
**College of Central Florida
Meeting of the District Board of Trustees
Wednesday, March 26, 2025
3:00 p.m.
Founders Hall Board Room - Ocala, FL
AGENDA**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

RECOGNITION

PUBLIC COMMENT

MINUTES

CONSENT AGENDA

Routine Business

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

Agreements, Contracts, Leases

4. Health Care Affiliation & Internship Agreements
 5. Curriculum Changes
-

PRESENTATION

E- Learning Plan

OTHER BUSINESS

Acknowledge Receipt

6. Financial Information – Monthly Financial Summary Report

For Information Only

7. Patriot PRIDE Update
8. Legislative Update

BOARD CHAIR/TRUSTEE REMARKS

PRESIDENT'S REPORT

ADJOURNMENT

COLLEGE OF CENTRAL FLORIDA

1

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 26, 2025

SUBJECT: Minutes of the February 26, 2025 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: March 19, 2025

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the February 26, 2025 minutes of the meeting of the District Board of Trustees.

RECOMMENDATION/ACTION REQUESTED:

That the Board approve the minutes of the meeting of the District Board of Trustees held February 26, 2025.

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, February 26, 2025 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held at the Jack Wilkinson Levy Campus.	CALL TO ORDER
Members Present: Bobby Durrance, Chair Charlie Stone – Vice Chair Joyce Brancato Rusty Branson William Edgar Fred Roberts, Jr. James Henningsen, Board Secretary	PRESENT
Members Absent: None 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.	ABSENT
Dr. Henningsen introduced Leah Gamble, Dean to introduce Levy Campus Students. The students, Kayla Dexter, Sage Gregory & Cassie Lozier introduced themselves and talked about the classes they are taking or completed, why they chose CF, the helpful staff at the Jack Wilkinson Levy Campus and thanked the trustees for their dedication to the college.	RECOGNITION
The Chair asked if there was anyone in the audience that wished to address the Board. As there was no public comment, the Chair moved on to the next agenda item.	PUBLIC COMMENT
The Chair asked for any corrections or updates to the minutes of the January 22, 2025 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Stone second by Trustee Brancato and unanimously carried, the Board approved the January 22, 2025 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board.	MINUTES
	CONSENT AGENDA
<p>Recommend Board approval of the following:</p> <p>Full -Time Positions: That the record indicates that the following person(s) were authorized by the President to fill the following full-time position(s) by funding source:</p> <p>Operating Fund 1:</p> <p>Del Rio, Santiago A. – Coordinator – Payroll Services – Financial Operations – February 17, 2025</p> <p>Grants and Contracts – Fund 2: None this reporting period.</p> <p>Auxiliaries – Fund 3: None this reporting period.</p> <p>Reorganizations: None this reporting period.</p> <p>Adjunct Instructors: That the following persons be appointed to teach credit courses on a term- by-term basis as needed:</p> <p>Avelar, Ashlee V. Bennett, Halley M.</p> <p>Instructors, Hourly – Non-Credit: That the following persons be appointed to teach</p>	Personnel Report

non-credit Continuing Education Criminal Justice, Public Service or Corporate Training courses on an as- needed basis:

Brewton, Chiquita S. Lozier, Cassie N. St Jean, Stephanie N.
Giammanco, Danielle M. Otey, Kulisra

Temporary Part-Time Professional: McGrath, Kimberly M. ,

Temporary Part -Time Career Service: OPS

Arthur, Steven J. Crook, Connie L. Halcomb, Shirley A.

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

Quintana, Katherine Singleton, Shaniece A. Venezio, Allen J.

Notification of engagement in outside employment or extra college activities: None this reporting period.

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

Resignations: McIntosh, Charles – Dean – Criminal Justice and Teacher Education – February 14, 2025

Terminations: None this reporting period.

Separation due to Internal Transfer – No Break in Service: None this reporting period.

Separation from the College due to end of Temporary Appointment: None this reporting period.

Separation from the College due to end of Grant Funding: None this reporting period.

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

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

Separation from the College - Other:

Morris, Willie J. – Transfer Specialist – Student Support Services – February 05, 2025

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

Arias Rios, Juan D. – Specialist Perkins Grant – Business, Technology & Agricultural Sciences

Davis, Craig F. – Manager – Plant Safety & Facility Operations – Plant Operations

Grim, Mikalia C. – Graphic Design, Web & Public Relations Coordinator – Marketing, Public & Community Relations

<p>Hoey, Marcela M. – Specialist II – Food Services – Conference Services Leigh, Eve K. – Staff Assistant III – Health Sciences McGinnes, Lisa L. – Manager – Marketing & Public Relations – Marketing, Public & Community Relations Veenstra, Danielle M. – Manager – Digital Communication – Marketing, Public & Community Relations Vega Mendez, Janmanuel A. – Public Safety Coordinator – Trainee – Appleton Museum of Art</p>	
<p>The Board was asked to approve the disposal of property in accordance with applicable state law, State Board of Education and Board Policy in the amount of \$21,772.17.</p>	<p>Property Donations /Dispositions</p>
<p>The Board was asked to approve the Curriculum Changes as recommended by the Curriculum Committee and approved by the President.</p>	<p>Curriculum Changes</p>
<p>The Board was asked to ratify approval of one (1) Health Care Affiliation & Internship Agreement and give authorization to the Board Chair and/or President to sign the agreement on behalf of the College of Central Florida.</p>	<p>Health Care Affiliation & Internship Agreements</p>
<p>The Board was asked to ratify approval of two (2) Agreements for Services of International Independent Contractors and give authorization to the Board chair and/or President to sign the agreements on behalf of the College of Central Florida.</p>	<p>Agreement for Services of International Independent Contractors</p>
<p>The Chair presented the Consent Agenda for approval. Upon a motion by Trustee Edgar, seconded by Trustee Stone, and unanimously carried, the Board approved the items on the Consent Agenda. Copies of all materials relating to this portion of the agenda are on file in the President's office.</p>	<p>Approval of Consent Agenda</p>
	<p>PUBLIC HEARING</p>
<p>The Chair announced the public hearing for policy and asked if there was anyone in the audience that wished to address the Board regarding the policy. As there was no public comment, the Chair asked Dr. Henningsen, President to present the Board policies for a final reading and give a brief summary:</p> <ul style="list-style-type: none"> A. 1.01 Equal Access/Equal Opportunity B. 1.03 Discrimination, Harassment and Related Misconduct C. 3.01 Advertising/Solicitation on Campus D. 4.05 Role and Responsibility of Counselors E. 5.17 Payment to Construction Contractors F. 7.06 Student Activities G. 7.12 College Preparatory Testing, Placement and Instructions <p>After discussion of changes for compliance with state rules and regulations and updates for language, upon a motion by Trustee Brancato, second by Trustee Roberts and unanimously carried, the Board approved all changes to the policies presented.</p>	<p>Second Reading Board Policies/Actions/Rule Adoption</p>
	<p>OTHER BUSINESS</p>
<p>Dr. Viviano-Broderick, Vice President of Institutional Effectiveness and College Relations updated the Board on the final outcomes of the 2019-2024 Strategic Plan and briefly explained some of the variables involved in the outcomes. After a discussion of how the pandemic affected the outcome, upon a motion by Trustee Brancato, second by Trustee Stone and unanimously carried, the Board accepted the outcomes of the 2019-</p>	<p>2019-2024 Strategic Plan Update</p>

2024 Strategic Plan.	
Dr. Viviano-Broderick, Vice-President of Institutional Effectiveness and College Relations presented the 2025-2030 Strategic Plan identifying the colleges cornerstones and priorities to guide the college for the next five years. This plan was developed with input from faculty, staff, students and the District Board of Trustees. The plan focuses on student success by cornerstones of Engaging Student Experience, Dynamic College Culture, Purposeful Partnerships and 17 strategies to support the implementation over the next five years. After a discussion of updates to the BOT, upon a motion by Trustee Edgar, second by Trustee Roberts and unanimously carried, the Board approved the 2025-2030 Strategic Plan.	2025-2030 Strategic Plan
Dr. Paugh, Vice-President of Academic Affairs presented the Study Abroad Proposed Trip for Summer 2026 to Spain. CF would partner with Gaston College from Dallas, NC. By partnering with a comparable size college, this will afford the opportunity of having enough students to attend and meet the 10-14 student participation required. After a brief discussion of topic, and scholarships available, a motion by Trustee Roberts, second by Trustee Branson, and unanimously carried, the Board approved the Study Abroad Trip for Summer 2026.	Study Abroad Proposed Trip for Summer 2026
Dr. Mark Paugh, Vice President of Academic Affairs presented the Academic Calendar for 2025-2026. The Board was asked to approve the proposed Academic calendar for 2025-2026. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Brancato second by Trustee Edgar and unanimously passed, the Board approved the Academic Calendar for 2025-2026.	Academic Calendar for 2025-2026
Mr. Charles Prince, Vice President of Administration and Finance presented the administrative calendar for 2025-2026. The Board was asked to approve the proposed administrative calendar for 2025-2026 which follows the Academic Calendar for continuity with staff and faculty. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Branson, seconded by Trustee Roberts and unanimously passed, the Board approved the Administrative Calendar for 2025-2026.	Administrative Calendar for 2025-2026
Mr. Prince, Vice President of Administration and Finance presented write-offs for student accounts as authorized by the State Board of Education Rule 6A-14.078 and as stated in the college's student fee collection procedure. Upon a motion by Trustee Edgar, second by Trustee Stone, the motion carried with a unanimous vote.	Write-off for Fiscal year 2024-2025
Mr. Prince, Vice-President of Administration and Finance presented Owens Realty Services Change Order for the addition of building 17 to the existing contract. After a discussion, a motion by Trustee Branson, second by Trustee Roberts and unanimously carried, the Owens Realty Services- Change Order is approved.	Owens Realty Services – Change Order
Mr. Prince, Vice President of Administration and Finance presented the BerryDunn – ERP Implementation Project- Change Order No. 1. This change order would cover additional services as additional assistance was needed with the ADP portion of the implementation process. Upon a motion by Trustee Brancato, second by Trustee Edgar, and unanimously carried, the Board approved the Berry Dunn ERP Implementation Project – Change Order No. 1.	BerryDunn ERP Implementation Project – Change Order No.1

	ACKNOWLEDGE RECEIPT
Chuck Prince, Vice President of Administration and Finance, reviewed the highlights and variance analysis of the Monthly Financial Summary Report of revenues and expenses for the periods ended January 2025 including an increase in revenue from student fees compared to this time last year, increase in salary and wages compared to last year and a big increase in employee benefits as well. Also included additional financial information about all operating funds at the college reflecting approximately 58% of the fiscal year. The Chair acknowledged receipt of the report on behalf of the Board.	Financial Information- Monthly Financial Summary Report
	FOR INFORMATION ONLY
Mr. Prince, Vice President of Administration and Finance, provided an update on Fraud Prevention Update as required by the Auditor General. Topics included how to identify risks, likelihood of fraud and how faster detection prevents greater losses. There have been no instances of fraud for this current term. A discussion of updating staff on policies and procedures for fraud prevention more than once a year and how this happens could be changing with better technology resources and with the office of professional development. We continue to look for gaps in processes while continuing to maintain all processes. The Chair acknowledged receipt of the report on behalf of the Board.	Fraud Prevention Update
Leah Gamble, Dean presented the Jack Wilkinson Levy Campus Update to the Board including increased FTE, recruitment, outreach, adult education, welding competition and the Levy Promise Scholarship. The Chair acknowledged the update.	Jack Wilkinson Levy Campus Update
Dr. Henningsen and Trustee Stone updated the Board on the Legislative Fly- In in Tallahassee. Dr. Henningsen also shared updates on the immigration bill, small consortium bill, Governor's executive orders and how they affect the college. The Chair acknowledged the update.	Legislative Update
There were no Trustee comments at this time.	BOARD CHAIR /TRUSTEE COMMENTS
Dr. Henningsen presented the new CF video created by the Marketing and Public Relations team for the CEP Annual luncheon. Dr. Henningsen also noted that a copy of his regular report was included in their packet for review.	PRESIDENT'S REPORT
Next Board Meeting. Our next meeting will be held Wednesday, March 26, 2025 on the Ocala Campus	Next Board Meeting
There being no further business to come before the Board, Chair Durrance adjourned the meeting at 4:46pm.	ADJOURNMENT
<hr/> Bobby Durrance, Chair	<hr/> James D. Henningsen, Secretary

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 26, 2025

SUBJECT: Personnel Actions

INITIATOR: Jennifer Klepfer
Director – Human Resources

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

DATE: March 19, 2025

OBJECTIVE AND PERTINENT FACTS:

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

RECOMMENDATION/ACTION REQUESTED:

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

PERSONNEL ACTIONS

FOR THE MARCH 26, 2025 MEETING

Recommend Board approval of the following:

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

Operating Fund 1:

Hightower, Lydia E. – Public Safety Assistant – Safety & Security – March 03, 2025
Judge, Amanda K. – Accounting Specialist III – Financial Operations – March 03, 2025
Mohsen, Mohamed, AM – Faculty – Hospitality – Business, Technology and Agricultural Sciences – March 03, 2025
Pietek, Daria M. – Property & Plan Fund Accountant – Financial Operations – March 03, 2025
Skelly, Krystle – Manager – Instructional Services – Levy – Regional Campuses – March 03, 2025

Grants and Contracts – Fund 2:

None this reporting period.

Auxiliaries – Fund 3:

None this reporting period.

Reorganization – Workforce Development and Innovation – Effective February 16, 2025:

Department Change: Criminal Justice & Teacher Education has been divided into two separate departments: Criminal Justice Institute and Teacher Education
Job Title Change: from Dean – Criminal Justice & Teacher Education to Dean – Criminal Justice Institute & Public Service
New Job Title: Dean – Teacher Education

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

Hecker, Ryan A.

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:

Cruz, Amanda
Dorschied, Tessa M.
Gaulden, Ashley A.
Hicks, Kadi E.
Hoyle, Matthew A.

Ingram, Jonathan S.
Kolar, Jonathan
Llorente, Brittany G.
Orozco, Sr., Rosendo A.
Seales-Gilbert, Brittany

Stephens, Jill M.
Tedeschi, Brandon M.
Walters, Marissa A.
Young, Jonathan H.

Temporary Part -Time Professional Service:

McGrath, Kimberly M.

Temporary Part -Time Career Service: OPS

Castillo Lopez , Neysha M. Ford, Kristin N. Hickman, Aerial A.
Cortes, Jr., Xavier A.

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

Bran, Camila G. Carrasquilla Linares, Tomas Walker, Isabella F.
Brennan-Diaz, Isabella V. Houser, Sealionna D. Wallace, Grace C.

Notification of engagement in outside employment or extra college activities:

None this reporting period.

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

Crosby, Michael L. – Manager – Facility Operations – Facilities – April 30, 2025
McRae, Karen B. – Faculty – Mathematics – Citrus – August 15, 2025
Wender, Patricia A. – Assistant to the Project Manager – Facilities – April 30, 2025

Resignations:

Craft, Amanda M. – Student Services Specialist – Citrus – February 28, 2025

Terminations:

Davis, Michelle C. – Accounting Specialist III – Financial Operations – March 7, 2025
Lingle, II, Michael L. – Head Coach – Softball – Athletics – February 24, 2025
Del Rio, Santiago A. – Payroll Coordinator – Financial Operations – March 10, 2025

Separation due to Internal Transfer – No Break in Service:

Skelly, Krystle – Educational Advisor – Levy – Regional Campuses – February 28, 2025

Separation from the College due to end of temporary appointment:

None this reporting period.

Separation from the College due to end of grant funding:

None this reporting period.

Separation from the College due to Leave of Absence:

None this reporting period.

Separation from the College due to Elimination of Position:

None this reporting period.

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

None this reporting period.

COLLEGE OF CENTRAL FLORIDA

3

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 26, 2025

SUBJECT: Property Donations/Dispositions

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

DATE: March 19, 2025

OBJECTIVE AND PERTINENT FACTS:

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

RECOMMENDATION/ACTION REQUESTED:

DISPOSITIONS

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

SEE ATTACHED LISTING: **20**

Total: **\$55,676.00**

School Tag #	Description	Dept. Respon.	Acquired Date	Disposal Code	Disposal Date	Acquired Price
0000003355	BAND SAW, 13 1/2"	ART	11/10/1994	PBA	04/01/1998	500.00
0000012277	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012278	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012279	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012280	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012281	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012282	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012283	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012284	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012285	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012286	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012287	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012288	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012289	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012290	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012291	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012292	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012293	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012294	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00
0000012295	COMPUTER, APPLE IMAC 27 IN.	ART	04/29/2020	PBA		2,904.00

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20 Records for a Total

55,676.00

COLLEGE OF CENTRAL FLORIDA

4

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 26, 2025
SUBJECT: Health Care Affiliation & Internship Agreements
INITIATOR: Charles A. Prince
Vice President of Administration & Finance
DATE: March 19, 2025

OBJECTIVE AND PERTINENT FACTS:

HEALTH CARE AGENCY AFFILIATION & INTERNSHIP AGREEMENTS

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

HEALTH CARE AGENCY	DATE OF SIGNATURE
Advanced Surgery Center of Oxford	3/05/2025

RECOMMENDATION/ACTION REQUESTED:

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

~~~~HEALTH CARE AGENCY AFFILIATION AGREEMENT~~~~

AGREEMENT entered into this 1 day of April, 2025, by and between THE DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA, hereinafter referred to as the COLLEGE, and **ADVANCED SURGERY CENTER OF OXFORD**, hereinafter referred to as the HEALTH CARE AGENCY.

WITNESSETH:

WHEREAS, the COLLEGE desires that students enrolled in its health-related programs as affiliated with the HEALTH CARE AGENCY obtain clinical experience at the HEALTH CARE AGENCY; and

WHEREAS, the HEALTH CARE AGENCY is offering to provide the necessary facilities for said clinical experience in recognition of the need to educate health-related personnel.

NOW, THEREFORE, for and in consideration of the promises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The education of the COLLEGE student shall be the only objective of the program. The HEALTH CARE AGENCY retains responsibility for the patient's/client's care.
2. Both parties agree not to discriminate against any student in any manner whatsoever on account of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, or disability provided that such disability does not prevent satisfactory performance.
3. The HEALTH CARE AGENCY agrees to accept COLLEGE students as determined by mutual consultation and, as practical, to make facilities available to the COLLEGE at no charge in order to provide necessary clinical experiences. The COLLEGE shall be responsible for the classroom instructional curriculum, maintenance of permanent records, all educational experiences and evaluation of programs through an employed instructor.
4. The HEALTH CARE AGENCY agrees to provide within its facilities adequate education space and the use of ancillary facilities as well as all necessary utilities for those facilities, the selection of the facilities to be subject to the prior approval of the COLLEGE.
5. The HEALTH CARE AGENCY agrees to make available emergency room treatment, when such facilities exist, for injuries incurred by students while in the HEALTH CARE AGENCY for clinical experience. Treatment will be at student's expense. The COLLEGE shall select practical educational experiences based upon the needs of the students to meet objectives of the program, recognizing a patient's/client's right to refuse student care.

6. The COLLEGE shall select practical educational experiences based upon the needs of the students to meet objectives of the program, recognizing a patient's/client's right to refuse student care.
7. The COLLEGE shall, at its discretion, appoint a Program Director and clinical instructors as required for a given program. The HEALTH CARE AGENCY shall assure COLLEGE personnel access to the appropriate clinical areas to perform instruction and evaluation of program and students.
8. At the discretion of the HEALTH CARE AGENCY or the COLLEGE, any student unacceptable to either the HEALTH CARE AGENCY or to the COLLEGE for reasons of health, performance or any other reasonable and legally permissible cause, shall be withdrawn from the HEALTH CARE AGENCY.
9. All services rendered by students under this agreement for the HEALTH CARE AGENCY, employees and patients shall be uncompensated and shall be deemed to be given in consideration for instruction and educational experiences. Neither students nor COLLEGE employees shall be considered to be agents or employees of the HEALTH CARE AGENCY.
10. The COLLEGE acquires professional liability insurance coverage in the College's name with amounts of \$200,000 per person / \$300,000 per occurrence for students enrolled in health-related programs. The COLLEGE shall provide, upon request, HEALTH CARE AGENCY with a certificate of insurance evidencing that this coverage has been obtained.
11. The HEALTH CARE AGENCY, when requested and mutually agreed upon, will assist in the responsibility for the direct guidance and supervision of the students while on the premises of the HEALTH CARE AGENCY and will cooperate in evaluating student performance. The qualifications of the HEALTH CARE AGENCY staff participating in the supervision of the students shall be subject to review and approval by the COLLEGE.
12. The HEALTH CARE AGENCY will recommend, subject to COLLEGE approval, certain agency employees to serve as clinical preceptors and assist students as requested by the COLLEGE. The COLLEGE Program Director will advise the clinical preceptors regarding course content, objectives, student evaluation criteria and procedures. Clinical preceptors will collaborate with the Program Director in regard to student supervision during the course of the program.
13. The terms of this agreement shall be for the period April 1, 2025, through March 31, 2026, and shall automatically renew each year thereafter except that either party may terminate this agreement by giving sixty (60) days written notice (registered mail) to the other party. Current students scheduled or currently participating in clinical rotations at the HEALTH CARE AGENCY will be given the opportunity complete their clinical assignment.
14. The person executing this contract on behalf of the HEALTH CARE AGENCY specifically warrants and represents to the COLLEGE that the person executing this agreement has

authority to do so and to legally bind the HEALTH CARE AGENCY in regard to this agreement.

15. 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.
16. The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only by a writing making specific reference to this agreement signed by the party as to whom enforcement or any such amendment, supplement, waiver or modification is sought.
17. 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.
18. All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by Registered or Certified Mail (postage pre-paid), Return Receipt Requested, addressed to:

If to College: Dean, Health Sciences
 College of Central Florida
 3001 SW College Road
 Ocala, FL 34474
 Fax Number: (352) 873-5889

If to Agency: Advanced Surgery Center of Oxford
 Shaun Arcila-Brown
 12117 CR 103
 Oxford, FL 34484
 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,
- (b) On the date faxed/emailed if by fax/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, as the case may be, if mailed.

19. 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.
20. 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. Notwithstanding the foregoing, the parties hereto do not in any way waive or limit their entitlements of sovereign immunity pursuant to Section 768.28, Florida Statutes.
21. 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.
22. 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.
23. 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.
24. Provisions contained in this agreement which are contrary to, prohibited by or invalid under applicable laws or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.
25. A failure to assert any rights or remedies available to a party under the terms of this agreement, or a waiver of the right to remedies available to a party by a course of dealing or otherwise shall not be deemed to be a waiver of any other right or remedy under this agreement, unless such waiver of such right or remedy is contained in a writing signed by the party alleged to have waived his other rights or remedies.

26. CONFIDENTIALITY

- a) The parties each acknowledge that they are familiar with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) generally and, more specifically, with the HIPAA provisions regarding protected health information (PHI) and the privacy rule.
- b) Although HIPAA excludes volunteers and trainees from the definition of a "business associate", by expressly including them in the definition of a health care provider's "workforce," the parties intend that PHI be protected by COLLEGE OF CENTRAL FLORIDA (CF) faculty and students.

- c) CF agrees to acquaint all students and faculty with the applicable HIPAA requirements of privacy prior to the students participating in a clinical experience with HEALTH CARE AGENCY (HCA).
- d) CF agrees to maintain the confidentiality of any PHI provided to it by HCA in accordance with all applicable Federal, State and local laws and regulations.
- e) CF represents and warrants that PHI will be used and disclosed solely as necessary for the instructional program that is the subject of the clinical agreement, and HCA relies upon such representation and warranty in providing the PHI.
- f) CF represents and warrants that it will not use, disclose, release, reveal, show, sell, rent, lease, loan, publish, or otherwise grant access to PHI in any manner that is prohibited by law or regulation, or in any manner that would be a violation of any law or regulation if it were to have been done by HCA.
- g) CF represents and warrants that if it uses, discloses, releases, reveals, shows, sells, rents, leases, loans, publishes, or otherwise grants access to PHI or any element of PHI, it will do so only in the minimum amount and to the minimum number of individuals necessary to achieve the purpose of the instructional/clinical program.
- h) CF agrees to establish appropriate administrative, technical, and physical safeguards to protect the confidentiality of PHI that it receives from HCA, and to prevent individuals not involved in the instructional/clinical program from using or accessing the PHI.
- i) CF agrees that it will immediately report to HCA any use or disclosure of PHI received from HCA that is not authorized by or otherwise constitutes a violation of this Agreement.
- j) If it becomes necessary for CF to share PHI that has been disclosed to it by HCA with any person or any entity who is not an employee of HCA, then CF agrees to cause such person or entity to enter into a written agreement in which the person or entity agrees to abide by all of the terms to which HCA is subject under this Agreement with respect to the PHI.
- k) CF understands that HCA is subject to state and federal laws governing the confidentiality of the PHI. CF agrees to abide by all such laws, whether or not fully articulated herein, and to keep the PHI in the same manner and subject to the same standards as is required of HCA.

27. PUBLIC RECORDS. The Health Care Agency shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, the Health Care Agency shall:

- a) Keep and maintain public records required by the College to perform the service.

- b) Upon request from the College's custodian of public records, provide the College 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.
- c) 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 the contractor does not transfer the records to the College.
- d) Upon completion of the contract, transfer, at no cost, to the College all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the Health Care Agency transfers all public records to the College upon completion of the contract, the Health Care Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Health Care Agency keeps and maintains public records upon completion of the contract, the Health Care Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the College, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the College.
- e) **IF HEALTH CARE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE HEALTH CARE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COLLEGE'S CUSTODIAN OF RECORDS AT: CHARLES PRINCE, VICE PRESIDENT OF ADMINISTRATION AND FINANCE, AT (352) 873-5823, PRINCECH@CF.EDU OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34474-4415.**

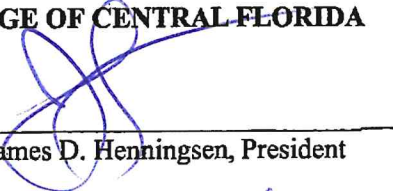
The undersigned hereby approve this Affiliation Agreement.

Witnesses:


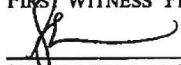
**DISTRICT BOARD OF TRUSTEE OF THE
COLLEGE OF CENTRAL FLORIDA**

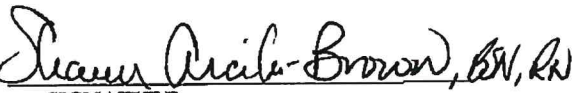

FIRST WITNESS' SIGNATURE
Edmundo
FIRST WITNESS' PRINTED NAME

SECOND WITNESS' SIGNATURE
Dr. Somme Aldana
SECOND WITNESS' PRINTED NAME

By: 
James D. Henningsen, President
Date: 3/5/25

**ADVANCED SURGERY CENTER OF
OXFORD**


FIRST WITNESS' SIGNATURE
Gina Barnes
FIRST WITNESS' PRINTED NAME CAO

SECOND WITNESS' SIGNATURE
Saumil Kumar Karavadia
SECOND WITNESS' PRINTED NAME Med Director

By: 
SIGNATURE
Shawn Arcila-Brown
PRINTED NAME
Title: Director
Date: 3/03/25

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, sex, 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 Dr. Mary Ann Begley, Title IX Coordinator, Ocala Campus, Building 3, Room 116, 3001 S.W. College Road, 352-291-4410, or Equity@cf.edu <mailto:Equity@cf.edu>

COLLEGE OF CENTRAL FLORIDA

5

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 26, 2025

SUBJECT: Curriculum Changes

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

DATE: March 19, 2025

OBJECTIVE AND PERTINENT FACTS:

The Curriculum Committee recommended at its February 27, 2025 meeting that the attached changes to the college curriculum be approved. The President recommends these changes for Board approval.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the proposed curriculum changes.



MEMORANDUM

TO: Dr. Mark Paugh, Vice President, Academic Affairs

FROM: Shana M. Miller, Coordinator, Curriculum Services and Faculty Credentialing

DATE: February 27, 2025

SUBJECT: Approved Curriculum Actions – Curriculum Changes – February 2025

The following curriculum changes were approved by the Curriculum Committee at its February 27, 2025 meeting, and are awaiting approval by the District Board of Trustees:

Proposal 2024-2 – Jennifer Luffman

Program Modification

- 5510 – ATD in Dental Assisting Technology and Management (50 credits)
 - Add BSC2085 Human Anatomy and Physiology I (3 credits) as an option to BSC1080 Basic Anatomy and Physiology (3 credits)
 - Add MCB2010 Microbiology (3 credits) as an option to DEA1135 Dental Microbiology (3 credits)

Proposal 2024-10 – Amy Osborne

New Courses

- GIS2040 Fundamentals of Geographic Information Systems (3 credits)
- GIS2047 Applications of GIS, GPS and Remote Sensing (3 credits)

Program Modification

- 2295 – AS degree in Computer Information Technology (60 credits)
 - Add GIS2040 Fundamentals of Geographic Information Systems (3 credits) as an elective option.
 - Academic Pathway will be restructured to accommodate changes.

New Program

- College Credit Certificate in Geographic Information Systems (21 credits)

Proposal 2024-11 – Daniel Garcia

New Courses

- FFP1741 Health and Safety Officer (3 credits)
- FFP2529 Legal Issues for the Safety Officer (3 credits)
- FFP2541 Private Fire Protection Systems II (3 credits)
- FFP2742 Incident Safety Officer (3 credits)

Program Modification

- 2375 – AS degree in Fire Science Technology (60 credits)
 - Add the following courses to the program as elective options:
 - FFP1741 Health and Safety Officer (3 credits)
 - FFP2529 Legal Issues for the Safety Officer (3 credits)
 - FFP2742 Incident Safety Officer (3 credits)
 - Reduce elective requirement from 12 credits to 9 credits

Proposal 2024-11 (continued)

- Remove FFP2780 Fire Department Administration (3 credits) and replace it with FFP2541 Private Fire Protection Systems II (3 credits)
- Add one of the following courses to satisfy the computer competency requirement:
 - CET1171 Introduction to Computer Technology
 - CGS1100 Microcomputer Applications
 - OST1100 Introduction to Word
 - SLS1122 First Year Seminar
 - SLS1501 College and Career Success
- Remove FFP2610 Fire Investigations – Origin and Cause from the program
- Remove FFP2706 Public Information Officer from the program

Proposal 2024-13 – Tavis DouglassProgram Modification

- 2299 – AS degree in Agribusiness Management (60 credits)
 - Add the following courses as elective options to the program:
 - GIS2040 Fundamentals of Geographic Information Systems (3 credits)
 - GIS2057 Applications of GIS, GPS and Remote Sensing (3 credits)

Proposal 2024-14 – Julee McCammonNew Courses

- IDS1107 First Year Experience (3 credits)

Proposal 2024-15 – Emily VoughtNew Courses

- CJK0111 Interview and Report Writing in Corrections (16 clock hours/0.5 vocational credits)
- CJK0301 Introduction to Corrections (32 clock hours/1 vocational credit)
- CJK0306 Communication for Correctional Officers (32 clock hours/1 vocational credit)
- CJK0321 Intake and Release (16 clock hours/0.5 vocational credits)
- CJK0324 Supervision on a Correctional Facility (32 clock hours/1 vocational credit)
- CJK0326 Supervising Correctional Populations (1 clock hours/1 vocational credit)
- CJK0327 Shift Management and Safety (20 clock hours/0.5 vocational credits)
- CJK0336 Incidents and Emergencies in Correctional Facilities (20 clock hours/0.5 vocational credits)
- CJK0355 Legal for Correctional Officers (22 clock hours/1 vocational credit)

Program Modification

- 7245 – Career and Technical Certificate in Correctional Officer
 - Sunset existing 420 clock hour program, and replace with new 445 clock hour program per directives from FDLE.

Program Modification

- 7249 – Career and Technical Certificate in Crossover from Law Enforcement to Corrections
 - Sunset existing 198 clock hour program, and replace with new 223 clock hour program per directives from FDLE.

Please let me know if you need any additional information.

Thank you.

COLLEGE OF CENTRAL FLORIDA

6

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 26, 2025

SUBJECT: Monthly Financial Summary Report – February

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

DATE: March 19, 2025

OBJECTIVE AND PERTINENT FACTS:

Each month the Board is provided with Monthly Financial Summary Report for all funds and additional information of general college operations (Fund 1) indicating major fiscal matters, including trends, revenue, and expense analysis. The Monthly Financial Summary Report for February is attached.

RECOMMENDATION/ACTION REQUESTED:

That the Board acknowledges the receipt of the Monthly Financial Summary Report and requests the report be filed with the Board meeting records.

COLLEGE OF CENTRAL FLORIDA

February 2025 Financial Summary

Variance Notes

FY 2023-24 TO FY 2024-25

Revenues

Line 1: Increase in student fees compared to this period last year.

Line 2: State Appropriations decreased compared to this period last year.

Line 3: Increase in other revenue and from interest received compared to prior year.

Expenses

Line 6: Increase in salary and wages compared to this period last year.

Line 7: Increase in employee benefits compared to this period last year.

Line 9: Decrease in operating current expense due to timing of payments for repair/maintenance contracts and insurance.

Line 10: Decrease in educational materials and data software compared to this period last year.

Line 11: Decrease in transfers out of non-recurring Agribusiness appropriation in prior year.

Line 13: Increase in Capital Outlay expenses compared to this period last year.

**COLLEGE OF CENTRAL FLORIDA
GENERAL COLLEGE OPERATIONS FUND 1
MONTHLY FINANCIAL SUMMARY AS OF FEBRUARY 28, 2025
FOR FISCAL YEARS 2024 AND 2025**

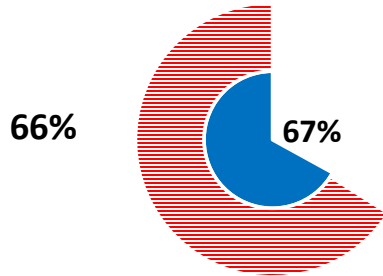
Reflecting Actual Results for 67% of the Fiscal Year

	FY 2023-24 2/29/2024	FY 2024-25 2/28/2025	24/25 %	23/24 %	FY 2024-25 Budget	24/25 % of Budget Recognized	23/24 % of Budget Recognized
			Inc (Dec)	Inc (Dec)			
REVENUES							
1 Student Fees	10,455,138	11,787,165	13%	7%	13,599,795	87%	83%
2 State Support	26,088,291	25,225,983	-3%	11%	42,744,885	59%	59%
3 Other Revenue	2,428,076	2,665,989	10%	-60%	2,674,179	100%	160%
4 Transfer from Fund Balance	0	0	0%	0%	1,200,000	0%	0%
5 TOTAL REVENUE	38,971,505	39,679,137	2%	-5%	60,218,859	66%	68%
EXPENSES							
Personnel Expense							
6 Salary and Wages	17,358,056	18,355,015	6%	10%	30,963,736	59%	56%
7 Employee Benefits	5,298,172	6,037,189	14%	17%	9,920,801	61%	52%
8 Subtotal Personnel Expense	22,656,228	24,392,204	8%	11%	40,884,537	60%	55%
Current Expenses							
9 Operating	6,212,099	5,229,912	-16%	25%	12,597,612	42%	72%
10 Supply & Material	2,095,324	2,048,096	-2%	10%	1,834,176	112%	63%
11 Scholarships & Other Exp	2,352,865	1,098,158	-53%	-20%	3,047,328	36%	116%
12 Subtotal Current Expense	10,660,287	8,376,166	-21%	6%	17,479,116	48%	80%
13 Capital Outlay Expense	932,519	1,177,492	26%	-42%	1,855,206	63%	47%
14 TOTAL EXPENSES	34,249,034	33,945,862	-1%	9%	60,218,859	56%	62%
15 Incr/Decr to Fund Balance	4,722,471	5,733,275	21%	-52%	0		

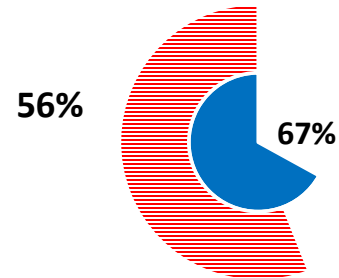
COLLEGE OF CENTRAL FLORIDA
SCHEDULE OF ACCOUNTS
Income Statement
As of February 28, 2025

	CURRENT FUND UNRESTRICTED	CURRENT FUND RESTRICTED	AUXILIARY CURRENT	LOAN AND ENDOWMENTS	SCHOLARSHIP RESTRICTED	AGENCY FUND	UNEXPENDED PLANT	TOTAL
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	
Revenue:								
Student Fees	11,787,165	800,826	-	-	471,218	-	1,407,448	14,466,658
State Support	25,225,983	-	-	-	-	-	847,657	26,073,640
Federal Support	51,692	-	-	-	20,089,737	7,695,845	-	27,837,274
Gifts, Grants	-	7,085,662	-	-	-	-	1,387,696	8,473,358
Sales and Service Department	520,022	206,515	478,075	-	-	-	-	1,204,612
Interest Earnings	1,722,147	-	-	-	-	-	-	1,722,147
Other Revenue	145,208	833,317	-	-	-	-	-	978,525
Non-Revenue Receipts (transfers)	226,920	347,249	1,851,170	-	-	-	-	2,425,339
Total Revenue	39,679,137	9,273,570	2,329,245	-	20,560,955	7,695,845	3,642,802	83,181,554
Expenses:								
Personnel Services	24,392,204	2,967,314	147,536	-	-	-	86,889	27,593,943
Current Expense	8,376,166	3,540,764	2,211,770	-	19,944,633	6,057,732	423,882	40,554,946
Capital Outlay	1,177,492	620,689	2,615	-	-	-	8,249,442	10,050,238
Total Expenses	33,945,862	7,128,766	2,361,921	-	19,944,633	6,057,732	8,760,214	78,199,128
Net Change in Fund Balance	5,733,275	2,144,804	(32,676)	-	616,323	1,638,113	(5,117,412)	4,982,426

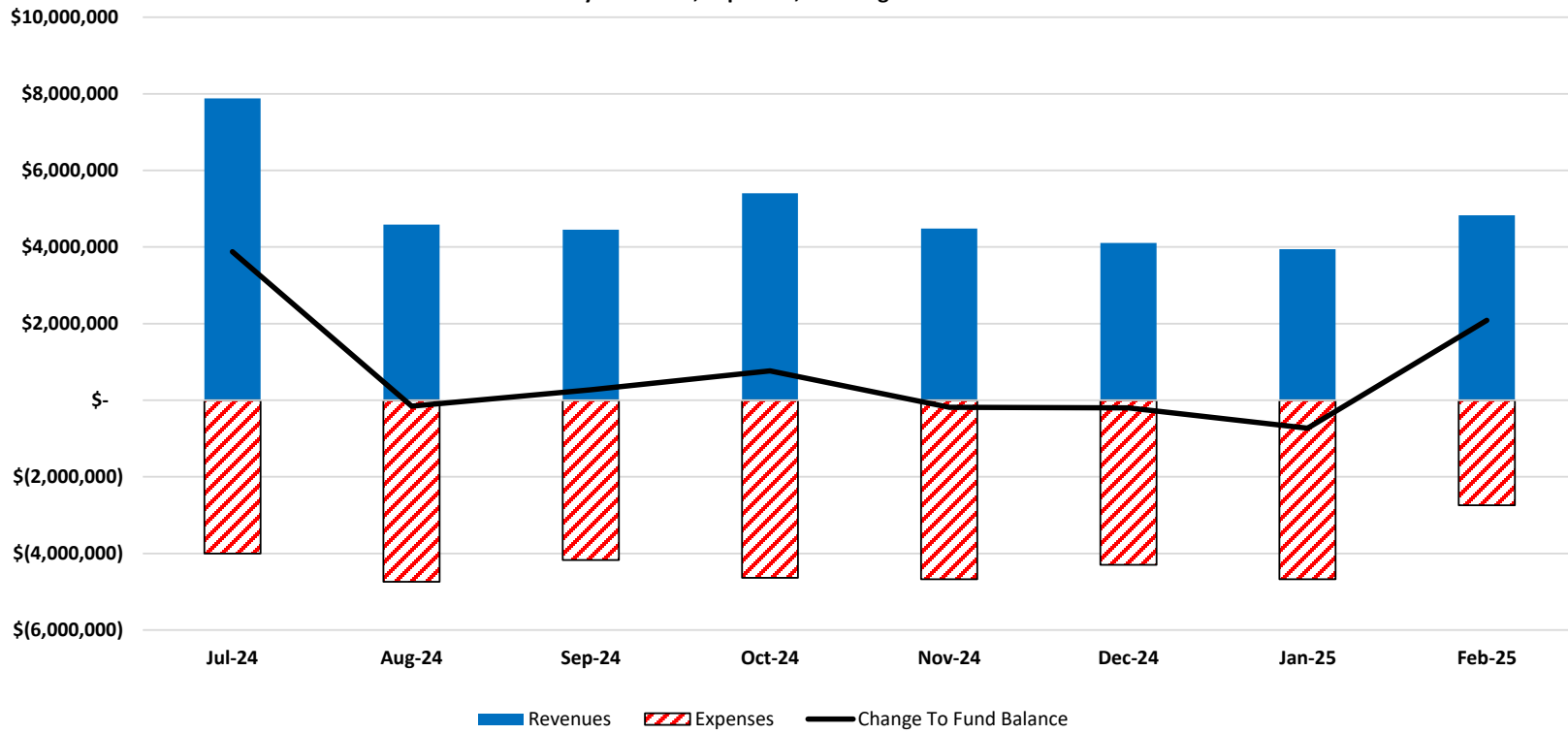
Revenues
% of Budget vs % of Fiscal Year



Expenses
% of Budget vs % of Fiscal Year



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



COLLEGE OF CENTRAL FLORIDA

7

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 26, 2025

SUBJECT: Patriot Pride Update

INITIATOR: Dr. Vernon Lawter
Vice President Regional Campuses

DATE: March 19, 2025

OBJECTIVE AND PERTINENT FACTS:

Dr. Lawter will provide a Patriot Pride service excellence update.

RECOMMENDATION/ACTION REQUESTED:

For the Board's information only – No action needed.



2024 Patriot PRIDE Survey Results

Percentage of students indicating they agree or strongly agree CF employees meet the five CF Patriot PRIDE service standards

SERVICE STANDARD	SATISFACTION RATING
PROFESSIONAL	96%
RESPONSIVE	93%
INFORMATIVE	94%
DEPENDABLE	92%
ENGAGED	93%
OVERALL SATISFACTION	94%

COLLEGE OF CENTRAL FLORIDA

8

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 26, 2025

SUBJECT: Legislative Update

INITIATOR: Dr. James D. Henningsen
President

DATE: March 19, 2025

OBJECTIVE AND PERTINENT FACTS:

Dr. James Henningsen will give a Legislative update.

RECOMMENDATION/ACTION REQUESTED:

For the Board's information only – No action needed.