

Board of Trustees Meeting Minutes

June 26, 2024

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: Joyce Brancato, Chair Bobby Durrance, Vice-Chair
Rusty Branson Charlie Stone
James Henningsen, Board Secretary

PRESENT

Members Absent: Bill Edgar, Fred Roberts, Jr.

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.

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 22, 2024 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Stone, seconded by Trustee Durrance and unanimously carried, the Board approved the May 22, 2024 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 Actions

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:

Maggi Gonzalez, Bruno – First Year Success Specialist – Student Success – June 03, 2024

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

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: None this reporting period.

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:

Bosnyak, Robert A.

Temporary Part -Time Career Service: OPS

Bennett, Cassie L. Hesse, Melissa A. Reyes, Stacey G.
Hart, Alisha F. Johns, Jackson C.

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: None this reporting period.

Notification of engagement in outside employment or extra college activities:
Martin, Angela T.

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

Resignations:

Mallory, Billye M. – Manager – Marketing & Public Relations – June 13, 2024
 Walton, Alivia – Manager – CF Printing & Postal Services – July 31, 2024
 White, Kirsten P. – Staff Assistant III – Dental Hygiene – Health Sciences – May 23, 2024

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:

Kane, Elissa M. – TEMP – Faculty – Communications – May 07, 2024

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:

Clavette, Laci C. – Accounting Specialist III – Appleton Museum of Art
 Dorland, Jacob M. – Manager – Vintage Farm Campus
 Kamdibe, Muata – Skills Lab Specialist – Citrus Campus
 McMullen, Angela M. – Manager – Accounting – Financial Operations
 Powell, Lynanne K. – Accreditation & Grants Specialist – Institutional Effectiveness

The Board was asked to approve the 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 ratify approval the Agreement for Services of International Independent Contractors and gives 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 approve the Ambleside School of Ocala Articulation Agreement 2024-2025 - 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 2024-2025 – Renewal

The Board was asked to approve the Creekside Christian School Articulation Agreement 2024-2025-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 2024-2025-Renewal

The Board was asked to approve the Crossroads Academy Articulation Agreement 2024-2025-Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Crossroads Academy Articulation Agreement 2024-2025-Renewal

The Board was asked to approve the Gracepointe Academy Articulation Agreement 2024-2025-Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Gracepointe Academy Articulation Agreement 2024-2025–Renewal

The Board was asked to approve the Levy County School Board Articulation Agreement 2024-2025-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 2024-2025 – Renewal

The Board was asked to approve the Marion County School Board Articulation Agreement 2024-2025- 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 2024-2025 – Renewal

The Board was asked to approve the Marion County School Board Mid Florida Career Pathway Consortium - 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 Consortium – Renewal

The Board was asked to approve Marion County School Board Student Internship Program Agreement 2024-2025- Renewal and give 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 2024-2025- Renewal

The Board was asked to approve the Riverside Christian School Articulation Agreement 2024-2025- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Riverside Christian School Articulation Agreement- 2024-2025- Renewal

The Board was asked to approve the St. John Lutheran School Articulation Agreement 2024-2025- Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

St. John Lutheran School Articulation Agreement 2024-2025- Renewal

The Board was asked to approve the Trinity Catholic High School Articulation Agreement 2024-2025- 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 2024-2025- Renewal

The Board was asked to approve the CF Foundation Audit, 990 and DSO check list for January 1, 2023 through December 31, 2023 and give authorization to the Board Chair and the President to sign the agreement on behalf of the College of Central Florida.

CF Foundation Audit, 990 SDO Checklist – January 1, 2023 through December 31, 2023

The Chair presented the Consent Agenda for approval. Upon a motion by Trustee Branson, 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

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 2024-2025 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 Durrance, seconded by Trustee Stone, and unanimously carried, the Board approved the fee schedule.

Student and Mandatory Fees 2024-2025

OTHER BUSINESS

Mr. Prince, Vice President of Administration and Finance, presented highlights from the Annual Operating Budget for 2024-2025. 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 and appreciation for the due diligence and skill to present a balanced budget with a 2%

Annual Operating Budget 2024-2025

salary increase, a motion by Trustee Branson, seconded by Trustee Stone and unanimously carried, the Board approved the annual operating budget 2024-2025.

Mr. Chuck Prince, Vice President of Administration and Finance, presented General Fund Operating Budget Amendment #1 for FY 2023-2024 to transfer funds from fund 1 to fund 7 for additional safety and security upgrades which are included in the capital improvement plan. Upon a motion by Trustee Stone, seconded by Trustee Durrance and unanimously carries, the Board Approved the General Fund Operating Budget Amendment #1 for FY 2023-2024.

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 2024-2025. Upon a motion by Trustee Branson, seconded by Trustee Durrance, and unanimously carried, the Board approved the Capital Improvement Program and Fund 7 College-Wide Capital Outlay Projects budget 2024-2025.

Mr. Prince, Vice President of Administration and Finance, presented the 2024-2025 Salary Schedule and Related Personnel Policies which included updated language to reflect Fair Labor Standards Act. After discussion and upon a motion by Trustee Stone, seconded by Trustee Durrance and unanimously carried, the 2024-2025 Salary Schedule and Related Personnel Policies were approved. A copy of the document is on file in the President's office.

Mr. Prince, Vice President of Administration and Finance, presented a report of 2023-2024 account write offs for student receivables totaling \$107,197.96, or 1.4% of the related revenue for fiscal year 2023-2024. Student are required to pay outstanding debt before enrolling or receiving transcripts. Upon a motion by Trustee Stone, seconded by Trustee Durrance and unanimously carried, the Board approved the account write-offs for 2023-2024.

Mr. Prince, Vice President of Administration and Finance, presented the Appleton Museum of Art's operating budget for 2024-2025. A budget of \$1,950,000 with no changes from FY 2023-2024 is proposed for the coming year. After discussion of the statewide support for cultural and museum grants and upon a motion of Trustee Durance, seconded by Trustee Stone and unanimously carried, the Board approved the Appleton Museum of Art operating budget for 2024-2025.

Dr. Paugh presented to the Board the new annual Institutional General Education Review as required by the State Board of Education. The curriculum committee reviewed every course and program and made recommendations for changes as necessary. Changes included but not limited to addition of two sciences and labs, addition of US History, addition of math courses, discontinuation of some courses or renaming of courses. After a brief discussion on numbering the changes, a motion by Trustee Stone, seconded by Trustee Branson and unanimously carried, the Board approved the Annual Institutional General Education Review.

Dr. Paugh presented to the Board Academic Program Closures for Medical Coding and Billing due to consistent low enrollment. This program will move to the Corporate College for a streamline program where students can be self-paced and complete in 12 months for less and increase marketing option for the college using this pathway. A motion was made by Trustee Durrance, seconded by Trustee Stone and with a brief discussion confirming that Dr. Henningsen and President's staff have reviewed program closures and recommendation prior to board reviewing. The motion was unanimously carried, the Board approve the Academic Program Closures.

Mr. Prince, Vice President of Administration and Finance presented a long-term lease agreement between the College of CF and the CF Foundation. The terms of the lease provide the foundation with the space they currently occupy from July 1, 2024 to December 31, 2063 in the amount of \$10 annually as approved by the CF Foundation board in their June meeting. Council has prepared the lease as a representative of the College and the Foundation was advised. A motion by Trustee Branson, seconded by Trustee Stone and unanimously carried, the Board approved the Lease Agreement with the CF Foundation Building 42.

**General Fund
Operating Budget
Amendment #1 for FY
2023-2024**

**Capital Improvement
Program- FY 2025-2026
through FY 2029-2030
and Fund 7 College
Wide Capital Outlay
Projects Budget 2024-
2025**

**Salary Schedule and
Related Personnel
Policies 2024-2025**

**Write-offs for Fiscal
Year 2023-2024**

**Appleton Museum of
Art Operating Budget
for 2024-2025**

**Annual Institutional
General Education
Review**

**Academic Program
Closures**

**Lease Agreement with
the CF Foundation,
Building 42**

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 October and no meeting to be held in July or November. The dates are: August 28, September 25, October 30, and December 11, 2024 and January 22, February 26, March 26, April 23, May 28, and June 25, 2025. Upon a motion by Trustee Durrance, seconded by Trustee Stone and unanimously carried, the Board approved the schedule of meeting dates for 2024-2025.

Board Calendar for 2024-2025

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 2022-2023 to 2023-2024. The report included information about general college operations (Fund 1). The overview of the year shows that with 92% of the year over, 95% of budgeted revenues have been collected and spending is at 81% of projected costs. Trustee Branson commented on adding a footnote to future reports as to what the larger changes in the fund balance are referencing. The Chair acknowledged receipt of the reports on behalf of the Board.

Financial Information- Monthly Financial Summary Report

Mr. Prince, Vice President of Administration and Finance presented the Technology Plan for 2024 – 2025 which included technology requests for this upcoming fiscal year and covers any ongoing technology needs and also review prior year requests. The requests listed as general, are addressed in the capital outlay budget and funded based on availability of funds. This year there is a 20% reduction of requests as we have addressed the requests this current year.

Technology Plan 2024-2025

Attorney Batsel informed the Board of Trustees that he has been in discussions with the Assistant County Attorney and County staff to finalize the Interlocal Agreement with Marion County concerning the County’s award of \$2 Million to the College to fund construction of the Health Science Center. Due to the lack of a meeting of the District Board of Trustees in July and a pending deadline for commitment of the ARPA funds to be provided through the Agreement, Mr. Batsel requested that the Board of Trustees take action to authorize the current Board Chair to sign the Agreement upon approval of the College Attorney, President and Board Chair. The distinction for current chair is made as board reorganization will take effect for July 1, 2024 and will be voted on later during this current meeting.

BOARD CHAIR/TRUSTEE COMMENTS

Upon a motion by Trustee Stone to allow the current chair to sign and authorize said agreement, second by Trustee Branson and unanimously carried the Board approves the current chair to sign the authorization and bring back to the August meeting for review.

Chair Brancato announced to the Trustees that the President’s annual evaluation for 2023-2024 is complete. On behalf of the Trustees, we acknowledge and appreciate Dr. Henningsen’s strategic focus, effective communication and commitment to academic excellence and student success.

Chair Brancato declares the meeting in recess and asks the Board Secretary, Dr. Henningsen to conduct elections for Board officers. Chair Brancato nominated Trustee Durrance for Chair for 2024-2025, seconded by Trustee Stone and carried unanimously. Trustee Durrance nominated Trustee Stone for position of Vice- Chair for 2024-2025, seconded by Trustee Brancato and unanimously carried.

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 Edgar is serving and would like to continue to serve if the Board would agree. Upon a motion by Trustee Branson, seconded by Trustee Stone and unanimously carried, the Board approved Trustee Edgar to continue serving 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 and would like to continue to serve if the Board would agree. Upon a motion by Trustee Stone, seconded by Trustee Brancato and unanimously carried, the Board approved Trustee Roberts to continue serving on the CF Foundation Board.

Board of Trustees Meeting Minutes

June 26, 2024

Dr. Henningsen presented the President’s report to the Board including the Associate Degree nursing student NCLEX 100% pass rate, dedication ceremony at the Hampton Center for Dr. Lorenzo Edwards, Commissioner Diaz summit in Miami, updates on current construction projects, Citizen Academy of Ocala graduations, the Appleton visits and more.

PRESIDENT’S REPORT

Next Board Meeting. Our next meeting will be held **Wednesday, August 28, 2024 at 3 p.m.** at the Ocala Campus.

Next Board Meeting

There being no further business to come before the Board, Chair Brancato adjourned the meeting at 4:05 pm.

ADJOURNMENT

Robert Durrance, Chair

James D. Henningsen, Secretary