

COLLEGE OF CENTRAL FLORIDA

1

AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: August 23, 2023

SUBJECT: Minutes of the June 28, 2023 Meeting

INITIATOR: Dr. James D. Henningsen,
President

DATE: August 16, 2023

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the June 28, 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 June 28, 2023.

Board of Trustees Meeting Minutes	June 28, 2023
<p>The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, June 28, 2023 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Ocala Campus.</p>	CALL TO ORDER
<p>Members Present: Rusty Branson, Chair Joyce Brancato, Vice-Chair William Edgar Bobby Durrance Fred Roberts, Jr. Dr. Mike Torres James Henningsen, Board Secretary</p>	PRESENT
<p>Members Absent: Charlie Stone</p>	ABSENT
<p>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.</p>	
<p>Dr. Henningsen and the Board of Trustees recognized Dr. Ramsammy for over 20 years of service to the College. The Trustees thanked her for her dedication and service to the college and awarded her with a plaque.</p>	RECOGNITION
<p>Dr. Henningsen shared appreciation for Chair Branson and granted his wish of using Berry's camera to take a picture of Berry with the other trustees.</p>	
<p>Dr. Henningsen noted the Championship Baseball trophy is on display. Congratulations again to the baseball team, coaches and staff.</p>	
<p>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.</p>	PUBLIC COMMENT
	CONSENT AGENDA
<p>The minutes of the May 24, 2023 District Board of Trustees</p>	Minutes
<p><u>Recommend Board approval of the following:</u></p>	Personnel Report
<p><u>Full -Time Positions:</u> 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><u>Operating Fund 1:</u></p> <p>Allen, Jameka D. – Staff Assistant IV – Student Success – May 16, 2023 Bryan, Danielle D. – Staff Assistant IV – Arts and Sciences – May 16, 2023 Cheuvront, Samantha L. – TEMP to Regular Appointment – Faculty – Associate Degree Nursing – Health Sciences – August 16, 2023 Cline, Shana D. – TEMP to Regular Appointment – Faculty – Associate Degree Nursing – Health Sciences – August 16, 2023 Collins, Krista R. – TEMP to Regular Appointment – Faculty – Associate Degree Nursing – Health Sciences – August 16, 2023 Fryns, Jennifer L. – Vice President – Workforce Development & Innovation – July 01, 2023 Matos Camacho, Mayori – International Student Admissions and Advising Specialist – Enrollment Management – June 01, 2023 O'Connor, Tennille I. – TEMP to Regular Appointment – Faculty – Associate Degree Nursing – Health Sciences – August 16, 2023 Strigle, Joshton L. – Dean – E-Learning and Academic Services – August 01, 2023 Viviano-Broderick, Tamara F. – Vice President – Institutional Effectiveness and College Relations – August 01, 2023</p> <p><u>Grants and Contracts – Fund 2:</u></p>	

None this reporting period.

Auxiliaries – Fund 3:

None this reporting period.

Reorganizations:

Effective July 1, 2023

The reporting line for the Appleton Museum of Art will transition to Chris Knife, Vice President of Institutional Advancement and CEO of the CF Foundation.

Knife, Christopher R. – Job Title Change from Vice President of Development and CEO of the CF Foundation to Vice President of Institutional Advancement and CEO of the CF Foundation

Adjunct Instructors: 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:

Conrad, Melissa
Garcia, Carlos M.

Heumann, Eric A.
Rivera, Steven J.

Ryman, John B.

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:

Duenas, Yeilentkis E.
Moore, Staci B.

Pagano, Jordan R.
Thompson, Kenneth C.

Williams Jr, Stephanie G.

Temporary Part -Time Career Service: OPS

Anderson, Jackie
Houtz, David A.

Machado, Trent J.
McCarter, Jeffrey J.

Rudy, Deborah A.
Watson, Kassandra L.

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:

Gouveia-Richardson, Aaliyah T.

Palm, Ian J.

Notification of engagement in outside employment or extra college activities:

Cook, Tanisha D.

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

Ramsammy, Jillian D. – Vice President – Institutional Effectiveness & College Relations
– July 31, 2023

Scott, Diana B. – Donor Relations Specialist – CF Foundation – June 16, 2023

Resignations:

Booker, Harveysha F. – Staff Assistant II – Educational Opportunity Center – May 15, 2023

Terminations:

Davis, Glamel R. – Financial Aid Specialist I – Financial Aid – June 06, 2023

Separation due to Internal Transfer – No Break in Service:

Bryan, Danielle D. – Staff Assistant III – Humanities and Social Sciences – May 15, 2023

Fryns, Jennifer L. – Associate Vice President – Career and Professional Programs, June 30, 2023

Matos Camacho, Mayori – First Year Success Specialist – Student Success – May 31, 2023

Strigle, Joshton L. – Director – E-Learning and Learning Support Services – July 31, 2023

Viviano-Broderick, Tamara F. – Dean – E-Learning and Academic Services – July 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:

Clemens, James LA – Mail Courier – CF Printing & Postal Services

Justice, Eric R. – Grounds Specialist – Citrus – Facilities

Soller, Eian R. – Facilities Worker – Citrus – Facilities

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 \$333,086.61.

**Property Donations
/Dispositions**

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

**Health Care Affiliation
& Internship Agreement**

The Board was asked to ratify approval the Agreement for Services of International Independent Contractors and gives authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

**International
Independent
Contractors**

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

**The School Board of
Marion County – Mid
Florida Career Pathway
Consortium – Renewal**

The Board was asked to approve the CareerSource Master Workforce Services Contract between Citrus Levy Marion Regional Workforce Development Board, Inc. – Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

**CareerSource Master
Workforce Services
Contract between Citrus
Levy Marion Regional
Workforce Development
Board Inc. - Renewal**

The Board was asked to approve the Marion County School Board Articulation Agreement for

Marion County School

College and Career Acceleration Agreement 2023-2024-Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Board Articulation Agreement for College and Career Acceleration Agreement 2023-2024 – Renewal

The Board was asked to approve the Crossroads Academy Articulation Agreement for College and Career Acceleration Agreement 2023-2024-Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Crossroads Academy Articulation Agreement for College and Career Acceleration Agreement 2023-2024- Renewal

The Board was asked to approve the First Place Academy Articulation Agreement for College and Career Acceleration 2023-2024-Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

First Place Academy Articulation Agreement for College and Career Acceleration 2023-2024 – Renewal

The Board was asked to approve the St. John Lutheran School Articulation Agreement for College and Career Acceleration 2023-2024-Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

St. John Lutheran School Articulation Agreement for College and Career Acceleration 2023-2024- Renewal

The Board was asked to approve the Trinity Catholic High School Articulation Agreement for College and Career Acceleration 2023-2024 - Renewal and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Trinity Catholic High School Articulation Agreement for College and Career Acceleration 2023-2024- Renewal

The Board was asked to approve the Marion County School Board Student Internship Program Agreement – Renewal 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.

Marion County School Board Student Internship Program Agreement – Renewal

The Board was asked to approve the School Board of Marion County Community Partners – Second Amendment and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

The School Board of Marion County Community Partners – Second Amendment

The Board was asked to approve the Facility Use Agreement – Representative Ryan Chamberlin and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

Facility Use Agreement – Representative Ryan Chamberlin

The Board was asked to approve the CF Foundation Audit, 990 and DSO Checklist for January 1, 2022 through December 31, 2022 and give authorization to the Board Chair to sign the agreement on behalf of the College of Central Florida.

CF Foundation Audit, 990 and DSO Checklist – January 1, 2022 through December 31, 2022

The Chair presented the Consent Agenda for approval and thanked the CF Foundation on another impressive and clean audit. Upon a motion by Trustee Roberts, Jr. seconded by Trustee Torres 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.

Consent Agenda

Prior to the adoption of the following board policies and pursuant to Florida Statutes, the Chair

PUBLIC HEARING

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:

Student and Mandatory Fees 2023-2024

As required by State Board of Education Rules and Florida Statutes 2023-2024, student and mandatory fees additions, changes, and deletions were properly noticed. 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 of course materials. As there were no questions regarding the fees, upon a motion by Trustee Brancato, seconded by Trustee Edgar, and unanimously carried, the Board approved the fee schedule.

Student and Mandatory Fees 2023-2024

OTHER BUSINESS

The Board was asked to approve the contract renewal with the College Attorney. This contract is valid for the period July 1, 2023 thru June 30, 2025 with a 30 day out clause. After discussion and upon a motion of Trustee Roberts, Jr, seconded by Trustee Brancato and unanimously carried, the Board approved the College Attorney Agreement – Renewal.

College Attorney Agreement

Mr. Prince, Vice President of Administration and Finance, presented highlights from the Annual Operating Budget for 2023-2024. 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 operating budget is \$57,397,811. After discussion and upon a motion by Trustee Edgar, seconded by Trustee Torres and unanimously carried, the Board approved the annual operating budget 2023-2024.

Annual Operating Budget 2023-2024

The Board was asked to approve the College Wide Master Plan Update 2023 presented by Mr. Prince, Vice President of Administration and Finance. The long-range plan gives guidelines in planning the academic programs and the laying out of our facilities. After discussion and upon a motion by Trustee Durrance, seconded by Trustee Brancato and unanimously carried, the Board approved the College Wide Master Plan Update 2023.

College Wide Master Plan Update 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 2024-2025. Upon a motion by Trustee Torres, seconded by Trustee Roberts, Jr. and unanimously carried, the Board approved the Capital Improvement Program and Fund 7 College-Wide Capital Outlay Projects budget 2023-2024.

Capital Improvement Plan – FY 2024-25 through FY 2028-29 & Fund 7 College-Wide Capital Outlay Projects Budget – 2023-2024

Mr. Prince, Vice President of Administration and Finance, presented the 2023-2024 Salary Schedule and Related Personnel Policies which included updated languages with changes to Drop, and a benefit to employees directly related to years of service 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 Edgar, seconded by Trustee Brancato and unanimously carried, the 2023-2024 Salary Schedule and Related Personnel Policies were approved. A copy of the document is on file in the President's office.

2023-2024 Salary Schedule and Related Personnel Policies

As authorized by the State Board of Education, Mr. Prince presented a report of 2022-23 account write offs for student receivables totaling \$44,482.87, which is 1.6% of the related revenue for the fiscal year. A 10-year history analysis of write offs was also provided. Upon a motion by Trustee Torres, seconded by Trustee Roberts, Jr. and unanimously carried, the Board approved the account write-offs for 2022-2023.

Write-offs for Fiscal Year 2022-2023

Mr. Prince, Vice President of Administration and Finance, presented the Appleton Museum of Art's operating budget for 2023-2024 which was prepared with input from the Appleton

Appleton Museum of Art Operating Budget

Board of Trustees Meeting Minutes	June 28, 2023
<p>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 Edgar and unanimously carried, the Board approved the Appleton Museum of Art operating budget for 2023-2024.</p>	<p>for 2023-2024</p>
<p>Mr. Prince, Vice President of Administration and Finance, presented the ITB 22-4 Appleton Annex Roof Replacement. Two bids were received, and reviewed. With Board approval a contract will be sent with protections in contract due to low pricing. After discussion and upon a motion from Trustee Durrance, seconded by Trustee Edgar and unanimously carried, the Board approved the ITB 22-4 Appleton Annex Roof Replacement.</p>	<p>ITB 22-4 Appleton Annex Roof Replacement</p>
<p>The Board was asked to approve the Health Science GMP for the HVAC and Switchgear Guaranteed Maximum Price (GMP) as an Amendment to the existing Agreement between Owner and Construction Manager, for the construction of the Center for Nursing to manage appropriate lead times for materials and supplies. A motion by Trustee Brancato, seconded by Trustee Torres and unanimously carried, the Board approved the Health Science Center for Nursing GMP.</p>	<p>Health Science Center for Nursing GMP</p>
<p>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 related to student performance. This is the second part of the report with the first section approved at the April BOT meeting. The board was asked to approve the final 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 Roberts, Jr. and a second by Trustee Brancato, the motion was unanimously carried.</p>	<p>Equity Report 2022-2023</p>
<p>The Board was asked to approve a schedule of meeting dates for the coming year, with all meetings to be held on the fourth Wednesday of the month. The dates are: August 23, September 27, October 25, and December 6, 2023 and January 24, February 28, March 27, April 24, May 22, and June 26, 2024. Upon a motion by Trustee Brancato seconded by Trustee and unanimously carried, the Board approved the schedule of meeting dates for 2023-2024.</p>	<p>Board Calendar for 2023-2024</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 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.</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>FOR INFORMATION ONLY</p> <p>Higher Education Emergency Relief Funds (HEERF)</p>
<p>There were no Trustee comments at this time.</p>	<p>BOARD CHAIR/TRUSTEE COMMENTS</p>
<p>The 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 Durrance nominated Trustee Brancato, the current Vice Chair, for the position of Chair for 2023-24. Upon motion by Trustee Durrance, seconded by Trustee Branson, the motion carried unanimously. Trustee Durrance volunteered for the position of Vice-Chair. Upon motion by Trustee Roberts, Jr. seconded by Trustee Torres the motion carried unanimously, the Board approved the</p>	<p>BOARD REORGANIZATION</p>

nominations for Chair and Vice-Chair for 2023-2024.

Each year the Board nominates a member to serve as a representative on the Appleton Cultural Center, Inc. Board for the coming year. Trustee Edgar volunteered to serve. Upon motion by Trustee Torres, seconded by Trustee Branson, the motion carried unanimously, the Board approved Trustee Edgar as the ACC, Inc. Board representative.

**ACC, INC. BOARD
REPRESENTATIVE**

Each year the Board nominates a member to serve as a representative on the CF Foundation Board for the coming year. Trustee Roberts, Jr. volunteered to represent the BOT. Upon motion by Trustee Branson, seconded by Trustee Torres, the motion carried unanimously, the Board approved the CF Foundation Board representative.

**CF FOUNDATION
BOARD
REPRESENTATIVE**

Dr. Henningsen presented the President's Report including the thank you to the city of Grand Junction Colorado and the JUCO World Series Committee, Marion County Public School donation, legislative thank you event, and other updates from Academic Affairs, CF Foundation, Enrollment Management and Student Affairs, Marketing and the Appleton Museum.

President's Report

Next Board Meeting. Our next meeting will be held **Wednesday, August 23, 2023 at 3 p.m.** at the Ocala Campus

Next Board Meeting

There being no further business to come before the Board, Chair Branson adjourned the meeting at 4:13pm.

ADJOURNMENT

Joyce Brancato, Chair

James D. Henningsen, Secretary