

REGULAR MEETING

October 25, 2010

Marathon Fire Station

2:00 P.M

PRESENT: Trustees: Scales, Martin, Slate, Bassett O'Bannon; Attorney DeVane, President Tyree; Provost Charles, VP Kehoe, Dean Heck; Staff: Estenoz, Tinker, A. Ernst-Leonard, Mera, Rice, Love, Preston, Wise, Cherry, Allish, Brenner, Freeman, C.

Malsheimer, K. Malsheimer, Groomes-Davis, McPherson, Cole
Guests: Crystal Hodge, Kevin Walsh, Patrick Walsh, Ora Payne

The Meeting was called to order by Chairman Slate

Moved Scales, seconded Bassett to approve the agenda as presented.

VOTING YES: Martin, Scales, O'Bannon, Slate, Bassett

Moved O'Bannon, seconded Martin to approve the minutes of September 27, 2010, as presented.

VOTING YES: Martin, Scales, O'Bannon, Slate, Bassett

CONSENT AGENDA

Moved Bassett, seconded Scales to approve the Consent Agenda in bulk, as per separate attachment (Suppl. Min. Book)

VOTING YES: Martin, Scales, O'Bannon, Slate, Bassett

DISTRICT BOARD OF TRUSTEES

PRESIDENT

A. President's Report

- President Tyree reported on how wonderful the 45th. Anniversary Celebration was and thanked everyone involved in making it happen.
- President Tyree reported that Spring Registration will begin earlier with the hopes of eliminating crunch time, the college will be able to make better decisions academically and there will be registration fairs held in all campus locations.
- Dr. Susan Freeman reported on the progress being made in the Middle and Upper Keys Centers: the phone system is being upgraded, new printer/scanners are being installed, upgrades are being made to the computer labs in Marathon, and the offices in Coral Shores are being converted into classrooms/computer labs.
- Dr. Tyree recognized Nancy Smith as an unsung hero for the work that she does contributing to the students' success.

B. Spotlight on Students – Crystal Hodge was highlighted as a Star Student. Crystal is a full-time student in the Pre-Nursing program with a 3.74 GPA, a mother, a community volunteer, and a work-study student.

C. Faculty Presentation – Tracy Brenner reviewed with the Board the different Marine and Dive courses offered in the Middle and Upper Keys and the efforts from staff to promote those courses.

D. Faculty Council Report – Penni Wise reported to the Board that shared governance is happening at the College; the 45th Anniversary Celebration was a success; the speaker at Conference Day, Dr. Sandy Shugart was inspirational; the faculty are working on policy for instruction duty days and have met several times with the Provost; they are also discussing how to handle Students who are disruptive in class and they are readdressing the Gordon Rule.

E. SACS Update - Dr. Erika MacWilliams reported that we are on schedule with our Compliance report.

F. Moved O'Bannon, seconded Scales to approve the First Generation Matching Certification, as per separate attachment (Suppl. Min Book)

VOTING YES: Martin, Scales, O'Bannon, Slate, Bassett

G. November/December Board meeting will be held on November 22, 2010.

A. ATTORNEY

Moved Scales, seconded Bassett adjourn as a Regular meeting and reconvene as a Rule Making Board.

VOTING YES: Martin, Scales, O'Bannon, Slate, Bassett

Moved Scales, seconded Martin to approve DSO Accountability, BR 2.510 and Property Control, BR 2.340 in bulk, as per separate attachment (Suppl. Min. Book)

VOTING YES: Martin, Scales, O'Bannon, Slate, Bassett

Moved O'Bannon, seconded Scales to adjourn as a Rule Making Board and reconvene as a Regular Board.

VOTING YES: Martin, Scales, O'Bannon, Slate, Bassett

-Attorney DeVane reported that the Motion for Summary Judgment against the City on the Stormwater issue will be held on November 16, 2010.

-Attorney DeVane gave the Board an Update on the Bond Financing for the Student Residence Hall. The Bonds failed to sell, on Friday, October 22, 2010. There was an issue about the College not having any "Skin in the Game". The investment firm of Oppenheimer Funds was interested only if the College enters into a Contingent Master Lease Agreement, as outlined in a letter from Kirstin Kraig, dated Oct. 22, 2010.

**APPROVAL OF THE AGENDA
APPROVAL OF THE MINUTES**

CONSENT AGENDA

PRESIDENT'S REPORT

FACULTY PRESENTATION

FACULTY REPORT

SACS UPDATE

FIRST GENERATION MATCHING CERTIFICATION NOV./DEC. MEETING DATE

BOARD RULE CHANGES

STORMWATER/CITY OF KEY WEST

RESIDENCE HALL BOND FINANCING

Moved O'Bannon, seconded Martin to reject the proposal of the Contingent Master Lease Agreement, as outlined in a letter from Kirstin Kraig, dated Oct. 22, 2010, as per separate attachment (Suppl. Min Book)

VOTING YES: Slate, Bassett, Martin, O'Bannon, Scales

Dr. Tyree asked the Board to think about Student Suites reimbursing the College for expenses, if the Bonds do not sell.

HUMAN RESOURCES

A. Moved O'Bannon, seconded Bassett to approve the Personnel Actions as follows:

NEW EMPLOYEES –PART-TIME

Bullock, Jessey - October 4, 2010, Part-time Technical Assist. \$15.02/hour

Carey, Alexander - August 23, 2010, Part-time Tutor, \$15.00/hour.

Castellanos, Victoria - September 22, 2010, Part-time Tutor, \$15.00/hour.

Hernandez, Yomar - September 18, 2010, College Work Study \$10.21/hour.

Hernandez, Yomar - September 6, 2010, Part-time Tutor, \$15.00/hour

Kolbe, Daniel - September 1, 2010, Dive Technical Advisor, \$17.50/hour

Mayock, Monica - August 23, 2010, Part-time Tutor, \$15.00/hour

Moran, Kyle - September 9, 2010, Swim. Skills Coord. \$11.91/hour

Sullenger, Sheri - September 1, 2010, Dive Technical Advisor, \$17.50/hour

Tison, Matthew - September 1, 2010, Dive Technical Advisor, \$17.50/hour

Trible, Brian - October 4, 2010, Part-time Technical Assist. \$15.02/hour

Welles, Shannon - August 23, 2010, Part-time Tutor, \$15.00/hour.

ADDITIONAL EMPLOYMENT

Alish, Debra - October 20, 2010, Removal of Interim Status, Dean, Allied Health & Nursing. Annualized salary remains \$80,274.

Ardire, Linda - August 31, 2010, Professional Duty (overload for General Ed. Program Purpose), \$33.67/hour, \$168.35.

Beckmann, Brian - August 23, 2010, Instructor, EMS Program Upper Keys Center, \$30.87 hourly.

Beckmann, Brenda - August 23, 2010, Instructor, EMS Program Upper Keys Center, \$29.00 hourly.

Cutty, James - August 24, 2010, Piano Accompanist, \$25.00 hourly.

Meeks, Caldwell - September 20, 2010, Professional Duty (Part-time Technical Assistant) \$21.50/hour.

Riva-Peck, Hilda - August 23, 2010, Part-time Tutor, \$15.00/hour.

Stephenson, Amber - August 1, 2010, Part-time Tutor, \$15.00/hour.

Sullivan, James - September 21, 2010, Part-time Lab Assistant, \$15.02/hour

TERMINATIONS

Pollack, Denise - Records Specialist, October 22, 2010, Resignation.

ADJUNCT / PART TIME INSTRUCTORS

As per separate attachment (Suppl. Min. Book)

VOTING YES: Slate, Bassett, Martin, O'Bannon, Scales

ADMINISTRATIVE AND BUSINESS SERVICES

A. Dr. Kehoe updated the Board on the Finances: The AFR the College submitted to the State is incorrect; our fund balance is below 5%; the Department of Education is working with the College and we hope to have better numbers by the end of this week. June and July's financials will be revised; none of the Business Office staff have ever done a closing before and will be getting training from the DOE. The Business office will update all internal procedures. Additionally, Sungard will help with making improvements to Banner system. The financials for June, July, August, September and October, will hopefully be available by next month's Board meeting.

-Dr. Tyree has had several conversations with Dr. Holdnak, the Chancellor of the Division of Florida Colleges, Dr. Holdnak, said he is concerned, but not as concerned as he was, and that he has confidence in the staff to get to the bottom of this. Dr. Holdnak has identified someone who can help and take a 3rd. party look and who has a good working knowledge of the Banner System. Dr. Tyree will be having a conversation with Dr. Charles Hall, at Gateway State College, to see if that is a possibility.

STUDENT SERVICES

Dean Heck gave the Board an updated FTE report. We are 1% up for Spring Registration from this time last year.

GOOD OF THE ORDER

The next meeting will be held on November 22, 2010, at 2:00 p.m. in Key West.

Debbie Leonard will contact the Board for dates to set-up a Budget Workshop within the next 4-6 weeks.

CONTINGENT MASTER LEASE AGREEMENT

PERSONNEL ACTIONS

FINANCIAL UPDATE

Larry W. Tyree
President

Spencer Slate
Chairman