data center infrastructure upgrades due to age UPS power systems, Fiber Channel Switches.
- Yearly class room technology refresh.
- Manikins for EMT program after 10 years in service need replacement.



2020-2021 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 Requests for 2020-2021

Priority	TECHNOLOGY REQUESTED	Estimated Implementation Cost	Budget Priority	Benefits Group
	General Request			
1	II Lenovo M820Z w/256gb SSD (\$1,069); VZ-R HDMI/USB Doc cam (\$199); Epson PowerLite 2250U (\$1,299); Crestron Products (\$2,233); Connectors & adaptors (\$200)	\$100,000	S3	ALL
2	2U rack space in DR site Orlando (\$1,350 setup non-recurring; \$380/month recurring)	\$5,910	S1, S3	ALL
3	Server RAM	\$19,808	S1, S3	ALL
4	Internet facing ASA firewalls	\$40,000	S1, S3	ALL
5	Fiber channel switches with configuration and install	\$60,000	S3	ALL
6	Replacement UPS in datacenters and IT closets.	\$95,165	S3	ALL
7	Edge security project	\$10,000	S1, S3	ALL
8	(15) Security call boxes @ \$5,555/each	\$84,525		
9	Install security cameras in parking lots and public areas. This includes recorders to support the cameras.	\$491,000	S3	ALL
	Total General Requests	\$906,408		



2020-2021 Technology Plan

Priority	TECHNOLOGY REQUESTED	Estimated Implementation Cost	Budget Priority	Benefits Group
	Academic Request			
1	(20) each - HoverCam with warranty & delivery (\$3,183); Speaker pole Sound lite 30-watt (\$286); Projector Epson laser (\$2,132) Manikins: (3) Megacode Kelly advance @ \$8,444.70/each; (4) Crash Kelly @ \$2,215.80/each; (2) SimPad Plus Manikin controllers @ \$1,449.90/each; (2) LLEAP software for SimPad @ \$2,409.30/each; SimMan Essential @ \$38,466; (2) LLEAP tablets @ \$1,860/each; Installation of SimMan Essential \$1,742.40	\$85,844	S1	Faculty, Student
2	LG 55" SM5KE Full HD LED-LCD signage display (\$1,055.95); Tripp lite swivel tilt wall mount arm for flat panel (\$80.06)	\$1,136	S1	Student
3	(16) Wireless lavalier and handheld microphone system @ \$999/each	\$15,984	S1	Student
4	Thinkpad E15 Core I7-10510U 1.8 Ghz - Lenovo commercial systems. Accidental damage protection, Keep your drive, Premier support, sealed battery with shipping & handling.	\$1,196	S1	Student
Completed	(18) Mac computers with large display monitors and at least 16 RAM (\$2,887/each)	\$51,966	S1	Student
	Total Academic Requests	\$156,126		
	Total all requests 2020-2021 Technology Plan	\$1,062,534		



2020-2021 Technology Plan

Ongoing Need – (Must Do)

Description of the Ongoing Request	20-21 Estimated Cost	Budget Priority	Benefit Groups
Security Scan – Annual service required for IT audits Perform security scan on the network and ports, including virtual environments, to detect, assess and rectify security vulnerabilities. SecureWorks monitoring	\$45,000 \$39,000	S1, S3	<i>Infra</i>
Support continuous disaster recovery enhancements Single mode fiber for Ocala west campus.	\$40,000	S1	<i>Infra</i>
Jenzabar ERP CX, JICS (MyCF portal) and Higher Reach (non-credit)	\$470,000	S1, S3	<i>All</i>
Microsoft campus license Cost is FTE based	\$78,100	S1	<i>All</i>
Course Management System, Canvas Year 1 license	\$81,284	S1, S3	<i>Faculty Student</i>
ISP – Internet Service Provider Florida Lambda Rail City of Ocala–secondary ISP & wireless (5Mbps connection will remain for rental spaces)	\$55,200 \$6,300	S1, S3	<i>All</i>



2019-2020 Technology Plan

Review of Requests for Prior Year

Budget Priorities	College Operations	<i>C1</i>	Align services, programs and activities with the mission of the college and eliminate those that are not relevant or that are no longer deemed necessary.
		<i>C2</i>	Add positions strategically and with offsetting staff reductions if possible; only the addition of the most critical faculty and staff will be considered.
		<i>C3</i>	Fund selected new initiatives that support the college vision and that address college priorities for continuous improvement.
	Equipment	<i>D1</i>	Fund instructional equipment to improve student learning.
		<i>D2</i>	Fund the Technology Plan to the extent possible, with an emphasis on instructional needs, disaster recovery needs and refresh strategies.
		<i>D3</i>	Fund general equipment, to the extent possible, to increase effectiveness or to maintain/exceed safety standards.

Year	Description of the Request	18-19 Estimated Implementation Cost	Budget Priority	Benefit Groups
Capital Outlay Requests				
18-19	Install security cameras in parking lots and public areas, to include recorders to support the cameras.	\$491,000	D3	ALL
18-19	Edge Security project	\$10,000	D2	ALL
18-19	Replace wireless system with 802.11 AC wave 2 with new controllers. Replacement laptops for KJ Vishanagra, Hank Handley, Darin McClain & Hank Glaspie (\$1,540/each)	\$6,164	D3	ALL
18-19	Replacement UPS in datacenters and IT closets. (50) @ \$663; (17) @ \$1,306; (12) @ \$3,184. Plus, shipping	\$95,165	D2	Admin
18-19	Canon DR 5010C desktop scanner	\$3,159	D3	Admin
18-19	Cameras for Appleton Museum of art security system. (replace all analog cameras)	\$40,000	D2	Admin
Academic Request				
18-19	(20) each - HoverCam with warranty & delivery (\$3,183); Speaker pole Sound lite 30 watt (\$286); Projector Epson laser (\$2,132)	\$112,027	D1	Student
18-19	Instructional technology intended to mimic elementary school classrooms in local school districts to update Room 111, Building 20 (primary classroom for Teacher Education). Projector - \$1,866; Document camera - \$443; Acer Chrome OS Intel Celeron - \$251	\$2,560	D1	Student
18-19	(18) Mac computers with large display monitors and at least 16 RAM (\$2,887/each)	\$51,966	D1	Student
18-19	Anatomage Table Convertible (with warranties)	\$100,000	D1	Student
18-19	Amatrol mechanical drive system, Advanced pneumatic learning system, Intermediate hydraulic system, Mechanical drives learning system	\$27,190	D2	Faculty
18-19	Light board for the Black Box 4-142	\$1,380	D2	Faculty
TOTAL		\$940,611		



2019-2020 Technology Plan

COVID-19 Pandemic

COVID-19 required unprecedented transformation of how the college operates. New technologies had to be rapidly implemented so employees and faculty could work from home. Technology changes included a) updating telephones so they could be taken home, b) changing the telephone system so telephones could be accessed from home, c) converting classes to online learning, d) installing new technologies like Zoom for video conferencing and collaboration, Labster for conducting simulated Chemistry labs, Honorlock for online test proctoring, and e) purchasing laptops for students, faculty, and staff who needed computers to access course content or work resources. f) four servers to increase capacity to handle additional video and graphics in VMware View environment.

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Student and Mandatory Fees 2020 - 2021

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

DATE: June 17, 2020

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 2020-2021.

The student fees presented include tuition, out-of-state, and other fees charged as part of registration for courses. All fees are within the guidelines established by the Legislature and the State Board of Education.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Student and Mandatory Fees for fiscal year 2020-2021.



COLLEGE *of*
CENTRAL
FLORIDA



Student Fees 2020-2021

COLLEGE of CENTRAL FLORIDA
STUDENT FEES FOR 2020 – 2021

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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, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.

COLLEGE of CENTRAL FLORIDA
Student Fees for 2020-2021

Advanced & Professional, Postsecondary Vocational and College Preparatory		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	82.78	82.78
Out-of-State		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
Career and Technical Certificates		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	74.46	74.46
Out-of-State		223.38
Financial Aid	7.45	29.80
Technology	3.72	14.88
Capital Improvement	3.72	14.88
TOTAL PER VOCATIONAL CREDIT HOUR:	89.35	357.40
Baccalaureate Degree <i>(3xxx & 4xxx Level Courses)</i>		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	95.45	95.45
Out-of-State		353.16
Financial Aid		
Technology	4.77	22.42
Student Activity	4.77	22.42
Capital Improvement	9.54	9.54
	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
2020 – 2021

Admission Application Fee	\$30.00
International Education Application Fee.....	\$30.00
Transcript Fee (each request).....	\$5.00
Credit by examination/Experiential Learning (Departmental Exam)	\$100.00
Distance Learning Course User Fee (per credit hour)	\$10.00
Parking Decal (additional and replacement).....	\$5.00
ID Card Replacement.....	\$5.00
Pre-Admission Background Check Healthcare, Law Enforcement/Corrections, Education.....	\$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 ProctorU)	Varies ³

FINES and PENALTIES

Stop Payment on CF Check	\$25.00
Stop Payment Individual Check	\$25.00
Non-Sufficient Funds Checks	as per Florida Statute 68.065(2)
Amount of Check \$.01 to \$50.00.....	\$25.00
Amount of Check \$50.01 to \$300.00.....	\$30.00
Over \$300 – 5% of face value or \$40.00, whichever is greater	\$40.00
Credit Card Charge Back.....	\$20.00
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
Appleton Museum Trip Cancellations (if canceled within 10 business days of trip)	\$50.00

INSTRUCTIONAL FEES AND MATERIALS SUPPLIES (ESTIMATED)

Law Enforcement Students (estimated)	Varied
Corrections Students (estimated).....	Varied
Occupational Materials and Supplies (sold at bookstore except for Health Sciences Skills Kits - not sold at bookstore and price varies)	
Nursing Skills, Surgical Technology, Physical Therapy Assistant, Nursing Pins.....	Varied
Cap and Gown Bundle (sold at bookstore)	Varied

LEARNING SUPPORT CENTER

CF Students	No Charge
University 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 1009.43, Florida Statutes, in unique situations or circumstances in which it is deemed a waiver to be in the best interest of the College

² Payable before registration; subject to change without notice

³ Fee based upon length of exam and scheduling timeframe

2020-2021 LAB AND SPECIAL COURSE FEES

COURSE NUMBER	TITLE	LAB FEE
ACG1949	Accounting Co-Op I	\$5.00
ACG2450	Integrated Accounting	\$128.00
AEB1949	Agribusiness Internship	\$5.00
ANS1949	Equine Co-Op I	\$5.00
ANS3950	Equine Practicum	\$6.00
ANS4218	Equine Learning Theory	\$6.00
ANT2825	Anthropology Field School	\$30.00
ART1201C	Basic Design I	\$20.00
ART1300C	Freehand Drawing I	\$4.50
ART1400	Printmaking I	\$90.00
ART1500C	Painting I	\$23.00
ART2203C	Basic Design II	\$47.00
ART2301C	Freehand Drawing II	\$33.00
ART2401	Printmaking II	\$80.00
ART2501C	Painting II	\$60.00
ART2701C	Sculpture I	\$40.00
ART2702C	Sculpture II	\$40.00
ART2750C	Ceramics I	\$ 58.00
ART2751C	Ceramics II	\$ 58.00
BSC1005L	Introduction to Biology Lab	\$20.00
BSC2010L	Integrated Principles of Biology Laboratory I	\$20.00
BSC2011L	Integrated Principles of Biology Laboratory II	\$20.00
BSC2085L	Human Anatomy and Physiology I Lab	\$30.00
BSC2086L	Human Anatomy and Physiology II Lab	\$30.00
CCJ1949	Criminal Justice Co-Op I	\$6.00
CET1114	Digital Circuits	\$39.00
CET1278	A+ Fundamentals	\$25.00
CET2180	Practical PC Technician	\$206.00
CGS1949	Computer Information Co-Op	\$5.00
CGS2103	Spreadsheet Applications	\$99.00
CGS2540	Database Management Systems	\$99.00
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
CJK0001	Introduction to Law Enforcement	\$61.00
CJK0012	Legal	\$1.00
CJK0013	Interactions in a Diverse Community	\$1.00
CJK0014	Interviewing and Report Writing	\$1.00
CJK0020	Vehicle Operations	\$184.00
CJK0031C	First Aid for Criminal Justice Officers	65.00
CJK0040	Firearms	\$165.00
CJK0051	Defensive Tactics	\$150.00
CJK0064	Fundamentals of Patrol	\$1.00
CJK0065	Calls for Service	\$1.00
CJK0077	Criminal Investigations	\$1.00
CJK0078	Crime Scene to Courtroom	\$3.00
CJK0084	DUI Traffic Stops	\$89.00
CJK0087	Traffic Stops	\$95.00
CJK0088	Traffic Crash Investigations	\$13.00
CJK0092	Critical Incidents	\$125.00

COURSE NUMBER	TITLE	LAB FEE
CJK0096	Physical Fitness for Law Enforcement	\$1.00
CJK0393	Crossover Program Updates	\$1.00
CJK0300	Introduction to Corrections	\$25.00
CJK0305	Communications	\$2.00
CJK0310	Officer Safety	\$1.00
CJK0315	Facilities and Equipment	\$1.00
CJK0320	Intake and Release	\$2.00
CJK0325	Supervising in a Correctional Facility	\$2.00
CJK0330	Supervising Special Populations	\$1.00
CJK0335	Responding to Incidents and Emergencies	\$1.00
CJK0340	Officer Wellness and Physical Abilities	\$29.00
CJK0422	Dart Firing Stun Gun	\$44.00
CTS2120	Security Fundamentals	\$221.00
CTS2134	Network Fundamentals	\$159.00
DEA1805L	Dental Clinical Seminar	\$250.00
DEA1806L	Clinic Practice I	\$354.91
DEA1855L	Clinic Practice II	\$75.00
DEA1856	Clinical Seminar III	\$250.00
DEA1949	Dental Internship Co-Op I	\$15.00
DES1100L	Dental Materials Lab	\$60.00
DES1200L	Dental Radiology Lab	\$345.00
DES1502	Dental Office Management	\$20.00
DES1806L	Introduction to Clinical Procedures Lab	\$50.00
DES2832C	Expanded Functions w/Lab	\$45.00
DIG1949	Digital Media Co-Op I	\$6.00
DIG1950	Digital Media Co-Op II	\$6.00
DIG2109C	Digital Imaging and Fundamentals	\$81.00
DIG2280C	Digital Video and Sounds	\$22.00
EET1015	DC Circuits	\$21.00
EET1021	AC Circuits	\$21.00
EET1082	Introduction to Electronics	\$21.00
EET1084	Survey of Electronics	\$18.00
EET1140	Electronic Devices and Circuits	\$41.00
EET1155	Linear Integrated Circuits	\$30.00
EET1610	High Liability Soldering	\$39.00
EET1620	Advanced Surface Mount Soldering	\$33.00
EGS1949	Engineering Technology Co-Op I	\$5.00
EGN1111	Engineering Graphics	\$115.00
EME2040	Introduction to Technology for Educators	\$25.00
EMS1119L	Fundamentals EMT Skills Lab	\$72.00
EMS1431	EMT Field Experience	\$137.91
EMS2611L	Paramedic Fundamentals Skills Lab	\$108.00
EMS2612L	Paramedic Airway Management Lab	\$12.00
EMS2613L	Paramedic Patient Assessment Lab	\$12.00
EMS2614L	Trauma Emergency Skills Lab	\$12.00
EMS2615L	Medical Emergencies Lab I	\$80.00
EMS2619L	Medical Emergencies Lab II	\$91.00
EMS2628L	Paramedic OB/GYN Neonatal Emergency Skills Lab	\$12.00
EMS2645	Paramedic Clinical Experience II	\$27.00
EMS2656	Paramedic Clinical I	\$141.91
EMS2658	Paramedic Clinical Experience III	\$125.00
ESC1000L	Earth Science Lab	\$10.00
ESC1200C	Earth Science for Educators	\$10.00
ETI1117	Introduction to Quality Control	\$25.00

COURSE NUMBER	TITLE	LAB FEE
ETI1151	Instrument Techniques and Measurement	\$75.00
ETI1411	Manufacturing Processes I	\$75.00
ETI1720C	Industrial Safety	\$70.00
ETI1843	Motors and Controls	\$108.00
ETM2401	Mechanical Devices and Systems	\$131.00
ETS1535	Automated Process Control	\$25.00
ETS1540	Industrial Applications Using PLC's and Robots	\$103.96
ETS1542	Introduction to PLC's	\$100.00
ETS1700	Hydraulics and Pneumatics	\$156.00
GRA2120C	Page Design and Layout (Adobe InDesign)	\$70.00
GRA2156C	Digital Illustration Vector-Based (Adobe Illustrator)	\$70.00
HIM1940	Professional Practice Experience (PPE)	\$5.00
HIM2941	Coding Professional Practice Experience	\$15.00
HLP1081	Personal Wellness Appraisal and Improvement	\$10.00
HSC2400	First Aid	\$10.00
LAE4416	Children's Literature for Educators	\$179.16
MAN1949	Management Co-Op	\$5.00
MCB2010L	Microbiology	\$30.00
MUC1101	Introduction to Music Composition	\$480.00
MUC1102	Music Composition	\$480.00
MVB1211-2221	Trumpet	\$240.00
MVB1212-2222	Horn	\$240.00
MVB1213-2223	Trombone	\$240.00
MVB1214-2224	Baritone Horn	\$240.00
MVB1215-2225	Tuba	\$240.00
MVB1311-2321	Trumpet	\$480.00
MVB1312-2322	Horn	\$480.00
MVB1313-2323	Trombone	\$480.00
MVB1314-2324	Baritone Horn	\$480.00
MVB1315-2325	Tuba	\$480.00
MVK1111	Class Piano I	\$15.00
MVK1211-2221	Piano	\$240.00
MVK1311-2321	Piano	\$480.00
MVK2121	Class Piano III	\$15.00
MVO2220-2221	Other Instruments	\$240.00
MVO2320-2321	Other Instruments	\$480.00
MVP1211-2221	Percussion	\$240.00
MVP1311-2321	Percussion	\$480.00
MVS1211-2221	Violin	\$240.00
MVS1212-2222	Viola	\$240.00
MVS1213-2223	Violoncello	\$240.00
MVS1214-2224	Double Bass	\$240.00
MVS1216-2226	Guitar	\$240.00
MVS1311-2321	Violin	\$480.00
MVS1312-2322	Viola	\$480.00
MVS1313-2323	Violoncello	\$480.00
MVS1314-2424	Double Bass	\$480.00
MVS1316-2326	Guitar	\$480.00
MVS1816	Class Guitar	\$15.00
MVV1111	Class Voice	\$15.00
MVV1211-2221	Voice	\$240.00
MVV1311-2321	Voice	\$480.00
MVW1211-2221	Flute	\$240.00
MVW1212-2222	Oboe	\$240.00

COURSE NUMBER	TITLE	LAB FEE
MVW1213-2223	Clarinet	\$240.00
MVW1214-2224	Bassoon	\$240.00
MVW1215-2225	Saxophone	\$240.00
MVW1311-2321	Flute	\$480.00
MVW1312-2322	Oboe	\$480.00
MVW1313-2323	Clarinet	\$480.00
MVW1314-2324	Bassoon	\$480.00
MVW1315-2325	Saxophone	\$480.00
NUR1004C	Bridge Clinical Concepts	\$329.91
NUR1006C	Transition to Nursing Concepts	\$329.91
NUR1021C	Foundations in Nursing	\$159.91
NUR1052C	Clinical Concepts I	\$93.00
NUR1241C	Clinical Concepts II	\$241.00
NUR1520C	Behavioral Concepts in Nursing	\$20.00
NUR2243C	Clinical Concepts III	\$159.91
NUR2244C	Clinical Concepts IV	\$209.00
NUR2440C	Developmental Concepts in Nursing	\$20.00
NUR3066C	Advanced Nursing Health Assessment with Lab	\$34.00
NUR4636C	Community Nursing with Lab	\$21.00
NUR4776C	Evidence Based Clinical Judgment with Lab	\$20.00
ORH1000C	Introduction to Horticulture	\$15.00
ORH1113C	Pest and Disease Control	\$15.00
ORH1260	Greenhouse Operations	\$46.00
OST1100	Introduction to Word	\$85.00
OST1110	Intermediate Word	\$85.00
OST1949	Office Administration Co-Op	\$5.00
OST2401	Office Administration I	\$85.00
OST2402	Office Administration II	\$85.00
OST2717	Advanced Word	\$85.00
PEL1011	Team Sports I	\$5.00
PEL1012	Team Sports II	\$5.00
PEL2121	Golf	\$5.00
PET1000	Introduction to Physical Education	\$5.00
PET2622C	Care and Prevention Athletic Injuries	\$10.00
PGY1401C	Photography I	\$30.00
PHT1130C	Data Collection Skills for the PTA	\$76.00
PHT1175C	Functional Anatomy and Kinesiology	\$18.00
PHT1210C	Therapeutic Modalities I	\$16.00
PHT1212C	Therapeutic Modalities II	\$36.00
PHT1801L	PTA Clinical Lab I	\$30.00
PHT1802L	PTA Clinical Lab II	\$10.00
PHT2810L	Clinical Practice II	\$49.00
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	\$5.00
PMT0102	Introduction to Welding	\$250.00
PMT0111	Oxyacetylene Welding	\$50.00
PMT0121	Shielded Metal Arc Welding	\$50.00
PMT0131	Gas Tungsten Arc Welding	\$50.00
PMT0134	Gas Metal Arc Welding	\$50.00
PMT0161	Pipe Welding	\$50.00
PMT0165	Shielded Metal Arc Pipe Welding	\$250.00
PMT0168	Gas Tungsten Arc Pipe Welding	\$50.00

COURSE NUMBER	TITLE	LAB FEE
PMT0172	Heavy Wall Pipe Welding	\$50.00
PMT0175	Pipe Fitting	\$50.00
PMT0185	Pipe Welding Certification	\$50.00
PMT0186	Stainless Pipe Welding	\$50.00
PMT0930L	Welding Skills Development Lab	\$50.00
RTE1111L	Patient Care Procedures Lab	\$26.00
RTE1503L	Radiographic Procedures I Lab	\$26.00
RTE1513L	Radiographic Procedures II Lab	\$26.00
RTE1804	Clinical Education I	\$281.21
RTE1814	Clinical Education II	\$37.67
RTE1824	Clinical Education III	\$37.67
RTE2061	Radiography Seminar	\$80.00
RTE2130	Pharmacology in Radiography	\$9.00
RTE2523L	Radiographic Procedures III Lab	\$26.00
RTE2834	Advanced Clinical Education IV	\$102.17
RTE2844	Advanced Clinical Education V	\$51.26
STS0003	Introduction to Surgical Technology	\$55.91
STS0810	Surgical Technology I	\$20.00
STS0820	Surgical Technology II	\$260.00

CF LEARNING LAB SCHOOL CUSTOMER SERVICE CHARGES
Effective fiscal year 2020 – 2021

(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 or CF Employee– Toddler	\$30 Daily/\$150 Week ³
All Others – Toddler	\$32 Daily/\$160 Week ³

F/T Student or CF Employee – Two Year Old	\$29 Daily/\$145 Week ³
All Others – Two Year Old	\$31 Daily /\$155 Week ³

F/T Student or CF Employee– Three Year Old	\$27 Daily/\$135 Week ³
All Others – Three Year Old	\$29 Daily/\$145 Week ³

F/T Student or CF Employee – Four Year Old	\$26 Daily/\$130 Week ³
All Others – Four Year Old	\$28 Daily/\$140 Week ³

F/T Student or CF Employee – Five Year Old	\$26 Daily/\$130 Week ³
All Others – Five Year Old	\$28 Daily/\$140Week ³

F/T Student or CF Employee – VPK Wrap Around	\$13.07 Daily/\$65.35 Week
All others – VPK Wrap Around	\$15.07 Daily/\$75.35 Week

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

F/T Student or CF Employee – Fees for VPK Program will vary based on state rate.²
 All Others – Fees for VPK Program will vary based on state rate.²

¹Single child/multiple children

²Payable before registration

³ Subject to change without notice

ASSESSMENT AND TESTING FEES
Effective Fiscal Year 2020 – 2021

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

A+ 901	A+ Essentials Certification	\$100.00 \$25.00 CF Fee
A+ 902	A+ Essentials Certification	\$100.00 \$25.00 CF Fee
ACT	American College Test	\$50.50 (no writing) \$67.00 (with writing)
ANAT	Anatomy Pretest	No Charge
ASE	Automotive Service Excellence	\$36.00 Registration Fee \$43.00 Certification Tests \$86.00 Advanced Level Certification
ASVAB	Armed Services Vocational Aptitude Battery	No Charge
AWS	American Welding Society Certification Exam	\$150.00 Levy
BEST	Barriers To Success Employment Inventory	Students: No Charge Others: \$5.00
CAS	College Adjustment Scale	\$10.00
Castle	Certification Exams	Exam price varies; No CF Fees
CDS	Career Decision Scale	Students: No Charge Others: \$5.00
CEI	The Career Exploration Inventory	Students: No Charge Others: \$5.00
CELT	Comp. English Lang. Test for Learners of English	\$10.00
Certiport	Certiport Certifications	\$25.00 CF Fee plus cost of exam voucher
CIC	Crane Institute	\$25.00
CLA	Certified Legal Assistant Certification Exam	\$250.00
CLEP	College Level Examination Program (non-refundable CF fee per test in addition to CLEP fees)	\$89.00to CLEP \$25.00 CF fee
CLM	College Level Math	\$10.00 first time \$5.00 retake
Comira	Certification Exams	Exam price varies; No CF Fees
CPT	Computerized Placement or Companion Test	\$10.00 First time Student \$5.00 retake \$25.00 for non-students
CCAI	Cross Cultural Adaptability Inventory	\$12.00
CS	CareerScope (Assessment)	\$41.00 Others No Charge CF Students
CSSI	Customer Service Skills Inventory	\$10.00
CTI	Career Thoughts Inventory	Students: No Charge Others: \$6.00
DSST	Defense Activity for Nontraditional Education Support (non-refundable CF fee per test in addition to DSST fees)	\$85.00to DSST \$25.00 to CF
F-BAT	Florida Basic Abilities Test	\$39.00 Pearson Vue
FCB	Florida Certification Board	Exam price varies; \$25.00 CF Fee
FLATS	Foreign Language Achievement Testing Service	\$50.00 Electronic \$75.00 Paper/Pencil \$25.00 CF Fee
FNGLA	Florida Nursery, Growers and Landscape Association Certification Exam	\$85.00 for FNGLA members \$125.00 for nonmembers

GAMA	General Ability Measure for Adults	\$15.00
GED	General Educational Development Tests (Account must be created at www.ged.com with a valid username. To schedule an exam, a candidate must schedule through their GED.com account)	\$128.00full battery \$32.00 RLA (Reasoning through Language Arts) \$32.00 Social Studies \$32.00 Science \$32.00 Mathematics No CF Fees
GED Official Practice Test GED Ready	Practice Test for the General Education Development Tests (Administered at Levy Campus only; can be taken online through GED.com account)	\$6.00 per subject unless recommended by an instructor. If recommended, a voucher is given to cover the cost.
GOE	Guide for Occupational Exploration Inventory	Students: No Charge Others: \$5.00
GSD	Gregoric Style Delineator	\$15.00
HESI A2	Admissions Test for Associate Degree Nursing and Dental Assisting	\$65.00 \$25.00 Proctoring fee for non-students
HESI Exit Exam	Exam – Nursing Students	\$65.00 \$25.00 Proctoring fee for non-students
HSDS	Holland Self-Directed Search	Students: No Charge Others: \$5.00
HSRT	Health Sciences Reasoning Test	Students: \$25.00 Non students: \$25.00 w/voucher
IC3	IC3 Certification Exam – three modules	\$25.00 each
IC3 Fast Track	IC3 Fast Track (Computer Competency Assessment)	\$25.00
IQT	ISO-Quality Testing	Exam price varies; No CF Fees
JOB O A	JOB-O Career Test	Students: No Charge Others: \$5.00
JSS	Job Stress Survey	\$10.00
Kryterion	Certifications	Exam price varies; No CF Fees
LISRES	Life Stressors and Social Resources Inventory	\$12.00
Littauer	Personality Plus Test	No Charge
LSI	Leisure/Work Search Inventory	Students: No Charge Others: \$5.00
MAB II	Multidimensional Aptitude Battery	\$15.00
MOS	Microsoft Office Suite (Word, Excel, Access, Dbase or PowerPoint)	\$119.00 each with retake \$98.00 each without retake \$20.00 each practice test \$25.00 CF Fee
MSSC	Manufacturing Skills Standards Council Assessment	\$60.00one-time registration fee \$45.00 per section fee \$25.00 CF Fee
MTA	Microsoft Technology Associate (MTA)	\$61.00each with retake \$53.00each without retake \$25 CF Fee
NALA	National Association of Legal Assistants	\$250.00 for NALA members \$275.00 for nonmembers \$25.00 CF Fee
NBDHMT	National Board of Diving and Hyperbaric Medicine Technology	Exam price varies \$25.00 CF Fee
NCCT	National Center for Competency Testing	Exam price varies \$25.00 CF Fee
Nebosh	Technical Certifications	Exam price varies \$25.00 CF Fee
NET +	Net + Certification	\$154.00 per exam \$25.00 CF Fee

PAI	Personality Assessment Inventory	\$15.00
Pearson Vue	Pearson Vue Tests	Exam price varies, No CF Fee
PERT	Postsecondary Education Readiness Test	\$10.00 first time \$5.00 retake per section up to \$10.00 \$25.00 proctoring fee for non-students
PET	Professional Employment Test	\$15.00
PSB-PTA	Psychological Services Bureau Academic Comprehension	\$25.00
PSB-RAD	Psychological Services Bureau	\$27.00
PSB-RN	Psychological Services Bureau	\$27.00
Proctoring	Special Testing - Correspondence and from other colleges	\$25.00 for each test proctored
Project +	Project + Certification	\$319 per exam \$25.00 CF Fee
PROV	PROV Certifications	Exam price varies; No CF Fee
PST	Public Safety Testing	Exam price varies; No CF Fee
Quickbooks	Certiport Quickbooks	\$102.99 per exam \$25.00 CF Fee
RVTrade	RV Trade Testing	Exam price varies; \$20.00 proctoring fee paid by vendor; No charge to candidates
Security +	Security + Certification	\$215.00per exam \$25.00 CF Fee
SOCE	State Officers Certification Exam	\$25.00 CF Fee
T.A.B.E.	Test of Adult Basic Education	\$15.00 first time
Teamwork	KSA (Knowledge, Skills, Abilities) test	\$15.00
T.E.A.S.	Test of Essential Academic Skills	\$68.00 for CF Students \$25.00 proctoring fee for nonstudents
TOMAL	Test of Memory and Learning	\$20.00
WBST	Wonderlic Basic Skills Test	\$15.00
WPT	Wonderlic Personnel Test	\$15.00
WRP	Work Readiness Profile	\$15.00

NONCREDIT FEES
Effective Fiscal Year 2020 – 2021

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.....	\$12.00
Forklift Card Replacements	\$5.00

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, 2020 – June 30, 2021

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	
Appleton After Hours events (Separate ticket required as approved by the president)	\$5.00
Marquis Events and Exhibitions (Separate ticket required as approved by the president)	varies
Classes	Fees establishes 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	
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



COLLEGE of
CENTRAL
FLORIDA



Student Fees
~~2019~~ 2020 -
~~2020~~ 2021

COLLEGE of CENTRAL FLORIDA
STUDENT FEES FOR 2020 - 2021

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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, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.

COLLEGE of CENTRAL FLORIDA
Student Fees for ~~20192020~~-20202021

Advanced & Professional, Postsecondary Vocational and College Preparatory		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	82.78	82.78
Out-of-State		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
Career and Technical Certificates		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	74.46	74.46
Out-of-State		223.38
Financial Aid	7.45	29.80
Technology	3.72	14.88
Capital Improvement	3.72	14.88
TOTAL PER VOCATIONAL CREDIT HOUR:	89.35	357.40
Baccalaureate Degree (3xxx & 4xxx Level Courses)		
	<u>Resident</u>	<u>Non-Resident</u>
Tuition	95.45	95.45
Out-of-State		353.16
Financial Aid		
Technology	4.77	22.42
Student Activity	4.77	22.42
Capital Improvement	9.54	9.54
	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
2019-2020 – 2020-2021

Admission Application Fee	\$30.00
International Education Application Fee.....	\$30.00
Transcript Fee (each request).....	\$5.00
Credit by examination/Experiential Learning (Departmental Exam)	\$100.00
Distance Learning Course User Fee (per credit hour)	\$10.00
Parking Decal (additional and replacement).....	\$5.00
ID Card Replacement.....	\$5.00
Pre-Admission Background Check Healthcare, Law Enforcement/Corrections, Education.....	\$89.25 \$55.00²
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 ProctorU)	Varies ³
On Campus Testing Center Proctored Exam.....	\$25.00
On Campus Testing Administrative Fee.....	\$15.00

FINES and PENALTIES

Stop Payment on CF Check	\$25.00
Stop Payment Individual Check	\$25.00
Non-Sufficient Funds Checks	as per Florida Statute 68.065(2)
Amount of Check \$.01 to \$50.00.....	\$25.00
Amount of Check \$50.01 to \$300.00.....	\$30.00
Over \$300 – 5% of face value or \$40.00, whichever is greater	\$40.00
Credit Card Charge Back.....	\$20.00
<u>Credit Card Convenience Fee</u>	<u>2.75%</u>
BankMobile Vibe Replacement Card	\$10.00
Parking and other Citations	\$15.00
Handicap Parking Citation	\$50.00
Vehicle Immobilization Device (boot).....	\$50.00
Towing	Charges determined by tow truck operator
Lost/Damaged library materials	Replacement costs
Appleton Museum Trip Cancellations (if canceled within 10 business days of trip)	\$50.00

INSTRUCTIONAL FEES AND MATERIALS SUPPLIES (ESTIMATED)

Law Enforcement Students (estimated)	Varied
Corrections Students (estimated).....	Varied
Occupational Materials and Supplies (sold at bookstore except for Health Sciences Skills Kits - not sold at bookstore and price varies)	
Nursing Skills, Surgical Technology, Physical Therapy Assistant, Nursing Pins.....	Varied
Cap and Gown Bundle (sold at bookstore)	Varied

LEARNING SUPPORT CENTER

CF Students	No Charge
University 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 1009.43, Florida Statutes, in unique situations or circumstances in which it is deemed a waiver to be in the best interest of the College

² Payable before registration; subject to change without notice

³ Fee based upon length of exam and scheduling timeframe

202019-20210 LAB AND SPECIAL COURSE FEES

COURSE NUMBER	TITLE	LAB FEE
ACG1949	Accounting Co-Op I	\$6.00 5.00
ACG2450	Integrated Accounting	\$130.00 128.00
AEB1949	Agribusiness Internship	\$6.00 5.00
ANS1949	Equine Co-Op I	\$15.00 5.00
ANS3950	Equine Practicum	\$6.00
ANS4218	Equine Learning Theory	\$6.00
ANT2825	Anthropology Field School	\$30.00
ART1201C	Basic Design I	\$20.00
ART1300C	Freehand Drawing I	\$4.50
ART1400	Printmaking I	\$90.00
ART1500C	Painting I	\$23.00
ART2203C	Basic Design II	\$47.00
ART2301C	Freehand Drawing II	\$33.00
ART2401	Printmaking II	\$80.00
ART2501C	Painting II	\$60.00
ART2701C	Sculpture I	\$40.00
ART2702C	Sculpture II	\$40.00
ART2750C	Ceramics I	\$ 58.00
ART2751C	Ceramics II	\$ 58.00
BSC1005L	Introduction to Biology Lab	\$20.00
BSC2010L	Integrated Principles of Biology Laboratory I	\$20.00
BSC2011L	Integrated Principles of Biology Laboratory II	\$20.00
BSC2085L	Human Anatomy and Physiology I Lab	\$30.00
BSC2086L	Human Anatomy and Physiology II Lab	\$30.00
CCJ1949	Criminal Justice Co-Op I	\$6.00
CET1114	Digital Circuits	\$39.00
CET1278	A+ Fundamentals	\$25.00
CET2180	Practical PC Technician	\$200.00 206.00
CGS1949	Computer Information Co-Op	\$6.00 5.00
CGS2103	Spreadsheet Applications	\$94.00 99.00
CGS2540	Database Management Systems	\$94.00 99.00
CHM1025L	Introductory Chemistry Laboratory	\$30.00
CHM1032L	Chemistry for Health-Related Fields Lab	\$30.00
CHM2045L	General Chemistry I Lab	\$30.00
CHM2046L	General Chemistry II Lab	\$30.00
CHM2210L	Organic Chemistry I Lab	\$30.00
CHM2211L	Organic Chemistry II Lab	\$30.00
CIS2321	Introduction to Systems Analysis and Design	\$25.00
CJK0001	Introduction to Law Enforcement	\$61.00
CJK0012	Legal	\$1.00
CJK0013	Interactions in a Diverse Community	\$1.00
CJK0014	Interviewing and Report Writing	\$1.00
CJK0020	Vehicle Operations	\$184.00
CJK0031C	First Aid for Criminal Justice Officers	65.00
CJK0040	Firearms	\$165.00
CJK0051	Defensive Tactics	\$150.00
CJK0064	Fundamentals of Patrol	\$1.00
CJK0065	Calls for Service	\$1.00
CJK0077	Criminal Investigations	\$1.00
CJK0078	Crime Scene to Courtroom	\$3.00
CJK0084	DUI Traffic Stops	\$89.00
CJK0087	Traffic Stops	\$95.00
CJK0088	Traffic Crash Investigations	\$13.00

COURSE NUMBER	TITLE	LAB FEE
CJK0092	Critical Incidents	\$125.00
CJK0096	Physical Fitness for Law Enforcement	\$1.00
CJK0393	Crossover Program Updates	\$1.00
CJK0300	Introduction to Corrections	\$25.00
CJK0305	Communications	\$2.00
CJK0310	Officer Safety	\$1.00
CJK0315	Facilities and Equipment	\$1.00
CJK0320	Intake and Release	\$2.00
CJK0325	Supervising in a Correctional Facility	\$2.00
CJK0330	Supervising Special Populations	\$1.00
CJK0335	Responding to Incidents and Emergencies	\$1.00
CJK0340	Officer Wellness and Physical Abilities	\$29.00
CJK0422	Dart Firing Stun Gun	\$44.00
CTS2120	Security Fundamentals	\$215.00 221.00
CTS2134	Network Fundamentals	\$154.00 159.00
DEA1805L	Dental Clinical Seminar	\$250.00
DEA1806L	Clinic Practice I	\$354.91
DEA1855L	Clinic Practice II	\$75.00
DEA1856	Clinical Seminar III	\$250.00
DEA1949	Dental Internship Co-Op I	\$6.00 15.00
DES1100L	Dental Materials Lab	\$60.00
DES1200L	Dental Radiology Lab	\$345.00
DES1502	Dental Office Management	\$20.00
DES1806L	Introduction to Clinical Procedures Lab	\$50.00
DES2832C	Expanded Functions w/Lab	\$45.00
DIG1949	Digital Media Co-Op I	\$6.00
DIG1950	Digital Media Co-Op II	\$6.00
DIG2109C	Digital Imaging and Fundamentals	\$81.00
DIG2280C	Digital Video and Sounds	\$22.00
EEC2300	Instructional Practices	\$60.00
EET1015	DC Circuits	\$21.00
EET1021	AC Circuits	\$21.00
EET1082	Introduction to Electronics	\$21.00
EET1084	Survey of Electronics	\$30.00 18.00
EET1140	Electronic Devices and Circuits	\$41.00
EET1155	Linear Integrated Circuits	\$30.00
EET1610	High Liability Soldering	\$39.00
EET1620	Advanced Surface Mount Soldering	\$33.00
EGS1949	Engineering Technology Co-Op I	\$6.00 5.00
EGN1111	Engineering Graphics	\$115.00
EME2040	Introduction to Technology for Educators	\$25.00
EMS1119L	Fundamentals EMT Skills Lab	\$72.00
EMS1431	EMT Field Experience	\$172.91 137.91
EMS2611L	Paramedic Fundamentals Skills Lab	\$108.00
EMS2612L	Paramedic Airway Management Lab	\$12.00
EMS2613L	Paramedic Patient Assessment Lab	\$12.00
EMS2614L	Trauma Emergency Skills Lab	\$12.00
EMS2615L	Medical Emergencies Lab I	\$80.00
EMS2619L	Medical Emergencies Lab II	\$91.00
EMS2628L	Paramedic OB/GYN Neonatal Emergency Skills Lab	\$12.00
EMS2645	Paramedic Clinical Experience II	\$27.00
EMS2656	Paramedic Clinical I	\$141.91
EMS2658	Paramedic Clinical Experience III	\$170.00 125.00
ESC1000L	Earth Science Lab	\$10.00

COURSE NUMBER	TITLE	LAB FEE
ESC1200C	Earth Science for Educators	\$10.00
ETI1117	Introduction to Quality Control	\$25.00
ETI1151	Instrument Techniques and Measurement	\$75.00
ETI1411	Manufacturing Processes I	\$75.00
ETI1720C	Industrial Safety	\$70.00
ETI1843	Motors and Controls	\$95.00 108.00
ETM2401	Mechanical Devices and Systems	\$29.66 131.00
ETS1535	Automated Process Control	\$25.00
ETS1540	Industrial Applications Using PLC's and Robots	\$100.00 103.96
ETS1542	Introduction to PLC's	\$100.00
ETS1700	Hydraulics and Pneumatics	\$55.42 156.00
GRA2120C	Page Design and Layout (Adobe InDesign)	\$70.00
GRA2156C	Digital Illustration Vector-Based (Adobe Illustrator)	\$70.00
HIM1940	Professional Practice Experience (PPE)	\$6.00 5.00
HIM1949	Practicum I: Acute Care Settings	\$15.00
HIM2941	Coding Professional Practice Experience	\$15.00
HLP1081	Personal Wellness Appraisal and Improvement	\$10.00
HSC2400	First Aid	\$10.00
LAE4416	Children's Literature for Educators	\$179.16
MAN1949	Management Co-Op	\$6.00 5.00
MCB2010L	Microbiology	\$30.00
MUC1101	Introduction to Music Composition	\$480.00
MUC1102	Music Composition	\$480.00
MVB1211-2221	Trumpet	\$240.00
MVB1212-2222	Horn	\$240.00
MVB1213-2223	Trombone	\$240.00
MVB1214-2224	Baritone Horn	\$240.00
MVB1215-2225	Tuba	\$240.00
MVB1311-2321	Trumpet	\$480.00
MVB1312-2322	Horn	\$480.00
MVB1313-2323	Trombone	\$480.00
MVB1314-2324	Baritone Horn	\$480.00
MVB1315-2325	Tuba	\$480.00
MVK1111	Class Piano I	\$15.00
MVK1211-2221	Piano	\$240.00
MVK1311-2321	Piano	\$480.00
MVK2121	Class Piano III	\$15.00
MVO2220-2221	Other Instruments	\$240.00
MVO2320-2321	Other Instruments	\$480.00
MVP1211-2221	Percussion	\$240.00
MVP1311-2321	Percussion	\$480.00
MVS1211-2221	Violin	\$240.00
MVS1212-2222	Viola	\$240.00
MVS1213-2223	Violoncello	\$240.00
MVS1214-2224	Double Bass	\$240.00
MVS1216-2226	Guitar	\$240.00
MVS1311-2321	Violin	\$480.00
MVS1312-2322	Viola	\$480.00
MVS1313-2323	Violoncello	\$480.00
MVS1314-2424	Double Bass	\$480.00
MVS1316-2326	Guitar	\$480.00
MVS1816	Class Guitar	\$15.00
MVV1111	Class Voice	\$15.00
MVV1211-2221	Voice	\$240.00

COURSE NUMBER	TITLE	LAB FEE
MVV1311-2321	Voice	\$480.00
MVW1211-2221	Flute	\$240.00
MVW1212-2222	Oboe	\$240.00
MVW1213-2223	Clarinet	\$240.00
MVW1214-2224	Bassoon	\$240.00
MVW1215-2225	Saxophone	\$240.00
MVW1311-2321	Flute	\$480.00
MVW1312-2322	Oboe	\$480.00
MVW1313-2323	Clarinet	\$480.00
MVW1314-2324	Bassoon	\$480.00
MVW1315-2325	Saxophone	\$480.00
NUR1004C	Bridge Clinical Concepts	\$329.91
NUR1006C	Transition to Nursing Concepts	\$329.91
NUR1021C	Foundations in Nursing	\$159.91
NUR1052C	Clinical Concepts I	\$93.00
NUR1241C	Clinical Concepts II	\$241.00
NUR1520C	Behavioral Concepts in Nursing	\$20.00
NUR2243C	Clinical Concepts III	\$159.91
NUR2244C	Clinical Concepts IV	\$209.00
NUR2440C	Developmental Concepts in Nursing	\$20.00
NUR2713C	Nursing IVA	\$107.45
NUR2734C	Nursing IV	\$85.00
NUR3066C	Advanced Nursing Health Assessment with Lab	\$34.00
NUR4636C	Community Nursing with Lab	\$21.00
NUR4776C	Evidence Based Clinical Judgment with Lab	\$20.00
ORH1000C	Introduction to Horticulture	\$15.00
ORH1113C	Pest and Disease Control	\$15.00
ORH1260	Greenhouse Operations	\$46.00
ORH1510	Ornamental Plant Identification	\$15.00
ORH1949	Ornamental Horticulture Co-Op	\$6.00
OST1100	Introduction to Word	\$85.00
OST1110	Intermediate Word	\$85.00
OST1949	Office Administration Co-Op	\$6.00 \$5.00
OST2401	Office Administration I	\$105.00 \$85.00
OST2402	Office Administration II	\$85.00
OST2717	Advanced Word	\$105.00 \$85.00
PEL1011	Team Sports I	\$5.00
PEL1012	Team Sports II	\$5.00
PEL2121	Golf	\$5.00
PET1000	Introduction to Physical Education	\$5.00
PET2622C	Care and Prevention Athletic Injuries	\$10.00
PGY1401C	Photography I	\$30.00
PHT1130C	Data Collection Skills for the PTA	\$16.00 \$76.00
PHT1175C	Functional Anatomy and Kinesiology	\$17.79 \$18.00
PHT1210C	Therapeutic Modalities I	\$54.00 \$16.00
PHT1212C	Therapeutic Modalities II	\$24.00 \$36.00
PHT1801L	PTA Clinical Lab I	\$30.00
PHT1802L	PTA Clinical Lab II	\$10.00
PHT2810L	Clinical Practice II	\$49.24 \$49.00
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	\$6.00 \$5.00
PMT0102	Introduction to Welding	\$250.00

COURSE NUMBER	TITLE	LAB FEE
PMT0111	Oxyacetylene Welding	\$50.00
PMT0121	Shielded Metal Arc Welding	\$50.00
PMT0131	Gas Tungsten Arc Welding	\$50.00
PMT0134	Gas Metal Arc Welding	\$50.00
PMT0161	Pipe Welding	\$50.00
PMT0165	Shielded Metal Arc Pipe Welding	\$250.00
PMT0168	Gas Tungsten Arc Pipe Welding	\$50.00
PMT0172	Heavy Wall Pipe Welding	\$50.00
PMT0175	Pipe Fitting	\$50.00
PMT0185	Pipe Welding Certification	\$50.00
PMT0186	Stainless Pipe Welding	\$50.00
PMT0930L	Welding Skills Development Lab	\$50.00
RTE1111L	Patient Care Procedures Lab	\$26.00
RTE1503L	Radiographic Procedures I Lab	\$26.00
RTE1513L	Radiographic Procedures II Lab	\$26.00
RTE1804	Clinical Education I	\$281.21
RTE1814	Clinical Education II	\$37.67
RTE1824	Clinical Education III	\$37.67
RTE2061	Radiography Seminar	\$80.00
RTE2130	Pharmacology in Radiography	\$9.00
RTE2523L	Radiographic Procedures III Lab	\$26.00
RTE2834	Advanced Clinical Education IV	\$102.17
RTE2844	Advanced Clinical Education V	\$51.26
STS0003	Introduction to Surgical Technology	\$55.91
STS0810	Surgical Technology I	\$20.00
STS0820	Surgical Technology II	\$260.00

CF LEARNING LAB SCHOOL CUSTOMER SERVICE CHARGES

Effective fiscal year ~~2019-2020~~ – ~~2020-2021~~

(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 or CF Employee– Toddler ~~\$29-30~~ Daily/~~\$145-150~~ Week³
All Others – Toddler ~~\$31-32~~ Daily/~~\$155-160~~ Week³

F/T Student or CF Employee – Two Year Old ~~\$28-29~~ Daily/~~\$140-145~~ Week³
All Others – Two Year Old ~~\$30-31~~ Daily /~~\$150-155~~ Week³

F/T Student or CF Employee– Three Year Old ~~\$26-27~~ Daily/~~\$130-135~~ Week³
All Others – Three Year Old ~~\$28-29~~ Daily/~~\$140-145~~ Week³

F/T Student or CF Employee – Four Year Old ~~\$25-26~~ Daily/~~\$125-130~~ Week³
All Others – Four Year Old ~~\$27-28~~ Daily/~~\$135-140~~ Week³

F/T Student or CF Employee – Five Year Old ~~\$25-26~~ Daily/~~\$125-130~~ Week³
All Others – Five Year Old ~~\$27-28~~ Daily/~~\$135-140~~Week³

F/T Student or CF Employee – VPK Wrap Around ~~\$12.07~~13.07 Daily/~~\$60.35~~65.35
Week
All others – VPK Wrap Around ~~\$44.07~~15.07 Daily/~~\$70.35~~75.35
Week

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

F/T Student or CF Employee – Fees for VPK Program will vary based on state rate.²
All Others – Fees for VPK Program will vary based on state rate.²

¹Single child/multiple children

²Payable before registration

³ Subject to change without notice

ASSESSMENT AND TESTING FEES
Effective Fiscal Year ~~2019-2020~~ – ~~2020~~2021

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

A+ <u>901</u>	A+ Essentials Certification	\$219.00 <u>100.00</u> \$25.00 CF Fee
<u>A+ 902</u>	<u>A+ Essentials Certification</u>	<u>\$100.00</u> <u>\$25.00 CF Fee</u>
ACT	American College Test	\$50.50 (no writing) \$67.00 (with writing)
ANAT	Anatomy Pretest	No Charge
ASE	Automotive Service Excellence	\$36.00 Registration Fee \$43.00 Certification Tests \$86.00 Advanced Level Certification
ASVAB	Armed Services Vocational Aptitude Battery	No Charge
AWS	American Welding Society Certification Exam	\$150.00 Levy
BEST	Barriers To Success Employment Inventory	Students: No Charge Others: \$5.00
CAS	College Adjustment Scale	\$10.00
Castle	Certification Exams	Exam price varies; No CF Fees
CDS	Career Decision Scale	Students: No Charge Others: \$5.00
CEI	The Career Exploration Inventory	Students: No Charge Others: \$5.00
CELT	Comp. English Lang. Test for Learners of English	\$10.00
Certiport	Certiport Certifications	\$25.00 CF Fee plus cost of exam voucher
CIC	Crane Institute	\$25.00
CLA	Certified Legal Assistant Certification Exam	\$250.00
CLEP	College Level Examination Program (non-refundable CF fee per test in addition to CLEP fees)	\$89.00to CLEP \$25.00 CF fee
CLM	College Level Math	\$10.00 first time \$5.00 retake
Comira	Certification Exams	Exam price varies; No CF Fees
CPT	Computerized Placement or Companion Test	\$10.00 First time Student \$5.00 retake \$25.00 for non-students
CCAI	Cross Cultural Adaptability Inventory	\$12.00
CS	CareerScope (Assessment)	\$41.00 Others No Charge CF Students
CSSI	Customer Service Skills Inventory	\$10.00
CTI	Career Thoughts Inventory	Students: No Charge Others: \$6.00
DSST	Defense Activity for Nontraditional Education Support (non-refundable CF fee per test in addition to DSST fees)	\$85.00to DSST \$25.00 to CF
EL	Electest	Varies, depending on occupation for which test is given
ELT	Electrontest	Varies, depending on occupation for which test is given
F-BAT	Florida Basic Abilities Test	\$45.00 <u>39.00 Pearson Vue</u>
FCB	Florida Certification Board	Exam price varies; \$25.00 CF Fee
FI	Flanagan Industrial Tests	Varies, depending on occupation

		for which test is given
FLATS	Foreign Language Achievement Testing Service	\$50.00 Electronic \$75.00 Paper/Pencil \$25.00 CF Fee
FNGLA	Florida Nursery, Growers and Landscape Association Certification Exam	\$85.00 for FNGLA members \$125.00 for nonmembers
GAMA	General Ability Measure for Adults	\$15.00
GED	General Educational Development Tests (Account must be created at www.ged.com with a valid username. To schedule an exam, a candidate must schedule through their GED.com account)	\$128.00full battery \$32.00 RLA (Reasoning through Language Arts) \$32.00 Social Studies \$32.00 Science \$32.00 Mathematics No CF Fees
GED Official Practice Test GED Ready	Practice Test for the General Education Development Tests (Administered at Levy Campus only; can be taken online through GED.com account)	\$6.00 per subject unless recommended by an instructor. If recommended, a voucher is given to cover the cost.
GOE	Guide for Occupational Exploration Inventory	Students: No Charge Others: \$5.00
GSD	Gregoric Style Delineator	\$15.00
HESI A2	Admissions Test for Associate Degree Nursing and Dental Assisting	\$65.00 \$25.00 Proctoring fee for non-students
HESI Exit Exam	Exam – Nursing Students	\$65.00 \$25.00 Proctoring fee for non-students
HSDS	Holland Self-Directed Search	Students: No Charge Others: \$5.00
HSRT	Health Sciences Reasoning Test	Students: \$25.00 Non students: \$25.00 w/voucher
IC3	IC3 Certification Exam – three modules	\$25.00 each
IC3 Fast Track	IC3 Fast Track (Computer Competency Assessment)	\$25.00
IM	Intuitive Mechanics Test (Weights and Pulleys)	Varies, depending on occupation for which test is given
IQT	ISO-Quality Testing	Exam price varies; No CF Fees
JOB O A	JOB-O Career Test	Students: No Charge Others: \$5.00
JSS	Job Stress Survey	\$10.00
KFAST	Kaufman Functional Academic Skills Test	\$15.00
Kryterion	Certifications	Exam price varies; No CF Fees
LISRES	Life Stressors and Social Resources Inventory	\$12.00
Littauer	Personality Plus Test	No Charge
LSI	Leisure/Work Search Inventory	Students: No Charge Others: \$5.00
MAB II	Multidimensional Aptitude Battery	\$15.00
MMT	Mechanical Movements Test	Varies, depending on occupation for which test is given
MOS	Microsoft Office Suite (Word, Excel, Access, Dbase or PowerPoint)	\$119.00 each with retake \$98.00 each without retake \$20.00 each practice test \$25.00 CF Fee
MSSC	Manufacturing Skills Standards Council Assessment	\$60.00one-time registration fee \$45.00 per section fee \$25.00 CF Fee
MT	Mectest	Varies, depending on occupation for which test is given
MTA	Microsoft Technology Associate (MTA)	\$61.00each with retake

		\$53.00each without retake \$25 CF Fee
NALA	National Association of Legal Assistants	\$250.00 for NALA members \$275.00 for nonmembers \$25.00 CF Fee
NBDHMT	National Board of Diving and Hyperbaric Medicine Technology	Exam price varies \$25.00 CF Fee
NCCT	National Center for Competency Testing	Exam price varies \$25.00 CF Fee
Nebosh	Technical Certifications	Exam price varies \$25.00 CF Fee
NET +	Net + Certification	\$319.00 154.00 per exam \$25.00 CF Fee
PAI	Personality Assessment Inventory	\$15.00
Pearson Vue	Pearson Vue Tests	Exam price varies, No CF Fee
PERT	Postsecondary Education Readiness Test	\$10.00 first time \$5.00 retake per section up to \$10.00 \$25.00 proctoring fee for non- students
PET	Professional Employment Test	\$15.00
PSB-PTA	Psychological Services Bureau Academic Comprehension	\$25.00
PSB-RAD	Psychological Services Bureau	\$27.00
PSB-RN	Psychological Services Bureau	\$27.00
Proctoring	Special Testing - Correspondence and from other colleges	\$25.00 for each test proctored
Project +	Project + Certification	\$319 per exam \$25.00 CF Fee
PROV	PROV Certifications	Exam price varies; No CF Fee
PST	Public Safety Testing	Exam price varies; No CF Fee
Quickbooks	Certiport Quickbooks	\$102.99 per exam \$25.00 CF Fee
RVTrade	RV Trade Testing	Exam price varies; \$20.00 proctoring fee paid by vendor; No charge to candidates
Security +	Security + Certification	\$339.00 215.00per exam \$25.00 CF Fee
SOCE	State Officers Certification Exam	\$100.00 per exam \$25.00 CF Fee
T.A.B.E.	Test of Adult Basic Education	\$15.00 first time
Teamwork	KSA (Knowledge, Skills, Abilities) test	\$15.00
T.E.A.S.	Test of Essential Academic Skills	\$68.00 for CF Students \$25.00 proctoring fee for nonstudents
TOMAL	Test of Memory and Learning	\$20.00
TTS	Thurston Temperamental Schedule	\$15.00
TTMA	Thurston Test of Mental Ability	\$15.00
TJTA	Taylor Johnson Temperament Analysis	\$10.00
TMG	Tests of Mechanical Concepts	Varies, depending on occupation for which test is given
TONI-3	Test of Nonverbal Intelligence	\$15.00
WBST	Wonderlic Basic Skills Test	\$15.00
WPT	Wonderlic Personnel Test	\$15.00
WRP	Work Readiness Profile	\$15.00

NONCREDIT FEES
Effective Fiscal Year ~~2019-2020~~ – ~~2020~~2021

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	Varies \$12.00
Forklift Card Replacements	\$5.00

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, ~~2019~~ 2020 – June 30, ~~2020~~ 2021

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 and, Exhibits and Classes	
Appleton After Hours events (Separate ticket required as approved by the president)	\$5.00
Marquis Events and Exhibitions (Separate ticket required as approved by the president)	varies
<u>Classes</u>	<u>Fees establishes as approved by the president or designee</u>
Group Tour Admission (15 or more persons)	
Adult	\$8.00
Senior – 55 and over	\$6.00
Educator	\$5.00
Student-University – Students 18 and over with I.D.	\$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	
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

COLLEGE OF CENTRAL FLORIDA

27

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Board Policies/Actions

INITIATOR: Dr. James Henningsen,
President

DATE: June 17, 2020

BACKGROUND AND PERTINENT FACTS (including Objective):

The following policy was presented to the District Board of Trustees for first reading at the February 26, 2020 meeting. A public hearing on the revised policy was advertised as required by state statute:

- Policy 6.31 – Staff and Professional Development

Proposed additions to the revised policy are underlined and deletions are shown with a ~~strike through~~. A copy of the policy as it will appear following approval is attached.

RECOMMENDATION/ACTION REQUESTED:

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



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: STAFF AND PROGRAM DEVELOPMENT	Number: 6.31	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: §§1001.02 (1), 1001.64(2), 1001.64(18), 1011.82(1), 1010.01, 1010.02, Florida Statutes §6A-14.029, Florida Administrative Code	Board Adoption/Revision Approval Dates: 8/24/04	

Within the annual operating budget for the College, the President shall allocate funds for staff and program development. The general purpose of the allocation is for:

- (1) The improvement of employee performance through activities which update or upgrade competencies specific for present or planned positions.
- (2) The evaluation and improvement of existing programs, including the design of evaluation instruments to establish a basis for improvements as well as the designing of new programs.
- (3) The achievement of goals for implementation of its Educational Equity Act plan and other related EA/EO activities.

Funds not spent during a fiscal year will revert to the general college budget.



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: STAFF AND PROGRAM DEVELOPMENT	Number: 6.31	Page: 1 of 1
See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Legal Authority: §§ Florida Statutes 1001.02 (1), 1001.02(9)(d) , 1001.64(2), 1001.64(18), 1011.82(1), 1010.01, 1010.02, <u>Florida Statutes</u> §FAC: 6A-14.029 , <u>Florida Administrative</u> <u>Code</u>	Board Adoption/Revision Approval Dates: 8/24/04	

Within the annual operating budget for the College, ~~a minimum of two percent (2%) of the previous year's funding for the community college program fund will be allocated~~ the President shall allocate funds for staff and ~~program~~professional development. The general purpose of the allocation is for:

- (1) The improvement of employee performance through activities which update or upgrade competencies specific for present or planned positions.
- (2) The evaluation and improvement of existing programs, including the design of evaluation instruments to establish a basis for improvements as well as the designing of new programs.
- (3) The achievement of goals for implementation of ~~itsthe current state~~ Educational Equity Act plan and other related EA/EO activities.

~~In the event of inadequate college funding, the President may recommend to the Board a reduction in the 2% requirement.~~ Funds not spent during a fiscal year will revert to the general college budget.

COLLEGE OF CENTRAL FLORIDA

28

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Annual Operating Budget for 2020 – 2021

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

DATE: June 17, 2020

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 2020 - 2021 General Fund Operating Budget as presented and authorize the President to sign.

2019-20 Budget/Projection and 2020-21 Operating Budget

Revenue	2019-20 Budget	2019-20 Projection		2020-21 Budget	\$ change last FY budget	% change last FY budget
1 Student Fees						
<i>Student Fees</i>	13,755,488	13,528,629		13,551,934	(203,554)	-1.5%
<i>Dual Enrollment</i>	650,000	705,000		700,000	50,000	7.7%
Total Student Fees	\$14,405,488	\$14,233,629		\$14,251,934		-1.1%
2 State Support						
<i>State - CCPF</i>	20,048,295	20,048,295		21,900,627	1,852,332	9.2%
<i>State - Lottery</i>	3,212,400	3,212,400		3,554,423	342,023	10.6%
<i>State - PBIF</i>	665,912	665,912		654,182	(11,730)	-1.8%
<i>Industry Certs</i>	300,000	366,877		300,000	0	0.0%
<i>Non-Recurring GR</i>	0	0		0	0	
Total State Support	\$24,226,607	\$24,293,484		\$26,409,232	2,182,625	9.0%
3 Other Income	\$2,121,484	\$2,196,147		\$2,100,032	(21,452)	-1.0%
Total Revenue	\$40,753,579	\$40,723,260		\$42,761,198	2,007,619	4.9%
Expenses						
4 Salaries						
<i>Full-time</i>	17,553,703	17,641,230		18,421,999	868,296	4.9%
<i>Part-time</i>	1,537,425	1,504,692		1,571,121	33,696	2.2%
<i>Overloads</i>	1,500,000	1,458,555		1,500,000	0	0.0%
<i>Adjuncts</i>	2,260,000	2,625,866		2,260,000	0	0.0%
<i>Benefits</i>	6,629,076	6,736,799		7,363,467	734,391	11.1%
Total Salaries	\$29,480,204	\$29,967,141		\$31,116,587	1,636,383	5.6%
5 Current Expense	\$11,053,275	\$10,401,549		\$11,424,611	371,336	3.4%
6 Capital Outlay	\$220,000	\$220,000		\$220,000	0	0.0%
7 Transfers Out	\$0	\$0		\$0	0	
Total Expenses	\$40,753,479	\$40,588,690		\$42,761,198	2,007,719	4.9%
Incr/(Decr) Fund balance	\$100	\$134,570		\$0		

COLLEGE OF CENTRAL FLORIDA

29

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Capital Improvement Program – FY 2021-22 through FY 2025-26 & Fund 7
College-Wide Capital Outlay Projects Budget – 2020-2021

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

DATE: June 17, 2020

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 2020-2021. 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 2021-22 through FY 2025-26 and the Fund 7 College-Wide Capital Outlay Projects budget for 2020-2021 and authorizes the Board Chair to sign.

Capital Improvement Program

Fiscal Years 2021-22 through 2025-26



June 2020

**FLORIDA COLLEGE SYSTEM
CAPITAL IMPROVEMENT PLAN &
LEGISLATIVE BUDGET REQUEST
FY 2021-22**

TRANSMITTAL FORM

COLLEGE College of Central Florida

APPROVED BY BOARD OF TRUSTEES June 24th, 2020
(DATE)

SIGNATURE OF PRESIDENT OR DESIGNEE _____

Print Name Joyce Brancato

Title Chair, District Board of Trustees

DATE June 24th, 2020

CONTACT PERSON Katie Hunt, Facility Manager

TELEPHONE 352-854-2322, ext. 1729



CAPTIAL IMPROVEMENT PROGRAM

2021-22 THROUGH 2025-26

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College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 306A, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.

Capital Improvement Program Current Status



**FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2020-21**

COLLEGE: College of Central Florida
DATE: June 10th, 2020
REVISED:

PROJECT TITLE (Include Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?***	ON APPROVED PPL?****	CURRENT STATUS (Select One from List)	ESTIMATED
											OR ACTUAL COMPLETION DATE
Citrus Campus Facilities Enhancement Challenge Grant - Match Request	PECO	2004-05	37,216		1,591,500			YES	YES	Complete	
Levy Campus Facilities Enhancement Challenge Grant - Match Request	PECO	2007-08	49,287		1,668,060			YES	YES	Complete	
Ocala, Health Science Technology Center - Phase 2	PECO/Grant	2018-19	N/A				1,949,873.31	YES	YES	Complete	3/30/2020
Ocala, Building 19 Nursing Lab Remodel	CIF/Grant	2019-20	1,457				252,144.00	YES	YES	Complete	9/16/2019
Ocala, Building 9 Engineering Technology Relocation	CIF	2019-20	1,381				10,000.00	YES	YES	Complete	8/15/2019
Ocala, Bryant Union, Cyber Café Renovation	CIF	2019-20	1,294	25,000	0	0	4,000.00	YES	YES	Complete	8/15/2019
Ocala, South Campus, Building 39 Boiler / Pump Replacement	SYD	2018-19	N/A	225,000	0	0	194,943.00	YES	YES	Complete	4/1/2020
Ocala, Building 7 HVAC (Replace Re-Heat Boiler)	SYD	2018-19	N/A	135,000	0	0	6,082.00	YES	YES	Complete	4/1/2020
AMA, Central Utility Plant (Replace Re-Heat Boiler / Automation Controls)	SYD	2019-20	N/A	85,000	0	0	60,000.00	YES	YES	Complete	12/31/2019
College Wide Safety & Security	CIF	2019-20	N/A	200,000	0	0	214,853.09	YES	YES	Complete	6/30/2020
College Wide HVAC Repairs	CIF	2019-20	N/A	150,000	0	0	88,712.17	YES	YES	Complete	6/30/2020
College Wide Roof Repairs	CIF	2019-20	N/A	75,000	0	0	54,123.91	YES	YES	Complete	6/30/2020
College Wide Signage	CIF	2019-20	N/A	50,000	0	0	30,947.04	YES	YES	Complete	6/30/2020
College Wide Site Improvement	CIF	2019-20	N/A	200,000	0	0	233,864.01	YES	YES	Complete	6/30/2020
College Wide Classroom Upgrades	CIF	2019-20	N/A	150,000	0	0	760,067.00	YES	YES	Complete	6/30/2020
College Wide ADA Compliance	CIF	2019-20	N/A	25,000	0	0	1,427.73	YES	YES	Complete	6/30/2020
College Wide Painting	CIF	2019-20	N/A	75,000	0	0	39,242.70	YES	YES	Complete	6/30/2020
College Wide General Renovations	CIF	2019-20	N/A	300,000	0	0	107,404.45	YES	YES	Complete	6/30/2020
College Wide Sidewalk Repair	CIF	2019-20	N/A	25,000	0	0	8,000.00	YES	YES	Complete	6/30/2020
Health Science Technology Center - Design Fee	PECO	2018-19	N/A	2,152,412			2,152,412.00	YES	YES	Construction	7/30/2022
Health Science Technology Center - Project	PECO/Grant	2018-19	85,806	0	23,705,071	2,700,000	26,405,071.00	YES	YES	Construction	7/30/2022
Health Science Technology Center - Site Infrastructure and Relocation	PECO	2018-19	N/A	3,847,588	0		3,847,588.00	YES	YES	Construction	7/30/2022
Health Science Technology Center - FFE	Grant	2018-19	N/A			5,941,014	5,941,014.00	YES	YES	Construction	7/30/2022
Health Science Technology Center - Phase 3 Infrastructure	PECO	2018-19	N/A	1,496,132			1,496,132.00	YES	YES	Construction	9/15/2020
Ocala, Building 3 Academic Commons Remodel	Grant/Donation	2017-19	N/A	417,000	0	50,000	456,054.25	YES	YES	Construction	7/1/2020
Levy Welding Lab Renovation	CIF/PECO	2020-21	4,827	424,885	0	0	424,885.00	YES	YES	Construction	10/30/2020
Levy Welding Lab Exterior Storage	CIF/PECO	2020-21	1,320	141,273	0	0	141,273.00	YES	YES	Construction	8/30/2020
Ocala, Building 4 Auditorium Roof Replacement	CIF	2020-21	N/A		249,000	0	249,000.00	YES	YES	Construction	8/30/2020
Ocala, Building 20 PTA Renovation	CIF	2020-21	2,400		60,000	0	30,000.00	YES	YES	Construction	8/30/2020
Ocala, West Campus Utility Plant - Energy Performance Contract	Perf. Contract/PECO	2020-21	N/A	2,000,000	0	0	11,389,870.00	YES	YES	Planning	5/7/2022
Hampton Center Dental Hygiene Remodel	Grant	2020-21	3,724	0	0	769,701	0	YES	YES	Planning	6/30/2021
Ocala, Building 7 SMART Room / Classroom Renovation	Grant/PECO	2020-21	1,930	0	55,000		0	YES	YES	Planning	12/31/2020
Ocala, Building 7 Faculty Office Remodel	PECO	2020-21	4,410	0	75,000		0	YES	YES	Planning	10/30/2020
College Wide Safety & Security	CIF	2020-21	N/A	50,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide HVAC Repairs	CIF	2020-21	N/A	150,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide Roof Repairs	CIF	2020-21	N/A	25,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide Signage	CIF	2020-21	N/A	15,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide Site Improvement	CIF	2020-21	N/A	25,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide Classroom Upgrades	CIF	2020-21	N/A	125,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide ADA Compliance	CIF	2020-21	N/A	10,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide Painting	CIF	2020-21	N/A	60,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide General Renovations	CIF	2020-21	N/A	200,000	0	0	0	YES	YES	Planning	6/30/2021
College Wide Sidewalk Repair	CIF	2020-21	N/A	25,000	0	0	0	YES	YES	Planning	6/30/2021

**Capital Improvement Program
Project Summary (CIP-2)**



**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2021-2022 through 2025-26**

COLLEGE: College of Central Florida

MAINTENANCE, REPAIR & RENOVATION PROJECTS

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2008	Renovation	Security Systems (Ocala, Hampton, Vintage Farm, Citrus, Levy)	1,3,4,5,6	20	\$2,483,299					\$2,483,299		\$125,000	\$2,608,299	YES
		Renovation	Levy, Welding Lab Additional Stations/Fans/Ventilation		3	\$424,885					\$424,885				YES
		Renovation	Levy, Welding Lay Down Area		3	\$141,273					\$141,273				YES
		Renovation	Ocala, Building 4 Theater Roof Renovation		1	\$249,400					\$249,400				YES
		Renovation	Ocala, Building 6 HVAC (RTU Replacements		1		\$100,000.00							100,000	YES
		Renovation	Ocala, Building 31-37 HVAC (Re-heat Boiler Replacement		1		\$225,000.00							225,000	YES
		Renovation	Ocala, Building 4 Theater House Lighting Replacement or EPC		1		\$50,000.00							50,000	YES
		Renovation	Ocala, Building 4 Theater Stage Replacement		1		\$50,000.00							50,000	YES
		Renovation	Ocala, Building 7 SMART Room / Classroom		1		\$55,000.00							55,000	YES
		Renovation	Ocala, Building 18 Playground Renovation - Safety Item		1		\$25,000.00							25,000	YES
		Renovation	Ocala, Building 18 Site Work, Gutters, Flooring		1		\$170,000.00							170,000	YES
		Renovation	Ocala, Building 20, Chiller Replacement - Replace (2) 19 Year Old Air Cooled Chillers and Controls or EPC		1		\$325,000.00							325,000	YES
		Renovation	Ocala, Building 40, Chiller Replacement - Replace (3) 19 Year Old Air Cooled Chillers and Controls or EPC		1		\$475,000.00							475,000	YES
		Renovation	Ocala, Building 71 , Replace AHU #1, AHU #2, and Boiler. Rework/replace piping, controls and wiring		1		\$325,000.00							325,000	YES
		Renovation	Ocala, Buildings 2, 3, and 4 Roof Replacement:		1		\$2,798,065.00							2,798,065	YES
		Renovation	Ocala, Building 3 LRC East & West Entrance - Exterior Hardscaping/Landscaping		1						0		60,000	60,000	YES
		Renovation	Ocala, Building 64 Baseball Scoreboard Structure		1		\$50,000.00							50,000	YES
		Renovation	Ocala, Building 64 Baseball Press Box Structural Repair		1		\$35,000.00							35,000	YES
		Renovation	AMA, HVAC Repairs/Upgrades - Replace Non-Operational VAV Boxes as required		10		\$15,000.00							15,000	YES
		Renovation	AMA, Mechanical Building Fire Alarm System Repairs and Upgrade		10		\$30,500.00							30,500	YES
		Renovation	AMA, Parking Lot & Site Lighting Upgrades to LED Fixtures or EPC		10		\$23,000.00							23,000	YES
		Renovation	AMA, Central Utility Plant - Replace Re-Heat Boilers (Phase 2)		10		\$170,000.00							170,000	YES
		Renovation	AMA, Roofing - Auditorium Roof Replacement		10		\$50,000.00							50,000	YES
		Renovation	AMA, Changing Gallery RH (Relative Humidity) Controls AHU (building mounted) to improve safety and appearance of exterior.		10		\$10,000.00							10,000	YES
		Renovation	AMA, Lightning Protection needs to be relocated from sides of travertine tiles to prevent cracking. System also needs to be recertified by UL		10		\$8,000.00							8,000	YES
		Renovation	Replace lighting all pool		10		\$30,000.00							30,000	YES
		Renovation	Citrus, ADA Upgrades (Replacement of Automatic Door Openers)		6		\$15,000.00							15,000	YES
		Renovation	Citrus, Roofing Repairs/Maintenance C2 & C3 Lightning Roc Penetrations, C4 Membrane Repairs		6		\$50,000.00							50,000	YES
		Renovation	Citrus, Buildings C2, C4 HVAC (AHU & BAS Replacement		6		\$584,000.00							584,000	YES
		Renovation	Citrus Campus Site Lighting Upgrades or EPC		6		\$47,000.00							47,000	YES
		Renovation	Citrus Campus North Soil Stabilization		6		\$135,000.00							135,000	YES
		Renovation	Citrus Campus - Chiller Replacement		6		\$525,000.00							525,000	YES
		Renovation	Citrus Campus, Monument Wall Repair (Stucco, Paint, Cap Flashing												
		Renovation	Hampton Center Site Lighting Upgrades or EPC		4		\$55,000.00							55,000	YES
		Renovation	Vintage Farm - Site Lighting Upgrades or EPC		5		\$25,000.00							25,000	YES
		Renovation	College Wide Fire Alarm System Upgrades		1,3,4,5,6		\$150,000.00							150,000	YES
		Renovation	Airport, Existing Portable Safety Upgrades		7		\$30,000.00							30,000	YES
											0			0	

*Total Project Cost includes funding from all sources

TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$3,298,857 \$6,665,565 \$0 \$0 \$0 \$9,964,422

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2008	New Const	Health Science Technology Education Center	1	6	\$23,705,071					\$23,705,071	\$6,000,000	\$8,641,014	\$38,346,085	YES
		Remodel	Ocala, Building 20 PTA Remode		1	30,000					30,000			30,000	YES
		Remodel	Ocala, Building 7 Faculty Offices		1	75,000					75,000			75,000	YES
		Remodel	Hampton Center Dental Hygiene Remode		4	769,701					769,701			769,701	YES
		Remodel	College Wide, HVAC Modifications (Mech. Eng / Contractor) - COVID 19 Response		1,3,4,5,6	50,000					50,000			50,000	YES
											0			0	

*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$24,629,772 \$0 \$0 \$0 \$0 \$24,629,772

GRAND TOTAL OF ALL PROJECTS \$27,928,629 \$6,665,565 \$0 \$0 \$0 \$34,594,194

**Capital Improvement Program
Project Explanation (CIP-3)**



**FLORIDA COLLEGE SYSTEM
CIP 3A PROJECT EXPLANATION
2021-22 through 2025-26**

College Name	College of Central FL			
Project Title	Health Science Technology Center			
Budget Entity Priority	1			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project (*)	Renovation	Remodel	New Construction	Acquisition
			X	

GEOGRAPHIC LOCATION Ocala Main Campus, 3001 SW College Road, Ocala **COUNTY:** Marion
 Site street address, City
Official College Site Number 1

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

See attached page 8, Extraordinary Construction Cost, pages 16-18 Narrative and Survey Recommendations, and Appendices 2018 Project Budget Adjustment Form and Memorandum of Understanding between the Marion County Hospital District and the District Board of Trustees of the College of Central Florida.

Initial Year Requested: 2008 **Has this project ever been vetoed? If so, list year(s):** No

List All Proposed Sources of Funding:
 PECO
 Marion County Hospital District (MCHD)

Projected Bid Date/Start of Construction (Month, Year): Phase IV, January 2021
Projected Occupancy Date (Month, Year): August-22

Funding Educational Specifications Section (must be completed for all first-year priority construction)				
Date of Survey	Survey Recommendation #	Survey Recommended Total		Student Stations Used
		NSF	NSF Used	
June, 2017	1.062	7,875	6,563	100
June, 2017	1.061	34,925	6,000	218
June, 2017	1.057	5100	3825	60
June, 2017	1.056	5,142	3,825	60
June, 2017	1.051	5,565	2,782	10
June, 2017	1.049	3,525	1,763	10
June, 2017	1.048	3,785	4,032	15
June, 2017	1.047	3,775	3,775	20
June, 2017	1.046	4,875	2,437	10
June, 2017	1.045	2,820	1,410	10
June, 2017	1.044	6,875	3,437	10
June, 2017	1.043	2,225	1,113	10
June, 2017	1.042	3,730	1,165	10
June, 2017	1.04	7,080	3,540	53
June, 2017	1.034	7,000	2,000	N/A
June, 2017	1.036	5,000	2,000	N/A

CIP 3B COST WORKSHEET

College of Central FL

Health Science Technology Center

NEW CONSTRUCTION						
CATEGORY	NSF	GSF	\$/GSF	Local Factor	Const. Cost	
Classrooms	13,995	19878	325.93	1.00	\$6,478,837	
Teaching Labs	2,731	3879	343.92	1.00	\$1,334,066	
Library	4,233	6013	263.74	1.00	\$1,585,869	
Vocational Labs	18,676	26527	343.92	1.00	\$9,123,166	
Offices	9,131	12970	351.27	1.00	\$4,555,972	
Auditorium - Exhibits	3,216	4568	364.44	1.00	\$1,664,762	
Instructional Media		0	238.91	1.00	\$0	
Gymnasium		0	257.70	1.00	\$0	
Student Services	425	604	327.36	1.00	\$197,725	
Support Services	8,883	12617	235.61	1.00	\$2,972,691	
TOTAL	61,290	87,056	Wt. Avg. 321.08			
Revised Square Footage Post Project Programming with FY 19-20 \$/SF					New Construction Cost	\$27,913,087
REMODELING/RENOVATION*						
	NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost	
				1.00	\$0	
				1.00	\$0	
					Remodeling/Renovation Cost*	\$0

*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 Rem/Ren projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers.

Base Construction - New & Rem/Ren	\$27,913,087
Site development/improvement** (2.6%)	
Total Base Construction Costs	\$27,913,087

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

SCHEDULE OF PROJECT COMPONENTS	ESTIMATED EXPENDITURES				
	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
1. CONSTRUCTION COSTS					
a. Base Construction Cost (from above)	\$24,664,356	\$21,964,356.00	(Original Budget number) plus \$2,700,000.00		
Add'l Extraordinary Construction Costs					
b. Environmental Impacts/Mitigation	\$53,790				
c. Site preparation	\$107,757				
d. Landscape/Irrigation	\$184,975				
e. Plaza/Walks	\$161,370				
f. Roadway improvements	\$97,875				
g. Parking spaces:	\$542,275				
h. Telecommunication	\$30,625				
i. Electrical service	\$78,900				
j. Water distribution	\$175,345				
k. Sanitary sewer system	\$233,208				
l. Chilled water system	\$1,621,887				
m. Storm water system	\$268,950				
n. Energy efficient equipment					
o. Other:	\$710,028				
Subtotal: CONSTRUCTION COSTS	\$28,931,341	\$0	\$0	\$0	\$0
PECO Funds					
Other Funds:					
2. OTHER PROJECT COSTS					
a. Land/existing facility acquisition***					
b. Professional Fees					
1) Planning/programming (1%)	\$219,644				
2) A/E fees (7.8%)	\$2,046,045				
3) Inspection Services*** (sugg. 0.5%)	\$109,822				
4) On-site representation (1.3%)	\$285,537				
5) Other prof. services*** (sugg. 0.5%)	\$109,822				
c. Testing/surveys (2.2%)	\$483,216				
d. Permit/Environmental Fees***					
e. Miscellaneous cost*** (sugg. 1-3%)	\$219,644				
f. Movable equipment/furnishings (10.2%)	\$5,941,014				
Subtotal: OTHER PROJECT COSTS	\$9,414,744	\$0	\$0	\$0	\$0
PECO Funds					
Other Funds:					
TOTAL: COSTS BY YEAR (1+2)	\$38,346,085	\$0	\$0	\$0	\$0
PECO Funds	\$0	\$0	\$0	\$0	\$0
Other Funds:	\$0	\$0	\$0	\$0	\$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date	
Source/Year	Amount	Year	Amount
Marion County Health Grant	-8,641,014	FY 2016-17	-3,000,000
		FY 2017-18	-3,000,000
		FY 2018-19	0
		FY 2019-20	0
TOTAL:	-8,641,014	TOTAL:	-6,000,000

Projected Costs	
Year	Amount
FY 26-27	
FY 27-28	
FY 28-29	
FY 29-30	
TOTAL:	0

*** As needed

TOTAL PROJECT COSTS **\$23,705,071**

Extraordinary Construction Costs			
b.	Environmental Impacts/Mitigation	Removal and disposition of auto body and auto mechanic underground storage tanks and contaminated soil conditions.	\$ 53,790.00
c.	Site preparation	Removal and disposition of 67,557 sf of asphalt and limerock, related site lighting and underground conduits and electrical, regrade for building site work.	\$ 107,757.00
d.	Landscape/Irrigation	Irrigation materials, supplies, labor to install and connection to existing campus irrigation main = \$46,975.00 Landscaping materials, plants, trees, labor to install = \$138,000.00	\$ 184,975.00
e.	Plaza/Walks	Student seating plazas and 675 lf x 5' walkways connecting the new facility to parking lots and existing campus walkways.	\$ 161,370.00
f.	Roadway improvements	3 West Campus curb cuts and new entrance curbing, new entrance asphalt to loop road.	\$ 97,875.00
g.	Parking spaces:	Construction of 201 parking spaces with required site lighting. (29 LED Fixtures w/ 35' concrete poles)	\$ 542,275.00
h.	Telecommunication	Replace 875 lf of 2" PVC conduit and underground fiberoptic communication cable.	\$ 30,625.00
i.	Electrical service	Remove existing and replace 600 lf of 6" PVC conduit and concentric netural primary cable, above ground vaults as required.	\$ 78,900.00
j.	Water distribution	Remove existing 2" 1978 water service and replace with 8" water main and BFP to support the new building fire sprinkler system.	\$ 175,345.00
k.	Sanitary sewer system	Remove existing 6" clay pipe sewer piping and related man holes, replace with 10" PVC piping system, and required man holes per new system design.	\$ 233,208.00
l.	Chilled water system	Remove existing underground chill water supply and return piping. Construction of new chill water plant with associated pumps, chillers and associated controls, electrical service, to support the new facility.	\$ 1,621,887.00
m.	Storm water system	Construction of drainage retention pond with related inlets and piping to support the building, parking lot, and walkway construction.	\$ 268,950.00
n.	Energy efficient equipment		
o.	Other:	Demolition of Buildings 13, 14, 15, relocation of Buildings 21, 22, 23, with site stablization for new building pad.	\$ 710,028.00

Higher Educational Facilities Return on Investment

Institution: College of Central Florida

Project: Health Science Technology Education Center

Total Funding: \$38,346,085.00

Previous Funding (State and Local): Yes, \$8,641,014.00 Local Funding

Workforce Project (Yes or No): Yes

Contact Person (Name, Position, Phone No.): Dr. Mark Paugh (VP Academic Affairs)

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:

The Division of Health Sciences at The College of Central Florida (CF) includes the following programs. In Nursing, CF offers LPN to Associate RN degree transition, Traditional Associate degree RN, RN to BSN degrees. Beginning January 2020, CF will offer a Paramedic to RN transition program. In Emergency Medical Services (EMS) CF programs include Emergency Medical Technician (EMT), Paramedic, and the AS degree in Emergency Medical Services. In Dental Assisting, CF currently offers an Applied Technology Diploma in Dental Assisting, AS degree in Dental Assisting Practice Management, AS degree in Dental Assistant Education, and the AS degree in Dental Assistant Marketing. Other programs in the Health Science area include the AS degree in Physical Therapist Assistant, the AS degree in Radiography, and the Surgical Technology certificate program.

Baseline forecasts show that Florida will face a shortage of RNs. Current Workforce Gap Analyses in Marion, Citrus, and Levy counties indicate that >85% of the gap currently falls within the scope of Health Sciences with the largest gap in nursing. According to the 2019-2020 Regional Demand Occupations List for Region 10 (Marion, Citrus, and Levy counties) as published by the Florida Department of Economic Opportunity, Bureau of Labor Statistics, the following Occupational Titles are in high demand:

Occupational Title	Annual % Growth	Annual Openings	2014 Mean Hourly Wage	Additional CF Annual Degrees/Certificates Projected
Dental Assistants	1.72	36	17.33	18
Dental Hygienists	2.21	1000	30.31	15
Radiologic Techs	1.74	1016	26.55	24
Registered Nurses	1.60	226	29.15	100
Respiratory Therapists	2.60	735	27.58	24
Surgical Techs	1.65	764	20.82	24

2. Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation:

Currently, the CF Division of Health Sciences is housed in portions of eight (8) buildings among three (3) campuses and one (1) outreach center. There is also a mobile unit that EMS uses to go to other areas if needed to facilitate community needs. The current buildings on the Ocala Campus date back to 1952. They have been renovated to the point that renovation is no longer a wise option.

The Division of Health Sciences needs to be located in one building or minimally in close proximity to better utilize our specialty equipment, communicate efficiently among programs, have administration near all programs, assure consistency among policies and procedures, share classroom instruction common to several disciplines within Health Science, and work collaboratively within the division to enhance a psychological sense of community among the medically-related community. A more efficient, collaborative effort will allow for better use of facilities and resources. Program growth is stunted due to lack of resources, both physical and financial. The potential growth of Health Science programs will allow for enhanced enrollment, graduation, and meeting workforce needs within the community.

Based on the aforementioned identified needs, CF plans to further expand the Associate and RN to BSN nursing programs and add new health sciences programs in Dental

Hygiene, Cardiovascular Tech, Respiratory Therapy, and Diagnostic Medical Sonography along with additional opportunities identified by community needs based on dynamic healthcare changes.

3. Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:

The College of Central Florida Foundation is actively seeking local donations. The college Foundation new fundraising campaign has identified Health Sciences and a new facility as the number one priority to meet workforce demands in the communities served. Campaign goals will be comprehensive covering capital, equipment, scholarship and critical needs. The college Foundation has received a commitment of \$8,641,014.00 million dollars from the Marion County Hospital District to support this project.

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:

Baseline forecasts show that Florida will face a shortage of RNs by 2025 that is capable of crippling our healthcare system and reducing access to care for Floridians. Demand for nursing personnel is projected to increase dramatically as Florida's large Baby Boom cohort reaches typical ages for retirement and begins to require more care for age-related conditions, and as healthcare reform increases the demand for more services. At the same time, more than 40% of Florida's nurses are approaching retirement age within the next 10 years and there are not enough younger nurses to replace them. Resolving Florida's nursing shortage will require a multi-pronged approach, including interventions to increase the production of new nurses.

The state must protect its most valuable resource on the nursing shortage, even in difficult economic times. The Center's funding was cut from general revenue during the 2010 legislative session, and though we will survive the year through fiscal conservancy and the generous donations received from individual nurses and organizations, sustainable funding for the Center should be a priority in the 2020 legislative session. The Center's data and information provide a mechanism for the state to plan for the healthcare needs of Floridians. With the implementation of healthcare reform, the need for nurse workforce planning will become even more critical.

Without sustainable funding, the years spent designing a database to meet the state’s needs will have been wasted, and Florida will be “flying blind” in its efforts to resolve the coming nursing shortage.

According to the Florida Department of Economic Opportunity, Bureau of Labor Market Statistics 2019-2020 Florida Demand Occupations List, the following Occupational Titles are predictive of State of Florida needs.

Occupational Title	Annual % Growth	Annual Openings	2014 Mean Hourly Wage
Dental Assistants	1.72	36	17.33
Dental Hygienists	2.21	1000	30.31
Physical Therapist Assistants	2.98	37	29.43
Radiologic Techs	1.74	1016	26.55
Registered Nurses	1.60	226	29.15
Respiratory Therapists	2.60	735	27.58
Surgical Techs	1.65	764	20.82

5. Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation:

CF currently has a broad range of affiliation agreements with community clinical partners. There have been multiple meetings with healthcare facilities within the Marion, Citrus, and Levy county area to assess support for Health Science program growth. These meetings were attended by Administrators of healthcare facilities as well as employees of the facilities who serve on the different Health Science Advisory Boards. Support has been promised from all entities within the healthcare arena for new and expanding Health Science programs. Additional affiliation agreements are anticipated as student outcomes and job placement rates support the community’s follow-through with their promises.

High-fidelity simulation and the Replay Learning will enhance learning skills and development of critical thinking skills in a safe learning environment. The college received a \$425,000.00 gift in 2016 to purchase 9 high fidelity simulators that are currently in use in our existing simulation center. In 2018, CF was awarded a \$300,000 grant to purchase an additional 9 high fidelity patient simulators for a simulation lab that will support expansion in the associate degree nursing program.

6. Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation:

The Division of Health Sciences needs to be located in one building or minimally in close proximity to better utilize our specialty equipment, communicate efficiently among programs, have administration near all programs, assure consistency among policies and procedures, share classroom instruction common to several disciplines within Health Science, and work collaboratively within the division to enhance a psychological sense of community among the medically-related community. We have begun this work, but geographical distances make it difficult and more expensive to complete with duplication of supplies, effort, and time management. For example, we have now implemented annual disaster drills that include all of the health sciences disciplines and criminal justice for several years. This began as a faculty driven initiative funded initially through an Endowed Grant from the CF Foundation and has grown into an innovative learning experience for CF students. CF has established partnerships with local hospitals to include their medical residents in the disaster drill exercises for Fall 2020.

Ultimately, this results in better prepared students who can offer higher quality care to Florida citizens. The CF Health Sciences Division is in the process of growing its programs. The Nursing Department initiated an RN to BSN program in the Fall of 2014. Nursing is also increasing the number of students on both the Citrus and Marion county campuses to meet student demands and community needs. The College of Central Florida also offers a BAS degree that can be an essential link for the career paths of Dental Assisting, Physical Therapist Assistant, Surgical Technology, Radiography, and Emergency Medical Services. CF Health Sciences division is also planning to enhance our LPN to ADN transition program to include both paramedics and combat medics. Health Sciences is also exploring the feasibility of an Associate Degree in Dental Hygiene and plans to transition the Surgical Technology certificate program to an Associate Degree program by Fall 2020.

7. Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

“In furtherance of an ongoing partnership, the College has sought contributions from the Marion County Hospital District, which formerly owned Munroe Regional Medical Center in Ocala. In 2014, the Hospital District entered into a 40-year operating lease of Munroe Regional and its affiliates, generating \$212 Million in revenue. A portion of the earnings of the lease proceeds are used to support annual grants to entities dedicated to improving the health and well-being of Marion County residents. The College’s plans to expand health science programming, arming future nurses, dental assistants and

hygienists, and other healthcare professionals with the skills needed by our local health providers certainly meets the stated intent of the grant and we have received great support from the Hospital District Trustees towards these effort.”

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 project includes the replacement of 33,000 square feet of existing facilities on the west section of the Ocala Main Campus that were originally constructed in the mid-1970's and are no longer economically feasible to operate and maintain. These facilities were originally constructed to support vocational programs and are not usable for the college's current academic needs. These facilities require structural modification, roof replacements, HVAC and building automation systems, building envelope modification, and the replacement of life safety systems. These buildings meet the Castaldi Raze/Replacement Permanent Building criteria vs Renovation or Remodeling. The projected 50 year Life Cycle of this replacement facility will eliminate a large partition of the college's current deferred maintenance and provide state of the art building systems reducing maintenance and operating cost.

9. Projected Facility Utilization Rate

Explanation:

The current Health Science facilities are utilized 7 days per week with classes scheduled 8AM to 10 PM. With the Current Workforce Gap in Marion, Citrus, and Levy counties programs in Nursing, LPN to Associate RN degree transition, Traditional Associate degree RN, RN to BSN, Emergency Medical Services (EMS), Emergency Medical Technician (EMT), Paramedic, and the AS degree in Emergency Medical Services. Dental Assisting, Applied Technology Diploma in Dental Assisting, AS degree in Dental Assisting Practice Management, AS degree in Dental Assistant Education, and the AS degree in Physical Therapist Assistant, the AS degree in Radiography, and a certificate in Surgical Technology. All these programs are in high demand and the projected utilization is projected to exceed the 40 hours per week / 60% student station utilization requirements.

10. Current/Projected Campus Utilization Rate

Explanation:

The current Health Science Programs utilize several buildings college wide with limited classroom and lab space. This project will provide facilities to accommodate all programs and students increasing utilization and programs for our current and future students.

Other Pertinent Information not included above:

Nursing education capacity must be expanded strategically. Expanding the number of nursing programs, or the number of seats in existing programs, cannot be accomplished without attention to the issue of clinical capacity. New ways of providing clinical experience to nursing students must be envisioned given the lack of space in Florida's hospitals and other healthcare facilities. A promising direction is increased use of simulation within nursing education. The Florida Center's for Nursing's two year grant-funded project, promoting the Use of Simulation Technology in Florida Nurse Education, will provide the state with specific data and recommendations for maximizing our use of this exciting technology. Simulation can also be used to transition nurses between clinical areas and settings, contributing to the retention of nurses within the profession.

Performance Funding would be directly impacted by increasing admissions, certifications, and degree completers resulting from the programs growth. A plan for a certificate, leading to an Associate degree, and potentially a Baccalaureate degree is the progression vision for major health Science programs. This would allow for motivated progression and achievements of benchmarks within the programs.

FLORIDA COLLEGE SYSTEM – COLLEGE OF CENTRAL FLORIDA

CIP-3 PROJECT NARRATIVE: (PURPOSE, NEED, SCOPE, PROGRAM, FACILITIES AND EDUCATIONAL PLANT SURVEY RECOMMENDATIONS)

2021-22THROUGH 2025-26

Project: Health Science Technology Education Center

This project includes a new HEALTH AND TECHNOLOGY Building of approx. 85,806 sf facility that will be located on the west section of the Ocala Main Campus as projected in our Master Plan, and will include additional capacity to the west campus chill water plant and additional parking. The facility will be constructed with the latest state of the art health sciences simulation teaching labs with all the required information technology and audio visual components to support the health sciences programs. This project request also includes the demolition of 32,429 GSF of buildings that are currently 39 years old and fit the Castaldi Formula for replacement. Buildings 13, 14, 15, 17, will be scheduled to be razed. Buildings 21, 22, 23 will be relocated to another site for use by the Agribusiness and Equine Programs.

The Division of Health Sciences at The College of Central Florida (CF) includes the following programs: in Nursing, CF offers LPN to Associate RN degree transition, traditional Associate degree RN and RN to BSN degrees. Beginning in January 2020, CF will also offer a Paramedic to RN transition program within the associate degree nursing program. In Emergency Medical Services (EMS) CF programs include Emergency Medical Technician, Paramedic, and the AS degree in Emergency Medical Services. In Dental Assisting, CF currently offers an Applied Technology Diploma in Dental Assisting, Associate of Science degrees in Dental Assisting Practice Management, Dental Assistant Education, and in Dental Assistant Marketing. Other programs in the Health Science area include the Associate of Science degree in Physical Therapist Assistant, the Associate of Science degree in Radiography, and the Postsecondary Adult Vocational Certificate in Surgical Technology. All of the programs in Health Sciences are limited access programs. Our community has need for more than we can offer given limited resources. This has been further strengthened by the Skills Gap Analysis for the college's workforce region, Region 10, which was conducted by Career Source CLM and the Florida Department of Economic Opportunity. The demand for quality health care for those residents aged 65 plus continues to increase. Additionally, the demographics of those aged 65 years plus within our workforce Region 10 (Citrus, Marion and Levy Counties), is on average more than 10% above the state average. For the state of Florida, those aged 65 plus represent approximately 18% of the population, within Marion County those 65 plus are 28.6% of the population, for Citrus County, 35.9% of the population and for Levy County, 24.5% of the population (U.S. Census Bureau: State and County Quick Facts, 2018). The Division of Health Sciences needs to grow current programs and extend current program offerings, including Diagnostic Medical Sonography, Cardiovascular Technology, Respiratory Care, Dental Hygiene and others. Currently, there are two for-profit educational institutions in our tri-county areas. Our limitations are forcing students to find alternate accommodations for their education degrees. In the area of nursing specifically, neither of these institutions offers the quality of education or meets the outcomes of CF program. CF's NCLEX (nursing licensing exam) pass rates of 97% for 2018 and are far above the competitors, reinforcing the quality of CF's associate degree nursing program.

Currently, the CF Division of Health Sciences is housed in portions of eight (8) buildings among three (3) campuses and one (1) outreach center. There is also a mobile unit that EMS uses to go to other areas if needed to facilitate community needs. The current buildings on the Ocala Campus date back to 1959. They have been renovated to the point that renovation is no longer a wise option.

The Division of Health Sciences needs to be located in one building or minimally in close proximity to better utilize our specialty equipment, communicate efficiently among programs, have administration near all programs, assure consistency among policies and procedures, share classroom instruction common to several disciplines within Health Sciences, and work collaboratively within the division to enhance a psychological sense of community among the medically-related community. We have begun this work, but geographical distances make it difficult and

more expensive to complete with duplication of supplies, effort, and time management. For example, we have now implemented annual disaster drills that include all of the health sciences disciplines and criminal justice for several years. This began as a faculty driven initiative funded initially through an Endowed Grant from the CF Foundation and has grown into an innovative learning experience for CF students. CF has established partnerships with local hospitals to include their medical residents in the disaster drill exercises for Fall 2020.

Ultimately, this results in better prepared students who can offer higher quality care to Florida citizens. The CF Health Sciences Division is in the process of growing its programs. The Nursing Department initiated an RN to BSN program during the Fall of 2014. Nursing is also increasing the number of students on both the Citrus and Marion county campuses to meet student demands and community needs. The College of Central Florida also offers a BAS degree that can be an essential link for the career paths of Dental Assisting, Physical Therapist Assistant, Surgical Technology, Radiography, and Emergency Medical Services. CF Health Sciences division is also planning to enhance our LPN to ADN transition program to include paramedics. Health Sciences is also exploring the feasibility of an Associate Degree in Dental Hygiene and plans to transition the Surgical Technology certificate program to an Associate Degree program by Fall 2020.

Forecasts & Strategies (Florida Center for Nursing, 2013)

Baseline forecasts show that Florida will face a shortage of RNs by 2025 that is capable of crippling our healthcare system and reducing access to care for Floridians. Demand for nursing personnel is projected to increase dramatically as Florida's large Baby Boom cohort reaches typical ages for retirement and begins to require more care for age-related conditions, and as healthcare reform increases the demand for more services. At the same time, more than 40% of Florida's nurses are approaching retirement age within the next 10 years and there are not enough younger nurses to replace them.

Resolving Florida's nursing shortage will require a multi-pronged approach, including interventions to increase the production of new nurses.

The following research and policy recommendations are offered to prevent the future shortage of nurses from reaching the severe levels we project:

- Nursing education capacity must be expanded strategically. Expanding the number of nursing programs, or the number of seats in existing programs, cannot be accomplished without attention to the issue of clinical capacity. New ways of providing clinical experience to nursing students must be envisioned given the lack of space in Florida's hospitals and other healthcare facilities. A promising direction is increased use of simulation within nursing education. The Center's two year grant-funded project, Promoting the Use of Simulation Technology in Florida Nurse Education, will provide the state with specific data and recommendations for maximizing our use of this exciting technology. Simulation can also be used to transition nurses between clinical areas and settings, contributing to the retention of nurses within the profession.
- The state must protect its most valuable resource on the nursing shortage, even in difficult economic times. The Center's funding was cut from general revenue during the 2010 legislative

FLORIDA COLLEGE SYSTEM – COLLEGE OF CENTRAL FLORIDA

CIP-3 PROJECT NARRATIVE: (PURPOSE, NEED, SCOPE, PROGRAM, FACILITIES AND EDUCATIONAL PLANT SURVEY RECOMMENDATIONS)

2021-22THROUGH 2025-26

Project: Health Science Technology Education Center

session, and though we will survive the year through fiscal conservancy and the generous donations received from individual nurses and organizations, sustainable funding for the Center should be a priority in the 2017 legislative session. The Center's data and information provide a mechanism for the state to plan for the healthcare needs of Floridians. With the implementation of healthcare reform, the need for nurse workforce planning will become even more critical. Without sustainable funding, the years spent designing a database to meet the state's needs will have been wasted, and Florida will be "flying blind" in its efforts to resolve the coming nursing shortage.

Survey Recommendations

- 1.062 New Construction: Adding Non-Vocational Labs (120SS), (7875 NSF), (11186 GSF); Biological Sciences (7875 NSF)
- 1.061 New Construction: Adding Classrooms (1247 SS), (34925 NSF), (49607 GSF); Classroom (34925)
- 1.057 New Construction: Adding Non-Vocational Labs (80 SS), (5100 NSF), (7244 GSF); Physical Sciences (5100 NSF)
- 1.056 New Construction: Adding Non-Vocational Labs (76 SS), (3620 NSF), (5142 GSF); Computer & Information Systems (3620 NSF)
- 1.051 New Construction: Adding Vocational Labs (20 SS), (5565 NSF), (7905 GSF); Cardiopulmonary Technology (5565 NSF)
- 1.049 New Construction: Adding Vocational Labs (20 SS), (3525 NSF), (5007 GSF); Diagnostic Medical Sonography (3525 NSF)
- 1.048 New Construction: Adding Vocational Labs (20 SS), (3785 NSF), (5376 GSF); Emergency Medical Tech. (3785 NSF)
- 1.047 New Construction: Adding Vocational Labs (20 SS), (3775 NSF), (5362 GSF); Nuclear Medical Technology (3775 NSF)
- 1.046 New Construction: Adding Vocational Labs (20 SS), (4875 NSF), (6924 GSF); Nursing (RN) (4875 NSF)
- 1.045 New Construction: Adding Vocational Labs (20 SS), (2820 NSF), (4006 GSF); Physical Therapy Assistant (2820 NSF)
- 1.044 New Construction: Adding Vocational Labs (20 SS), (6875 NSF), (9765 GSF); Practical Nursing (LPN) (6875 NSF)
- 1.043 New Construction: Adding Vocational Labs (20 SS), (2225 NSF), (3160 GSF); Respiratory Therapy Tech. (2225 NSF)
- 1.042 New Construction: Adding Vocational Labs (20 SS), (3730 NSF), (5298 GSF); Surgical Technology (3730 NSF)
- 1.04 New Construction: Adding Vocational Labs (106 SS), (7080 NSF), (10056 GSF); Business Data Processing (7080 NSF)
- 1.034 New Construction: Adding Office (7000 NSF)
- 1.036 New Construction: Adding Student Services (5000 NSF)

**Capital Asset Management Projects
(CIP-4)**



FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2021-22 through 2025-26

College Name	College of Central FL		
Project Title	College Wide Security Systems		
Budget Entity Priority	2		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical	Critical	
		x	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	NASF	LOCATION	COUNTY:
College Wide Security Systems	1 through 42	683,513	Ocala Main Campus	Marion
College Wide Security Systems	C1 through C4	95,689	Citrus Campus	Citrus
College Wide Security Systems	L1 through L3	58,071	Levy Campus	Levy
College Wide Security Systems	1	23,639	Hampton Center	Marion
College Wide Security Systems	V1 through V4	17,479	Vintage Farm Campus	Marion

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)

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 and the gates at Vintage Farm with the ability to lock down a campus from a central location.

Survey Recommendations	
1.005	Construct Infrastructure
1.027	Renovate Campus Wide Security Systems
3.004	Renovate Campus Wide Security Systems
4.004	Renovate Campus Wide Security Systems
5.004	Renovate Campus Wide Security Systems
6.004	Renovate Campus Wide Security Systems

FUNDING SOURCE(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
PECO	\$943,320.00	\$807,490.00	\$732,489.00		

Total	\$943,320	\$807,490	\$732,489	\$0	\$0
Check (per Cost Worksheet)	\$943,320	\$807,490	\$732,489	\$0	\$0

**FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

College: College of Central FL		Project: College Wide Security Systems				
BUILDING SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
electrical						
envelope						
interior						
mechanical						
plumbing						
roof						
site						
special						
structural						
SUBTOTAL	0	0	0	0	0	
CENTRAL UTILITY SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
SUBTOTAL	0	0	0	0	0	
SPECIAL SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
energy conservation						
storage tanks						
SUBTOTAL	0	0	0	0	0	
CAMPUS SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
drainage/grounds						
road system paving						
other paving						
SUBTOTAL	0	0	0	0	0	
LIFE SAFETY AND LICENSURE						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
Licensure						
Life Safety	943,320	807,490	732,489			
ADA						
Environmental						
SUBTOTAL	943,320	807,490	732,489	0	0	
TOTAL	\$943,320	\$807,490	\$732,489	\$0	\$0	

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 2020. The database was validated in preparation for the Educational Facility Survey approved by the District Board of Trustees in (June 2017) 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	47,294
	3	Learning Resources Center	47,315	44,261
	4	Fine Arts/Communications	49,904	45,048
	5	Bryant Student Union	47,353	39,234
	6	Gymnasium	27,167	22,666
	7	Mathematics	35,174	26,847
	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
	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	11,498
	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	56,256
	42	Enterprise Center	25,204	22,964
51	Central Utility Plant	5,803	5,063	
53	Athletic Development Training	918	839	

Campus	Building Number	Building Name	Gross Square Feet	Net Square Feet
	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
	121	Swimming Pool	11,840	-
	5000	Parking Lot #1	21,836	-
	5001	Parking Lot #2	57,592	-
	5002	Parking Lot #4	56,786	-
	5003	Parking Lot #4A	106,023	-
	5004	Parking Lot #5A	33,354	-
	5005	Parking Lot #5B	39,745	-
	5006	Parking Lot #6	40,618	-
	5007	Parking Lot #8	21,552	-
	5008	Parking Lot #9	71,162	-
	5009	Parking Lot #10	25,665	-
	5010	Parking Lot #12	52,044	-
	5011	Parking Lot #13	9,821	-
	5012	Parking Lot #15	57,736	-
	5013	Parking Lot #16	16,315	-
	5014	Parking Lot #17	14,136	-
	5015	Parking Lot #18	30,187	-
	5016	Parking Lot #19	59,611	-
	5017	Parking Lot #19A	20,057	-
	5018	Parking Lot #24	77,982	-
	5019	Parking Lot #31	47,311	-
	5020	Parking Lot #32	112,823	-

Campus	Building Number	Building Name	Gross Square Feet	Net Square Feet
	5022	Parking Lot #33	71,388	-
	5023	Parking Lot #40A	50,488	-
	5024	Parking Lot #40B	36,721	-
	5025	Parking Lot #41	76,244	-
	5026	Parking Lot #42	29,507	-
	5027	Parking Lot #71	36,668	-
	5050	Ag Exper Plot	8,268	-
	5085	Pumphouse(Pool Area)	322	308
	5087	Pumphouse (Ne Cornr)	471	442
		Total Ocala Square Footage	2,206,620	542,136
LEVY - FS	1	Levy - Educational Center	49,287	45,413
	2	Warehouse - L1	2,784	2,468
	3	Warehouse - L2	6,000	5,976
	70	Parking Lot	20,820	0
	71	Parking Lot	59,349	0
	72	Parking Lot	45,295	0
		Total Levy-Fanning Spgs Square Footage	183,535	53,857
HAMPTON	1	Hampton Center	21,920	19,970
	2	Warehouse	1,719	1,459
	70	Parking Lot	63,951	-
		Total Hampton Square Footage	87,590	21,429
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	8,360	-
	71	Parking B-Stdnts/Vst	67,304	-
		Total Citrus Campus Square Footage	171,353	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	63,715
	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	76,224	-
		Total Appleton Square Footage	171,576	77,945

**DIVISION OF FLORIDA COLLEGES
OPERATING COSTS FOR NEW FACILITIES (OCNF)
2021-22 LEGISLATIVE BUDGET REQUEST**

COLLEGE: College of Central Florida

PROJECT DESCRIPTION (FACILITY/LOCATION)	YEAR(S) FUNDED	FUND SOURCE	EST. DATE OPER.	NEW GSF
New Levy Center (Fanning Springs)	2007, 14, 15, 16	PECO, Private	Jul-17	49,287
Closed Facility				-14,000
Requesting (35,287 GSF x \$7.24 Current System Wide Average = \$255,477.88)				35,287

PRESIDENT (OR DESIGNEE)	DATE
Dr. James D. Henningsen, President	
Print Name, Title	

**DIVISION OF FLORIDA COLLEGES
2021-2022 Request for Legislative Action**

**College: College of Central Florida
3001 SW College Road
Ocala, Florida 34474**

Requested Actions: (Property acquisition or construction of new facility using non-PECO fund source, which will require state operating dollars.)

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 10th, 2020
 From: Tommy Morelock

Re: FY 2020-21 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 FY2020-2021 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 \$7,204,879.00 with \$68,847,240.00 in deferred projects and \$26,188,370.00 in CIP request. I recommend funding the Project A List as detailed on the attached project list using QRT Grant, MCHA Grant, PECO Project Allocations, Capital Improvement Fee, and PECO-Sum Of The Digits Allocation.

Joyce Brancato
 Chair District Board of Trustees

Date _____

FY 20-21 Projected Funding	
QRT Grant	\$55,000.00
FY19-20 CIF Carry Over	\$679,885.00
FY 20-21 PECO Sum-of-the-Digits Allocations (\$ x .021787)	\$0.00
Hampton Center Dental Hygiene (MCHA Grant)	\$769,701.00
FY 20-21 CIF	\$1,760,904.00
Current PECO & Grant (Health Science & MCHA Grant)	\$3,939,389.00
TOTAL PROJECTED FUNDING	\$7,204,879.00

Cc: Katie Hunt, Steve Ash, Mary Cipolla, Pat Wender

College of Central Florida
FY2020-21 Capital Outlay Fund 7 Project List

Line Item	Building No.	College Wide Project	Project Type	Requested Budget	Status	Proposed Project Delivery	CIP PECO Request	Priority A Budget	Priority B Budget	Priority C Budget
Ocala Campus - Site 1										
1	1	Parking Lot 32 Sinkhole						\$ 12,500.00		
2	2	ADA Rest Room Addition	Renovation / Addition	\$ 1,149,888.00	CIP Request	Hard Bid			\$ 1,149,888.00	
3	2	SMART Room (location TBD)	Renovation							\$ 75,000.00
4	2	2-115 Honors Classroom Chair Replacement	Renovation	\$ 6,700.00	Planning	Day Labor			\$ 6,700.00	
5	3	LRC East & West Entrance - Exterior Hardscaping / Landscaping	Remodel	\$ 150,000.00	Planning	Contract			\$ 150,000.00	
6	4	Theater Roof Replacement	Renovation	\$ 300,000.00	Planning	Hard Bid	\$ 450,000.00			
7	4	Theater House Lighting Replacement	Remodel	\$ 45,000.00	Planning	Day Labor				\$ 45,000.00
8	4	Theater Stage Floor Replacement	Remodel	\$ 50,000.00	Planning	Day Labor			\$ 50,000.00	
9	5	5-106 Financial Aid Renovation / Remodel	Remodel	\$45,000.00	Planning	Day Labor				\$ 45,000.00
10	5	Student Union - Entrance Surface and Shade System	Remodel	\$125,000.00	Planning	Hard Bid			\$ 125,000.00	
11	5	Testing Area - Sound Remediation	Remodel	\$ 50,000.00	Planning	Day Labor				\$ 50,000.00
12	5	Bryant Student Union / Student Services Addition	Remodel / Addition	\$ 19,088,037.00	CIP Request	CM				\$ 19,088,037.00
13	6	Replace 3 old RTUs on front section of building. Rework/replace moisture damaged insulation on exterior ductwork between gym and mechanical building	Renovations	\$ 100,000.00	Planning	Day Labor			\$ 100,000.00	
14	6	Health and Exercise Science Addition / Hurricane Hardening	Remodel / Addition	\$ 25,122,468.00	CIP Request	CM			\$ 25,122,468.00	
15	6	Gymnasium - Special Needs Shelter Remodel	Remodel / Addition	\$ 1,700,000.00	Planning	State Contract			\$ 1,700,000.00	
16	6	Tennis Courts Re-surfacing / Nets / Posts / Windscreens	Renovations	\$ 45,000.00	Planning	Contract				\$ 45,000.00
17	7	7-102 SMART Room / Classroom	Renovations	\$ 55,000.00	Planning	Day Labor	\$ 55,000.00			
18	7	7-201, 202, 203 Faculty Office Remodel	Remodel	\$ 75,000.00	Planning	Day Labor	\$ 75,000.00			
19	8	8-110 Renovations	Remodel	\$ 35,000.00	Planning	Day Labor	\$ 15,000.00			
20	10	Plant Operations / Purchasing Administration Office Remodel	Remodel	\$ 35,000.00	Planning	Day Labor			\$ 35,000.00	
21	12	Pool Demoliton	Demolition	\$ 194,455.00	Planning	Hard Bid				\$ 194,555.00
22	12	Pool Support Building Remodel	Remodel	\$ 350,000.00	Planning	Day Labor				\$ 350,000.00
23	WC	W Campus Site / Infrastructure, 152 Space Student Parking and Plaza (Phase III A&B)	New Construction	\$ 1,665,000.00	Bid/Planning	CM	\$ 1,489,389.00			
24	18	Playground Renovation - Safety Items	Renovation	\$ 25,000.00	Planning	Day Labor			\$ 25,000.00	
25	18	Site Work, Gutters, Flooring	Renovation	\$ 170,000.00	Planning	Contract	\$ 170,000.00			
26	19	Landscaping / Hardscape Student Exterior Study Area	Remodel	\$ 150,000.00	Planning	Day Labor			\$ 150,000.00	
27	19	Anatomy & Physiology Remodel	Remodel	\$ 1,998,416.00	Planning	CM			\$ 1,998,416.00	
28	19	General Renovation 17,032 gsf / New Re-Heat Boilers & Assoc. Systems	Renovation	\$ 1,604,244.00	Planning	CM	\$ 450,000.00	\$ 1,154,244.00		
29	20	PTA Remodel 20-110 + 20-112	Remodel	\$ 30,000.00	Planning	Day Labor	\$ 30,000.00			

College of Central Florida
FY2020-21 Capital Outlay Fund 7 Project List

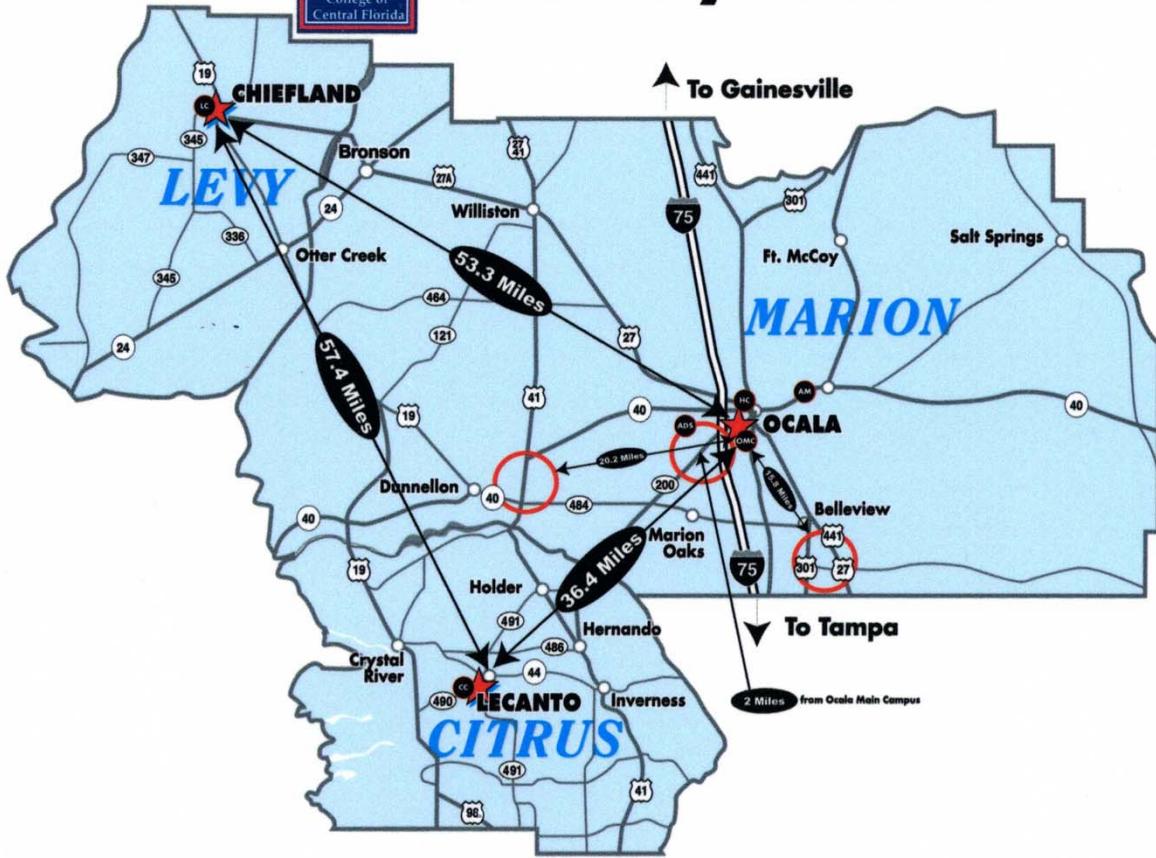
Line Item	Building No.	College Wide Project	Project Type	Requested Budget	Status	Proposed Project Delivery	CIP PECO Request	Priority A Budget	Priority B Budget	Priority C Budget
30	20	Lockheed Martin - Electronic Associate / Soldering Lab	Renovation	\$ 55,000.00	Planning	State Contract		\$ 55,000.00		
31	23	West Campus Utility Plant - Energy Performance Contract	Remodel	\$ 2,000,000.00	Planning	ESCO		\$ 2,000,000.00		
32	31/33	CJI Renovations (Flooring 31-108A-F, 31-110, 33-105 and 106 / HVAC)	Remodel	\$ 50,000.00	Planning	Day Labor			\$ 50,000.00	
33	31	CJI Patrol Vehicle Pavilion (80' x 100' at \$125sf)	New Construction	\$ 1,000,000.00	Planning	Hard Bid				\$ 1,000,000.00
34	31-37	South Campus HVAC Upgrades (fan coils, B31 rooftop unit)	Renovation	\$ 700,000.00	Planning	State Contract			\$ 700,000.00	
35	40/42	Access Controls	Renovation	\$ 85,000.00	Planning	State Contract				\$ 85,000.00
36	40	40-108 Acoustical Panel Replacement	Renovation	\$ 60,000.00	Planning	Day Labor				\$ 60,000.00
37	40	Chiller Replacement - Replace (3) 17 Year Old Air Cooled Chiller and Controls	Renovation	\$ 475,000.00	Planning	State Contract		\$ 158,000.00	\$ 317,000.00	
38	42	Talent Center Office Changes	Remodel	\$ 20,000.00	Planning	Day Labor				\$ 20,000.00
39	64	Baseball Score Board Structure	Renovation	\$ 50,000.00	Planning	Contract		\$ 50,000.00		
40	64	Baseball Field Halo	Remodel	\$ 25,925.00	Planning	Contract				\$ 25,925.00
41	64	Baseball Press box Structural Repairs	Renovation	\$ 35,000.00	Planning	Day Labor				
42	71	Replace AHU 1, 2 and boiler. Rework / replace piping, controls, and wiring	Renovation	\$ 325,000.00	Planning	State Contract			\$ 325,000.00	
43	2,3,4	Bldg-2,3, & 4 Roof Replacements	Renovations	\$ 2,798,065.00	CIP Request	Hard Bid			\$ 2,798,065.00	
44	Site	Church Property - Purchase Price	Remodel	\$ 1,067,500.00					\$ 1,067,500.00	
45	Site	Church Property - Due Diligence Engineering Survey (Florida Statute / SREF Check List)	Remodel	\$ 23,931.00					\$ 23,931.00	
46	Site	Church Property - Remodeling / Remediation documents	Remodel	\$ 672,079.00					\$ 672,079.00	
New Construction										
47	HS	Health Science Project - Construction	New Construction	\$ 23,705,071.00	CIP Request	RFQ/Contract	\$ 23,705,071.00			
48	HS	Health Science Project 4th Floor- Construction	New Construction	\$ 2,700,000.00	Grant	RFQ/Contract				
49	HS	Health Science Project - Furniture/Fixtures/Equipment	New Construction	\$ 2,907,122.00	Grant	State Contract			\$ 2,907,122.00	
JWLC Levy Campus / Levy - Fanning Springs - Site 3										
50	Site	Welding Lab Landscaping / Hardscape	Renovation	\$ 10,000.00	Planning	Day Labor			\$ 10,000.00	
51	Site	Fuel Tanks (Gas and Diesel)	Safety	\$ 3,627.00	Planning	Contract		\$ 3,627.00		
52	Safety	Access Controls Upgrades	Renovation	\$ 15,000.00	Planning	Day Labor			\$ 15,000.00	
53	L2	MEP to Support Washer and Dryer	Renovation	\$ 750.00	Planning	Day Labor		\$ 750.00		
54	L3	Welding Lab / Additional Stations and Fans / Ventilation	Renovation	\$ 424,885.00	Planning	State Contract		\$ 424,885.00		
55	L3	Welding Lab Exterior Storage Area for Gas Bottles / Laydown Area	Renovation	\$ 141,273.00	Planning	Hard Bid		\$ 141,273.00		
56	L3	Welding Lab Interior Lighting Upgrades	Renovation	\$ 15,000.00	Planning	Day Labor			\$ 15,000.00	
57	L3	Replace Welding Lab Sky Lights	Renovation	\$ 4,500.00	Planning	Day Labor			\$ 4,500.00	
58	L3	Welding Lab Additional Exterior Lighting	Renovation	\$ 7,500.00	Planning	Day Labor			\$ 7,500.00	
59	L3	Welding Lab Classroom (20SS - 400sf at \$45)	Renovation	\$ 18,000.00	Planning	Day Labor			\$ 18,000.00	

College of Central Florida
FY2020-21 Capital Outlay Fund 7 Project List

Line Item	Building No.	College Wide Project	Project Type	Requested Budget	Status	Proposed Project Delivery	CIP PECO Request	Priority A Budget	Priority B Budget	Priority C Budget
Appleton Museum - Site 10										
84	AMA	Fire Alarm System Repairs and Upgrades - Mechanical Building.	Renovation	\$ 30,000.00	Planning	State Contract			\$ 15,000.00	
85	AMA	Changing Gallery RH (Relative Humidity) Controls AHU5	Renovation	\$ 10,000.00	Planning	Day Labor			\$ 35,000.00	
86	AMA	Exterior Lighting - Install additional exterior lighting (pole & building mounted) to improve safety and appearance of exterior. Replace remaining non-LED fixtures on walkway with LED lamps.	Renovation	\$ 30,000.00	Planning	Day Labor				\$ 30,000.00
87	AMA	Central Utility Plant - Replace Re-Heat Boilers (Phase2) - Phase 1 completed '19	Renovation	\$ 60,000.00	Planning	State Contract				\$ 60,000.00
88	AMA	Roofing - Auditorium Roof Replacement	Renovation	\$ 50,000.00	Planning	Hard Bid				\$ 50,000.00
89	AMA	Pool Repairs. Repair cracks and reline first pool. Repair/Replace lighting all pools.	Renovation	\$ 30,000.00	Planning	Day Labor				\$ 30,000.00
90	AMA	HVAC Repairs/Upgrades - Replace Non-Operational VAV Boxes As Required.	Renovation	\$ 15,000.00	Planning	State Contract				\$ 15,000.00
91	AMA	Misc Landscaping, Sidewalk, and Hardscape Repairs	Renovation	\$ 15,000.00	Planning	Day Labor				\$ 15,000.00
92	AMA	Roofing - Annex Building - Roof Repairs	Renovation	\$ 50,000.00	Planning	Hard Bid				\$ 50,000.00
93	AMA	Auditorium Renovation - Carpet / Seating / Sound System is not sufficient for hearing impaired.	Renovation	\$ 163,865.00	Planning	Day Labor				\$ 163,865.00
94	AMA	Sculpture Garden - Create a walking path through sculpture garden with benches.	Renovation	\$ 10,000.00	Planning	Day Labor				\$ 10,000.00
95										
College Wide										
96	CW	College Wide General Renovations		\$ 300,000.00		TBD		\$ 200,000.00	\$ 100,000.00	
97										
98	CW	College Wide Security Systems		\$ 2,483,299.00	CIP Request	TBD	\$ 2,483,299.00			
99	CW	College Wide Painting		\$ 75,000.00		TBD		\$ 60,000.00	\$ 15,000.00	
100	CW	College Wide Sidewalk Repairs		\$ 25,000.00		TBD		\$ 25,000.00		
101	Site	College Wide ADA Compliance		\$ 25,000.00		TBD		\$ 10,000.00	\$ 15,000.00	
102	CW	College Wide Classroom Upgrades/Repairs		\$ 150,000.00		TBD		\$ 125,000.00	\$ 25,000.00	
103	CW	College Wide Site Improvement		\$ 200,000.00		TBD		\$ 25,000.00	\$ 175,000.00	
104	CW	College Wide Safety & Security		\$ 200,000.00		TBD		\$ 50,000.00	\$ 150,000.00	
105	CW	College Wide HVAC Repairs		\$ 150,000.00		TBD		\$ 150,000.00		
106	CW	College Wide Roof Repairs		\$ 75,000.00		TBD		\$ 25,000.00	\$ 50,000.00	
107	CW	College Wide Signage		\$ 50,000.00		TBD		\$ 15,000.00	\$ 35,000.00	
108	CW	College Wide Fire Alarm System Upgrades		\$ 150,000.00		TBD			\$ 150,000.00	
109	CW	HVAC Modifications College Wide (Mechanical Engineer / Contractor) - in response to COVID-19		\$ 50,000.00		TBD		\$ 50,000.00		
Capital Minor Equipment 20/21										
110		Plant Operation Tools						\$ 5,000.00		



Tri-County Locations



COLLEGE OF CENTRAL FLORIDA

30

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: 2020 - 2021 Salary Schedule and Related Personnel Policies

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

The 2020 - 2021 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 2020 - 2021 Salary Schedule and Related Personnel Policies manual as presented.



COLLEGE *of*
CENTRAL
FLORIDA

SALARY SCHEDULE
AND
RELATED PERSONNEL
POLICIES

~~2019~~2020-~~2020~~2021

College of Central Florida

~~2019~~2020-20202021 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, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.

College of Central Florida

~~2019~~2020-~~2020~~2021 Salary Schedules

and

Related Personnel Policies

Introduction

The college's salary schedule and related personnel policies manual includes a number of policies that make up part of the policies of the District Board of Trustees. All CF Board Policies that are directly quoted within this document are presented in *italic* type to make them easily distinguishable. The policies are included in the salary schedule to assure a timely annual review, to streamline the college's administrative operations, and to provide a concise reference to procedures and policies related to salary administration and related personnel policies. This document is adopted annually by the District Board of Trustees.

General Personnel Policies

Employment of Personnel

The District Board of Trustees appoints all personnel upon recommendation of the President. Individuals who have retired from the College may be considered for positions for which they qualify but may not be appointed to a position they held previously at the College unless selected for that position via the normal advertisement and selection process. The college reserves the right to assign and transfer these personnel within the assigned level of employment to meet the needs of the college. In a situation in which the college requires service prior to Board approval, the employee will receive compensation until the time of Board action.

New employees may not receive paychecks or other forms of compensation until all appropriate documentation is on file in the Human Resources Office. Documentation includes all official college and university transcripts; appropriate licenses, certifications, and other documentation to support job qualifications; a copy of the high school or trade school diploma, if appropriate for the position; a signed drug-free statement; a loyalty oath; W-4 and I-9 forms; and a signed form indicating knowledge of this requirement. Each employee must also sign the CF Appropriate Use Agreement.

Employees are responsible for maintaining required licenses and certificates as necessary for the areas in which they work or teach. A copy of the current license must be on file in the Human Resources Office. Failure to maintain necessary licensure or certification is grounds for termination of employment.

Employment contracts are issued to faculty and administrators. The college annually submits contractual arrangements and salary schedules for all personnel to the District Board of Trustees. Salaries for all employees are determined according to the Salary Schedule.

The Board of Trustees may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct, if determined to be in the best interest of the college. (CF Policy 6.00)

Criminal Background Screenings

It is the policy of the College of Central Florida (the "College") to perform pre-employment Level II criminal background screenings of all final candidates for employment, including current employees seeking transfer or promotional opportunities and external job applicants who are finalists for full and part-time positions. Further, the College shall perform Level II criminal background screenings of any College volunteer prior to entering upon the College campus to interact with students, faculty or staff in a volunteer capacity.

The purpose and intent of this policy is to promote a safe and secure College community and learning environment for the benefit of students, faculty staff and guests.

The president may adopt and amend procedures for the implementation of this policy. (CF Policy 6.05)

Job Descriptions and Classifications

Job descriptions and classifications are developed to provide for uniform and consistent determination of salaries and equitable treatment of employees. The adoption of the Salary Schedule by the District Board of Trustees recognizes and approves the classifications. Copies of the job descriptions and classifications are available from the Human Resources Office, from each vice president, in college libraries, on the internet, Citrus Campus, Hampton Center, Levy Campus, and the Appleton Museum of Art.

In classifying positions, the college uses the following definitions:

Regularly Established Full-time Positions: A position authorized and established by the Board to satisfy a continuing and recurring workload requirement. For teaching faculty, full-time positions require a schedule of not less than 35 hours per week and not less than 168 scheduled work days during an academic or budget year. For all other employees, full-time positions are scheduled for a minimum of at least 37.5 hours per week for eight or more calendar months during a fiscal year (July 1 through June 30).

Temporary Full-Time Faculty: An instructional position on a temporary full-time basis may be established for duration no longer than 168 or 220 days, but successive contracts of the same or less duration may be issued upon the President's approval for up to a maximum of two years.

Temporary Administrative, Professional and Career: An administrative, professional or career service position may be established on a temporary basis for duration of up to 260 days per fiscal year (July 1 through June 30) upon the President's approval. These positions may be renewed with President's approval for up to a maximum of two years.

Regularly Established Part-time Positions: A position authorized and established by the Board to satisfy a continuing and recurring workload requirement for an administrative, professional or career service employee which requires an employee to provide service for ~~up to 25 or less~~ 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, Executive Director, [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, Managers, and Programmers.

Career Service Positions – The primary duties of such positions involve performance of support functions essential for the effective operation of the college and other than those designated as Faculty, Administrative or Professional. Some Career Service employees may supervise other employees. Career Service positions may be further classified as Administrative Support, Instructional Support, Student Support, Technical Support, Plant Support and Facilities Support.

Other – In order to conduct effective operations, the college may periodically employ individuals to perform services in positions that are not classified in one of the above groups.

Administrators are obligated to monitor and control workload assignments given to subordinates to avoid inadvertent conflict with these guidelines.

Regular positions are funded from the regular college budget or from grant and contract program funds. Temporary positions are paid from the Other Personnel Services (OPS) category. ([CF Policy 6.01](#))

Grant-Funded Positions

Persons employed through a grant or similar types of non-recurring funds hold their positions only for the duration of the grant. The college Salary Schedule determines grant-funded positions. Persons employed in positions funded by grants should not expect continuation of employment beyond the expiration of the grant.

Annual increases must be projected in grant budgets. The amount of increase will not differ from increases approved for regular college employees. Increases for grant-funded persons are given at the same time as other college employees. Reclassification of positions funded through grants must follow the normal college reclassification process.

Except as provided herein, grant employees are eligible for college benefits and subject to all other terms and conditions of employment. ([CF Policy 6.21](#))

General Salary Policies

Minimum Requirements and Educational Advancement

The minimum requirements for positions at the college are outlined in the job descriptions which are published on the intranet under Human Resources – Job Descriptions.

When a person is recommended for employment and is the best applicant for a position but does not meet certain minimum qualifications for the position, the college may place the employee in a “Trainee” position. (CF Policy 6.02) (See separate section on Trainees.)

Initial Salary Placement

The college places employees in the appropriate pay grade for the position at the time of their appointment or reappointment according to the provisions of the salary schedule. (CF Policy 6.02). Employees are placed at the minimum salary for the position unless exceptions are approved. The following criteria is used for placement:

1. Administrative Personnel – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President must approve exceptions above this percentage.
2. Professional Personnel – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President must approve exceptions above this percentage.
3. Instructional Personnel – Initial salary is determined by the academic rank assigned and years of verifiable instructional or other directly related work experience. A maximum of eight (8) years qualified experience may be counted to determine the initial salary placement. Each year of experience will be evaluated to determine its value to the position. For each year of qualified experience, two percent (2%) of the base salary will be added to the base salary. The President must approve exceptions above the 8-year limit.
4. Career Service Personnel – Salary is determined by the level of responsibility and by the years of verifiable experience evaluated as being applicable to the position. Generally, starting salary is limited to not more than six percent (6%) above the minimum salary for the position. The President must approve exceptions above this percentage.
5. Previous CF Experience – Individuals returning to the college after a break in service will return at the same level of experience and pay associated with that level (unless prevented by budget constraints) at which they were placed when they ended employment provided they are returning to the same position. A break in service shall be defined as 12 months or less.
6. Fractional Years of Service – Credit is allowed if an employee was employed for at least $\frac{3}{4}$ of the scheduled workdays in an academic or fiscal year as a full-time employee. Minor fractions of a year may not be credited toward experience nor may fractions of years be combined to create a year of service.
7. Hiring Below Minimum Salary – When an individual does not meet the minimum training and experience requirement for a classification, an individual may be paid below the minimum of the appropriate classification as described in the “Trainee Category.”

Observation Period

The Observation Period is intended to give new career service and professional employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The college uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the college may end the employment relationship at will at any time during the Observation Period, with or without cause.

All new and rehired career service and professional employees work in an observation period for the first 90 calendar days after their date of hire. Career service and professional employees who are promoted or transferred within the college must complete an Observation Period of the same length with each reassignment to a pay grade or position in which the employee has not previously served. (CF Policy 6.06)

Any significant absence extends the Observation Period by the length of the absence. If the college determines that the initial Observation Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Observation Period may be extended for a specified period of time.

Upon completion of the initial 90-day Observation Period, the immediate supervisor completes a performance evaluation of the employee and makes one of the following recommendations:

1. That Observation status is removed and the employee is recommended for regular appointment.
2. That the Observation Period continues for an additional 30 days or longer as determined by the supervisor after consultation with the Human Resources Office.
3. That employment is terminated.

The recommendation of the supervisor is reviewed by the vice president supervising the area. Personnel who satisfactorily complete the Observation Period, including any extension(s), shall be referred to the District Board of Trustees for regular appointment at the first regular meeting of the Board following completion of this period.

Employee Benefits During the Observation Period – Career Service and Professional employees assigned to regular full-time positions will be eligible for the following benefits during the Observation Period:

1. Sick leave - *During the Observation Period, sick leave will be earned at the rate of one day per month or major fraction thereof for each month of actual employment. Earned sick leave may be used during the Observation Period when required because of illness.*
2. Vacation leave - *During the Observation Period, 260 day employees earn vacation leave at the rate of one day per month or major fraction thereof for each month of actual employment. However, employees shall not be eligible to use vacation leave until they have completed the Observation Period, unless approved by the President. (CF Policy 6.06) Employees will receive service credit toward vacation accrual for prior full-time employment in another Florida College System institution.*
3. Group insurance - *Regular, full-time employees shall be eligible to participate in group medical and life insurance programs effective the first day of the calendar month immediately following the initial date of employment.*
4. Waiver - *Full-time employees and/or immediate family may be given up to six (6) credits per term per person. Immediate family for waiver purposes is defined as spouse/domestic partner and/or unmarried, natural, adopted or stepchildren under the age of 24 who are claimed as a dependent for IRS reporting purposes. Foster children may be considered immediate family up until age 18 if the employee is a court ordered custodian or legal guardian of such foster child.*

Forfeiture of Benefits – Personnel who fail to satisfy all employee requirements during the Observation Period, including those who resign, abandon their job, fail to report to work, are terminated for cause, or any other reason, shall automatically forfeit all rights and entitlements to employee benefits described herein. (CF Policy 6.06)

Annual Salary Increases

Full-time employees must normally have a year of service before becoming eligible for an increase in pay. In order to qualify, an employee must work at least one day more than half the workdays as determined by their contract or assigned work year schedule.

Annual pay increases for full-time personnel may be given subject to adequate funding and based on the recommendation of the President and approval of the District Board of Trustees. (CF Policy 6.22)

Limits on Eligibility for Annual Salary Increases

Persons employed to teach full-time on a month-to-month basis as needed normally do not receive annual increases.

Employees on leave more than half of the scheduled workdays (as determined by their contracts or assigned work year schedule) in one year, with or without compensation, are not eligible for a pay increase the following year. Employees on approved sabbatical leave are exempt from this provision.

Employees whose overall rating in an annual evaluation is determined to be unsatisfactory will not be eligible for an annual pay increase during the fiscal year following the unsatisfactory evaluation rating.

Work performed during an overtime assignment shall not be recognized in calculating years of service.

Only one year of service may be recognized within one fiscal year. (CF Policy 6.22)

Definition of a Work Year

The work year for all employees is defined as concurrent with the college's fiscal year that begins at 12:01 AM on July 1st and ends at midnight on June 30th of the following year.

The work year includes all weekdays from and including January 1 through December 31. Of the total work days, the following are classified as paid holidays:

*New Year's Day
Martin Luther King, Jr. Day
Spring Break
Memorial Day
Fourth of July
Labor Day
Veterans Day
Thanksgiving and the day after
Christmas and the day before
All weekdays falling between Christmas Day and New Year's Day.
(The college calendar, as adopted by the District Board of Trustees, may identify additional days as non-working days.)*

Full-time employees in a non-exempt status who are required by their supervisor to work during paid college holiday periods will receive their regular holiday pay plus their straight hourly rate for the first 2.5 hours and time and a half for any time beyond the first 2.5 hours. An extra duty form must be completed for payroll purposes.

For the purpose of calculating daily rates for Administrative, Professional and Career Service employees, the work year for a full-time employee is defined as 260 days.

The work year for employees assigned to the Appleton Museum of Art is defined as 260 days of which the number of paid non-working days will be the equivalent of all other full-time employees. Employees assigned to the Museum will work individually assigned annual schedules to facilitate Museum operations.

When a holiday falls on a weekend, the college calendar may be adjusted to provide employees with another non-working day. (CF Policy 6.23)

Definition of a Year's Service with the College

An employee is considered to have completed a year of service when they work at least one day more than half the scheduled work days as determined by their contracts or assigned work year.

Salary Adjustments

The following are examples of exceptions that may be made within the approved salary schedules:

- **Delayed Funding** -The timing of legislative appropriations may preclude determining the amount of funds available for salary purposes. If at any time during the fiscal year additional funds become available, the District Board of Trustees may exercise any option it selects in order to provide salary adjustments for college personnel. Options may include, but are not limited to, lump sum payments, a percentage increase prorated and spread throughout the remainder of employees' pay periods in the budget year, and amendments to the approved salary schedules.
- **Highly Specialized or Limited Availability Positions** - In order to attract and/or retain employees in certain technical and otherwise highly specialized positions, and upon previous employment verification by the appropriate vice president or the Director of Human Resources, the President is authorized to recommend salary adjustments to the District Board of Trustees beyond the adopted schedules, based on current market data or other appropriate comparison. This authority also extends to adjunct faculty positions and overload situations in geographic areas where needed faculty are not readily available.
- **Change in Job Classification** - When an employee moves from one job classification to another, the employee's salary will normally be adjusted upward or downward in order to keep the employee's salary within the appropriate salary range. (See **Transfers** and **Reclassification of Position.**)
- **One-Time Salary Adjustments** - The District Board of Trustees, upon recommendation of the President, may make a one-time, non-recurring adjustment to employee salaries. The adjustment may be for all employees, all employees in a pay classification or for a designated group of employees involved in a specific activity or program. Such adjustments may be made as a lump sum adjustment or spread over the remaining paychecks during the fiscal year.

Supplemental Services Assignments

The President is authorized to assign supplemental duties to regular full-time members of the college staff, who have been properly appointed by the Board, as may be necessary or required. Such duties include teaching overloads, teaching non-credit classes, acting as substitutes or performing supplemental duties as outlined in the current salary schedules, such as special administrative responsibilities. Supplements beyond the basic salary, justified because of extra or extended duties and services or special situations may be provided. (CF Policy 6.24)

Employees given temporary assignments perform these assignments outside their normal duties and work hours. A Contract for Supplemental Services is to be signed by the employee and appropriate college officials prior to the supplement being included in the employee's pay. The terms and conditions of the supplement are to be described in the Contract.

The President is authorized to award supplements to full-time employees who are assigned supplemental duties to function as a manager or supervisor during the extended absence of the incumbent (usually more than 30 calendar days) or during a period when the supervisory position is vacant for more than 30 calendar days. A supervisory supplement may be in the form of a one course teaching overload for teaching faculty or an equivalent amount determined by the President if the assignment involves positions other than teaching faculty.

No employee of the college may be granted an Agreement to Provide Professional Services contract.

Salary and Position Changes

Salary ranges and positions are approved by the District Board of Trustees. When the President approves a classification change (promotion, salary upgrade, reclassification, demotion, contract change or transfer) as described in the Salary Schedule, that action will be reported to the District Board of Trustees. (CF Policy 6.07).

1. **Promotions and Appointments** – Promotions and appointments are reassignments to a position of higher skills, responsibility and salary range. Promotions generally occur at the beginning of the fiscal year except in cases of resignation, termination or death of an employee, creation of a new position, or as determined by the President. Appointments occur at the determination of the President and are based on the needs of the college over all.

Promotions and appointments occur when an employee is moved from a position in one pay grade to another position in a different pay grade, which has a higher salary. If the position is one pay grade higher, the employee will receive a salary increase to at least the minimum rate of the new pay range or five percent (5%), whichever is greater. If the position move is more than one pay grade the employee's salary will be increased to at least the minimum rate of the new pay range or ten percent (10%), whichever is greater. All exceptions to these salary guidelines must be approved by the President.

2. **Reclassification of Positions** - Career Service, Professional and Administrative personnel are employed to fill specific jobs which, by title and description, are assigned to pay grades on the salary schedule. If a supervisor assigns additional duties at a higher level of responsibility to an employee, the position may be evaluated for possible reclassification.

The college will have one period each year, generally in January, when reclassifications are considered. Specific instructions for submitting requests for reclassification will be issued annually by the Human Resources Office.

When a position is reclassified to a **higher pay grade classification**, adjustments to salary will be handled in the same manner as **Promotion**. When a reclassification results in assignment to a **lower pay grade classification**, adjustment should be made in accordance with the rules for **Demotion**.

Position reclassifications approved by the Board shall normally have adjustment in pay effective the first day of the month in which the Board acts.

Supervisors should not assure, guarantee or promise employees that their pay grade will be elevated without the written permission of the President or designee.

3. **Departmental Reorganizations** - Departmental reorganizations may be recommended at any time during the year. Reclassifications recommended as part of reorganization will be evaluated as part of the reorganization plan and take effect when the plan has been approved.
4. **Demotions** - If an employee is demoted for cause, the demotion will be to a lesser job classification, which may include a reduction in pay.

Employees receiving demotions at their own request, or due to inability to perform the work because of health or other reasons, may be adjusted to a lower job classification. When a demotion of this nature occurs, a reduction is made in the employee's pay to correspond to the range of the new position. When circumstances dictate, consideration may be given to allowing the employee to remain at the pay level attained prior to the demotion. This will be based on the recommendation of the appropriate senior administrator and the approval of the President; however, in no case should this exceed the maximum rate of the lower pay range.

5. Contract-Type Changes- When an individual's contract is changed from faculty to administrator or vice versa, the calculation of salary change shall normally be based on daily rate of pay, unless the President approves an exception.
6. Transfers - Transfer is reassignment from one department or division to another or a transfer of assigned duties and change in job title, but with no change in pay grade. Transfers may take place at any time with the President's approval, and the Board shall be notified of these changes for the record. Employees transferred to another position in the same classification or to a different position with the same pay grade are not eligible for an increase. **(NOTE: Employee transfers to positions with a higher pay grade are considered promotions).**
7. New Hires – Any existing employee who applies and is selected for a posted position at a higher pay grade will have their starting salary determined by the guidelines for *Initial Salary Placement*. Employees who apply and are selected for a posted position at a lower pay grade will have their starting salary determined by the guidelines for *Salary and Position Changes (4) Demotions*. Employees who apply and are selected for a posted position in the same pay grade will have their starting salary determined by the guidelines for Salary and Position Changes (6) Transfers. College employees who are currently on a Performance Improvement Plan (PIP) or suspension at the time of a vacancy posting are not eligible to apply. All exceptions to these salary guidelines must be approved by the President.

Trainee Category

If an applicant for a position does not meet certain minimum qualifications, but is otherwise qualified for the position, the department head may request approval by the President that the applicant be appointed as a "Trainee." In such cases, the employee may be hired below the minimum salary, until the minimum qualifications have been satisfied. The individual's observation period, if applicable, begins after the trainee period has been completed. (CF Policy 6.02)

This category is used to train people on-the-job who have the potential to do the work but lack some of the skills or experience needed. The normal time a person remains in a trainee category would be a minimum of six (6) months and a maximum of twenty-four (24) months. This time period would depend upon the skills or experience needed in individual cases and when the minimum qualifications are met. In such cases, the employee may be hired at a rate of ten to fifteen percent (10% to 15%) below the minimum salary.

The college requires trainees to attain the missing qualifications within a contracted period of time. A plan for meeting the minimum qualifications shall be developed by the employee and supervisor, approved by the appropriate vice president and filed with Human Resources. Employees who do not complete the plan may be discharged for cause. The employee shall assume full financial responsibility for meeting the minimum qualifications of the position. College funds shall not be used to pay tuition or fees for helping employees reach minimum employment qualification levels unless approved in advance by the President.

Supervisors who propose hiring a "trainee" must have the support of the appropriate vice president and approval of the President before making a formal recommendation.

Special Assignment Category (SAC)

This category may be used when an individual in a position is given an assignment(s), which encompasses duties and responsibilities of a different, advanced, and/or supervisory nature. These assignments are usually for a specific limited period of time. This type of assignment is of a temporary nature and can be rescinded unilaterally by the college and does not constitute a promotion. A pay supplement of five percent (5%) may be given for the period of time of the assignment. The President must approve all such assignments.

Post-Maximum Increase

When the individual reaches the maximum of the pay range, they may be eligible for a performance adjustment. This adjustment would not be added to the individual's base pay. The President will determine the amount of the adjustment. This type of arrangement has the effect of not compounding salary or fringe benefit costs and limits the overall short and long-term impact on the college. It also helps in the retention of productive, long-term employees.

Termination of Employment

The college shall have authority to withhold an employee's final paycheck until the exit process is completed. The exit process includes completion of the Personnel Action Form, return of all college property including keys, and a voluntary exit survey provided by the Human Resources Office. (The exit survey is also available online at <http://inside.cf.edu/forms/ExitInterview>)

Employees who are terminated by the college may be given up to two (2) weeks severance pay in lieu of notice. The President is authorized to approve severance pay.

Employee Benefits

The District Board of Trustees shall make available for college employees those benefits which, by statute and rule, it is authorized to provide and which it deems in the best interest of employees. These benefits or privileges may include, but are not limited to, the following:

- 1) *Group employee insurance (medical and life insurance for full-time permanent employees)*
- 2) *Retirement and Social Security contributions (as required by Florida Statute and Federal Regulations)*
- 3) *Waiver of fees and tuition (as provided by a separate Board Rule* see below)*
- 4) *Staff development funds for advanced training*
- 5) *Leaves of absence (for full-time permanent employees)*
- 6) *Free admission for certain programs and activities*
- 7) *Use of college facilities and equipment (according to Board policy)*
- 8) *Payroll deduction opportunities*
- 9) *Legal defense for actions that occur in performance of designated duties*
- 10) *Annual wellness screenings*
- 11) *Paid holidays*
- 12) *Employee Assistance Program*
- 13) *Tuition Reimbursement Program*
- 14) *Incentives for degree attainment (CF Policy 6.04)*

Additional benefits include:

- 15) Flexible Benefit Plan
- 16) Health Care Reimbursement Plan (high deductible)
- 17) CF Foundation grants
- 18) Tax Deferred programs

*Full-time employees and/or immediate family may be given up to six (6) credits per term per person. Part-time instructional staff, including adjuncts and part-time instructors, and part-time staff who are FRS eligible (have met the 2,080 work hour requirement) and/or immediate family may be given up to three (3) credits per term per person. Immediate family for waiver purposes is defined as spouse/domestic partner and/or unmarried, natural, adopted or stepchildren under the age of 24 who are claimed as a dependent for IRS reporting purposes. Foster children may be considered immediate family up until age 18 if the employee is a court ordered custodian or legal guardian of such foster child. (CF Policy 5.08)

Questions concerning all benefits should be directed to the Human Resources Office.

"Whale Done" Award

Beginning January, 2007, full-time recipients of the "Whale Done" Award will receive one vacation day as part of the recognition for that award.

Incentives for Degree Attainment

Full-time employees who earn an associates, bachelors, masters, or doctoral degree after January 1, 2006, will be eligible to receive an incentive payment. The incentive payment does not become part of the employee's base pay. The incentive amounts by degree level are:

Associate's Degree	\$ 500
Bachelor's Degree	\$1,000
Master's Degree	\$1,500
Doctorate	\$2,000

The following guidelines apply to the incentive payment program:

- The program applies to degrees earned after January 1, 2006, and the program is not retroactive.
- The incentive award will be provided for no more than one degree per level.
- The incentive may only be paid for earned degrees beyond degrees already attained. That is, an individual who already has a bachelor's degree would not receive an incentive for subsequently earning an associate's degree.
- The incentive payment does not become part of the base pay.
- The employee who earns a degree eligible for incentive payment is responsible for providing Human Resources with an official copy of a transcript indicating the degree earned.
- The incentive program only applies to degrees earned at regionally accredited institutions. Exception: Employees who earned any of the above degrees prior to January 1, 2006 and who subsequently earn another degree at the same level will be eligible for the incentive award (example: Employee 'X' currently holds an Associate in Arts degree earned in 2005 which did not qualify for an incentive award. Employee 'X' then earns an Associate in Science degree after January 1, 2006. Employee 'X' would receive the incentive award for the A. S. degree).
- Incentive awards are for degrees earned after the individual has started full-time employment with the college.

This award will be treated as a "Special Payroll" and will be run for the award amount less FICA, Medicare, and federal income tax withholding.

Florida Retirement System Information

The College participates in the Florida Retirement System (FRS). A number of changes occurred during the 2011 legislature and were signed into law. The highlights of Senate Bill 2100 follow:

1. Employee Contribution: Effective July 1, 2011, requires a 3% employee contribution for **all** FRS members, except DROP participants are not required to pay employee contributions.
2. Average Final Compensation: For new employees initially enrolled on or **after** July 1, 2011, the definition of "average final compensation" means the average of the 8 highest fiscal years of compensation for creditable service prior to retirement, for purposes of calculation of retirement benefits. For employees initially enrolled **prior to July 1, 2011**, the definition of "average final compensation" continues to be the average of the 5 highest fiscal years of compensation.
3. Vesting for Pension Plan: For employees initially enrolled in the **pension plan** on or **after** July 1, 2011, such members will vest in 100% of employer contributions upon completion of 8 years of creditable service. For **existing** participants, vesting will remain at 6 years of creditable service.
4. Retirement age: For employees initially enrolled on or **after** July 1, 2011, increases the normal retirement age and years of service requirements, as follows: Increases the age from 62 to 65 years of age; and increases the years of creditable service from 30 to 33 years. Existing FRS enrollee retirement age is not changed.
5. DROP: Maintained, however, employees entering DROP on or after July 1, 2011 will earn interest at a reduced accrual rate of 1.3%. For employees currently in DROP or entering before July 1, 2011, the interest rate remains 6.5%.
6. COLA: Members with an effective retirement date or DROP begin date before August 1, 2011 will not have a change in their 3% cost of living adjustment. Members with an effective retirement date

or DROP begin date on or after August 1, 2011 will have individually calculated cost of living adjustment that is a reduction from 3% using the following formula:

- The total years of service before July 1, 2011, divided by the total years of service at retirement. Multiply this number by 3% to get the retiree's cost of living adjustment.
7. Defined Benefit Plan: Continues as currently offered with a new title "Pension Plan." Senior management hired on or after July 1, 2011 is not eligible and must enroll in the Investment Plan. New hires still choose plan when hired. One-time plan switch still available.
 8. Defined Contribution Plan: Continues as currently offered for all employees with new title the "Investment Plan."
 9. Health Insurance Subsidy (H.I.S.): No changes, continues as currently offered.
 10. Community College Optional Retirement Plan (CCORP): Continues as currently available with employee contribution of 3% required.

Effective July 1, 2010, any person hired by the college who has retired from the FRS, is not permitted to participate in the FRS.

It is highly recommended for all employees to visit the Florida Retirement System website at www.myfrs.com for specific information.

Social Security and Medicare

In addition, Social Security (FICA) and Medicare are deducted from each employee's pay in accordance with federal law, which requires that the college match this contribution. Adjunct instructors are enrolled in a TIAA-CREF Social Security Alternative Plan in lieu of contributions to Social Security (Medicare is deducted and matched).

Retiree Benefits

College employees who retire under an approved Florida retirement plan shall continue to receive the same privileges of attending college-sponsored activities, and using the Learning Resources Center as are available to currently-employed personnel. Identification for retirees is handled by Human Resources. (CF Policy 3.00)

Overtime Pay and Flexible Scheduling

The job description for each position in the college designates whether the position is non-exempt or exempt. The classifications are based on Federal guidelines. Non-exempt employees are eligible for overtime pay. The President, or the President's designee, must approve overtime in advance.

The Chief Business Officer will publish the specific procedures for overtime pay. (CF Policy 6.17)

Non-exempt employees are scheduled to work 37.5 hours per week. During the summer work hours per week will be approved by the District Board of Trustees. For approved overtime beyond the regular schedule and up to 40 hours in the work week, the employee will receive the regular hourly rate for the position. For time worked above 40 hours, the employee will be paid at a premium rate (1.5 times his or her hourly rate).

Occasionally, the employee may request that the supervisor modify the employee's schedule or departmental needs may require temporarily changing the schedule. In such cases, the modified schedules must not exceed the regularly scheduled hours for the employee unless approved in advance as described above.

Payroll Dates and Pay Options

Employees are paid twice each month. Paychecks are issued on the 15th day of the month (or the last working day before the 15th) and the last working day of the month.

Full-time employees hired after July 1, 2000 are paid by direct deposit. An employee must designate a banking institution that is part of the Federal Reserve System as a depository to participate in the direct deposit program. Forms for designating a depository are available in the Payroll office as well as on the college intranet. If an employee has extenuating circumstances, the employee may request that his or her check be mailed. Those requests are reviewed by the chief business officer.

Paychecks for part-time employees are mailed to their official address on file in the Human Resources Office. Part-time employees may also participate in the direct deposit program.

Teaching Faculty and Librarians

Employment Criteria for Instructional Personnel

The college's certification manual will be used to determine specific requirements for each discipline.

The college shall employ instructional personnel who most clearly meet or exceed the requirements of each specified position, consistent with the college's general philosophy, objectives and obligations to the community and in accordance with the college's equity policy. Specific definitions and requirements are approved annually as part of the college's Salary Schedule. Instructors in associate degree transfer programs and baccalaureate programs shall meet the minimum requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), generally defined as having at least a master's degree with 18 graduate semester hours in field. Special exemptions may be given according to SACSCOC guidelines.

Should the college employ a person who does meet minimum qualifications for a position and the college feels it would be in its best interest for that employee and the college to have additional educational training; the college may assist the employee financially, provided funds are available. (CF Policy 6.02)

(1) The following definitions shall apply as referenced in this salary schedule:

- (a) Accredited institution of higher education. An institution which is fully accredited by one of the following agencies:
 - 1. One of the six regional accrediting associations
 - 2. The National Council for Accreditation of Technical Education
 - 3. A vocational or technical institution approved by the state board for career and technical education in the state where the institution is located.
- (b) Instructional personnel. A term that includes faculty, adjuncts, substitute teachers, and any other employees whose primary duties involve teaching. Also includes librarians.
- (c) Professional preparation means a combination of courses or work experience designed to prepare and qualify individuals to be effective within the teaching profession.
- (d) Postsecondary vocational education is a program for credit leading to the award of an Associate of Science degree and includes programs such as Nursing, Radiation Protection, Criminal Justice, Business and Technology careers.
- (e) Career and technical certificate education indicates a non-credit (clock-hour or certificate) program designed to prepare graduates for gainful employment, such as Welding, Automotive Service or Automotive Body.

(2) The President has designated the Chief Academic Officer as responsible for developing and recommending both general and specific qualification requirements for instructional and library positions and the Chief Student Affairs Officer as responsible for recommending both general and specific qualification requirements for counseling positions.

The President reviews the recommendations of the Vice Presidents, Provost and Executive Directors and submits appropriate recommendations to the District Board of Trustees for approval. In unique and unusual circumstances, the President is authorized to approve waivers of specific and general employment requirements on an individual basis. This authority shall be exercised when:

- (a) Fully qualified applicants are not available, or
- (b) An otherwise qualified applicant does not fully meet established employment criteria.

(3) The following are minimum competencies required for specific positions:

(a) Applicants for Librarian positions must:

1. Possess an awarded Master's degree from an American Library Association (ALA) accredited institution of higher education, with major specialization in library science, or the equivalent.
2. Preferably, have two years full-time validated work experience in library science in an educational environment.

(b) Applicants for Academic/University Transfer position must:

1. Possess an awarded Master's degree from a regionally accredited institution of higher education, with major concentration of not less than 18 graduate semester hours in the field(s) to be taught.
2. Agree to complete within five (5) years a program of additional professional preparation as may be required at the direction of the Chief Academic Officer. The professional development plan will be filed in the Human Resources Office.
3. Preferably, have two years of full-time validated teaching experience.

(c) Applicants for Occupational Education/A.S. Degree positions must:

1. Possess an awarded Bachelor's degree, its equivalent, or Master's degree from a regionally accredited institution. A major concentration in the field(s) to be taught or the equivalent should also have been completed.
2. Complete, or agree to complete within five (5) years, an approved program of education designed to develop competencies in pedagogy or other appropriate areas. The professional development plan must be approved by the Chief Academic Officer and a copy of the plan placed on file in the Human Resources Office.
3. Possess a current Florida license where such is legally required.
4. Preferably, have two (2) years of full-time validated teaching experience and two years of work experience in the field to be taught.

(In certain highly specialized programs, the criteria specified for Career and Technical instructors may substitute for the above.)

(d) Applicants for Workforce (Career and Technical Certificate) Non-Degree positions must qualify under one of the following criteria categories:

1. Bachelor's degree equivalency:

- a. High school diploma or equivalent
- b. Six (6) years of relevant work experience, two of which must have been at the journeyman technician, skilled craftsperson level or possess professional certification in the area.
- c. Complete, or agree to complete within five (5) years, a program of education approved by the Dean and Chief Academic Officer designed to develop competencies in pedagogy or other appropriate areas. The approved professional improvement plan must be filed in the Human Resources Office.

2. Bachelor's degree:

- a. Awarded Bachelor's degree, with a major related to the area of instruction.
- b. Two years of relevant work experience and/or professional certification in the area.
- c. Complete, or agree to complete within five (5) years, a planned program of education designed to develop competencies in pedagogy. The program is to be approved by the Dean and Chief Academic Officer. The approved professional improvement plan must be filed in the Human Resources Office.
- d. Possess a current Florida license where such is legally required.

3. Master's degree equivalency:
 - a. Completion of all requirements for the Bachelor's degree equivalency; and
 - b. Completion of a formal program of education of no less than 36 semester hours of college credit. The planned program, designed to develop competencies directly related to the teaching field, shall be approved by the Dean and the Chief Academic Officer, and a copy of the plan filed in the Human Resources Office.

4. Master's degree:
 - a. Awarded Master's degree, with a major related to the area of instruction.
 - b. Two years of work experience in the occupational field and/or professional certification.
 - c. Complete, or agree to complete within five (5) years, an approved program of education designed to develop competencies in pedagogy. The program is to be approved by the Dean and Chief Academic Officer. The approved professional improvement plan must be filed in the Human Resources Office.
 - d. Possess a current Florida license where such is legally required.

- (e) The competencies of applicants will be determined and verified by the following:
 1. Review and evaluation of the application for employment.
 2. Evaluation of official transcripts
 3. Verification that the degree and other qualifying education were earned at accredited standard institutions
 4. Verification of qualifying work experiences through prior employers and listed personal references.
 5. Personal interviews by appropriate director or dean and may include interviews and evaluation by a designated screening committee.
 6. Review and evaluation of professional work, articles, books, publication, if available.
 7. Any other method that may be appropriate.

- (4) Code of Ethics: Applicants selected for instructional positions must agree to accept and adhere to the professional principles contained in the "Code of Ethics of the Education Profession in Florida", Florida Administrative Code Section 6B-1.001 and 6B-1.006, standards of the Education Practices Commission, or equivalent.

- (5) Continuing Contract: All professional education requirements specified under various degree and degree equivalency criteria must be met prior to issuance of the continuing contract.

- (6) Recency of Experience and Education: All new instructors will be required to update their education subsequent to fulfilling the requirements for a continuing contract. The updating of educational experience may be met in any one or combination of the following:
 - (a) Complete six (6) semester hours college credit in a relevant subject every five years until instructors have fulfilled requirements for a Master's degree equivalency (for Occupational/Technical instructors), or 36 semester hours of graduate courses beyond a Master's degree (for Academic instructors).
 - (b) Three (3) months, or equivalent, work experience in the teaching specialty every five (5) years.
 - (c) Enrollment and participation in workshops in the teaching specialty. (For purpose of equating workshops to semester hours credit, 15 hours workshop time will equal one (1) semester hour credit.)
 - (d) The faculty member's plan for meeting this requirement must be approved by the immediate supervisor and the Chief Academic Officer. The plan must be on file in the Human Resources Office.

Work Days and Basic Teaching Requirements

For teaching faculty, full-time positions require a schedule of not less than 35 hours per week and not less than 168 scheduled work days during an academic or budget year. (CF Policy 6.01) State statute requires that each full-time teaching faculty member shall teach a minimum of 15 classroom contact hours per week. A classroom contact hour consists of regularly scheduled classroom activity of not less than 50 minutes in a course of instruction which has been approved by the District Board of Trustees. (CF Policy 4.04) In accordance with CF Policy 4.04, teaching faculty are required to teach, keep regularly scheduled office hours and devote time to such activities as professional development, college service, service to students, and public service. A more detailed list of the responsibility categories will be maintained by the Chief Academic Officer.

In the event a credit class fails to materialize, teaching faculty may be assigned to other duties, which will be documented for audit purposes.

Work assigned beyond that prescribed in the instructional contract shall be considered supplemental to the basic contract and shall be compensated according to the salary schedules described herein.

Salary Determination

Initial salary is determined by the academic rank assigned and years of verifiable instructional or other directly related work experience as per the salary schedule. Each year of experience is evaluated to determine its value to the position. For each year of verifiable, degree relevant work experience, two percent (2%) will be added to the base for each year up to a maximum of eight (8) years of previous service. The President may approve exceptions beyond the 8 years. New Faculty with a Doctorate and seven (7) or more years experience may be hired as Associate Professor. New Faculty will not be hired above the rank of Associate Professor. Salaries for employees hired after the beginning of the academic year will be prorated for the remainder of the current academic year based on actual days worked.

Bachelor's Degree and Below

Teaching faculty who do not possess an awarded Bachelor's degree at time of initial employment may be granted additional salary increments when they complete a planned program to improve their professional knowledge, teaching skills and abilities, and overall effectiveness. The planned program must be approved in advance by the Dean supervising the faculty member and the Chief Academic Officer, and the planned program must be on file with the Human Resources Office.

Two percent (2%) may be granted upon being awarded an Associate degree or upon completing 64 semester credit hours of instruction. A second two percent (2%) may be granted upon being awarded a Bachelor's degree. Increments are awarded at the beginning of the contract year following receipt of official transcripts. No more than four percent (4%) may be granted under this policy. After receiving a Bachelor's degree, teaching faculty shall advance in pay grade in accordance with the following section.

Advancement in Rank

There are five (5) academic ranks for faculty: Instructor, Assistant Professor, Associate Professor, Professor and Senior Professor. Each rank has a corresponding salary range.

All full-time faculty hired will be assigned a professional rank at the time they are hired, based on criteria in the Salary Schedule and using the "Candidate Salary and Rank Evaluation – Faculty" form completed by the Dean or Provost, reviewed by the Director for Human Resources, and approved by the Chief Academic Officer. New faculty will not be hired above the rank of Associate Professor.

The procedures for achieving professorial rank and promotion are outlined in "Procedures for the Development and Submission of a Portfolio to Support Promotion in Rank." Procedures are maintained by the Chief Academic Officer, and changes to this document must be approved by the President. This document is distributed to faculty who are eligible to apply for promotion in rank. Faculty applying for promotion in rank must have received continuing contract.

The procedures include submission of a portfolio. The templates for the portfolio are available on the college's Intranet.

The minimum time in rank required for consideration for promotion to the higher rank follows*:

Instructor to Assistant Professor	4 years**
Assistant Professor to Associate Professor	5 years**
Associate Professor to Professor	7 years**
Professor to Senior Professor	8 years**

Promotion in rank carries a salary adjustment of 6% effective with the new academic year following approval by the District Board of Trustees.

*Note: Before being considered for a first promotion to the next rank, current full-time faculty must have the cumulative years required or the minimum time to the next rank, whichever is less.

** A year is defined as one year of full-time teaching at CF.

Regular Part-Time Teaching Faculty

The compensation of instructional personnel filling regular part-time positions are determined by the contact hour, semester hour, fractional daily rate, or daily rate basis, as may be consistent with the duties assigned, and appropriate for level of qualifications.

Work Year

The work year is defined as concurrent with the college's fiscal year, which begins July 1 at 12:01 AM and ends on June 30 at midnight of the following year. The faculty member is assigned to work a contractually determined number of days within the fiscal year.

Pay Periods

Instructional personnel are paid over 24 pay periods.

Paychecks are issued on the 15th day of the month (or the last working day before the 15th) and on the last working day of the month. The first paycheck for instructional personnel is issued on August 31.

Separately contracted summer contracts will be paid in equal installments on the regularly scheduled pay dates beginning with the second pay date of the summer term.

Supplements

Supplements in the form of extra compensation or equivalent reassigned time may be authorized for full-time teaching faculty or other full-time employees assigned to the Teaching Faculty Schedule as indicated below:

- **Faculty Overload Supplements** - Full-time faculty may be asked, but not required, to teach credit classes beyond the maximum credit hour assignment as defined in the faculty contract, currently 15 credits per semester. Assignment of overload will be at the discretion of the supervising academic administrator, based on the needs of the college; without encroaching upon either the quality or quantity of faculty performance of primary responsibilities. No full-time faculty member will teach more than 21 credits, or the equivalent, in any one semester. Exceptions to this requirement may be authorized only by the Chief Academic Officer, and then only on condition of full justification and evidence that the faculty member's performance will in no way be jeopardized.

Teaching faculty receive a supplement for teaching an overload assignment in the fall and/or spring term if the minimum of 15 classroom contact hours or the equivalent each term is met and if student enrollment supports such action. Department Chairs are eligible to receive supplements for overloads after the conditions of their regular assignment are met. Compensation is determined by academic degree, according to the following schedule:

Less than Master's	\$615 per Credit Hour
Master's.....	\$640 per Credit Hour
Doctorate	\$665 per Credit Hour

- Distance Learning Compensation - Faculty members may be assigned to teach distance learning courses as part of the regularly assigned teaching load.

When a faculty member teaches a distance learning course as an overload, the pay shall be based on the faculty overload rate. Exceptions to minimum class size requirements may be recommended by the supervisor and approved by the Chief Academic Officer. Distance learning courses include telecourses, interactive television classes, and on-line courses.

- Added Responsibility Supplements - With approval of the President, teaching faculty who accept added responsibility may receive a supplement, generally equal to the faculty overload rate for one 3-credit hour course. In lieu of the supplement, the faculty member may be given reassigned time for these responsibilities. Reassigned time may be given for up to three 3-credit hour courses or a total of nine semester hours in each semester depending on the level of responsibility and the anticipated time the activity is projected to require.

Examples of responsibilities that **may** warrant eligibility for a supplement or reassigned time include, but are not limited to, the following: Brain Bowl Coach/Sponsor, Faculty Senate President, Department Chair, Patriot Press Advisor, Forensics, Equity Officer, Band Director, Drama Director, Vocal Music Director, PTK and Honors Institute Advisor, Corporate Training instructor (as assigned by the Chief Academic Officer), or other special assignments such as coordination of program accreditation.

- Summer Salary Schedule for Full-time Faculty - Compensation for summer teaching shall be based on a plan approved annually by the President. The Chief Academic Officer and Chief Fiscal Officer shall submit a recommendation on summer pay in January of each year.

Workforce Development, Public Service, Health Sciences and Adult General Education Divisions:

Summer compensation will be based on the instructor's **daily** rate of pay as calculated below. As in a regular term, instructors are paid for 35 hours per week. However, during summer they are not responsible for ten (10) hours of professional development and service to the college, so the hours are to be dedicated to student contact (i.e. classroom, lab, clinical, office) hours.

Summer Salary Calculation:

1. At least a week prior to the start of summer classes, each instructor will submit a Faculty Workload Form for Summer Salary Calculation to his or her instructional supervisor documenting the student contact hours related to the courses being taught. These hours include classroom, lab, and clinical contact hours, clearly tied to course(s) credit/clock hour requirements. The instructor may include two scheduled office hours per week for each course taught and must indicate the days, times, and location of those office hours on the form. The *Total Summer Hours* will be documented on the form and must be approved by the Chief Academic Officer (or designee), along with the Supplemental Duties form, before the start of the summer term.
2. The Total Summer Hours divided by 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 seniority and/or special needs of the college when recommending these designated positions.
- C. 220-day faculty will work the standard 35-hour faculty work week.
- D. Summer Overload: During the regular semesters (fall and spring) overload for Nursing faculty is calculated based on the number of contact hours over the required 225 hours (i.e. 15 contact hours times 15 credits required for full-time faculty). In the summer term 15 instructional weeks are compressed into 12 weeks, therefore it has been determined that overload will be paid for any approved contact hours over 158 hours. These hours will be converted into credits, by dividing by 15, and documented as overload on the faculty's course load sheet.

Salary Schedule for Teaching Faculty and Librarians (FAC and L)

A range of salaries is implemented for all teaching faculty, and Librarians. Additionally, grants or contracts that include compensation or stipends that vary from these established pay ranges must be approved by the President or his designee. The current ranges are shown below.

Rank	Classroom Faculty (168 Days)					
	Less than Master's		Master's		Doctorate	
Instructor	\$33,561	\$47,490	\$36,263	\$51,052	\$39,888	\$54,880
Assistant Professor	\$34,354	\$52,238	\$38,808	\$55,801	\$42,791	\$59,605
Associate Professor	\$36,899	\$65,298	42,625	\$68,860	\$46,887	\$72,614
Professor	\$38,745	\$79,545	\$45,170	\$83,107	\$49,688	\$86,827
Senior Professor	\$40,685	\$91,418	\$47,715	\$94,978	\$52,487	\$98,676
QEP Implementation Director Faculty Coordinator, Teaching, Learning and Engagement	Per Faculty Pay Plan based on Rank and Degree as listed above. Positions classified Exempt (E)					

Rank	Classroom Faculty (220 Days) / Librarians (220 Days)					
	Less than Master's		Master's		Doctorate	
Instructor	\$43,950	\$62,189	\$47,487	\$66,853	\$51,678	\$71,866
Assistant Professor	\$44,988	\$68,407	\$50,820	\$73,072	\$56,036	\$78,053
Associate Professor	\$48,321	\$85,509	\$55,818	\$90,174	\$61,400	\$95,090
Professor	\$50,737	\$104,167	\$59,151	\$108,831	\$65,067	\$113,702
Senior Professor	\$53,277	\$119,714	\$62,484	\$124,376	\$68,733	\$129,219

New Faculty with a Doctorate and seven (7) or more years experience may be hired as Associate Professor. New Faculty will not be hired above the rank of Associate Professor.

NOTE: Given the implementation of this faculty salary schedule as part of a new process for promotion in rank, faculty employed full-time prior to February 1, 2003 may exceed the maximum of the rank they qualified for on July 1, 2003 for as long as they are employed by the college. An administrator who moves to a faculty contract, and who was employed by the college prior to February 1, 2003 is also covered by this exception.

Administrative Salary Procedures

Work Days and Requirements

As a rule, administrators are employed for a work year on 12-month contracts that runs concurrently with the college's fiscal year (beginning July 1 and ending June 30). Based on the responsibilities of the position, a term of employment may be established for less than 12 months with a variable workday schedule. Where the administrator is scheduled for less than the standard work year, the salary will be prorated based on daily rates.

The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall 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 time of appointment or reappointment by the District Board of Trustees. Salary is determined by level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President may approve exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

When approved by the President, full-time administrative and managerial personnel may receive a supplement for added responsibilities. Supplements may be for teaching duties or other added responsibilities as approved by the President.

Salaries

A range of salaries for Administrative positions is shown on the College of Central Florida Salary Schedule. The college President's salary is determined by the District Board of Trustees and is not a part of this schedule. The President and all other administrative personnel's annual remuneration is funded in accordance with Florida Statutes specifically in compliance with Florida Statute 1012.885 and revisions therein as they may occur through legislative action. Any funds in excess of the identified limit will come from sources other than state appropriations.

Professional Salary Procedures

Work Days and Requirements

As a rule, professional employees are employed on a 12-month schedule beginning July 1 and ending June 30. Based on responsibilities of the position, a schedule may be established for less than the regular work year. Where the employee is scheduled for less than the standard work year, the salary will be prorated based on daily rates.

The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall 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 time of appointment or reappointment by the District Board of Trustees. Salary is determined by level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Generally, starting salary is limited to not more than twenty-five percent (25%) above the minimum salary for the position. The President may approve exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

When approved by the President, full-time professional employees may receive a supplement for added responsibilities.

Salaries

A range of salaries for professional positions is shown on the College of Central Florida Salary Schedule. Professional employees serve a 90-day Observation Period.

Part-Time Professional Salary Procedures

Work Days and Requirements

The standard workweek for part-time Professional service employees is 25 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Pay Determination

Part-time Professional service personnel are placed in their appropriate pay grade and hourly rate range at the time of their appointment. Appointment of part-time Professional service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the salary schedule. Pay is determined by the grades in which specific jobs have been classified. Hourly rate is determined by the level of responsibility and by years of verifiable experience applicable to the position and other factors as determined by the President. Normally, the initial hourly rate shall not be greater than twenty-five percent (25%) above the minimum hourly rate established for the position. The President may approve exceptions.

Career Service Salary Procedures

Work Days and Requirements

The standard workweek for full-time administrators, professionals, and career service employees shall consist of 37.5 scheduled work hours performed during the period which begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday. (CF Policy 6.17) The standard workweek for full-time administrators, professionals, and career service employees during the summer term shall 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 six percent (6%) above the minimum salary for the position. The President may approve adjustment exceptions. Salaries will be based on the fiscal year (July 1 thru June 30). If an employee begins work any time other than July 1, their salary will be prorated according to the number of days worked and pay periods remaining in the fiscal year.

Supplements

When approved by the President, full-time career service employees may receive a supplement for added responsibilities. Compensation will be paid at the employee's hourly rate of pay and subject to overtime rules described in the "Overtime Pay and Flexible Scheduling" section of this manual.

Salaries

A range of salaries for career service positions is shown on the College of Central Florida Salary Schedule. Career service employees serve a 90-day Observation Period.

Part-Time Career Service Salary Procedures (Non-Student Positions)

Work Days and Requirements

The standard workweek for part-time Career Service employees is 25 hours or less per week. Individual work schedules are determined by the supervisor. Schedules may vary on a week-to-week basis depending on the needs of the department.

Pay Determination

Part-time Career Service personnel are placed in the appropriate grade and hourly rate range at the time of their appointment. Appointment of Part-time Career Service personnel is recommended by the President and approved by the District Board of Trustees in accordance with the salary schedule. Pay is determined by the grades in which specific jobs have been classified.

CF SALARY SCHEDULE ~~20192020~~-20202021

Grade	Minimum	Maximum
1	\$16,497	\$33,576
2	\$16,834	\$33,783
3	\$18,347	\$36,291
4	\$19,998	\$39,023
5	\$21,800	\$42,000
6	\$23,760	\$45,245
7	\$26,017	\$48,979
8	\$28,620	\$53,284
9	\$31,482	\$58,018
10	\$34,632	\$63,225
11	\$38,094	\$68,956
12	\$40,960	\$76,234
13	\$45,465	\$83,967
14	\$50,464	\$92,551
15	\$56,520	\$102,947
16	\$63,302	\$114,587
17	\$70,266	\$126,539
18	\$77,996	\$139,804
19	\$85,796	\$153,190
20	\$94,374	\$167,916

CF Salary Schedule [20192020-20202021](#)

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
4				\$16,497	\$33,576	\$8.46
2	C	Cashier–Cafeteria Services & Cyber Café (P/T)	NE			
	C	Catering Assistant (P/T)	NE			
	C	Childcare Cook Assistant (P/T)	NE			
	C	Conference Centers Assistant (P/T)	NE			
	C	Custodian	NE	\$16,834	\$33,783	\$8.63
	C	Food Services Assistant (P/T)	NE			
	C	Grill Cook (P/T)	NE			
	C	Preschool Teacher Assistant (P/T)	NE			
	C	Visitor Services Specialist, AMA (P/T)	NE			
C	Weight Room Supervisor (P/T)	NE				
3	C	Childcare Cook (P/T)	NE			
	C	Communications Center Assistant	NE			
	C	Gallery Assistant (P/T)	NE			
	C	Groundskeeper	NE			
	C	Instructional Aid I (P/T)	NE			
	C	Line Cook–Cafeteria Services (P/T)	NE	\$18,347	\$36,291	\$9.40
	C	Mail Courier	NE			
	C	Mailroom/Printing and Postal Services Assistant (P/T)	NE			
	C	Mailroom/Staff Services Assistant (P/T)	NE			
	C	Maintenance Repair Worker (P/T)	NE			
	C	Preschool Teacher I	NE			
C	Staff Assistant I	NE				
4	C	Conference Centers Assistant II (P/T)	NE			
	C	Custodial Supervisor	NE			
	C	Financial Aid Specialist I	NE			
	C	Friends of the Foundation (FOF) Volunteer Coordinator (P/T)	NE	\$19,998	\$39,023	\$10.25
	C	Gallery Coordinator (P/T)	NE			
	C	Grill Cook II (P/T)	NE			
	C	Instructional Aid II (P/T)	NE			
	C	Library Technician	NE			

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule [20192020-20202021](#)

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
4	C	Museum Assistant, AMA (P/T)	NE	\$19,998	\$39,023	\$10.25
	C	Museum Events Specialist, AMA (P/T)	NE			
	C	Night Cashier/Accounting Clerk (P/T)	NE			
	C	Preschool Teacher II	NE			
	C	Printing Assistant (P/T)	NE			
	C	Public Safety Officer	NE			
	C	Specialist-Cafeteria Services	NE			
	C	Staff Assistant II	NE			
5	C	Accounting Specialist I	NE	\$21,800	\$42,000	\$11.17
	C	Auditorium Assistant (P/T)	NE			
	C	Cashier Specialist I	NE			
	C	Catering Captain (P/T)	NE			
	C	Conference Services Specialist (P/T)	NE			
	C	Costume Shop Assistant (P/T)	NE			
	C	Cyber Café Specialist I (P/T)	NE			
	C	Evening Coordinator, Citrus (P/T)	NE			
	C	Facilities Worker	NE			
	C	Grounds Specialist, Citrus	NE			
	C	Grounds Specialist, Ocala (P/T)	NE			
	C	Instructional Aid III (P/T)	NE			
	C	Neighborhood Recruiter (Grant Funded) (P/T)	NE			
	C	Preschool Teacher III	NE			
	C	Public Safety Sergeant	NE			
	C	Public Service Division Support Specialist	NE			
	C	Records Technician-CJI	NE			
	C	Staff Assistant III	NE			
	C	Student Services Specialist, Citrus	NE			
	C	Testing Assistant, Student Services (P/T)	NE			
C	Trades Helper (P/T)	NE				
C	Trips and Tours Specialist I, AMA (P/T)	NE				
C	Webber Center Specialist (P/T)	NE				
C	Weekend Manager, AMA (P/T)	NE				

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule [20192020-20202021](#)

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
6	C	Accounting Specialist II	NE	\$23,760	\$45,245	\$12.18
	C	Admissions and Records Technician	NE			
	C	Assessment Specialist	NE			
	C	Athletic Facilities Groundskeeper	NE			
	C	Cashier Specialist II	NE			
	C	Communication Center Specialist	NE			
	C	Computer Specialist (Grant Funded) (P/T)	NE			
	C	Conference Centers Assistant-Vintage Farm (P/T)	NE			
	C	Cyber Café Specialist II (P/T)	NE			
	C	Disability Services Assessment Specialist	NE			
	C	Financial Aid Technician (P/T)	NE			
	C	Instructional Assistant	NE			
	C	Instructional Assistant, Vintage Farm (P/T)	NE			
	C	Learning Commons Specialist	NE			
	C	Public Safety Assistant	NE			
	C	Public Safety Training Specialist (P/T)	NE			
	C	Scholarship Technician	NE			
	C	Senior Library Technician	NE			
	C	Senior Library Technician, Citrus	NE			
	C	Specialist – Catering Services	NE			
C	Staff Assistant IV	NE				
C	Technician-Enrollment Services Center	NE				
C	Veterans Affairs Specialist (P/T)	NE				
7	C	Accounting Specialist III	NE	\$26,017	\$48,979	\$13.34
	C	Assistant to the POD Project Managers	NE			
	C	Communications Technician (P/T)	NE			
	C	Computer Lab Assistant (P/T)	NE			
	C	Conference Services Coordinator, Citrus	NE			
	C	Conference Services Coordinator, Ocala	NE			
	C	Donor Relations Specialist, CF Foundation	NE			
	C	Financial Aid Specialist II	NE			
	C	Financial Literacy Specialist, Financial Aid	NE			
	C	Grants Specialist I	NE			

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule [20192020-20202021](#)

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
7	C	Grounds Supervisor	NE	\$26,017	\$48,979	\$13.34
	C	Human Resources Assistant	NE			
	C	Learning Support Specialist	NE			
	C	Library Specialist	NE			
	C	Public Safety Lieutenant	NE			
	C	Specialist – Perkins Grant	E			
	C	Trades Technician	NE			
	C	Trades Worker	NE			
	C	Trips and Tours Specialist II, AMA (P/T)	NE			
8	C	Admissions and Records Specialist	NE	\$28,620	\$53,284	\$14.67
	P	Academic Support Specialist	NE			
	P	Accountant I	E			
	C	Admissions Advisor	E			
	C	Assessment and Career Specialist	NE			
	C	Assistant Payroll Specialist (P/T)	NE			
	C	Audio-Visual Specialist/Videographer	NE			
	C	Disability Services Assessment and Accommodations Specialist	NE			
	P	Educational Assistant, AMA (P/T)	E			
	C	Enrollment Specialist	NE			
	C	Executive Administrative Assistant	NE			
	C	Foundation Scholarship Accounting Specialist	NE			
	P	Gift Shop and Visitor Services Manager, AMA	E			
	C	Hampton Center Coordinator	NE			
	P	Human Resources Specialist	NE			
	P	Manager – Membership, Events and Fundraisers, AMA	E			
	C	Marketing and Public Relations Specialist	NE			
	C	Marketing Assistant, Suicide Prevention Program (P/T)	NE			
C	Museum Specialist	NE				
C	PC/AV Technician	NE				
C	Print and Design Specialist	NE				

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CF Salary Schedule [20192020-20202021](#)

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
8	P	Property and Plant Fund Accountant	E	\$28,620	\$53,284	\$14.67
	P	Skills Lab Specialist, Citrus	E			
	C	Technical Learning Support Specialist	NE			
	C	Trades Specialist-Carpenter	NE			
	C	Trades Specialist-Electrician	NE			
	C	Trades Specialist-HVAC	NE			
	C	Trades Specialist-HVAC/Preventive Maintenance	NE			
	C	Trades Specialist-Locksmith	NE			
	C	Trades Specialist-Painter	NE			
	C	Trades Specialist-Plumber/Irrigation	NE			
	P	Transition Specialist/Instructor	E			
9	<u>P</u>	<u>Academic/Instructional Technology Specialist</u>	<u>NE</u>	\$31,482	\$58,018	\$16.14
	P	Accountant II	E			
	C	AV Automation Specialist	NE			
	<u>P</u>	<u>Business Manager, Athletics</u>	<u>E</u>			
	P	Chief Preparator, AMA	E			
	P	Coordinator-Adult Education Enrollment/ Student Services, Levy	E			
	<u>P</u>	<u>Coordinator—Athletics/Wellness</u>	<u>E</u>			
	P	Coordinator—Enrollment/Student Services, Levy	E			
	<u>P</u>	<u>Coordinator—Grounds Maintenance and Appleton Support, AMA</u>	<u>NE</u>			
	P	Coordinator—Grounds Maintenance and College Support (P/T)	NE			
	P	Coordinator—Special Events	E			
	<u>P</u>	<u>Coordinator-Visual and Performing Arts</u>	<u>NE</u>			
	P	Educational Advisor	E			
	P	E-Learning <u>and Learning Support</u> Specialist	NE			
	C	Executive Administrative Assistant, CF Foundation	NE			
	P	First Year Success Specialist	E			
	P	Graphic Design and Website Coordinator, AMA	E			
P	Graphic Design, Web and Public Relations Coordinator, Ocala	NE				

	P	International Student Admissions and Advising Specialist	E			
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CF Salary Schedule [20192020-20202021](#)

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
9	P	Marketing and Public Relations, Graphic Arts Coordinator (P/T)	NE	\$31,482	\$58,018	\$16.14
	P	Payroll Specialist	NE			
	P	Program Liaison/Recruiter (P/T)	NE			
	P	Program Specialist	NE			
	P	Programmer Analyst I	E			
	C	Public Safety Coordinator, AMA	NE			
	P	Recruiter/Outreach Specialist, Admissions (P/T)	NE			
	P	Recruiter/Outreach Specialist , Levy (P/T)	NE			
	P	Specialist, Perkins Grant				
	P	Student Activities and Outreach Coordinator, Citrus	NE			
	P	Student Activities Coordinator, Ocala	NE			
	P	Technical Support Specialist	NE			
	P	Technology Specialist	NE			
10	P	Admissions and School Relations Specialist	E	\$34,632	\$63,225	\$17.76
	P	Coordinator–Academic Support	E			
	P	Coordinator-Assessment and Career Services	E			
	P	Coordinator-Career Pathways	E			
	P	Coordinator-Corporate College	E			
	P	Coordinator-Curriculum Services and Faculty Credentialing	NE			
	P	Coordinator–Educational Opportunity Center	E			
	P	Coordinator-Finance Services, AMA	NE			
	P	Coordinator–Pathways Life Services (P/T)	NE			
	P	Coordinator Perkins Professional Development Institute	NE			
	P	Coordinator-Recruitment and Retention, Business and Technology	E			
	P	Database Manager, CF Foundation	E			
	P	Dual Enrollment Coordinator	E			
	P	Executive Administrative Assistant to the President	E			
P	Fine Arts Center Manager, Visual and Performing Arts	E				

P

Grants Specialist II

NE

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CF Salary Schedule [20192020-20202021](#)

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
10	P	Human Resources Compensation Specialist	E	\$34,632	\$63,225	\$17.76
	P	Human Resources Coordinator	E			
	P	Institutional Research Analyst, Institutional Effectiveness	E			
	P	Librarian	E			
	P	Museum Educator, AMA	E			
	P	Network/Server Support Specialist	E			
	P	Programmer Analyst II	E			
	P	Senior Technical Support Specialist	NE			
	P	Transfer Specialist Coordinator	E			
11	P	Accountant III	E	\$38,094	\$68,956	
	P	Assistant Registrar	NE			
	P	Business Accounts Coordinator	E			
	P	Campus Coordinator–Student Life, Citrus	NE			
	P	Coordinator–Benefits and Special Projects	E			
	P	Coordinator-Food Services	E			
	P	Coordinator-Maintenance, AMA	E			
	P	Coordinator-Maintenance, Citrus	E			
	P	Coordinator-Maintenance, Levy	E			
	P	Coordinator-Maintenance, Ocala, Hampton, Vintage Farm	E			
	P	Coordinator-Online Library Resources and Instruction	E			
	P	Coordinator–Payroll Services	NE			
	P	Coordinator-Resource Development (Annual Giving and Alumni)	E			
	P	Curator of Exhibitions, AMA	E			
	P	Foundation Accountant III	E			
	P	Head Coach of Intercollegiate Athletics	E			
	P	Instructional Designer	E			
	P	Instructional Designer-Compliance Specialist, E-Learning	E			
	P	Manager-CF Printing and Postal Services	E			
	P	Manager-Learning Resource Center, Citrus	E			
P	Museum Registrar, AMA	E				
P	Programmer III	E				
P	Project Director-Campus Suicide Prevention	E				

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qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule [20192020-20202021](#)

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
12	P	Assistant Director of -Academic Advising	E	\$40,960	\$76,234	
	P	Assistant Director of -Admissions/ International Students	E			
	P	Assistant Director-Financial Aid	E			
	P	Assistant Director of -First Year Success (Or Student Success)	E			
	P	Assistant Director of -Museum Operations, AMA	E			
	P	Business Analyst, Administration and Finance	E			
	P	Coordinator-Criminal Justice/Public Service	E			
	P	Coordinator-Facilities, AMA	E			
	P	Counseling and Community Resources Coordinator	E			
	P	Data Analyst/Reporting Coordinator; Institutional Effectiveness	E			
	P	Director-Disability Services	E			
	P	Director-Lab School	E			
	P	Health Sciences Recruiter/Outreach Specialist	E			
	P	Manager-Conference and Food Services	E			
	P	Manager-Facility Operations and Construction Projects	E			
	P	Manager-Instructional Services, Citrus	E			
	P	Manager-Instructional Services, Levy	E			
	P	Manager-Plant Safety and Facility Operations	E			
	P	Manager-Professional Development	E			
	P	Manager-Testing and Assessment	E			
P	Programmer Analyst III	E				
P	Project/Tutor Coordinator	E				
P	Systems Administrator	E				
P	Web Developer/Communication Specialist	NE				
13	P	Associate Director-Financial Aid	E	\$45,465	\$83,967	
	P	Center Manager, Levy	E			
	P	Director-Corporate College	E			

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CF Salary Schedule ~~20192020~~-20202021

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
13	P	Director-Student Accounts	E	\$45,465	\$83,967	
	P	Director-Student Life	E			
	P	Director –Student Success and Educational Outreach Programs	E			
	A	Director-Student Support Services	E			
	P	Manager-Accounting	E			
	P	Manager-Community Relations	E			
	P	Manager-Desktop Support	E			
	P	Manager-Marketing and Public Relations	E			
	P	Manager-Public Safety	E			
	P	Manager-Web Communications and New Media	E			
	P	Network Engineer	E			
P	Systems Programmer	E				
14	A	Director-Athletics and Wellness Education	E	\$50,464	\$92,551	
	P	Director-Development, CF Foundation	E			
	P	Director-E-Learning and Learning Support Centers	E			
	P	Director-Governmental Relations and Special Assistant to the President	E			
	P	Director-Purchasing and Risk Management	E			
	P	Director-Resource Development and Accreditation	E			
	P	Director-Student Affairs, Citrus	E			
	P	Enterprise Resource Planning Manager	E			
P	Executive Director, Heart of Florida Regional Coalition (P/T)	E				
15	A	Associate Dean-Health Sciences	E	\$56,520	\$102,947	
	A	Chief Fiscal Officer, CF Foundation	E			
	A	Director-Academic Advising and First Year Success	E			
	A	Director-Admissions and Student Recruitment	E			
	A	Director-Enrollment Services/Registrar	E			
	A	Director–Facilities and Plant Operations	E			
A	Director–Human Resources	E				

NOTE: Hourly rates for all positions, except the Head Coach position, are calculated by dividing the annual salary for a position by 1,950 hours. The Head Coach position would be divided by 1,650 hours. Positions with the P/T notation can only be part-time positions. However, all other positions may be part-time if the person

qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

CF Salary Schedule ~~20192020~~-20202021

GRADE	CLASS	POSITIONS	STATUS E / NE	MINIMUM	MAXIMUM	PART- TIME RATE
15	A	Director-Institutional Research and Effectiveness	E	\$56,520	\$102,947	
	A	Director-Marketing, Public and Community Relations	E			
	P	Information Technology Manager	E			
	A	Library Director	E			
	A	Project Manager, Title III Grant for StartSmart@CF	E			
16	A	Assistant Vice President, Finance	E	\$63,302	\$114,587	
	A	Director-Financial Aid	E			
17	A	Dean-Business, Technology and Career and Technical Education	E	\$70,266	\$126,539	
	A	Dean-Criminal Justice Institute/Public Service	E			
	A	Dean-E-Learning and Academic Services	E			
	A	Dean-Enrollment Management	E			
	A	Dean-Health Sciences	E			
	A	Dean-Student Services	E			
	A	Dean-Student Success	E			
A	Director-Appleton Museum of Art	E				
18	A	Associate Vice President, Arts and Sciences	E	\$77,996	\$139,804	
	A	Associate Vice President, Career and Professional Programs	E			
	A	Associate Vice President, Information Technology	E			
	A	Executive Director, CF Foundation	E			
	A	Provost, Levy Campus	E			
19	A	General Counsel/Director of Governmental Relations	E	\$85,796	\$153,190	
20	A	Vice President, Academic Affairs	E	\$94,374	\$167,916	
	A	Vice President, Administration and Finance	E			
	A	Vice President, Institutional Effectiveness and College Relations	E			
	A	Vice President, Regional Campuses	E			
	A	Vice President, Student Affairs	E			

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qualifies. Additionally, grants or contracts that include compensation or stipends that vary from these established pay grades must be approved by the President or his designee.

Other Personnel Services (OPS)

General Policy

The President is authorized to employ temporary employees as may be required to perform the necessary functions of the college within budget limitations and any employment constraints established for temporary employees through District Board of Trustees' rules.

Teaching Faculty

Substitute Teachers

Substitute instructors, including regular full-time faculty, are compensated at the rate of \$25.00 per contact hour. The President has authority to increase this compensation in instances where it is justified. A Personnel Action Form, with all required paperwork attached, must be submitted to the Human Resources Office for any substitute expected to teach more than one class session. For substitutes teaching only one class session, an Agreement to Provide Professional Services should be completed.

Adjunct Instructors

The college may employ part-time instructional personnel on a permanent or as-needed basis. To the extent possible, all part-time instructors shall meet the employment criteria described for regular full-time instructors of credit and non-credit program. Waiver of criteria shall be recommended by the appropriate Coordinator and Dean, concurred with by the Chief Academic Officer, and approved by the President.

- The following definitions shall apply as referenced in this policy:
 - (a) Lecturer or adjunct instructor. A temporary instructor employed to teach a specific course or courses in degree or certificate granting programs. The instructor is appointed one term at a time to provide specific instructional requirements. When appointed, the instructor will be filling a temporary position.
 - (b) Regular part-time instructor. An instructor employed to teach less than a full instructional load in a position that will exist for more than four (4) consecutive calendar months, for normally a minimum of two consecutive terms.
 - (c) Temporary part-time instructor. A temporary instructor employed to teach non-credit courses, normally sponsored through the Continuing Education Division, including the Florida Institute of Criminal Justice, the Nursing or other similar activities. (Such instructional requirements shall not normally exist for more than one term at a time and there is no expectation of continued employment in succeeding or subsequent terms. The employment of temporary part-time instructors is contingent upon adequate student enrollments in the course or courses offered.)
 - (d) Term. As used in this policy, "term" shall mean any recognized term of instruction, or any period of instruction, which does not exceed 85 instructional workdays even though the period may overlap recognized "terms."
 - (e) Four consecutive months. A position shall be considered to exist for four (4) consecutive months if it exists for more than 121 consecutive calendar days.

- Temporary part-time instructors of non-credit courses shall meet the following minimum criteria:
 - (a) Possess a high school diploma, or equivalent, and
 - (b) Two years full-time work experience in the field to be taught; or
 - (c) A combination of post-secondary education and full-time work experience which equals two years.

(d) Possess a current valid license in the field of specialization issued by the state of Florida, if one is required.

- Credit instructors are employed on a term-by-term basis as needed. Adjunct Instructors teach credit courses, which exceed the teaching capacity of regular full-time faculty. Compensation is at the rates shown below, according to academic degree and number of credit or equivalent contact hours taught:

Less than Master's	\$615 per Credit Hour
Master's	\$640 per Credit Hour
Doctorate	\$665 per Credit Hour

When teaching **vocational** courses, compensation is normally at the rate of **\$16.00** per contact hour of instruction regardless of degree, certificate rank, or contractual status with other institutions.

Continuing Education and Criminal Justice Institute Teaching Faculty

Continuing Education faculty, Criminal Justice Institute faculty and other part-time faculty are compensated in accordance with the specific salary schedules included in this document.

Visiting Professors

Visiting Professors are paid in accordance with the TEACHING FACULTY SALARY SCHEDULE (FAC).

Supplements for Instructors of Comprehensive Vocational Education Programs/Courses

When suitable instructors are not available to teach a comprehensive vocational/occupational course or program at the regular compensation rate, the President is authorized to approve payment of a supplement to a qualified instructor. This supplemental pay is in addition to the regular hourly rate, but the combined hourly rate shall not exceed the rate of **\$25.00** per contact hour of instruction.

Other Temporary Employees

When an appropriate job classification does not exist within the college's job inventory, the President is authorized to establish a **temporary job classification** at a pay rate commensurate with the duties to be performed.

Temporary Replacement

A person employed to temporarily fill a regularly established position during the absence of the incumbent may be compensated at **no less than the current minimum wage** and no more than the same level at which the position has been classified.

Temporary Employees for Career Service Positions

Persons hired to fill temporary positions created to accomplish specific tasks within a specific time shall be classified as temporary employees. A temporary employee does not serve on a contractual basis nor does the Personnel Action Form for a temporary employee constitute a contract.

1. Temporary employees are to be paid as recommended by the Director of Human Resources and approved by the President.

2. Temporary employees whose responsibilities have degree requirements must provide a copy of the required transcript to the Office of Human Resources in order for the appropriate compensation rate to be determined. In order for these workers to receive a paycheck, an original transcript showing the degree must be on file in the Office of Human Resources.

Consultants

The college is authorized to acquire and pay consultants as authorized under current Board Rules. Guidelines for paying consultants are listed in College Policy 5.07, which is available on the college intranet. The Agreement to Provide Professional Services form is available from the Administration and Finance office.

Assistant Coaches

Assistant coaches in college-sponsored intercollegiate team sports shall be compensated on a seasonal basis for actual coaching assistance. Compensation will be determined on an hourly salary basis dependent on the level of coaching experience and seasons of service. Compensation will not exceed twenty-five hours per week and a maximum of \$15,000 over a 10 month period.

Part-time Head Coaches

Compensation will be determined by the President based on the scope of work required.

Building Official – Plant Operations and Facilities

Compensation will be determined by the President based on the scope of duties and degrees/certifications relevant to building code inspection and examination.

Visual and Performing Arts Consultants

Consultants in Visual and Performing Arts shall be compensated on a seasonal basis for actual consultant assistance with VPA performances or exhibits. Compensation will be determined on an hourly salary basis dependent on the level of experience and seasons of service. Compensation will not exceed \$15,000 over a 10-month period. NOTE: an approved memo outlining salary and credentials must be provided at the time of hire.

Staff Piano Accompanist

Staff Piano Accompanists are employed to assist instructors in ensemble courses and with applied lessons. Accompanists must possess a Bachelor degree in music and/or three years' experience in piano accompaniment to choirs, ensembles and individual student performances. Compensation will not exceed twenty-five hours per week and a maximum of \$30.00/hour.

Testing: GED Examinations

Test Administrator:	\$25.00/hour
Room Supervisor:	\$17.50/hour

Interpreters

These individuals are employed to assist hearing- and sight-impaired students. Interpreters must possess evidence of qualification and are paid commensurate with their level of training. Rates range from \$10.00 to \$18.00.

Student-Only Positions
20192020)

Hourly Rate (January 1,

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.

Notetaker	\$8-468.56
Transcriber	\$8-468.56
Student Assistant.....	\$8-468.56
SAFE	\$8-468.56
Peer Educators.....	\$8-468.56
*America Reads Tutor	\$8-468.56
Child Care-Work Study	\$8-468.56
*TRIO Tutor.....	\$8-468.56

*Positions contingent on continuation of Federal Government/Grant Approval

Miscellaneous

Miscellaneous category/job title employees with non-student status are eligible for annual increases when approved by the Board. Student employees will remain at the current minimum wage rate unless otherwise directed by the Board.

Reader	\$8-468.56
Office Aide.....	\$8-468.56
Tutor (AA/AS or less).....	\$8-468.56
Tutor (BA/BS/Certified).....	\$9.27
Tutor (Master's/Specialized)	\$10.30

Temporary Part-Time Instructors (Hourly Pay)

**Appleton Museum of Art
Continuing Education
Corporate Training
Workforce Development
Criminal Justice Institute
Health Sciences**

Pay Grade Determination

The initial pay grade for temporary part-time instructors employed to teach occupational or technical programs or in non-credit courses offered by the college shall be determined by a combination of education and work experience. Both the education and experience must be directly related to the field of specialization that the instructor is employed to teach. The program manager recommending the employment of the part-time instructor is responsible for verifying that the combination of education and work experience is appropriate for the program to which the instructor is assigned.

Pay grade for temporary part-time instructors employed for continuing education courses (not related to occupational or technical programs) is determined by the degree or experience of the instructor based on review and recommendation of the program manager.

The college determines the initial placement and evaluates part-time instructors for increases. Initial placement is determined when the instructor concurrently presents evidence of directly related education and work experience. Those for whom no documentation is provided are placed at PG-1 on the appropriate salary schedule.

The President or a designee may approve exceptions to the salary schedule based on market pricing for the specific occupational field or on the applicant's credentials. Exceptions include corporate workforce development and continuing education courses, which are fully supported by student fees. In these cases, the salary or stipend for instructors may be negotiated based on market pricing or instructor availability.

Part-time instructors in occupational and technical programs, selected to teach courses conducted for the college by an outside department or board, must present evidence of certification as a qualified instructor or expert in the field, issued by the department or board, which mandates or sponsors the training.

Documentation Verifying Qualifications for Pay Grade Placement

Program coordinators seeking applicants for part-time occupational and technical teaching positions must be able to verify the applicant's qualifications to teach the subject matter. Such documentation includes:

- (1) Official transcripts,
- (2) Letters from agencies or employers certifying work-related experience, or
- (3) Copies of professional licenses or certificates required for the discipline.

Pay Grade Advancement

Part-time instructors may be advanced in pay grade when they present acceptable documentation that all requirements for a higher pay grade have been completed.

Advances in pay grade may be given when the instructor:

- (1) Obtains a higher degree;
- (2) Completes the next level of work-related experience; or
- (3) Completes a higher level of professional credentialing.

Advances in pay grade occur only once each year at the beginning of the fiscal year following the year in which an instructor completes requirements for advancement and provides the college with the necessary documentation to support the requested increase.

Instructors are responsible for notifying the program coordinators before May 1 that all requirements for advancement including the submission of official transcripts have been met and for submitting supporting documentation to the Human Resources Office of the college. Documentation must be on file in the Human Resources Office prior to May 31st.

All yearly advancements are effective at the beginning of the fiscal year following the year in which appropriate documentation was received.

NOTE: Program Coordinators certify that requirements for advancement have been met. Advancement is recommended by the Dean and Chief Academic Officer and approved by the President.

Interruption of Service

Part-time instructors who interrupt their teaching service with the college will return to the same pay grade and step held at the time service was interrupted unless, during the break in service, they attained a higher level of education verified by official transcripts or verifiable additional experience which reaches the threshold level of the next pay grade.

Adjustment for Low Enrollment

For those courses with low enrollment which are subject to cancellation, the college is authorized to offer continuing education instructors a lower hourly pay rate, not below State of Florida Minimum Wage Rate currently at \$~~8.468.56~~ an hour, with recommendation of the Dean and the Chief Academic Officer and the approval of the President.

Part-Time Instructor Salary Schedule

Appleton Museum of Art
Continuing Education
Corporate Training
Workforce Development

Pay Grade (P.G.)	Hourly Salary Range	Minimum Qualifications (Education and Experience)	Advancement Between Pay Grades
P.G. 1	\$17.71	High school diploma or equivalent and 2 years work-related experience.	Associate's degree or equivalent or Professional credentialing and 3 years work-related experience.
P.G. 2	\$20.39	Associate's degree or equivalent or Professional credentialing and 3 years work-related experience.	Bachelor's degree or equivalent or Professional credentialing and 5 years work-related experience.
P.G. 3	\$23.07	Bachelor's degree or equivalent or Professional credentialing and 5 years work-related experience.	Master's degree, professional credentialing or Professional Credentialing and 7 years work-related experience.
P.G. 4	\$28.42	Master's degree, professional credentialing or Professional Credentialing and 7 years work-related experience.	Doctoral degree or equivalent or Professional credentialing and 10 years work-related experience.
P.G. 5	\$33.78	Doctoral degree or equivalent or Professional credentialing and 10 years work-related experience.	

NOTE: Professional services contracts are used to employ part-time instructors when some or all of the following conditions apply: the instructor is employed for a limited time (for example, the instructor teaches one three-hour session), the stipend includes additional costs (such as developing classroom lectures, developing materials, providing materials for students, travel, etc.), or the instructor has unique credentials that may be difficult to document or do not fit the standard schedule. Professional services contracts can be used to pay instructors where the full cost of instruction is paid by the students (such as in continuing education or corporate training programs).

Part-Time Instructor Salary Schedule

Health Sciences

Pay Grade (P.G.)	Hourly Salary Range	Minimum Qualifications (Education and Experience)	Advancement Between Pay Grades
P.G. 1	\$22.04	Certificate in discipline, license to practice and 2 years work-related experience or Associate degree or equivalent	Associate degree in discipline, license to practice, 4 years work-related experience
P.G. 2	\$25.23	Associate degree in discipline, license to practice, 4 years work-related experience	Bachelor's degree in discipline, license to practice and 2 years work-related experience
P.G. 3	\$28.42	Bachelor's degree in discipline, license to practice and 2 years work-related experience	Master's degree in discipline, license to practice and 4 years work-related experience.
P.G. 4	\$30.59	Master's degree in discipline, license to practice and 4 years work-related experience.	Doctoral degree (or specialist license or credential plus Master's degree), license to practice and 5 years work-related experience.
P.G. 5	\$33.78	Doctoral degree (or specialist license or credential plus Master's degree), license to practice and 5 years work-related experience.	

NOTE:

- A: Professional services contracts are used to employ part-time instructors when some or all of the following conditions apply: the instructor is employed for a limited time (for example, the instructor teaches one three-hour session), the stipend includes additional costs (such as developing classroom lectures, developing materials, providing materials for students, travel, etc.), or the instructor has unique credentials that may be difficult to document or do not fit the standard schedule. Professional services contracts can be used to pay instructors where the full cost of instruction is paid by the students (such as in continuing education or corporate training programs).
- B: When a part-time Health Sciences instructor teaches in one of the programs at the Criminal Justice Institute, they continue to be paid from the Health Sciences Salary Schedule.

Part-Time Instructor Salary Schedule

Public Service/Criminal Justice

Pay Grade (P.G.)	Hourly Salary Range	Qualifications	Advancement Between Pay Grades
P.G.1	\$21.42	Industry Certification	Each part-time faculty member teaching courses in occupational and technical areas of the Public Service/Criminal Justice Division that are components of a PSAV program must possess appropriate academic preparation coupled with a minimum of three years work experience. The minimum academic preparation for faculty teaching in occupational and technical areas must be at the same level at which the faculty member is teaching.
P.G.2	\$24.72	Associate's degree	
P.G.3	\$27.91	Bachelor's degree	
P.G.4	\$31.10	Master's degree	
P.G.5	\$34.29	Doctoral degree	

Temporary Part-Time Instructors (Hourly Pay)

Adult General Education Salary Schedule

Position	Position Description	Hourly Rate	Minimum Qualifications (Education and Experience)
Evaluation and Assessment instructor	Provides instruction in test preparation. Assess and evaluate student placement and learning gains.	\$12.36	High School Diploma or equivalent required
Assessment Specialist	Coordinate, schedule and administer entry level standard and specialty assessments.	\$12.17	Associate degree in general education or a related field.
Lab Instructor	Uses software and Web only to facilitate computer-based instruction.	\$14.52	Bachelor's degree required
Transition Specialist/ Instructor	Interactive teaching of college and career academic readiness skills, financial aid and supportive services using a variety of delivery methods.	\$14.66	Bachelor's degree plus a minimum of 18 graduate credit hours in education, counseling, math, English, reading or a social science.
Instructor	Teaches all subjects in class or lab setting using a variety of curricula.	\$17.71	Bachelor's degree required
Adult Education Database Manager	Provide maintenance and support of AGE ACCESS database, and responsibility for NRS reporting to Institutional Effectiveness and IT departments.	\$17.75	Bachelor's degree or equivalent experience required. Experience with database building and management preferred.
Lead Instructor	Interactive teaching of all subjects in small/large groups using a variety of curricula. Serves as lead teacher for instructional site.	\$20.90	Bachelor's degree required

* The Adult General Education salary schedule is effective per District Board of Trustees action taken on March 23, 2004. All Adult Education Instructors hired after this date will be paid on this schedule.

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Appleton Museum of Art Operating Budget for 2020 – 2021

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

Each year, the District Board of Trustees is required to approve the Appleton Museum of Art's Operating Budget which is prepared with input from the Appleton Museum of Art's staff. A report summarizing the AMA budget will be made to the Board for consideration and approval.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the 2020 – 2021 Operating Budget for the Appleton Museum of Art as presented.

TO: Dr. James D. Henningsen, President

FROM: Charles Prince, Vice President, Administration and Finance

DATE: June 1, 2020

RE: 2020-21 Appleton Museum of Art Budget

Please find below our recommendation for the Appleton Museum of Art 2020-21 operating budget.

A. Revenue Projections

State Appropriation	\$1,250,000
Endowment	\$ 500,000
Appleton Reserves	<u>\$ 100,000</u>
Total Revenue	\$1,850,000

B. Operating Expenses

Personnel	\$1,167,238
Current Expenses	<u>\$ 682,762</u>
Total Expenses	\$1,850,000

COLLEGE OF CENTRAL FLORIDA

32

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Guidelines for Base Fee Facilities Rentals

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

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

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

- All rental fees are subject to change by the District Board of Trustees;
- The President or his designee is authorized to modify or waive fees for specific events or users when College purposes are advanced; and
- Florida College System Risk Management Consortium (FCSRMC) insurance rates are subject to change by the FCSRMC.
- These revised rates/regulations will be effective July 1, 2020.

RECOMMENDATION/ACTION REQUESTED:

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



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Guidelines For Base Fee Facilities Rentals ~~2019~~2020-~~2020~~2021



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DEFINITIONS

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

GUIDELINES FOR BASE FEE FACILITY RENTALS

IMPORTANT NOTES

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

GENERAL FEES		Comments	Charge
PERSONNEL	Security Guard	Contract service	\$25 per hour per person
	Crowd Manager	Contract service	\$25 per hour per person
	Parking Personnel	Contract service	\$25 per hour per person
	Audio-visual Technician	Will vary with individual needs, complexity of set up, etc.	\$30 per hour
	Custodian ¹		\$25 per hour
AUDIO-VISUAL EQUIPMENT	P/A System (includes microphone: podium, handheld, lavalier, table)		\$30 per microphone per day or any part thereof
	TV/VCR – on a cart Video/Computer		\$30 per day or any part thereof
	Stage Lighting <ul style="list-style-type: none"> • Basic Lighting • Advanced Lighting 		\$100 per day \$250 per day
	Screen		No Charge
	<ul style="list-style-type: none"> ▪ Conference Phone ▪ Whiteboard 		\$30 per item per day or any part thereof
	Other: <ul style="list-style-type: none"> ▪ Video Projector (Proxima) 		\$125 per item per day or any part thereof
		<ul style="list-style-type: none"> ▪ Photocopies 	1 sided page 2 sided page
BUSINESS SERVICES & SUPPLIES	Flip Charts with markers		\$20 per item
	Internet Access		\$25 per day per outlet
	Weekend Use Fee		\$100
MISCELLANEOUS	Tablecloth Fee	60" x 120" oblong 96" round	\$7 – Internal, \$10 - External \$7 – Internal, \$10 - External
	Napkins		\$.75 each
	Damage Fee ¹		\$250

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

GENERAL FEES		Comments	Charge
MISCELLANEOUS	Piano Rental If needed: • Tuning • Moving		\$200 If needed: \$200 for piano tuning \$400 for piano moving
	Podium		No Charge
	Stage Risers: 8", 16", 24"		\$100
	Follow Spots		\$25 plus cost of technician
	Set Up Charge Fee		\$75
	Service Charge		20% of total costs for all rentals and services
	Electrical Service (Tradeshows)		\$25 per day per outlet

CLASSROOMS/SMALL CONFERENCE OR SEMINAR ROOM		During Normal Working Hours	After hours & weekends
	CF Educational Functions	No Charge	No Charge
	CF sponsored events w/revenue generated for profit of club, etc.	TBD	TBD
	Other Educational Institutions	TBD	TBD
	Community Events: Non-profit	\$70 per event	\$70 per hour
	Private for profit Organizations/Groups	\$100 per event	\$100 per hour

* Please see page 143 for Insurance/Liability and Alcohol Information

SPECIAL FACILITIES – CONFERENCE ROOMS (Bldg 5 Room 104/Bldg 8 Room 110/Community Room - Hampton Center)		During Normal Working Hours	After hours & weekends
	Community Events: Non-profit	\$70 per event	\$70 per hour
	Private for profit Organizations/Groups	\$100 per event	\$100 per hour

NOTE: The Cyber Café and Cafeteria will only be used for College-related events unless the President or designee approves an exception. Fees for use will be determined at time of request; food service will be arranged through Conference Services unless an exception is approved by the Vice President for Instruction.

* Please see page 143 for Insurance/Liability and Alcohol Information

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

* Please see page [143](#) for Insurance/Liability and Alcohol Information

ADDITIONAL FEES FOR FINE ARTS CENTER		Charge	Comments
	Security Deposit	\$200 per event	Refunded if no damage or loss is incurred
	Custodial Fee	\$165 per day or any part thereof	Minimum charge of six (6) hours at \$27.50 per hour
	Fine Arts Outdoor Stage	\$200 for 4 hrs \$400 for 8 hrs	Additional costs are applied if cleaning is necessary.

APPLETON MUSEUM OF ART		<u>Day Rate</u>	<u>Evening Rate</u>
CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)		Charges for direct services	
CF-Sponsored Events with revenue generated for club profit, etc.		\$150 base fee plus charges for direct services will apply	
College-sponsored Educational Events		No Charge	
CF Staff/Faculty/Current Students		30% discount Charges for direct services will apply	
Auditorium		\$500	\$600
Café/Courtyard		\$400	\$700
Auditorium/Café/Courtyard		N/A	\$1,000
First Floor		\$1,200	\$1,400
Seminar/Conference Rooms			
Single Room		\$175	\$200
Artspace			\$250
Bride/Groom/Changing Room		\$50	\$50
Community Non-Profit		30%	30%
After Event Cleaning Fee	\$25 per hour	Charge four (4), six (6) or eight (8) hours relative to space rented.	
* Please see page 143 for Insurance/Liability and Alcohol Information			

WEBBER CENTER		Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – Week days only	Charges for direct services
	CF-Sponsored Events with revenue generated for club profit, etc. – Week days only	\$150 base fee plus charges for direct services will apply
	CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Fees as follows Charges for direct services will apply
	Conference/Banquet Room <u>Weekday Events</u>	\$650 ¹ charge for 8 hour event - additional hours available at \$100 per hour \$400.00 charge for 4 hour event – additional hours Available at \$100 per hour <i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i>
	Conference/Banquet Room <u>Weekend Events</u>	\$800 ¹ charge for 8 hour event - additional hours available at \$100 per hour <i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up – for 8 hour events only)</i>
* Please see pages 143 for Insurance/Liability and Alcohol Information		

HARVEY R. KLEIN CONFERENCE CENTER		Maximum Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – Week days only	Charges for direct services
	CF-Sponsored Events with revenue generated for club profit, etc. – Week days only	\$250 base fee plus Charges for direct services will apply
	CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Charges for direct services will apply
	Harvey R. Klein Conference Center <i>Weekday Events</i>	\$1000 ¹ charge for 8 hour event-additional hours available at \$100 per hour. \$600 charge for 4 hour event – additional hours available at \$100 per hour. No other discounts available. <i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour Events only)</i>
	Harvey R. Klein Conference Center <i>Weekend Events</i>	\$1200 ¹ charge for 8 hour event-additional hours available at \$175 per hour. <i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i>
* Please see page 143 -for Insurance/Liability and Alcohol Information		

CATERING SERVICES		Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)	*Charges for direct services plus 20% service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café.
	CF-Sponsored Events with revenue generated for club profit, et.	*Charges for direct services plus 20% service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café.
	CF Staff/Faculty/Current Students	*Charges for direct services plus 20% service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café.
	Community Non-Profit	*Charges for direct services plus 20% service charge for all deliveries and set up.
	Community for Profit	*Charges for direct services plus 20% service charge and 7%* state sales tax for all deliveries and set up.
	Off Campus Deliveries	*Charges for direct services plus 20% service charge and 7%* state sales tax for all deliveries and set up.
	Off Campus Catered Events	*Charges for direct services plus 20% service charge and 7%* state sales tax for all deliveries and set up.
<p>* Services available at an additional fee applicable to all College of Central Florida areas as well as outside organizations:</p> <ul style="list-style-type: none"> • \$12.00 per hour/per server and/or additional service staff for Ocala on-campus events after normal week day business hours (after 4:30 p.m.) or on weekends. • Minimum of \$30.00 for drop off delivery fee for food services outside a 5 mile radius from the Ocala campus. • A Preferred catering vendor will be utilized for all Ocala area off-campus catering in CF campus venues. This preferred caterer will have first right of refusal for any events referred by CF event staff. <p>* Sales Tax will be charged at applicable sales tax rate enforced at time of event.</p>		

CITRUS CAMPUS CONFERENCE CENTER		Charge
CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)		Charges for direct services
CF-Sponsored Events with revenue generated for club profit, etc.		\$200 base fee (\$125 for half Conference Center) plus charges for direct services will apply
CF Staff/Faculty/Current Students		30% discount Charges for direct services will apply
Community Non-Profit		30% discount Charges for direct services will apply
Community for Profit		Charges for direct services will apply
Conference Room <u>Weekday Events</u>		<p>Full Conference Center \$650¹ charge for 8 hour event - additional hours available at \$125 per hour. \$450¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$350¹ charge for 8 hour event – additional hours available at \$125 per hour. \$250¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i></p>
Conference Room <u>Weekend Events</u>		<p>Full Conference Center \$800¹ charge for 8 hour event - additional hours available at \$125 per hour. \$600¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$500¹ charge for 8 hour event – additional hours available at \$125 per hour. \$400¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i></p>

* Please see page 143 for Insurance/Liability and Alcohol Information

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

LEVY CAMPUS CONFERENCE CENTER		Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)	Charges for direct services
	CF-Sponsored Events with revenue generated for club profit, etc.	\$200 base fee (\$125 for half Conference Center) plus charges for direct services will apply
	CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Charges for direct services will apply
	Conference Room <u>Weekday Events</u>	<p>Full Conference Center \$650¹ charge for 8 hour event - additional hours available at \$125 per hour. \$450¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$350¹ charge for 8 hour event – additional hours available at \$125 per hour. \$250¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i></p>
	Conference Room <u>Weekend Events</u>	<p>Full Conference Center \$800¹ charge for 8 hour event - additional hours available at \$125 per hour. \$600¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$500¹ charge for 8 hour event – additional hours available at \$125 per hour. \$400¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i></p>
* Please see page 143 for Insurance/Liability and Alcohol Information		

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

VINTAGE FARM BARN		Charge
	Traditional Package	\$4,000 ¹ plus tax for 1 ½ day rental Rental Includes: <ul style="list-style-type: none"> • Day One: 4 Hours (Set Up, Decorate, Rehearsal) • Day Two: 12 Hours (Event Day, Tear Down)
	Rustic Charm Package	\$5,000 ¹ plus tax for weekend rental Rental Includes: <ul style="list-style-type: none"> • Day One: 8 Hours (Set Up, Decorate, Rehearsal) • Day Two: 12 Hours (Event Day, Tear Down) • Day Three: 3 Hours (Final Clean Up, Vendor Pick Up if needed)
* Please see page 143 for Insurance/Liability and Alcohol Information		

¹ The following items are included in the basic rental charge on an as-needed basis with advance notice: Use of kitchen, patio access, round tables (72" - seats 10, oblong table 6' or 8'), food service tables (6' or 8'), Padded folding chairs for inside the barn; additional chairs for exterior set ups. Fee also includes set-up and take down of all table/chair arrangements, utilities, on-duty personnel, and restrooms. If additional staff members are required, additional charges may apply. IMPORTANT – The basic charge **does not** include insurance required for general liability or alcohol consumption.

EWERS CENTURY CENTER STRATEGIC PLANNING ROOM		Maximum Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)	Charges for direct services
	CF-Sponsored Events with revenue generated for club profit, et.	\$100 for 4 hour event additional hours available at \$50 per hour. Reservations will be made on a space available basis only and charges for direct services will apply.
	CF Staff/Faculty/Current Students	30% discount on full rate Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Fees as follows Charges for direct services will apply
	Strategic Planning Room <i>Weekday and Weekend Events</i>	\$275 charge for full day (up to 8 hours) Additional hours available at \$100 per hour. <i>(NOTE: Fee includes one half (1/2) hour prior to event for set-up and one half (1/2) hour after event for clean-up.)</i>
* Please see page 143 for Insurance/Liability and Alcohol Information		

TELECONFERENCE CENTER		Maximum Charge
	CF Organizations	Charges for direct services will apply
	CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	For Profit	Fees as follows Charges for direct services will apply
	Weekday and Weekend Events	\$275 charge for full day (up to 8 hours) Additional hours available at \$100 per hour.
* Please see page 143 for Insurance/Liability Information		

GYMNASIUM	Facility/Other Fees	Daily Rates
	Gymnasium	\$1,750 ¹
	*Plus 6.0% sales tax (sales tax will be charged at applicable sales tax rate enforced at time of event)	TBD
	Additional electrical supply ²	\$400
	Grounds outside gymnasium ³	\$500
* Please see page 143 for Insurance/Liability Information		

¹ Includes set-up of gymnasium (floor covering, chairs, podium, stage, etc.) and custodial service

² Includes additional five (5) rows of electrical service for booths and/or other set-ups

³ Area outside gymnasium is only available to those renting the inside of gymnasium

INSURANCE

LIABILITY: The Florida College System Risk Management Consortium (FCSRMC) through the University Risk Management and Insurance Association (URMIA) offers a Tenants' and Users' Liability Insurance Policy (TULIP) that provides liability coverage for non-college-sponsored individuals, groups, agencies and organizations renting College facilities that do not carry liability insurance. (If the renter has private insurance available, a certificate of liability insurance naming the "College as an additional insured" in the amount of \$1,000,000 is required.)

In the event the licensee does not carry liability insurance in the amount required, participation in the TULIP program is mandatory. The user/renter will be required to complete the convenient online TULIP application and pay the insurance premium at that time and prior to the event. A certificate of insurance will be emailed to the renter and to the College. If you need information on the TULIP program, please contact our Director of Purchasing and Risk Management, Mr. Stewart Trautman, at (352) 854-2322, ext. 1227 or by email at trautmas@cf.edu.

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

[College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or \[smithc@cf.edu\]\(mailto:smithc@cf.edu\).](#)



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Guidelines For Base Fee Facilities Rentals 2020-2021



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DEFINITIONS

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

GUIDELINES FOR BASE FEE FACILITY RENTALS

IMPORTANT NOTES

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

GENERAL FEES		Comments	Charge
PERSONNEL	Security Guard	Contract service	\$25 per hour per person
	Crowd Manager	Contract service	\$25 per hour per person
	Parking Personnel	Contract service	\$25 per hour per person
	Audio-visual Technician	Will vary with individual needs, complexity of set up, etc.	\$30 per hour
	Custodian ¹		\$25 per hour
AUDIO-VISUAL EQUIPMENT	P/A System (includes microphone: podium, handheld, lavalier, table)		\$30 per microphone per day or any part thereof
	TV/VCR – on a cart Video/Computer		\$30 per day or any part thereof
	Stage Lighting • Basic Lighting • Advanced Lighting		\$100 per day \$250 per day
	Screen		No Charge
	▪ Conference Phone ▪ Whiteboard		\$30 per item per day or any part thereof
	Other: ▪ Video Projector (Proxima)		\$125 per item per day or any part thereof
BUSINESS SERVICES & SUPPLIES	▪ Photocopies	1 sided page 2 sided page	10 cents 15 cents
	Flip Charts with markers		\$20 per item
	Internet Access		\$25 per day per outlet
MISCELLANEOUS	Weekend Use Fee		\$100
	Tablecloth Fee	60" x 120" oblong 96" round	\$7 – Internal, \$10 - External \$7 – Internal, \$10 - External
	Napkins		\$.75 each
	Damage Fee ¹		\$250

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

GENERAL FEES		Comments	Charge
MISCELLANEOUS	Piano Rental If needed: • Tuning • Moving		\$200 If needed: \$200 for piano tuning \$400 for piano moving
	Podium		No Charge
	Stage Risers: 8", 16", 24"		\$100
	Follow Spots		\$25 plus cost of technician
	Set Up Charge Fee		\$75
	Service Charge		20% of total costs for all rentals and services
	Electrical Service (Tradeshows)		\$25 per day per outlet

CLASSROOMS/SMALL CONFERENCE OR SEMINAR ROOM		During Normal Working Hours	After hours & weekends
	CF Educational Functions	No Charge	No Charge
	CF sponsored events w/revenue generated for profit of club, etc.	TBD	TBD
	Other Educational Institutions	TBD	TBD
	Community Events: Non-profit	\$70 per event	\$70 per hour
	Private for profit Organizations/Groups	\$100 per event	\$100 per hour

* Please see page 14 for Insurance/Liability and Alcohol Information

SPECIAL FACILITIES – CONFERENCE ROOMS (Bldg 5 Room 104/Bldg 8 Room 110/Community Room - Hampton Center)		During Normal Working Hours	After hours & weekends
	Community Events: Non-profit	\$70 per event	\$70 per hour
	Private for profit Organizations/Groups	\$100 per event	\$100 per hour

NOTE: The Cyber Café and Cafeteria will only be used for College-related events unless the President or designee approves an exception. Fees for use will be determined at time of request; food service will be arranged through Conference Services unless an exception is approved by the Vice President for Instruction.

* Please see page 14 for Insurance/Liability and Alcohol Information

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

* Please see page 14 for Insurance/Liability and Alcohol Information

ADDITIONAL FEES FOR FINE ARTS CENTER		Charge	Comments
	Security Deposit	\$200 per event	Refunded if no damage or loss is incurred
	Custodial Fee	\$165 per day or any part thereof	Minimum charge of six (6) hours at \$27.50 per hour
	Fine Arts Outdoor Stage	\$200 for 4 hrs \$400 for 8 hrs	Additional costs are applied if cleaning is necessary.

APPLETON MUSEUM OF ART		Day Rate	Evening Rate
CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)		Charges for direct services	
CF-Sponsored Events with revenue generated for club profit, etc.		\$150 base fee plus charges for direct services will apply	
College-sponsored Educational Events		No Charge	
CF Staff/Faculty/Current Students		30% discount Charges for direct services will apply	
Auditorium		\$500	\$600
Café/Courtyard		\$400	\$700
Auditorium/Café/Courtyard		N/A	\$1,000
First Floor		\$1,200	\$1,400
Seminar/Conference Rooms			
Single Room		\$175	\$200
Artspace			\$250
Bride/Groom/Changing Room		\$50	\$50
Community Non-Profit		30%	30%
After Event Cleaning Fee	\$25 per hour	Charge four (4), six (6) or eight (8) hours relative to space rented.	
* Please see page 14 for Insurance/Liability and Alcohol Information			

WEBBER CENTER		Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – Week days only	Charges for direct services
	CF-Sponsored Events with revenue generated for club profit, etc. – Week days only	\$150 base fee plus charges for direct services will apply
	CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Fees as follows Charges for direct services will apply
	Conference/Banquet Room <u>Weekday Events</u>	\$650 ¹ charge for 8 hour event - additional hours available at \$100 per hour \$400.00 charge for 4 hour event – additional hours Available at \$100 per hour <i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i>
	Conference/Banquet Room <u>Weekend Events</u>	\$800 ¹ charge for 8 hour event - additional hours available at \$100 per hour <i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up – for 8 hour events only)</i>
* Please see pages 14 for Insurance/Liability and Alcohol Information		

HARVEY R. KLEIN CONFERENCE CENTER		Maximum Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.) – Week days only	Charges for direct services
	CF-Sponsored Events with revenue generated for club profit, etc. – Week days only	\$250 base fee plus Charges for direct services will apply
	CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Charges for direct services will apply
	Harvey R. Klein Conference Center <i>Weekday Events</i>	\$1000 ¹ charge for 8 hour event-additional hours available at \$100 per hour. \$600 charge for 4 hour event – additional hours available at \$100 per hour. No other discounts available. <i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour Events only)</i>
	Harvey R. Klein Conference Center <i>Weekend Events</i>	\$1200 ¹ charge for 8 hour event-additional hours available at \$175 per hour. <i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i>
* Please see page 14 for Insurance/Liability and Alcohol Information		

CATERING SERVICES		Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)	*Charges for direct services plus 20% service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café.
	CF-Sponsored Events with revenue generated for club profit, et.	*Charges for direct services plus 20% service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café.
	CF Staff/Faculty/Current Students	*Charges for direct services plus 20% service charge for all deliveries and set up. No additional charges for orders that are picked up from the Patriot Café.
	Community Non-Profit	*Charges for direct services plus 20% service charge for all deliveries and set up.
	Community for Profit	*Charges for direct services plus 20% service charge and 7%* state sales tax for all deliveries and set up.
	Off Campus Deliveries	*Charges for direct services plus 20% service charge and 7%* state sales tax for all deliveries and set up.
	Off Campus Catered Events	*Charges for direct services plus 20% service charge and 7%* state sales tax for all deliveries and set up.
<p>* Services available at an additional fee applicable to all College of Central Florida areas as well as outside organizations:</p> <ul style="list-style-type: none"> • \$12.00 per hour/per server and/or additional service staff for Ocala on-campus events after normal week day business hours (after 4:30 p.m.) or on weekends. • Minimum of \$30.00 for drop off delivery fee for food services outside a 5 mile radius from the Ocala campus. • A Preferred catering vendor will be utilized for all Ocala area off-campus catering in CF campus venues. This preferred caterer will have first right of refusal for any events referred by CF event staff. <p>* Sales Tax will be charged at applicable sales tax rate enforced at time of event.</p>		

CITRUS CAMPUS CONFERENCE CENTER		Charge
CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)		Charges for direct services
CF-Sponsored Events with revenue generated for club profit, etc.		\$200 base fee (\$125 for half Conference Center) plus charges for direct services will apply
CF Staff/Faculty/Current Students		30% discount Charges for direct services will apply
Community Non-Profit		30% discount Charges for direct services will apply
Community for Profit		Charges for direct services will apply
Conference Room <u>Weekday Events</u>		<p>Full Conference Center \$650¹ charge for 8 hour event - additional hours available at \$125 per hour. \$450¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$350¹ charge for 8 hour event – additional hours available at \$125 per hour. \$250¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i></p>
Conference Room <u>Weekend Events</u>		<p>Full Conference Center \$800¹ charge for 8 hour event - additional hours available at \$125 per hour. \$600¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$500¹ charge for 8 hour event – additional hours available at \$125 per hour. \$400¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i></p>
* Please see page 14 for Insurance/Liability and Alcohol Information		

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

LEVY CAMPUS CONFERENCE CENTER		Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)	Charges for direct services
	CF-Sponsored Events with revenue generated for club profit, etc.	\$200 base fee (\$125 for half Conference Center) plus charges for direct services will apply
	CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Charges for direct services will apply
	Conference Room <u>Weekday Events</u>	<p>Full Conference Center \$650¹ charge for 8 hour event - additional hours available at \$125 per hour. \$450¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$350¹ charge for 8 hour event – additional hours available at \$125 per hour. \$250¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i></p>
	Conference Room <u>Weekend Events</u>	<p>Full Conference Center \$800¹ charge for 8 hour event - additional hours available at \$125 per hour. \$600¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p>Half Conference Center \$500¹ charge for 8 hour event – additional hours available at \$125 per hour. \$400¹ charge for 4 hour event – additional hours available at \$125 per hour.</p> <p><i>(NOTE: Fee includes one (1) hour prior to event for set-up and one (1) hour after event for clean-up for 8 hour events only)</i></p>
* Please see page 14 for Insurance/Liability and Alcohol Information		

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

VINTAGE FARM BARN		Charge
	Traditional Package	\$4,000 ¹ plus tax for 1 ½ day rental Rental Includes: <ul style="list-style-type: none"> • Day One: 4 Hours (Set Up, Decorate, Rehearsal) • Day Two: 12 Hours (Event Day, Tear Down)
	Rustic Charm Package	\$5,000 ¹ plus tax for weekend rental Rental Includes: <ul style="list-style-type: none"> • Day One: 8 Hours (Set Up, Decorate, Rehearsal) • Day Two: 12 Hours (Event Day, Tear Down) • Day Three: 3 Hours (Final Clean Up, Vendor Pick Up if needed)
* Please see page 14 for Insurance/Liability and Alcohol Information		

¹ The following items are included in the basic rental charge on an as-needed basis with advance notice: Use of kitchen, patio access, round tables (72" - seats 10, oblong table 6' or 8'), food service tables (6' or 8'), Padded folding chairs for inside the barn; additional chairs for exterior set ups. Fee also includes set-up and take down of all table/chair arrangements, utilities, on-duty personnel, and restrooms. If additional staff members are required, additional charges may apply. IMPORTANT – The basic charge **does not** include insurance required for general liability or alcohol consumption.

EWERS CENTURY CENTER STRATEGIC PLANNING ROOM		Maximum Charge
	CF Organizations (i.e., Faculty Senate, CPEC, Leadership Team, etc.)	Charges for direct services
	CF-Sponsored Events with revenue generated for club profit, et.	\$100 for 4 hour event additional hours available at \$50 per hour. Reservations will be made on a space available basis only and charges for direct services will apply.
	CF Staff/Faculty/Current Students	30% discount on full rate Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	Community for Profit	Fees as follows Charges for direct services will apply
	Strategic Planning Room <i>Weekday and Weekend Events</i>	\$275 charge for full day (up to 8 hours) Additional hours available at \$100 per hour. <i>(NOTE: Fee includes one half (1/2) hour prior to event for set-up and one half (1/2) hour after event for clean-up.)</i>
* Please see page 14 for Insurance/Liability and Alcohol Information		

TELECONFERENCE CENTER		Maximum Charge
	CF Organizations	Charges for direct services will apply
	CF Staff/Faculty/Current Students	30% discount Charges for direct services will apply
	Community Non-Profit	30% discount Charges for direct services will apply
	For Profit	Fees as follows Charges for direct services will apply
	Weekday and Weekend Events	\$275 charge for full day (up to 8 hours) Additional hours available at \$100 per hour.
* Please see page 14 for Insurance/Liability Information		

GYMNASIUM	Facility/Other Fees	Daily Rates
	Gymnasium	\$1,750 ¹
	*Plus 6.0% sales tax (sales tax will be charged at applicable sales tax rate enforced at time of event)	TBD
	Additional electrical supply ²	\$400
	Grounds outside gymnasium ³	\$500
* Please see page 14 for Insurance/Liability Information		

¹ Includes set-up of gymnasium (floor covering, chairs, podium, stage, etc.) and custodial service

² Includes additional five (5) rows of electrical service for booths and/or other set-ups

³ Area outside gymnasium is only available to those renting the inside of gymnasium

INSURANCE

LIABILITY: The Florida College System Risk Management Consortium (FCSRMC) through the University Risk Management and Insurance Association (URMIA) offers a Tenants' and Users' Liability Insurance Policy (TULIP) that provides liability coverage for non-college-sponsored individuals, groups, agencies and organizations renting College facilities that do not carry liability insurance. (If the renter has private insurance available, a certificate of liability insurance naming the "College as an additional insured" in the amount of \$1,000,000 is required.)

In the event the licensee does not carry liability insurance in the amount required, participation in the TULIP program is mandatory. The user/renter will be required to complete the convenient online TULIP application and pay the insurance premium at that time and prior to the event. A certificate of insurance will be emailed to the renter and to the College. If you need information on the TULIP program, please contact our Director of Purchasing and Risk Management, Mr. Stewart Trautman, at (352) 854-2322, ext. 1227 or by email at trautmas@cf.edu.

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

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Agreement between Siemens Industry, Building Technology Division
and the College of Central Florida

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

At the May 29, 2019 meeting, the District Board of Trustees awarded "RFQ 19-1, Energy Performance Savings" to Siemens Industry, Building Technology Division. The Board authorized the President to negotiate and sign an agreement with Siemens Industry, Building Technology Division, the first-ranked firm, recommended by the selection committee and report that action to the Board at a subsequent meeting.

Following negotiations and legal review, an agreement for energy performance savings was successfully reached with Siemens Industry, Building Technology Division. For the Board's authorization and approval, the Phase II and Phase III agreement and plans are being presents. The total project cost for Phase II and Phase III are not to exceed \$12,119,475.00.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approves the agreement for the Energy Performance Savings Project, Phase II and Phase III and authorize the board chair to sign.



PLANT OPERATIONS DEPARTMENT

MEMORANDUM

To: Chuck Prince, Vice President Administration and Finance
Date: June 4th, 2020
From: Tommy Morelock, Director of Facilities

Signature: [Handwritten signature of Tommy Morelock]

Re: RFQ 19-1 College Wide Energy Performance Contract

For your review / approval and District Board of Trustees Approval:

Requesting Boards approval and authorization for the Phase II and Phase III Agreement not to exceed \$12,119,475.00 Total Project Cost

The Detailed Feasibility Assessment has been completed and Siemens Industry, Building Technologies Division our selected ESCO (Energy Service Company) by RFQ19-1. Siemens has provided the following ESCO Project Options that can be utilized for our physical plant per Florida Statute 489.145 Guaranteed Energy Performance Savings / Florida Statute 1013.23 Energy Efficiency Contracting.

The proposed scope of work:

- 1. New West Campus Chilled Water Plant
2. Connect the Webber Center to the East Campus Utility Plant
3. East Campus – South Campus Virtual Plant
4. College Wide AHU Scheduling Integration with Ad Astra Scheduling System
5. College Wide LED Lighting Retrofits
6. O2 Prime Outside Air Reduction

The proposed mechanical / electrical / building automation work has been reviewed and approved by Plant Operations Staff. The project documents will be reviewed, permitted and inspected by the College Building Official.

Table with 4 columns: PROJECT TASK, NO COST, STATUS. Rows include Preliminary College Wide Assessment and Utility Analysis, Phase I Detailed Feasibility Assessment Agreement, Phase II Detailed Feasibility Assessment Agreement Amendment No 1 - Investment Grade Energy Audit / 100% Design Documents, Phase III Scope of Work - FIM No. 1, 2, 3, 4, 5 and 6, and Contingency.

This \$12,119,475.00 agreement is proposed to be funded per the details below and scheduled to begin engineering design in July 2020 with construction starting in the fall of 2020 and project completed and begin performance assurance by February 2022.

COFC SIEMENS ESCO Project Option 1

6/4/20

FIM ID	Location	Description	Savings		Total Savings	Investment	% of Project
			Utilities	Maint/Cps			
1	Ocala	New Chilled Water Plant	\$ 34,348	\$ 84,630	\$ 118,978	\$ 6,192,019	54.2%
2	Ocala	Tie Building 71 to Existing Central CHW Plant	\$ 10,391	\$ 10,478	\$ 20,869	\$ 254,763	2.2%
3	Ocala	Virtual Plant & Underground Chilled Water Infrastructure	\$ 82,751	\$ 110,625	\$ 193,576	\$ 1,867,737	16.3%
4	All Campuses	AHU Scheduling Integration with AdAstra	\$ 20,228		\$ 20,228	\$ 347,490	3.0%
5	All Campuses	LED Lighting Retrofits	\$ 126,765	\$ 15,147	\$ 141,912	\$ 1,692,596	14.8%
6	All Campuses	O2 Prime Solution	\$ 20,228		\$ 20,228	\$ 253,785	2.2%
	All	Project Development Detailed Feasibility Assessment				\$ 97,199	0.9%
	All	Project Development Cost (IGA) + 100% Design				\$ 588,865	5.2%
	Ocala	Virtual Plant Project Development Cost (IGA) + 100% Design				\$ 139,013	1.2%

Note that project contingency is reserved for possible changes in scope of work or market cost escalations between current level of engineering and final engineering. RFPs will be issued after 100% design and final costs established based on established open book pricing model. Unused contingency can be applied to debt service or reallocated to other scope. If final costs exceed total, Siemens and COFC will engage in value engineering or scope reduction unless COFC elects to fund the delta. All use of contingency will be approved by change order or contract amendment and tracked for audit purposes.

Sub Total	\$ 294,711	\$ 221,080	\$ 515,791	\$11,433,467	
Project Contingency				\$ 686,008	6%
Total	\$ 294,711	\$ 221,080	\$ 515,791	\$12,119,475	
Project Capital Buy-Down				\$ (2,000,000)	
Amount Borrowed (Lease)				\$10,119,475	

The next step is to move forward with the required Investment Grade Energy Audit and the 100% Design Documents. These documents will be used to create the final Energy Performance Project Agreement and Guaranteed Energy Performance Savings. The attached is Amendment No 1 to the original Detailed Feasibility Assessment Agreement, approved by the District Board of Trustees at the August 2019 meeting. Amendment No 1 includes the cost of the original Detailed Feasibility Assessment Agreement, the Investment Grade Energy Audit, Mechanical/Electrical/Plumbing/ Civil/Building Automation Engineering, Life Cycle Cost Analysis.

The methodology used to calculate these fees was based on the Florida Department of Management Services Fee Calculator for Architect / Engineering Services, Group Definition G. Based on an estimated \$10,608,390.00 construction cost.

"G" -BUILDING ENGINEERING SERVICES: Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction

Project Name	College of Central Florida - 2020 EPC (Energy Performance Contract)						
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE						
	A	B	C	D	E	F	G
\$ 10,608,390.00	7.56%	7.09%	7.79%	6.61%	6.15%	5.68%	6.86%
CALCULATED FEE	\$802,507	\$751,899	\$826,020	\$701,093	\$651,973	\$602,634	\$727,878

Cc: Katie Hunt, Project Manager
 Pat Wender, Assistant to the Project Managers
 Steve Ash, AVP for Finance
 Stewart Trautman, Director of Purchasing
 Mary Cipolla, Accounting

Attached:

- EPC-Pre-060820
- EPC-DFA-Ammend 1-060820
- CF-DFA081320

Amendment No. 1 to Detailed Feasibility Assessment Agreement

THIS AMENDMENT No. 1 (“Amendment”) is made this _____ day of June, 2020, by and between Siemens Industry, Inc. (“SIEMENS”), and the party identified below as CLIENT, and effective upon execution, amends and modifies the Detailed Feasibility Assessment Agreement dated August 13, 2019 between SIEMENS and CLIENT, and all prior amendments thereto, if any (collectively the “Agreement”).

PROJECT:

Energy Performance Contract to Construct a New Chilled Water Plant, a Virtual Plant, Underground Chilled Water Infrastructure, Automaiton, and LED Lighting on College of Central Florida Campuses.

**CLIENT: District Board of Trustees of the
College of Central Florida
Ocala, FL**

**DESIGNATED REPRESENTATIVE:
Katie Hunt, Manager Facility Operations and
Construction Projects**
Phone: 352-854-2322, Fax: 352-873-5812

**SIEMENS: Siemens Industry, Inc.
1000 Deerfield Parkway
Buffalo Grove IL 60089**

Local office at:
4111-B NW 6th Street
Gainesville, FL 32609

**DESIGNATED REPRESENTATIVE:
Steve Moore, Account Executive**
Phone: 904-472-8836, Fax:

1. The Agreement and any amendments thereto are incorporated by reference herein and made a part hereof. To the extent the terms of this Amendment conflict with the terms of the Agreement, the terms of this Amendment shall control.
2. The Parties agree to modify the Agreement as follows:
 - a) Add the following Exhibit B to the agreement:

Exhibit B

Investment Grade Audit (IGA) and Final Design

The IGA and Final Design scope shall be limited to the **Site 1 Ocala Main Campus, Site 4 Hampton Center, Site 6 Citrus Campus & Site 10 Appleton Museum of Art** facilities and shall include efforts as described below:

Siemens shall deliver to Client an Investment Grade Energy Audit document in accordance with requirements of Section 489.145, Florida Statutes, including the following scope items selected by Client:

- Lighting Systems Upgrades to LED
- AHU Scheduling Upgrades
- Outside Air Upgrades
- Ocala Campus New Chilled Water Plant and Underground Infrastructure (West)
- Ocala Campus Virtual Chilled Water Plant and Underground Infrastructure (East)

Siemens shall deliver 100% Construction Drawings for the following scope selected by CLIENT:

- Ocala Campus New Chilled Water Plant and Underground Infrastructure (West) based on Moses Engineering Construction Pricing Documents Dated 12/12/19
- Ocala Campus Virtual Chilled Water Plant and Underground Infrastructure (East)

Deliver Final Project Costs and Guaranteed Savings Calculations incorporated into a Performance Contracting Agreement (PCA) that is approved by Siemens for Client to execute in order to initiate the construction phase of the project.

Coordinate and deliver a Siemens Financial Services (SFS) financing proposal for the project. The financing proposal shall remain subject to the underwriting review and approval of Siemens Financial Services, Inc. and shall not be construed as a commitment to issue project financing.

The fees for these services are based on requirements of work to be performed and an estimated construction cost of \$10,608,390.00 and are segmented as follows:

- Detailed Feasibility Assessment - \$97,199.00
- Investment Grade Energy Audit / Design, MEP & Civil Engineering / Life Cycle Cost ROI Analysis / Reimbursable Expenses - \$727,878.00
- Florida Department of Management Services Fee Guide Calculator for AE Services Provided Below for Reference Only

Project Name	College of Central Florida - 2020 EPC (Energy Performance Contract)						
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE						
	A	B	C	D	E	F	G
\$ 10,608,390.00	7.56%	7.09%	7.79%	6.61%	6.15%	5.68%	6.86%
CALCULATED FEE	\$802,507	\$751,899	\$826,020	\$701,093	\$651,973	\$602,634	\$727,878

b) Amend the cost of the DFA agreement to incorporate IGA and Final Design fees as follows:

DFA Agreement, Article 4 is modified as follows:

Fee. Siemens shall perform the DFA and additional work defined in Exhibit A and Exhibit B for the fixed fee of **\$825,077.00** (Eight Hundred Twenty Five Thousand, Seventy Seven Dollars) (the "Fee").

c) Amend the payment terms as follows:

DFA Agreement, Article 5 is modified as follows:

Payment of the Fee. Client shall be responsible for the fee upon completion by Siemens of the Final Design scope of work detailed in Exhibit B above. Client shall pay the Fee to Siemens pursuant to the following terms:

- If the parties execute a Performance Contracting Agreement on or before September 15, 2020, for Siemens to construct the project detailed in the final design and construction documents, the Fee shall be incorporated into the overall project price and paid to Siemens pursuant to the first construction progress payment submitted to Client.
- Notwithstanding any term to the contrary in Paragraph 5(a) above, Client shall be required to pay the Fee to Siemens on or before **September 15, 2020**.

WHEREFORE, this Amendment amends and modifies the Agreement. In all other respects, the terms and conditions of the Agreement remain in full force and effect. The Parties have caused this Amendment to be signed by their duly authorized representatives on the date first above written, and this Amendment may be executed in counterparts, each of which shall be deemed an original and together shall constitute one and the same instrument.

CLIENT: District Board of Trustees of the
College of Central Florida

Signature: _____

Printed
Name: _____

Title: _____

SIEMENS: Siemens Industry, Inc.

Signature: _____

Printed
Name: _____

Title: _____

Signature: _____

Printed
Name: _____

Title: _____

**A CAPITAL IMPROVEMENT
PROJECT THAT IS SELF-
FUNDING WITH ENERGY &
OPERATIONAL SAVINGS &
AVOIDED CAPITAL**

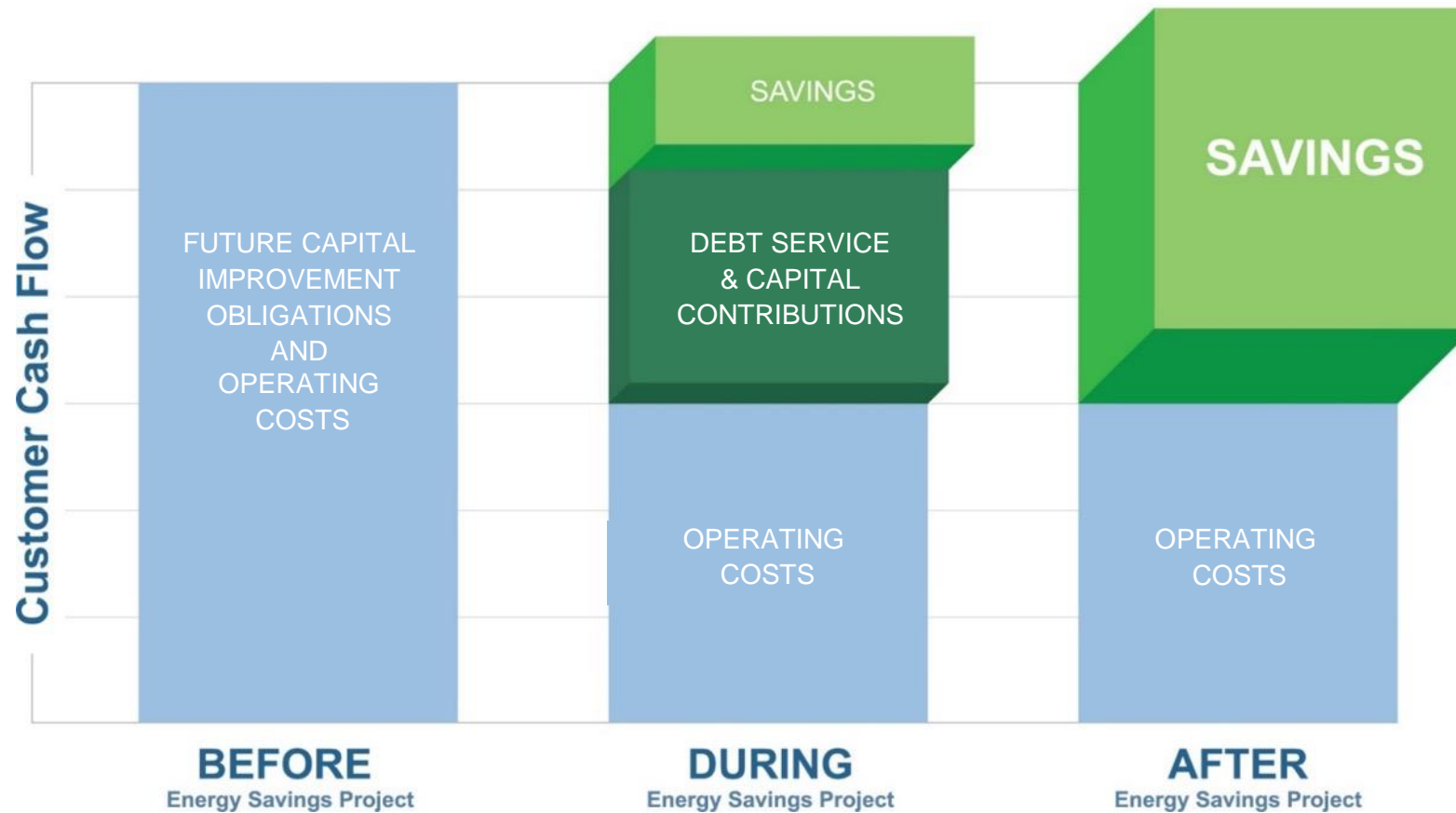
Project Driver – Health Science Technology Center

SIEMENS
Ingenuity for life

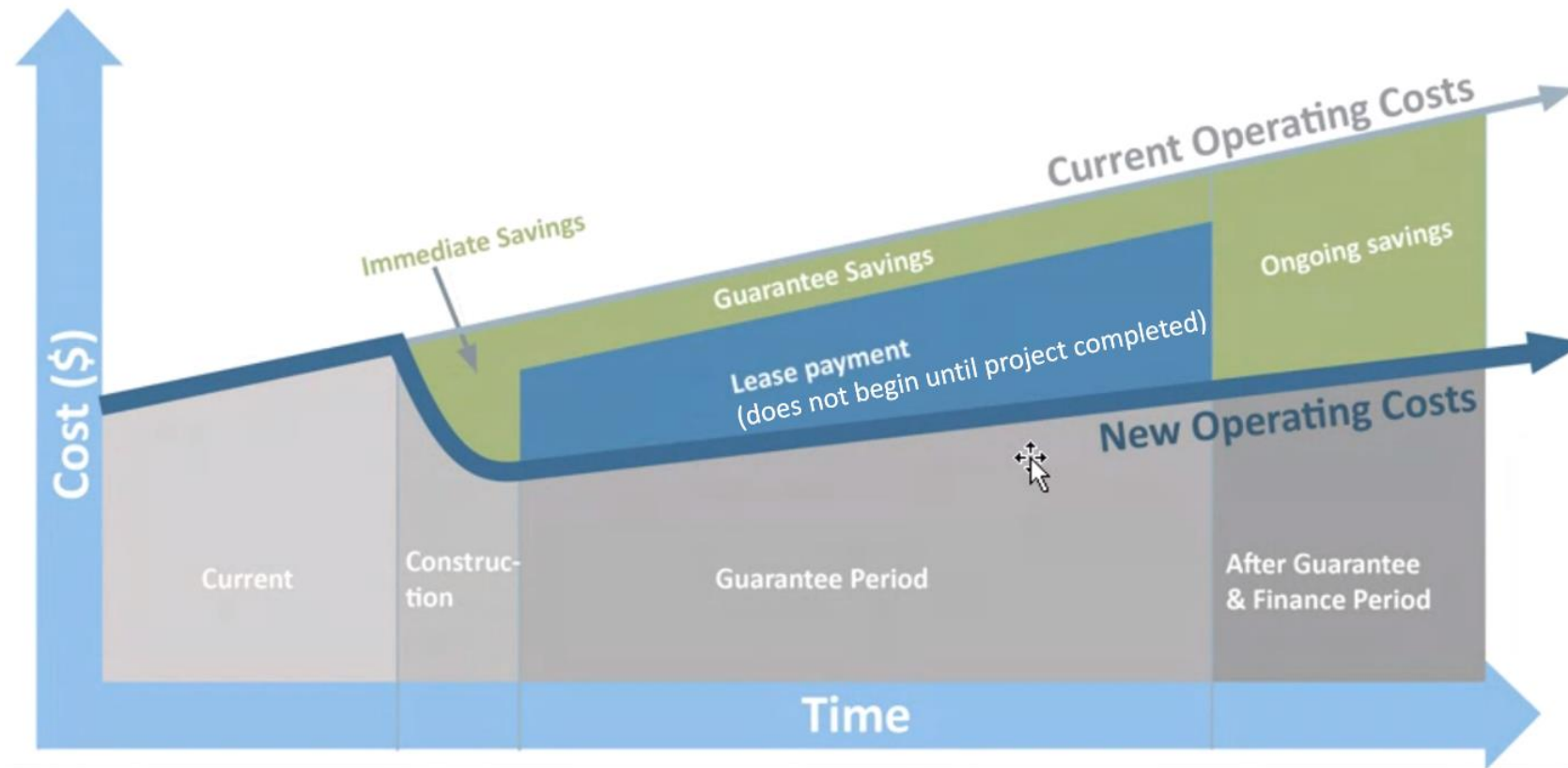


The screenshot shows the 'Online Sunshine' website for the Florida Legislature. The page title is 'The 2019 Florida Statutes'. It displays navigation links for 'Title XXXII', 'Chapter 489', and 'View Entire Chapter'. The main heading is 'REGULATION OF PROFESSIONS AND OCCUPATIONS CONTRACTING'. The specific statute is '489.145 Guaranteed energy, water, and wastewater performance savings contracting.' The text includes a short title and two paragraphs: (1) 'SHORT TITLE.—This section may be cited as the “Guaranteed Energy, Water, and Wastewater Performance Savings Contracting Act.”' and (2) 'LEGISLATIVE FINDINGS.—The Legislature finds that investment in energy, water, and wastewater efficiency and conservation measures in agency facilities can reduce the amount of energy and water consumed and wastewater produced and produce immediate and long-term savings. It is the policy of this state to encourage each agency to invest in energy, water, and wastewater efficiency and conservation measures to minimize energy and water consumption and wastewater production and maximize energy, water, and wastewater savings. It is further the policy of this state to encourage agencies to reinvest any savings resulting from energy, water, and wastewater efficiency and conservation measures in additional energy, water, and wastewater efficiency and conservation measures.'

How Does Energy Performance Contracting Work?



Mechanics of Performance Contracting: Video



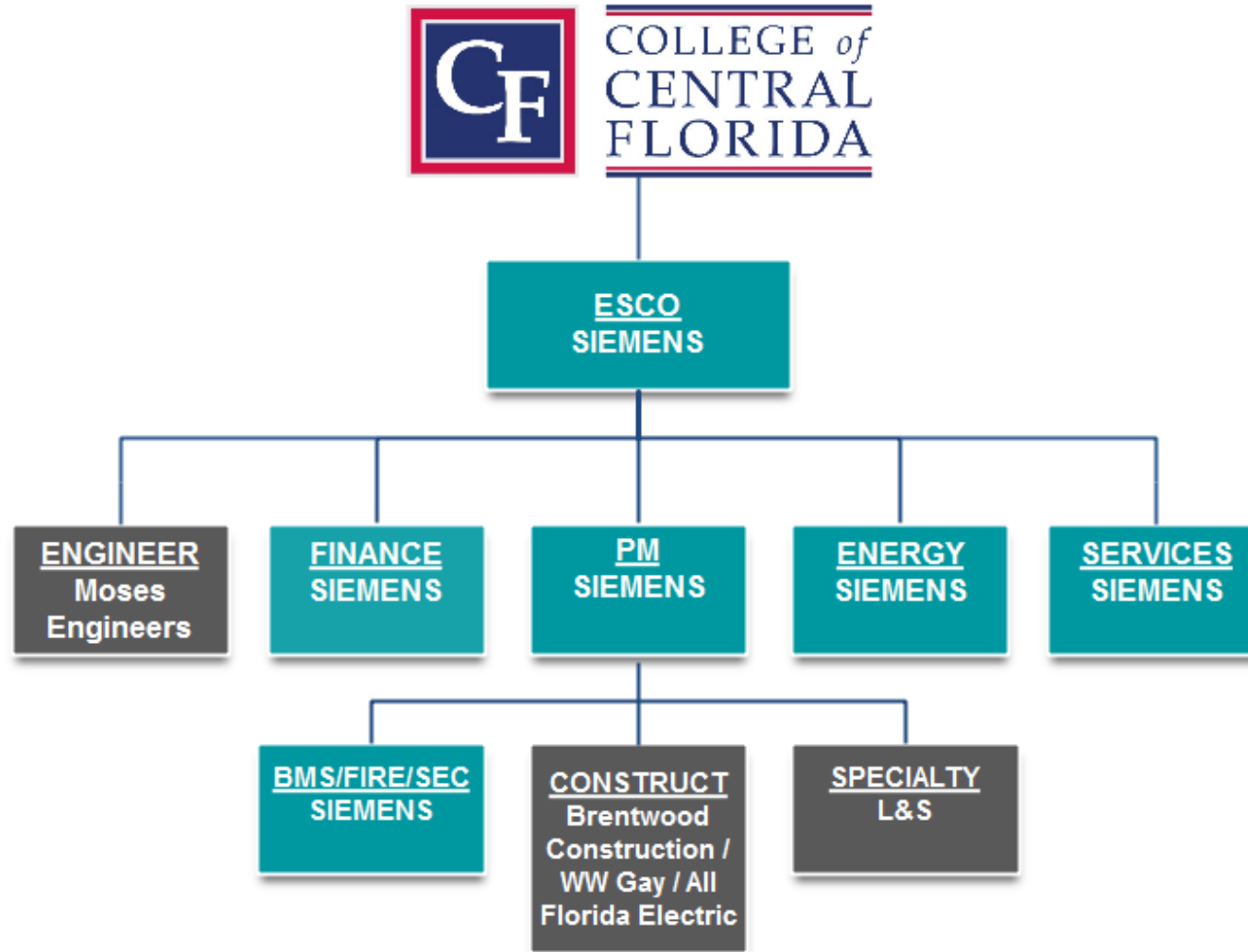
Peer Use Cases



Project	Schematic Design Phase	Final Design Phase	Performance Contract Agreement
University of Florida – IFAS	\$99,000	\$155,000	\$5,800,000
Florida State University	\$44,000	\$410,000	\$5,700,000
Florida Gateway College	\$24,000	\$483,000	\$8,600,000
Valencia College	\$90,000	\$500,000	\$13,500,000
University of Florida – Vet Med	\$190,000	\$2,600,000	\$23,700,000
College of Central Florida v3	\$97,000	\$588,865	\$9,300,000
College of Central Florida v1	\$97,000	\$727,878	\$11,400,000

* values are rounded

One Point of Accountability



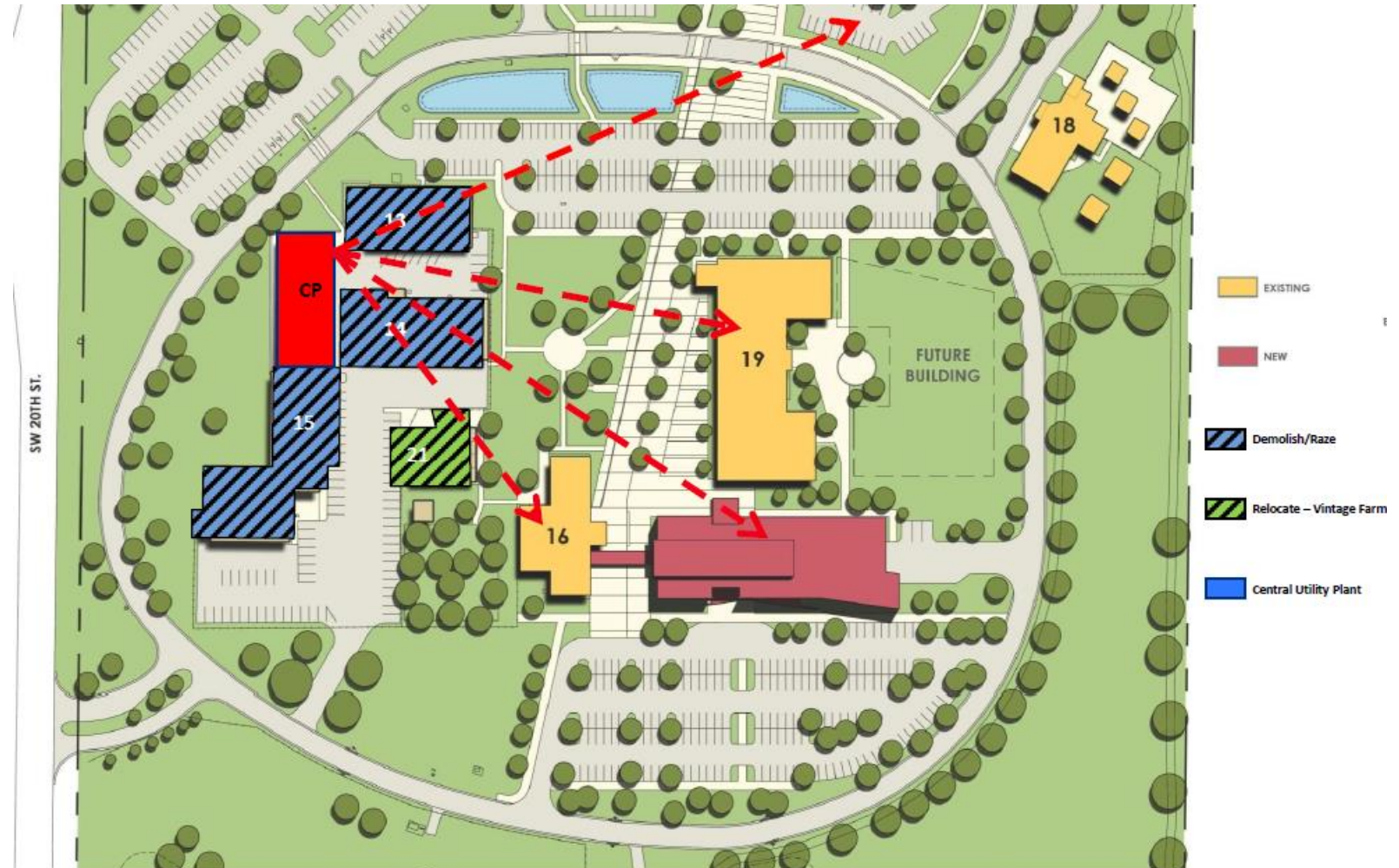
COCF Project – New Plant

Solutions

- Renovate Existing Space
- 2x400 Ton Chillers
- Room for Future 1x400 Ton Chiller

Benefits

- Reduced Maintenance
- Reduced Energy
- Longer Equipment Life
- Built to Support Future Expansion



COCF Project – New Plant

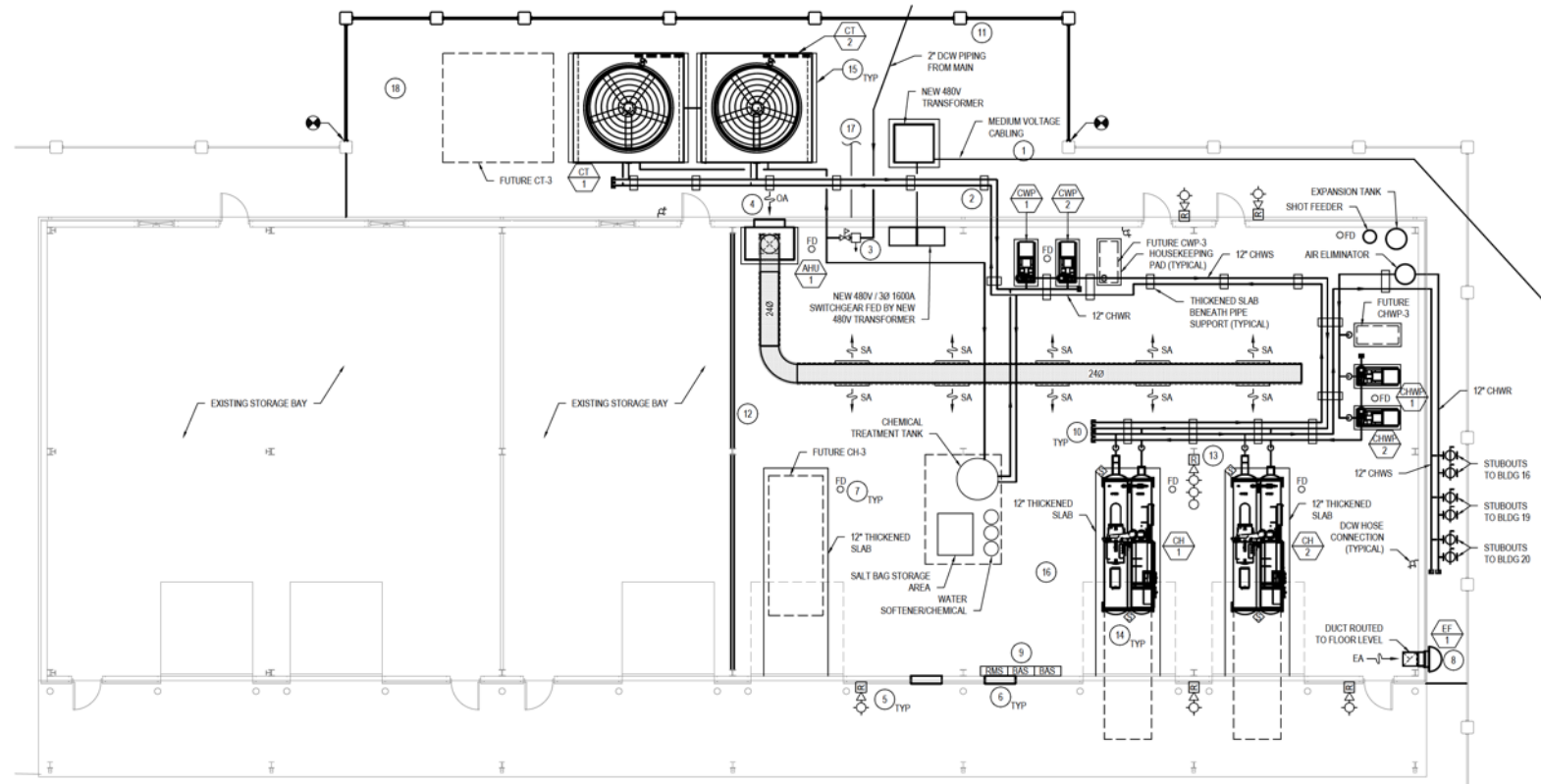


Recommendations

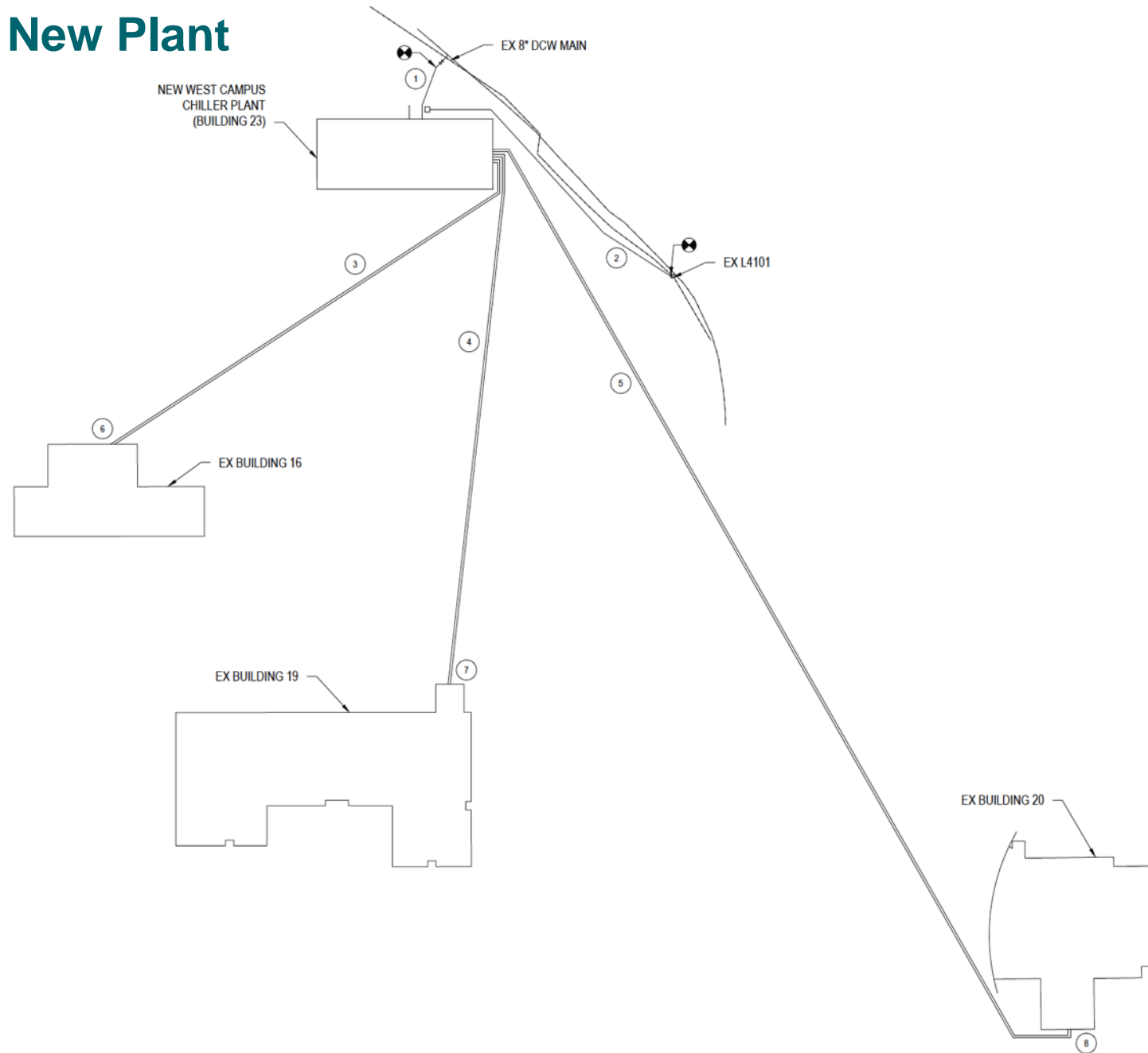
- Renovate Existing Space
- 2x400 Ton Chillers
- Room for Future 1x400 Ton Chiller

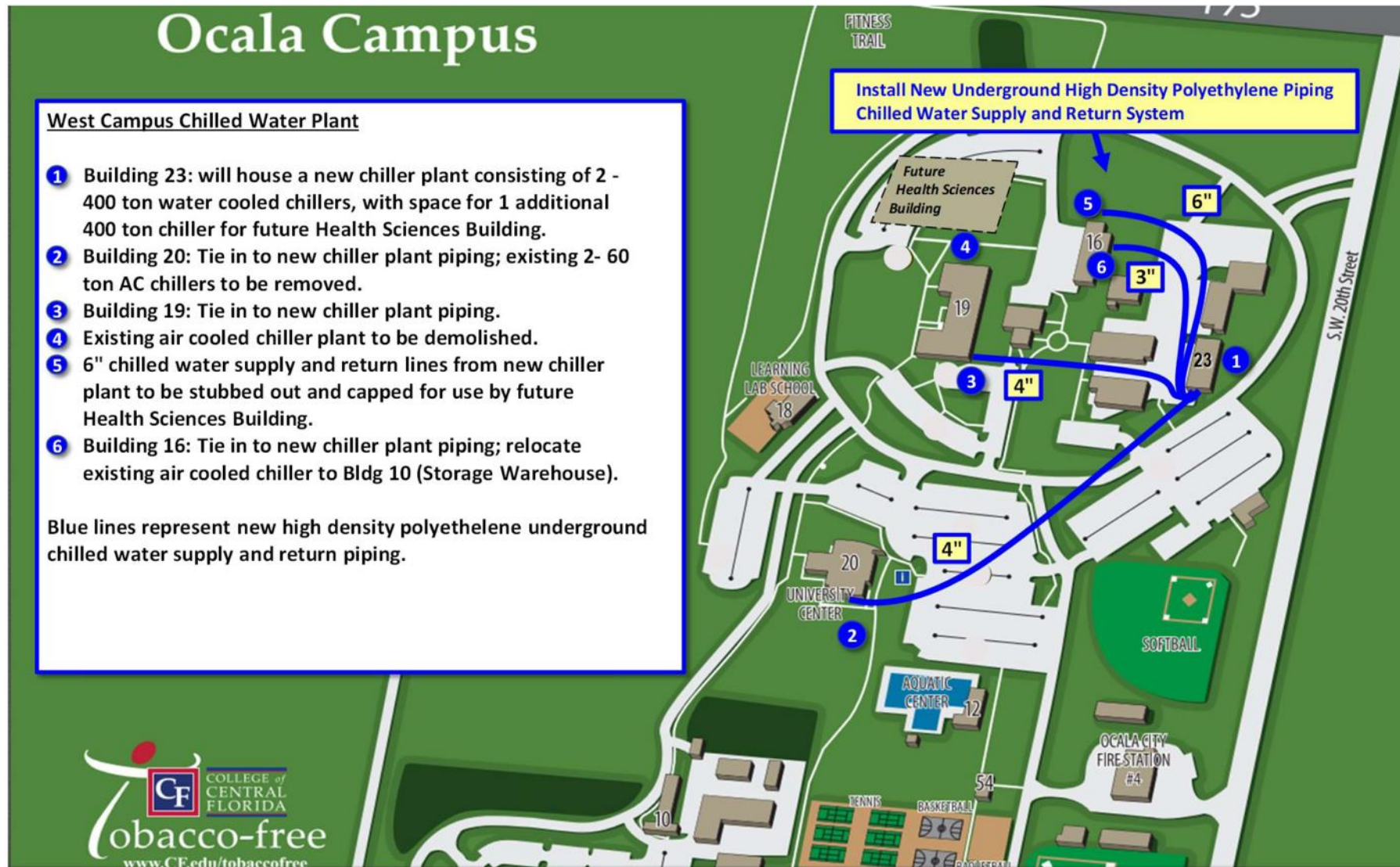
Benefits

- Reduced Maintenance
- Reduced Energy
- Longer Equipment Life
- Built to Support Future Expansion



COCF Project – New Plant





COCF Project – Virtual Plant



EPC vs DBB Process

	Topic	Energy Performance Contracting (EPC)	Design-Bid-Build (DBB)	Contrast EPC to DBB
Savings	Energy & Operational Savings	Guaranteed over the long term	Not guaranteed	Financial risk held by EPC contractor
	Impact of Savings Shortfall	Contractor pays the difference	Customer pays the difference	Financial risk held by EPC contractor
	Measurement & Verification	Annual M&V of performance	No accountability to long term outcome	Operating risk held by EPC contractor
	Term of Relationship	Long term partnership - mutual interest	One year past turnover	Focus on long term positive outcomes
Cost	Source of Construction Funds	Operations cost reductions fund project	Bond funding or existing capital dollars	Capital preserved for other needs
	Source of Maintenance Funds	Funded by energy & operational savings	Not part of capital appropriation	No increase in operating budget
Your Staff	During Construction	Performance burden on EPC contractor	In-house staff manages construction	Lower costs of implementation
	After Construction	Staff training built into project costs	No training included in project cost	Training w/o operations budget impact
Performance	Change Orders	None unless initiated by the Customer	Contractor's primary goal	Construction risk held by EPC contractor
	Innovation and Flexibility	Focused on life cycle cost	Focused on lowest first cost	Lower life cycle cost
	Number of Responsible Parties	EPC contractor sole point of responsibility	A&E, GC, Subs, Manufacturers	Accountability rests with single party
	Control	Control over contractors & manufacturers	Lowest responsive bid & approved equals	Focus on value rather than only cost
	Equipment Selection Focus	Best lifecycle cost	Lowest first cost	Lower life cycle cost



Siemens Industry
Building Technologies Division

Siemens Industry, Inc., a Delaware corporation, through its Building Technologies Division, with its principal place of business located at 1000 Deerfield Parkway, Buffalo Grove, Illinois 60089 ("Siemens"), and District Board of Trustees of the College of Central Florida, with its principal place of business located at 3001 S.W. College Road, Ocala, FL ("Client") (collectively the "Parties"), enter into this Detailed Feasibility Assessment Agreement this *13* day of *August*, 2019 ("DFA") and agree as follows:

RECITALS

WHEREAS, Siemens has been selected via Client's RFQ # 19-1 as an Energy Performance Savings contractor;

WHEREAS, the Client has requested that Siemens now perform a detailed feasibility assessment ("DFA") of Client's facilities and preliminary design documents to determine if there is sufficient scope for a Performance Contracting Agreement ("PCA");

WHEREAS, the parties acknowledge that the DFA alone will not be sufficient to produce the PCA, and that additional work and/or design services may be necessary to fully develop the PCA. If the parties agree that such additional services are necessary, an amendment to this agreement will be negotiated to cover any additional costs and scope.

WHEREAS, the Parties agree that Siemens shall perform the work in accordance with the terms of this DFA and that the Client shall pay Siemens in accordance with the same.

NOW THEREFORE, as a result of the Recitals, which are specifically incorporated herein and for the mutual consideration contained herein, the Parties agree as follows:

AGREEMENT

1. Term. Upon the date hereof, or upon such later date as agreed upon by the Parties (the "Effective Date"), Siemens shall commence performing the DFA. Siemens shall use reasonable efforts to complete the DFA no later than ninety (90) days from the Effective Date.
2. Required Information. The Client authorizes Siemens, its employees, agents, consultants and subcontractors, on a need to know basis, to inspect and copy all information and data related to the project criteria set forth in Exhibit A that Siemens reasonably deems is necessary to sufficiently perform the DFA, whether such information is in the Client's possession or in the possession of a third-party to which the Client shall provide Siemens with sufficient releases in order to obtain such information. The Client shall provide Siemens, its employees, agents and contractors, with reasonably unrestricted access to the Client's buildings that will be addressed in the DFA (the "Facilities"). In addition, Client shall promptly provide Siemens with the Facilities:
 - a. Utility data for the past two (2) year(s), including but not limited to, actual copies of electrical, gas, water invoices, or other utility invoices requested by Siemens ("Utility Data");
 - b. Information on the Facilities' hours of operation and modes of operation ("Operational Data");
 - c. Names and contact information of persons with whom Siemens can confer regarding any of the Utility Data, Operational Data, financial information and general day-to-day issues that may arise during performance of the DFA ("Contact Persons");
 - d. If applicable, an audited financial statement for the fiscal year immediately preceding the Effective Date; and,
 - e. Any and all information requested by Siemens reasonably necessary in order for Siemens to perform the DFA.

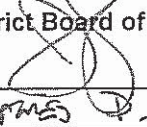
3. Representations, Warranties and Covenants of the Parties.
- a. Each party represents, warrants and covenants to the other that:
 - i. It has all requisite power and authority, whether statutory or otherwise, to enter into this Agreement, and that its execution hereof has been duly authorized and does not and will not constitute a breach or violation of any of its organizational documents, any applicable laws or regulations, or any agreements with third parties;
 - ii. It has done and will continue to do all things necessary to preserve and keep in full force and effect its existence and the DFA;
 - iii. This DFA is a legal, valid and binding obligation of the party, in accordance with its terms, and all requirements of the party have been met and procedures have been followed by the party to ensure the enforceability of the DFA; and,
 - iv. To the party's best knowledge, there is no pending or threatened suit, action, litigation or proceeding against or affecting the party that impacts the validity or enforceability of this DFA.
 - b. Siemens further represents, warrants and covenants to the Client that Siemens is duly authorized to do business in all locations where the work under the DFA is to be performed.
 - c. Client further represents, warrants and covenants to Siemens that 1) any information provided to Siemens, by the Client or on behalf of the Client, is accurate and that Siemens is entitled to rely on the accuracy of the same in performing the DFA, and 2) Siemens shall not be held liable to the Client in any manner whatsoever for any error, inaccuracy or omission that is caused solely by Siemens' reasonable reliance on the information supplied by the Client or information provided to Siemens on behalf of the Client.
4. Fee. Siemens shall perform the DFA and additional work defined in Exhibit A for the fixed fee of **\$97,199.00** (Ninety Seven Thousand, One Hundred Ninety Nine Dollars) (the "Fee").
5. Payment of the Fee. Client shall be responsible for the fee upon completion by Siemens of the DFA scope of work and design attached as Exhibit A. Client shall pay the Fee to Siemens pursuant to the following terms:
 - a. If the parties agree that additional services are necessary to complete an IGA or further design, an amendment to this agreement, shall be negotiated and executed within 90 days of the delivery of the DFA. In the event that an amendment is not executed within 90 days of the delivery of the DFA, then the Fee shall become immediately due and payable to Siemens.
 - b. Notwithstanding any term to the contrary in Paragraph 5(a) above, Client shall be required to pay the Fee to Siemens on or before **April 15, 2020**.
6. Termination. The Client may terminate this DFA at any time with fifteen (15) days prior written notice to Siemens. The Client shall then pay to Siemens a termination fee based upon all work completed or a pro-rated portion of work completed.
7. Insurance. If, as a result of services offered in the contract, Siemens is required to perform any on-site work or installations of equipment, Siemens agrees to obtain and maintain statutory coverage for worker's compensation insurance and commercial general liability insurance, in amounts per occurrence as required by applicable law; and shall name Client as an additional insured under such commercial general liability policy and shall provide the Client with certificates of insurance evidencing commercial general liability coverage of \$1,000,000. Client shall also maintain fully adequate, comprehensive insurance on their respective goods, services, and operations, as applicable.
8. Indemnity. Both Parties recognize that Client, as an agency of the State of Florida, is prohibited from entering into indemnification agreements. Subject to that prohibition, the Parties agree that Siemens shall not be responsible for damages to the extent resulting from Client's negligence.

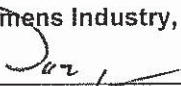
9. Limitation of Liability. SIEMENS' MAXIMUM LIABILITY UNDER THIS AGREEMENT UNDER ANY THEORY OF RECOVERY, WHETHER BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), UNDER WARRANTY, INDEMNITY OR OTHERWISE, SHALL NOT EXCEED THE COMPENSATION PAID TO SIEMENS UNDER THIS AGREEMENT. Neither Party shall be liable to another for special, indirect, consequential or punitive damages, even if the Party has been advised that such damages are possible. No Party shall be liable for lost profits, lost revenue, or lost operating savings. Notwithstanding the foregoing, nothing in this section will be construed to limit any of the remedies afforded to the Client under applicable laws.
10. Exclusivity. During the term of this DFA, the Client shall not negotiate with any third-party for the same or a substantially similar project as that which is the subject of this DFA.
11. Deliverables. All non-proprietary notes and reports that are specifically prepared by Siemens under this DFA (the "Deliverables") shall become the Client's personal property upon the Client's execution of the PCA or upon the Client's payment of the Fee, whichever is earlier. Any reuse of the Deliverables for other projects or locations without the written consent of Siemens, or use other than by the Client, will be at such other user's sole risk and without liability to Siemens.
12. Intellectual Property. Notwithstanding the foregoing, the Client shall not, by virtue of this DFA, acquire any ownership interest in any formulas, patterns, devices, secret inventions or processes, copyrights, patents, other intellectual proprietary rights, or similar items of property which are owned by Siemens, any of Siemens' subcontractors, or by any of Siemens' consultants, whether or not they are used in connection with the work provided under this DFA.
13. Confidentiality. Any information concerning Siemens or the Client that is designated as proprietary and disclosed in confidence to the other party during the term of this DFA is disclosed in confidence. The party that receives such confidential information shall not publish or disclose the same to any other entity or person without the prior written approval of the disclosing party, except as required by law. In the event of a disclosure by law, Client shall notify Siemens seven (7) calendar days prior to disclosure. To the extent that the Parties have entered into a confidentiality agreement or will enter into such an agreement during the term of this DFA, then the terms contained in the confidentiality agreement shall be incorporated by reference herein.

Notwithstanding anything herein to the contrary, the parties acknowledge Client is subject to and will, as a state agency, comply with all local, state, and federal public records laws, including but not limited to Chapter 119, Florida Statutes. Further, Siemens acknowledges the public shall have access at all reasonable times to all documents and information pertaining to Client contract subject to the provisions of Chapter 119, Florida Statutes, and Siemens agrees to allow access by Client and the public to all documents subject to disclosure. Siemens will at all times comply with Section 119.0701, Florida Statutes, in keeping and maintaining public records that ordinarily and necessarily would be required by Client in order to perform the service; provide the public with reasonable access to public records; ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and meet all requirements for retaining public records as provided by law.

14. Choice of Law, Jurisdiction and Venue. THIS DFA SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA, WITHOUT REGARD TO CHOICE OF LAW PROVISIONS. Sole and exclusive jurisdiction and venue shall lie with the state or federal court in Marion County, Florida, where the subject project will be performed. The parties each waive any objection that it may have based upon improper venue or forum non-convenience.
15. Merger Clause. Upon execution and delivery, this DFA: (a) constitutes the entire agreement and understanding between the Parties relating to the subject matter hereof; (b) supersedes any and all prior agreements and understandings of the Parties, oral or written, relating to the subject matter hereof; and, (c) shall not be amended, supplemented, contradicted or otherwise modified by evidence of prior, contemporaneous or subsequent oral agreements of the Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this DFA to be duly executed by their respective authorized signatories as of the date first above written.

Agreed for **District Board of Trustees of the College of Central Florida**
(Signature) by: 
Print Name and Title: JAMES P. HENNINGSEN, PRESIDENT

Agreed for **Siemens Industry, Inc.**
(Signature) by: 
Print Name and Title: Dana Soukup
Sr. Vice President
Field Operations

(Signature) by: 
Print Name and Title: Russell DeNapoli
Service FBA

Approved By Legal

Digitally signed by MOYIATED LLC
DN: cn=James P. Henningsen, o=MOYIATED LLC
Reason: I am approving this document
Date: 2019.08.12 11:41:37 -0500

COLLEGE OF CENTRAL FLORIDA

34

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Contract of Service Agreement between Ocelot (CareerAmerica, LLC) and the College of Central Florida

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

The College of Central Florida has an existing contract with Ocelot for FATV (short informational videos on many financial aid topics) and Chatbot. Chatbot uses Artificial Intelligence (AI) which provides predetermined questions to answer questions typed into a chat box. This service currently is \$14,500 a year.

College Administration seeks to enter an agreement to provide Chatbot services (utilizing AI) for four (4) additional areas, as well as, a LIVE chat feature when the students asks a question the Chatbot does not have a preprogrammed answer. In addition, all chatbot's will be available in multiple languages (as they develop the language database). This additional service is \$15,000 a year.

This agreement is a three-year commitment at the cost mentioned above with a 10% discount if we pay for all three years upfront. In accordance with established college procedure, the District Board of Trustees must approve professional service agreements in excess of \$25,000.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the Contract of Services Agreement Work with Ocelot (CareerAmerica, LLC) and authorize the Board Chair to sign.



CONTRACT OF SERVICE

The Contract of Service encompasses the attached Invoice, Sole Source Letter, and End User License Agreement, which are incorporated in this Contract of Service by reference. The Contract of Service is an agreement entered into between College of Central Florida and Ocelot (CareerAmerica, LLC) to begin on 8/1/2020. Pricing as offered assumes contract approval on or before Contract Start Date.

1. TOTAL CONTRACT

Item	Quantity	Description	Unit Amount	Total Amount
GetAnswers Service with Financial Aid Chatbot	2.00	24/7/365 Artificially Intelligent Financial Aid Chatbot	\$14,750.00	\$29,500.00
Chatbot SET-UP Fee	1.00	One-time Set-Up Charge for Chatbot	\$7,500.00	\$7,500.00
Chatbot: Enrollment Management	3.00	Chatbot for Enrollment Management	\$10,000.00	\$30,000.00
Live Chat Feature	3.00		\$0.00	\$0.00
Multilingual Chatbot	3.00	Multilingual Chatbot	\$5,000.00	\$15,000.00
Discount: Set-Up Fee Waived	1.00	Set-Up Fee has been waived	\$-7,500.00	\$-7,500.00

Shipping & Handling 0.00

Sales Tax 0.00

TOTAL AGREEMENT PRICE \$74,500.00

3 Year agreement for Enrollment Management chatbot and 2 year agreement for GetAnswers video library and Financial Aid chatbot.

Enrollment Management chatbot from 8/1/2020-7/31/2023 is \$15,000 per year and supports up to 4 additional chatbot departments outside of financial aid.

GetAnswers video library agreement is for two years from 8/1/2021-7/31/2023 at \$14,750 per year Standard 4 departments are:

- Admissions
- Academic Advising
- Student Accounts/Billing
- Registrar.

Also includes Live Chat when launched in August of 2020.

If total amount is prepaid in advance a 10% discount can be applied.

2. ORDER ADD-ONS

This contract includes the flexibility to order additional services – including but not limited to custom developed technology solutions - within the Term of this agreement. Item(s) will be invoiced separately and will be bound to this agreement, or a new agreement, as indicated by Ocelot.

3. TERM

Start Date: 8/1/2020 End Date: 7/31/2023

4. PAYMENT SCHEDULE

Due Date	Amount
8/1/2020	15,000.00
8/1/2021	29,750.00
8/1/2022	29,750.00

Checks made payable to CareerAmerica, LLC

5. RENEWAL CONTRACT OPPORTUNITY

This contract will automatically renew at the conclusion of the term. Client may opt-out of renewal by notifying Ocelot in writing at least 30 days prior to the conclusion.

6. PRICE CAP ON RENEWAL CONTRACT

At the conclusion of this contract, the pricing for the current items ordered will increase by no more than 6%.

7. SIGNATURES

College of Central Florida

Ocelot



Signature

	Name	Damon Vangelis
	Title	CEO
	Date	6/10/2020



INVOICE

CareerAmerica, LLC
 PO Box 7139
 Boulder, CO 80306
 PO Box 7139
 Boulder, CO 80306
 PO Box 7139
 Boulder, CO 80306

Invoice #	Invoice Date	Payment Due Date	PO#
0207-10	7/1/2020	8/1/2020	
0207-11	5/1/2021	8/1/2021	
0207-12	5/1/2022	8/1/2022	

Bill To:

College of Central Florida
 Accounts Payable
 3001 SW College Road
 Ocala, FL 34474-4415

Contract Services Description

Item	Quantity	Description	Unit Amount	Total Amount
GetAnswers Service with Financial Aid Chatbot	2.00	24/7/365 Artificially Intelligent Financial Aid Chatbot	14,750.00	29,500.00
Chatbot SET-UP Fee	1.00	One-time Set-Up Charge for Chatbot	7,500.00	7,500.00
Chatbot: Enrollment Management	3.00	Chatbot for Enrollment Management	10,000.00	30,000.00
Live Chat Feature	3.00		0.00	0.00
Multilingual Chatbot	3.00	Multilingual Chatbot	5,000.00	15,000.00
Discount: Set-Up Fee Waived	1.00	Set-Up Fee has been waived	-7,500.00	-7,500.00

Shipping & Handling 0.00
 Sales Tax 0.00

AMOUNT DUE THIS INVOICE \$15,000.00
AMOUNT DUE THIS INVOICE \$29,750.00
AMOUNT DUE THIS INVOICE \$29,750.00

Enrollment Management chatbot from 8/1/2020-7/31/2021 is \$15,000.

Enrollment Management chatbot, GetAnswers video library & Financial aid chatbot at \$29,750 annually from 8/1/2021-7/31/2022

Enrollment Management chatbot, GetAnswers video library & Financial aid chatbot at \$29,750 annually from 8/1/2022-7/31/2023

Payment Terms: Net 30 upon PO/Signed Contract

Phone # (303) 351-2546

Fax # (810) 958-5113

Email orders@ocelotbot.com

Website www.ocelotbot.com

Federal Tax ID 84-4047861

Ocelot, FATV, GetAnswers, GetSAP, and GetSAP+ are services of Career America, LLC.
All payments should be made payable to CareerAmerica, LLC



To: Purchasing Department, College of Central Florida
From: Damon Vangelis, CEO
Date: 6/10/2020
Re: **Sole Source Nature of Ocelot Services**

Dear Purchasing Department:

Ocelot is a 17-year-old niche content and technology company. Ocelot is a “Sole Source” supplier of three proprietary products, all of which are Section 508 compliant, WCAG 2.3 AA Accessible, and customizable. Ocelot has three products that **no other company provides**:

1 – Artificially Intelligent Conversational Ocelot Chatbots. Our Ocelot Bot includes a comprehensive knowledge base of student service content that is updated continuously to ensure compliance, particularly with state and federal financial aid programs and policies, as well as Title IX. No other chatbot provider possesses a similar library, and no company performs regular compliance and regulatory reviews to revise content in its knowledge base library.

Each Ocelot Bot comes pre-loaded with a comprehensive knowledge base of over 2,500 text-based questions and answers, and over 2,000 FATV videos covering financial aid and related student service topics. Ocelot Bots are 100% customizable. All content is available in Spanish and Simplified Chinese, with independent BLEU Scores over 50.

2 - Bilingual (English/Spanish) GetAnswers Video Service. This is a comprehensive and customizable highly-visual fully bilingual knowledgebase of content created by OCELOT that is anchored by a pre-made bilingual library of regularly-updated online video content (our library includes over 2,000 videos) dealing with financial aid and related student service topics. Students can access the content in a variety of ways: through an artificially intelligent conversational bilingual chatbot, a searchable portal, videos embedded on the school’s website, integration in text and email communications, school signage systems, and via social media applications. The videos in the library are updated regularly for compliance as state and federal financial aid programs change. The library is fully customizable. Detailed analytics are provided on conversations, open rates, and videos watched. Videos are available in additional languages, including Chinese, Farsi, and Creole.

3 - GetSAP. This is a customizable online learning platform created by OCELOT that aids school clients in educating students about the school's Satisfactory Academic Progress (SAP) policy. GetSAP is a pre-loaded online platform with OCELOT-created content, which is supplemented by the school's unique SAP policy, along with testing components. Schools can embed videos, specific counseling sessions, and calculators on their websites. Data analytics are provided.

Ocelot services are available on a subscription basis directly through us. Ocelot is owned by CareerAmerica, LLC. All Ocelot content is subject to copyright protection.

If you have any questions, please contact me at (303) 351-2546.

Sincerely,

END USER LICENSE AGREEMENT

NOTICE TO ALL USERS: Please read this contract carefully. By utilizing this service, you (the relevant entity) agree that this agreement is enforceable like any written contract signed by you.

1. Definitions

- a. "Service" means (a) all of the contents of the digital files, or other media (including electronic media) with which this Agreement is provided or such contents as are hosted by Ocelot (CareerAmerica, LLC) or any authorized partners, including but not limited to (i) computer information or software; (ii) related explanatory materials in printed, electronic, or online form ("Documentation"); and (b) upgrades, modified or subsequent versions and updates (collectively "Updates"), and Software, if any, licensed to you by CareerAmerica, LLC or an Authorized Partner as part of a maintenance contract or service subscription.
- b. "Use" or "Using" means to access, install, download, copy or otherwise benefit from using the Service.
- c. "Computer" means a device that accepts information in digital or similar form and manipulates it for a specific result based upon a sequence of instructions.
- d. "Ocelot" means a customizable online educational service created and serviced by CareerAmerica, LLC.

2. License Grant. Subject to the payment of the applicable license fees, and subject to the terms and conditions of this Agreement, CareerAmerica, LLC hereby grants to you a non-exclusive, non-transferable license to use a custom version of this Service on your website, for access and viewing by your faculty and staff, students, their family members and/or guardians, website visitors, and prospective students and their family members and/or guardians.

3. Term. Unless earlier terminated as set forth herein, this Agreement is effective for the term set forth in the Invoice and/or Contract of Service (if supplied), and may be extended for additional terms and pricing upon written agreement by the Parties. This Agreement will terminate automatically if you fail to comply with any of the limitations or other requirements described herein. Upon any termination or expiration of this Agreement, you must cease use of the Service and destroy all copies of the digital files and Documentation.

4. Start Date for Subscription. Subscription start dates shall be determined at the outset of the Agreement. Standard practice is for the subscription to begin the day the service is provided by CareerAmerica, LLC to the Client. However, at the discretion of CareerAmerica, LLC, the start date may be delayed in order to accommodate delays in launching by the Client. In the case of a delayed launch, start dates will be no later than 60 days from the date of the signed agreement or the receipt by CareerAmerica, LLC of a purchase order (whichever is later), unless otherwise agreed to by CareerAmerica, LLC at the outset of the Agreement.

5. Updates. This license is limited to the version of the Service delivered by CareerAmerica, LLC.

Throughout the Term of this Agreement, CareerAmerica, LLC shall make reasonable efforts to update the content of its service as needed to reflect material changes in applicable laws and/or regulations.

6. Ownership Rights. The Ocelot Service and its content are protected by United States copyright laws. CareerAmerica, LLC owns and retains all right, title, and interest in and to the Service, including all copyrights, patents, trade secret rights, trademarks, and other intellectual property rights therein. Your installation or Use of the Ocelot service does not transfer to you any title to the intellectual property in the Service, and you will not acquire any rights to the Service except as expressly set forth in this Agreement. You retain ownership in any content or material that is provided to CareerAmerica, LLC (referred to herein as the “Customer Materials”) and this Agreement does not provide CareerAmerica, LLC with any right to use such Customer Materials other than as necessary to perform its obligations under this Agreement.

7. Multiple Copies. If your service subscription includes multiple media format – such as DVD – you are not permitted to make copies of this media. You are permitted to use the Service on your institution’s website. However, you are not permitted to knowingly or intentionally permit another institution to access your Service.

8. Video Files. If you elect to utilize any video files provided by CareerAmerica, LLC through the file-share system, these files are only to be used as part of a school-based (closed) signage system for the term of your subscription. The video files are the property of CareerAmerica, LLC, and may not be duplicated, shared, or otherwise transmitted for use by a third party, or used online without prior written permission of CareerAmerica, LLC. If your subscription ends, you are not permitted to use the video files without the permission of CareerAmerica, LLC.

9. Restrictions. You may not sell, lease, license, rent, loan, resell, or otherwise transfer, with or without consideration, the Service or any of its knowledgebase or video content. You may not reverse engineer, decompile, or disassemble the Service, except to the extent the foregoing restriction is expressly prohibited by applicable law. You may not modify, or create derivative works based upon, the Service in whole or in part. You may not knowingly permit third parties (institutions, corporations, agencies, etc) to benefit from the use or functionality of the Service or the video clips. [This shall not be construed to refer to students benefiting intellectually from the educational benefit of the Service.] You may not back-up or otherwise copy any Ocelot digital content, or upload it to any other services or websites.

10. Warranty and Disclaimer. Subscriptions run for 1 year unless otherwise specified in the Agreement. Pro-rated subscriptions are permissible (e.g. your fiscal year is already in progress and you wish to purchase a subscription for the remaining months of your fiscal year), but must be specified in the Contract of Service or Invoice. CareerAmerica, LLC strives to make sure its Service is free from interruption; however, we make no guarantees that it will be error-free.

- a. **Uptime Commitment.** CareerAmerica, LLC will use commercially reasonable efforts to ensure that the Ocelot Service is available 24 hours a day, 7 days a week, with a monthly uptime goal of 99%. As used herein, “Ocelot Uptime” is calculated by taking the total number of minutes in a calendar month less the number of minutes of Ocelot Downtime in the calendar month, divided by the total number of minutes in the calendar month. As used

herein, "Ocelot Downtime" means if Ocelot Content and player are not being distributed or the Ocelot server is down, provided, however, that the following events will not be included as Ocelot Downtime: (a) causes beyond CareerAmerica LLC's reasonable control, and (b) scheduled maintenance on the Ocelot Service ("Scheduled Maintenance") up to 8 hours per calendar month (the "Maintenance Limit"); all Scheduled Maintenance shall either be conducted (i) between the hours of 12:00 AM (ET) and 6:00 AM (ET) or (ii) at any time after supplying Client with 3 days advance notice (the "Maintenance Windows"). Any Schedule Maintenance conducted in excess of the Maintenance Limit or outside of the Maintenance Windows shall be included in the calculation of Ocelot Downtime. Client will promptly notify CareerAmerica, LLC of any failure to receive Ocelot Content, whereupon CareerAmerica, LLC will evaluate the report in order to determine whether or not such failure qualifies as Ocelot Downtime.

- b. **Remedy for Excess Downtime.** If Ocelot Downtime is greater than 1% in a given month, Client shall be given an extension of the Agreement in the amount of downtime.

These provisions are Client's sole and exclusive remedy for Ocelot Downtime and any failure to meet the terms of this Agreement. To request an Ocelot Service Extension credit, Client must contact CareerAmerica, LLC within 30 days after the end of the month in which the Service Extension Credit was earned. Multiple Ocelot Downtime events occurring simultaneously shall be considered a single Ocelot Downtime event.

11. Limitation of Liability. Under no circumstances and under no legal theory, whether in tort, contract, or otherwise, shall either party, or its authorized partners or suppliers, be liable to each other or to any other person for loss of profits, loss of goodwill, or any indirect, special, incidental, or consequential damages, or damages for gross negligence of any character including, without limitation, damages for loss of goodwill, work stoppage, computer failure or malfunction, or for any other damage or loss, even if either party has been advised of the possibility of such damages. In no event shall CareerAmerica, LLC, or its authorized partners, be liable for any damages in excess of the contract price for the Ocelot Service, if any.

12. Governing Law. This Agreement will be governed by and construed in accordance with the substantive laws in force in the State of Florida, without regard to its conflict of law provisions.

13. Audit for Volume Licenses. CareerAmerica, LLC reserves the right to periodically audit (verify enrollment and review your use of Ocelot) your institution to ensure that you are using the appropriate Service license, and are not in violation of this Agreement.

14. Logos and Symbols. As a customer in good standing with CareerAmerica, LLC, your institution has the right to use our Ocelot logo on your website and/or any marketing materials you create so long as they are used to indicate current usage of Ocelot.

15. White Labeling. As a customer, you are permitted to "white label" Ocelot's services. You agree that any name, avatar, or other branding that you utilize in this regard is taken at your own risk of any violations of trademarks, etc., and you also agree to bear the consequences of your choices. CareerAmerica, LLC bears no responsibility for any names, avatars, or branding that you choose to utilize.

16. Miscellaneous. This Agreement sets forth all rights for the user of our Services and is the entire agreement between the parties. This Agreement may not be modified except by a written addendum issued by a duly authorized representative of CareerAmerica, LLC. No provision hereof shall be deemed waived unless such waiver shall be in writing and signed by CareerAmerica, LLC. If any provision of this Agreement is held invalid, the remainder of this Agreement shall continue in full force and effect.

17. Customer Support. If you have any questions concerning these terms and conditions, please call (888) 704-9090 or request help through our website located at www.ocelotbot.com.

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Write-offs for Fiscal Year 2019 - 2020

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

Periodically, the Financial Operations Office reviews all student accounts receivable. As authorized by the State Board of Education Rule 6A-14.078, certain accounts may be written off if approved by the Board. This report is in line with the College's Student Fee Collection Procedure, which complies with state board administrative rules and prior accounting recommendations. The students' financial obligations will continue, and the outstanding debt must be paid before they can re-enroll or request transcripts.

For the Board's review, attached are copies of detailed documentation regarding write-offs in the amount of \$76,101.50 which is 1.05% of the related revenue for fiscal year 2019-2020.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees authorizes write-offs in the amount of \$76,101.50 for fiscal year 2019-2020 as reflected on the attached list.

COLLEGE OF CENTRAL FLORIDA
ACCOUNTS RECEIVABLE WRITE-OFF SUMMARY
June 2020

Write-Off Description:	Amount
Tuition and Fees:	\$ 57,529.67
Financial Aid R2T4s	\$ 12,758.12
VA/BFFM/Fee Waiver Chargebacks	\$ 702.60
Books:	\$ 4,560.33
Parking Fines:	\$ 180.00
Library Fines:	\$ 370.78
Total Write-Offs:	<u>\$ 76,101.50</u>

(The total Write-Offs are 1.05% 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
10-11	10/26/2010	\$ 298,342.98	602	
	2/22/2011	\$ 227,531.90	481	
	6/21/2011	\$ 239,685.56	471	
	total	\$ 765,560.44		\$ 105,741.00
11-12	10/25/2011	\$ 239,068.65	509	
	2/28/2012	\$ 113,780.09	239	
	6/26/2012	\$ 241,620.49	446	
	total	\$ 594,469.23		\$ 142,296.00
12-13	10/23/2012	\$ 145,171.05	278	
	2/26/2013	\$ 94,979.65	207	
	6/25/2013	\$ 120,584.87	291	
	total	\$ 360,735.57		\$ 96,337.00
13-14	10/23/2013	\$ 102,631.29	281	
	2/26/2014	\$ 73,966.15	147	
	6/25/2014	\$ 130,729.74	241	
	total	\$ 307,327.18		\$ 94,039.00
14-15	10/29/2014	\$ 143,666.44	283	
	2/25/2015	\$ 108,209.88	194	
	6/24/2015	\$ 162,238.45	295	
	total	\$ 414,114.77		\$ 91,834.00
15-16	10/28/2015	\$ 158,341.62	285	
	2/24/2016	\$ 73,309.43	132	
	6/22/2016	\$ 107,528.98	205	
	total	\$ 339,180.03		\$ 103,659.00
16-17	10/28/2016	\$ 57,233.12	106	
	2/22/2017	\$ 122,206.54	199	
	6/28/2017	\$ 128,942.81	190	
	total	\$ 308,382.47		\$ 100,901.00
17-18	10/25/2017	\$ 116,786.81	169	
	2/28/2018	\$ 77,696.08	124	
	6/27/2018	\$ 89,478.26	132	
	total	\$ 283,961.15		\$ 99,846.20
18-19	10/31/2018	\$ 192,744.53	291	
	2/27/2019	\$ 62,408.64	105	
	6/28/2019	\$ 180,736.48	293	
	total	\$ 435,889.65		\$ 99,225.16
19-20	10/31/2019	\$ 108,919.73	183	
	2/27/2020	\$ 101,885.19	191	
	6/28/2020	\$ 76,101.50	105	
	total	\$ 286,906.42		\$ 150,125.32
Total write-offs and collections		\$ 5,114,517.59		\$ 1,389,696.68

Total recovery as a percentage of total write-offs **27.2%**

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Board Calendar for 2020-2021

INITIATOR: Dr. James D. Henningsen,
President

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

Each year the Board establishes a schedule of meeting dates for the coming year. A list of meeting dates has been prepared for 2020-2021, with all meetings to be held on Wednesday, as requested by the Board.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the meeting dates for 2020-2021.

COLLEGE OF CENTRAL FLORIDA

District Board of Trustees

Meeting Dates for 2020-2021

<u>Date</u>	<u>Location</u>
August 26, 2020	Ocala Campus
September 23, 2020	Ocala Campus
October 28, 2020	Ocala Campus
December 2, 2020	Ocala Campus
January 27, 2021	Ocala Campus
February 24, 2021	Levy Campus
March 24, 2021	Ocala Campus
April 28, 2021	Citrus Campus
May 26, 2021	Ocala Campus
June 23, 2021	Ocala Campus

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: Monthly Financial Summary Reports

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

DATE: June 17, 2020

OBJECTIVE AND PERTINENT FACTS:

Each month the Board is provided with Monthly Financial Summary Reports 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 Reports are attached.

RECOMMENDATION/ACTION REQUESTED:

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

COLLEGE OF CENTRAL FLORIDA
GENERAL COLLEGE OPERATIONS FUND 1
MONTHLY FINANCIAL SUMMARY AS OF May 31
FOR FISCAL YEARS 2019 AND 2020

Reflecting Actual Results for 92% of the Fiscal Year

	FY2018-19 5/31/2019	FY2019-20 5/31/2020	19/20 % Inc (Dec)	18/19 % Inc (Dec)	FY2019-20 Budget	19/20 % of Budget Recognized	18/19 % of Budget Recognized
REVENUES							
1 Student Fees	14,020,319	14,079,581	0%	-2%	14,405,488	98%	91%
2 State Support	20,895,906	21,579,826	3%	8%	24,226,607	89%	77%
3 Other Revenue	2,045,752	1,976,578	-3%	56%	2,121,484	93%	142%
4 TOTAL REVENUE	36,961,977	37,635,985	2%	5%	40,753,579	92%	84%
EXPENSES							
Personnel Expense							
5 Salary and Wages	20,201,000	20,334,768	1%	4%	23,423,402	87%	70%
6 Employee Benefits	5,089,136	5,207,072	2%	6%	6,056,902	86%	74%
7 Subtotal Personnel Expense	25,290,136	25,541,840	1%	4%	29,480,304	87%	77%
Current Expenses							
8 Operating	6,602,766	6,399,577	-3%	6%	7,503,546	85%	87%
9 Supply & Material	876,262	834,279	-5%	2%	1,098,536	76%	73%
10 Scholarships & Other Exp	422,236	1,599,569	279%	23%	2,451,193	65%	46%
11 Subtotal Current Expense	7,901,264	8,833,425	12%	6%	11,053,275	80%	82%
12 Capital Outlay Expense	875,257	147,829	-83%	93%	220,000	67%	91%
13 TOTAL EXPENSES	34,066,657	34,523,094	1%	6%	40,753,579	85%	78%
14 Incr/Decr to Fund Balance	2,895,320	3,112,891	8%	-2%	0		

COLLEGE OF CENTRAL FLORIDA

May 2020 Financial Summary

Variance Notes

FY 2018-19 TO FY 2019-20

Revenues

- Line 1: Decrease in enrollment offset by tuition increase compared to this period last year.
- Line 2: State Appropriations increased compared to this period last year but the lottery funds will decrease by \$2.2M in the next five months.
- Line 3: Increase in interest revenue and conference services offset by timing of cash contribution for health occupation funds compared to this period last year.

Expenses

- Line 5: Increase in salary and wages due to one-time non-recurring payment for all employees compared to this period last year.
- Line 6: Increase in health insurance and both Social Security and FRS contributions due to non-recurring payment for all employees compared to this period last year.
- Line 8: Increase in repair/maintenance annual contracts, property and general liability insurance and timing of payment for contracted non-instructional services compared to this period last year.
- Line 9: Decrease in materials and supplies compared to this period last year.
- Line 10: Appleton transfers out but a decrease in fundable fee waivers compared to this period last year.
- Line 12: Decrease in Capital Outlay expenses compared to this period last year.

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: June 24, 2020

SUBJECT: CARES Act Update

INITIATOR: Dr. James D. Henningsen,
President

DATE: June 17, 2019

OBJECTIVE AND PERTINENT FACTS:

An update on CARES Act funding distribution is included.

RECOMMENDATION/ACTION REQUESTED:

For the Board's information only – No action needed.

College of Central Florida

Higher Education Emergency Relief Fund

Coronavirus Aid, Relief, & Economic Security (CARES) Act

- The College of Central Florida (CF) has been awarded \$5,063,708 under the Coronavirus Aid, Relief, & Economic Security (CARES) Act. Fifty-percent (\$2,531,854) of those funds are to be distributed to students. The other fifty-percent will be used for allowable institutional needs.
- As of June 11, 2020:
 - CF has disbursed \$2,012,900 to 3,580 students under Section 18004(a)(1) of the CARES Act. Eligible students were those students who are eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965.
 - A Federal Pell Eligible student received \$600
 - A non-Federal Pell Eligible student received \$300
 - Students who completed the CARES Act Application (located in the [MyCF.CF.edu](https://www.cf.edu) portal after a student logs in) requesting additional assistance may receive additional funds. If deemed eligible, the student *may* receive up to \$1,500 as a lifetime total for funding from the CARES Act.

Spring 2020 - \$1,817,700 was awarded to 3309 students. These students were identified by the college and the award was automatically provided to students.

Summer 2020 - \$195,200 has been awarded to 408 students. 249 students were newly eligible students identified by the college and the award was automatically provided to students. The additional 159 students were identified from the CARES Act application.

As of June 10th, 308 applications were received. 159 have been awarded. 102 students have not been awarded because they either are not meeting Satisfactory Academic Progress guidelines, do not have a FAFSA on file, or are not enrolled for summer. The remaining students are ineligible for other Title IV reasons or are enrolled in summer B classes only and we are waiting until after add/ drop for summer B to disburse.

Information regarding CARES Act funds were sent to students via direct email, on social media, and information is posted on our Website at <https://www.cf.edu/community/pr/college-update/COVID-19-FAQS#cares>