## **Board of Trustees Meeting Minutes**

September 27, 2023

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, September 27 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held on the Hampton Center.

CALL TO ORDER

Members Present: Joyce Brancato, Chair

Bobby Durrance, Vice-Chair

Bill Edgar

Rusty Branson

Fred Roberts, Jr.

James Henningsen, Board Secretary

Members Absent: Charlie Stone, Dr. Mike Torres

**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 introduced Marjorie McGee to recognize current SAB chairs for the 2023-2024 SAB recognized and presented Dr. Mary Ann Begley with the Bob Graham distinguished service award. Marissa Brown, Manager of Admissions introduced the student ambassadors for 2023-2024 school year.

RECOGNITION

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 August 23, 2023 District Board of Trustees meeting.

Minutes

#### **Personnel Actions**

### 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:

Kane, Elissa M. – TEMP – Faculty – Communications – August 16, 2023

Penegor, Clare Marie - From 168 to 220 Workday - Faculty - Associate Degree Nursing -

Health Sciences – August 16, 2023

Sanz, Carola – Accountant I – Financial Operations – September 01, 2023

Sass, Daniel T. – Trades Technician – Facilities – August 16, 2023

Zacke, Jerelyn J. - From 168 to 220 Workday - Faculty - Dental Hygiene - Health Sciences

– August 16, 2023

### **Grants and Contracts - Fund 2:**

Boynton, Susan T. - Donor Relations Specialist - CF Foundation - August 16, 2023

<u>Auxiliaries – Fund 3:</u> 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:

Deluca, Dawn H. Henry, II, Paul L. Small, Zahir S.

Der, Andrea M. Kromke, Christopher Westbrook, Amanda R.

Gunter, Evan W.

<u>Instructors, Hourly – Non-Credit:</u> That the following persons be appointed to teach noncredit Continuing Education Criminal Justice, Public Service or Corporate Training courses on an as-needed basis:

Fallender, Abbey D.

Ortega, Jordon G.

Santana, JR, Carlos D.

#### **Temporary Part-Time Professional:**

Sanner, Johncarter M.

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

Cousins, Paris J. Pearcy, Garrett M. Spain, Kevin A. Ferrell, Heaven L. Regel, JoAnn A. Wilson, Virginia B.

<u>Temporary Part -Time Hourly:</u> 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:

Brengel, Devin J.

Oliveira, Ana Rebeca De Lima

Smith, Lucas T.

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

Harris, Dana M. Moore-Ambrosia, Jennifer M. Roberts, Alisa M. Robinson, Sandi A Satterfield, Sarah W.

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

#### **Resignations:**

Anderson, Richard S. – Coordinator – EOC – Levy – September 15, 2023 Knapp, Nathan SM – Faculty – Communications – Citrus – August 07, 2023 Russo, Michele L. – Accounting Specialist III – Financial Operations – September 15, 2023

#### **Terminations:**

Langston Wise, Linda A. - CF Lab Preschool Teacher - Child Care - August 17, 2023

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

<u>Separation from the College due to end of Temporary Appointment:</u> 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.

<u>Completion of 90-Day Observation Period:</u> The following employee(s) successfully completed the required 90-day observation period:

Allen, Jameka D. – Staff Assistant IV – Student Services

Matos Camacho, Mayori – International Student Admissions and Advising Specialist – Enrollment Management

Morales, Cynthia A. - Financial Aid Scholarship Specialist - Financial Aid

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 \$9,347.32

The Board was asked to approve college curriculum changes.

Property Donations / Dispositions

**Curriculum Changes** 

The Board was asked to ratify approval of five (5) Health Care Affiliation & Internship Agreements and gives authorization to the President to sign the agreements on behalf of the College of Central Florida.

Health Care Affiliation & Internship Agreements

The Board was asked to approve the renewal of the Riverside Christian School Articulation Agreement for College and Career Acceleration 2023-2024- renewal and give authorization for the Chair to sign the agreements on behalf of the college.

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

The Board was asked to approve the renewal of Souls Harbor Christian Academy Articulation Agreement for College and Career Acceleration 2023-2024- renewal and give authorization for the Chair to sign the agreements on behalf of the college.

Souls Harbor Christian Academy Articulation Agreement for College and Career Acceleration 2023-2024- Renewal

The Chair presented the Consent Agenda for approval. Upon a motion by Trustee Branson, 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

Nancy Webb-Abshier presented and update on the Bachelor of Applied Science, Business and Organizational Management program which was created in 2011. The updated included information program specializations, enrollments, completions, internships, job opportunities and recent success stories.

**PRESENTATION** 

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:

**PUBLIC HEARING** 

As required by State Board of Education Rules and Florida Statutes, Dr. Henningsen presented the addendum for Student and Mandatory fees for 2023-2024 for a first reading. The fees are to cover costs of materials and supplies used in the new Dental Hygiene courses. The chair accepted this as a first reading.

Student and Mandatory Fees Addendum 2023-2024

Dr. Paugh, Vice President of Academic Affairs presented the Marion Technical College – Mid Florida Career Pathway Consortium agreement to the board. A brief discussion on the details and the purpose of the agreement pursued. Upon a motion by Trustee Branson, seconded by Trustee Edgar and unanimously carried, the board approved the Marion Technical College-Mid Florida Career Pathway Consortium.

#### **OTHER BUSINESS**

Dr. Paugh, Vice President of Academic Affairs presented the Florida College Systems Annual Textbook Affordability report to the Board for approval. After a brief discussion, upon a motion by Trustee Edgar, seconded by Trustee Roberts and unanimously carried, the Board approved the Florida College System Annual Textbook Affordability Report.

Marion Technical College-Mid Florida Career Pathway Consortium

The Board was asked to approve the State required Spending Plan for Fund Balance. Chuck Prince, Vice President of Administration and Fincance presented the plan and described the contents and purpose of the report. Upon a motion by Trustee Roberts, seconded by Trustee Edgar and unanimously carried, the Board approved the Spending Plan for Fund Balance.

Florida College System Annual Textbook Affordability Report

Spending Plan for Fund Balance

Chuck Prince, Vice President of Administration and Finance presented the Enterprise Resource Planning System Recommendation as prepared by BerryDunn consultants. After a lengthy discussion of pros and cons for both companies, a motion was made for approval to begin

**Enterprise Resource Planning Recommendation** 

negotiations with the highest ranked company and present a GMP to the Board next month. Upon a motion by Trustee Branson, seconded by Trustee Roberts and unanimously carried, the Board approved the Enterprise Resource Planning Recommendation and will present the Board with an RFP at the next meeting.

> **ACKNOWLEDGE RECEIPT**

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 March for the comparative fiscal years 2022/2023 to 2023/2024. The report included information about general college operations (Fund 1) including trends, revenue and expense analysis. The Chair acknowledged receipt of the reports on behalf of the Board.

Financial Information-**Monthly Financial Summary Report** 

**Annual Financial Report** 

Mr. Prince, Vice President of Administration and Finance presented the College's unaudited Annual Financial Report (AFR) for the period ending June 30, 2023. An executive summary was provided for the Board's review. Copies have been submitted to the Division of Florida Colleges as required by State Board of Education Rule. After discussion, the Chair acknowledged receipt of the report on behalf of the Board.

FOR INFORMATION ONLY

**Hampton Center Updates** 

Rod McGinnes, Associate Dean for Health Sciences gave an update on the Hampton Center including relocation of Youth Build and voting to the Ocala main campus, and Friday talks with the CEP moved to the Klein Center. Updates regarding the Health Department Dental lab, new program manager for Dental assisting and with the new accreditation, over 50 students interested the first 20 openings. As the program develops and is fully staffed, generated revenue will assist with expenses.

BOARD CHAIR/TRUSTEE COMMENTS

PRESIDENT'S REPORT

There were no Trustee comments at this time.

Dr. Henningsen presented the President's Report to the board which included updates on the recent groundbreaking for Center for Nursing, FUSE MOU signing, and CF Cyber The President also shared highlights from Regional Campuses, program expansion. Administration and Finance, Academic Affairs, Marketing and Public Relations, the CF Foundation, Enrollment Management and Student Affairs, and the Appleton Museum of Art.

**Next Board Meeting** 

ADJOURNMENT

Next Board Meeting. Our next meeting will be held Wednesday, October 25, 2023 at 3 **p.m.** at the Vintage Farm Campus.

There being no further business to come before the Board, Chair Brancato adjourned the meeting at 4:20 pm.

Joyce Brancato, Chair James D. Henningsen, Secretary