

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, February 26, 2025 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held at the Jack Wilkinson Levy Campus.

**CALL TO ORDER**

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

**PRESENT**

Members Absent: None

**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.

Dr. Henningsen introduced Leah Gamble, Dean of the Jack Wilkinson Campus to introduce Levy Campus Students. The students, Kayla Dexter, Sage Gregory & Cassie Lozier introduced themselves and talked about the classes they are taking or completed, why they chose CF, the helpful staff at the Jack Wilkinson Levy Campus and thanked the trustees for their dedication to the college.

**RECOGNITION**

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

**PUBLIC COMMENT**

The Chair asked for any corrections or updates to the minutes of the January 22, 2025 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Stone second by Trustee Brancato and unanimously carried, the Board approved the January 22, 2025 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board.

**MINUTES****CONSENT AGENDA**

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:

Del Rio, Santiago A. – Coordinator – Payroll Services – Financial Operations – February 17, 2025

Grants and Contracts – Fund 2: None this reporting period.

Auxiliaries – Fund 3: None this reporting period.

Reorganizations: None this reporting period.

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

Avelar, Ashlee V.              Bennett, Halley M.

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:

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

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

Temporary Part -Time Career Service: OPS

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

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

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

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

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

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

Terminations: None this reporting period.

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

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

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

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

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

Separation from the College - Other:

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

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

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

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

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

Hoey, Marcela M. – Specialist II – Food Services – Conference Services  
 Leigh, Eve K. – Staff Assistant III – Health Sciences  
 Mcginnes, Lisa L. – Manager – Marketing & Public Relations – Marketing, Public & Community Relations  
 Veenstra, Danielle M. – Manager – Digital Communication – Marketing, Public & Community Relations  
 Vega Mendez, Janmanuel A. – Public Safety Coordinator – Trainee – Appleton Museum of Art

The Board was asked to approve the disposal of property in accordance with applicable state law, State Board of Education and Board Policy in the amount of \$21,772.17.

**Property Donations /Dispositions**

The Board was asked to approve the Curriculum Changes as recommended by the Curriculum Committee and approved by the President.

**Curriculum Changes**

The Board was asked to ratify approval of one (1) Health Care Affiliation & Internship Agreement and give authorization to the Board Chair and/or President to sign the agreement on behalf of the College of Central Florida.

**Health Care Affiliation & Internship Agreements**

The Board was asked to ratify approval of two (2) Agreements for Services of International Independent Contractors and give authorization to the Board chair and/or President to sign the agreements on behalf of the College of Central Florida.

**Agreement for Services of International Independent Contractors**

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

**Approval of Consent Agenda**

The Chair announced the public hearing for policy and asked if there was anyone in the audience that wished to address the Board regarding the policy. As there was no public comment, the Chair asked Dr. Henningsen, President to present the Board policies for a final reading and give a brief summary:

**PUBLIC HEARING  
 Second Reading Board Policies/Actions/Rule Adoption**

- A. 1.01 Equal Access/Equal Opportunity
- B. 1.03 Discrimination, Harassment and Related Misconduct
- C. 3.01 Advertising/Solicitation on Campus
- D. 4.05 Role and Responsibility of Counselors
- E. 5.17 Payment to Construction Contractors
- F. 7.06 Student Activities
- G. 7.12 College Preparatory Testing, Placement and Instructions

After discussion of changes for compliance with state rules and regulations and updates for language, upon a motion by Trustee Brancato, second by Trustee Roberts and unanimously carried, the Board approved all changes to the policies presented.

**OTHER BUSINESS**

Dr. Viviano-Broderick, Vice President of Institutional Effectiveness and College Relations updated the Board on the final outcomes of the 2019-2024 Strategic Plan and briefly explained some of the variables involved in the outcomes. After a discussion of how the pandemic affected the outcome, upon a motion by Trustee Brancato, second by Trustee Stone and unanimously carried, the Board accepted the outcomes of the 2019-

**2019-2024 Strategic Plan Update**

## 2024 Strategic Plan.

Dr. Viviano-Broderick, Vice-President of Institutional Effectiveness and College Relations presented the 2025-2030 Strategic Plan identifying the colleges cornerstones and priorities to guide the college for the next five years. This plan was developed with input from faculty, staff, students and the District Board of Trustees. The plan focuses on student success by cornerstones of Engaging Student Experience, Dynamic College Culture, Purposeful Partnerships and 17 strategies to support the implementation over the next five years. After a discussion of updates to the BOT, upon a motion by Trustee Edgar, second by Trustee Roberts and unanimously carried, the Board approved the 2025-2030 Strategic Plan.

**2025-2030 Strategic Plan**

Dr. Paugh, Vice-President of Academic Affairs presented the Study Abroad Proposed Trip for Summer 2026 to Spain. CF would partner with Gaston College from Dallas, NC. By partnering with a comparable size college, this will afford the opportunity of having enough students to attend and meet the 10-14 student participation required. After a brief discussion of topic, and scholarships available, a motion by Trustee Roberts, second by Trustee Branson, and unanimously carried, the Board approved the Study Abroad Trip for Summer 2026.

**Study Abroad Proposed Trip for Summer 2026**

Dr. Mark Paugh, Vice President of Academic Affairs presented the Academic Calendar for 2025-2026. The Board was asked to approve the proposed Academic calendar for 2025-2026. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Brancato second by Trustee Edgar and unanimously passed, the Board approved the Academic Calendar for 2025-2026.

**Academic Calendar for 2025-2026**

Mr. Charles Prince, Vice President of Administration and Finance presented the administrative calendar for 2025-2026. The Board was asked to approve the proposed administrative calendar for 2025-2026 which follows the Academic Calendar for continuity with staff and faculty. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Branson, seconded by Trustee Roberts and unanimously passed, the Board approved the Administrative Calendar for 2025-2026.

**Administrative Calendar for 2025-2026**

Mr. Prince, Vice President of Administration and Finance presented write-offs for student accounts as authorized by the State Board of Education Rule 6A-14.078 and as stated in the college's student fee collection procedure. Upon a motion by Trustee Edgar, second by Trustee Stone, the motion carried with a unanimous vote.

**Write-off for Fiscal year 2024-2025**

Mr. Prince, Vice-President of Administration and Finance presented Owens Realty Services Change Order for the addition of building 17 to the existing contract. After a discussion, a motion by Trustee Branson, second by Trustee Roberts and unanimously carried, the Owens Realty Services- Change Order is approved.

**Owens Realty Services – Change Order**

Mr. Prince, Vice President of Administration and Finance presented the BerryDunn – ERP Implementation Project- Change Order No. 1. This change order would cover additional services as additional assistance was needed with the ADP portion of the implementation process. Upon a motion by Trustee Brancato, second by Trustee Edgar, and unanimously carried, the Board approved the Berry Dunn ERP Implementation Project – Change Order No. 1.

**BerryDunn ERP Implementation Project – Change Order No.1**

**ACKNOWLEDGE  
RECEIPT**

Chuck Prince, Vice President of Administration and Finance, reviewed the highlights and variance analysis of the Monthly Financial Summary Report of revenues and expenses for the periods ended January 2025 including an increase in revenue from student fees compared to this time last year, increase in salary and benefits compared to last year. Also included additional financial information about all operating funds at the college reflecting approximately 58% of the fiscal year. The Chair acknowledged receipt of the report on behalf of the Board.

**Financial Information-  
Monthly Financial  
Summary Report**

**FOR INFORMATION  
ONLY**

Mr. Prince, Vice President of Administration and Finance, provided a Fraud Prevention Update as required by the Auditor General. Topics included how to identify risks, likelihood of fraud and how faster detection prevents greater losses. There have been no instances of fraud for this current term. A discussion of updating staff on policies and procedures for fraud prevention more than once a year and how this happens could be changing with better technology resources and with the office of professional development. We continue to look for gaps in processes while continuing to maintain all processes. The Chair acknowledged receipt of the report on behalf of the Board.

**Fraud Prevention Update**

Leah Gamble, Dean of the Jack Wilkinson Levy Campus presented the Jack Wilkinson Levy Campus Update to the Board including increased FTE, recruitment, outreach, adult education, welding competition and the Levy Promise Scholarship. The Chair acknowledged the update.

**Jack Wilkinson Levy  
Campus Update**

Dr. Henningsen and Trustee Stone updated the Board on the Legislative Fly- In in Tallahassee. Dr. Henningsen also shared updates on the immigration bill, small consortium bill, Governor's executive orders and how they affect the college. The Chair acknowledged the update.

**Legislative Update**

There were no Trustee comments at this time.

**BOARD CHAIR  
/TRUSTEE COMMENTS**

Dr. Henningsen presented the new CF video created by the Marketing and Public Relations team for the CEP Annual luncheon. Dr. Henningsen also noted that a copy of his regular report was included in their packet for review.

**PRESIDENT'S REPORT**

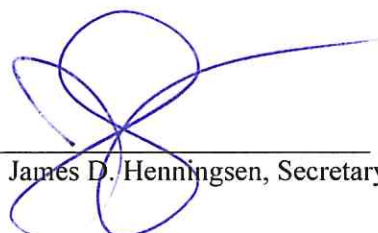
**Next Board Meeting.** Our next meeting will be held **Wednesday, March 26, 2025 on the Ocala Campus**

**Next Board Meeting**

There being no further business to come before the Board, Chair Durrance adjourned the meeting at 4:46pm.

**ADJOURNMENT**

  
Bobby Durrance, Chair

  
James D. Henningsen, Secretary