



COLLEGE *of*  
CENTRAL  
FLORIDA

College *of* Central Florida  
Performance Funding Improvement Plan  
Mid-year Report  
2015-2016



# 2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

**College: College of Central Florida**

**Report completed by Dr. Jillian Ramsammy, Vice President of Institutional Effectiveness and College Relations**

|                           |   |   |
|---------------------------|---|---|
| <b>Strategy 1</b>         | Strengthen Collaborations and Partnerships with Local Business and CareerSource Citrus Levy Marion  |   |
| <b>Activity 1</b>         | Create an innovative partnership with CareerSource Citrus Levy Marion (CareerSource) to provide streamlined placement services and better align graduating students with available high-skill/high-wage jobs. |   |
|                           | <p><b>Evidence of completion (150 words or less)</b></p> <p><b>Supporting documentation may be attached.</b></p>  | <p>Job placement and continuing education resources were communicated to 2014-2015 graduates via direct mail. A letter was sent Sept. 18 to all graduates and a postcard was sent Nov. 2 to graduates who were not enrolled at CF fall 2015. (Attachment A)</p> <p>A comprehensive Professional Placement Implementation Plan (Attachment B) was developed between CareerSource and College of Central Florida. Through this plan, graduates will receive enhanced placement services. The plan outlines a spring 2016 implementation timeline. In partnership with CareerSource, a new location will open at the Ocala Campus. Center staff will communicate directly with students who have completed 75 percent of course requirements toward their degree to provide individualized support with resume writing, interviewing skills and access to current job openings. This partnership expands on the counseling and testing services currently available to students to help them make informed choices for majors and careers.</p> |
| <b>Status (check one)</b> | Accomplished  | √   |
|                           | Not Accomplished  |   |

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December 2015

|                           |  |  |
|---------------------------|--|--|
| <b>Strategy 1</b>         | Strengthen Collaborations and Partnerships with Local Business and CareerSource<br>Citrus Levy Marion            |  |
| <b>Activity 2</b>         | Launch a collegewide local business advisory council.  |  |
|                           | <p><b>Evidence of completion (150 words or less)</b></p> <p><b>Supporting documentation may be attached.</b></p> | <p>The Business Advisory Council (Attachment C) consists of a group of 12 committed, business leaders representing high-skill/high-wage industries including advanced manufacturing, business and information technology, transportation and logistics, health care and engineering.</p> <p>The goals of the council are to:</p> <ul style="list-style-type: none"> <li>• further strengthen our alignment of educational programs with workforce priorities.</li> <li>• support future industry goals of our workforce partners by ensuring qualified graduates are ready to fill open positions in local industry.</li> <li>• contribute to the economic vitality of our region by providing immediate, local employment opportunities for college graduates.</li> <li>• support the career and professional goals of our graduates by offering education opportunities that lead to high-skill/high-wage jobs.</li> </ul> <p>Additionally six employers have committed to hosting career tours for faculty and students at their sites in spring 2016. (Attachment D)</p> <p>Eleven employers have committed to delivering career chats at CF for students in spring 2016. (Attachment E)</p> |
| <b>Status (check one)</b> | Accomplished   | ✓  |
|                           | Not Accomplished   |  |

# 2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

|                           |  |   |   |
|---------------------------|--|---|---|
| <b>Strategy 1</b>         | Strengthen Collaborations and Partnerships with Local Business and CareerSource Citrus Levy Marion   |   |   |
| <b>Activity 3</b>         | Create a Guaranteed Graduate program that assures the quality of CF graduates and offers the employer no-cost retraining for a student in identified competencies for up to one year after graduation. |   |   |
|                           | <p><b>Evidence of completion (150 words or less)</b></p> <p><b>Supporting documentation may be attached.</b></p>   | <p>Criteria for the Guaranteed Graduate Program (Attachment F) include:</p> <ul style="list-style-type: none"> <li>• reference letter from an instructor attesting to the ability and dedication of the student (attendance, homework, testing, soft skills).</li> <li>• minimum GPA of 3.0.</li> <li>• evaluation from the employer with identified weaknesses and specific areas in need of retraining.</li> </ul> <p>The college has developed a comprehensive marketing and communication plan to ensure that employers are aware of our commitment to stand behind the quality of the students we graduate. (Attachment G)</p> <p>Examples of marketing materials include logo, flier, billboard and advertisement. (Attachment H)</p> |   |
| <b>Status (check one)</b> | Accomplished   |   | √ |
|                           | Not Accomplished   |   |   |

# 2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

|                           |  |  |
|---------------------------|--|--|
| <b>Strategy 2</b>         | Maximize Opportunities to Earn Credentials that Lead to Placement in High-skill/High-wage Jobs   |  |
| <b>Activity 1</b>         | Create a comprehensive centralized department for student success to provide greater advising emphasis on completion options and placement opportunities in high-skill/high-wage jobs. |  |
|                           | <b>Evidence of completion (150 words or less)</b><br><br><b>Supporting documentation may be attached.</b>  | <p>CF advising functions were reorganized into a new Student Success department. A new dean of Student Success assumed duties Sept. 15, 2015. This position will develop, implement, supervise, evaluate and provide vision for the development of the college's academic advising program that ranges from entry to graduation. (Attachment I)</p> <p>There are 16 positions (2 assistant directors and 14 advisors) in the department that will be focused on delivering comprehensive and personalized advising services to students. Responsibilities are described in the attached job descriptions. (Attachment J)</p> |
| <b>Status (check one)</b> | Accomplished   | √  |
|                           | Not Accomplished   |  |

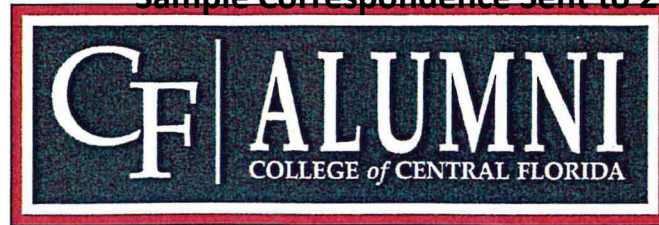
|                           |   |   |
|---------------------------|---|---|
| <b>Strategy 2</b>         | Maximize Opportunities to Earn Credentials that Lead to Placement in High-skill/High-wage Jobs  |   |
| <b>Activity 2</b>         | Review and realign curricula for Associate in Science degrees and College Credit Certificates to increase the number of completers available for job placement or continuing education. |   |
|                           | <b>Evidence of completion (150 words or less)</b><br><br><b>Supporting documentation may be attached.</b>   | <p>All A.S. degree programs were reviewed for College Credit Certificate availability to align with state curriculum frameworks. (Attachment K)</p> <p>Additionally, 5 certificates have been reviewed and approved by the curriculum committee for implementation in spring 2016. (Attachment L)</p> |
| <b>Status (check one)</b> | Accomplished  | √   |
|                           | Not Accomplished  |   |

# 2015 Florida College System Performance Funding Improvement Plan Mid-year Report



December 2015

|                           |   |  |   |
|---------------------------|---|--|---|
| <b>Strategy 3</b>         | Strengthen Collaborations and Partnerships with Postsecondary Institutions                                |  |   |
| <b>Activity 1</b>         | Increase pathways to higher education institutions to improve continuing education rates of graduates.    |  |   |
|                           | <b>Evidence of completion (150 words or less)</b><br><br><b>Supporting documentation may be attached.</b> | CF initiated dialogue with University of Central Florida, University of Florida and University of South Florida to create guaranteed higher education pathways. (Attachment M)<br><br>CF was successful in advancing discussions with UCF, has a board-approved agreement with the University of Central Florida and is the newest member of DirectConnect. (Attachment N) |   |
| <b>Status (check one)</b> | Accomplished  |  | √ |
|                           | Not Accomplished  |  |   |



September 18, 2015



We're taking a moment to check in with our alumni, and we hope this letter finds you well.

The Alumni Association has developed a strong relationship with the college and the community. We strive to stay connected with our alumni and provide networking and career development opportunities.

Did you know that as a CF graduate, there are resources to help you take the next step in your career?

- The Patriot Job Connection, which is located in the Enterprise Center at the Ocala Campus, offers one-on-one consultation with professional placement specialists, interviewing assistance, web-based skills assessments, employability workshops, a full-service resource room (fax, scan, copier), and recruitment events. The Patriot Job Connection is open Monday through Friday, 8 a.m. to 5 p.m. To schedule an appointment, call 352-840-5762 or 800-434-5627, ext. 1683.
- CareerCoach, accessed at the homepage of [www.CF.edu](http://www.CF.edu), is a web-based tool providing local employment and education opportunities, as well as a ResumeBuilder tool.
- A College of Central Florida advisor is available to discuss continuing education options at CF or with one of our university partners. Call Amie Haffner at 352-854-2322, ext. 1751.

We would like to hear from you — whether you are employed, pursuing another degree or certificate, or would just like to share how CF has impacted your education. Please visit [www.cf.edu/alumni](http://www.cf.edu/alumni), to share your story and update your alumni contact information.

To keep up to date with alumni events and activities, please be sure to like us on Facebook. If you would like additional information on the Alumni Association, please contact Alumni Relations at [ryond@cf.edu](mailto:ryond@cf.edu) or at 352-854-2322, ext. 1726.

Go Patriots!

Sincerely,

A handwritten signature in blue ink that reads "Diana Ryon".

Diana Ryon '97

Coordinator, Alumni Relations



Dear College of Central Florida graduate,

CF is proud of you and committed to your continued success.

For a limited time, we are offering eligible graduates an opportunity to take their first bachelor's degree class at half price. That's a savings of \$188.34. As a recent graduate you may be eligible to take advantage of this offer.

Learn about our four-year degrees at a **Bachelor's Degree Open House**, Tuesday, Nov. 17, at 5 p.m. in the Ewers Century Center at the Ocala Campus, 3001 S.W. College Road. Or visit [www.CF.edu/bachelors](http://www.CF.edu/bachelors).

Contact Amie Haffner at [haffnera@cf.edu](mailto:haffnera@cf.edu) to RSVP for the Open House or to learn if you are eligible for our bachelor's degree incentive program, which is limited to the first 50 students who meet the criteria.

What's your next step?



3001 S.W. College Road  
Ocala, FL 34474-4415

NONPROFIT  
U.S. POSTAGE  
PAID  
PERMIT NO. 12  
OCALA, FL



**College of Central Florida - CareerSource CLM  
Professional Placement Implementation Plan**

| <b>Component</b>  | <b>Primary Responsibility</b>               | <b>Targeted Implementation</b>                                 | <b>Status</b>   |
|---|---|--|---|
| Draft Agreement   | Mark Paugh                                  | CareerSource CLM<br>October 2015 Board<br>of Directors Meeting | Approved  |
| Identification,<br>development and<br>occupancy of new co-<br>located space for CF<br>and CareerSource<br>CLM staff | Mark Paugh<br>Rusty Skinner<br>Tom Morelock | Ready for move in<br>April 2016                                | In Process---Space<br>identified, floor plan<br>design options developed;<br>on target for permitting<br>and remodel  |
| Identification of CF<br>and CareerSource<br>CLM staff   | Mark Paugh<br>Rusty Skinner                 | To be co-located April<br>2016                                 | Staff identified  |
| CareerSource CLM<br>Portal Enhancements   | Rusty Skinner                               | To be operational<br>April 2016                                | In process; need to<br>identify a workgroup of<br>both CF and<br>CareerSource CLM<br>personnel to provide input<br>to design and<br>functionality                                   |
| Professional<br>Development for CF<br>Educational Advisors  | Debbie Bowe                                 | November 2015  | In process and ongoing  |
| CF Patriot E-Mail   | Hank Glaspie                                | April 2016   | In process  |
| Identification of<br>additional Resource<br>Room Offerings  | Rusty Skinner<br>Mark Paugh                 | April 2016   | Identification Completed;<br>will continue to review  |
| Workshops and other<br>events   | Rusty Skinner<br>Mark Paugh                 | April 2016 and<br>ongoing                                      | Current and additional<br>services  |
| Initial Upload of CF<br>students within 75%<br>of completion  | Rusty Skinner<br>Mark Paugh                 | May 2016   | Working pilot to identify<br>students within 75% of<br>completion for all<br>certificate and degree<br>programs   |
| Communication from<br>CareerSource to<br>Students   | Rusty Skinner<br>Mark Paugh                 | May 2016 and<br>ongoing  | Communications to<br>students encouraging<br>access to resources and<br>job placement assistance.<br>Intended to cycle three<br>times annually to those<br>within 75% of completion |

## Attachment B

|                    |                             |                           |  |
|--------------------|-----------------------------|---------------------------|--|
| Advisor Training   | Debbie Bowe                 | November 2016 and ongoing | Training to ensure that advisors have discussions with students about eventual placements or continuing education and resources available from CareerSource, how to access and touch points throughout process |
| Program Evaluation | Mark Paugh<br>Rusty Skinner | Ongoing                   | Will assess data on an ongoing basis and analyze for first annual report.  |



Business Advisory Council  
Members  
2016

Mr. Rob Adamiak, Executive Director  
Marion Regional Manufacturers Association  
P O Box 5683  
Ocala, FL 34478

Ms. Lori Boring, Market President  
Renasant Bank  
1409 E. Silver Springs Blvd.  
Ocala, FL 34470

Mr. Troy Bowman, General Manager  
K-Mart  
655 SW 52<sup>nd</sup> Avenue  
Ocala, FL 34474

Mr. Tom Falanga, Manager  
Lockheed Martin  
498 Oak Road  
Ocala, FL 34472

Mr. Larry Mayfield, CEO  
Ocala Family Medical Center, Inc.  
2230 SW 19<sup>th</sup> Avenue Road  
Ocala, FL 34471

Mr. Randy McVay, CEO  
Ocala Regional Medical Center  
1431 SW 1<sup>st</sup> Avenue  
Ocala, FL 34471

Mr. Dan Peters, President  
E-One  
1601 SW 37<sup>th</sup> Avenue  
Ocala, FL 34474

Ms. Faye Peraza, VP Human Resources  
Munroe Regional Medical Center  
1500 SW 1<sup>st</sup> Avenue  
Ocala, FL 34471

Ms. Mary Ellen Poe, Administrator  
Hospice of Marion County  
3231 SW 34<sup>th</sup> Avenue  
Ocala, FL 34474

Mr. Kevin Sheilley, President  
Ocala CEP  
310 SE 3<sup>rd</sup> Street  
Ocala, FL 34471

Mr. Rusty Skinner, CEO  
CareerSource  
2703 NE 14<sup>th</sup> Street  
Ocala, FL 34470

Ms. Ellen Witterstaeter, CEO  
HealthSouth Rehabilitation Hospital Ocala  
2275 SW 22<sup>nd</sup> Lane  
Ocala, FL 34471

Sample Correspondence Sent to Members of Business Advisory Council



College of Central Florida

Office of the President

November 30, 2015

Mr. Rusty Skinner  
CareerSource  
2703 NE 14<sup>th</sup> Street  
Ocala, FL 34470

Dear Mr. Skinner:

Thank you for agreeing to collaborate with the College of Central Florida to further focus our efforts to meet your workforce needs. As a member of the College of Central Florida's Business Advisory Council, we can work together to meet our mutual goal of a well-educated, employed workforce.

Through this Business Advisory Council, we will work more closely with selected business leaders representing high-skill, high-wage industries to share trends, skills gaps, specific personnel needs and more.

In return, you will find a sounding board and college leadership that is committed to providing qualified graduates to fill open positions within your organization.

The Business Advisory Council will meet twice a year at the College of Central Florida's Ocala Campus. We will meet in March, 2016 and then again in Fall 2016.

At the College of Central Florida, we know that our job is not done until our students find employment. Our hope is that they will remain in our community.

We appreciate your commitment to collaborate on this critical initiative.

Sincerely,

James D. Henningsen  
President

JDH/JR/cma



COLLEGE of  
CENTRAL  
FLORIDA

—an equal opportunity college—

November 25, 2015

Donna Cress  
Director, Human Resources  
Signature Brands  
808 S.W. 12<sup>th</sup> Street  
Ocala, FL 34471

Dear Donna:

Thank you for agreeing to host a career tour in spring 2016 at Signature Brands as the business needs allow.

At CF, we want to give students concrete knowledge and experiences on which to envision and plan for their future. Through career tours we are working with local businesses to expose our students to high-skill, high-wage industries in our region. Career tours provide our students with an invaluable opportunity to learn about local industries and employment opportunities related to specific areas of study.

We know that our job is not done until our students find employment. Our goal is that, as they learn more about the options that are available, they will make informed career choices that lead to successful employment in our community.

We appreciate your commitment to collaborate on this critical initiative.

Sincerely,

Mark L. Paugh, Ph.D.  
Vice President for Academic Affairs



COLLEGE of  
CENTRAL  
FLORIDA

—an equal opportunity college—

November 24, 2015

Gregg Berglund  
Service Executive  
Ricoh  
485 North Keller Road, Suite 400  
Maitland, FL 32751

Dear Gregg:

Thank you for agreeing to host a career chat in spring 2016.

At CF, we want to give students concrete knowledge and experiences on which to envision and plan for their future. Through career chats we are working with local businesses to expose our students to high-skill, high-wage industries in our region. Career chats provide our students with an invaluable opportunity to learn about local industries and employment opportunities related to specific areas of study.

We know that our job is not done until our students find employment. Our goal is that, as they learn more about the options that are available, they will make informed career choices that lead to successful employment in our community.

We appreciate your commitment to collaborate on this critical initiative.

Sincerely,

Mark L. Paugh, Ph.D.  
Vice President for Academic Affairs



DATE: November 23, 2015

TO: Mark Paugh, Vice President for Academic Affairs

FROM: Sheila Rios, Dean for Business, Technology and Career and Technical Education

SUBJECT: Workforce Guarantee

The College of Central Florida is committed to ensuring that our students are workforce ready. To that end, we pledge to retraining students employed within one year of graduation who qualify as a guaranteed graduate. Retraining is limited to certain workforce programs. Students and employers, who agree to the conditions of a guaranteed graduate program, must meet the following criteria:

- A reference letter from a Professor attesting to the ability and dedication of the student (attendance, homework, testing, soft skills)
- At least a 3.0 GPA
- An evaluation from the employer with identified weaknesses and specific areas in need of retraining

We want our community partners to hire with confidence and that is why at the College of Central Florida, we are guaranteeing that we are providing graduates with the workforce skills needed to run their organizations.



## College of Central Florida Guaranteed Graduate Marketing Plan

### **Executive Summary**

The College of Central Florida is committed to ensuring that our students are workforce ready. To that end, we pledge to retraining students employed within one year of graduation who qualify as a guaranteed graduate.

The CF Guaranteed Graduate program aligns with CF Strategic Plan Priority 2: Strengthen Collaboration and Partnerships and Priority 6: Demonstrate Value, as well as the Florida College System Strategic Plan and FCS Performance Funding Improvement Plan. The marketing plan will be implemented by CF Marketing and Public Relations Department with support of Academic Affairs and Student Affairs.

### **Marketing Goal**

Create a Guaranteed Graduate program that assures the quality of CF graduates and offers the employer no-cost retraining for a student in identified competencies for up to one year after graduation.

### **Marketing Objective**

Improve placement rates for College of Central Florida graduates in high-skill, high-wage jobs by strengthening collaborations and partnerships with local businesses.

### **Target Markets**

- Local business leaders and hiring personnel (for-profit and nonprofit)
- Current students
- Prospective students



**Attachment G**

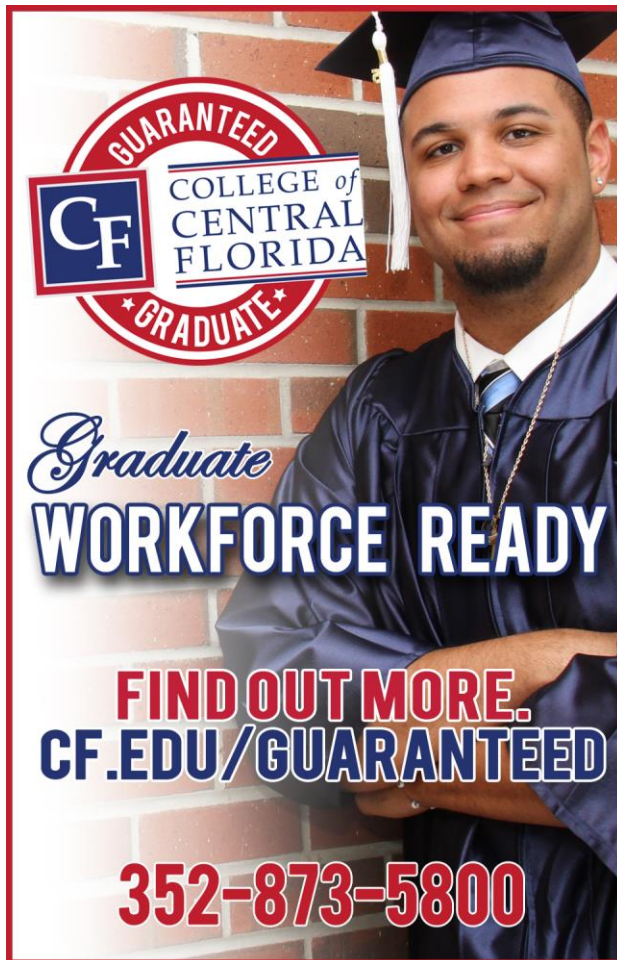
| <b>Marketing Tactics</b>   | <b>Measures</b>                                      | <b>Target Group</b>                              | <b>Date</b>   |
|--|--|--|---------------|
| News release and media pitch to business editors, editorial page editors of Marion, Citrus and Levy newspapers and local business publications including Innovate Ocala, Innovate Citrus | Completed news release and number of media contacted | Business leaders                                 | January 2016  |
| Targeted ad placement in business pages of daily newspapers; local business publications, ex. Innovation Ocala, CEP Business Directory; and billboards                                   | Number of ads placed                                 | Business leaders                                 | January 2016  |
| Website: graphic presence on homepage of college website, <a href="http://www.CF.edu">www.CF.edu</a> , and landing page with criteria, contact information                               | Google analytics of page hits                        | Business leaders, current and potential students | January 2016  |
| Artwork for plasma screens at college locations  | Completed artwork                                    | Current students                                 | January 2016  |
| Inclusion in CF employee newsletter, Insider   | Printed copy   | CF staff   | January 2016  |
| Sponsorship of a chamber event, such as Ocala/Marion County Chamber and Economic Partnership monthly breakfast to share information about program  | Number in attendance at event                        | Business leaders                                 | February 2016 |
| Targeted mailing to businesses   | Quantity mailed                                      | Business leaders                                 | February 2016 |
| Email to chamber partners  | Number of emails                                     | Business leaders                                 | February 2016 |
| Present information at meeting of the Ocala Human Resources Management Association, <a href="http://ohrma.shrm.org/">http://ohrma.shrm.org/</a>  | Number in attendance                                 | Hiring managers                                  | February      |
| Social media: LinkedIn, Facebook   | Number of Facebook likes                             | Current, potential students                      | Monthly, 2016 |
| Talking points for college representatives who advise students and others meeting with business representatives  | Completed talking points                             | Current students, business leaders               | March 2016    |
| Presence at CF Preview Nights, college fair for prospective students and family members in Marion, Citrus and Levy   | Number in attendance                                 | Potential students                               | March 2016    |
| Talking points for graduates prepping for job interviews   | Completed talking points                             | Current students                                 | April 2016    |
| Inclusion in college catalog   | Inclusion in college catalog                         | Current, potential students                      | June 2016     |

Billboard, advertisement and flier samples:



**GUARANTEED**  
**CF** COLLEGE of CENTRAL FLORIDA  
**\*GRADUATE\***

*Graduate*  
**WORKFORCE READY**  
**FIND OUT MORE.**  
**CF.EDU/GUARANTEED**



**GUARANTEED**  
**CF** COLLEGE of CENTRAL FLORIDA  
**\*GRADUATE\***

*Graduate*  
**WORKFORCE READY**  
**FIND OUT MORE.**  
**CF.EDU/GUARANTEED**  
**352-873-5800**



*Graduate*

**WORKFORCE READY**

**FIND OUT MORE.**

**CF.EDU/GUARANTEED**

**352-873-5800**

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DEAN – STUDENT SUCCESS

PAY GRADE: A-17

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To develop, implement, supervise, evaluate, and provide vision for the development of the College's academic advising program that ranges from entry to graduation. Supervises the office of academic advising.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Minimum of Masters degree in Counselor Education, higher education administration, or a student personnel related field required. Doctorate preferred.
2. Years of experience in field: Minimum of five years experience in a community college student affairs setting, preferably with director level experience in academic advising, retention and student success. Experience in a community college or college setting required.
3. Special skills or abilities related to position: Positive human relations' skills. Knowledge of contemporary academic advising, student success, and student persistence concepts and programs. Knowledge of College rules, procedures and curriculum. Knowledge of the College's objectives and policies relating to student development, academic advising, and graduation requirements. Knowledge and skills with Early Alert Programs and models for student retention. Knowledge of State University transfer requirements. Knowledge of the college mission, and of goals and objectives in meeting the mission. Ability to establish and maintain effective working relationships with students, faculty, and staff. Evidence of good supervisory skills. Ability to communicate effectively.

ESSENTIAL JOB FUNCTIONS:

1. Plan, implement, supervise, and evaluate a comprehensive academic advising program for the College.
2. Perform daily supervision of academic advising team on Ocala Campus and make regular evaluations of their performance.

ESSENTIAL JOB FUNCTIONS (Continued):

3. Assist with implementing college strategic priorities related to advising, retention, and degree completion.
4. Counsel and advise students as appropriate.
5. Maintain relationships with other SUS institutions to facilitate the successful transfer of CF students to upper division programs.
6. Responsible for maintaining close liaison with students and staff to enable the College to develop student affairs programs, which meet, identified needs.
7. Schedule and conduct periodic student evaluation of services and report results to the Vice President for Student Affairs.
8. Assist with implementing technology solutions to promote student degree progress and completion.
9. Develop and implement professional development training program for advising team.
10. Support other division- and college-wide student services initiatives.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

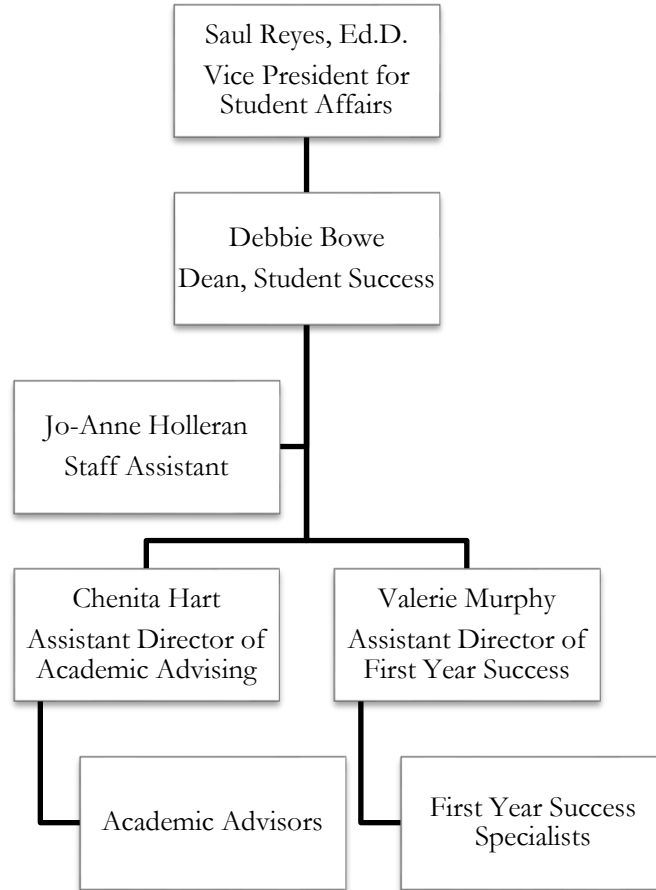
Building 5, Ocala Campus

SUPERVISOR OF POSITION:

Vice President, Student Affairs



**College of Central Florida  
Division of Student Affairs  
Student Success  
Organization Chart**



COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF ACADEMIC ADVISING  
PAY GRADE: P-12  
OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES:

Provide leadership, supervision, and coordination in the planning, implementation, and evaluation of advising services college wide. Provide direct supervision for the meta-major educational Advisors assigned to the Advising Center. Provide leadership and coordination of college wide new student orientation. Provide training and support for Advisors college wide in academic and registration areas. Assist the Division of Student Affairs in designing, implementing, and evaluating programs and services that promote student learning and student success. Assume a leadership role in designing, implementing and evaluating special initiatives for underrepresented populations within the student body, and increasing the retention of college-credit students, especially those from academically at-risk populations.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's Degree in counseling or a related student development field is required.
2. Years of experience in field: Three years experience in counseling/advising or a related student development field is required; two years of administrative/supervisory experience required; community college or higher education experience in a commuter institution is preferred.
3. Special skills or abilities related to position: Well developed interpersonal, communication, leadership, computer and organizational skills. Demonstrated ability to develop, implement and coordinate advising support services. Demonstrated ability to design and implement student support programs, activities and services. Demonstrated ability to incorporate technology into the design and delivery of programs and services that support student learning and student success.

PREREQUISITES FOR POSITION (Qualification Standards): (continued)SPECIAL SKILLS OR ABILITIES RELATED TO POSITION: (CONTINUED)

Knowledge of developmental advising, learning theory, and current research in career, crisis, and personal counseling. Demonstrated ability to apply theory and research, work collaboratively with individuals at all levels of the college community and understands and create programs to support academically at-risk students. Knowledge of the counselor's role in providing learning support services for students. Ability to use technologies to promote and support student access and success.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate the planning, implementation and evaluation of meta-major advising support services, college wide including oversight of the daily operations of advising in the Advising Center.
2. Collaborate with academic and student affairs colleagues to design, implement and evaluate programs and services designed to increase the retention and success of college-credit students, especially those from academically at-risk populations.
3. Provide professional support and referrals for students with personal, social, and/or academic concerns that impair learning.
4. Design, implement and evaluate career advising services for students and prospective students that include career information, exploration and assessment as well as clarification of life goals and the development of an educational/career plan.
5. Coordinate training and support for all education Advisors across all campuses.
6. Plan and implement new student orientations.
7. Coordination of Early Support Program (ESP) for meta-major students referred to the ESP.
8. Maintain transfer advising tools to assist in advising of transfer students.
9. Remain up-to-date on state and federal guidelines, emerging theories and research, and conceptual models related to advising, career counseling, student access, and student success.
10. Assist with schedule changes and certification of eligibility for graduation.
11. Respond to Legislative updates and changes that relate to student advising.
12. Collaborate with the Dean of Student Success to ensure adequate coverage and supervision for the Advising Center.
13. Assists with the coordination of special programs hosted by the College to include: College Preview Night, Careers and Colleges Expo and CF College Night programs at various high schools in the CF service district.

(These essential job functions are not to be construed as a complete statement of all duties performed.)



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.
- Ability to drive a college vehicle

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: Dean of Student Success

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF FIRST YEAR SUCCESS  
PAY GRADE: P-12  
OVERTIME STATUS: Exempt

MAJOR RESPONSIBILITY:

Provide leadership, supervision, and coordination in the planning, implementation, and evaluation of advising services for first-year students college wide. Provide direct supervision for the first-year success specialists assigned to the Advising Center. Provide leadership and coordination of college wide new student orientation. Provide training and support for Advisors College wide in academic and registration areas. Assist the Division of Student Affairs in designing, implementing, and evaluating programs and services that promote student learning and student success. Assume a leadership role in designing, implementing, and evaluating special initiatives for underrepresented populations within the student body, and increasing the retention of college-credit students, especially first-year students.

Coordinate the research, design, implementation and evaluation of innovative student advising and success strategies for first-year students.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Master's Degree in the area of student personnel, higher education administration or related field is required.
2. Years of experience in field: Three years experience in counseling/advising or a related student development field is required; two years of administrative/supervisory experience required; community college or higher education experience in a commuter institution is preferred.
3. Special skills or abilities related to position: Well developed interpersonal, communication, leadership, computer and organizational skills. Ability to plan, design and coordinate a comprehensive student success program and activities in conjunction with other student affairs departments and institution effectiveness efforts. Ability to serve as liaison between students, faculty, and staff for the purposes of promoting student success and retention. Ability to serve as the originator of innovative approaches related to student success and retention for underprepared students; ensure that services are competitive with best practices for community colleges. Ability to coordinate orientation, advising research and retention strategies. Ability to coordinate data collection for program dissemination, implementation, and evaluation.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate the planning, implementation and evaluation of developmental advising support services for first-year students.
2. Supervise team of first-year success specialists.
3. Coordinate the daily operations of first-year advising and Early Student Support.
4. Collaborate with academic and student affairs personnel to design, implement, and evaluate programs and services designed to increase the retention and success of first-year students.
5. Research, develop, implement and evaluate new student orientation program designed specifically for underprepared students. Ensure orientation model is effective and deliverable college wide.
6. Research, develop, implement and evaluate developmental advising program for underprepared students. Ensure developmental advising model is effective and deliverable college wide.
7. Coordinate professional support and referrals, to include the college's Early Support Program, for students with personal, social and or academic concerns that impede academic success.
8. Remain up-to-date on state and federal guidelines, emerging theories and research and conceptual models related to advising, retention and student success. Support and assist the Dean of Student Success with research, reports, and presentations as needed.
9. Initiate innovative approaches related to student success and data collection.
10. In collaboration with other department staff, design and deliver appropriate professional development activities to support implementation of new orientation and advising programs, college wide.
11. Participate in college activities designed to communicate information to students, staff, faculty, and the public QEP initiatives.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

ESSENTIAL PHYSICAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to drive a college vehicle.
- Able to sit at a desk and view a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Light (up to 15 pounds) lifting

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: Dean Student Success

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: EDUCATIONAL ADVISOR

PAY GRADE: P-9

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide advisory services for prospective and currently enrolled students; develop and implement services related to retention, orientation, registration, academic advising, academic skills enhancement and career goals.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. Preference is a bachelor's degree in a student development related field.
2. Years of experience in field: Three years' experience working with a diverse student population in career counseling, remediation, assessment, testing, counseling/advisement, learning lab or related student services/development field preferred.
3. Special skills or abilities related to position: Ability to read and interpret state and college regulations relating to academic advisement. The ability to promote college programs to prospective students. Knowledge and understanding of the technical and educational aspects of all college programs. Ability to acquire knowledge of financial aid opportunities, programs, rules, and regulations. Ability to maintain student records and interpret data. Working knowledge of the personal computer, including MS Office Suite. Ability to work with the public, especially educationally and financially disadvantaged individuals and individuals with disabilities. Knowledge of and ability to instruct students in online resources and registration via the web. Some knowledge of standardized and special testing and assessment instruments. Excellent communication skills.

ESSENTIAL JOB FUNCTIONS:

1. Provide academic advising for degree and certificate seeking students (in person and online).
2. Develop and implement student development activities, programs and services that promote learning and retention.
3. Provide professional support and referrals for students with personal, social, and/or academic concerns that impair learning.

2010-08-27 – Revised

2007-09-16 - Revised & title changed from Student Development Advisor

Revised 5/30/07

6/01/04

ESSENTIAL JOB FUNCTIONS (Continued):

4. Provide student advisement that includes career path options, individual success plans, and career and life goals.
5. Provide basic admissions, financial aid, registration, and Veterans' Administration benefits information.
6. Help students understand course sequence, academic load, graduation and transfer requirements (SUS articulation).
7. Provide students with information about institutional and program policies, procedures, and college and community resources.
8. Help students develop skills in self-direction.
9. May be required to work flexible schedule.
10. Maintain professional currency; including participation in regular training sessions provided by the college.
11. Additional duties as assigned by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside a classroom/computer laboratory environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Citrus Campus, Levy Center, Hampton Center or Ocala Campus.

SUPERVISOR OF POSITION: Dean of Student Success, or Assistant Director of Academic Advising, or assigned administrator.

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: FIRST YEAR SUCCESS SPECIALIST

PAY GRADE: P-9

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide advisory services for first year students; develop and implement services related to retention, orientation, registration, academic advising, academic skills enhancement and career goals. Develop and implement innovative programs and services specifically relating to the first year experience and student success.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. Preference is a bachelor's degree in education or student development related field. Master's degree preferred.
2. Years of experience in field: One year experience required, three years preferred, working with a diverse student population, in counseling, advising, assessment, remediation, career counseling or related student services/development fields.
3. Special skills or abilities related to position: Ability to understand and effectively communicate college and state assessment and curriculum policies and procedures. Ability and desire to encourage and guide first year students as they define and develop realistic goals. Knowledge and ability to provide students with information and strategies for effectively utilizing college and community resources. Ability to assist first year students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements. Ability to maintain student records and interpret data. Working knowledge of the personal computer, including MS Office Suite. Excellent communication skills.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the development and implementation of a holistic advising model which provides first year students with the knowledge and skills necessary to plan and meet their educational goals and achieve academic success.
2. Provide positive intrusive advising for students with personal, social, and/or academic concerns that impede academic success.

ESSENTIAL JOB FUNCTIONS (continued):

3. Help students understand their options and pathways for college success.
4. Provide students with information about institutional and program policies, procedures, and college and community resources.
5. Encourage and guide students in defining and developing realistic goals and attainable plans for student success.
6. Support and assist students in the development of decision making skills and skills in assuming responsibility for their academic success.
7. Provide professional support for students with personal, social, and/or academic concerns that impede academic success, by connecting them to appropriate academic and student success resources.
8. Assist in the design and delivery of appropriate professional development activities to support the implementation of new orientation and advising programs college-wide.
9. May be required to work flexible schedule.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Ability to drive a college vehicle.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Light (up to 15 pounds) lifting and carrying

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Citrus Campus, Levy Center, Hampton Center or Ocala Campus

SUPERVISOR OF POSITION: Dean of Student Success, Assistant Director of First Year Success, or assigned administrator





DATE: November 23, 2015

TO: Mark Paugh, Vice President for Academic Affairs

FROM: Sheila Rios, Dean for Business, Technology and Career and Technical Education

SUBJECT: College Credit Certificates

During the Fall term, the faculty and I reviewed our current program and curriculum offerings in search of opportunities that provide students with the ability to earn the maximum credentials that lead to high skill/high wage jobs. The following programs were proposed by the faculty and recommended for curriculum committee review and District Board of Trustee approval for Spring 2016 offering:

- College Credit Certificate in Mechatronics (30 credits)
- College Credit Certificate in Accounting Technology Specialist (12 credits)
- College Credit Certificate in Accounting Technology Operations (18 credits)
- College Credit Certificate in Digital Media/Multimedia Authoring (12 credits)
- College Credit Certificate in Medical Information Coder/Biller (37 credits)
- College Credit Certificate in E-Business Ventures Certificate (24 credits)
- College Credit Certificate in Marketing Operations (30 credits)
- College Credit Certificate in Human Resources Administrator (21 credits)
- College Credit Certificate in Database and E-Commerce Security (18 credits)
- College Credit Certificate in Computer Programming Specialist (18 credits)

**Minutes**  
**2015– 2016 Curriculum Committee Meeting**  
**October 29, 2015**

**Voting Members:** John Anene, Ken Capps, Allan Danuff, Lori Kielty, Christine Knierim, Heidi Maier, Catherine McDonough, James Meier, Glenna Morelock, Mark Paugh, Lyn Powell, Mae Sands, Sarah Satterfield, Jay Thompson, Evan Yates, Jerelyn Zacke, Tom Ziesemer

**Non-Voting Members:** Maureen Anderson, Larry Kuszynski, Vernon Lawter, Holly McGlashan, Shana Miller, Liz Minnerly, Saul Reyes, Devona Sewell, Karla Wilson

**Members Present:** Maureen Anderson, John Anene, Ken Capps, Allan Danuff, Lori Kielty, Larry Kuszynski, Catherine McDonough, Holly McGlashan, James Meier, Shana Miller, Mark Paugh, Lyn Powell, Mae Sands, Evan Yates, Tom Ziesemer

**Others Present:** Ginny Delgado-Oakwood, Jennifer Fryns (for Sarah Satterfield), Connie Hardgrove

Jim Meier called the meeting to order at 3:03 p.m. and welcomed everyone to the meeting. .

Approval of Minutes: The minutes from the September 24, 2015 meeting were approved as presented. Allan Danuff moved for approval, and Evan Yates seconded the motion.

Informational Items:

- There were no informational items presented at the meeting.

Approval Items:

• **Proposal 2015-7 – Sam Ajlani and Sheila Rios**

**Proposal Approved**

Program Modification

- 2298 – A.S. degree in Engineering Technology – Quality Specialization (60 credits)
  - Move EGS1949 and MAN2021 to electives
  - Require 6 credit hours of electives chosen from the following: ETI1843, ETM2315, ETS1535, ETS1540, ETS1542, ETS1700, MAN2021, EGS1949

Program Modification

- 2380 – A.S. degree in Engineering Technology – Advanced Manufacturing Specialization (60 credits)
  - Move MAN2021, CGS2103, MAN2582 and EGS1949 to electives
  - Add two new courses, ETM2315 Mechanical Devices and Systems and ETS1700 Hydraulics and Pneumatics to specialization courses
  - Require 6 credit hours of electives chosen from the following: ETI6122, ETI1628, ETI2610, ETI262, MAN2021, CGS2103, MAN2582, EGS1949

New Program

- **College Credit Certificate in Mechatronics (30 credits)**
  - Remove OST 1100 Introduction to Word and OST 2335 Business

New Courses

- ETI1700 Hydraulics and Pneumatics (3 credits)
- ETM2315 Mechanical Devices and Systems (3 credits)
- With the committee's approval, Shana Miller and Lori Kielty presented the proposal for Sam Ajlani, who was unable to join the meeting due to technical difficulties.
- Evan Yates moved for approval. Lyn Powell seconded the motion.

• **Proposal 2015-4 – Connie Hardgrove and Sheila Rios**

**Proposal Approved**

New Program

- **College Credit Certificate in Accounting Technology Specialist (12 credits)**

New Program

- **College Credit Certificate in Accounting Technology Operations (18 credits)**
- Evan Yates moved for approval. Tom Ziesemer seconded the motion.

- **Proposal 2015-8 – Jennifer Fryns and Sheila Rios** **Proposal Approved**
  - New Program
    - **College Credit Certificate in Digital Media/Multimedia Authoring (12 credits)**
    - Allan Danuff moved for approval. Evan Yates seconded the motion.
  
- **Proposal 2015-6 – Ginny Delgado-Oakwood and Sheila Rios** **Proposal Approved**
  - New Program
    - **College Credit Certificate in Medical Information Coder/Biller (37 credits)**
  - New Course
    - HIM2941 Coding Professional Practice Experience (3 credits)
    - Tom Ziesemer moved for approval. Evan Yates seconded the motion.

Discussion Items

- Dr. Paugh shared the following updates:
  - The college's BSN program has received a recommendation for full initial accreditation for five years from ACEN during their recent site visit. The decision will be final in March. There are only 14 of this type of program accredited in the state of Florida, with the nearest one being 55 miles away.
  - The college's recent SACSCOC accreditation site visit was an overall good visit with the college receiving four recommendations. Dr. Paugh discussed each of these recommendations and the steps that will be taken to address them prior to the submission of the college's response in March.
- Dr. Paugh also brought forth an action item for the committee regarding mid-year program modifications. While beginning new programs mid-year is fine, changing requirements for established programs mid-year creates problems for students, advisors and degree audit. The recommendation presented limits the effective term for program modifications to Fall term, except in cases where the college must respond to legislative requirements. Those exceptions will be handled on an individual basis. After discussion, a motion for approval of the recommendation by Lyn Powell and a second by Evan Yates, the change was unanimously approved.
- Lyn Powell shared that the college will now be providing harassment training for students who need it on the portal. More information about this program and its availability will be broadcast soon.

Adjournment – Following a motion by Allan Danuff and a second by Evan Yates, the meeting was adjourned at 3:37pm. **The next Curriculum Committee meeting for 2015-2016 will be November 19, 2015, at 3:00pm in the Board Room, Founders Hall.**

## College of Central Florida

Planning meetings and contacts to increase pathways to higher education institutions.

| Date     | Activity                      | Contact  | Purpose  | Note  |
|----------|-------------------------------|--|--|---|
| 9/28/15  | Office Meeting<br>Gainesville | Dr. Zina Evans,<br>VP Enrollment<br>Management<br>University of Florida<br><br>Phone: 352-294-0964                         | Expanding enrollment opportunities for CF graduates                                | University of Florida visit with Dr. Saul Reyes |
| 10/12/15 | Phone Meeting                 | Dr. Paul Dosal,<br>Vice Provost Student Success<br>University of South Florida<br><br>Phone: 813-974-5118                  | Direct connect to USF<br><br>Guarantee admission program for CF AA transfer to USF | Pre-discussion for USF visit to CF              |
| 11/2/15  | Office Meeting<br>Ocala       | Dr. Saul Reyes,<br>VP Student Affairs<br><br>Dr. Jillian Ramsammy,<br>VP Institutional Effectiveness & Community Relations | Planning meeting with CF team to discuss USF visit to CF.<br>Date TBD              | USF Visit to CF date pending                    |
| 11/9/15  | Office Meeting<br>Orlando     | Dr. Hitt, President<br>University of Central Florida<br><br>Phone: 407-823-5333  | CF Higher Education Consortium<br>President's Meeting                              | University of Central Florida visit             |
| 11/9/15  | Office Meeting<br>Orlando     | Dr. Hitt, President<br>University of Central Florida   | Celebration of Direct Connect and CF joining consortium                            | University of Central Florida Visit             |
| 12/10/15 | Office Meeting<br>Ocala       | Jeanette Holder,<br>Regional Campus Administration<br>University of Central Florida  | Direct Connect CF Partnership  | University of Central Florida Visit             |
| 12/16/15 | President Staff Meeting       | Dr. Saul Reyes,<br>VP Student Affairs  | Identify CF contacts for UCF Member list   | University of Central Florida                   |

FIRST ADDENDUM TO JOINT RESOLUTION

BACKGROUND

1. On November 9, 2005, five college and university presidents in the Central Florida region executed "A Joint Resolution of the University Of Central Florida Board Of Trustees and the District Boards of Trustees of Brevard Community College, Lake-Sumter Community College, Seminole Community College, and Valencia Community College" (Resolution.) This group of higher education institutions constitutes the original five members of the Central Florida Higher Education Consortium (Consortium.)
2. The original five (5) members of the Consortium (now known as the University of Central Florida, Eastern Florida State College, Lake-Sumter State College, Seminole State College, and Valencia Colleges have been asked to include Daytona State College as a member of the Consortium.
3. The presidents of the five (5) member institutions of the Consortium have considered this request and have unanimously agreed to also invite College of Central Florida to be a member of the Consortium.

ACCEPTANCE

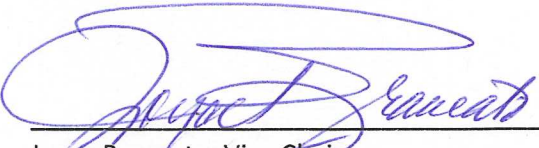
By executing this First Addendum, The District Board of Trustees of College of Central Florida accepts the invitation and agrees to the conditions for membership as set forth in the original Resolution.

Effective as of the 23rd day of September, 2015



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James D. Henningsen, President  
College of Central Florida



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Joyce Brancato, Vice Chair  
District Board of Trustees

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College of Central Florida  
Meeting of the District Board of Trustees  
Wednesday, September 23, 2015, 3:00 p.m.  
Hampton Center

A G E N D A

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CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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RECOGNITION

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PUBLIC COMMENT

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CONSENT AGENDA

**Routine Business**

1. Adoption of Minutes
2. Personnel Actions

**Agreements, Contracts, Leases**

3. Curriculum Changes
  4. Appleton Museum of Art Loan Agreements
  5. Property Donations/Dispositions
  6. Strategic Learning Solutions, LLC
  7. Liberty University – Health Sciences Affiliation Agreement
  8. Behavioral Health Management Services, Inc. d/b/a Baycare Behavioral Health, Inc.
  9. License Agreement with SCORE
  10. Sysco Central Florida, Inc.
  11. Florida Department of Health, Child Care Food Program
- 

PUBLIC HEARING

**Board Policies/Actions/Rule Adoption**

12. Amended Student Fees 2015-16
- 

PRESENTATION

QEP/SACSCOC

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**OTHER BUSINESS**

**For Approval**

13. Affiliation Agreement with North Florida/South Georgia Veterans Health System
14. Appleton Museum of Art Rental Agreement – Landau Traveling Exhibitions, LLC
15. Change Orders #3, #4 and #5 – Building 4 ADA Compliance Project
16. DirectConnect Consortium with the University of Central Florida

**Acknowledge Receipt**

17. Financial Information – Monthly Financial Summary Report and List of Warrants

**For Information Only**

18. Legislative Update
19. Hampton Center Update

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**BOARD REORGANIZATION**

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**BOARD CHAIR/TRUSTEE REMARKS**

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**PRESIDENT'S REPORT**

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**ADJOURNMENT**

**COLLEGE OF CENTRAL FLORIDA**

1  
**AGENDA ITEM NUMBER**

FOR BOARD MEETING SCHEDULED: October 28, 2015

SUBJECT: Minutes of the September 23, 2015 Meeting

INITIATOR: Dr. James D. Henningsen

DATE: October 19, 2015

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**OBJECTIVE AND PERTINENT FACTS:**

The college requests approval of the September 23, 2015 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 September 23, 2015.



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:

a. Amended Student Fees 2015-16

The addition of the PSB-RN test fee to the 2015-16 Student Fees was presented to the District Board of Trustees for a first reading at the August 26, 2015 meeting. The new fee for this test will result in a lower test fee for students. All fees are within the guidelines established by the Legislature and the State Board of Education. Upon a motion by Mr. Taylor, seconded by Mr. Durrance and unanimously carried, the Board approved the addition of the PSB-RN test fee.

Dr. Rayanne Giddis, director of the Quality Enhancement Plan, presented information on the college's QEP, "StartSmart@CF: Enhancing the First-Year Experience". This program strives to enrich the first-year experience and improve the environment for student learning by providing academic pathways designed to help students stay on path and stay in school. It will feature developmental advising to guide and engage students and support them with early intervention to connect them to vital resources. Marilyn Ladner gave an update on the upcoming SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) reaffirmation visit by the on-site committee October 12 through 15. The committee will visit the Ocala Campus, the Citrus Campus, the Hampton Center and WestPort High School to review the Early College Program. They will focus on the college's QEP and Focus Report and will conduct interviews with CF staff members and board members during their stay. The college will receive the final reaffirmation decision after the June 2016 SACSCOC board meeting.

The Board was asked to approve an agreement with the North Florida/South Georgia Veterans Health System to implement a clinical affiliation providing the facilities necessary for CF students to obtain clinical experience. Upon a motion by Mr. Branson, seconded by Mr. Edgar and unanimously passed, the Board approved the agreement.

The Board was asked to approve an agreement with Landau Traveling Exhibitions, LLC for an exhibit entitled, "The World of Imagination: One Hundred Years of Animation Art." The rental fee for this exhibit is \$30,000 plus insurance. The exhibition will run from January 16 through April 10, 2016. Upon a motion by Mr. Ewers, seconded by Mrs. Balfour and unanimously passed, the Board approved the agreement.

The Board was asked to approve change orders #3, #4 and #5 with Ajax Construction for the renovations and modifications to building 4 on the Ocala Campus to comply with the Americans with Disabilities Act. These changes reduce the project cost by \$112,706.29 and bring the new contract total to \$604,838.71. Upon a motion by Mr. Edgar, seconded by Mr. Taylor and unanimously passed, the Board approved the change orders.

The Board was asked to approve the Joint Resolution and First Addendum to the Joint Resolution for the college to accept the invitation to join the DirectConnect Consortium with the University of Central Florida, along with five Central Florida colleges. Membership in the consortium allows CF graduates guaranteed admission to transfer to the University of Central Florida, unless there are limited admission criteria for certain programs; then, that criteria has to be met. Dr. Jeff Jones, Provost for UCF, was present and further explained the program to the Board. After discussion and upon a motion by Mrs. Balfour, seconded by Mr. Durrance and unanimously passed, the Board approved the college joining the consortium.

Mr. Mazur gave an update on the status of the June 30 financial statements. The college was awaiting information from the Florida Retirement System on the pension account and it has not yet been received. The college has been informed that the information will not be sent until the end of September. Mr. Mazur then reviewed the Monthly Financial Summary Report of revenues and expenses for the period ending August 31, 2015 which included information about general college operations (Fund 1) and comparatives to the prior year. Also provided was a list of warrants paid since the last meeting. The Vice Chair acknowledged receipt of the reports on behalf of the Board.

**PRESENTATION  
QEP/SACSCOC**

**FOR APPROVAL  
North Florida/South  
Georgia Veterans Health  
System**

**Appleton Museum of Art  
– Landau Traveling  
Exhibitions, LLC**

**Change Orders #3, #4 and  
#5 – Building 4**

**DirectConnect  
Consortium with  
University of Central  
Florida**

**Financial Information –  
Monthly Financial  
Summary Report and List  
of Warrants**



Presidents of the  
DirectConnect to UCF consortium

Invite you to the  
10th Anniversary Celebration

.....  
**MONDAY, NOVEMBER 9, 2015**

*4-5:30p.m.*  
.....

UCF Orlando Campus  
Live Oak Event Center

4115 Pyxis Lane  
Orlando, FL 32816

RSVP by November 2  
[ucfrsvp@ucf.edu](mailto:ucfrsvp@ucf.edu) or 407-823-3901

Map and parking pass enclosed  
Business attire