

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, October 30, 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      Charlie Stone, Vice – Chair  
 Joyce Brancato                                      Rusty Branson  
 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 advised the Board that agenda has been revised for cause. Item 12a – Revision to Annual Institutional General Education Review has been added. Upon a motion by Trustee Brancato, seconded by Trustee Stone and unanimously carried, the Board approved the addition of agenda item 12a – Revision to Annual Institutional General Education Review.

**Revision**

Dr. Henningsen recognized the Trustees for time, commitment and service to the college. Trustee Durrance for 15 years, Trustee Brancato for 13 years, Bill Edgar and Rusty Branson for 9 years.

**RECOGNITION**

Dr. Saul Reyes recognized Dr. Henri Benlolo for 34 years of service to the college. Dr. Benlolo's ability to identify needs and create solutions has been impactful to the college and the success of many students. Dr. Benlolo acknowledged having a good team working towards the same goals has assisted in the growth and success. Dr. Henningsen acknowledged Dr. Benlolo's passion and heart for helping students and having the insight to assist where needed.

Dr. Henningsen recognized IT, Public Safety, Plant Operations, Financial Aid and Payroll. The behind-the-scenes preparation, clean up during both hurricanes is a testament to the dedication of the staff of the college.

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 October 2, 2024 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Branson seconded by Trustee Brancato and unanimously carried, the Board approved the October 2, 2024 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:

Davis, Craig F. - Manager – Plant Safety & Facility Operations – Plant Operations – October 01, 2024  
 Gomez, Stephanie G. – Staff Assistant III – Dental Hygiene – Health Sciences – October 16, 2024  
 Grim, Mikalia C. – TEMP – Graphic Design, Web & Public Relations Coordinator – October 01, 2024  
 Hunton, Mark L. – Public Safety Lieutenant – Public Safety – September 16, 2024  
 Miller, Stuart L. – PC/AV Technician – Information Technology – October 01, 2024  
 Sandford, Sarah – Dual Enrollment Coordinator – Admissions & Student Recruitment – September 16, 2024

## Grants and Contracts – Fund 2:

Arias Rios, Juan D. – Specialist – Perkins Grant – Business & Technology – October 16, 2024  
 Vega Mendez, Janmanuel A. – Public Safety Coordinator – Trainee – Appleton Museum of Art – September 16, 2024

## Auxiliaries – Fund 3:

Hoey, Marcela M. – Specialist II – Food Services – Conference Services – October 01, 2024

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:

Bell, Leslie F.

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:

Barrett, Nathan J.	Hill, Haidee P.	Terry, Billy I.
Crews, Hunter E.	Lindsey, Dustin T.	Tompkins, Izak C.
Delorio, III John J.	Lugo Guzman, Ariel A.	Tran, Alexander M.
Doyle, Christopher R.	Kristensen, Christopher A.	
Zarate, David A.	Hill, Caitlyn M.	

## Temporary Part-Time Professional:

Colyns, Suzanne A.	Oliva-Hasegawa, Marlene	Pontious, Kay F.
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## Temporary Part -Time Career Service: OPS

Johnston, Marjorie M.	Knipe, Stephen D.	White, Valerie A.
Keating, Marista T.	Ryan, Jennifer N.	

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:

Cheek, Jacob A.	Hickman, Ryleigh A.	Robley, Kapri A.
Davis, Vanna B.	Rangel Irikura, MigueL A.	Phifer, Morgan M.

Notification of engagement in outside employment or extra college activities: Harris, Dana M.

Retirements: That the following individual(s) be approved for retirement:  
Williams, Janice M. – Mail Courier – CF Printing & Postal Services – September 13, 2024

Resignations: None this reporting period.

Terminations: None this reporting period.

Separation due to Internal Transfer – No Break in Service:  
Davis, Craig F. – Coordinator – Maintenance – Levy Campus – September 30, 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: None this reporting period.

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 \$78,376.81.

**Property Donations  
/Dispositions**

The Board was asked to ratify approval of four (4) Health Care Affiliation & Internship Agreements and gives authorization to the Board Chair and/or President to sign the agreements on behalf of the College of Central Florida.

**Health Care Affiliation &  
Internship Agreements**

The Board was asked to approve the renewal amendment with BayCare Life Management and give authorization for the Chair to sign the agreement on behalf of the College of Central Florida.

**BayCare Life Management  
Agreement – Renewal  
Amendment**

The Board was asked to approve the School Board of Citrus County School Board Memorandum of Understanding for Emergency Medical Training (EMT)- Renewal and give authorization for the Board Chair to sign on behalf of the College of Central Florida.

**Citrus County School  
Board Memorandum of  
Understanding for  
Emergency Medical  
Training (EMT) – Renewal**

The Board was asked to approve the Levy County Firing Range Use Agreement – Renewal and give authorization for the Chair to sign the agreement on behalf of the College of Central Florida. The firing range at the Lowell Facility is used when a secondary range is needed.

**Levy County Firing Range  
Use Agreement – Renewal**

The Board was asked to approve the US Omni & TSACG Compliance Services – Renewal agreement and give authorization for the Chair to sign the agreement on behalf of the College of Central Florida.

**US Omni & TSACG  
Compliance Services –  
Renewal**

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

**Approval of Consent  
Agenda**

file in the President's office.

#### OTHER BUSINESS

Dr. Fryns, Vice-President of Workforce and Innovation presented to the Board a new Bachelor of Science – Exceptional Student Education (BS-ESE), a state approved initial teacher preparation program with approval by the Florida Department of Education. Graduates would hold a Bachelor of Science in Exceptional Student Education and will be uniquely training to teach special education in the K-12 Setting with endorsements in Reading (K-12) and English for Speakers of Other languages (ESOL K-12). Upon a motion by Trustee Branson, Second by Trustee Stone, a brief discussion of the special nature of the degree, and unanimously carried, the Board approved the New Academic Program.

#### New Academic Program

Dr. Henningsen presented the Mission (Vision) and Core Values of the college and asked the Board reaffirm its commitment to the same. Upon a motion by Trustee Brancato, second by Trustee Stone, and unanimously carried, the Board approved the Mission (Vision) and Core Values of the College.

#### Mission (Vision) and Core Values of the College

Mr. Prince, Vice President of Administration and Finance presented the lease between Marion County and the College for the building historically known as the Pioneer Garden Club and adjacent parking lot. This is a 20-year lease with two 10-year extension options. Marion County will maintain, provide insurance and make any necessary improvements to the inside and outside of the building. Any work or changes to the outside structure require architectural approval. All improvements will be complete within a one-year time frame. After a brief discussion, a motion by Trustee Stone, second by Trustee Branson and unanimously carried, the Board approved the Marion County and the College of Central Florida Lease Agreement – Pioneer Garden Club.

#### Marion County and the College of Central Florida Lease Agreement – Pioneer Garden Club

Mr. Prince, Vice President, 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 Stone, second by Trustee Branson, the motion carried with a unanimous vote.

#### Write-Off Summary- Fiscal Year 2024-2025

The Board was asked to approve the Revisions to Annual Institutional General Education Review for corrections to course descriptions, general education designation and/or course objective for several courses as recommended by the State Office for Course Numbering. This is the third revision of the course list. Feedback from the Florida Department of Education came after the board packet was sent and required action by the Board before the November deadline. Upon a motion by Trustee Brancato, seconded by Trustee Edgar and unanimously carried, the Board approved the Revisions to Annual Institutional General Education Review and authorizes the Chair and President to sign on behalf of the College of Central Florida.

#### Revisions to Annual Institutional General Education Review

#### 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 September 30 for the comparative fiscal years 2023-2024 to 2024-2025. The report also included additional financial information about all operating funds at the college including that with 25% of the year complete, the college has collected 28% of revenue. The Chair acknowledged receipt of the reports on behalf of the Board.

#### Financial Information- Monthly Financial Summary Report

#### FOR INFORMATION

ONLY

Dr. Viviano-Broderick, Vice President of Institutional Effectiveness and College Relations shared the student enrollment trends at CF over the last 5 years including that while headcount increased last year, we are still in a decline of 14.2% over a five-year period. Dr. Reyes, VP Enrollment Management and Student Affairs shared a look at the current fall semester, including enrollment by degree, enrollment by race/ethnicity age and gender. Trustee Branson asked what percentage of enrollment was out of market/state. This will be filtered from enrollment numbers and reported at a later time but it was mentioned that 75% of athletics are from Florida and there are currently about 80 international students. The make up of the student body is similar to the surrounding community and there are still larger gaps enrolling men versus women.

Student Enrollment History Report

Dr. Viviano-Broderick, Vice President Institutional Effectiveness and College Relations introduced Matt Matthews director of resource development and accreditation. Mr. Mathews reviewed how the department locates, researches and applies for funds from federal, state and local grant opportunities. A total of 70 grants were submitted, with 5 new and 8 renewals for a total of 14.2 million. Grant highlights from 2023-2024 include the Florida Department of Education CAP Grant, National Science Foundation ATE Grant for STEM programs, ATE Grant with a focus on Biology/Agricultural Science and LINE Grant with matching funds for Nursing expansion.

Resource Development Department Annual Report 2023-2024

Dr. Henningsen provided an Operation Update to the Board off the status of Jenzebar One and ADP system update, quarterly Title IX report, January Board Workshop and updates on the moving into the State Health Plan for all employees. The College is hosting UF at the CF Vintage Farm for a partnership to expand agricultural programs in the state.

Operational Update

There were no Trustee comments at this time.

BOARD CHAIR/TRUSTEE COMMENTS

Dr. Henningsen presented the President’s Report to the board which included updates about the Citrus Chamber of Commerce VIP Bus Tour, CEP Nextworking events, Non-Land Grant College of Agricultural status, 10<sup>th</sup> anniversary of the BSN program, PTK Inductions, CF Theatre production of Puffs, and community choice award for Best College and Best Museum.


PRESIDENT’S REPORT

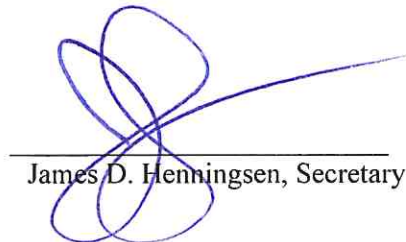
**Next Board Meeting.** Our next meeting will be held **Wednesday, December 11, 2024 at 3 p.m.** at the Appleton Museum.

Next Board Meeting

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

ADJOURNMENT

  
Bobby Durrance, Chair  
Charlie Stone, Vice-Chair

  
James D. Henningsen, Secretary