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**College of Central Florida  
Meeting of the District Board of Trustees  
Wednesday, March 25, 2026  
3:00 p.m.  
Ocala Campus**

**AGENDA**

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**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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**RECOGNITION**

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**PUBLIC COMMENT**

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**MINUTES**

1. Adoption of Minutes
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**CONSENT AGENDA**

**Routine Business**

2. Personnel Actions
3. Property Donations/Dispositions
4. Curriculum Changes
5. Academic & Administrative Calendar Change
6. Fraud Update

**Agreements, Contracts, Leases**

7. Health Care Affiliation and Internship Agreements
  8. Agreement for Services of International Independent Contractors
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**PUBLIC HEARING**

**For the Record (First Reading)**

**Board Policies/Actions**

9. Board Policies/Actions – 2.07 Accreditation and Substantive Change

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**OTHER BUSINESS**

**For Approval**

- 10. Academic Calendar for 2026 – 2027 and 2027 – 2028
- 11. Administrative Calendar for 2026 – 2027 and 2027–2028

**Acknowledge Receipt**

- 12. Financial Information – Monthly Financial Summary Report

**For Information Only**

- 13. Strategic Plan Update
- 14. Patriot Pride Update
- 15. CF Economic Impact
- 16. Legislative Update

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**BOARD CHAIR/TRUSTEE REMARKS**

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**PRESIDENT’S REPORT**

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**ADJOURNMENT**

**COLLEGE OF CENTRAL FLORIDA**

1

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Minutes of the January 28, 2026 Meeting

INITIATOR: Dr. James D. Henningsen,  
President

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

The college requests approval of the January 28, 2026 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 January 28, 2026.

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, January 28, 2026 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Ocala Campus. **CALL TO ORDER**

Members Present: Charlie Stone, Chair                      Joyce Brancato – Vice Chair                      **PRESENT**  
                          Fred Roberts, Jr    Bill Edgar  
                          Rusty Branson    Jose Juarez  
                          James Henningsen, Board Secretary

Members Absent: None **ABSENT**

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.

Chair Stone informed the Board that the agenda has been revised for cause. Item 6a. Agreement Concerning Political Activity has been added. Upon a motion by Trustee Edgar, second by Trustee Brancato and unanimously carried, Item 6a Agreement Concerning Political Activity has been added to the agenda. **Revision for Cause**

Dr. Fryns introduced to the Board the new Associate Dean of Allied Health Sciences, Uvonda Wilkerson. Uvonda greeted the Board and expressed she is thrilled to serve the College as a graduate and continue the stellar reputation of the faculty. **RECOGNITION**

Dr. Henningsen introduced Mr. Curt Bromund of the MCHD Board, who presented the College with a check for the final payment for the Allied Health Science Center. Mr. Bromund expressed he is happy to support the College with the Allied Health Science building, state of the art dental facility at the Hampton and in support of all the great Health Care teaching and trainings happening at the college.

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

The Chair asked for any corrections or updates to the minutes of the December 3, 2025 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Roberts second by Trustee Durrance and unanimously carried, the Board approved the December 3, 2025 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board. **MINUTES**

## **CONSENT AGENDA** **CONSENT AGENDA**

The Board was asked to approve of the Personnel Report as authorized by the President to fill positions by funding source. **Personnel Report**

The Board was asked to approve the property donations as entered into property records and as acknowledged by the Foundation. **Property Donations**

The Board was asked to ratify two (2) Agreement for Services of International Independent Contractors and give authorization to the President to sign the agreement on behalf of the College of Central Florida. **Agreements for Services of International Independent Contractors.**

The Board was asked to ratify approval of four (4) Health Care Affiliation & Internship Agreements and give authorization to the Board Chair and/or President to sign the agreements on behalf of the College of Central Florida. **Health Care Affiliation & Internship Agreements**

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

**Approval of Consent Agenda**

**PRESENTATION**

Dr. Fryns introduced Amy Osborne, Program Manager A.S. Computer Information Technology to present to the Board AI in Action at the College of Central Florida. Amy presented an overview of AI, need for fluency for students, faculty and staff, training for academic programs and support, and how it is being used in the workforce. Areas of concern were discussed as well as how to use AI responsibly. Questions from the Board included determining if it is real vs. AI, what the AI certificate included, protecting the integrity of assignments.

**FOR APPROVAL**

Dr. Fryns, Vice President of Workforce Development and Innovation presented Great Choice Technologies Cybersecurity MOU for approval. Great Choice Technologies is the new provider from Marion County where we are currently in agreement to provide leadership and staff to implement the cybersecurity expansion program. Upon a motion by Trustee Branson, second by Trustee Edgar and unanimously carried, the board approved the Great Choice Technologies Cybersecurity MOU.

**Great Choice Technologies Cybersecurity MOU**

Dr. Henningsen presented the request of a faculty member/program manager who wished to be a potential candidate for the Florida House of Representatives and to clarify the ethical obligation and guidelines for balancing the potential candidacy with duties as an employee of the College. After a brief discussion, motion by Trustee Durrance, Second by Trustee Juarez and unanimously carried, the Board approved the Agreement Concerning Political Activity and authorized the Board Chair to sign on behalf of the College.

**Agreement Concerning Political Activity**

**ACKNOWLEDGE RECEIPT**

Mr. Prince, Vice President of Administration and Finance presented the Monthly Financial information Summary report for the months of November and December 2025. Noting that the increase in revenue to the increase is enrollment vs last year as well as the increase employee benefits costs are higher with the new State Health Insurance Program. The Chair acknowledged receipt of the Financial Information Monthly Financial Summary Report on behalf of the Board.

**Financial Information-Monthly Financial Summary Report**

**FOR INFORMATION ONLY**

Dr. Begley, Vice President for Enrollment Management and Student Affairs updated the Board on spring enrollment with robust and wide spread growth. The spring enrollment is over 7.6% from last year with 6320 students versus 5876. This is more than double what the state had predicted for the college system this year. The College is seeing strength in the foundation classes as well as the specialized classes. The Board acknowledged receipt of the spring enrollment update.

**Spring Enrollment Update**

Dr. Henningsen presented the Legislative update to the Board including FCS priorities, meeting with commissioners to discuss legislative priorities, Trustee Juarez is through Senate ethics and waiting on full Senate confirmation, COP meetings and a few of the bills

**Legislative Update**

regarding higher education including one about a guardian program related to school safety. The Board acknowledged receipt of the Legislative update.

Mr. Prince, Vice President of Administration and Finance presented an updated timeline of the J1 implementation schedule. Completed are steps 1,2 & 3 and we are headed in to the “Go Live” readiness phase. All action will pause on February 5 for transfer from the old system to the new and validation of data. Normal process of the college of enrollment, transcripts, accounts payable will still take place manually until it can be entered into J1. So far, the tasks are on schedule as the team has worked many long hours to complete the many tasks associated with the implementation and to prepare for the “Go Live”. The Board acknowledged receipt of the J1 Implementation Update and timeline. **J1 Implementation**

Dr. Fryns, Vice President of Workforce Development and Innovation presented an update on the Hampton Campus. The ductwork at the Hampton Center is deteriorating causing the shutdown of the campus. All students and faculty have been moved to the Ocala Campus and mostly placed in Building 19 where some of the nursing classes were previously. Special thanks to the staff, faculty and plant operations for this move, most of which happened over winter break. Still pending is to determine why this happened, and what steps for repair. There are contractors looking at repairs/replacing ductwork. The building will remain empty, locked and monitored until repairs are complete. **Hampton Update**

There were no Trustee comments at this time.

**BOARD  
CHAIR/TRUSTEE  
COMMENTS**

Dr. Henningsen presented the President’s Report to the board including expanded Veterans Services at both Jack Wilkinson Levy Campus and Wilton Simpson Citrus Campus, 100% passing of the EMS technician cohort, new CEO of CEP Matt McCormick on Ocala Campus for a tour, Foundation updates and Appleton updates. **PRESIDENT’S REPORT**

**Next Board Meeting.** Our next meeting will be held **Wednesday, February 25, 2026 at 3 p.m.** on the Jack Wilkinson Levy Campus. **Next Board Meeting**

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

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Charlie Stone, Chair

\_\_\_\_\_  
James D. Henningsen, Secretary

# **COLLEGE OF CENTRAL FLORIDA**

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## **AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Personnel Actions – January & February

INITIATOR: Jennifer Klepfer  
Director of Human Resources

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

DATE: March 18, 2026

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### **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 the reports.

## **PERSONNEL ACTIONS**

*FOR THE MARCH 25, 2026 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:**

Horton, Daulton T. – Trades Technician – Facilities and Plant Operations – February 02, 2026  
Keene, III, Robert M. – Temp to Regular Appointment – Faculty – Sciences – Academic Affairs – February 02, 2026  
Nelson, Linda J. – TEMP – Faculty – Communications – Academic Affairs – February 02, 2026  
Norcross, Jonathan K. – Facilities Worker – Facilities and Plant Operations – February 02, 2026

#### **Grants and Contracts – Fund 2:**

None this reporting period.

#### **Auxiliaries – Fund 3:**

None this reporting period.

### **Reorganizations:**

#### **CF Foundation Effective 3/1/2026:**

Reporting structure change for Database Manager, reporting to Director of Development – CF Foundation  
Equity Adjustment for Director of Development – CF Foundation: Mason, Traci T.

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

Campbell Jr., Al	Rivera, Elyssa J.	Wilkerson, Uvonda S.
Preece, Marcus C.	Robinson, Renae K.	Workman, Sean

**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:

Aragon, Rino C.	NeSmith, Bobbi Jo A.	Rusha III, Frederick D.
Hooks, Courtney N.	Milien-Romage, Kathleen	Warner, Rae Ann N.
Kinsey, Shelby L.	Muller, Kelsey B.	Valdes, Brenda B.

### **Temporary Part-Time Professional:**

Green, Danielle L.	Joyce, Christine M.	Powell, Lynanne
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**Temporary Part -Time Career Service: OPS**

Battillo, Amber S.  
Brown, Randolph L.  
Camacho, Amber D.

Cea, Mackenzie D.  
Didato, Joseph S.  
Harris, Patricia A.

Ribeiro, Lisa M.  
Sapp, Amber M  
Vigil, Praxie J.

**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:

Cox, Steve

Patterson, Roshard M.

Wilson, Ayana J.

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

Frigiola, Kaitlyn M.  
Daniel, David W.  
Douglass, Tavis L.  
Sampson, Eric A.  
Sepulveda, Thelma L.  
White, David K.

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

Wilson, Catherine – Senior Library Technician – Learning Resources Center – January 30, 2026

**Resignations:**

None this reporting period.

**Terminations:**

None this reporting period.

**Separation due to Internal Transfer – No Break in Service:**

Keene, III, Robert M. – TEMP – Faculty – Sciences – Academic Affairs – January 31, 2026

**Separation from the College due to end of Temporary Appointment:**

Powell, Lynanne – Accreditation Specialist – 2 Year Temporary Appointment – Institutional Effectiveness and College Relations – February 28, 2026

**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:**

Der, Andrea Monika – Faculty – Nursing – Health Sciences – February 09, 2026

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

Boynton, Susan T. – Coordinator – Annual and Alumni Giving - Foundation

Carter, Kaitlyn A. - Marketing and Public Relations Specialist – Marketing, Public and Community Relations

Davis, Craig F. – Manager – Facility Operations & Construction Projects – Facilities and Plant Operations

Kelly, Sonya G. – Executive Administrative Assistant – CF Foundation

Martinez, John J. – Business Accounts Coordinator – Financial Operations

Zatko, Annette L. – Accounting Specialist III – Financial Operations

# COLLEGE OF CENTRAL FLORIDA

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## AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Property Donations/Dispositions

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

DATE: March 18, 2026

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### 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: 3

Total: **\$11,332.38**

Wed Feb 11 2026  
Page 1  
08:12  
CFdispose2

College of Central Florida

ASSET DISPOSALS REPORT

School Tag Disposal # Date	Acquired Description Price	Dept. Respon.	Acquired Date	Disposal Code
000002310	PIANO, ELECTRONIC BY YAMAHA	MUSI	06/11/1991	PBA
1,666.19				
000002314	PIANO, ELECTRONIC BY YAMAHA	MUSI	06/11/1991	PBA
1,666.19				
000008813	PIANO, DIGITAL YAMAHA-CLAVINOVA	MUSI	09/27/2006	PBA
8,000.00				

=====  
=====  
3 Records for a Total  
11,332.38

**COLLEGE OF CENTRAL FLORIDA**

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**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Curriculum Changes

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

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

The Curriculum Committee recommended at its January 29, 2026 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: January 29, 2026

SUBJECT: Approved Curriculum Actions – Curriculum Changes – January 2026

The following curriculum changes were approved by the Curriculum Committee at its January 29, 2026 meeting, and are awaiting approval by the District Board of Trustees:

### **Proposal 2025-13 – Melissa Schuck**

#### New Courses

- ENL2012H Honors English Literature I (3 credits)
- COM2000 Applied Communication (3 credits)
- ENC2240 Professional and Organizational Communication (3 credits)

#### Course Modifications

- ENL2012 English Literature I (3 credits)
  - Remove ENC1102 as corequisite
- ENL2022 English Literature II (3 credits)
  - Remove ENC1102 as corequisite
- AML2010 Survey of American Literature I (3 credits)
  - Remove ENC1102 as corequisite
- AMH2010H Honors Survey of American Literature I (3 credits)
  - Remove ENC1102 as corequisite
- AML2020 Survey of American Literature II (3 credits)
  - Remove ENC1102 as corequisite
- EAP0383C English as a Second Language – Combined Skills (4 credits)
  - Update to course description
- EAP0384C English as a Second Language – Grammar and Writing I (4 credits)
  - Add appropriate placement test scores as a prerequisite
  - Update to course description
- EAP0480C English as a Second Language – Intermediate Combined Skills II (4 credits)
  - Add EAP0383C or appropriate placement test scores as a prerequisite
  - Update to course description
- EAP0484C English as a Second Language – Grammar and Writing II (4 credits)
  - Add EAP0384C or appropriate placement test scores as a prerequisite
  - Update to course description

#### Course Inactivations

- CRW2901 Directed Study in Creative Writing I
- CRW2902 Directed Study in Creative Writing II
- CRW2903 Directed Study in Creative Writing III
- EAP0300C English as a Second language – Speech/Listening
- ENL2000H Honors English Literature

- SPN2220 Intermediate Spanish I
- SPN2221 Intermediate Spanish II

Please let me know if you need any additional information.

Thank you.

**COLLEGE OF CENTRAL FLORIDA**

**5**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Academic & Administrative Calendar Change

INITIATOR: Dr. James D. Henningsen  
President

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

In support of the Governor's directive to celebrate the nation's 250<sup>th</sup> anniversary, a change was made to the College's academic and administrative calendar. February 16, 2026, the College of Central Florida was closed in observance of Washington's Birthday.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees ratify the changes in the Administrative and Academic Calendar for the fiscal year 2025-2026.

**COLLEGE OF CENTRAL FLORIDA**

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**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED:            March 25, 2026

SUBJECT:                                        Fraud Update

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

DATE:    March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

Charles Prince to give an update on the College's fraud procedures.

**RECOMMENDATION/ACTION REQUESTED:**

The Board review and accept the College's fraud procedures and updates.



## Fraud Update

- There have been no instances of fraud at the College and no suspicions of any.
- Fraud reviews have been conducted and no risks found.
- No unusual transactions have been uncovered based on current reconciliations.
- Internal controls in place include segregation of duties, vendor authentication, multiple signature approvals and weekly reconciliations.
- The College has established a fraud policy and reporting procedure (# 2.04).

**COLLEGE OF CENTRAL FLORIDA**

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**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026  
SUBJECT: Health Care Affiliation & Internship Agreements  
INITIATOR: Charles A. Prince  
Vice President of Administration & Finance  
DATE: March 18, 2026

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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
H2 Health	02/03/2026
HCA Florida South Tampa Hospital	02/25/2026
Innovative Therapies Group	03/05/2026

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 March, 2026, by and between THE DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA, hereinafter referred to as the COLLEGE, and **H2 HEALTH**, 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 March 1, 2026, through February 28, 2027, 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:            H2 Holdco, Inc D/B/A H2 Health  
                                  Attn: Ana Carolina Ribeiro  
                                  484 Riverside Ave  
                                  Jacksonville, FL 32202

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/mailed 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](mailto:PRINCECH@CF.EDU) OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34474-4415.**

The undersigned hereby approve this Affiliation Agreement.

Witnesses:

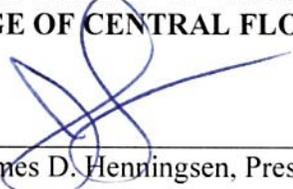
  
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**DISTRICT BOARD OF TRUSTEE OF THE COLLEGE OF CENTRAL FLORIDA**

  
 By: \_\_\_\_\_  
 James D. Henningsen, President

Date: 2/3/26

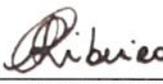
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**H2 HEALTH**

By:   
 \_\_\_\_\_  
 SIGNATURE

Ana Carolina Ribeiro  
 \_\_\_\_\_  
 PRINTED NAME

Title: Director of Recruiting

Date: 02/02/2026

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

# SCHOOL AFFILIATION AGREEMENT

THIS SCHOOL AFFILIATION AGREEMENT (this "Agreement") is made as of **February 18, 2026** (the "Effective Date") by and between **The District Board of Trustees of College of Central Florida** ("School") and **West Florida – MHT, LLC d/b/a HCA Florida South Tampa Hospital** ("Hospital"). School and Hospital may be referred to herein individually as a "Party" and collectively as the "Parties."

## WITNESSETH:

WHEREAS, School enrolls students in an accredited degree program in the field of **Nursing** (the "Degree Program");

WHEREAS, Hospital operates a comprehensive acute-care medical-surgical hospital located at **2901 Swann Ave. Tampa, FL 33609** (the "Facility");

WHEREAS, School desires to provide up to **3** students per year enrolled in the Degree Program a clinical learning experience through the application of knowledge and skills in actual patient-centered treatment situations in a health care setting; and

WHEREAS, Hospital will make the Facility available to School for such clinical learning experience, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties hereby agree as follows:

### 1. RESPONSIBILITIES OF SCHOOL.

(a) **Clinical Program.** School will develop, implement and operate the clinical learning experience component of the Degree Program at the Facility in a form and format acceptable to Hospital ("**Clinical Program**"). School may modify the Clinical Program from time to time with Hospital's permission and will promptly incorporate reasonable changes to the Clinical Program requested by Hospital from time to time. With respect to the Clinical Program, School will:

- (i) ensure the adequacy of Degree Program resources, including up-to-date reference materials, and the academic preparation of students enrolled in the Degree Program, including theoretical background, basic skills, professional ethics, and attitude and behavior, for participation in the Clinical Program and will assign to the Clinical Program only those students who have demonstrated the ability to successfully participate in the Clinical Program (each a "**Participating Student**");
- (ii) advise each Participating Student, Degree Program faculty and other School representatives onsite at the Facility for purposes related to the Clinical Program ("**Program Participant**") to attend training and orientation with respect to applicable Hospital policies and procedures prior to the commencement of each Clinical Program rotation during the Term (each a "**Rotation**");
- (iii) provide training for Hospital's representatives who will support the Clinical Program regarding Clinical Program features and expectations, and Participating Student evaluations, as requested by Hospital from time to time;
- (iv) identify to Hospital each Program Participant who will participate in a Rotation as soon as that information is reasonably available to School;
- (v) require Program Participants to comply with applicable laws and Hospital policies and

procedures when onsite at the Facility;

- (vi) require Program Participants to treat Hospital patients, staff and Clinical Program supervisors with courtesy and respect and do not disrupt Facility operations or the provision of health care services for Hospital's patients;
- (vii) timely prepare and update with input from Hospital Rotation schedules for each Participating Student throughout each Rotation and coordinate the same with Hospital;
- (viii) advise Participating Students to arrive early for each scheduled Rotation, except when a Participating Student is ill or attending to a personal emergency;
- (ix) provide continuing oral and written communication with Hospital regarding Participating Student Clinical Program performance and evaluation and other pertinent information;
- (x) participate and ensure that Program Participants participate in Hospital's Quality Assurance and related programs;
- (xi) participate and require Program Participants to participate in Hospital training as determined necessary by Hospital from time to time; and
- (xii) promptly perform additional duties to facilitate operation of the Clinical Program as may be deemed reasonable or necessary by Hospital from time to time.

(b) **Responsibility.**

- (i) School will retain ultimate responsibility for the appointment of faculty from the Degree Program to support the Clinical Program. When Participating Students are supervised in connection with the Clinical Program while on site at Hospital by licensed healthcare professionals who are not employed by Hospital or its affiliates, School represents and warrants that it (including its affiliate) will not compensate any such faculty for their services provided to School in connection with the Clinical Program except in a manner that is consistent State and Federal law.
- (ii) School will retain sole responsibility for offering and administering the Degree Program, including, but not limited to, budgetary considerations, faculty appointments, admissions, financial aid, academic instruction, curriculum content, pedagogy, and the requirements of matriculation, grading, and graduation.
- (iii) Without limiting the foregoing, all Program Participants shall be accountable to the Hospital's Administrator while onsite at the Facility.
- (iv) School will address all Program Participant complaints, claims, requests and questions regarding the Clinical Program. If necessary, School's Program Representative will follow-up with Hospital's Program Representative to address unresolved issues.
- (v) School will obtain prior signed and dated written consent that complies with 34 C.F.R. 99.30 from each Participating Student (or the parent of the student, if the student is not deemed an "eligible student" under 34 C.F.R. 99.30) before disclosing personally identifiable information from the student's education records to Hospital to the extent that access to such information is required by Hospital to carry out the Clinical Program. If Participating Student notifies School that they revoke said consent, School shall immediately notify Hospital and the revocation shall become effective immediately upon such notice as applicable to any decisions after that date.

- (c) **Compliance with Program Requirements.** School acknowledges that compliance by School and each Program Participant with the terms and conditions of this Agreement and Hospital policies and procedures is a condition precedent to Program Participant access to the Facility. Non-compliance or partial compliance with any such requirement may result in an immediate denial of access or re-access to the Facility.
- (d) **Dress Code.** School will cause Program Participants to conform to reasonable personal appearance standards imposed by Hospital and wear ID badges as requested by Hospital from time to time. School will cause Program Participants to pay for their own meals at the Facility. School acknowledges and will regularly inform Program Participants that Hospital is not responsible for personal items lost or stolen at the Facility.
- (e) **Use of the Facility.** School will ensure that Program Participants use the Facility solely for the purpose of providing to Participating Students clinical learning experience pursuant to the Clinical Program.
- (f) **Records.** School will cause each Program Participant to timely complete and save in Hospital's systems as directed by Hospital accurate records of all services provided by the Program Participant to a Hospital patient ("Records"). All Records are and will remain the property of Hospital, subject to the rights of patients with respect to such records and to the terms of applicable law. Hospital will provide to School a copy of Records for all lawful purposes, including defense of liability claims.
- (g) **Program Participants.** School will provide to Hospital information regarding each Program Participant, including health examination and immunization records, documentation attesting to the competency of Degree Program faculty (e.g., state licensure, board certification in the relevant Specialty, etc.) and background checks and drug screens as determined reasonably necessary in Hospital's discretion from time to time.
- (h) **Program Participant Statements.** School shall require each Participating Student and, at Hospital's request, each Program Participant to sign a Statement of Responsibility, in the form attached hereto as Exhibit A, and a Statement of Confidentiality and Security, in the form attached hereto as Exhibit B prior to each non-consecutive Rotation.
- (i) **Liability Insurance.** School shall obtain and maintain occurrence-type general and professional liability insurance coverage in amounts not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) annual aggregate per Program Participant, with insurance carriers or self insurance programs approved by Hospital and covering the acts and omissions of Program Participants. If such coverage is provided on a claims-made basis, then such insurance shall continue throughout the Term and upon the termination or expiration of this Agreement, School shall purchase tail coverage for a period of three years after the termination or expiration of this Agreement (said tail coverage shall be in amounts and type equivalent to the claims-made coverage). School shall further, at its expense, obtain and maintain for the Term workers' compensation insurance and unemployment insurance for School-employed Program Participants. School will notify Hospital at least thirty (30) calendar days in advance of any cancellation or modification of insurance coverage required hereunder and shall promptly provide to Hospital, upon request, certificates of insurance evidencing the above coverage.

Notwithstanding the foregoing, if the School is a public entity entitled to governmental immunity protections under applicable state law, then the School shall provide occurrence-based liability coverage in accordance with any limitations associated with the applicable law; but the School shall provide such insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate in the event governmental immunity protections are

determined by a court of competent jurisdiction to not apply. Nothing in this agreement is intended to be construed or interpreted as (1) denying either School or Hospital any remedy or defense available to it under state laws; (2) the consent of the State where School is located or any of its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State or the School beyond any waiver explicitly stated in state statutes.

- (j) **Health of Program Participants.** School will advise Program Participants that no Program Participant will be permitted to attend the Clinical Program until he or she submits to a medical examination acceptable to Hospital.

School will require each Program Participant to maintain health insurance and provide proof of health insurance to the School prior to participating in the Clinical Program. School will cause Program Participants to provide to Hospital proof of health insurance as requested by Hospital from time to time.

School will ensure that each Participating Student furnishes to Hospital prior to each non-consecutive Rotation a complete copy of the following health records (Participating Students will not be allowed to access the Facility until all records are provided):

- (i) Proof of negative PPD or IGRA within 12 months. Symptom and Risk screening must be completed prior to first day of each rotation utilizing the HCA TB Questionnaire Form;
  - (ii) Proof of Rubella and Rubeola immunity by positive antibody titers or two (2) doses of MMR;
  - (iii) Proof of Varicella immunity, by positive history of chickenpox or Varicella immunization;
  - (iv) Proof of Influenza vaccination during the flu season, October 1 to March 31, (or dates defined by CDC). If the Program Participant declines the Influenza vaccination, he/she must comply at all times with Facility's Communicable Disease Protection policy; and
  - (v) Proof of Hepatitis B immunization or declination of vaccine, if patient contact is anticipated.
  - (vi) Proof of completed vaccination for COVID-19 or exemption for religious or medical reasons or as otherwise compliant with applicable Hospital policy.
- (k) **Performance.** All faculty provided by School to support the Clinical Program shall be faculty members of the Degree Program, duly licensed, certified or otherwise qualified to support the Clinical Program in the capacity proposed by School. School and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Hospital and any non-conflicting rules and regulations of School as may be in effect from time to time. Neither School nor any Program Participant shall interfere with or adversely affect the operation of Hospital or the performance of services therein.
- (l) **Background Checks.**
- (i) School will ensure that each Program Participant obtains prior to each non-consecutive Rotation a background check acceptable to Hospital, including, at a minimum, the following:

- A. Social Security Number Verification;
  - B. Criminal Search (7 years or up to 5 criminal searches);
  - C. Violent Sex Offender and Predator Registry Search;
  - D. HHS/OIG List of Excluded Individuals;
  - E. GSA List of Parties Excluded from Federal Programs;
  - F. U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN); and
  - G. Applicable State Exclusion List, if available.
- (ii) Background Checks for Program Faculty, if School provides Faculty on site, who will be treating patients in the Facility shall include all of the above, and the following:
- A. Education verification (highest level);
  - B. Professional license verification;
  - C. Certifications & Designations check;
  - D. Professional Disciplinary Action search;
  - E. Department of Motor Vehicle Driving History, based on responsibilities; and
  - F. Consumer Credit Report, based on responsibilities.
- (iii) School shall provide to Hospital an *Attestation of Satisfactory Background Investigation* in the form attached hereto as Exhibit C prior to each non-consecutive Rotation. If the background check discloses adverse information about a Participating Student, School shall immediately remove the student from the Clinical Program. School further agrees to an annual compliance audit of background checks, if requested by Hospital and approved by any Program Participant pursuant to the Fair Credit Reporting Act (FCRA).
- (m) **Drug Testing.** School will ensure that each Program Participant obtains prior to each non-consecutive Rotation a drug test acceptable to Hospital, including, at a minimum, the following:
- (i) Substances tested prior to placement at the Hospital must at a minimum include amphetamines, barbiturates, benzodiazepines, opiates, methadone, marijuana, and cocaine.
  - (ii) A Program Participant may be required to undergo additional drug and alcohol testing upon reasonable suspicion that the Program Participant has violated Hospital's policies, and after any incident that involves injury or property damage.

Hospital shall not bear the cost of any such tests. Should the testing disclose adverse information as to any Program Participant, Hospital shall have no obligation to accept that Program Participant at the Hospital. To the extent that any Program Participant violates the policy for drug or alcohol abuse after placement at the Facility, or refuses to cooperate with

the requirement for a search or reasonable suspicion and reportable accident testing, then the Facility may immediately remove the Program Participant from participation in the Program at the Facility.

- (n) **Student Documentation.** School will maintain all documentation required to evidence compliance by each Program Participant with the terms and conditions of Subsections 1(g)-(m) of this Agreement during the Term and for at least ten (10) years following expiration or termination of this Agreement.
- (o) **Access to Resources.** The School shall ensure that its department heads have authority to ensure faculty and Participating Student access to appropriate resources for the Participating Students' education.
- (p) **Approval and Authorization.** Hospital's willingness to enter into this Agreement and provide clinical opportunities to Participating Students is conditioned on School having obtained and maintaining all requisite institutional, regulatory, and accreditor approvals or authorizations necessary to offer the Degree Program. Moreover, it is conditioned on School's adherence to all applicable federal, state, and local laws and regulations. In the event that School's status changes with respect to any approval or authorization necessary to offer the Degree Program, School will notify Hospital within ten (10) business days.

## 2. RESPONSIBILITIES OF HOSPITAL.

- (a) Hospital will make Facility access reasonably available to Program Participants and reasonably cooperate with School's orientation of all Program Participants to the Facility. Hospital shall provide Program Participants with access to appropriate clinical experience resources for the Clinical Program. Hospital shall provide reasonable opportunities for Participating Students to observe and assist in various aspects of patient care to the extent permitted by applicable law and without disruption of patient care or Hospital operations. Hospital shall at all times retain ultimate control of the Hospital and responsibility for patient care and quality standards.
- (b) Upon the request of School, Hospital shall assist School in the evaluation of each Participating Student's performance in the Clinical Program. Any such evaluations shall be returned to School in a timely manner. However, School shall at all times remain solely responsible for the evaluation and education of Participating Students.
- (c) Hospital will ensure that the Facility complies with applicable state and federal workplace safety laws and regulations. In the event a Participating Student is exposed to an infectious or environmental hazard or other occupational injury (i.e., needle stick) while at the Facility, it shall provide, upon notice of such incident from the Participating Student, such emergency care as is provided its employees, including, where applicable: examination and evaluation by Facility's emergency department or other appropriate department as soon as possible after the injury; emergency medical care immediately following the injury as necessary; initiation of the HBV, Hepatitis C (HCV), and/or HIV protocol as necessary; and HIV counseling and appropriate testing as necessary. In the event that the Facility does not have the resources to provide such emergency care, Facility will refer such student to the nearest emergency facility. School acknowledges that Hospital is not and will not be financially responsible for a Program Participant's medical care or treatment regardless of the Program Participant's condition or injury or cause of injury whether occurring at the Facility or otherwise and regardless of fault or cause of injury.
- (d) Upon reasonable request, Hospital will provide proof to School that Hospital maintains liability insurance in an amount that is commercially reasonable.
- (e) Hospital will provide written notification to School if a claim arises involving a Program

Participant. Both Hospital and School agree to share such information in a manner that protects such disclosures from discovery to the extent possible under applicable federal and state peer review and joint defense laws.

- (f) Hospital will resolve any situation in favor of its patients' welfare and may restrict a Participating Student to the role of observer when necessary in Hospital's discretion. Hospital will notify School's Program Representative (defined below) when such action has occurred.
  - (g) Upon reasonable notice from School, Hospital will make the Facility reasonably available for inspection during normal business hours by organizations that provide or may provide academic accreditation for the Degree Program. Such inspections must be accompanied at all times by a Hospital representative and are contingent upon receipt by Hospital of executed agreements that Hospital believes are reasonably necessary or convenient to protect the confidentiality and security of Hospital's information. School will promptly reimburse Hospital for all direct costs incurred by Hospital in connection with such accreditation inspections.
  - (h) Hospital shall provide Program Participants with access to and Participating Students with required training in the proper use of electronic medical records or paper charts, as applicable.
  - (i) Hospital shall provide student security badges or other means of secure access to Facility patient care areas.
  - (j) Hospital shall provide Program Participants with computer access, and access to call rooms, if necessary.
  - (k) Hospital shall provide secure storage space for Participating Students' personal items when at the Facility.
  - (l) Hospital shall provide qualified and competent staff members in adequate number for the instruction and supervision of students using the Facility.
  - (m) Hospital shall maintain the confidentiality of information it receives from School about a Participating Student in a manner consistent with Hospital's policies regarding confidentiality of employee records.
3. **MUTUAL RESPONSIBILITIES.** The Parties shall cooperate to fulfill the following mutual responsibilities:
- (a) Each Party will identify to the other Party a Clinical Program representative (each a "**Program Representative**") on or before the execution of this Agreement. School's Program Representative shall be a faculty member who will be responsible for Participating Student teaching and assessment provided pursuant to this Agreement. Each Party will maintain a Program Representative for the Term and will promptly appoint a replacement Program Representative if necessary to comply with this Agreement. Each Party will ensure that its Program Representative is reasonably available to the other Party's Program Representative.
  - (b) School will provide qualified and competent Degree Program faculty in adequate number for the instruction, assessment and supervision of Participating Students at the Facility.
  - (c) Both School and Hospital will work together to maintain a Clinical Program emphasis on high quality patient care. At the request of either Party, a meeting or teleconference will promptly be held between the Parties' respective Program Representatives to resolve any problems in the operation of the Clinical Program.

- (d) School acknowledges, and will inform Participating Students that Participating Students are trainees in the Clinical Program and have no expectation of receiving compensation or future employment from Hospital or School. Participating Students are not to replace Hospital staff and are not to render unsupervised patient care and/or services. Hospital and its staff will provide such supervision of the educational and clinical activities as is reasonable and appropriate to the circumstances and to the Participating Student's level of training.
- (e) Any courtesy appointments to faculty or staff by either School or Hospital shall be without entitlement of the individual to compensation or benefits for the appointed party.
- (f) Both School and Hospital will work together to create and maintain an appropriate learning environment for the Participating Students.
- (g) The School, including its faculty, staff and residents, and the Hospital share responsibility for creating an appropriate learning environment that includes both formal learning activities and the attitudes, values, and informal "lessons" conveyed by individuals who interact with the Participating Student. The parties will cooperate to evaluate the learning environment (which may include on-site visits) to identify positive and negative influences on the maintenance of professional standards, and to conduct and develop appropriate strategies to enhance the positive and mitigate the negative influences.

4. **WITHDRAWAL OF PARTICIPATING STUDENTS.** Hospital may immediately remove a Participating Student from the Facility when in Hospital's discretion his or her clinical performance is unsatisfactory or his or her behavior is disruptive or detrimental to Hospital operations and/or Hospital's patients. In such event, School will immediately remove the Participating Student from the Clinical Program. It is understood that only School can dismiss the Participating Student from the Clinical Program. School may terminate a Participating Student's participating in the Clinical Program when it determines, in its sole discretion, that further participation by the student would no longer be appropriate.

5. **INDEPENDENT CONTRACTOR; NO OTHER BENEFICIARIES; EMPLOYMENT DISCLAIMER.**

- (a) The Parties hereby acknowledge that they are independent contractors, and neither School nor any of its agents, representatives, Program Participants, or employees shall be considered agents, representatives, or employees of Hospital. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the Parties. School shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salaries, insurance or other benefits. No Program Participant or other third person is entitled to, and shall not, receive any rights under this Agreement. Neither Party shall have the right or authority nor hold itself out to have the right or authority to bind the other Party and neither shall either Party be responsible for the acts or omissions of the other except as provided specifically to the contrary herein.
- (b) Each Party acknowledges Participating Students will not be considered employees or agents of Hospital or School for any purpose related to this Agreement. Participating Students will not be entitled to receive any compensation from Hospital or School or any benefits of employment from Hospital or School in exchange for their activities related to this Agreement, including health care or workers' compensation benefits, vacation, sick time, or other direct or indirect benefit of employment.
- (c) School acknowledges that Hospital has not and is not obligated to implement or maintain insurance coverage for the benefit or protection of School or Program Participants.

6. **NON-DISCRIMINATION.** There shall be no discrimination on the basis of race, national origin, religion, creed, sex, sexual orientation, gender identity, age, veteran status, or disability in either the selection of Participating Students, or as to any aspect of the Clinical Program; provided, however, that

with respect to a disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the Program Participant's effective participation in the Clinical Program.

7. **INDEMNIFICATION.** To the extent permitted by applicable law and without waiving any defenses, School shall indemnify and hold harmless Hospital and Hospital's officers, directors, trustees, medical and nursing staff, representatives and employees from and against all third-party liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of School or any of its Program Participants, agents, representatives or employees in connection with this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements.

8. **CONFIDENTIALITY.** School will and will advise Program Participants to keep strictly confidential and hold in trust all non-public information of Hospital, including all patient information, and refrain from disclosing such confidential information to any third party without the express prior written consent of Hospital, provided that the minimum necessary confidential information may be disclosed pursuant to valid legal process after Hospital is permitted an opportunity to minimize the potential harmful effects of such disclosure. School shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Hospital. These confidentiality requirements survive the termination or expiration of the Agreement. In addition to the requirements set forth in this Section, Program Participants shall abide by the terms of Exhibit B.

9. **TERM; TERMINATION.**

- (a) The term of this Agreement will commence on the Effective Date and will continue for two (2) years unless terminated as provided below (the "Term").
- (b) Either Party may terminate this Agreement at any time without cause upon at least sixty (60) calendar days prior written notice to the other Party, provided that all Participating Students participating in the Program at the time of notice of termination or who are already scheduled to train at the Facility shall be given the opportunity to complete the then-current Program rotation or previously scheduled clinical assignment.
- (c) The Parties may terminate this Agreement at any time by mutual written agreement.
- (d) Hospital may immediately terminate this Agreement at any time upon notice to School in the event of a breach of Section 10 of this Agreement.

10. **REPRESENTATIONS AND WARRANTIES.**

- (a) School hereby represents to Hospital as of the Effective Date and warrants to Hospital for the Term that:
  - (i) School and its Program Participants: (A) are not excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the "Federal health care programs"); (B) are not convicted of a criminal offense related to the provision of health care items or services but has not yet been excluded, debarred or otherwise declared ineligible to participate in the Federal health care programs, and (C) are not under investigation or otherwise aware of any circumstances which may result in the School, or a Program Participant being excluded from participation in the Federal health care programs; and
  - (ii) in the aggregate, School and all of School's affiliates compensate all physician employees and physician contractors (if any) (A) in an amount that is consistent with fair

market value for actual services provided, and (B) in a manner that does not vary with or take into account the volume or value of patient referrals to, or other business generated for, Hospital or any of Hospital's affiliates. Furthermore, all of School's and its affiliates' compensation arrangements with physician employees and physician contractors are memorialized in a signed written agreement or other satisfy an exception to the Stark Law physician referral prohibitions provided in 42 U.S.C. § 1395nn(a)(1).

- (b) The representation and warranty set forth above is an ongoing representation and warranty for the Term of this Agreement. School will immediately notify Hospital in writing of any change in status of the representation and warranty set forth in this section.

11. **TRAVEL EXPENSES.** No expense of School or of a Program Participant will be paid or reimbursed by Hospital unless that expense is approved by Hospital in writing in advance and is incurred and documented in accordance with applicable Hospital travel and expense policies.

12. **USE OF NAME OR LOGO.** Neither Party will use the names, logos or marks associated with the other Party without the express written consent of the Party who is associated with the name, logo or marks. Further, School will cause Program Participants not to use the names, logos or marks associated with Hospital without the express written consent of Hospital in each case.

13. **ENTIRE AGREEMENT.** This Agreement and its Exhibits set forth the entire Agreement with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the Parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement of the Parties. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

14. **SEVERABILITY.** If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

15. **CAPTIONS.** The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

16. **NO WAIVER.** Delay or failure to exercise any right or remedy hereunder will not impair such right or remedy or be construed as a waiver thereof. Any single or partial exercise of any right or remedy will not preclude any other or further exercise thereof or the exercise of any other right or remedy.

17. **GOVERNING LAW.** This Agreement shall be governed and construed in accordance with the laws of the state in which Hospital is located. Venue for all disputes arising in connection with this Agreement will be in the federal or state courts with jurisdiction for the area where the Hospital is located.

18. **ASSIGNMENT; BINDING EFFECT.** School may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of Hospital. This Agreement shall inure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.

19. **NOTICES.** All notices hereunder by either Party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to Hospital: West Florida – MHT, LLC d/b/a HCA Florida South Tampa Hospital  
2901 Swann Ave  
Tampa, FL 33609  
**Attention: Chief Executive Officer**

Copy to: HCA  
One Park Plaza, Bldg. 1, 2-West  
Nashville, TN 37203  
**Attention: Operations Counsel**

If to School: College of Central Florida  
3001 SW College Road  
Ocala, FL 34474  
**Attention: Associate Vice President, Health Sciences**

or to such other person or place as either Party may from time to time designate by written notice to the other Party.

20. **COUNTERPARTS.** This Agreement may be executed in multiple parts (by facsimile transmission or otherwise) and each counterpart shall be deemed an original, and all of which together shall constitute but one agreement. Electronic signatures will be considered originals.

21. **HIPAA REQUIREMENTS.** To the extent applicable to this Agreement, School agrees to comply with the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH ACT"), the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 USC § 1320d through d-8 ("HIPAA") and any current and future regulations promulgated under either the HITECH Act or HIPAA including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Parts 160, 162 and 164 (the "Federal Security Regulations") and the federal standards for electronic transactions, all as may be amended from time to time, and all collectively referred to herein as "HIPAA Requirements". School further agrees not to use or disclose any Protected Health Information (as defined in 45 C.F.R. § 160.103) or Individually Identifiable Health Information (as defined in 42 USC § 1320d), other than as permitted by HIPAA Requirements and the terms of this Agreement. School will and will cause Program Participants to enter into any further agreements as necessary to facilitate compliance with HIPAA Requirements.

22. **NO REQUIREMENT TO REFER.** Nothing in this Agreement requires or obligates School to cause the admittance of a patient to Hospital or to use Hospital's services. None of the benefits granted pursuant to this Agreement are conditioned on any requirement or expectation that the Parties make referrals to, be in a position to make or influence referrals to, or otherwise generate business for the other Party. Neither Party is restricted from referring any services to, or otherwise generating any business for, any other entity of their choosing.

23. **NO PAYMENTS.** No payments will be made between the Parties in connection with this Agreement.

24. **RECITALS.** The Recitals to this Agreement shall be an enforceable part of this Agreement, binding on the Parties as if fully set forth herein.

25. **EQUITABLE REMEDIES.** School acknowledges that the injury which might be suffered by Hospital in the event of any breach by School or non-compliance by Program Participants with the terms and conditions of this Agreement would be of a nature which could not be fully compensated for solely by a recovery of monetary damages, and accordingly agrees that in the event of any such breach or threatened breach, in addition to and not in lieu of any damages sustained by Hospital and any other remedies which Hospital may pursue hereunder or under applicable law, Hospital shall have the right to equitable relief, including issuance of a temporary restraining order, preliminary injunction and/or

permanent injunction by any court of competent jurisdiction, against the commission or continuation of such breach or threatened breach, without the necessity of proving any actual damages or the posting of any bond.

**WHEREFORE**, authorized representatives of each Party hereby execute this Agreement as of the Effective Date.

**SCHOOL**

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

By: Dr. James Henningsen 

Title: President

Date: 2/25/26

**HOSPITAL**

**West Florida – MHT, LLC d/b/a HCA Florida South Tampa Hospital**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in a clinical setting at \_\_\_\_\_ ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by the undersigned while participating in the Program operated by: \_\_\_\_\_ ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

\_\_\_\_\_  
Signature of Program Participant/Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian  
If Program Participant is under 18 / Print Name

\_\_\_\_\_  
Date

## Exhibit B

### Workforce Member Confidentiality and Security Agreement

I understand that the HCA affiliated entity(ies) (the "Company") for which I am a Workforce Member (my "Engagement") manages health information and has legal and ethical responsibilities to safeguard the privacy of its patients and their personal and health information ("Patient Information"). "Workforce Member" means employees, employed Licensed Independent Practitioners (LIPs) (e.g., employed/managed physicians), employed Advanced Practice Professionals (APPs), residents/fellows, students (e.g., nursing, medical, and interns), faculty/instructors, contractors (e.g., HealthTrust Workforce Solutions (HWS), travelers, network/per diem staff, or dependent healthcare professionals and/or contracted through another temporary staffing agency), and volunteers.

Additionally, the Company must protect its interest in, and the confidentiality of, any information it maintains or has access to, including, but not limited to, financial information, marketing information, Human Resource Information, (as defined below), payroll, business plans, projections, sales figures, pricing information, budgets, credit card or other financial account numbers, customer and supplier identities and characteristics, sponsored research, processes, schematics, formulas, trade secrets, innovations, discoveries, data, dictionaries, models, organizational structure and operations information, strategies, forecasts, analyses, credentialing information, Social Security numbers, passwords, PINs, and encryption keys (collectively, with patients' information, "Confidential Information"). The Company must also protect Company Property (such as inventions, software, trade secrets, and Developments (as defined below)).

During the course of my Engagement with the Company, I understand that I may access, use, or create Confidential Information. I agree that I will access and use Confidential Information only when it is necessary to perform my job-related duties and in accordance with the Company's policies and procedures, including, without limitation, its Privacy and Security Policies (available at <http://hcahealthcare.com/ethics-compliance/> and the Information Protection Page of the Company's intranet). I further acknowledge that I must comply with such policies, procedures, and this Confidentiality and Security Agreement (the "Agreement") at all times as a condition of my Engagement and in order to obtain authorization for access to Confidential Information and/or Company systems. I acknowledge that the Company is relying on such compliance and the representations, terms and conditions stated herein.

#### **General**

1. I will act in the best interest of the Company and, to the extent subject to it, in accordance with its Code of Conduct at all times during my Engagement with the Company.
2. I have no expectation of privacy when using Company systems and/or devices. The Company may log, access, review, and otherwise utilize information stored on or passing through its systems, devices and network, including email.
3. Any violation of this Agreement may result in the loss of my access to Confidential Information and/or Company systems, or other disciplinary and/or legal action, including, without limitation, suspension, loss of privileges, and/or termination of my Engagement with the Company, at Company's sole discretion in accordance with its policies.

#### **Patient Information**

4. I will access and use Patient Information only for patients whose information I need to perform my assigned job duties in accordance with the HIPAA Privacy and Security Rules (45 CFR Parts 160—164), applicable state and international laws (e.g., the European Union General Data Protection Regulation), and applicable Company policies and procedures, including, without limitation, its Privacy and Security Policies (available at <http://hcahealthcare.com/ethics-compliance/> and the Information Protection Page of the

- Company's intranet).
5. I will only access, request and disclose the minimum amount of Patient Information needed to carry out my assigned job duties or as needed for treatment purposes.
  6. By accessing or attempting to access Patient Information, I represent to the Company at the time of access that I have the requisite job-related need to know and to access the Patient Information.

### ***Protecting Confidential Information***

7. I acknowledge that the Company is the exclusive owner of all right, title and interest in and to Confidential Information, including any derivatives thereof.
8. I will not publish, disclose or discuss any Confidential Information (a) with others, including coworkers, peers, friends or family, who do not have a need to know it, or (b) by using communication methods I am not specifically authorized to use, including personal email, Internet sites, Internet blogs or social media sites.
9. I will not take any form of media or documentation containing Confidential Information from Company premises unless specifically authorized to do so as part of my job and in accordance with Company policies.
10. I will not transmit Confidential Information outside the Company network unless I am specifically authorized to do so as part of my job responsibilities. If I am authorized to transmit Confidential Information outside of the Company, I will ensure that the information is encrypted according to Company Information Security Standards and ensure that I have complied with the External Data Release policy and other applicable Company privacy policies.
11. I will not retain Confidential Information longer than required by the Company's Record Retention policy.
12. I will only reuse or destroy media in accordance with the Company's Information Security Standards.
13. I acknowledge that in the course of performing my job responsibilities I may have access to human resource information which may include compensation, age, sex, race, religion, national origin, disability status, medical information, criminal history, personal identification numbers, addresses, telephone numbers, financial and education information (collectively, "Human Resource Information"). I understand that I am allowed to discuss any Human Resource Information about myself and other employees if they self-disclose their information. I can also discuss Human Resource Information that does not relate to my individual employment or my job responsibilities and that is not in violation of any other provision in this Agreement.

### ***Using Mobile Devices, Portable Devices and Removable Media***

14. I will not copy, transfer, photograph, or store Confidential Information on any mobile devices, portable devices or removable media, such as laptops, smart phones, tablets, CDs, thumb drives, external hard drives, unless specifically required and authorized to do so as part of my Engagement with the Company.
15. I understand that any mobile device (smart phone, tablet, or similar device) that synchronizes Company data (e.g., Company email) may contain Confidential Information and as a result, must be protected as required by Company Information Security Standards.

### ***Doing My Part – Personal Security***

16. I will only access or use systems or devices I am authorized to access, and will not demonstrate the operation or function of systems or devices to unauthorized individuals.
17. I will not attempt to bypass Company security controls.
18. I understand that I will be assigned a unique identifier (i.e., 3-4 User ID) to track my access and use of Company systems and that the identifier is associated with my personal data provided as part of the initial and/or periodic credentialing and/or employment verification.

19. In connection with my Engagement, I will never:
  - a. disclose or share user credentials (e.g., password, SecurID card, Tap n Go badge, etc.), PINs, access codes, badges, or door lock codes;
  - b. use another individual's, or allow another individual to use my, user credentials (e.g., 3-4 User ID and password, SecurID card, Tap n Go badge, etc.) to access or use a Company computer system or device;
  - c. allow a non-authorized individual to access a secured area (e.g., hold the door open, share badge or door lock codes, and/or prop the door open);
  - d. use tools or techniques to break, circumvent or exploit security measures;
  - e. connect unauthorized systems or devices to the Company network; or
  - f. use software that has not been licensed and approved by the Company.
20. I will practice good workstation security measures such as locking up media when not in use, using screen savers with passwords, positioning screens away from public view, and physically securing workstations while traveling and working remotely.
21. I will immediately notify my manager, Facility Information Security Official (FISO), Director of Information Security Assurance (DISA), Facility Privacy Official (FPO), Ethics and Compliance Officer (ECO), or Facility or Corporate Client Support Services (CSS) help desk or if involving the United Kingdom, the Data Protection Officer (DPO), Information Governance Manager, Caldicott Guardian, Heads of Governance (HoG), Division Chief Information Security Officer (CISO) if:
  - a. my user credentials have been seen, disclosed, lost, stolen, or otherwise compromised;
  - b. I suspect media with Confidential Information has been lost or stolen;
  - c. I suspect a virus or malware infection on any system;
  - d. I become aware of any activity that violates this Agreement or any Company privacy or security policies; or
  - e. I become aware of any other incident that could possibly have any adverse impact on Confidential Information or Company systems.

### ***Upon Separation***

22. I agree that my obligations under this Agreement will continue after termination or expiration of my access to Company systems and Company Information.
23. At the end of my Engagement with the Company for any reason, I will immediately:
  - a. securely return to the Company any Confidential Information, Company related documents or records, and Company owned media (e.g., smart phones, tablets, CDs, thumb drives, external hard drives, etc.). I will not keep any copies of Confidential Information in any format, including electronic; and
  - b. un-enroll any non-Company owned devices from the Company Enterprise Mobility Management System, if applicable.

### ***Except to the Extent Otherwise Agreed in a Separate Agreement, the Following Statements Apply to All Workforce Members***

24. I shall promptly disclose to the Company all Company Property that I develop during my Engagement. "Company Property" means any subject matter (including inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, software, databases, confidential information and trade secrets), whether belonging to the Company or others, that, directly or indirectly: (i) I author, make, conceive, first reduce to practice, or otherwise create or develop, whether alone or with others using any Company equipment, supplies, facilities, or Confidential Information, or (ii) otherwise arises from work performed by me for the Company, its employees, or agents, (each of the foregoing, a "Development").
25. As between me and the Company, all Company Property is the property of the Company or its designee, and all copyrightable Developments that I create within the scope of my employment are "works made for hire."

26. I agree to assign, and do hereby irrevocably assign, to the Company or its designee all of my right, title, and interest in and to any and all Developments, together with all intellectual property and other proprietary rights therein or arising therefrom, including any registrations or applications to register such rights and the right to sue for past, present, or future infringements or misappropriations thereof.
27. During and after my Engagement, I agree to execute any document and perform any act to effectuate, perfect, enforce, and defend the Company's rights in any Development. I hereby appoint the Company and its authorized agent(s) as my attorney in fact to execute such documents in my name for these purposes, which power of attorney shall be coupled with an interest and shall be irrevocable, if I fail to execute any such document within five (5) business days.
28. If there is a conflict between a term in Sections 24 through 28 and a term separately agreed to in writing with the Company, the term set forth in the separate agreement will control.

By signing this document, I acknowledge that I have read and understand this Agreement, and I agree to be bound by and comply with all the representations, terms and conditions stated herein.

|               |         |
|---------------|---------|
| Signature:    | Date:   |
| Printed Name: | 3/4 ID: |

## EXHIBIT C

### Attestation of Satisfactory Background Investigation

On behalf of \_\_\_\_\_ [Name of Volunteer Organization, School, Contract Services Entity, or Staffing Agency], I acknowledge and attest to \_\_\_\_\_ [Name of facility] ("Hospital") that we own, and have in our possession, a background investigation report on the individual identified below. Such background investigation is satisfactory in that it:

- \_\_\_\_\_ verifies the Subject's Social Security Number
- \_\_\_\_\_ does not reveal any criminal activity;
- \_\_\_\_\_ confirms the individual is not on either the GSA or OIG exclusion lists;
- \_\_\_\_\_ confirms the individual is not on a State exclusion list, if any;
- \_\_\_\_\_ confirms the individual is not listed as a violent sexual offender;
- \_\_\_\_\_ confirms this individual is not on the U.S. Treasury Department's Office of Foreign Assets Control list of Specially Designation Nationals; and
- \_\_\_\_\_ no other aspect of the investigation required by Hospital reveals information of concern; and

This attestation is provided in lieu of providing a copy of the background investigation.

Identified Individual Subject to the Background Investigation:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
[Name of Organization]

Date: \_\_\_\_\_

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

*AGREEMENT* entered into this 1 day of April, 2026, by and between THE DISTRICT BOARD OF TRUSTEES OF COLLEGE OF CENTRAL FLORIDA, hereinafter referred to as the COLLEGE, and **INNOVATIVE THERAPIES GROUP**, 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, 2026, through March 31, 2027, 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:            Innovative Therapies Group  
                                 Attn: Deb Kacera  
                                 14031 Del Webb Blvd  
                                 Summerfield, FL 34491  
                                 Fax: 1-352-433-0676

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](mailto:PRINCECH@CF.EDU) OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FLORIDA 34474-4415.**

The undersigned hereby approve this Affiliation Agreement.

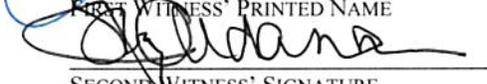
Witnesses:



FIRST WITNESS' SIGNATURE

Erin Carter

FIRST WITNESS' PRINTED NAME



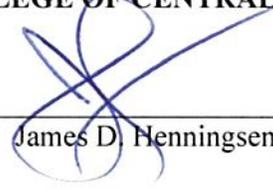
SECOND WITNESS' SIGNATURE

Suzanne Ardane

SECOND WITNESS' PRINTED NAME

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

By: \_\_\_\_\_

  
James D. Henningsen, President

Date: \_\_\_\_\_

3/5/24

**INNOVATIVE THERAPIES GROUP**

By: \_\_\_\_\_

Deborah Kacera

SIGNATURE

Deborah Kacera

PRINTED NAME

Title: \_\_\_\_\_

Administrator

Date: \_\_\_\_\_

03/02/2026

\_\_\_\_\_  
FIRST WITNESS' SIGNATURE

\_\_\_\_\_  
FIRST WITNESS' PRINTED NAME

\_\_\_\_\_  
SECOND WITNESS' SIGNATURE

\_\_\_\_\_  
SECOND WITNESS' PRINTED NAME

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

**COLLEGE OF CENTRAL FLORIDA**

8

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED:

March 25, 2026

SUBJECT: Agreement for Services of International Independent Contractors

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

DATE: March 18, 2026

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OBJECTIVE AND PERTINENT FACTS:

**INTERNATIONAL INDEPENDENT CONTRACTOR AGREEMENT**

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

| <b>INDEPENDENT CONTRACTOR</b>                  | <b>DESIGNATED COUNTRY</b> | <b>DATE OF SIGNATURE</b> |
|--|---------------------------|--------------------------|
| Edupath Global Visa Processing Services        | Philippines               | 02/12/2026               |
| Higher Education and Abilities Consulting, LLC | Brazil                    | 02/10/2026               |
| Yoshikazu Ueoku                                | Japan                     | 02/10/2026               |
| Yumiko Someya                                  | Japan                     | 02/10/2026               |

RECOMMENDATION/ACTION REQUESTED:

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

**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT  
CONTRACTOR**

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

(Contractor's Name and Address)

EDUPATH GLOBAL VISA PROCESSING SERVICES

BLOCK 2 LOT 16 DAFFODIL STREET

ESMERALDA RESIDENCES, APOKON TAGUM CITY

DAVAO DEL NORTE 8100 PHILIPPINES

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

**WHEREAS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**3. FEES AND COMMISSIONS.**

**For placements to College of Central Florida:**

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

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

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

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

**4. DURATION OF AGREEMENT.**

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

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

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

**ON BEHALF OF THE COLLEGE**

Chuck Prince, Jr., Vice President

Administration and Finance

College of Central Florida

3001 SW College Road, #1-107

Ocala, FL 34474

USA

**ON BEHALF OF THE CONTRACTOR**

Name of representative Mellany L. Cenita

Title: Chief Executive Officer (CEO)

Address: EDUPATH GLOBAL VISA PROCESSING SERVICES

B2 L16 Daffodil Street, Apokon Tagum City

Davao Del Norte 8100

Country: PHILIPPINES

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

**6. Relationship of the Parties.**

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

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

be deemed to be employees of the Contractor.

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

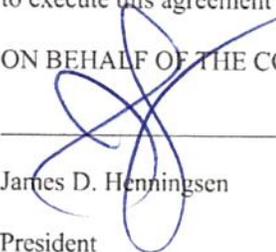
8. **DISPUTE RESOLUTION.** Any disputes regarding the terms of this agreement shall be decided by the College of Central Florida, Vice President, Student Affairs or his/her designee and the Contractor.

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

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

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

ON BEHALF OF THE COLLEGE

  
\_\_\_\_\_  
James D. Henningsen  
President

College of Central Florida

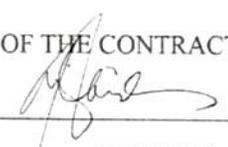
3001 SW College Road

Ocala, FL 34474

USA

Date: 2/2/26

ON BEHALF OF THE CONTRACTOR

  
\_\_\_\_\_  
Name of representative MELLANY L. CENITA

Title: CEO

Address: EDUPATH GLOBAL VISA PROCESSING SERVICES

B2 L 16 Daffodil street, Esmeralda Residences

Apokon Tagum City, Davao Del Norte 8100

Country: PHILIPPINES

Date: February 10, 2026

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**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT  
CONTRACTOR**

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**HIGHER EDUCATION AND ABILITIES CONSULTING, LLC**

16782 Wingspread Loop

Winter Garden, FL 34787

USA

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

**WHEREAS:**

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

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

**1. DUTIES OF THE COLLEGE.** Per this agreement, the College authorizes and appoints Contractor to act as a representative of College of Central Florida in Designated Country. Contractor will disseminate accurate information to potential students living in Designated Country about the College and Florida and conduct recruitment on its behalf. In order to effectuate the intended results, the College shall perform as follows:

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

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

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| ON BEHALF OF THE COLLEGE          | ON BEHALF OF THE CONTRACTOR |
|-----------------------------------|-----------------------------|
| Chuck Prince, Jr., Vice President | Silvia Goulart de Franca    |
| Administration and Finance        | Owner                       |
| College of Central Florida        | 16782 Wingspread Loop       |
| 3001 SW College Road, #1-107      | Winter Garden, FL 34787     |
| Ocala, FL 34474                   | USA                         |
| USA                               |                             |

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

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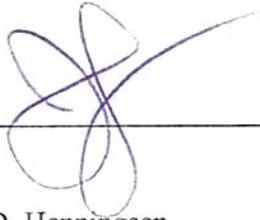
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ON BEHALF OF THE COLLEGE



---

James D. Henningsen  
President

College of Central Florida

3001 SW College Road

Ocala, FL 34474

USA

Date: 2/10/24

ON BEHALF OF THE CONTRACTOR



---

Silvia Goulart de Franca  
Owner

Address: 16782 Wingspread Loop

Winter Garden, FL 34787

USA

Date:

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**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT  
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(Contractor’s Name and Address)

Yoshikazu Ueoku

\_\_\_\_\_

Zenken Plaza B1F

\_\_\_\_\_

1-4-11 Nishishinjuku,

\_\_\_\_\_

Shinjuku-ku, Tokyo 160-0023

\_\_\_\_\_

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

**WHEREAS:**

- A. The College desires to make its credit programs of study known and available to potential students in Designated Country. To further that goal, the College and Contractor enter into this agreement, under which the Contractor will promote interest in, provide information about, and recommend qualified students for admission to the College.
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The College will not pay any fees to the Contractor for students who withdraw within the first thirty-five calendar days of the semester.

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

**4. DURATION OF AGREEMENT.**

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

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

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

**ON BEHALF OF THE COLLEGE**

Chuck Prince, Jr., Vice President

Administration and Finance

College of Central Florida

3001 SW College Road, #1-107

Ocala, FL 34474

USA

**ON BEHALF OF THE CONTRACTOR**

Name of representative Miki Saito

Title: Manager

Address: Zenken Plaza B1F

1-4-11 Nishishinjuku,

Shinjuku-ku, Tokyo 160-0023

Country: Japan

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

**6. Relationship of the Parties.**

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

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

be deemed to be employees of the Contractor.

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

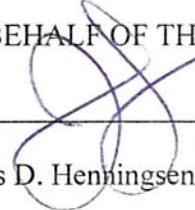
8. **DISPUTE RESOLUTION.** Any disputes regarding the terms of this agreement shall be decided by the College of Central Florida, Vice President, Student Affairs or his/her designee and the Contractor.

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

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

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

ON BEHALF OF THE COLLEGE

  
\_\_\_\_\_  
James D. Henningsen

President

College of Central Florida

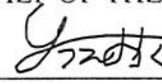
3001 SW College Road

Ocala, FL 34474

USA

Date: 2/3/26

ON BEHALF OF THE CONTRACTOR

  
\_\_\_\_\_  
Name of representative Yoshikazu Ueoku

Title: Director

Address: Zenken Plaza B1F

1-4-11 Nishishinjuku,

Shinjuku-ku, Tokyo 160-0023

Country: Japan

Date: 2/3/2026

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

**AGREEMENT FOR SERVICES OF INTERNATIONAL INDEPENDENT  
CONTRACTOR**

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

(Contractor's Name and Address)

Yumiko Someya

NIC International College in Japan (NIC Global Education Center)

5-9-16 Shinjuku, Shinjuku-ku Tokyo 160-0022

Japan

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

**WHEREAS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **3. FEES AND COMMISSIONS.**

#### **For placements to College of Central Florida:**

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

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

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

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

**4. DURATION OF AGREEMENT.**

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

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ON BEHALF OF THE COLLEGE

Chuck Prince, Jr., Vice President

Administration and Finance

College of Central Florida

3001 SW College Road, #1-107

Ocala, FL 34474

USA

ON BEHALF OF THE CONTRACTOR

Name of representative Yumiko Someya

Title: Manager for Students Placement Services

Address: 5-9-16 Shinjuku

Shinjuku-ku Tokyo

160-0022

Country: Japan

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

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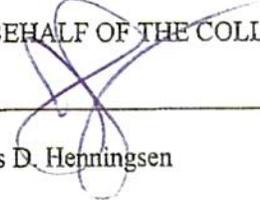
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IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this agreement in duplicate original on the date of signing.

ON BEHALF OF THE COLLEGE

  
\_\_\_\_\_

James D. Henningsen

President

College of Central Florida

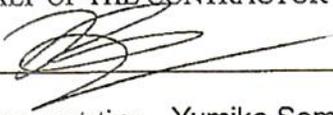
3001 SW College Road

Ocala, FL 34474

USA

Date: 2/0/24

ON BEHALF OF THE CONTRACTOR

  
\_\_\_\_\_

Name of representative Yumiko Someya

Title: Manager for Students Placement Services

Address: 5-9-16 Shinjuku

Shinjuku-ku

Tokyo 160-0022

Country: Japan

Date: 2/2/2026

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**COLLEGE OF CENTRAL FLORIDA**

**9**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Board Policies/Actions

INITIATOR: Dr. Tamara Viviano-Broderick  
Vice-President of Institutional Effectiveness and College Relations

THROUGH: Dr. James D. Henningsen  
President

DATE: March 18, 2026

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**BACKGROUND AND PERTINENT FACTS (including Objective):**

Attached is the following new Board policy presented for a first reading:

A. 2.07 Accreditation and Substantive Change

A copy of the policy as it will appear following approval is attached.

**RECOMMENDATION/ACTION REQUESTED:**

That the District Board of Trustees acknowledges the policy as a first reading item and authorizes advertisement of a public hearing.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

|  |  |                        |
|--|--|------------------------|
| <b>Title:</b><br>ACCREDITATION AND SUBSTANTIVE CHANGE                                      | <b>Number:</b><br>2.07                         | <b>Page:</b><br>1 of 1 |
| <b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |                        |
| <b>Legal Authority:</b><br>Florida Statutes 1001.64 and 1011.82                            | <b>Board Adoption/Revision Approval Dates:</b> |                        |

The College of Central Florida will maintain the accountability standards as required by law and by rule of the State Board of Education (SBOE) and maintain accreditation with an SBOE-identified accrediting agency that is recognized by the United States Department of Education.

The College affirms its commitment to, and intent to comply with, policies, procedures and quality standards of the accrediting agency with which an accreditation relationship has been established.

The College will only use the approved accreditation statement describing its relationship with the accrediting agency in its catalog, brochures and other appropriate publications.

The College will follow appropriate substantive change procedures established by the accrediting agency that include notification to and approval by the accrediting agency prior to initiating a substantive change. A substantive change is a significant modification or expansion of the nature and scope of an accredited institution, including institutional changes, program changes, and off-campus instructional site changes.

The College President is authorized to establish procedures in compliance with any applicable accrediting agency policy, including the substantive change policy. The College must publish procedures for identifying and reporting substantive changes on its website, which the designated institutional accreditation liaison must review/update annually.

**COLLEGE OF CENTRAL FLORIDA**

**10**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Academic Calendars for 2026-2027 and 2027-2028

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

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

Requesting approval for the 2026-2027 and 2027-2028 Academic Calendars.

**RECOMMENDATION/ACTION REQUESTED:**

That the Board approves the 2026-2027 and 2027-2028 Academic Calendars as presented.

2026-2027 Academic Calendar DRAFT

| <u>2026</u>            | <u>Fall Term</u>                    | <u>Comments</u>                      |
|------------------------|-------------------------------------|--------------------------------------|
| Aug. 13-14 (Th-F)      | Faculty Prof. Dev. Days             | Faculty report Aug. 13               |
| Aug. 17 (M)            | Classes begin                       |                                      |
| Sept. 7 (M) *          | Labor Day Holiday                   | College closed                       |
| <i>Oct. 1 (Th)</i>     | <i>Textbook titles to Bookstore</i> | <i>And Spring Simple Syllabus</i>    |
| Oct. 5 (M)             | Fall A classes end                  | <i>Grades due 10/7 (W) by 10am</i>   |
| Oct. 8 (Th)            | Faculty Prof Dev Day                | No classes scheduled                 |
| Oct. 12 (M)            | Fall B classes begin                |                                      |
| Nov. 11 (W)            | Veteran's Day Holiday               | College closed                       |
| Nov. 25-29 (W-Sun)     | Thanksgiving Break                  | College closed                       |
| Dec. 3 (Th)            | Fall B classes end                  |                                      |
| Dec. 4-6 (F-Sun)       | Fall C classes end                  |                                      |
| Dec. 4-10 (F-Th)       | Exam Week                           |                                      |
| Dec. 14 (M)            | Grades due by 10am                  | Faculty Work Days: 83                |
| Dec. 17-31 (Th-Th)     | Mid-Year Break                      | College closed                       |
| <u>2027</u>            | <u>Spring Term</u>                  | <u>Comments</u>                      |
| Jan. 1 (F)             | Mid-Year Break                      | College closed                       |
| Jan. 4-5 (M-T)         | Faculty Prof Dev Days               | Faculty report: Jan. 4               |
| Jan. 6 (W)             | Classes Begin                       |                                      |
| Jan. 18 (M) *          | M. Luther King, Jr. Holiday         | College closed                       |
| Feb. 24 (W)            | Spring A classes end                | <i>Grades due 2/26 (F) by 10am</i>   |
| <i>Mar 1 (M)</i>       | <i>Textbook titles to Bookstore</i> | <i>And Summer Simple Syllabus</i>    |
| Mar. 4 (Th)            | Faculty Prof Dev Day                | No classes scheduled                 |
| Mar. 8 (M)             | Spring B classes begin              |                                      |
| Mar. 15-21 (M-Sun) *   | Spring Break                        | College closed                       |
| <i>Apr. 1 (Th)</i>     | <i>Textbook titles to Bookstore</i> | <i>And Fall Simple Syllabus</i>      |
| April 30-May 2 (F-Sun) | Spring B and C classes end          |                                      |
| April 30-May 6 (F-Th)  | Exam Week                           |                                      |
| May 7 (F)              | Graduations                         |                                      |
| May 10 (M)             | Grades due by 10am                  | Faculty Work Days: 85                |
|                        |                                     | Total Faculty Work <u>Days</u> : 168 |
| <u>2027</u>            | <u>Summer A</u>                     | <u>Comments</u>                      |
| May 12 (W)             | Classes begin                       |                                      |
| May 31 (M)             | Memorial Day Holiday                | College closed                       |
| June 23 (W)            | Classes end                         |                                      |
| June 24 (Th)           | Grades Due by 10am                  |                                      |
| <u>2027</u>            | <u>Summer B</u>                     | <u>Comments</u>                      |
| June 28 (M)            | Classes begin                       |                                      |
| July 5 (M)             | Independence Day Holiday            | College closed                       |
| Aug. 9 (M)             | Classes end                         |                                      |
| Aug. 10 (T)            | Grades Due by 10am                  |                                      |

\*Note: Saturday Sunday classes meet 011/ahor /Jay weekend, Veteran's Day weekend. A4artinl uther King, .Jr. weekend am/the first weekend rl Pring Break

2027-2028 Academic Calendar DRAFT

| <u>2027</u>           | <u>Fall Term</u>                    | <u>Comments</u>                     |
|-----------------------|-------------------------------------|-------------------------------------|
| Aug. 12-13 (Th-F)     | Faculty Prof. Dev. Days             | Faculty report Aug. 12              |
| Aug. 16 (M)           | Classes begin                       |                                     |
| Sept. 6 (M) *         | Labor Day Holiday                   | College closed                      |
| Oct. 1 (F)            | <i>Textbook titles to Bookstore</i> | <i>AND Spring Simple Syllabus</i>   |
| Oct. 4 (M)            | Fall A classes end                  | <i>Grades due 10/6 (W) by 10am</i>  |
| Oct. 6 (W)            | Faculty Prof Dev Day                | No classes scheduled                |
| Oct. 11 (M)           | Fall B classes begin                |                                     |
| Nov. 11 (Th)          | Veteran's Day Holiday               | College closed                      |
| Nov. 24-28 (W-Sun)    | Thanksgiving Break                  | College closed                      |
| Dec. 2 (Th)           | Fall B classes end                  |                                     |
| Dec. 3-5 (F-Sun)      | Fall C classes end                  |                                     |
| Dec. 3-9 (F-Th)       | Exam Week                           |                                     |
| Dec. 13 (M)           | Grades due by 10am                  | Faculty Work Days: 83               |
| Dec. 16-31 (Th-F)     | Mid-Year Break                      | College closed                      |
| <u>2028</u>           | <u>Spring Term</u>                  | <u>Comments</u>                     |
| Jan. 3-4 (M-T)        | Faculty Prof Dev Days               | Faculty report: Jan. 3              |
| Jan. 5 (W)            | Classes Begin                       |                                     |
| Jan.17(M)*            | M. Luther King, Jr. Holiday         | College closed                      |
| Feb. 23 (W)           | Spring A classes end                | <i>Grades due 2/25 (F) by 10am</i>  |
| Mar 1 (W)             | <i>Textbook titles to Bookstore</i> | <i>AND Summer Simple Syllabus</i>   |
| Mar. 2 (Th)           | Faculty Prof Dev Day                | No classes scheduled                |
| Mar. 6 (M)            | Spring B classes begin              |                                     |
| Mar. 13-19 (M-Sun) *  | Spring Break                        | College closed                      |
| Mar. 31 (F)           | <i>Textbook titles to Bookstore</i> | <i>AND Fall Simple Syllabus</i>     |
| April 28-30 (F-Sun)   | Spring B and C classes end          |                                     |
| April 28-May 4 (F-Th) | Exam Week                           |                                     |
| Date TBD              | Graduation                          |                                     |
| May 8 (M)             | Grades due by 10am                  | Faculty Work Days: 85               |
|                       |                                     | Total <u>Faculty</u> Work Days: 168 |
| <u>2028</u>           | <u>Summer A</u>                     | <u>Comments</u>                     |
| May 10 (W)            | Classes begin                       |                                     |
| May 29 (M)            | Memorial Day Holiday                | College closed                      |
| June 21 (W)           | Classes end                         |                                     |
| June 22 (Th)          | Grades Due by 10am                  |                                     |
| <u>2028</u>           | <u>Summer B</u>                     | <u>Comments</u>                     |
| June 26 (M)           | Classes begin                       |                                     |
| July 4 (T)            | Independence Day Holiday            | College closed                      |
| Aug. 7 (M)            | Classes end                         |                                     |
| Aug. 8 (T)            | Grades Due by 10am                  |                                     |

\*Note: Saturday, Sunday classes meet 011/abor Day weekend, Veteran's /Jay weekend, A4artin/, uther King, Jr. weekend and the Jirs1 weekend f?{S}iring Break

**COLLEGE OF CENTRAL FLORIDA**

**11**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Administrative Calendars for 2026-2027 and 2027-2028

INITIATOR: Charles A. Prince  
Vice President Administration and Finance

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

Requesting approval for 2026-2027 and 2027-2028 Administrative Calendars.

**RECOMMENDATION/ACTION REQUESTED:**

That the Board approves the 2026-2027 and 2027-2028 Administrative Calendars as presented.





**COLLEGE OF CENTRAL FLORIDA**

**12**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Monthly Financial Summary Report – January

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

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

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

January 2026 Financial Summary

Variance Notes

FY 2024-25 TO FY 2025-26

## **Executive Summary**

Total Revenues increased in Tuition and Laboratory Fees due to an increase in enrollment of 6.6% for Fall 2025 and 7.5% for Spring 2026.

Total Expenses increased in Employee Benefits because of the College switching to the State Health Insurance. Software costs associated with the Implementation of Jenzabar One and ADP attributed to the increase in Supply & Materials and in Capital Outlays.

## **Revenues**

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

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

Line 3: Decrease in other revenue and interest received compared to this period last 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: Increase in technology repair/maintenance annual contracts and insurance compared to this period last year.

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

Line 11: Decrease in Scholarships and Other Expenses compared to this period last 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 JANUARY 31, 2026**  
**FOR FISCAL YEARS 2025 AND 2026**

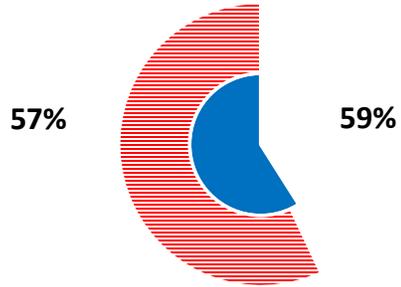
Reflecting Actual Results for 59% of the Fiscal Year

|                              | FY 2024-25<br>1/31/2025 | FY 2025-26<br>1/31/2026 | 25/26<br>% | 24/25<br>% | FY 2025-26<br>Budget | 25/26<br>% of Budget<br>Recognized | 24/25<br>% of Budget<br>Recognized |
|------------------------------|-------------------------|-------------------------|------------|------------|----------------------|------------------------------------|------------------------------------|
|                              |                         |                         | Inc (Dec)  | Inc (Dec)  |                      |                                    |                                    |
| <b>REVENUES</b>              |                         |                         |            |            |                      |                                    |                                    |
| 1 Student Fees               | 11,382,404              | 12,168,874              | 7%         | 10%        | 15,481,348           | 79%                                | 84%                                |
| 2 State Support              | 21,138,398              | 22,103,404              | 5%         | -3%        | 43,146,825           | 51%                                | 49%                                |
| 3 Other Revenue              | 2,101,719               | 2,075,778               | -1%        | 8%         | 3,688,974            | 56%                                | 87%                                |
| 4 Transfer from Fund Balance | 0                       | 0                       | 0%         | 0%         | 2,000,000            | 0%                                 | 0%                                 |
| <b>5 TOTAL REVENUE</b>       | <b>34,622,521</b>       | <b>36,348,056</b>       | <b>5%</b>  | <b>1%</b>  | <b>64,317,147</b>    | <b>57%</b>                         | <b>58%</b>                         |
| <b>EXPENSES</b>              |                         |                         |            |            |                      |                                    |                                    |
| <b>Personnel Expense</b>     |                         |                         |            |            |                      |                                    |                                    |
| 6 Salary and Wages           | 15,925,919              | 16,033,983              | 1%         | 8%         | 32,091,472           | 50%                                | 52%                                |
| 7 Employee Benefits          | 5,144,955               | 6,246,177               | 21%        | 13%        | 11,543,652           | 54%                                | 52%                                |
| 8 Subtotal Personnel Expense | 21,070,874              | 22,280,160              | 6%         | 9%         | 43,635,124           | 51%                                | 52%                                |
| <b>Current Expenses</b>      |                         |                         |            |            |                      |                                    |                                    |
| 9 Operating                  | 4,524,580               | 4,652,298               | 3%         | -6%        | 13,500,612           | 34%                                | 39%                                |
| 10 Supply & Material         | 1,912,763               | 2,389,207               | 25%        | -4%        | 1,965,650            | 122%                               | 104%                               |
| 11 Scholarships & Other Exp  | 1,714,592               | 892,943                 | -48%       | -5%        | 3,265,761            | 27%                                | 64%                                |
| 12 Subtotal Current Expense  | 8,151,935               | 7,934,448               | -3%        | -5%        | 18,732,023           | 42%                                | 50%                                |
| 13 Capital Outlay Expense    | 1,395,490               | 1,856,262               | 33%        | 12%        | 1,950,000            | 95%                                | 55%                                |
| <b>14 TOTAL EXPENSES</b>     | <b>30,618,299</b>       | <b>32,070,870</b>       | <b>5%</b>  | <b>5%</b>  | <b>64,317,147</b>    | <b>50%</b>                         | <b>52%</b>                         |
| 15 Incr/Decr to Fund Balance | 4,004,222               | 4,277,186               | 7%         | -21%       | 0                    |                                    |                                    |

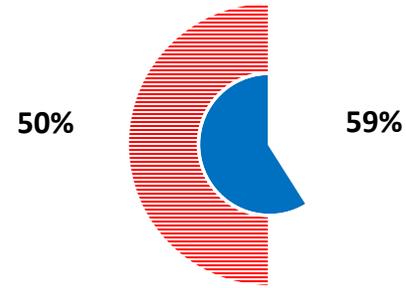
COLLEGE OF CENTRAL FLORIDA  
SCHEDULE OF ACCOUNTS  
Income Statement  
As of January 31, 2026

|                                   | CURRENT FUND<br>UNRESTRICTED | CURRENT FUND<br>RESTRICTED | AUXILIARY<br>CURRENT | LOAN AND<br>ENDOWMENTS | SCHOLARSHIP<br>RESTRICTED | AGENCY FUND        | UNEXPENDED<br>PLANT | TOTAL              |
|-----------------------------------|------------------------------|----------------------------|----------------------|------------------------|---------------------------|--------------------|---------------------|--------------------|
|                                   | Fund 1                       | Fund 2                     | Fund 3               | Fund 4                 | Fund 5                    | Fund 6             | Fund 7              |                    |
| <b>Revenue:</b>                   |                              |                            |                      |                        |                           |                    |                     |                    |
| Student Fees                      | 12,168,874                   | 856,881                    | -                    | -                      | 495,842                   | -                  | 1,613,477           | 15,135,074         |
| State Support                     | 22,103,404                   | -                          | -                    | -                      | -                         | -                  | 7,420,041           | 29,523,445         |
| Federal Support                   | 57,185                       | -                          | -                    | -                      | 13,904,428                | 3,168,651          | -                   | 17,130,264         |
| Gifts, Grants                     | -                            | 1,978,454                  | -                    | -                      | -                         | -                  | -                   | 1,978,454          |
| Sales and Service Department      | 530,086                      | 159,311                    | 429,770              | -                      | -                         | -                  | -                   | 1,119,167          |
| Interest Earnings                 | 1,414,279                    | -                          | -                    | -                      | -                         | -                  | 1,235               | 1,415,514          |
| Other Revenue                     | 74,228                       | -                          | -                    | -                      | 2,461                     | -                  | -                   | 76,689             |
| Non-Revenue Receipts (transfers)  | -                            | 1,002,900                  | -                    | -                      | -                         | -                  | -                   | 1,002,900          |
| <b>Total Revenue</b>              | <b>36,348,056</b>            | <b>3,997,545</b>           | <b>429,770</b>       | <b>-</b>               | <b>14,402,731</b>         | <b>3,168,651</b>   | <b>9,034,753</b>    | <b>67,381,507</b>  |
| <b>Expenses:</b>                  |                              |                            |                      |                        |                           |                    |                     |                    |
| Personnel Services                | 22,280,160                   | 2,681,271                  | 130,181              | -                      | -                         | -                  | 69,913              | 25,161,525         |
| Current Expense                   | 7,934,448                    | 1,499,240                  | 149,223              | -                      | 19,395,633                | 5,385,803          | 406,310             | 34,770,658         |
| Capital Outlay                    | 1,856,262                    | 390,179                    | 2,347                | -                      | -                         | -                  | 6,889,296           | 9,138,084          |
| <b>Total Expenses</b>             | <b>32,070,870</b>            | <b>4,570,690</b>           | <b>281,751</b>       | <b>-</b>               | <b>19,395,633</b>         | <b>5,385,803</b>   | <b>7,365,519</b>    | <b>69,070,267</b>  |
| <b>Net Change in Fund Balance</b> | <b>4,277,186</b>             | <b>(573,145)</b>           | <b>148,019</b>       | <b>-</b>               | <b>(4,992,903)</b>        | <b>(2,217,152)</b> | <b>1,669,234</b>    | <b>(1,688,761)</b> |

**Revenues**  
% of Budget vs % of Fiscal Year

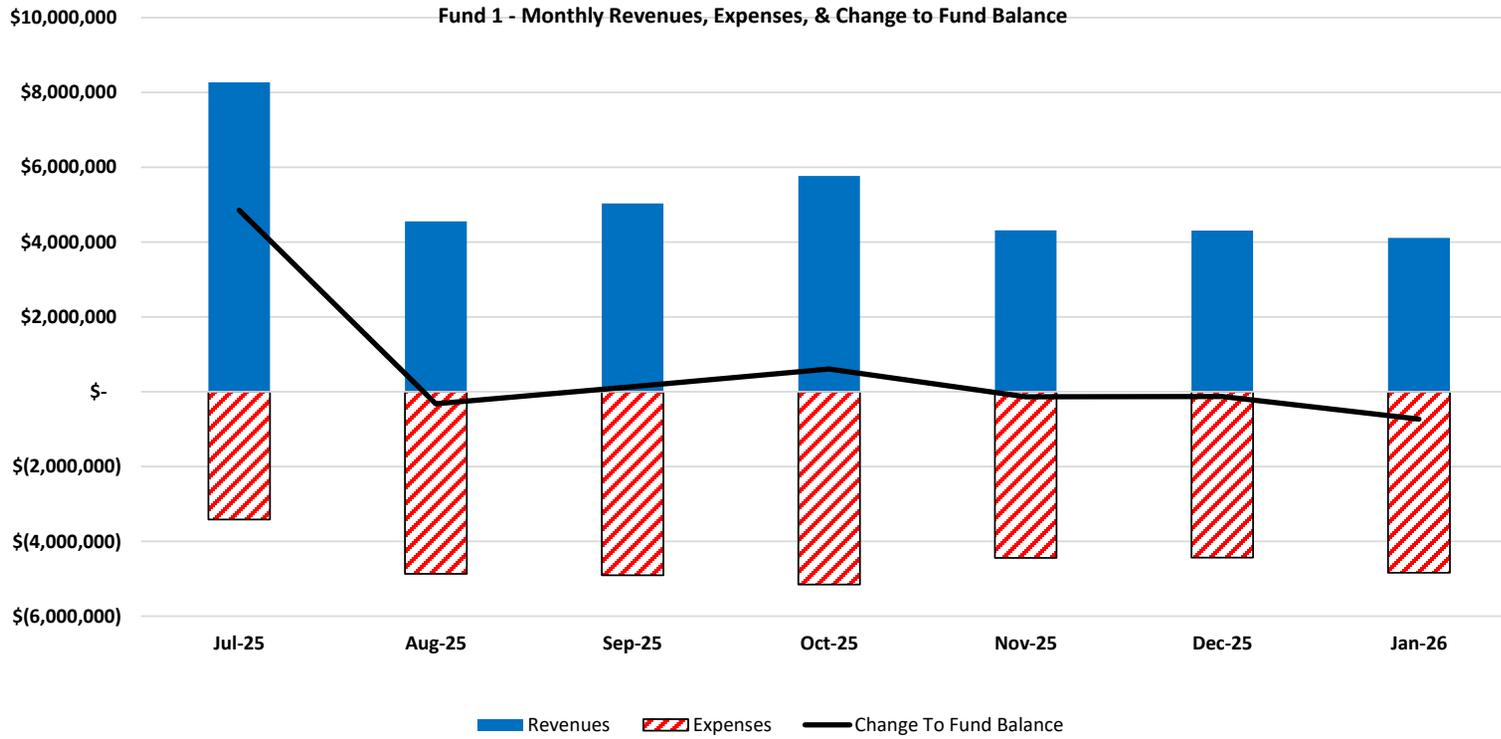


**Expenses**  
% of Budget vs % of Fiscal Year

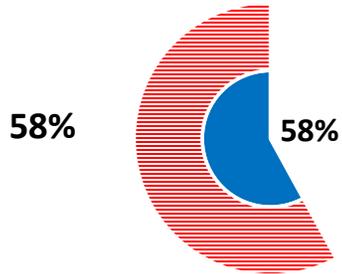


**FY 2025-2026**

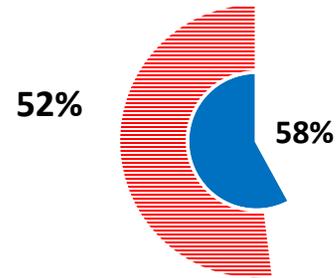
**Fund 1 - Monthly Revenues, Expenses, & Change to Fund Balance**



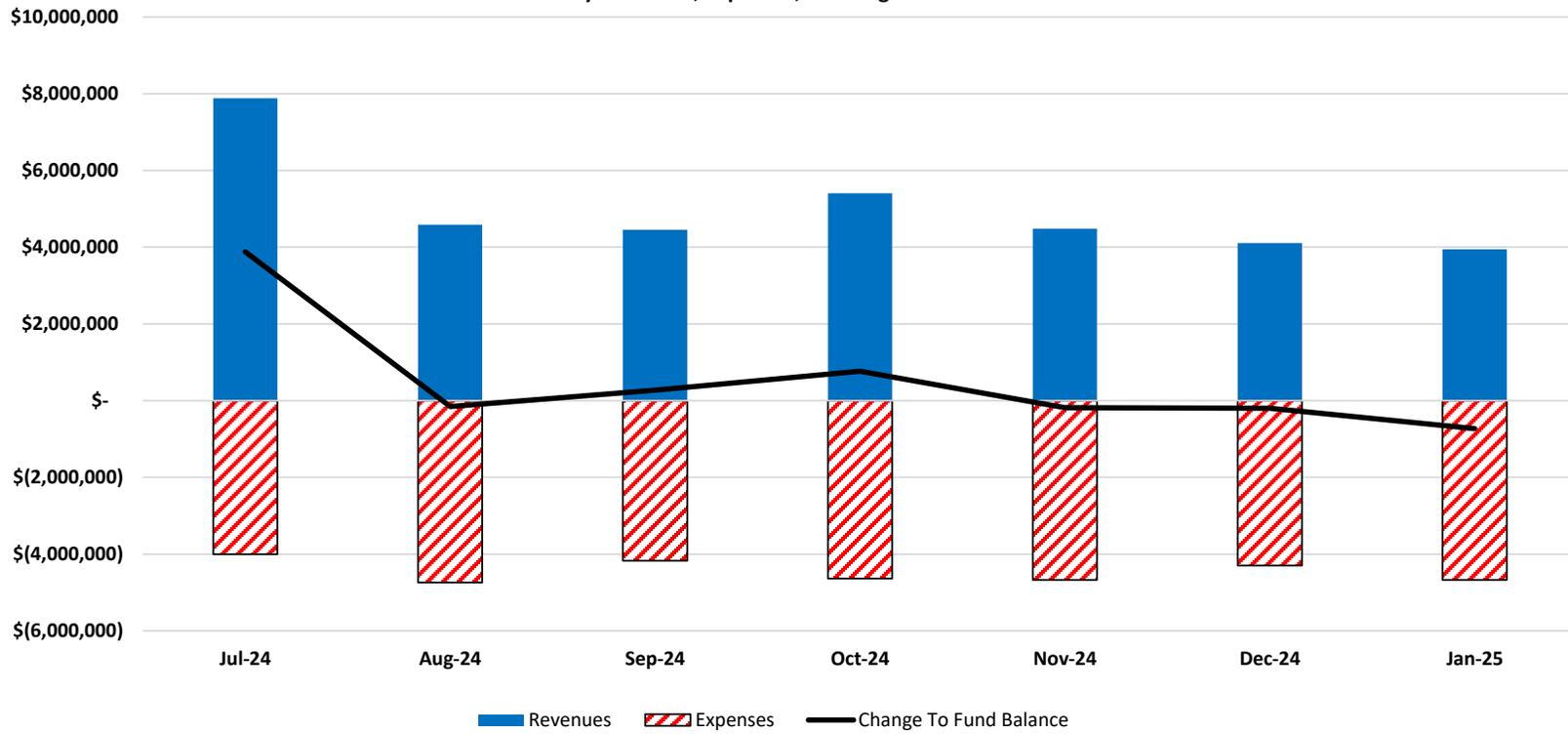
**Revenues**  
% of Budget vs % of Fiscal Year



**Expenses**  
% of Budget vs % of Fiscal Year



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



**COLLEGE OF CENTRAL FLORIDA**

**13**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: 2025-30 Strategic Plan Update

INITIATOR: Dr. Tamara Viviano-Broderick  
Vice-President of Institutional Effectiveness and College Relations

DATE: March 18, 2026

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BACKGROUND AND PERTINENT FACTS (including Objective):

The 2025-26 Strategic Plan Key Indicators is an initial report on the progress made in the first year of implementing the College's 2025-2030 Strategic Plan.

RECOMMENDATION/ACTION REQUESTED:

For information only; no action needed.

**COLLEGE OF CENTRAL FLORIDA**

14

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Patriot Pride Update

INITIATOR: Dr. Vernon Lawter  
Vice President Regional Campuses

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

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

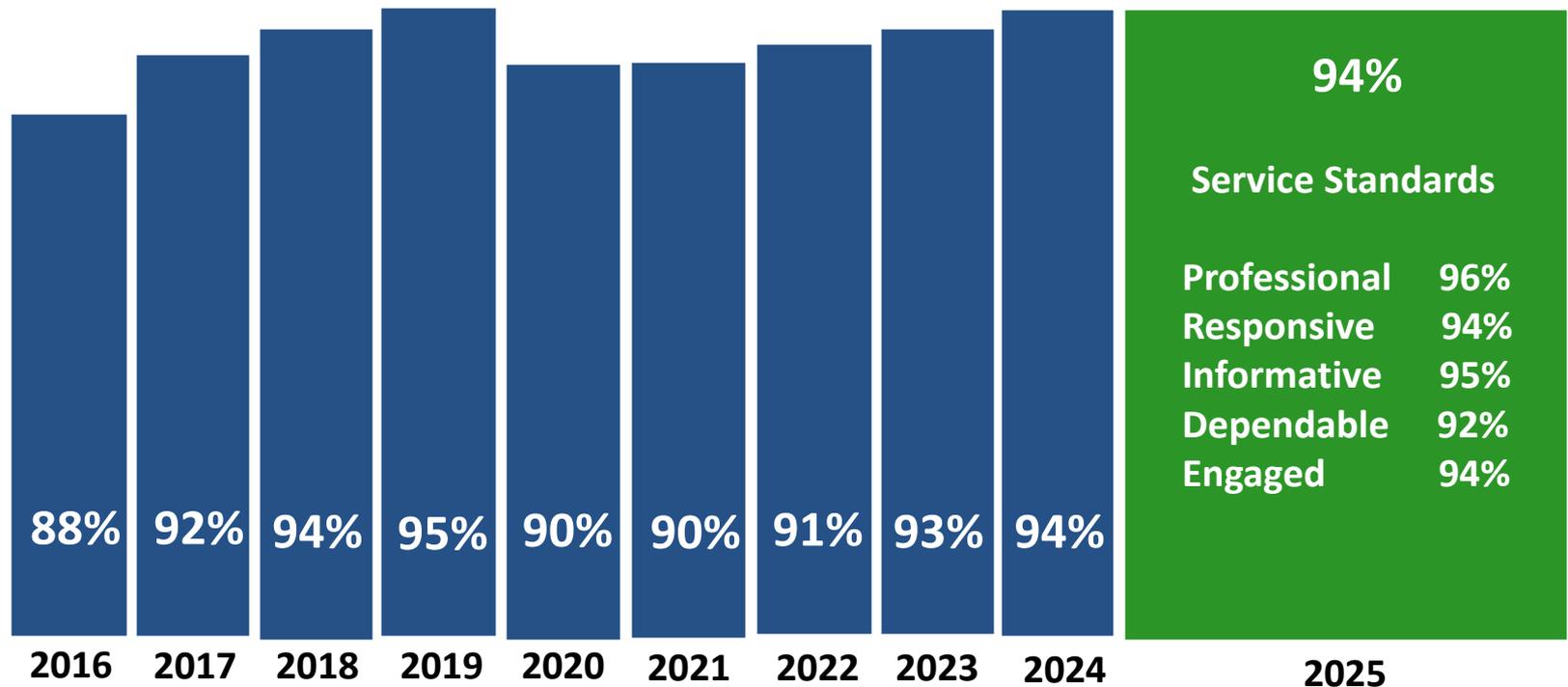
**RECOMMENDATION/ACTION REQUESTED:**

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



## Patriot PRIDE Student Survey Results

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



**COLLEGE OF CENTRAL FLORIDA**

**15**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: CF Economic Impact

INITIATOR: Dr. James D. Henningsen  
President

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

Dr. James Henningsen will present the Economic Impact study to the Board.

**RECOMMENDATION/ACTION REQUESTED:**

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

**COLLEGE OF CENTRAL FLORIDA**

**16**

**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: March 25, 2026

SUBJECT: Legislative Update

INITIATOR: Dr. James D. Henningsen  
President

DATE: March 18, 2026

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**OBJECTIVE AND PERTINENT FACTS:**

Dr. James Henningsen will give a Legislative update.

**RECOMMENDATION/ACTION REQUESTED:**

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