

REGULAR MEETING**November 22, 2010****Key West Campus****2:00 P.M**

PRESENT: Trustees: Scales (via Phone), Martin, Slate, Bassett O'Bannon; Attorney DeVane, President Tyree; Provost Charles, VP Kehoe, Dean Heck; Staff: Estenoz, Tinker, A. Ernst-Leonard, Mera, Preston, Wise, Cherry, Alish, Brenner, C. Malsheimer, Groomes-Davis, McPherson, MacWilliams, Hullum, Snyder, C. Collins, Markopoulos, Gilchrist, Gogin, Bailey, Hill, Carey, Morrison, Farrell, Chalfant,

Guests: Diana Reagan, Paola Cisneros, Carol Eisenman, Rebecca Smith

The Meeting was called to order by Chairman Slate

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

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

Moved O'Bannon, seconded Bassett to approve the minutes of October 25, 2010, as presented.

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

CONSENT AGENDA

Moved Bassett, seconded Martin 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 the FACC Annual Convention in Jacksonville, where a number of staff attended. President Tyree also attended the Council of President's meeting, in Jacksonville. At the FACC meeting, FACC voted to change its name to AFC (Association of Florida Colleges) and at the COP meeting the current Chancellor's search to identify the new chancellor for the Florida College System was discussed, four finalist were to be interviewed today, and the Commissioner made a decision to abandon that search owing to the quality of the finalist and resume the search at a later date. FKCC received 6 awards at the convention and Liz Love was elected Chair Elect to the Communications and Marketing Commission. FKCC also had the largest increase in members by percentage of any of the Colleges in the State.

-President Tyree spoke about how involved the SGA student members are and all the good work they are doing.

-The Library Gallery opening this month is featuring two local artists.

B. Keys Center for Girls – Diana Regan, Carol Eisenman Students- Paola Cisneros, Becky Smith gave a presentation to the Board on the Keys Center for Girls, Ms. Eisenman spoke on the goal of the program and thanked the College for their support. The two students spoke on how the program has helped them and their experiences on Campus.

C. Spotlight on Students – Dean Heck introduced some of the new SGA officers to the Board and spoke of some of the activities they are involved in and how committed they are. We have 18 officers this year.

D. Faculty Presentation – Dr. Alex Brylske gave a presentation to the Board on the Marine Science Program. He spoke about how the reef in the Keys is a living laboratory and that it is a great opportunity for students who are interested in Marine Science to study here.

E. Faculty Council Report – Penni Wise reported that the Council is discussing the Gordon Rule across the curriculum, student attendance policy and feedback on syllabus format.

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

Moved Bassett, seconded O'Bannon to approve the 2009-2010 Strategic Plan Assessment

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

G. Ginger King updated the Board on amount of money given out last year to the College totaling \$586,845, \$182,089 in scholarships and \$404,756 in program support. She also updated the Board on the fundraising activities that the Foundation is planning. Ms. King reported that the Foundation had 100% participation in giving from their Board members and a commitment to bring in 3 new donors. She asked the Board of Trustees to participate in giving and received a donation from Trustee Bassett at the meeting.

The Board was presented with ceramic bowls by Jay Gogin.

A. ATTORNEY

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

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

Moved Bassett, seconded Martin to approve Insurance Coverage of Individuals Handling Cash, BR 2.770, as per separate attachment (Suppl. Min. Book)

APPROVAL OF THE AGENDA**APPROVAL OF THE MINUTES****CONSENT AGENDA****PRESIDENT'S REPORT****KEYS CENTER FOR GIRLS REPORT****STUDENT SPOTLIGHT****FACULTY PRESENTATION****FACULTY REPORT****SACS UPDATE****STRATEGIC PLAN ASSESSMENT 2009-2010****BOARD RULE CHANGES**

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

Moved O'Bannon, seconded Martin to approve Instructional Personnel Ed Qualifications, BR 5.622, as per separate attachment (Suppl. Min. Book)

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

Moved Bassett, seconded O'Bannon to approve Fundraising, BR 4.200, as per separate attachment (Suppl. Min. Book)

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

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

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

Attorney DeVane reported to the Board in the Summary Judgment on the Stormwater suit with the City of Key West went very well. Judge Jones will review all laws and cases pertaining to the case.

-Attorney DeVane reported that the Bonds for the Residence Hall financing went through. The Residence Hall construction is scheduled to be completed by August 15, 2011.

-Attorney DeVane reviewed with the Board the process on the Appeal for the Grievance Hearings for Dawn Cline and Michelle Markopoulos.

-Trustee Martin will recuse herself for Dawn Cline's Appeal Hearing.

-Vice Chair Bassett will review and make recommendations to the Board on the time limit for the grievant. The College will be represented by Labor Attorney Pete Sampo.

Moved O'Bannon, seconded Martin to hold the grievance appeal hearings in December.

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

Debbie Leonard will pole the Board for dates in December. Attorney DeVane will send out to Board members the process on the hearings that was discussed at this meeting.

HUMAN RESOURCES

A. Moved O'Bannon, seconded Bassett to remove the section on Promotions, Reclassifications and Adjustments from the Personnel Actions vote and to vote on that section separately.

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

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

NEW EMPLOYEES

Dillalogue, Eric - October 25, 2010, Financial Aid Specialist, Career, Grade 4, \$13.51 / hour.

Lorenz, Diana - November 22, 2010, Records Specialist, Career, Grade 4, \$13.64 / hour.

PART-TIME

Bundy-Gilday, Rosa - November 9, 2010, Part-time, Temp. Artist's Model \$15.00 / hour.

Gabriel, Wendi - October 11, 2010, Part-time, Temp. Artist's Model \$15.00 / hour.

Harcar, Larry - October 11, 2010, Part-time, Temp. Artist's Model \$15.00 / hour.

Latour, Stephen - November 5, 2010, Part-time, Lab Assistant, Marine Engineering, \$15.02 / hour.

Taylor, Shonda - November 8, 2010, Part-time Temp. Business Office Assistant, \$12.87 / hour.

ADDITIONAL EMPLOYMENT

Charleston, Gregory - September 23, 2010, Subst. Instructor, \$33.67/hour, \$311.45 total.

Ruberg, Erin - September 13, 2010, Professional Duty (Faculty Workshops) \$35/hour.

Del Valle, Henry - October 11, 2010, Part-time EMS Instructor, \$30.87 / Hour

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

Westermeyer, Beverly – Librarian, December 12, 2010, Resignation

ADJUNCT / PART TIME INSTRUCTORS Attachment**VOTING YES: Slate, Bassett, O'Bannon, Scales, Martin**

Moved O'Bannon to disapprove the section on Promotions, Reclassifications and Adjustments.

Motion fails for the lack of a second.

Moved Scales, seconded O'Bannon to approve Promotions, Reclassifications and Adjustments as recommended by staff:

PROMOTIONS/RECLASSIFICATIONS/ADJUSTMENTS

**The following movements are due to executive level re-organization*

Kehoe, John - November 12, 2010, From Vice President, Administrative and Financial Services, Executive, Level I, \$108,035 annualized, to Vice President, Administrative Services, Executive, Level I, \$108,035 annualized.

McPherson, Michael - November 12, 2010, From Director, Educ. Quality Assurance, Administrative, Level G, \$65,663 annualized, to Interim, Temporary, Dean, Arts & Sciences, Administrative, Level H, \$72,976 annualized. Position will be held until such time as a Vice President of Business Services is hired, at which time incumbent will return to current position at the current salary.

Monroe, David - November 12, 2010, From Executive Director, Finance and Information Resources, Administrative, Level H - \$75,895 to Controller, Administrative, Level G, \$71,624 annualized.

Snyder, Brittany - November 12, 2010, From Interim Dean, Arts & Sciences, Administrative, Level H, \$75,165, to Interim, Temporary, Chief Financial Officer, Executive, Level I, \$81,756, annualized. Position will be held until such time as a Vice President of Business Services is hired, at which time incumbent will return to current position at the current salary.

**BOARD RULES
CONT'D****STORMWATER****RESIDENCE HALL
FINANCING****GRIEVANCE
APPEAL
HEARINGS****PERSONNEL
ACTIONS**

Perdomo, Lexy - November 29, 2010, Internal Movement from Human Resources Specialist, Career, Grade 7 \$16.23/hr, to Administrative Assistant, Criminal Justice, Career, Grade 5, \$14.46/hr.

VOTING YES: Scales, Slate, Bassett

VOTING NO: O'Bannon

Trustee Martin recused herself from the voting.

B. Moved Martin, seconded O'Bannon to approved the Salary Schedule Revision, as per separate attachment (Suppl. Min. Book)

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

ADMINISTRATIVE AND BUSINESS SERVICES

A. CFO Brittany Synder updated the Board on the status of the financial statements and the AFR. A nine member task force has been put together to address the issues and a timeline has been created. Two consultants have been hired to help, one with the inventory and fixed assets and Dr. Anita Kovacs to help with the financials. The plan is to have the AFR competed and to the State by Dec. 15, 2010, and the financials through December 31, 2010, should be completed for the January 2011, Board meeting.

The Budget workshop will be held on November 30, 2010, at 5:00 p.m. The Board would like to review the AFR, the Budget and the contract processes at the workshop.

INSTRUCTIONAL SERVICES

A. Moved Bassett, seconded O'Bannon to approve the 2010-11 Catalog Revisions for Spring, as per separate attachment (Suppl. Min. Book)

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

B. Moved Martin, seconded Bassett to approve the South Florida Workforce Training Vendor Agreement, as per separate attachment (Suppl. Min. Book)

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

STUDENT SERVICES

Dean Heck gave the Board an updated FTE report, we are 1% up for Spring Registration from this time last year, but we started registration 6 weeks earlier this year.

GOOD OF THE ORDER

The next meeting will be held on January 24, 2011, at 2:00 p.m. in Key West. Attorney DeVane handed out copies of the grievances to the Board members.

The meeting adjourned.

**PERSONNEL
ACTIONS CONT'D**

**SALARY
SCHEDULE
REVISIONS**

**FINANCIALS
UPDATE**

**2010-11 CATALOG
REVISIONS**

**SOUTH FLORIDA
WORKFORCE
TRAINING VENDOR
AGREEMENT**

Larry W. Tyree
President

Spencer Slate
Chairman