

Board of Trustees Meeting Minutes	7/06/2022
<p>The Vice-Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, July 6, 2022 at the Citrus Campus and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Citrus Campus.</p>	CALL TO ORDER
<p>Members Present: Rusty Branson, Vice-Chair James Henningsen, Board Secretary Joyce Brancato Bobbie Durrance</p>	PRESENT
<p>The Vice- 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.</p>	
<p>William Edgar was unable to attend.</p>	ABSENT
<p>The Vice-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</p>	PUBLIC COMMENT
<p>Dr. Henningsen recognized Senate President Wilton Simpson for his great legislative accomplishments and Presidents Simpson's support of the College and presented him with the Legislative Champions Award for his outstanding leadership and support.</p>	RECOGNITION
<p>The Vice-Chair supported Dr. Henningsen's remarks and asked the board to consider item 14 on today's agenda. Upon a motion by Trustee Brancato and seconded by Trustee Durrance and unanimously carried, the Citrus Campus will be renamed the Wilton Simpson Citrus Campus in recognition for his outstanding service and leadership to our community and state. President Simpson thanked the board and acknowledged the efforts of the college and the willingness to update and seek the needs of the community while providing excellent affordable education.</p>	CONSENT AGENDA
<p>The minutes of the May 25, 2022 District Board of Trustees</p>	Minutes
<p>Recommend Board approval of the following:</p>	Personnel Report
<p>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:</p>	
<p>Operating Fund 1:</p>	
<p>Bruno Rivera, Siul – Trades Technician – Facilities – May 16, 2022</p>	
<p>Buhain, Joseph P. – Faculty – Respiratory Care Program – Health Sciences – June 01, 2022</p>	
<p>Garcia, Edwin A. – Staff Assistant IV – Citrus – July 01, 2022</p>	
<p>York-Alcorn, Rebecca S. – Admissions & School Relations Specialist – Citrus – May 16, 2022</p>	
<p>Grants and Contracts – Fund 2: None this reporting period.</p>	
<p>Auxiliaries – Fund 3: None this reporting period.</p>	
<p>Reorganizations: None this reporting period.</p>	
<p>Adjunct Instructors: That the following persons be appointed to teach credit courses on a term-by-term basis as needed: None this reporting period.</p>	
<p>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: None this reporting period.</p>	
<p>Temporary Part -Time Career Service: OPS</p>	
<p>Boulware, Mellissa J. Lumley, Lauren M. Moore, Caleb K. Cornille, Nicholas JB</p>	

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: None this reporting period.

Retirements: That the following individual(s) be approved for retirement: None this reporting period.

Resignations: Reynolds, Robert J. – PC/AV Technician – Information Technology – May 31, 2022

Terminations: None this reporting period.

Separation due to Internal Transfer – No Break in Service: None this reporting period.

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 \$36,977.27

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

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

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

The Board was asked to approve the Citrus County School Board Articulation Agreement for College and Career Acceleration Agreement 2022-2023 Agreement and give authorization to the Board Vice-Chair to sign the agreement on behalf of the College of Central Florida.

**Property Donation
/Disposition**

**Health Care Agency
Affiliation & Internship
Agreements**

**International Independent
Contractor Agreements**

**Levy County School Board
– Mid Florida Career
Pathway Consortium**

**Marion County School
Board – Mid Florida
Career Pathway
Consortium**

**Citrus County School
Board Articulation
Agreement for College and
Career Acceleration
Agreement 2022-2023
Agreement**

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<p>The Board was asked to approve the CareerSource Citrus Levy Marion Professional Career Center Memorandum of Understanding - Renewal and give authorization to the Board Vice-Chair to sign the agreement on behalf of the College of Central Florida.</p>	<p>CareerSource Citrus Levy Marion Professional Career Center</p>
<p>The Board was asked to approve the Gilchrist County School Board Articulation Agreement for College and Career Acceleration Agreement 2022-2023 - Renewal and give authorization to the Board Vice-Chair to sign the agreement on behalf of the College of Central Florida.</p>	<p>Gilchrist County School Board Articulation Agreement for College and Career Acceleration</p>
<p>The Board was asked to approve the Marion County School Board Articulation Agreement for College and Career Acceleration Agreement 2022-2023 - Renewal and give authorization to the Board Vice-Chair to sign the agreement on behalf of the College of Central Florida.</p>	<p>Marion County School Board Articulation Agreement</p>
<p>The Board was asked to approve the CF Foundation Audit, 990 and DSO Checklist for January 1, 2021 through December 31, 2021 and give authorization to the Board Vice-Chair to sign the agreement on behalf of the College of Central Florida.</p>	<p>CF Foundation Audit, 990 and DSO Checklist.</p>
<p>The Vice-Chair presented the Consent Agenda for approval. Upon a motion by Trustee Brancato, seconded by Trustee Durrance 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>Prior to the adoption of the following board policies and pursuant to Florida Statutes, the Vice-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:</p>	<p>PUBLIC HEARING</p>
<p>Student and Mandatory Fees 2022-2023</p> <p>As required by State Board of Education Rules and Florida Statutes 2022-2023, student and mandatory fees additions, changes, and deletions were properly noticed at least 28 days before college administration's recommendation for approval at the meeting. There were no changes to the student tuition or standard fees but the increase or decrease in individual course fees were due to changes in cost materials. As there were no questions regarding the fees, upon a motion by Trustee Brancato, seconded by Trustee Durrance, and unanimously carried, the Board approved the fee schedule.</p>	<p>Student and Mandatory Fees 2022-2023</p>
<p>The Board was asked to approve the contract renewal with the College Attorney. This contract is valid for the period July 1, 2022 thru June 30, 2023. Discussion of the increase in the fees will required additional documentation to the State of Florida that Dr. Henningsen will complete. After discussion and upon a motion of Trustee Brancato, seconded by Trustee Durrance and unanimously carried, the Board approved the College Attorney Agreement – Renewal.</p>	<p>OTHER BUSINESS</p> <p>College Attorney Agreement – Renewal</p>
<p>Dr. Mark Paugh, Vice President for Academic Affairs presented Academic Program Recommendations for two potential new academic programs to meet community needs and one academic program being recommended to sunset due to low enrollments and completers. After discussion and upon the motion of Trustee Brancato, seconded by Trustee Durrance and unanimously carried, the Board approved the Academic Program Recommendations.</p>	<p>Academic Program Recommendations</p>
<p>Mr. Prince, Vice President of Administration and Finance, presented highlights from the Annual Operating Budget for 2022-2023. The District Board of Trustees is required to approve the College's Operating Budget. A report summarizing the budget and focusing on Board-established priorities was made to the Board, and a copy of the proposed budget presented in the format required by the Division of Florida Colleges was available for review. The proposed</p>	<p>Annual Operating Budget for 2022-23</p>

operating budget is \$52,966,464 and retroactive to July 1, 2022. After discussion and upon a motion by Trustee Durrance, seconded by Trustee Brancato and unanimously carried, the Board approved the annual operating budget 2022-2023

Mr. Prince, Vice President of Administration and Finance, presented the five-year Capital Improvement Program (CIP) to be submitted to the Division of Florida Colleges. The CIP describes the status of the college's land and facilities and provides information on specific projects for land acquisitions, new construction, renovation, remodeling and general maintenance. Additionally, Mr. Prince presented the proposed Fund 7 College-Wide Capital Outlay Projects budget for 2023-2024. Upon a motion by Trustee Brancato, seconded by Trustee Durrance and unanimously carried, the Board approved the Capital Improvement Program and Fund 7 College-Wide Capital Outlay Projects budget 2022-2023 retroactive to July 1, 2022.

**Capital Improvement Plan
FY 2023-24 through FY
2027-28 & Fund 7 College-
Wide Capital Outlay
Projects Budget - 2022-2023**

Mr. Prince, Vice President of Administration and Finance, presented the 2022-2023 Salary Schedule and Related Personnel Policies which included salary schedules for all groups of employees, board policies pertinent to employees' salaries and benefits, and information to assist in interpreting and implementing the policies. After discussion and upon a motion by Trustee Durrance, seconded by Trustee Brancato and unanimously carried, the 2022-2023 Salary Schedule and Related Personnel Policies were approved retroactive to July 1, 2022. A copy of the document is on file in the President's office.

**2022-2023 Salary Schedule
and Related Personnel
Policies**

Mr. Prince, Vice President of Administration and Finance, presented the Appleton Museum of Art's operating budget for 2022-2023 which was prepared with input from the Appleton Museum of Art's staff. A budget of \$1,950,000 is proposed for the coming year. After discussion and upon a motion of Trustee Brancato, seconded by Trustee Durrance and unanimously carried, the Board approved the Appleton Museum of Art operating budget for 2022-2023 retroactive to July 1, 2022.

**Appleton Museum of Art
Operating Budget for 2022-
2023**

As authorized by the State Board of Education, Mr. Prince presented a report of 2021-22 account write offs for student receivables totaling \$47,404.89, which is 2.46% of the related revenue for the fiscal year. A 10-year history analysis of write offs was also provided. Upon a motion by Trustee Durrance, seconded by Trustee Brancato and unanimously carried, the Board approved the account write-offs for 2021-2022.

**Write Offs for Fiscal Year
2021-2022**

Mr. Prince, Vice President of Administration and Finance presented the SunTrust Bank Agreement for participation with the purchasing card program updating the Certificate of Incumbency for signatures of all designated officers. Upon a motion by Trustee Brancato and seconded by Trustee Durrance and unanimously carried, the board approve the SunTrust Corporate Resolution and Certificate of Incumbency.

SunTrust Bank Agreement

The Board was asked to approve the Educational Plant Survey. The State of Florida Department of Education per F.S. 1013.31 requires that every five years each institution shall conduct an Educational Plant Survey. The Educational Plant Survey for CF is a systematic study and evaluation of existing educational plants and the determination of future educational plant needs with respect to the provision of appropriate facilities for accommodating educational programs and services for students. It is subject to technical review and edited by the Department of Education for compliance with state statutes. This survey is for planning purposes and has no deficiencies listed for the College. Upon a motion by Trustee Durrance, seconded by Trustee Brancato and unanimously carried, The Board approved the Educational Plant Survey.

Educational Plant Survey

Dr. Mark Paugh, Vice President for Academic Affairs presented Academic and Administrative Calendars previously approved for 2022-2023 for amendment with specific changes to remove fall graduation and have one graduation in the spring. After discussion and upon the motion of Trustee Durrance, seconded by Trustee Brancato and unanimously carried, the Board approved the Amendments of the Academic and Administrative Calendars for 2022-2023.

**Amendment of Academic
and Administrative
Calendars for 2022-2023**

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<p>The Board was asked to approve a schedule of meeting dates for the coming year, with all meetings to be held on Wednesday. The dates are: August 24, September 28, November 2 and December 7, 2022 and January 25 February 22, March 22, April 15, May 24 and June 28, 2023. Upon a motion by Trustee Brancato, seconded by Trustee Durrance and unanimously carried, the Board approved the schedule of meeting dates for 2021-2022.</p>	<p>Board Calendars</p>
<p>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 May 31 for the comparative fiscal years 2020-2021 and 2021-2022. The report also included additional financial information about all operating funds at the college. The Vice- Chair acknowledged receipt of the reports on behalf of the Board.</p>	<p>ACKNOWLEDGE RECEIPT</p> <p>Financial Information- Monthly Financial Summary Report</p>
<p>Chuck Prince, Vice President of Administration and Finance provided an update on Higher Education Emergency Relief Funds (HEERF). The Vice-Chair acknowledged receipt of the report on behalf of the board,</p> <p>Trustee Durrance apologized for not attending the June meeting.</p>	<p>FOR INFORMATION ONLY</p> <p>Higher Education Emergency Relief Funds (HEERF)</p>
<p>The Vice-Chair declared the meeting in recess and asked Dr. Henningsen, as Secretary to the Board, to open the floor for nominations for Chair and Vice Chair for the coming year. Trustee Brancato nominated Trustee Branson, the current Vice Chair, for the position of Chair for 2022-23. Upon motion by Trustee Brancato, seconded by Trustee Durrance, the motion carried unanimously. Trustee Branson then nominated Trustee Brancato for the position of Vice Chair. Upon motion by Trustee Durrance, seconded by Trustee Branson the motion carried unanimously, the Board approved the nominations for Chair and Vice-Chair for 2022-2023.</p>	<p>BOARD CHAIR/TRUSTEE COMMENTS</p> <p>BOARD REORGANIZATION</p>
<p>Each year the Board nominates a member to serve as a representative on the Appleton Cultural Center, Inc. Board for the coming year. Joyce Brancato, the current representative volunteered to serve another term on the ACC, Inc. Board. Upon motion by Trustee Branson, seconded by Trustee Durrance the motion carried unanimously, the Board approved the ACC, Inc. Board representative.</p>	<p>ACC, INC. BOARD REPRESENTATIVE</p>
<p>Each year the Board nominates a member to serve as a representative on the CF Foundation Board for the coming year. Trustee Brancato nominated Trustee Edgar. Upon motion by Trustee Brancato, seconded by Trustee Branson, the motion carried unanimously, the Board approved the CF Foundation Board representative.</p>	<p>CF FOUNDATION BOARD REPRESENTATIVE</p>
<p>Dr. Henningsen presented highlights of the President's Report including new state funding formula model sponsored by CF, Baseball team State player and Pitcher of the year, and a reminder of the current display at the Appleton. Dr Henningsen also acknowledged Speaker Larry Cretul for his advocacy on behalf of the college.</p>	<p>PRESIDENT'S REPORT</p>
<p><u>Next Board Meeting.</u> Our next meeting will be held Wednesday, August 24 2022 at 3 p.m. the Ocala Campus.</p>	<p>Next Board Meeting</p>

There being no further business to come before the board, Trustee Durrance made a motion to adjourn and Vice- Chair Branson declared the meeting adjourned at 4:28 pm.

ADJOURNMENT

Rusty Branson, Chair

James D. Henningsen, Secretary