

**REGULAR MEETING  
DECEMBER 14, 2009  
MARATHON FIRE STATION  
MARATHON, FL  
5:00 P.M**

**PRESENT:** Trustees: O'Bannon, Martin, Bassett, Scales, Slate;  
Attorney DeVane; Provost Charles; VP Kehoe; VP Solow; Staff: Estenoz, A. Ernst-  
Leonard, Hullum, Carreaga, Cruz, Wise, Mera, G. Martin  
-Chairman Slate welcomed Dr. Tyree to his first Board meeting.

**APPROVAL OF THE  
AGENDA**

Moved Scales, seconded Bassett to approve the Agenda with the removal of Grants Report, #IX, B.

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

**APPROVAL OF THE  
MINUTES  
CONSENT AGENDA**

Moved O'Bannon, seconded Scales to approve the minutes of October 26, 2009.

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

**PRESIDENTIAL  
SEARCH**

**PRESIDENTIAL SEARCH**

The Board discussed the options of using a search consultant in the search for a President. Trustee Scales felt that we needed to have a consultant. Chairman Slate will work with Attorney DeVane to contact other consultants and send any presentation materials to the rest of the Board to be discussed at the February meeting. Dr. Tyree suggested that the Board ask the consultants to come down, at their own expense and make a presentation to the Board. The Board also discussed BR 1.520, Appoint/Dismissal of President. Attorney DeVane will work with the Trustees on any suggested revisions to BR 1.520, Appoint/Dismissal of President and bring it back to the next Board Meeting with the changes. Vice-Chair Bassett asked that the Evaluation Tool for the President be revised. She will send a copy to Dr. Tyree, the Board and Attorney DeVane to review for discussion at the next Board meeting.

**DISTRICT BOARD OF TRUSTEES**

**PRESIDENT**

Dr. Tyree introduced Jay Gogin, who presented the Board with ceramic vases, made by Jay and the FKCC ceramic art students.

**FACULTY COUNCIL  
REPORT**

**Faculty Council Report** – EJ. Miller-Laino welcomed Dr. Tyree and spoke about the good interaction between Dr. Tyree and the Faculty Council. She reported that the Faculty Council voted unanimously to ask the Board to table the Grievance Policy revisions until the new Policy Committee can review the policy. The faculty is concerned about the issuance of Continuing Contracts and is working with HR on that. The Faculty Council is concerned with safety issues on campus, lighting and security are some of the main concerns. Dr. Tyree assured the Board that these issues are being looked into and taken care of.

**Faculty Presentation** – Brittany Snyder gave a presentation to the Board on the Business Program, the program has grown 150% in the last two years and is expanding into the Middle and Upper Keys. The program will be offering a new Entrepreneurship Certificate, which will go through the Curriculum Committee in the spring. She is also forming an Advisory Committee for the Business Program.

**PRESIDENT'S  
REPORT**

**President's Report** - Dr. Tyree called the Board's attention to the President's report and touched on a few the topics. He is meeting with every full-time employee at the College; he is holding a monthly forum called Ask Larry Anything and a monthly Lunch with the President. He has initiated the Friday report, which is sent to the Board

and all employees. On Community relations, he reported that he attended the Marathon Chamber of Commerce After Hours; he will be attending Community Foundation of the Florida Keys Meet and Greet on the 17<sup>th</sup>. of December, and Dr. Tyree, Trustee Scales and Amber Ernst-Leonard, have met with the editorial boards of the Citizen and the Keynoter. Dr. Tyree feels that the SAC's Accreditation is on target with the compliance issues, but we may be a little behind with the QEP. Dr. Tyree informed the Board that there is a SACs Orientation Meeting on January 25<sup>th</sup>., which he must attend and that date conflicts with the January Board meeting. The Board decided to cancel the January Meeting.

Moved O'Bannon, seconded Martin to dispense with the January Board Meeting.

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

-Vice Provost Gary Martin updated the Board on the Middle and Upper Keys Centers. He addressed the space issues in the joint use facilities at Marathon High School and Coral Shores High School. The Centers are growing and there is a need to find additional classroom space. Coral Shores Campus is now offering Saturday classes; over half the enrollment for the Nursing program is from the Upper Keys, and there will be a Law Enforcement Program starting in August. They are looking into holding Fire Science classes in Marathon at the Marathon Fire Station. There is no longer a nursing lab in Marathon, the students will go to the Upper Keys or Key West campus. Dr. Tyree will meet with Dr. Burke at the MCSD, about access to the Computer lab in Coral Shores and other issues with the joint use facilities. Trustee Scales talked about an Allied Health Building in the Upper Keys.

**ATTORNEY**

**Board Rule Changes**

A. Moved Bassett, seconded Martin to table the Grievance Procedure based on the request from the Faculty Council until the next meeting.

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

Attorney DeVane updated the Board on the Bonding issue for the Student Housing. We are asking the City for help acquiring them. He also updated the Board on the Storm Water Issue.

**HUMAN RESOURCES**

Moved Scales, seconded O'Bannon to approved the Personnel Actions as follows:

**NEW EMPLOYEES**

**Ruano, Lisbeth** - November 23, 2009, Coordinator, Criminal Justice, Upper Keys Center, Professional, Level A, \$36,143 annualized.

**Skinner, Georgianna**, - January 4, 2009, Director, Distance Learning, Professional, Level D, \$51,000 annualized.

**Hitz, Sheri** - January 4, 2009, Interim, Faculty, Biology, January – June 2010, Level II, \$60,420 annualized.

**Bullis, Dr. Robert** - January 4, 2009, Interim, Faculty, Biology, Upper Keys Center, January – June 2010, Level I, \$70,326 annualized.

**Bousom, Susan** - January 4, 2009, Interim Faculty, Nursing, January – June 2010, Level II, \$66,462 annualized.

**Davis- Rettenwander, Kim** - January, 4, 2009, Interim Faculty, Nursing, January – June 2010, Level III, \$57,098 annualized.

**Ansbro, Terry** - January 4, 2009, Interim Faculty, English, January – June 2010, Level III, \$57,098 annualized.

**PART-TIME**

**Botwinik, Carol** - October 14, 2009, PT Artist's Model, \$15.00/hr.

**Kent, Elizabeth** - October 19, 2009, PT Temporary Tutor, \$15.00/hr.

**Philips-Ford, Greta** - October 26, 2009, PT Swimming Skills Coordinator, \$11.91/hr.

**Vandenabeele, Patrick** - October 26, 2009, PT Diving Technical Advisor, \$14.50/hr.

**Promotions,/Reclassifications/Adjustments**

**Anderson, Carol** - October 12, 2009, Lateral move from Assistant Director, Financial Aid (Professional, Level A) to Assistant Director, Enrollment Services (Professional, Level A), no salary change. \$33,405 annually.

**Gray, Christian** - November 9, 2009, Promotion from Maintenance Specialist (Career, Grade 4) to Instructional Technology Specialist (Professional, Level A), \$32,857 annually.

**Hull, Erie** - December 7, 2009, Promotion from Maintenance Worker (Career, Grade 2) to Maintenance Specialist (Career, Grade 4), \$12.87 / hour.

**Keller, Tania** - December 7, 2009, Promotion from Financial Aid Specialist (Career, Level 4) to Assistant Director, Financial Aid (Professional, Level A), \$32,857 annually.

**ADDITIONAL EMPLOYMENT**

**Ansbro, Terry** - October 6, 2009, Substitute Instructor, \$33.67/hr, \$2020.20 total

**Charleston, Gregory** - October 6, 2009, Substitute Instructor, \$33.67/hr, \$909.10 total

**South Florida Summer Youth Program**

**Berry, Justin** - Participant: \$10.00 per hour, up to 40 hours per week, October 12 – 16, 2009

**Terminations**

**Dr. Brian Nelson** - Interim Faculty, Mathematics December 18, 2009, End of temporary Contract

**Deborah Solow** - Vice Pres, Institut. Advancement, December 31, 2009, Non-Renewal of Contract

**Patti Carey** – Accountant, December 31, 2009, Non-Renewal of Contract

**ADJUNCT / PART TIME INSTRUCTORS**

As per attachment, (Suppl. Min. Book)

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

**PRESIDENT'S  
REPORT CONT'D**

**JANUARY BOARD  
MEETING  
CANCELLED**

**MIDDLE KEYS AND  
UPPER KEYS  
REPORT**

**TABLED  
GRIEVANCE  
PROCEDURE**

**PERSONNEL  
ACTIONS**

**FINANCIALS  
SEPTEMBER AND  
OCTOBER 2009**

**ADMINISTRATIVE AND BUSINESS SERVICES**

Moved O’Bannon, seconded Bassett to approve the Financial Statements for September and October 2009, as per separate attachment (Suppl. Min. Book)

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

**STUDENT SERVICES**

Lydia Estenoz gave the Board an FTE update for Fall, we are at 461 FTE, which is 20% above the budgeted FTE, our headcount is 2092, which 40 more students than last year at this same time for the Fall term We have 408 FTE budgeted for the Spring and we are currently at 220 headcount.

**GOOD OF THE ORDER**

**Public Input**

None

-The next meeting will meet on February 22, 2009 at 5:00 p.m. in Key West.

The Meeting Adjourned.

**Dr. Tyree invited the Board to the Holiday Luncheon.**

\_\_\_\_\_  
Larry W. Tyree  
President

\_\_\_\_\_  
Spencer Slate  
Chairman