

**REGULAR MEETING**  
**June 27, 2011**  
**Marathon Fire Station**  
**2:00 P.M**

**PRESENT:** Trustees: Slate (via phone) O'Bannon, Martin, Bassett Scales; Attorney Dorl, VP Mauk, Dean MacWilliams

**Staff:** A. Ernst-Leonard, Fletcher, Tinker, McPherson

**GUEST:**

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

Moved Scales, seconded O'Bannon to approve the Agenda as presented.

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

Moved Scales, seconded O'Bannon to approve the minutes of May 23, 2011.

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

**CONSENT AGENDA**

Moved Scales, seconded O'Bannon to approve the Consent Agenda in Bulk, as per separate attachment (Suppl. Min. Book)

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

**DISTRICT BOARD OF TRUSTEES**

**PRESIDENT'S REPORT**

**PRESIDENT**

**A. President's Report** – President Tyree recognized Chris Fletcher, Director of the Middle and Upper Keys Center who has hit the ground running.

-He invited the Board to the Criminal Justice Graduation this Friday in Key Largo, where 7 students will be graduating.

-He updated the Board on the Lagoon Landing, and he gave a thumbs up for all the work done! There will be a Grand Opening/Move in Day on August 20, 2011, which he encouraged the Board to participate in.

-The Board meeting in July will be the Organizational Meeting where the Board will be electing officers and voting on meeting time and place. Debbie will create a draft meeting schedule which will include no meeting in August, a combined Nov/Dec meeting and every other meeting in Marathon.

-President Tyree will be out of the office for 6 weeks, but will be back for the July Meeting, Brittany will be the Administrator in Charge, if Brittany is out Jean will be in charge and if Jean is out Erika will be in charge.

**B. Focus on Students** – None

**C. Faculty Council Report** – No Report

**PRESIDENTIAL  
SEARCH**

**D. Presidential Search** – Trustee Scales mentioned that there are 3 Board of Trustee members, whose terms are up, and that there will possibly be 3 new Board members during the Presidential Search and perhaps discussions should not start until the Board appointments have been made.

**ATTORNEY**

**BOARD RULE  
CHANGES**

**A. Board Rule Changes**

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

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

**BR 5.420 SICK LEAVE  
POOL**

**1.** Moved O'Bannon, seconded Scales to approve BR5.420 Sick Leave Pool, as per separate attachment (Suppl. Min. Book).

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

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

**ATTORNEY REPORT**

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

Attorney Dorl discussed with the Board BR 1.410 and 1.256, in which he has changed the language to give the Board full policy and rule making powers. These policies will come back for approval next month. He also reviewed BR 5.510, Probationary Employee, which has been revised and will come to the Board next month.

-The City has sent out their Brief on the Storm Water suit, Attorney Dorl will forward to the Board by email. Trustee Scales asked to be excluded from those emails, as his firm represents the city on other matters.

**PERSONNEL ACTIONS**

**HUMAN RESOURCES**

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

**NEW EMPLOYEES**

**Burns, Jeff** - May 17, 2011, Technical Director, Administrative, Level G, \$71,324 annualized – Grant Funded.

**Fletcher, Christopher** - June 6, 2011, Centers Director, Administrative, Level G, \$67,066 annualized.

**Franco, Aliya** - May 31, 2011, Accounts Payable Specialist, Career, Grade 5, \$14.46/hr

**Pryor, Douglas** - June 27, 2011, Director, Purchasing & Plant Ops., Administrative, Level G, \$71,624 annualized.

**Parmentier, Chad** - June 27, 2011, Instructional Designer, Professional, Level C, \$42,922 annualized – Grant Funded.

**Part-Time**

**Lopez, Amanda** - June 6, 2011, Swimming Skills Coordinator, \$11.91 / hr.

**Herndon, Natalie** - May 6, 2011, Graduation Vocalist, \$100 total.

**Tomlinson, Tomeka** - May 6, 2011, Part-time Tutor, \$15.00 / hr.

**ADDITIONAL EMPLOYMENT**

**Brynes, Adam** - May 9, 2011, Dive Technical Advisor, \$17.50 /hr.

**Bridger, Joshua** - May 9, 2011, Dive Technical Advisor, \$17.50 /hr.

**Cutty, James** - May 6, 2011, Graduation Pianist, \$100 total.

**Rector, Chad** - May 9, 2011, Dive Technical Advisor, \$17.50 /hr.

**Witmer, Thomas** - April 23, 2011, Dive Technical Advisor, \$17.50 / hr.

**Promotions/Reclassifications/Adjustments**

**Anderson, Carol** - July 1, 2011, Equity Adjustment: from Assistant Director, Enrollment Services, Professional, Level A, \$33,405 annualized, to Assistant Director, Enrollment Services, Professional, Level C, \$41,271 annualized.

**Dillalogue, Eric** - June 7, 2011, Promotion: from Library Specialist, Career, Grade 4, \$13.21/hr, to Assistant Director, Learning Resource Center, Professional, Level C, \$41,271 annualized.

**Kromer, Sally** - July 1, 2011, Equity Adjustment: from Assistant Director, Financial Aid, Professional, Level A, \$32,857 annualized, to Professional, Level C, \$41,271 annualized.

**Love, Elizabeth** - July 1, 2011, Equity Adjustment: from Recruiter, Professional, Level B \$41,547 annualized, to Director, Student recruitment and Retention, Professional Level D, \$46,254 annualized.

**Park, M. Suzy** July 1, 2011, Equity Adjustment: from Academic Advisor, Professional, Level B, \$43,048 annualized, to Academic Advisor, Professional, Level B, \$46,604 annualized.

**Urban, Susan** - July 1, 2011, Equity Adjustment: from Director, Financial Aid, Professional, Level D, \$47,131 annualized, to Director, Financial Aid, Administrative, Level F, \$58,089 Annualized.

**Contract Recommendations**

**Boyer, Sherri** - Professional Annual Contract

**Brenner, Tracy** - 10-month Faculty, Interim Annual Contract

**Miner, Will** - 10-month Faculty, Annual Contract

**Wood, Frank** - 10-month Faculty, Annual Contract

Human Resources request that the Board of Trustees approve the salaries for these contractual positions at current levels, pending further adjustment due to funding.

**Terminations**

**Bousum, Susan** - Faculty, Nursing, June 30, 2011, Resignation

**Clifton, Debra** - Assistant Director, LRC, June 7, 2011, Resignation

**Fisch, Roland** - Faculty, Anthropology June 30, 2011, Retirement

**Manzer, Jillian** - Director, Inst. Effect. July 15, 2011, Resignation

**Keller, Tania** - Admin. Assistant, Criminal Justice July 22, 2011, Resignation

**Tinker, Joanne** - Director, Human Resources, August 26, 2011, Resignation

ADJUNCT / PART TIME INSTRUCTORS, as per separate attachment (Suppl. Min. Book)

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

**Trustee Scales was out of the room during the vote.**

**B.** Moved Martin, seconded O'Bannon to approve the Salary Schedule 2011-12, with one change, the removal of Page 25, as per separate attachment (Suppl. Min. Book)

**VOTING YES: Slate, Scales, Bassett, Martin, O'Bannon****FINANCIAL SERVICES**

**A.** VP Mauk reported to the Board on her trip to the COBA meeting. There were discussions on retirement along with other updates.

-Bob Austin is working on the Financials and will be here until August 15.

-Maintenance is testing the shutters.

-The College is working on an updated Emergency Plan.

-Doug Pryor is on Board and will be handling Purchasing and Facilities.

**B.** VP Mauk discussed with the Board the RFP for Legal Services and reviewed the RFP document. The board decided that they would rank the RFP for the Board Attorney and that staff would rank the candidates for the Labor Attorney. Trustee Scales brought up the fact that two of our Board members are up for renewal and one Board member will be replaced and until we know who the Board members will be, the Board attorney selection should be suspended. The Board agreed. Once the new members are seated, VP Mauk will forward the completed RFPs to the Board. Attorney Dorl left the room during the discussion.

**C.** VP Mauk reported on the progress on Lagoon Landing, which is scheduled for completion by August 15, 2011. She also updated the Board on the sewer main problems. The college will be hiring a company who will scope out the pipes to see how good they are and if they find a problem they will be able to fix it. The Marine Tech Building is in the bidding stage.

**D.** Moved Scales, seconded Martin to approve the Financials for May 2011, as per separate attachment (Suppl. Min. Book)

**VOTING YES: Slate, Scales, Bassett, Martin, O'Bannon****PERSONNEL ACTIONS  
CON'T'D****SALARY SCHEDULE  
2011-12****VP OF BUSINESS  
REPORT****RFP FOR LEGAL  
SERVICES****CONSTRUCTION  
REPORT****FINANCIALS MAY  
2011**

**2011-12 BUDGET**

E. Moved O'Bannon, seconded Scales to approve the Budget for 2011-12, as per separate attachment (To be filed in the Bus. Ofc.)

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

**INSTRUCTIONAL SERVICES****PROVOST REPORT**

A. Michael McPherson gave the Provost Report to the Board on Instructional Services, as per separate attachment (Suppl. Min. Book)

**ST. LEO'S****ARTICULATION  
AGREEMENT**

B. Moved O'Bannon, seconded Martin to approve the Articulation Agreement between St. Leo's College and FKCC, as per separate attachment (Suppl. Min. Book)

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

**STUDENT SERVICES****DEAN OF STUDENT  
AFFAIRS REPORT**

A. Dean MacWilliams reported on the Student Services Division – There have been 78 applications to Lagoon Landing, 24 of which have sent their \$250.00 deposit and 41 who have had their background checks done. Enrollment is up 5% from this time last year. Financial Aid distribution is up 5%.

**2010-13 STRATEGIC  
PLAN AND MISSION  
REVIEW**

B. Moved Scales, seconded Martin to approve the 2010-13 Strategic Plan and Review of the Mission Statement, as per separate attachment (Suppl. Min. Book)

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

**GOOD OF THE ORDER**

The next meeting will be in Key West on July 25, 2011.

The meeting adjourned.

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Larry W. Tyree  
President

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Spencer Slate  
Chairman