

COLLEGE OF CENTRAL FLORIDA

1

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: May 24, 2023

SUBJECT: Minutes of the April 26, 2023 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: May 17, 2022

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the April 26, 2023 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 26, 2023.

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, April 26, 2023 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Citrus Campus.

CALL TO ORDER

Members Present: Rusty Branson, Chair Joyce Brancato, Vice-Chair
 William Edgar Bobby Durrance
 Fred Roberts, Jr. Charlie Stone
 Dr. Mike Torres 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

Dr. Henningsen recognized Deborah Ressler for her long-time commitment to nursing education, Citrus County Hospital Board, the community and to the College and the health care programs. With her support, the college has received over 10 million in grants in support of the Nursing program. Going forward, the Nursing program at CF will be named the Debbie Ressler Nursing Program as a thank you for her support and partnership. Mrs. Ressler was both honored and humbled for the recognition and thankful from the support of family and friends.

RECOGNITION

Dr. Henningsen introduced Dr. Lawter to recognize the Citrus SAB and Student Leaders. Sonya Warden, Director of Student Affairs introduced Perie Shah -President of SAB, Katie Koelber - Vice President, Beverly Bourgooin - Diversity & Programming, Alexis Sant – Ambassador, Marolyn Medina Rio- Ambassador. Sonya thanked all of the students for their leadership, motivation and innovative thinking while supporting their peers.

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

CONSENT AGENDA

The minutes of the March 22, 2023 District Board of Trustees

Minutes

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:

- Daniel, David W. – Faculty – Business & Technology – August 16, 2023
- DeSensi, Christina R. – Staff Assistant I – Administration Staff – Citrus – March 20, 2023
- Huertas, Linda T. – Staff Assistant III – Business & Technology – April 03, 2023
- Justice, Eric R. – Grounds Specialist – Facilities – Citrus – March 20, 2023
- Shinaberry, Alyssa D. – Financial Aid Specialist II – Enrollment Services – Citrus – April 03, 2023
- Singleton, Jennifer A. – Staff Assistant III – Health Sciences – May 01, 2023
- Soller, Eian R. – Facilities Worker – Facilities – Citrus – March 20, 2023

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: 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:

Almany, Brandy R. Gilardi, Heather M. Yatsko, Paul G.

Temporary Part -Time Career Service: OPS

Bonilla, Jose Luis Reyes, Gabriel L. Visaga, Marilu M.
Ramnaraine, Aaron Y. Rodriguez Sanchez, Angel F.

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:

Campbell, Keron Gavin Fredericks, Christopher M. Nunez, Mya N.
Goodman, Isaac W. Keller, Sydney E. Valet Rosario, Inglis R.
Fertig, Norma C. Meade, Joseph C.

Notification of engagement in outside employment or extra college activities: None this reporting period.

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

Govantes, Justine H. – Executive Administrative Assistant – Administration Staff – Citrus – 08/31/2023

McDonough, Catherine A. – Faculty – Associate Degree Nursing – Health Sciences – August 10, 2023

Wilson, John T. – Trades Specialist – Carpenter – Facilities – April 20, 2023

Resignations:

Barnes, Jennifer L. – Financial Aid Scholarship Specialist – Financial Aid – March 31, 2023

Bufka, Lori A. – Faculty – Communications – June 30, 2023

Fennessy, Sara J. – Director – Governmental Relations and Special Assistant to the President – President's Staff – March 31, 2023

LaPointe, Mary A. – Executive Administrative Assistant – Administration and Finance – April 03, 2023

Puiia, Kim M. – Faculty – Associate Degree Nursing – Health Sciences – May 08, 2023

Schneiderman, Jon L. – Faculty – Communications – Citrus – April 11, 2023

Terminations: None this reporting period.

Separation due to Internal Transfer – No Break in Service:

Huertas, Linda T. – Staff Assistant IV – Student Success – March 31, 2023

Shinaberry, Alyssa D. – Student Services Specialist – Student Affairs – Citrus – March 31, 2023

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:

Ortiz, Christina L. – Enrollment Specialist – Admissions & Records
 Vought, Emily J. – Coordinator – Criminal Justice and Public Service – Criminal Justice Institute

2023-2024 Appointment Roster – Administrative Personnel:

Ash, Steven B.	Hunt, Katherine A.	Prince, Jr., Charles A.
Austin, George Alton	Imes, Jean M.	Ramsammy, Jillian D.
Begley, Mary Ann	Klepfer, Jennifer S.	Reyes, Saul
Benlolo, Henri	Knife, Christopher R.	Robinson, Raphel R.
Brauckmuller, Lois E.	Lawter Jr, Vernon L.	Ruiz, Faithe L.
Cortes, Stephanie M.	McGinnes, Rodney S.	Smith, Lisa M.
Danuff, Allan G.	McGlashan, Holland M.	Steuber, Jason M.
Fryns, Jennifer L.	McIntosh, Charles	Viviano-Broderick, Tamara F.
Gonsalves, Dawn L.	Menadier, Judy D.	Wolf, Robert J.
Hart, Chenita S.	Paugh, Mark L.	

Instructional:

Advancement in Rank – Effective with New 2023-2024 Academic Contract:

Name	Current/Promotion Rank	Department
Mathew, Abraham	Assistant Professor to Associate Professor	Business /Technology
Zamot, Tammy J	Associate Professor to Professor	Nursing
Witkovich, Lori A.	Associate Professor to Professor	Communications
Weeks, Pamela M.	Associate Professor to Professor	Mathematics
Cooper, Sandra J.	Professor to Senior Professor	Communications
Wirt, Michele B.	Professor to Senior Professor	Visual & Performing Arts

Recommended for Continuing Contract - Faculty – Instructors:

Faculty	Division	Department
Broaderick, Travis Scott	Instructional	Health Sciences
Mills, (Hammond) Kelli	Instructional	Criminal Justice Institute
Pasquale, Denise Hurd	Instructional	Communications
Quigley, Melissa	Instructional	Mathematics

Recommended for Annual Contract for 2023-2024 Academic Year

1st year	2nd year	3rd year
Adkin, Angie M.	Cline, Shana D.	Abraham, Saley
Callahan, Tamra J.	Collins, Krista R.	Ash, Jong Hyun
Cheuvront, Samantha L.	Cornille, Tracey R.	Carrigan, Matthew A.
Daniel, David	Dees, Alexandra G.	Davidson, Marie L.
Knapp, Nathan SM	Harris, Dana M.	Davis, Nona Lee
Matile, Luisina P.	Moore-Ambrosia, Jennifer M.	Eckenroth, Laura M.
Meridith, Tania M.	Nardelli, Robert	Lewis-Vogel, Kimberly
Miller, Elena	Norberto-Whipple, Michelle	Luffman, Jennifer W.
Sanders, Barbara J.	O'Connor, Tennille I.	Matoba, Robert D.
		McCarroll, Nicole J.
		McKown, Jessica R.

4th year	5th year	6th year extension
Joranlien, Lisa A.	Douglas, Tavis L.	Wagner, Kathryn
Perry, Elyse M.	Lucas, Lauren	
Schuck, Melissa A.	Maurer, Sonya	
	McRae, Karen B.	
	Rolland, Roberta A.	

Recommended for Non-Renewal of Annual Contract: Toro-Clarke, Jose A

FOR INFORMATION ONLY

These faculty members are on continuing contract and will be returning next academic year 2023-2024 beginning in fall.

Faculty-Instructors:

Abbruzzi, Steven J.	Hooker, Patricia W.	Rosen, Lee H.
Abshier, Nancy W.	Kielty, Lori S.	Sampson, Eric
Adams, Wendy M.	Kim, Kyoung-Tae	Sands, Mae S.
Ajlani, Husam I.	Kirk, Richard F.	Satterfield, Sarah W.
Alling, Melissa F.	Kisvarsanyi, Erika G.	Schenk, Steve C.
Amesbury, Elaine	Knierim, Christine A.	Scheppers, Jean M.
Anene, Nnamdi J.	Lanzilla, David J.	Sims, Amira H.
Ash, John D.	Longtin, Jason P.	Smith, Caroline W.
Bledsoe, John M.	Lu, Min	Smith, Richard S.
Bosley, Andrew L.	Maltais, Lynn M.	Sorrentino Vidal, Lisandra DLC
Bradshaw, Susan	Manley, James M.	Stancil, Karen I.
Brown, Kirby A.	Manley, Leann H.	Taylor, Mark A.
Capps, Kenneth B.	Martin, Angela T.	Thompson, Andrew A.
Class, James	Martin, Julio L.	Thompson, Jay A.
Clutter, Tyrus R.	Mathew, Abraham	Warner, Eric D.
Cooper, Ron L.	Mayne, Dewith	Watts, Chelsea A.
Cooper, Sandra J.	Mazur, Jennifer A.	Weeks, Pamela M.
Cote, Zackery S.	McCammon, Julee W.	Wilkerson, Uvonda S.
Davis, Mark T.	Meier, James E.	Wilson, Karla B.
Davis, Sandra	Moody, Cynthia M.	Wirt, Michele B.
Delgado-Oakwood, Virginia	Nicely, Pete D.	Witkovich, Lori A.
Dosh, Shannon D.	Osborne, Amy E.	Yates, Evan I.
Duncan, Jennifer L.	Penegor, Clare M.	Young, Graham D.
Freeman, Bertha L.	Robbins, Kathleen M.	Zacke, Jerelyn S.
Haisten, Judy M.	Roberts, Thanease G.	Zamot, Tammy J.
Hardgrove, Connie S.	Robinson, Renae Kinnett	Zarillo, Lorraine B.

Librarians:

Minnerly, Elizabeth

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 \$137,663.05.

The Board was asked to approve the Health Care Affiliation & Internship agreements and give authorization to the President to sign the agreements on behalf of the College of Central Florida.

**Property Donations
/Dispositions**

**Health Care Agency
Affiliation & Internship
Agreements**

The Board was asked to ratify approval of two (2) Agreements for Services of International Independent Contractors and gives authorization to the President to sign the agreements on behalf of the College of Central Florida.

International Independent Contractors

The Board was asked to approve the Ambleside School of Ocala Articulation Agreement for College and Career Acceleration-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 for College and Career Acceleration 2023-2024-Renewal

The Board was asked to approve the Citrus County School Board Articulation Agreement for College and Career Acceleration-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 for College and Career Acceleration 2023-2024- Renewal

The Board was asked to approve the First Assembly Christian School Articulation Agreement for College and Career Acceleration-renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

First Assembly Christian School Articulation Agreement for College and Career Acceleration 2023-2024- Renewal

The Board was asked to approve the Liberty Christian Preparatory Academy Articulation Agreement for College and Career Acceleration-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 for College and Career Acceleration 2023-2024-Renewal

The Board was asked to approve the Ocala Christian Academy Articulation Agreement for College and Career Acceleration-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 for College and Career Acceleration 2023-2024-Renewal

The Board was asked to approve the Seven Rivers Christian School Articulation Agreement for College and Career Acceleration-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 Agreements for College and Career Acceleration 2023-2024- Renewal

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

Levy County School Board Mid Florida Career Pathway Consortium Agreement - Renewal

The Chair asked for highlights on the purpose of articulation agreements for the benefit of the new trustees. Dr. Austin explained that these agreements are part of the state statute and rules requiring the colleges to follow for public and private schools, mechanisms on how credit is received and earned, grading earned, and cost.

Approval of Consent Agenda

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

The Marketing and Public Relations Department presented marketing strategies of the college including an explanation of multiplatform campaigns, digital displays, Google ads, social media, streaming services, and the impact of each, the target areas of each and how enrollment and traffic to the website is measured to get the most attention impacting the appropriate audience.

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, and Dr. Henningsen asked for approval of the following:

Policy 1.01 Equal Access/ Equal Opportunity

This is a revised policy needed for compliance with state rules and regulations. After discussion, upon a motion by Trustee Stone, seconded by Trustee Edgar and unanimously passed, the Board approved Policy 1.01 Equal Access/Equal Opportunity.

Dr. Mark Paugh, Vice President of Academic Affairs, presented CF Roads Scholars Spring and Summer 2024 International Travel for the Board approval. After discussion of safety, cost and availability of possible scholarships, upon a motion by Trustee Roberts, seconded by Trustee Torres and unanimously passed, the Board approved the CF Roads Scholars Spring & Summer 2024 International Travel.

The College rents facilities and grounds to various entities throughout the year. Areas available for rent include the Appleton Museum of Art, Charles S. Dean Educational 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, Wilton Simpson Citrus and Jack Wilkinson Levy campuses. The rates and regulations will be effective July 1, 2023 with a slight increase in the Appleton and Ewers Center. After discussion and request for report of utilization, upon a motion of Trustee Brancato and seconded by Trustee Roberts and unanimously carried, the Board approved the rental fees, guidelines, and conditions incorporated within the Guidelines for Base Fee Facilities Rentals.

Dr. Ramsammy, Vice President Institutional Effectiveness, introduced Dr. Mary Ann Begley, Director of Compliance and Planning, to present the findings of the 2022-2023 Equity Report as per the Florida Educational Equity Act requiring colleges to develop a general overview of compliance status in areas of policy, student preparation, gender equity in athletics and accountability in institutional employment. At this time only part two of the equity report has been released from the state and the remainder of the report will come before the board in June. The board was asked to approve the partial 2022-2023 Equity Report and give authorization to the Board Chair to sign on behalf of the College of Central Florida. With a motion by Trustee Edgar and a second by Trustee Stone, the motion was unanimously carried.

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 March 31 for the comparative fiscal years 2021-2022 and 2022-2023. The report also included additional financial information about all operating funds at the college. The Chair acknowledged receipt of the reports on behalf of the Board.

PRESENTATION

PUBLIC HEARING

**Policy 1.01 Equal Access/
Equal Opportunity**

OTHER BUSINESS

FOR APPROVAL

**CF Roads Scholars
Proposed Spring &
Summer 2024 Travel**

**Guidelines for Base Fee
Facilities**

Equity Report 2022-2023

**ACKNOWLEDGE
RECEIPT**

**Financial Information-
Monthly Financial
Summary Report**

**FOR INFORMATION
ONLY**

Chuck Prince, Vice President of Administration and Finance, provided an update on the Higher Education Emergency Relief Funds (HEERF) including balances, projections and final draw down for June. Discussion regarding HEERF and final liability/reports.

**Higher Education
Emergency Relief Funds
(HEERF)**

Chuck Prince, Vice President of Administration and Finance, reviewed the highlights of the Auditor General Report No. 2023-182 – Financial Audit. This report is a Financial Audit for the Fiscal Year ending June 30, 2022. An Executive Summary was distributed at the meeting. The college had a perfect audit with no findings. The Department of Cultural Affairs received the audit of the Appleton Cultural Center Inc. and is not included in the audit for the college.

**Auditor General Report
No. 2023-182 Financial
Audit**

Chair Branson requested a future workshop on FRS and liability and impact to the college as is it described in the report.

Chuck Prince, Vice President of Administration and Finance, went over the highlights of the Overview of Auditor General Report No. 2023-174 – State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for the Fiscal year ending June 30, 2022. This report contains every agency who receives any federal award. There were no audit findings for the college. Full copy of report was available for review and a PDF copy will be forwarded via email.

**Overview of Auditor
General Report No. 2023-
174; State of Florida
Compliance and Internal
Controls Over Financial
Report and Federal
Awards**

Dr. Vernon Lawter, Vice President of Regional Campuses updated the board on construction, faculty, enrollment including dual enrollment, student affairs, orientation for FTIC students, and the popularity of the college as a host for events. The Citrus Campus advising committee continues to meet on campus to work with the community on how the college can serve the needs.

Citrus Campus Update

Dr. Henningsen updated the board on the status of the current session scheduled to end on Friday. The Senate Ethics & Elections committee meeting has confirmed the new trustees. Budget is still in conference. Good news with \$100 million recurring general revenue to college system through the new funding model. The equine and agribusiness \$1.6 million ask is still waiting for confirmation on the house side. Nursing pipeline is \$40 million for a reward for nursing excellence and \$19 million available for LINE funding match. Constitutional carry has been signed effective July 1 but has no impact on the college. SB 266 and HB 999 requires state and federal funds cannot be used for diversity, equity and inclusion programs but student fees for clubs and organizations are exempt. Workforce bill allowing technical colleges to offer AS degrees is also being voted on this week. Updates via email as legislation passes.

Legislative Update

We will not need the \$1.4 million from the Marion County Hospital District for renovations of building 6. We do need an updated MOU for the nursing building and then we will ask to see if interest in using \$1 million for the nursing building to cover shortfalls due to the higher than expected construction costs.

Operational Update

Grace Christian School has requested access to the Vintage Farm campus for active shooter drills and to install a gate. Currently investigating for liability as property does not always have staff and there are live animals (horses, bulls, cows) that could pose danger.

2023 Aspen Prize for Community College Excellence benchmarking comparison that we are doing well against peer colleges. The college has met or exceeded the average of the top 150 colleges. This is one measure for peer comparison and benchmarking.

There were no Trustee comments at this time.

**BOARD
CHAIR/TRUSTEE
COMMENTS**

PRESIDENT'S REPORT

Dr. Henningsen encouraged the Board to read all of the departmental updates and activities and re-acknowledged the renaming of the nursing program.

Next Board Meeting. Our next meeting will be held **Wednesday, May 24, 2023 at 3 p.m.** at the Ocala Campus.

Next Board Meeting

The chair recognized Dr. Lawter and staff for hosting the reception and meeting. There being no further business to come before the Board, Chair Branson adjourned the meeting at 4:50 pm.

ADJOURNMENT

Rusty Branson, Chair

James D. Henningsen, Secretary