REGULAR MEETING
February 25, 2008
Key West Campus
5:00 P.M

PRESENT: Trustees: Goodman, Henderson, Bassett, Scales, Slate; Attorney DeVane;
President Boyle; Provost Shaffer; VP: Toppino, Kehoe; Staff: Estenoz, McPherson,
MacWilliams, Snyder, Dinkel, C. Malheiser, Tomak, Shaffer, Bunch, Martin, Bentley-Kemp,
C. Kalb, J. Carreaga, N. Gerrard, D. Allish, Bailey, Miller-Laino

Guests: M. Howell, J. Guerra, M LaVache

The Meeting was called to order by Chairman Scales

Moved Slate, seconded Henderson to approve the Agenda.

VOTING YES: Henderson, Bassett, Goodman, Scales, Slate

Moved Bassett, seconded Henderson to approve the minutes of January 28, 2008.

VOTING YES: Henderson, Bassett, Goodman, Scales, Slate

PRESIDENT'S HIGHLIGHTS

• Dr. Boyle went over the budget with the cuts that we have received from the State which is a reduction of $383,000. These cuts have been offset by the Increase of Tuition of $215,000, increase of Auxiliary of $5,000, and rentals $46,000. The total of the offset is $261,000, which has allow the College of give 500 raises, keep in our budget plan Phase I of the Salary Study.

• Enrollment Update – Unduplicated headcount is up 4.5% from last year in our academic programs. Last year we had 2079 students, this year we have 2172. The FTE is up, it is currently at 768, last year at this time we were at 706. The estimated FTE for the end of the year 797, as compared to last year which was 722. We are up a little more than 10%.

• Dr. Boyle thanked the faculty and the staff for all their hard work.

• We are working on a housing study.

• We are working on an RFP for housing

• The Foundation has hired a Consultant for the Florida Keys Educational Foundation. Chairman Scales signed a letter supporting the site designation for the proposed Allied Health Center in the Upper Keys.

• Dr. Boyle introduced Melanie LaVache, from Hodges University who thanked the Board for allowing Hodges to partner with the College. They have 12 students for their first term.

CONSENT AGENDA

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

VOTING YES: Henderson, Bassett, Goodman, Scales, Slate

PRESIDENT'S AGENDA

- Lydia Estenoz gave a presentation to update the Board on Branding. The Board viewed the College’s new logo, the look of the web-page, and some of the photos taken for the view books, web videos, billboards, and recruitment CVs

- Attorney DeVane updated the Board on Tim Jones’ Administrative Hearing. Chairman Scales appointed Trustee Goodman to serves as the Hearing Officer. Attorney DeVane and Trustee Goodman will review the petition for Administrative Appeal and Hearing. At some point and time there will an Administrative Hearing and Attorney DeVane caution the Board not to speak to anyone but him about it.

Moved Slate, seconded Bassett to approve the FKEF Matching Funds request, as per separate attachment (Suppl. Min Book)

VOTING YES: Henderson, Bassett, Goodman, Scales, Slate

ATTORNEY REPORT

MATCHING FUNDS REQUEST

PERSONNEL ACTIONS

HUMAN RESOURCES

Moved Goodman, seconded Slate to approved the personnel actions as follows:

NEW EMPLOYEES

Full-time


Shelby Stabile - January 8, 2008, Interim, Faculty Biology, $38,251 annually, prorated.

Part-time

Barbara Beichek - January 25, 2008, Part-time, Artist’s Model, $15.00, hourly.

Approximately 4 hours per week.
PERSONNEL ACTIONS CONT’D

Susan Lennox - January 18, 2008, Part-time, Artist’s Model, $15.00, hourly. Approximately 4 hours per week.

Sherri Hodges - Feb. 6 – August 2007, On-line Course Development. $1,434 total

STATUS CHANGES – Full-time

Juana Careaga - February 11, 2008, Internal Movement, from Level II, Administrative Faculty, (Librarian) to Level E Administrative, (Director, Learning ResourcesCtr) $ 52,916 annually.

Joanne Dinkel - February 25, 2008, Internal Movement/title change, from Acting Director to Director, Human Resources Level F, Executive. (Director, Human Resources), $69,745 annually.

ADDITIONAL EMPLOYMENT: Current or returning employees filling temporary, part-time jobs

Jeffrey Gibbons - December 15-18, 2007, Professional Duties $16.50/ hourly, $495.00 total.

Felix Valdespino - Jan. 3 – May 6, 2008, Temporary, RAVE-Tutor, $15.00 /hourly, approximately 10hrs per week.

Aurora Stevens - Nov.1 - Dec. 18, 2007, Temporary, Student Activities-Tutor, $15.00 /hourly, $85.00 total.

Gregory Pace - Jan. 3 – May 6, 2008, College Work Study: $8.00/hour, $2,880.00.

TERMINATIONS

Clifford Colman - January 9, 2008, Interim Provost

Glenn Schipp - February 29, 2008, Maintenance Worker

Lisa Holley - March 4, 2008, Human Resources Specialist

Barbara Linder - March 14, 2008, Academic Advisor/Student Activities

ADDITIONAL EMPLOYMENT: Current or returning employees filling temporary, part-time jobs

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

VOTING YES: Henderson, Bassett, Goodman, Scales, Slate

- Joanne Dinkel updated the Board on the MGT Study. We received a final report from MGT, but they did not do as we had asked when applying cost of living adjustments to the ranges. What they did was apply cost of living increases for the salary increase portion only and they used metropolitan areas for the cost of living adjustment. We have asked them to redo using the retail price index for Monroe County.

FINANCIAL STATEMENTS JAN. 2008

Moved Slate, seconded Henderson to approve the Financial Statements for January, 2008, as per separate attachment (Suppl. Min. Book).

VOTING YES: Henderson, Bassett, Goodman, Scales, Slate

Dr. Kehoe updated the Board on the Follett Annual Report.

Provost Shaffer updated the Board on the progress with the Dual Enrollment Program we are working on increasing the Dual Enrollment offerings at the High School with the objective of giving of high school students the opportunity to Graduate high school and College at the same time. We will also be offering Dual Enrollment classes at the College in the fall.

GOOD OF THE ORDER

Stephanie Monsalvatge has resigned from the Foundation. The Board would like to do something special for Stephanie for her long years of service.

Chairman Scales discussed the possibility of having a speaker at this year’s commencement along with the Student Speaker. Commencement is May 9, 2008, at 7:00 p.m.

The meeting adjourned.

Edwin Scales, Chairman

Jill Landesberg-Boyle, Executive Secretary and President