

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, May 24, 2023 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Ocala Campus.

**CALL TO ORDER**

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

**PRESENT**

Members Absent: Bobby Durrance

**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

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 April 26, 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:**

Butscher, Alex J. – Accountant I – Financial Operations – April 17, 2023  
 Copeland, Joshua T. – Faculty – Associate Degree Nursing – Health Sciences – May 01, 2023  
 Knapp, Nathan SM – Temp to Perm – Faculty – Communications – Citrus – August 16, 2023  
 Martin, Angela T. – Associate Dean – Health Sciences – July 1, 2023  
 Miller, Elena A. – Faculty – Sonography Program Manager – Health Sciences – August 16, 2023  
 Morales, Cynthia A. – Financial Aid Scholarship Specialist – Financial Aid – May 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:

Arana-Ayende, Ariette M.      Hardy, Jacob C.

**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:

Haegele, Jordan C.

**Temporary Part -Time Career Service: OPS**

Canelos, Marlene  
Cifuentes, Gelver I.

Fanning, Justin F.  
Jimenez Neira,  
Santiago  
Robinson, Arlene F.

Ruiz, Alejandro M.  
Watson, III, Richard A.

Craft, Graham H.

**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:

Bergstrom, Dawn R.

Head, Danielle E.

Williams, Jr., Deontaye A.

**Notification of engagement in outside employment or extra college activities:**

Gayle, Michelle M.  
Witkovich, Lori A.

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

Hesse, Jr., Albert J. – Coordinator – Maintenance – Appleton Museum of Art  
– May 15, 2023

**Resignations:**

Avila, Debora L. – Financial Aid Specialist II – Financial Aid – April 29, 2023  
Wagner, Kathryn T. – Faculty – Mathematics – May 10, 2023

**Terminations:** None this reporting period.

**Separation due to Internal Transfer – No Break in Service:**

Martin, Angela T. – Faculty – Associate Degree Nursing – Health Sciences  
– June 30, 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:

Allen-Fuerte, Jennifer M. – Foundation Accountant III – CF Foundation  
 Reed, Lillian – Educational Advisor – Student Success

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 \$205,931.75

**Property Donations /Dispositions**

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

**Curriculum Changes**

The Board was asked to approve the West Coast 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.

**West Coast Christian School Articulation Agreement for College and Career Acceleration - 2023-2024- Renewal**

The Chair presented the Consent Agenda for approval. Upon a motion by Trustee Stone, seconded by Trustee Edgar 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**

**OTHER BUSINESS**

The Board was asked to approve the 2022-2023 Annual State Requirements for Educational Facilities (SREF) Fire Safety, Sanitation and Casualty Inspections Report. Upon a motion by Trustee Torres, seconded by Trustee Stone and unanimously carried, the Board approved the Annual State Requirements for Education Facilities (SREF) Report – Fire Safety, Sanitation and Casualty Inspections 2022-2023 and give authorization to the Board Chair to sign the inspection on behalf of the College of Central Florida.

**Annual State Requirements for Education Facilities (SREF) Report – Fire Safety, Sanitation and Casualty Inspection**

The Board was asked to approve the renewal agreement with the Florida Department of Corrections and authorize the Board Chair to sign the Agreement. This renewal agreement between the College of Central Florida and The Florida Department of Corrections will establish guidelines between the parties to allow the College’s certified firearms instructors and basic recruit cadets to use the Department’s firing range located at the Lowell Correctional Institution for firearms qualification for a period of five (5) years. A copy of the agreement is on file in the office of the Vice President, Administration and Finance. A motion by Trustee Roberts, second by Trustee Torres, unanimously carried, the Board approved the Memorandum of Agreement, Florida Department of Corrections Firing Range use – Renewal.

**Memorandum of Agreement, Florida Department of Corrections Firing Range Use - Renewal**

The Board was asked to approve the Health Science GMP for the attached Brick Vener Early Release Package 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 Stone and unanimously carried the Board approved the Health Science Center for Nursing GMP.

**Health Science Center for Nursing GMP**

The Board was asked to approve five (5) new board members to the Appleton Museum of Art Advisory Council for a three-year term. There are 17 total members, 4 which are permanent representatives of the Appleton Family and 5 members are rolling off of their 3-year term. A motion by Trustee Edgar, seconded by Trustee Stone and unanimously carried the Board approved the Appointments to the Appleton Museum of Art Advisory Council.

**Appointments to the Appleton Museum of Art Advisory Council**

The Chair announced the public hearing for policy and asked if there was anyone in the audience that wished to address the Board regarding the policy. As there was no public comment, the Chair asked Dr. Henningsen to present the following Board policy for a first reading and gave a brief summary:

- a. Student Fees 2023-2024- The student fees and mandatory fees include tuition, out-of- state, and other fees charges as part of registration for courses and other services provided by the college. There are no changes to the student tuition or standard fees. Individual course fees are only changing if the cost of materials has increased or decreased.

After discussion, the Chair accepted the policy for reading and authorized advertisement of the policy.

Chuck Prince, Vice President of Administration and Finance, presented the Appleton Cultural Center, Inc. Annual Financial Audit. At the June 26, 2007 Board meeting, the Board approved the recommendation to make the Appleton Cultural Center, Inc. a Direct Support Organization (DSO) of the College. The Appleton Cultural Center, Inc. is required to have an annual financial audit performed. The Financial Statements and Independent Auditors’ Report for the period ending December 31, 2022, was provided for the Board’s review, as well as the IRS Form 990 and the Direct-Support Organizations (DSO) Audit Review Check List. The auditors issued a clean audit opinion and there were no findings or deficiencies in internal controls over financial reporting nor any non-compliance issues. The auditors had no comments in their Management Letter to the Board. The Chair acknowledged receipt and accepted the reports on behalf of the Board.

Mr. Prince, Vice president of Administration and Finance reviewed the highlights and variance analysis of the Month Financial Summary Report of revenues and expenses for the comparative periods ending April 30 for the fiscal years 2021-2022 and 2022-2023. The report included information about general college operations. The Chair acknowledged receipt.

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 June.

Chuck Prince, Vice President of Administration and Finance, presented a summary of the results of the 2023-2024 Technology Plan developed by the College’s Technology Resources Committee, a representative group of faculty, staff and administrators. The plan focuses on specific initiatives and recommendations that support the goals of the college. The Technology Plan is a guidebook which assists the college in planning and decision making.

Dr. Henningsen presented an operational update including a new collegiate academy concept that would be in partnership with Marion County Public Schools. This dual enrollment focused academy would make the AA and some AS degree programs available to all high schools in the county providing great access for college transfer

**First Reading – Student and Mandatory Fees for 2023-2024**

**ACKNOWLEDGE RECEIPT**

**Appleton Cultural Center, Inc. Annual Financial Audit Ending December 31, 2022**

**Financial Information- Monthly Financial Summary Report**

**FOR INFORMATION ONLY**

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

**Technology Plan 2023-224**

**Operational Update**

and workforce degrees.

A proposed list of meetings dates for 2023-2024 was provided that follows the normal schedule of the fourth Wednesday (unless otherwise specified) of the month and no meeting in July and November. The schedule is for review and will be voted on during the June meeting.

The Chair commented on the success of the graduation. Participating in the event is a rewarding experience to share in the success of the students.

Dr. Henningsen presented the President’s Report to the board which included Spring Graduation, a visit from the Senior Chancellor of Education, Dr. Mack, who was able to tour the Vintage Farm and Ocala Campuses. Introduction of the new Lincoln Electric© Co-bot welding robotic arm at the Jack Wilkinson Levy Campus, and Commissioner Wilton Simpson being honored at the American Boy Scout Soaring Eagle Award Event which was hosted at the Wilton Simpson Citrus Campus.

**Next Board Meeting.** Our next meeting will be held **Wednesday, June 28, 2023 at 3 p.m.** at the Ocala Campus.

There being no further business to come before the Board, and with a motion by Trustee Brancato, Chair Branson adjourned the meeting at 3:39 pm.

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Rusty Branson, Chair

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James D. Henningsen, Secretary

**Board Calendar for 2023-2024**

**BOARD CHAIR/TRUSTEE COMMENTS**

**PRESIDENT’S REPORT**

**Next Board Meeting**

**ADJOURNMENT**