

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, February 28, 2024 and asked that everyone stand to recite the Pledge of allegiance. The meeting was held on the Jack Wilkinson Levy Campus.

CALL TO ORDER

Members Present: Joyce Brancato, Chair Bobby Durrance, Vice-Chair
 William Edgar Charlie Stone
 Rusty Branson 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.

Chair Brancato informed the Board that the agenda has been revised for cause. Item 10a. Interlocal Agreement – Marion County (Fire Training) has been added. Upon a motion by Trustee Stone, second by Trustee Edgar and unanimously carried, Item 10a. Interlocal Agreement- Marion County (Fire Training) has been added to the agenda.

Revision for Cause

Dr. Henningsen introduced Holland McGlashan to introduce Levy Campus Students. Matthew LaFlamme, Trae Smith and Isabelle Hewe. The students introduced themselves and talked about the classes they are taking, why they chose CF, the helpful staff at the Jack Wilkinson Levy Campus and thanked the trustees for their dedication to the college.

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

MEETING MINUTES

The Chair asked for any corrections or updates to the minutes of the January 24, 2024 District Board of Trustees meeting. Hearing none, upon a motion by Trustee Stone, seconded by Trustee Durrance and unanimously carried, the Board approved the January 24, 2024 meeting minutes as presented and authorized the Chair and President to sign on behalf of the Board.

Minutes

CONSENT AGENDA

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:

Gonzalez Maysonet, Keila E. – Trainee – CF Lab School Preschool Teacher – Child Care – February 01, 2024

Harvey, Dava L. – From Temporary to Regular Appointment – Technology Specialist – Information Technology – February 01, 2024

Parkinson, Miecha L. – Staff Assistant III – Health Sciences – January 16, 2024

Powell, Lynanne K. – TEMP – Accreditation and Grants Specialist – Resource and Development – February 16, 2024

White, Kirsten P. – Staff Assistant III – Dental Hygiene – Health Sciences – February 01, 2024

Grants and Contracts – Fund 2:

Arthur, Paul C. – Coordinator – Maintenance – Appleton Museum of Art – February 16, 2024

Clavette, Laci C. – Accounting Specialist III – Appleton Museum of Art – February 16, 2024

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:

Morant, Wantanisha D. Johnson, Ashley E.

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: Rafferty, Christopher J.

Temporary Part-Time Professional: None this reporting period.

Temporary Part -Time Career Service: OPS

Adams, Autumn M.	Forde, Richard M.	Ortiz-Benitez, Nadeysa X.
Arenas-Mendez, Kaity	Franco, Shirley	Nunez, Mya N.
Avila Guerrero, Maxima	Horton, Daulton T.	Stevens, Melanie S.
Fernandez, John		

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:

Hirani, Aliarsal N_A	Kerr, Douglas A. Sweat, Jaden E.
Hoyte, Ashanti H_P	Leduc, Zyus E.

Notification of engagement in outside employment or extra college activities:

Sampson, Eric A. Linaje, Monica A.

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

Brauckmuller, Lois E. – Director – Marketing, Public & Community Relations- March 31, 2024

Resignations:

Allen, Jameka D. – Staff Assistant IV – Student Success – February 29, 2024
Orlando, Anthony – PC/AV Technician – Information Technology – February 09, 2024
Sanz, Carola – Accountant I – Financial Operations – January 30, 2024

Separation due to Internal Transfer – No Break in Service:

Arthur, Paul C. – Chief Preparator – Appleton Museum of Art – February 15, 2024

Terminations: 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:

Aldana, Suzanne L. – Executive Administrative Assistant – Administration & Finance
Borolov, Virginia M. – Financial Aid Specialist II – Enrollment Services – Citrus

Camacho, Alberto (Danny) – Manager – Professional Development – Institutional Effectiveness

Garcia, Edwin A. – Staff Assistant III – Learning Support Center

Hill, Cristy J. – Staff Assistant III – Humanities & Social Sciences

Holloway, Shanna E. – Communications Center Specialist – Marketing & Public Relations

Redstone, Jacob M. – Financial Aid Specialist I – 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 including disposition of property, capitalized and not capitalized which has been declared surplus in the amount of \$142,219.71.

**Property Donations
/Dispositions**

The Board was asked to approve the Curriculum Changes as recommended by the Curriculum Committee and approved by the President.

Curriculum Changes

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 and
Internship Agreements**

The Board was asked to approve the three International Independent Contractor Agreements and give authorization to the President to sign the agreements on behalf of the College of Central Florida.

**International Independent
Contractor Agreement**

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

Dr. Mark Paugh, Vice President of Academic Affairs presented the Academic Calendar for 2024-2025 with a technical edit changing the date of Textbook Titles to the Bookstore to April 1 in lieu of the June 11 date listed. The Board was asked to approve the proposed Academic calendar for 2024-2025 as amended. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Edgar, seconded by Trustee Durrance and unanimously passed, the Board approved the Academic Calendar for 2024-2025 as amended. Copy of amended calendar will be filed with the original board packet.

**Academic Calendar for
2024-2025**

Mr. Charles Prince, Vice President of Administration and Finance presented the administrative calendar for 2024-2025. The Board was asked to approve the proposed administrative calendar for 2024-2025. Upon approval, the calendar will be submitted to the Florida Department of Education, Division of Florida Colleges in accordance with State Board of Education Rules. Upon a motion by Trustee Branson, seconded by Trustee Durrance and unanimously passed, the Board approved the Administrative Calendar for 2024-2025.

**Administrative Calendar for
2024-2025**

Mr. Charles Prince, Vice President of Administration and Finance presented the College of Central Florida Foundation Inc, Financial Memorandum of Understanding for approval. The annual financial Memorandum of Understanding for 2024 was approved by the District Board of Trustees on December 6, 2023 the Foundation requests an addendum to this agreement with an effective date of July 1, 2024 for specific changes in personnel funding and transfer of ownership of the Ewers Center from the Foundation to the college as approved by the Foundation Board of Directors. Upon a motion by Trustee Durrance, second by Trustee Stone and unanimously passed, the Board approved the College of Central Florida Foundation, Inc Memorandum of Understanding.

**College of Central Florida
Foundation Inc.
Memorandum of
Understanding**

Mr. Prince, Vice President, Administration and Finance presented write offs for student accounts as authorized by the State Board of Education Rule 6A-14.078 and as stated in the college's student fee collection procedure. Upon a motion by Trustee Branson, second by Trustee Edgar, a brief discussion from Trustee Branson regarding collection and comparison to other colleges, the motion carried with a unanimous vote.

**Write-off for Fiscal Year
2023-2024**

Mr. Prince, Vice President, Administration and Finance presented the Interlocal Agreement – Marion County (Fire Training) for approval. Marion County and the College of Central Florida request to enter into an agreement to provide Marion County Fire Rescue personnel with professional instruction and training in firefighting, fire prevention, emergency medical services and emergency operations through continuing workforce education. The College is requesting approval of this agreement to provide such services for a term of two (2) years with a renewal option of up to three 2-year periods. Dr. Fryns added the program would be under Workforce and Continuing Education and goes along with the AS degree in Fire Science. Agreement also has a 90-day notice with a 30 day for cause. Upon a motion by Trustee Edgar, second by Trustee Durrance, and unanimously passed, the Board approved the Interlocal Agreement – Marion County (Fire Training) agreement and authorized the Chair to sign on behalf of the College.

Interlocal Agreement – Marion County (Fire Training)

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 January for the comparative fiscal years 2022-2023 to 2223- 2024. The report included information about general college operations (Fund 1), increased revenues due to state support, and aa brief discussion regarding the Fund 2 account. The Chair acknowledged receipt of the reports on behalf of the Board.

Financial Information- Monthly Financial Summary Report

FOR INFORMATION ONLY

Mr. Prince, Vice President of Administration and Finance, provided an update on Fraud Prevention Update including how to identify risks, likelihood of fraud and consideration of who and how and the procedures in place at the College for faster detection and prevention. There have been no instances of fraud for this current term. A discussion of updating staff on policies and procedures for fraud prevention as change of positions occur with promotions and terminations occur, modification of procedures, how fraud is reported and bonded employees. Further follow up for clarification of risk mitigation, fraud and cyber security to be presented.

Fraud Prevention

Dr. Tamara Viviano-Broderick presented an update on the 10-year SACSCOC reaccreditation process due for March 1, 2025 with an off-site review in April 2025 and an on-site visit during September of 2025. Currently in the process of choosing the topic for 5-year self-study project and will bring to the BOT for approval soon. During this process, we are also applying for new accreditation with HLC as instructed with the new state law change for accrediting agency.

Accreditation Update

Holland McGlashan, Levy Campus Provost presented a 2024 update of the Levy Campus including adult education, welding program, dual enrollment, recruitment, outreach, student life, projects and goals. Full time Assessment Specialist has been a positive addition to the staff for programs and community engagement as well. The welding programs success is due to the exceptional teaching of Mr. James Class who was just recently awarded the American Welding Society Section Educator of the Year.

Levy Campus Update

Dr. Henningsen presented a Legislative update including waiting for budget news from Tallahassee with final news by the end of the week. The 28 college presidents voted unanimously to be included on the State health insurance plan and details of how this will be funded are forthcoming.

Legislative Update

BOARD CHAIR/TRUSTEE COMMENTS

Dr. Henningsen presented the President’s Report to the board which included information about the Joint Legislative Audit Committee letter regarding textbook affordability. We have

PRESIDENT’S REPORT

implemented a new database last fall and we are 97 % compliant but have to wait for the auditors to return. We will provide the Trustees with a full summary detailing the issue and how we have responded. Information regarding the college being in the Aspen top 50 prize for Community College excellence, Soaring Eagle Award banquet, Walk-in WOW for Plant Operations, 100% pass rate for the Emergency Medical Technician cohort, PTK new member induction ceremony, and family campaign with a 95% participation rate were also presented to the Board.

Next Board Meeting. Our next meeting will be held **Wednesday, March 27, 2024 at 3 p.m.** on the Ocala 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

Next Board Meeting

ADJOURNMENT