

Board of Trustees Meeting Minutes

June 25, 2025

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, June 26, 2024 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Ocala Campus.

CALL TO ORDER

Members Present: Bobby Durrance, Chair Joyce Brancato
Rusty Branson Fred Roberts, Jr.
Bill Edgar via Telephone
James Henningsen, Board Secretary

PRESENT

Members Absent: Charlie Stone

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 Durrance informed the Board that the agenda has been revised for cause. Item 35 Appleton Cultural Center Inc. – Annual Financial Audit Ending December 31, 2024 has been added. Upon a motion by Trustee Brancato second by Trustee Branson and unanimously carried, Item 35 Appleton Cultural Center Inc. – Annual Financial Audit Ending December 31, 2024 has been added to the agenda.

Revision for Cause

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 May 28, 2025 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Roberts second by Trustee Brancato and unanimously carried, the Board approved the May 28, 2025 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board.

MINUTES

CONSENT AGENDA

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:

Personnel Actions

Operating Fund 1:

Rainey, Kylie N. – Temp to Regular Appointment – Faculty – Nursing – Health Sciences – May 19

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

Auxiliaries – Fund 3: None this reporting period.

Reorganizations:

Institutional Effectiveness and College Relations – Effective June 16, 2025

Purpose: to reorganize the Institutional Research and Effectiveness (IRE) department and the Resource Development & Accreditation department to realign Accreditation with IRE.

Job Title Changes

Vacant – From Director, Institutional Research and Effectiveness to Director, Accreditation and Institutional Effectiveness

Matthew, Louis J. – From Director Resource Development and Accreditation to Director, Resource Development

Powell, Lynanne K. – From Accreditation and Grants Specialist to Accreditation Specialist, reporting change to Director, Accreditation and Institutional Effectiveness

Reclassification

Gremanis, Diana – From Grants Specialist II (P2) to Grants Compliance Manager (P3), reporting change to Director, Institutional Research and Effectiveness

Equity Adjustment – Effective June 01, 2025:

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The Board was asked to approve one (1) Health Care Affiliation & Internship Agreements and give authorization to the President to sign the agreement on behalf of the College of Central Florida.

Health Care Affiliation and Internship Agreements

The Board was asked to approve the Ambleside School of Ocala Articulation Agreement 2025-2026 - Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Ambleside School of Ocala Articulation Agreement 2025-2026 – Renewal

The Board was asked to approve the Citrus County School Board Articulation Agreement 2025-2026 - Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Citrus County School Board Articulation Agreement 2025-2026

The Board was asked to approve the Creekside Christian School Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Creekside Christian School Articulation Agreement 2025-2026- Renewal

The Board was asked to approve the Crossroads Academy Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Crossroads Academy Articulation Agreement 2025-2026-Renewal

The Board was asked to approve the Gracepointe Academy Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Gracepointe Academy Articulation Agreement 2025-2026–Renewal

The Board was asked to approve the Levy County School Board Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Levy County School Board Articulation Agreement 2025-2026 – Renewal

The Board was asked to approve the Liberty Christian Preparatory Academy Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Liberty Christian Preparatory Academy Articulation Agreement 2025-2026- Renewal

The Board was asked to approve the Marion County School Board Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Marion County School Board Articulation Agreement 2025-2026 – Renewal

The Board was asked to approve the Marion County School Board Mid Florida Career Pathway 2025-2026 - Renewal and give authorization to the Board Chair and the President to sign the agreement on behalf of the College of Central Florida.

Marion County School Board Mid Florida Career Pathway 2025-2026 – Renewal

The Board was asked to approve the Next Generation Christian Academy Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Next Generation Christian Academy Articulation Agreement- 2025-2026- Renewal

The Board was asked to approve the Ocala Christian Academy Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Ocala Christian Academy Articulation Agreement 2025-2026- Renewal

The Board was asked to approve the Seven Rivers Christian School Articulation Agreement 2025-2026- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Seven Rivers Christian School Articulation Agreement 2025-2026 Renewal

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The Board was asked to approve the Trinity Catholic High School Articulation Agreement 2025-2026-Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Trinity Catholic High School Articulation Agreement 2025-2026-Renewal

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

Approval of Consent Agenda

PUBLIC HEARING

Prior to the adoption of the following board policies and pursuant to Florida Statutes, the Chair called a public hearing on the advertised policy and declared the Board to be in recess. There being no one from the public who wished to speak, the public hearing was closed, the regular board meeting was reopened.

As required by State Board of Education Rules and Florida Statutes, Student and Mandatory Fees 2025-2026 additions, changes, and deletions were properly noticed. Chuck Prince, Vice President of Administration and Finance reviewed that there were no changes to the student tuition or standard fees but the increase or decrease in individual course fees were due to changes in cost of course materials. As there were no questions regarding the fees, upon a motion by Trustee Roberts, seconded by Trustee Branson, and unanimously carried, the Board approved the Student and Mandatory Fee Schedule for 2025-2026.

Student and Mandatory Fees 2025-2026

OTHER BUSINESS

Mr. Prince, Vice President of Administration and Finance, presented the Eckard Youth Alternative Inc. Articulation Agreement 2025-2026 to the Board for approval. Upon a motion by Trustee Branson and second by Trustee Roberts, the Board approves the Eckard Youth Alternative Inc. Articulation Agreement 2025-2026 and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Eckerd Youth Alternative Inc. Articulation Agreement 2025-2026

Mr. Prince, Vice President of Administration and Finance, presented the Ocali Charter High School Articulation Agreement 2025-2026 to the Board for approval. Upon a motion by Trustee Brancato and second by Trustee Roberts, the Board approves the Ocali Charter High School Articulation Agreement 2025-2026 and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Ocali Charter High School Articulation Agreement 2025-2026

Mr. Prince, Vice President of Administration and Finance, presented the Virtual Prep Academy Articulation Agreement 2025-2026 to the Board for approval. Upon a motion by Trustee Branson and second by Trustee Brancato, the Board approves the Virtual Prep Academy Articulation Agreement 2025-2026 and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Virtual Prep Academy Articulation Agreement 2025-2026

Dr. Fryns, Vice President of Workforce Development and Innovation, presented the Marion County School Board Student Internship Program Agreement 2025-2026 – First Amendment to the Board for approval. Upon a motion by Trustee Roberts and second by Trustee Brancato, the Board approves the Marion County School Board Student Internship Program Agreement 2025-2026- First Amendment and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Marion County School Board Student Internship Program Agreement 2025-2026 – First Amendment

Dr. Fryns, Vice President of Workforce Development and Innovation, presented the Marion County Housing Finance Authority of Marion County – Cybersecurity MOU for approval. After a brief discussion, upon a motion by Trustee Branson, Second by Trustee Roberts and unanimously carried, the Board approved the Marion County Housing Finance Authority of Marion County- Cybersecurity MOU and gives authorization for the Chair, President and attorney to sign on behalf of the College of Central Florida.

Marion County Housing Finance Authority of Marion County- Cybersecurity MOU

Mr. Prince, Vice President of Administration and Finance presented BerryDunn ERP Implementation Project – Change Order No. 2 to the Board for approval. Phase III includes training and support to go live through the end of June 2026. After a brief discussion, upon a motion by Trustee Brancato, second by Trustee Roberts and unanimously carried, the Board approves the BerryDunn Implementation

BerryDunn ERP Implementation Project – Change Order No. 2

Project – Change Order No. 2 and gives authorization for the Chair to sign on behalf of the Board.

Mr. Chuck Prince, Vice President of Administration and Finance, presented General Fund Operating Budget Amendment #1 for FY 2024-2025 to transfer funds from fund 1 to fund 7. After a discussion, upon a motion by Trustee Branson, second by Trustee Roberts and unanimously carried, the Board Approved the General Fund Operating Budget Amendment #1 for FY 2024-2025.

General Fund Operating Budget Amendment

Mr. Prince, Vice President of Administration and Finance, presented highlights from the Annual Operating Budget for 2025-2026. A report summarizing the budget and focusing on Board-established priorities was made available to the Board, and a copy of the proposed budget presented in the format required by the Division of Florida Colleges was available for review. After discussion for clarification, a motion by Trustee Roberts, seconded by Trustee Branson and unanimously carried, the Board approved the annual operating budget 2025-2026.

Annual Operating Budget 2025-2026

Mr. Prince, Vice President of Administration and Finance, presented the 2025-2026 Salary Schedule and Related Personnel Policies. After discussion and upon a motion by Trustee Brancato, seconded by Trustee Roberts and unanimously carried, the 2025-2026 Salary Schedule and Related Personnel Policies were approved. A copy of the document is on file in the President’s office.

Salary Schedule and Related Personnel Policies 2025-2026

Mr. Prince, Vice President of Administration and Finance, presented Write-offs for Fiscal Year 2024-2025 for student receivables totaling \$35,400.01. Students are required to pay outstanding debt before enrolling or receiving transcripts. Upon a motion by Trustee Roberts, seconded by Trustee Branson and unanimously carried, the Board approved the account write-offs for 2024-2025.

Write-offs for Fiscal Year 2024-2025

Mr. Prince, Vice President of Administration and Finance, presented the five-year Capital Improvement Program (CIP) to be submitted to the Division of Florida Colleges. The CIP describes the status of the college’s land and facilities and provides information on specific projects for land acquisitions, new construction, renovation, remodeling and general maintenance. Additionally, Mr. Prince presented the proposed Fund 7 College-Wide Capital Outlay Projects budget for 2025-2026. Upon a motion by Trustee Brancato, seconded by Trustee Branson, and unanimously carried, the Board approved the Capital Improvement Program and Fund 7 College Wide Capital Outlay Projects budget 2025-2026 through 2029-2030 and Fund 7 College Wide Capital Outlay Projects Budget 2025-2026.

Capital Improvement Program- FY 2025-2026 through FY 2029-2030 and Fund 7 College Wide Capital Outlay Projects Budget 2025-2026

Mr. Prince, Vice President of Administration and Finance presented the CF Foundation Audit, 990 and DSO Checklist for January 1, 2024 through December 31, 2024. Upon a motion by Trustee Roberts and second by Trustee Brancato, the Board approved the CF Foundation Audit, 990 and DSO check list for January 1, 2024 through December 31, 2024 and gives authorization to the Board Chair and the President to sign the agreement on behalf of the College of Central Florida.

CF Foundation Audit, 990 and DSO Checklist – January 1, 2024 through December 31, 2024

Dr. Henningsen presented to the Board a schedule of meeting dates for the coming year, with all meetings to be held on the fourth Wednesday of the month with the exception of December and no meeting to be held in July or November. The dates are: August 27, September 24, October 22, and December 3, 2025 and January 28, February 25, March 25 April 22, May 27, and June 24, 2026. Upon a motion by Trustee Branson, second by Trustee Brancato and unanimously carried, the Board approved the schedule of meeting dates for 2025-2026.

Board Calendar for 2025-2026

ACKNOWLEDGE RECEIPT

Mr. 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 period ending in May for the comparative fiscal years 2023-2024 to 2024-2025. The Chair acknowledged receipt of the report on behalf of the Board.

Financial Information- Monthly Financial Summary Report

Mr. Prince, Vice President of Administration and Finance presented the Technology Plan for 2025 – 2026 which included technology requests for this upcoming fiscal year and covers any ongoing technology needs and also reviews prior year requests. The requests listed as general, are addressed in the capital outlay budget and funded based on availability of funds. The Chair acknowledged receipt of the report on behalf of the Board.

Technology Plan 2025-2026

Mr. Prince, Vice President of Administration and Finance presented the Auditor General Report No. 2025-202 Operational Audit. The operational audit cover 2023 with three findings; tracking of energy savings, vendor information changes and deactivation of privileges. Procedures and processes are being updated to correct the findings. The Chair acknowledged receipt of the report on behalf of the Board.

**Auditor General Report
No. 2025-202
Operational Audit**

Chuck Prince, Vice President of Administration and Finance, presented the Appleton Cultural Center, Inc. Annual Financial Audit. At the June 26, 2007 Board meeting, the Board approved the recommendation to make the Appleton Cultural Center, Inc. a Direct Support Organization (DSO) of the College. The Appleton Cultural Center, Inc. is required to have an annual financial audit performed. The Financial Statements and Independent Auditor's Report for the period ending December 31, 2024, was provided for the Board's review, as well as the IRS Form 990 and the Direct-Support Organizations (DSO) Audit Review Check List. The auditors issued a clean audit opinion and there were no findings or deficiencies in internal controls over financial reporting nor any non-compliance issues. The auditors had no comments in their Management Letter to the Board. The Chair acknowledged receipt and accepted the reports on behalf of the Board.

**Appleton Cultural
Center Inc.- Annual
Financial Audit Ending
December 31, 2024**

Chair Durrance announced to the Trustees that the President's annual evaluation for 2024-2025 is complete. On behalf of the Trustees, the service of Dr. Henningsen service continues to be exemplary and his diligence on behalf of the college is noticed and appreciated.

**BOARD
CHAIR/TRUSTEE
COMMENTS**

Chair Durrance declares the meeting in recess and asks the Board Secretary, Dr. Henningsen to conduct elections for Board officers. Trustee Brancato nominated Trustee Stone for Chair for 2025-2026, seconded by Trustee Edgar and carried unanimously. Trustee Stone will serve as Chair for 2025-2026. Trustee Branson nominates Trustee Brancato to be Vice Chair, second by Trustee Roberts and carried unanimously. Trustee Brancato will serve as Vice-Chair for 2025-2026.

**BOARD
REORGANIZATION**

Each year the Board nominates a member to serve as a representative on the Appleton Cultural Center, Inc. Board for coming year. Currently Trustee Brancato is serving. Upon a motion by Trustee Branson to reappoint Trustee Edgar to serve on ACC, Inc. seconded by Trustee Brancato, and unanimously carried, the Board approved Trustee Edgar to serve on the Appleton Cultural Center Inc. Board.

Each year the Board nominates a member to serve as a representative on the CF Foundation Board for coming year. Currently Trustee Roberts is serving. Upon a motion by Trustee Branson for Trustee Roberts continue to serve, seconded by Trustee Brancato and unanimously carried, the Board approved Trustee Roberts to continue serving on the CF Foundation Board.

Dr. Henningsen presented the President's report to the Board including the Commissioner's Summit June 4 -5 in Miami, Education Commissioner Manny Diaz's request for lockdown readiness, CDL pilot at Levy Campus, Purple Heart School of Distinction recognition, fall enrollment up by 9% and other good news of the students, staff and campuses.

**PRESIDENT'S
REPORT**

Next Board Meeting. Our next meeting will be held **Wednesday, August 27, 2025 at 3 p.m.** at the Ocala Campus.

Next Board Meeting

There being no further business to come before the Board, Chair Durrance adjourned the meeting at 4:06 pm.

ADJOURNMENT


Charlie Stone, Chair


James D. Henningsen, Secretary