

COLLEGE OF CENTRAL FLORIDA

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AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: March 22, 2023

SUBJECT: Minutes of the February 22, 2023 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: March 15, 2023

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the February 22, 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 February 22, 2023.

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, February 22, 2023 and asked that everyone stand to recite the Pledge of allegiance. The meeting was held on the Jack Wilkinson Levy Campus.

Members Present: Rusty Branson, Chair Joyce Brancato, Vice-Chair
 William Edgar Dr. Mike Torres
 Fred Roberts, Jr.
 James Henningsen, Board Secretary

Members Absent: Robert Durrance, Charlie Stone

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 Holland McGlashan to introduce Levy Campus Students. Tristan Gamble, Cassie Lozier and Joseph Effler introduced themselves and talked about the classes and staff at the Jack Wilkinson Levy Campus.

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 January 25, 2023 District Board of Trustees.

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:

Moore, Kimberly L. – Manager – Visitor Services and Museum Store – February 01, 2023
 Rios Torres, Yeidilene – Coordinator – Online Library Resources and Instruction –
 Learning Resources Center – February 01, 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:

Trombly, Charles 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:

Davis, Ayanna O. Galloway, Tyler E. Santos, Awilda
 Eno, Jacob M. Garcia, Edgar

Temporary Part -Time Career Service: OPS

Ewing, Karen J. Howard, Jace M. Yonts, Bailey M.
 Hatch, Jeanine J. Sabat, Zoraida Zalman, Doreen

CALL TO ORDER

PRESENT

ABSENT

RECOGNITION

PUBLIC COMMENT

CONSENT AGENDA

Minutes

Personnel Actions

Heinrich, Frank L.

Tribble, Sheivon R.

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:

Davis, Aloray L.

Hertel, Tristan C.

Johansen, Tom R.

Gonzalez-Romero, Hernan

Khan, Adam

Taylor, Kaliseyans L.

Notification of engagement in outside employment or extra college activities:

Toro-Clarke, Jose A.

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

Anderson, Barbara J. – Associate Dean – Nursing – Health Sciences, May 31, 2023

Resignations:

Chavez, Rafael A. – Accountant I – Financial Operations – January 17, 2023

Rodriguez, Rod A. – International Student Admissions and Advising Specialist – Enrollment Management – February 01, 2023

Terminations: None this reporting period.

Separation due to Internal Transfer – No Break in Service:

Rios Torres, Yeidilene – Librarian – Learning Resources Center – January 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:

Gross, Erina – Student Activities Outreach Coordinator – Student Affairs – Citrus

Preece, Ashlyn V. – E-Learning & Learning Support Specialist – E-Learning

Shinaberry, Alyssa D. – Student Services Specialist – Student Affairs – Citrus

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 \$50,333.31

**Property Donations
/Dispositions**

The Board was asked to approve the Curriculum Changes as recommended by the Curriculum Committee and approved by the President.

Curriculum Changes

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

**Health Care Affiliation and
Internship Agreements**

The Board was asked to approve the International Independent Contractor Agreement and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

**International Independent
Contractor Agreement**

Board of Trustees Meeting Minutes	02-22-2023
<p>The Board was asked to approve the School Board of Alachua County Inter-Institutional Articulation Agreement for College and Career Acceleration-New and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.</p>	<p>School Board of Alachua County Articulation Agreement for College and Career Acceleration- New</p>
<p>The Board was asked to approve the Dream 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.</p>	<p>Dream Academy Articulations Agreement for College and Career Acceleration - Renewal</p>
<p>The Board was asked to approved curriculum catalog deletions recommended by the Curriculum Committee and approved by the President.</p>	<p>College Catalog Deletions 2022-2023</p>
<p>The Chair presented the Consent Agenda for approval. Upon a motion by Trustee Torres, 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 file in the President's office.</p>	<p>Approval of Consent Agenda</p> <p>OTHER BUSINESS</p>
<p>Dr, Mark Paugh, Vice President of Academic Affairs, presented new programs as approved by the Curriculum Committee at the January 26 meeting. The programs are comprised of currently existing programs for an advanced technical certificate. The Board was asked to approve new academic programs recommended by the Curriculum Committee and approved by the President. Upon a motion by Trustee Edgar, second by Trustee Torres and unanimously passed, the Board approved the New Academic Programs.</p>	<p>New Academic Programs</p>
<p>Dr. Mark Paugh, Vice President of Academic Affairs presented the Academic Calendar for 2023-2024. The Board was asked to approve the proposed Academic calendar for 2023-2024. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Brancato seconded by Trustee Edgar and unanimously passed, the Board approved the Academic Calendar for 2023-2024.</p>	<p>Academic Calendar for 2023-2024</p>
<p>Mr. Charles Prince, Vice President of Administration and Finance presented the Administrative calendar for 2022-2023. The Board was asked to approve the proposed Administrative calendar for 2023-2024. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Torres, seconded by Trustee Edgar and unanimously passed, the Board approved the Administrative Calendar for 2023-2024.</p>	<p>Administrative Calendar for 2023-2024</p>
<p>Mr. Charles Prince, Vice President of Administration and Finance presented the Health Science Technology Center, Ocala Campus, New Nursing Building – HuntonBrady Architects, P.A. Proposal to the Board for approval. After discussion and upon a motion by Trustee Brancato, seconded by Trustee Torres and unanimously passed, the Board approved the Health Science Technology Center, New Nursing Building- HuntonBrady Architects, P.A. Proposal.</p>	<p>Health Science Technology Center, New Nursing Building- HuntonBrady Architects, P.A. Proposal</p>
<p>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 January for the comparative fiscal years 21/22 to 22/23. The report included information about general college operations (Fund 1), increased revenues due to state support and on-target for end-of-year budget. The Chair acknowledged receipt of the reports on behalf of the Board.</p>	<p>ACKNOWLEDGE RECEIPT</p>
	<p>Financial Information- Monthly Financial Summary Report</p>

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 including an extension through June 30 deadline.

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

Mr. Prince, Vice President of Administration and Finance, provided an update on Fraud Prevention and Cyber Security Procedures Update including how to identify risks, likelihood of fraud and consideration of who and how and the procedures in place at the College for faster detection and prevention.

**Fraud Prevention and Cyber
Security Procedures Update**

Mr. Prince, Vice President of Administration and Finance, provided an update on the Auditor General Report no. 2023-007, Operational Audit Update to the Board. The audit findings and follow up progress of each item was discussed. Office process updates will be provided to the Board as requested by the Chair.

**Auditor General Report no.
2023-007, Operational Audit
Update**

Holland McGlashan, Levy Campus Provost presented a 2023 update of the Levy Campus including adult education, welding program, dual enrollment, recruitment, outreach, student life, projects and goals.

Levy Campus Update

Dr. Henningsen presented a governmental affairs update beginning with a thank you to Trustee Branson and Torres for attending the ACCT National Legislative Summit in DC. Thanks to their visit, Congresswomen Kat Cammack scheduled a visit to our farm. Additional updates were provided on legislative and executive branch meetings in Tallahassee and the request for presentation to the Postsecondary Education and Workforce Subcommittee in Tallahassee.

**Governmental Affairs
Update**

Chair Branson commented on the effective visit to the ACCT Legislative Summit in Washington DC with Trustee Torres and Director of Government Affairs Sara Fennessy.

**BOARD CHAIR/TRUSTEE
COMMENTS**

Dr. Henningsen presented the President's Report to the board which included information about the U.S. Department of Labor Grant, the Jack Wilkinson Levy Campus Advisory Committee, COBA conference at the Ocala campus and the recent Faculty Professional Development day. The President encouraged the Board to read all of the departmental updates and activities.

PRESIDENT'S REPORT

Next Board Meeting. Our next meeting will be held **Wednesday, March 22, 2023 at 3 p.m.** on the Ocala Campus.

Next Board Meeting

There being no further business to come before the Board, Chair Branson asked for a motion to adjourn, motion by Trustee Torres and meeting was adjourned at 4:26 pm.

ADJOURNMENT

Rusty Branson, Chair

James D. Henningsen, Secretary