

Board of Trustees Meeting Minutes

May 22, 2024

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, May 22, 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
 William Edgar Rusty Branson
 Fred Roberts, Jr. Charlie Stone
 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.

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

Dr. Henningsen introduced Dr. Fryns, Vice President of Workforce Development and Innovation. Dr. Fryns recognized Tavis Douglas, who was named the Dale P. Parnell distinguished faculty by American Association of Community Colleges. He is the program manager and lead faculty for agribusiness. During his 12 years at CF, Tavis has led the expansion of the agribusiness at the CF Vintage Farm Campus, expanded academic programs and taught undergraduate students in the HEMP industry. Awarded the cost-share grant by St. Johns River Water Management for soil and water conservation. He partners with private industry and installed state of the art irrigation control systems including weather and soil monitoring capabilities for our irrigation and soil science students. He has also partnered with Embry Riddle University to demonstrate drone technology applications in agriculture. All of this has generated a 40% enrollment growth in his program over the past 5 years.

RECOGNITION

Mr. Tavis Douglas thanked the Board and stated the CF family is the best group of people to work with and looks to keep promoting and recruiting students for CF and to assist in helping graduates to be gainfully employed.

Dr. Henningsen recognized Rachel Cote as the new Director of Marketing & Public Relations replacing Lois Brauckmuller who retired in March.

The Chair asked for any corrections or updates to the minutes of the April 24, 2024 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Stone, seconded by Trustee Edgar and unanimously carried, the Board approved the April 24, 2024 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board.

MINUTES

Recommend Board Approval of the following:

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 Report

Operating Fund 1:

Brown, Sandra G. – Assessment Specialist – Career Assessment Center – April 16, 2024
Cote, Rachel A. – Director – Marketing, Public and Community Relations – May 16, 2024
Frigiola, Kaitlyn M. – Faculty – Sonography – Health Sciences – May 16, 2024
Kamdibe, Muata – Skills Lab Specialist – Citrus – April 16, 2024
Thibault, Jessyca A. – First Year Success Specialist – Student Success – April 16, 2024
Wilkerson Summers, Regina G. – Educational Advisor – Student Success – May 16, 2024

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:

Adams, Teri Plonk, Daniel W. Welter, Jennifer L.
Griffis, Jason A.

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:

Bartley, II, Robert G. Brown, Fredric A. Pulham, Desiree T.
Bowers, Frederick E.

Temporary Part -Time Career Service: OPS

Brown, Nicholas P. Leavitt, Jason G. Meadows, Kristina M.
Denis, Antonio E. Lopez-Lopez, Angel D. Young, James P.
Kleiman, Sandra 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:

Wall-Sanders, Julia A.

Notification of engagement in outside employment or extra college activities:

Fabian, Joyce E.
Franco, Shirley

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

Hardgrove, Connie S. – Faculty – Business Division – Business & Technology – August 09, 2024
Ruis, Lynn S. – Business Accounts Coordinator – Financial Operations – July 31, 2024
Worthman, Diana L. – Specialist – Perkins Grant – Business & Technology – June 14, 2024

Resignations: None this reporting period.

Terminations: None this reporting period.

Separation due to Internal Transfer – No Break in Service:

Cote, Rachel A. – Manager – Web Communications and News Media – Marketing, Public and Community Relations – May 15, 2024
Thibault, Jessyca A. – Enrollment Specialist – Admissions & Records – April 15, 2024
Wilkerson Summers, Regina G. – First Year Success Specialist – Student Success – May 15, 2024

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:

Fabian, Joyce E. – Project Director – Department of Labor – Health Sciences
 Gonzalez Torres, Alondra - Health Sciences Recruiter/Outreach Specialist – Health Sciences

2024-2025 Appointment Roster – Administrative Personnel:

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

Recommended for Non-Renewal of Annual Contract: McGlashan, Holland M.

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 \$389,461.90.

Property Donations /Dispositions

The Curriculum Committee recommended to the Board proposed Curriculum Changes, related courses and program modifications for approval.

Curriculum Changes

The Curriculum Committee recommended to the Board General Education Changes and related courses to bring the college into compliance with SBOE Rule 6A-14.0303 General Education Course Options and will be effective for the 2024-2025 academic year.

General Education Changes

The Board was asked to approve the Redeemer 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.

Redeemer Christian School Articulation Agreement 2024-2025 - Renewal

The Board was asked to approve the School Board of Marion County Community Partners – Renewal and give authorization to the Board Chair and President to sign the agreement on behalf of the College of Central Florida.

School Board of Marion County Community Partners – Renewal

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

Levy County School Board- Mid Florida Career Pathway – Renewal

The Board was asked to ratify approval of one (1) 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.

Agreement for Services of International Independent Contractors

The Board was asked to approve the CareerSource Master Workforce Services Contract between Citrus Levy Marion Regional Workforce Development Board, Inc. – Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

CareerSource Master Workforce Services Contract between Citrus Levy Marion Regional Workforce Development Board, Inc.- Renewal

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The Board was asked to approve the Marion Technical College – Career Pathway Consortium – Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Marion Technical College Career Pathway Consortium – Renewal

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

Dr. Fryns, Vice President of Workforce Development and Innovation presented an agreement to enter into a Memorandum of Understanding with CareerStep, LLC. A new vendor to be used for Corporate College non-credit program to offer courses through its online catalog to add more diversity of programs available. Upon a motion by Trustee Stone, seconded by Trustee Edgar and unanimously carried, the Board approved the CareerStep, LLC Memorandum of Understanding.

CareerStep, LLC Memorandum of Understanding

Dr. Fryns, Vice President of Workforce Development and Innovation presented a proposal for a new 60 credit hour A.S. degree in Hospitality Management as recommended by the CF Curriculum Committee in May. This builds on an existing program. Upon a motion by Trustee Branson, seconded by Trustee Stone and unanimously carried, the Board approved the New Academic Program.

New Academic Program

Dr. Henningsen presented one (1) renewal for the Appleton Museum of Art Advisory Council for a three-year term. Dr. Diane Gullet, Superintendent of Marion County Public Schools, has been on the advisory committee prior and is willing to return for a new 3-year term. A motion by Trustee Roberts, seconded by Trustee Edgar and unanimously carried the Board approved the Appointment to the Appleton Museum of Art Advisory Council.

Appointments to the Appleton Museum of Art Advisory Council

Chuck Prince, Vice President of Administration and Finance presented the Guidelines for Base Fee Facilities Rentals 2024-2025. A few changes this year that will keep CF in-line with other vendors with competitive rates. Followed by a brief discussion of utilization of facilities, a motion by Trustee Branson, seconded by Trustee Roberts and unanimously carried, the Board approved the Guidelines for Base Fee Facilities Rentals for 2024-2025. A utilization chart of the facilities will be obtained and shared with the trustees.

Guidelines for Base Fee Facilities Rentals 2024-2025

Chuck Prince, Vice President of Administration and Finance presented Building 19 - Renovation – EMS program – Ocala Campus – HuntonBrady, P.A. – Proposal for approval. This is a change order to the existing Architectural Services Agreement for the design of Building 19 EMS Renovation on the Ocala Campus in the amount of \$519,103 as stated on the Plant Operations Department memorandum and is based on the state of Florida Fee Guide Calculator for Architectural and Engineering services. Upon a motion by Trustee Edgar, seconded by Trustee Stone and unanimously carried, the Board approved the building 19 - Renovation- EMS program Ocala Campus - HuntonBrady Proposal for \$519,103.00.

Building 19- Renovation- EMS Program, Ocala Campus- HuntonBrady, P.A. - Proposal

Chuck Prince, Vice President of Administration and Finance presented the Annual State Requirements for Educational Facilities (SREF) Report 2023-2024 - Fire Safety, Sanitation and Casualty Inspections for approval. There was only one (1) non-serious fire safety deficiency that was noted at the Appleton Museum of Art and was corrected. No other serious fire safety deficiencies were identified at all of the other campuses. Upon a motion by Trustee Durrance, seconded by Trustee Roberts and unanimously carried, the Board approved the Annual State Requirements for Education Facilities (SREF) Report – Fire Safety, Sanitation and Casualty Inspections 2023-2024 and gives authorization to the Board Chair to sign the inspection on behalf of the College of Central Florida and approves submission to the Florida office of Educational Facilities and the Risk Management Consortium.

Annual State Requirements for Education Facilities (SREF) Report 2023-2024- Fire Safety, Sanitation and Casualty Inspection

PUBLIC HEARING

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 Chuck Prince, Vice President of Administration and Finance to present the following Board policy for a first reading and give a brief summary:

Student and Mandatory Fees 2024-2025

a. Student Fees 2024-2025- The student fees and mandatory fees include tuition, out-of- state, and other fees charges as part of registration for courses and other services provided by the college. There are no changes to the student tuition or standard fees. Individual course fees are only changing to cover the cost of materials or lab fees if increased or decreased.

After discussion, the Chair accepted the policy for reading and authorized advertisement of the policy for approval.

ACKNOWLEDGE RECEIPT

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, 2023, 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, 2023

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 March 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 83% of the year over, 88% of budgeted revenues have been collected and spending is at 76% of projected costs. The Chair acknowledged receipt of the reports on behalf of the Board.

Financial Information- Monthly Financial Summary Report

FOR INFORMATION ONLY

Dr. Henningsen proposed a list of Board of Trustees meetings dates for 2024-2025 which follows the normal schedule of the fourth Wednesday with the exception of October to be the fifth Wednesday of the month due to the ACCT Leadership Summit in Seattle and no meeting scheduled for July and November. The schedule is for review only and will be voted on during the June meeting.

Board Calendar for 2024-2025

Dr. Henningsen requested for Dr. Reyes to update the board regarding some of the changes and challenges with the Free Application for Federal Student Aid (FAFSA). Dr. Reyes presented to the board updates and changes within the FAFSA that is currently plaguing the process due to form errors, technical issues and customer service issues. The impact has decreased the number of submissions; FAFSA submissions are down 28.7% in Florida alone. This will delay financial aid offers that normally go out in May not going out until June. CF teams are providing FAFSA labs and strategic outreaches to students across the Tri-County area to ensure enrollment growth for the fall semester.

Operational Update

Dr. Henningsen added that summer enrollment is up over 9%, and it is too early for fall numbers.

There were no Trustee comments at this time.

BOARD CHAIR/TRUSTEE COMMENTS

Dr. Henningsen presented the President’s report to the Board including a visit from Santa Fe College to the Appleton Museum, the Appleton is now participating in the Blue Star Museum initiative, CF students winning gold at the Florida SkillsUSA State Leadership and Skills Conference Competition under the direction of Sam Ajlani, updates with the CCHB, and the Spring commencement ceremony success; thank you for those who were able to attend the ceremony.

PRESIDENT’S REPORT

Next Board Meeting. Our next meeting will be held **Wednesday, June 26, 2024 at 3 p.m.** at the

Next Board Meeting

Ocala Campus.

There being no further business to come before the Board, Chair Brancato adjourned the meeting at 3:34 pm.

ADJOURNMENT



Joyce Brancato, Chair



James D. Henningsen, Secretary