

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, April 23, 2025 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Wilton Simpson Citrus Campus.

**CALL TO ORDER**

Members Present: Bobby Durrance, Chair      Charlie Stone – Vice Chair  
                          Joyce Brancato                      Rusty Branson  
                          William Edgar                      Fred Roberts, Jr.  
                          James Henningsen, Board Secretary

**PRESENT**

Members Absent: None

**ABSENT**

Attorney Batsel phoned on a conference call.

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

Dr. Henningsen introduced Sonya Warden, Associate Dean of Student Affairs for the Citrus Campus and she presented the Student Ambassadors and the Student Activities Board for recognition for going above and beyond by serving the college and the community as well as excelling in their education. The Student Ambassadors included Purshia Allotey, Michael Chaput, Aleksandar Iloski, Maciah Lawson, & Hope Prevost. The Student Activity Board included Beverly Bourgouin, Marolyn Medina, Vanna Davis, Jannay Ramo, Alyssa Valente and Jeffrey Liu.

**RECOGNITION**

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

**PUBLIC COMMENT**

The Chair asked for any corrections or updates to the minutes of the March 26, 2025 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Stone second by Trustee Edgar and unanimously carried, the Board approved the March 26, 2025 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board.

**MINUTES****CONSENT AGENDA****CONSENT AGENDA****Recommend Board approval of the following:****Personnel Report**

**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:**

Bennett, Halley M. – Faculty – Clinical Coordinator – Cardiovascular Technology – Health Sciences – May 01, 2025  
 Grim, Mikalia – Marketing Photographer/Videographer – Marketing, Public & Community Relations – March 24, 2025  
 James, Katelyn B. – International Student Admissions and Advising Specialist – Admissions & Student Recruitment – March 24, 2025  
 Lopez, Leonardo O. – Facilities Worker – Facilities & Grounds – Citrus – April 01, 2025

**Grants and Contracts – Fund 2:**

Garst, Megan E. – Temporary – Head Coach – Softball – Athletics – March 17, 2025

**Auxiliaries – Fund 3:** None this reporting period.

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

Winkler, Olivia EA

**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:

Kerstiens, Jacob S.                      Reynolds, Nicole D.

**Temporary Part -Time Professional Service:**

Perkins, Trisha L.

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

|                       |                    |                       |
|-----------------------|--------------------|-----------------------|
| Carter, Kaitlyn A.    | Loebig, Aubrey L.  | Mercurio, Lindsey B.  |
| Dorn, Samantha        | Mctaggart, Leah B. | Montalvo, Angelina M. |
| Fasciglione, Tonya L. |                    |                       |

**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

|                       |                            |                   |
|-----------------------|----------------------------|-------------------|
| Adserballe, Summer E. | Martinez Maloney, Angelina | Tipton, Joseph A. |
| Broadie, Jenielle BL  | Mckoy, Shereka_T.          | Quetant, Jean PK  |
| Brown, Akeelha Z.     |                            |                   |

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

Allen-Fuerte, Jennifer M.  
Maurer, Sonya K.

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

**Resignations:** None this reporting period.

**Terminations:** None this reporting period.

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

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

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

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

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

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

Sass, Daniel T. – Coordinator Maintenance – Levy

**2025-2026 Appointment Roster – Administrative Personnel:**

|                      |                       |                              |
|----------------------|-----------------------|------------------------------|
| Ash, John D.         | Hunt, Katherine A.    | Prince, Jr., Charles A.      |
| Begley, Mary Ann     | Imes, Jean M.         | Reyes, Saul                  |
| Coffey, LoryAnn P.   | Klepfer, Jennifer S.  | Robinson, Raphael R.         |
| Cortes, Stephanie M. | Knife, Christopher R. | Ruiz, Faithe L.              |
| Cote, Rachel A.      | Lawter Jr, Vernon L.  | Smith, Lisa M.               |
| Danuff, Allan G.     | Martin, Angela T.     | Steuber, Jason M.            |
| Fryns, Jennifer L.   | McGinnes, Rodney S.   | Strigle, Joshton L.          |
| Gamble, Carmel L.    | Miller, Nadia         | Viviano-Broderick, Tamara F. |
| Gonsalves, Dawn L.   | Paugh, Mark L.        | Warden, Sonya K.             |
| Hart, Chenita S.     |                       |                              |

**Instructional:**

**Advancement in Rank – Effective with New 2025-2026 Academic Contract:**

| Name                     | Current/Promotion Rank           | Department                  |
|--------------------------|----------------------------------|-----------------------------|
| Broaderick, Travis Scott | Associate Professor to Professor | Emergency Medical Services  |
| Lu, Min                  | Associate Professor to Professor | Communications              |
| Robbins, Kathleen M.     | Associate Professor to Professor | Teacher Education           |
| Schenk, Steve C.         | Associate Professor to Professor | Biological Sciences         |
| Abshier, Nancy W.        | Professor to Senior Professor    | Bachelor of Applied Science |

**Recommended for Continuing Contract – Effective with New 2025-2026 Academic Contract:**

| Name               | Division                             | Department                                   |
|--------------------|--------------------------------------|--|
| Joranlien, Lisa A. | Workforce Development and Innovation | Health Sciences - Physical Therapy Assistant |
| Maurer, Sonya K.   | Workforce Development and Innovation | Health Scienced - Radiography                |
| Perry, Elyse M.    | Workforce Development and Innovation | Health Scienced - Nursing                    |
| Schuck, Melissa A. | Academic Affairs                     | Communications                               |

**Recommended for Annual Contract for 2025-2026 Academic Year****1st year**

Donahoo, Summer A.  
Mohsen, Mohamed AM

**2nd year**

Frigiola, Kaitlyn M.  
Gassman, Kelly J.  
Hack, Ana K.  
Hensley, Chantal M.  
Hughes, Elizabeth J.  
Linaje, Monica A.  
Mercado Dodge, Dania I.  
Patton, Bryce A.  
Rieck, Jennifer W.  
Sepulveda, Thelma L.  
Soto Ortega, Joseph  
Stallings, Abigail K.  
Venezio, Allen J.  
Wolf, Robert J.  
Young, Lakeisha A.

**3rd year**

Adkin, Angie M.  
Aubrey, Tamra J.  
Cheuvront, Samantha L.  
Copeland, Joshua T.  
Daniel, David W.  
Der, Andrea M.  
Grinbergs, Iain A.  
Harding, Margaret T.  
Howard, Cheryl L.  
Matile, Luisina P.  
Meridith, Tania M.  
Miller, Elena A.  
Ni, Boris V.  
Reick, Charles W.  
Roberts, Alisa M.  
Robinson, Sandi A.  
Thornton, Barbara J.

**4th year**

Cornille, Tracey R.  
Guilfoil, Alexandra G.  
Harris, Dana M.  
Moore-Ambrosia,  
Jennifer M.  
Nardelli, Robert  
O'Connor, Tennille I.

**5th year**

Abraham, Saley  
Ash, Jong H.  
Carrigan, Matthew A.  
Davidson, Marie L.  
Davis, Nona Lee  
Eckenroth, Laura M.  
Luffman, Jennifer W.  
Matoba, Robert D.  
McCarroll, Nicole J.  
McKown, Jessica R.

**6th year extension**

None this reporting period

**Recommended for Non-Renewal of Annual Contract:** None this reporting period.

**FOR INFORMATION ONLY**

These faculty members are on continuing contract and will be returning next academic year 2025-2026 beginning in fall.

**Faculty-Instructors:**

Abbruzzi, Steven J.  
Abshier, Nancy W.  
Adams, Wendy M.  
Ajlani, Husam I.  
Alling, Melissa F.

Kielty, Lori S.  
Kim, Kyoung-Tae  
Kirk, Richard F.  
Kisvarsanyi, Erika G.  
Knierim, Christine A.

Robinson, Renae Kinnett  
Rolland, Roberta  
Sampson, Eric  
Sands, Mae S.  
Satterfield, Sarah W.

|                           |                       |                      |
|---------------------------|-----------------------|----------------------|
| Amesbury, Elaine          | Lanzilla, David J.    | Schenk, Steve C.     |
| Anene, Nnamdi J.          | Longtin, Jason P.     | Scheppers, Jean M.   |
| Bledsoe, John M.          | Lu, Min               | Schuck, Melissa A.   |
| Bosley, Andrew L.         | Lucas, Lauren A.      | Sims, Amira H.       |
| Bradshaw, Susan           | Maltais, Lynn M.      | Smith, Caroline W.   |
| Broaderick, Travis Scott  | Manley, James M.      | Smith, Richard S.    |
| Brown, Kirby A.           | Manley, Leann H.      | Stancil, Karen I.    |
| Capps, Kenneth B.         | Martin, Julio L.      | Taylor, Mark A.      |
| Class, James              | Mathew, Abraham       | Thompson, Andrew A.  |
| Clutter, Tyrus R.         | Maurer, Sonya K.      | Thompson, Jay A.     |
| Cooper, Ron L.            | Mayne, Dewith         | Warner, Eric D.      |
| Cooper, Sandra J.         | McCammon, Julee W.    | Watts, Chelsea A.    |
| Cote, Zackery S.          | Meier, James E.       | Weeks, Pamela M.     |
| Davis, Mark T.            | Mills, Kelli          | Wilkerson, Uvonda S. |
| Davis, Sandra             | Moody, Cynthia M.     | Wilson, Karla B.     |
| Delgado-Oakwood, Virginia | Nicely, Pete D.       | Wirt, Michele B.     |
| Dosh, Shannon D.          | Osborne, Amy E.       | Witkovich, Lori A.   |
| Douglass, Tavis L.        | Pasquale, Denise Hurd | Yates, Evan I.       |
| Duncan, Jennifer L.       | Perry, Elyse M.       | Young, Graham D.     |
| Haisten, Judy M.          | Quigley, Melissa      | Zacke, Jerelyn S.    |
| Hooker, Patricia W.       | Robbins, Kathleen M.  | Zamot, Tammy J.      |
| Joranlien, Lisa A.        | Roberts, Thanease G.  | Zarillo, Lorraine B. |

**Librarians:**

Minnerly, Elizabeth

The Board was asked to approve the disposal of property in accordance with applicable state law, State Board of Education and Board Policy in the amount of \$6,037.29.

**Property Donations  
/Dispositions**

The Board was asked to approved curriculum changes as recommended from the Curriculum Committee from the March Curriculum meeting, which the President has recommended for approval.

**Curriculum Changes**

The Board was asked to ratify approval of two (2) Health Care Affiliation & Internship Agreement and gives authorization to the President to sign the agreement on behalf of the College of Central Florida.

**Health Care Affiliation  
& Internship  
Agreements**

The Board was asked to ratify approval of an inter-institutional agreement between the College of Central Florida and the University of Central Florida and authorize the President to sign on behalf of the College.

**University of Central  
Florida Room Usage  
Agreement – Renewal**

The Board was asked to ratify approval the CareerSource CLM Master Workforce Services Contract and authorize the Chair to sign on behalf of the College.

**CareerSource CLM  
Master Workforce  
Services Contract –  
Renewal**

The Board was asked to ratify the building 19 – Vacuum Pump Change Order for the renovation of Building 19 and authorize the President to sign on behalf of the College.

**Building 19 – Vacuum  
Pump Change Order**

The Chair pulled agenda item 8, Criminal Justice Instructional Center – Construction Management Service Agreement – Charles Perry Partners (CPPI) from the consent agenda to other business. The chair presented the Consent Agenda as corrected for approval. Upon a motion by Trustee Brancato seconded by Trustee Stone and unanimously carried, the Board approved the items on the Consent Agenda. Copies of all materials relating to this portion of the agenda are on file in the President's office.

**Approval of Consent Agenda**

#### **OTHER BUSINESS**

Chuck Prince, Vice President of Administration and Finance presented the Criminal Justice Instructional Center- Construction Management Service Agreement with Charles Perry Partners, Inc. (CPPI) for approval, noting that the contract dates will be determined after architectural drawings are received. All dates will be updated in the GMP at a future board meeting for action. After a discussion and verifying bonding, upon a motion by Trustee Brancato, second by Trustee Stone and unanimously carried, the board approved the Criminal Justice Instructional Center Management Service Agreement – CPPI and authorizes the Chair to sign on behalf of the College.

**Criminal Justice Instructional Center- Construction Management Service Agreement- CPPI**

Dr. Paugh, Vice President of Academic Affairs presented a Study Abroad Proposed Trips for Spring and Summer of 2026 for the Board's approval. Puerto Rico for service learning and Austria for Music Heritage are the requested locations and intentions. A discussion of scholarships and financial assistance for students is being discussed. Upon a motion by Trustee Edgar, second by Trustee Branson, and unanimously carried, the Board approved the Study Abroad Proposed Trips for Spring and Summer 2026.

**Study Abroad Proposed Trips for Spring and Summer 2026**

Chuck Prince, Vice President of Administration and Finance presented the Guidelines for Base fee Facilities for approval. The College rents facilities and grounds to various entities throughout the year. Areas available for rent include the Appleton Museum of Art, Charles S. Dean Educational Center, Klein Conference Center, Levy Campus Conference Center, Webber Center, the Vintage Farm, the Fine Arts auditorium, outside areas, and certain classrooms, and/or conference/seminar rooms at the Hampton Center and the Ocala, Wilton Simpson Citrus and Jack Wilkinson Levy campuses. The rates and regulations will be effective July 1, 2025 with the only updated rates are for the Appleton and adding a credit card fee. After discussion, upon a motion of Trustee Roberts and seconded by Trustee Brancato and unanimously carried, the Board approved the rental fees, guidelines, and conditions incorporated within the Guidelines for Base Fee Facilities Rentals.

**Guidelines for Base Fee Facilities**

Chuck Prince, Vice President of Administration and Finance presented the Educational Plant Survey Update for approval. As required by the Florida Department of Education, our EPS was approved at the August 2022 BOT meeting. The updated survey was created to provide survey recommendations that will align with the 2024 Capital Improvement Program (CIP) submittal project priorities approved by the BOT in June of 2024. Upon a motion by Trustee Stone, second by Trustee Edgar and unanimously carried, the Board has approved the Educational Plant Survey and gives authorization for the Chair to sign.

**Educational Plant Survey Update - 2024**

Chuck Prince, Vice President of Administration and Finance presented the Criminal Justice Instructional Center – A&E Agreement – DLR group for approval. Upon approval from the December 11, 2024 BOT meeting, negotiations, and legal review, an agreement for architectural services for the Criminal Justice Instruction Center was successfully reached. Upon a motion by Trustee Edgar, second by Trustee Roberts and unanimously carried, the Board approved the Criminal Justice Instruction Center – A&E Agreement – DLR Group and gives authorization for the Chair to sign on behalf of the College.

**Criminal Justice Instructional Center – A & E Agreement – DLR Group**



Chuck Prince, Vice President of Administration and Finance presented the Building 19 EMS Renovation/Remodel GMP amendment number 9. Upon discussion of building plans history, start date and a request for detailed construction dates, a motion by Trustee Brancato, seconded by Trustee Stone, and unanimously carried, the Board approved the Building 19 EMS Renovation/Remodel GMP and gives authorization for the Chair to sign on behalf of the Board.

**Building 19 EMS  
Renovation/Remodel  
GMP**

**Acknowledge Receipt**

Chuck Prince, Vice President of Administration and Finance, reviewed the highlights and variance analysis of the Monthly Financial Summary Report as of March 31, 2025. The report included comparisons of student fees, revenue changes, employee benefits and capital outlay expenses of the college and Fund balances. Currently with 75% of the year complete, the college is 67% of budget spent. The Chair acknowledged receipt of the reports on behalf of the Board.

**Financial Information-  
Monthly Financial  
Summary Report**

**FOR INFORMATION  
ONLY**

Chuck Prince, Vice President of Administration and Finance, reviewed the Auditor General Report No. 2025-181 – Financial Audit. This report is a Financial Audit for the Fiscal Year ending June 30, 2024 and the college had a perfect audit with no findings.

**Auditor General Report  
No. 2025-181- Financial  
Audit**

Dr. Lawter updated the Board on the activities and events of the Citrus Campus including 8<sup>th</sup> straight semester of enrollment growth, FTE is 12% over last year at this time, health sciences doing well with respiratory therapy underway and recruitment initiatives for a full nursing class for the fall semester, new superintendent of Levy Schools, Dr. Scott Herbert will continue established partnerships for dual enrollment students, and new testing center with capabilities for 50 seats in the old bookstore space. The Citrus Campus is a great resource for the community using the campus to host events, including two weddings, job fairs, science fairs and the Summer Rise Program with high school senior transitioning to college. Around the campus, the community is growing as well with a 400-bed hospital being planned by Tampa General which will in turn help feed students to our programs.

**Citrus Campus Update**

Dr. Henningsen presented a legislative update for week 7 with an ending date of May 2 for final budgets. Currently, the classroom for Ag Science at the Vintage Farm is fully funded by the senate, and 50% by the house. There is 100 million in the funding model in the Senate with a smaller amount to limited colleges in the house. Still following a few bills such as removed of sovereign immunity caps, changing the hiring of college and university Presidents, and creation of small college consortium. The college has completed the first DOGE requests on grant summary, positions/job titles for the past six years.

**Legislative Update**

There were no Trustee comments at this time.

**BOARD  
CHAIR/TRUSTEE  
COMMENTS**

Dr. Henningsen presented the President's Report to the Board including recent accreditation for the CF dental programs with zero findings, drone demonstration with USF, UCF and the Florida High Tech Corridor, dual enrollment updates, FCSSGA Conference, Paragon Awards and the director of Marketing, Rachel Cote has earned an Accreditation in Public Relations.

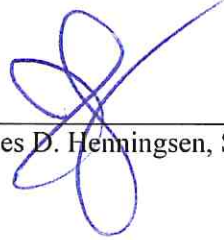
**PRESIDENT'S  
REPORT**

**Next Board Meeting.** The next Board of Trustees meeting will be held **Wednesday, May 28, 2025 on the Ocala Campus.** Next Board Meeting

There being no further business to come before the Board, Chair Durrance adjourned the meeting at 3:53pm. **ADJOURNMENT**



Bobby Durrance, Chair



James D. Henningsen, Secretary