

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: May 25, 2022

SUBJECT: Minutes of the April 27, 2022 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: May 18, 2022

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the April 27, 2022 minutes of the meeting of the District Board of Trustees.

RECOMMENDATION/ACTION REQUESTED:

That the Board approve the minutes of the meeting of the District Board of Trustees held April 27, 2022.

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, April 27, 2022. The meeting was held on the Citrus Campus.

Members Present: William Edgar, Chair James D. Henningsen, Board Secretary
Rusty Branson, Vice Chair Bobbie Durrance
Joyce Brancato

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 Sonya Warden, Director of Student Affairs of the Citrus Campus. The students recognized were Madison Estes, SAB President, Mathew Wells, SAB Vice-president, and student ambassadors including Perie Shah, Alyssa Shinaberry, Nick Alberto and Alexis Sant. Each student spoke of their time at CF and their plans for the future.

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

The minutes of the March 23, 2022 District Board of Trustees

PERSONNEL ACTIONS

FOR THE APRIL 27, 2022 MEETING

Recommend Board approval of the following:

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:

Fennessy, Sara – Director – Governmental Relations & Special Assistant to the President – May 02, 2022

Gilliland, Carlee A. – Faculty – Associate Degree Nursing – Health Sciences – July 01, 2022

Harland, Amanda L. – Programmer Analyst I – Information Technology – April 01, 2022

Lammogia, Jose' A. – Faculty – Respiratory Care Program – Health Sciences – June 01, 2022

Patel, Ekta H. – Programmer Analyst II – Information Technology – April 01, 2022

Smith, Jolene M. – Communications Center Assistant – Marketing & Public Relations – April 01, 2022

Voiro, Anthony V. – Trades Technician – Facilities – March 01, 2022

Grants and Contracts – Fund 2:

None this reporting period.

Auxiliaries – Fund 3:

None this reporting period.

CALL TO ORDER

PRESENT

RECOGNITION

PUBLIC COMMENT

CONSENT AGENDA

Minutes

Personnel Report

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:

Dzielak, Jennifer M. King, Bradley E. Moreau, Danielle L.

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:

Gibson, Justin H. Johnson, Karen L. King, Bradley E.
Prieto, Kenneth J.

Temporary Part -Time Career Service: OPS

James-Johnson, Tamara Reinemann, Margaret M.

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 \$10.00

None this reporting period.

Notification of engagement in outside employment or extra college activities:

Grant, Shena R.

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

Douglass, Sara – Faculty – Business Division – Business & Technology
– August 10, 2022
Stickney, Linda P. – Executive Administrative Assistant – CF
Foundation – July 31, 2022
Zelinski, Robert A. – Director – Athletics & Wellness Education –
Athletics – June 30, 2022

Resignations:

Piper, Chase D. – Trades Specialist – Facilities – April 04, 2022
McCadden, Dennine J. – Faculty – Associate Degree Nursing – Health
Sciences – May 10, 2022
Scott, Vanessa – Museum Specialist – Appleton Museum of Art –
May 31, 2022
Tomlinson, Patricia M. – Curator of Exhibitions – Appleton Museum of
Art – May 15, 2022

Terminations:

None this reporting period.

Separation due to Internal Transfer – No Break in Service:

Smith, Jolene M. – Staff Assistant III – Mathematics – March 31, 2022

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:

Bradshaw, Susan E. – Faculty – Communications – July 01, 2022 to June 30, 2023

Separation from the College due to Elimination of Position:

Marino, Robert M. – Faculty – Communications – August 15, 2022

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

- Bruno, Leeroy S. – Academic Support Specialist – E-Learning
- Peoples, Faith G. – Admissions Advisor – Admissions & Records
- Roskovich, Leslie M. – Educational Advisor – Perkins – Student Success
- Webber, Audriana A. – Admissions & School Relations Specialist – Admission & Records

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 \$260,338.56

At the March Curriculum meeting, the Curriculum Committee recommended course and program modifications, which the President has recommended for approval.

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

The Board was asked to ratify approval of six (6) Agreements for Services of International Independent Contractors and gives authorization to the Board Chair to sign the agreements on behalf of the College of Central Florida.

The Board was asked to approve an amendment to the BM Technologies, Inc. Agreement that extends the agreement for an additional five (5) years effective July 1, 2022

The Board was asked to approve the contract renewal with the College Attorney. This contract is valid for the period June 1, 2022 thru June 30, 2027.

**Property
Donation/Dispositions**

Curriculum Changes

**Health Care Agency
Affiliation and Internship
Agreements**

**Agreement for Services of
International Independent
Contractors**

**Amendment to Bank
Mobile Technologies
Agreement**

President’s Contract

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

Katie Hunt, Director of Facilities presented a Construction Update including Ocala Campus, building 6 Health Science Remodel, Building 12 Pool Demolition, Hampton Campus Dental Hygiene Remodel, and Citrus Campus Respiratory Therapy Lab.

Presentation – Construction Update

OTHER BUSINESS

The board was asked to approve a Memorandum of Understanding with Lockheed Martin to enhance the partnership with the College of CF to develop a pre-apprenticeship and apprenticeship programs to deliver relevant training to student and Lockheed Martin employees. Upon a motion by Trustee Branson and seconded by Trustee Durrance and unanimously carried, the Board approved the MOU.

Lockheed Martin Memorandum of Understanding

The Curriculum Committee recommended to the Board a new academic program and related courses for approval. Upon a motion by Trustee Brancato, seconded by Trustee Branson and unanimously carried, the New Program/Curriculum Changes were approved by the Board.

New Program/Curriculum Changes

The College rents facilities and grounds to various entities throughout the year. Areas available for rent include the Appleton Museum of Art, Citrus Campus Conference Center, Klein Conference Center, Levy Campus Conference Center, Webber Center, the Vintage Farm, the Fine Arts auditorium, outside areas, and certain classrooms, and/or conference/seminar rooms at the Hampton Center and the Ocala, Citrus, and Levy campuses. The rates and regulations will be effective July 1, 2022. Upon the motion of Trustee Branson and seconded by Trustee Durrance and unanimously carried, the Board approved the rental fees, guidelines, and conditions incorporated within the Guidelines for Base Fee Facilities Rentals.

Guidelines for Base Fee Facilities Rentals

Dr. Ramsammy, Vice President Institutional Effectiveness, introduced Dr. Mary Ann Begley, Director of Diversity and Inclusion, to present the findings of the 2021- 2022 Equity Report. The board was asked to approve the 2021-2022 Equity Report and give authorization to the Board Chair to sign the 2021-2022 Equity Report on behalf of the College of Central Florida. With a motion by Trustee Brancato and a second by Trustee Durrance, the motion was unanimously carried.

2021-2022 Equity Report

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 March for the comparative fiscal years 20/21 to 21/22. The report included information about general college operations (Fund 1). The Chair acknowledged receipt of the reports on behalf of the Board.

Financial Information- Monthly Financial Summary Report

FOR INFORMATION ONLY

Mr. Prince, Vice President of Administration and Finance, provided an update on the Higher Education Emergency Relief Funds (HEERF) including balances and projections for end of year.

Higher Education Emergency Relief Fund (HEERF)

Chuck Prince, Vice President of Administration and Finance, reviewed the highlights of the

Auditor General Report No

Auditor General Report No. 2022-175 – Financial Audit. This report is a Financial Audit for the Fiscal Year ending June 30, 2021.

2022-175 – Financial Audit

Chuck Prince, Vice President of Administration and Finance, the highlights of the Overview of Auditor General Report No. 2022-189 – State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for the Fiscal year ending June 30, 2021. The audit findings were reviewed.

Overview of Auditor General Report No.2022-189 and Internal Controls Over Financial Reporting and Federal Awards

Chuck Prince, Vice President of Administration and Finance, presented a change order for the Hampton Dental Hygiene Remodel project expanding the original design increasing the scope of the work to accommodate an additional 12 students per cohort.

Hampton Dental Hygiene Change Order

Dr. Vernon Lawter presented a Citrus Campus update to the board including recognition of the new signage of the Charles S. Dean Sr. Educational Center, remodeling for the new Respiratory Therapy lab, new fitness room for faculty and staff, and closing of the food pantry on campus. Conference services has returned to a pre-Covid normalcy in functions and space rentals as well as a return of the Citrus Campus Advisory Committee for local leaders.

Citrus Campus Update

Dr. Henningsen presented the Operational update including a 3-million-dollar donation that could be matched with a state program. Dr. Lawter presented a Covid-19 update including that the reporting of cases to the health department and contact tracing is no longer required.

Operational Update

There were no comments from the board Chair or trustees.

BOARD CHAIR/TRUSTEE COMMENTS

Dr. Henningsen presented the Presidents report commenting on the number of awards and recognitions to the staff and students at the college.

PRESIDENT’S REPORT

Next Board Meeting. Our next meeting will be held **Wednesday, May 25, 2022, at 3 p.m.** at the Ocala Campus, Founders Hall Board Room.

Next Board Meeting

There being no further business to come before the board, Trustee Brancato made a motion to adjourn and seconded by Trustee Branson, Chair Bill Edgar declared the meeting adjourned at 4:16 pm.

ADJOURNMENT

William Edgar, Chair

James D. Henningsen, Secretary