

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, December 6 and asked that everyone stand to recite the Pledge of Allegiance. The meeting was held at the Appleton Museum.

**CALL TO ORDER**

Members Present: Joyce Brancato, Chair      Bobby Durrance, Vice-Chair  
                                  William Edgar                      Rusty Branson  
                                  Charlie Stone                      James Henningsen, Board Secretary

**PRESENT**

Members Absent: Fred Roberts, Jr.

**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**

The Chair asked for any corrections or updates to the minutes of the October 25, 2023 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Stone, seconded by Trustee Edgar and unanimously carried, the Board approved the October 25, 2023 meeting minutes as presented and authorized the Chair to sign on behalf of the Board.

**Minutes**

Recommend Board approval of the following:

**Personnel Report**

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:**

Borolov, Virginia M. – Financial Aid Specialist II – Enrollment Services – Citrus – October 16, 2023

Camacho, Alberto D. – Manager – Professional Development – Institutional Effectiveness – November 16, 2023

Clark, Tyrone – Grounds and Inmate Supervisor – Facilities – November 01, 2023

Craft, Graham H. – Staff Assistant III – Health Sciences – October 16, 2023

Girod, Francisco J. – Trades Specialist – Carpenter – Facilities – October 16, 2023

Harvey, Dava L. – TEMP – Technology Specialist – Information Technology – October 16, 2023

Mainwaring, Daniel C. – Director – E-Learning and Learning Support Center – E-Learning – November 01, 2023

Mallory, Billye M. – Manager – Marketing and Public Relations – November 01, 2023

Redstone, Jacob M. – Financial Aid Specialist I – Financial Aid – November 01, 2023

Sharma, Sarah E. – Faculty Program Manager – Cardiovascular Technology – Health Sciences – October 16, 2023

Schoneman, Kimberly A. – Accounting Specialist III – Financial Operations – November 16, 2023

Grants and Contracts – Fund 2: None this reporting period.

Auxiliaries – Fund 3: None this reporting period.

Equity Adjustment – Effective November 1, 2023

Harris, Dana M. – Faculty – BAS – Business and Technology

Maurer, Sonya K. – Faculty – Program Manager – Radiography – Health Sciences

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:

Bitter, Paige A. Franco, Jennifer A. Mercado Dodge, Dania I.

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:

Davidson, Thomas J. Ramirez, Alberto J. Zumba-Gonzalez, Vanessa E.  
Mcperson McClain, Sara Seeley, Brent J.

Temporary Part-Time Professional:

Beckham, Quincy D. Ryon, Diana J. Schmittling, Gerard A.

Temporary Part -Time Career Service: OPS

Belson, Michael D. Feliciano, Hailee B. Sant, Alexis R.  
Cobb, Robin A. Jacob, Danuta W. Tindall, II Joseph R.  
D'Alonzo, Margaret K. Perez Lopez, Madilienne Williams, Destiny U.  
Davis, Haley N. Price, Anthony 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:

Sapp, Amber M.

Notification of engagement in outside employment or extra college activities:

Cook Woller, Tanisha D.

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

Ash, Steven B. – Assistant Vice President for Finance – Financial Operations – January 02, 2024

Johnson, Daniel L. – Technology Specialist – Information Technology – January 02, 2024

Resignations:

Barber, Charmaine N. – Assessment Specialist – Career Assessment Center – October 31, 2023

Craft, Graham H. – Staff Assistant III – Health Sciences – November 15, 2023

Trautman, Jr., Stewart E. – Director – Purchasing and Risk Management – Purchasing – December 31, 2023

Terminations: Diaz, Luis F. – First Year Success Specialist – Student Success – October 13, 2023

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:

Anderson, Lisa M. – Graphic Design and Web Coordinator – Appleton Museum of Art  
 Boynton, Susan T. – Donor Relations Specialist – CF Foundation  
 Daccache, Samantha J. – Financial Aid Specialist I – Financial Aid  
 Johnson, Tamara C. – Staff Assistant II – Educational Opportunity Center  
 Moore, Caleb K. – Trades Specialist – HVAC/Preventative Maintenance – Facilities  
 Montalvo, Emmanuel – Facilities Worker – Facilities  
 Sass, Daniel T. – Trades Technician – Facilities  
 Singleton, Jennifer A. – Staff Assistant III – Health Sciences

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 \$112,706.05.

**Property Donations /Dispositions**

The Board was asked to approve the curriculum changes as recommended by the Curriculum Committee at the November meeting and as approved by the President.

**Curriculum Changes**

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

**Health Care Affiliation & Internship Agreements**

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

**International Independent Contractors**

The Board was asked to approve the renewal of the inter-institutional license agreement with SCORE and give authorization to the Chair to sign the agreement on behalf of the College of Central Florida.

**License Agreement with Citrus & Levy SCORE – Renewal**

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

**School Board of Lake County– Mid Florida Career Pathway Consortium - Renewal**

The Board was asked to approve the FleetForce Truck Driving School License Agreement- Addendum and give authorization to the President to sign the agreement on behalf of the College of Central Florida.

**FleetForce Truck Driving School License Agreement- Addendum**

The Board was asked to approve the Lockheed Martin Articulation Agreement- renewal and give authorization for the Chair to sign on behalf of the College of Central Florida.

**Lockheed Martin Articulation Agreement**

The Board was asked to approve the Verizon Wireless- Third Amendment to Lease Agreement and give authorization for the Chair to sign on behalf of the College of Central Florida.

**Verizon Wireless – Third Amendment to Lease Agreement**

The Board was asked to approve the School Board of Citrus County MOU for Emergency Medical Training (EMT)- Renewal and give authorization for the Chair to sign on behalf of the College of Central Florida.

**School Board of Citrus County MOU for Emergency Medical Training (EMT)-Renewal**

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

Dr. Fryns, Vice President Workforce Development and Innovation, presented proposal 2023-7 new A.S. degree in Graphics Technology and related courses to replace the Digital Web Design program as recommended by the Curriculum Committee. A brief discussion of how this updates the current digital web design program, upon a motion by Trustee Branson seconded by Trustee Edgard and unanimously carried, the New Academic Program was approved by the Board.

**New Academic Program**

Mr. Prince, Vice President of Administration and Finance presented the College of Central Florida Foundation, Inc. 2023 Financial Memorandum of Understanding. The Foundation is a direct support organization of the College and is organized and operates exclusively to receive, hold, invest and administer property and to make expenditures to or for the benefit of the college. The memorandum certifies that college resources were used only for the purposes approved by the Board of Trustees. Upon a motion by Trustee Edgar, second by Trustee Stone and unanimously carried, the Board Approved the College of Central Florida Foundation Inc, 2023.

**College of Central Florida Foundation Inc 2023 Financial Memorandum of Understanding**

Mr. Prince, Vice President of Administration and Finance presented RFP 22-1- Consultant for ERP Phase II for board approval. The RFP would allow the consultants to provide analysis and recommendations on business process changes that will be in line with the new ERP for a period of two years from February 2024 through February 2026. Upon a motion by Trustee Durrance, second by Trustee Stone and unanimously carried, the Board approved the RFP 22-1 Consultant for ERP – Phase 2 and gives authorization to the Chair to sign on behalf of the College of Central Florida.

**RFP 22-1- Consultant for ERP – Phase II**

Mr. Prince, Vice President of Administration and Finance presented ITB 23-1 Demolition Services for Ocala Campus Pool. A brief discussion ensued comparing variances of pricing, final look of the area as well as a discussion on a plaque honoring the family for the aquatics center. Upon a motion by Trustee Edgar, second by Trustee Branson, and unanimously carried, the Board approved the IB 23-1 Demolition Services for Ocala Campus Pool and gives authorization to the Chair to sign the recommendation for award.

**ITB 23-1 – Demolition Services for Ocala Campus Pool**

Mr. Prince, Vice President of Administration and Finance presented Division of Emergency Management Mutual Aid Agreement allowing local governments to enter in to a mutual aid reciprocal agreement with the college in the event a situation arises that is too extensive to deal with unassisted. This is an updated agreement with additional terms from the previous agreements. Upon a motion by Trustee Stone, second by Trustee Edgar and unanimously carried, the board gives authorization to the Chair to sign on behalf of the College of Central Florida.

**Division of Emergency Management Mutual Aid Agreement**

Mr. Prince, Vice President of Administration and Finance presented the Enterprise Resource Planning System with a request for continuing of contract negotiations. Mr. Batsel briefly touched on contractual issues for negotiations and updates to the contract. A motion was made to grant authority to the Board Chair and President to sign the master agreement following any other minor changes negotiated by the Board Attorney and Jenzebar by Trustee Stone, second by Trustee Edgar and unanimously carried. A final contract will be shared once negotiations are complete.

**Enterprise Resource Planning System**

Dr Henningsen presented the budget priorities for the coming fiscal year which provide guidance for the budget process beginning in January. After discussion, upon a motion by Trustee Durrance, seconded by Trustee Branson and unanimously passed, the Board approved budget priorities for 2024-2025.

**Budget Priorities for 2024-2025**

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

**Financial Information- Monthly Financial Summary Report**

**FOR INFORMATION ONLY**

Mr. Jason Steuber, Director of the Appleton welcomed everyone to the Appleton with a thank you for giving the Appleton Team a chance to host and share the beauty of the museum. During the last twelve months the attendance at the Appleton has increased by 20.6% over the previous 12 months. This increase is a testament to the staff and their dedication during free Saturdays, education outreach, and participation in community events with art kits in a bag. The Appleton's success is with the same number of staff and their dedication that art is for all with no exclusions. Noted that other museums of the same size around the country are not fairing as well.

Coming up in 2024, the museum will be displaying the 18<sup>th</sup> century arms collection from the Napoleon Bonaparte era. Art in weaponry will showcase weapons that would have been for more prestigious ceremonies or events including the display today for the Board.

Chair Brancato thanked the entire board for their time and talents that are shared in support of the college.

Dr. Lawter recognized Alicia Harrison, president of the CF Chapter of AFC. Alicia reviewed the awards the team has won during this year's convention in Orlando including:

- **Erina Gross** received the *Region III Chapter Lifesaver Award*
- **Amy Osborne** received the *Region III Unsung Hero Award*
- **Dr. Sarah Satterfield & Lori Witkovich** won the *Student Development Commission 2023 Exemplary Practice Award* for their program "Plugging In: Helping Students Use Music to Cope with Feelings of Social Isolation in the Wake of COVID-19 and Ease Test and Performance Anxiety"
- One of our own CF alumnae, **Mrs. Mary Sue Rich**, was honored with being selected for the *AFC Leroy Collins Distinguished Alumni, "Hometown Hero"*
- CF won the following *Communications and Marketing Commission Awards of Excellence*:
  - Gold – 2021-2022 Annual Report
  - Gold – Fall 2022 Connection Magazine
  - Bronze – Summer 2023 Connection Magazine
  - Gold – Health Sciences Week Flyer
  - Bronze – Preview Day Flyer
  - Bronze – CF Acoustic Panels
  - Bronze – CF Bus Wrap
  - Bronze – "A College for Everyone" Poster Series
  - Gold – Accolades Retractors
  - Gold – Photography "A Model for Effective Learning"
  - Silver – Photography "Appreciation for an Affordable Degree"
  - Bronze – Photography "Baseball Pregame Ritual"
- **Cara Bennett**, Information Technology, was awarded the highest honor the Association can bestow on an individual, *Honorary Life Membership Award*. This is an award of appreciation for significant, long-term contributions to AFC and/or the state college system. It is the crowning achievement that recognizes long-term dedication.
- The CF Chapter was awarded the honor of *2023 Platinum Chapter* for our work in 2022-2023
- The CF Chapter was also awarded the highest honor for Chapters, winning *2023 Chapter of the Year!* Thank you for the continued support of the CF AFC Chapter and for allowing members to participate and serve.

Dr. Henningsen presented the President's Report including news that Dr. Torres has resigned as a board member, new cameras on campus helping with public safety, band and choir were joined by over 100 high school students for a day, continuing accreditation status for Physical Therapy Assistant program, Marty Smith will be recognized with the CF Distinguished Alumni

## Appleton Museum of Art Update

## BOARD CHAIR/TRUSTEE COMMENTS

## RECOGNITION

## President's Report

Award at graduation and other updates that will be included in a press release with the many great achievements and successes of 2023.

**Next Board Meeting.** Our next meeting will be held **Wednesday, January 24 at 3 p.m.** on the Ocala Campus.

**Next Board Meeting**

There being no further business to come before the Board, Chair Brancato adjourned the meeting at 4:12 pm.

**ADJOURNMENT**

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Joyce Brancato, Chair

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James D. Henningsen, Secretary