

BOARD OF TRUSTEES BOARD BOOK

May 23, 2023 at 2:00 PM
Key West Campus, Key West

MINUTES

BOT IN PERSON: Chair Madok, Mike Puto, Dan Leben, Michelle Maxwell.

BOT – GTM VIDEO: Richard Weinstein.

Employees in person: President Gueverra, Dr. Snyder, Dr. McPherson, VP Gaspari, R. Oropeza, Director, President's Office, H. Margiotta, Administrative Dean, Business Office. J. Patterson, Manager, Business Office, Dr. N. McCoy, Faculty, Business Administration & Management, Dr. A. Jorgenson-Stough, Dean, Sciences & Nursing.

Employees - GTM: Dr. B. Graham, Faculty, Nursing, J. Rouge, Director, Sponsored Programs, Dr. K. Conklin-Penwell, Dean, Arts & Hospitality, J. Seubert, Dean, Marine Science & Technology, C. Torres, Director, Public Safety, A. McNew, Director, Arts & Hospitality, R. Curry, Director, Career Center, M. Perez, Director, Workforce Development & Community Engagement, J. Wood, Director, Marine Science & Technology, S. Foy, Director, Student Activities, T. Hill, Director, Facilities, G. Barroso, Academic Services Advisor, L. Torres-Bull, Manager, Purchasing, K. Malsheimer, Manager, Enrollment Services, M. Commander, Coordinator, Enrollment Management, G. Darius, Assistant Director, Student Services, L. Weeks, Academic Services Advisor, B. Lindenberg, Director, TADA.

Student Speakers: Marian Biddle and Eva Jackel.

CALL TO ORDER

The meeting was called to order by Chair Madok at 2:17pm.

PLEDGE OF ALLEGIANCE

ADOPTION AND ADDITION TO THE AGENDA

Motion made by Trustee Maxwell, Seconded by Trustee Puto.

Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

APPROVAL OF MINUTES

- A. BOT Minutes 4/25/23 - Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Maxwell.

Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

CONSENT AGENDA

1. April 2023 Disbursement Report – Request for Approval

2. April 2023 Electronic Activity – Request for Approval

Motion made by Trustee Maxwell, Seconded by Trustee Puto.

Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

DISTRICT BOARD OF TRUSTEES

PRESIDENT

Focus on Students: Eva Jackel, (Dual Enrollment) and Marian Biddle.

President's Report: President Gueverra

3. Senate Journal 4/26/23 - BOT Confirmations

- Pages of the Senate Journal were included to show that the Board was confirmed on April 26, 2023.
- Dr. Gueverra gave the Board a legislative update regarding the bills that have passed that will affect the College.
- The College was not able to get the text removed from the conforming bill that prohibits the College from using State funding for building the dorms.
- Dr. Gueverra thanked the Board members who were able to participate in the most recent Commencement.
- The Secretary of the Navy, The Honorable Carlos Del Toro visited the campus and met with twenty (20) students on Saturday, May 13, 2023. The Secretary has been invited to be the Keynote Speaker at the May 2024 Commencement.
- CFK is accredited by the Accreditation Commission for Education in Nursing ACEN. The AS in nursing was re-accredited for eight (8) years and the RN to BSN in nursing is accredited for five (5) years.

CFK Academy:

4. CFK Academy Report - Dr. Snyder

ATTORNEY

Attorney Report

No report.

Adjourn as a Regular Board and Re-convene as a Rule Making Board

Board Rules

- 5. BR 3.420 - Building Code Administration

Motion made by Trustee Puto, Seconded by Trustee Leben.

Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

Adjourn as a Rule Making Board and Re-convene as a Regular Board

FINANCE & ADMINISTRATION

EXECUTIVE VICE PRESIDENT & CFO

- 6. Division Report – Dr. Snyder

- 7. Lab Fee Changes Academic Year 2023 - 24 – Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Leben.

Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

- 8. Personnel Actions - Request for Approval

New Full Time Employees:

Kama Cannon	August 15, 2023	Faculty, Exceptional Student Education	\$71,632.00 annualized
Victoria Ewing	June 16, 2023	Coordinator, Student Success Services	\$39,845.00 annualized
Kelly Hughes	August 1, 2023	CFK Academy Teacher, Mathematics	\$69,579.00 annualized
Aimee Jorgenson-Stough	May 16, 2023	Dean, Sciences and Nursing	\$77,412.00 annualized
Jessica Losardo	May 16, 2023	Director, Advancement	\$67,793.00 annualized
Wendy McPherson	July 1, 2023	CFK Academy Principal	\$100,000.00 annualized
Kelly Penwell	May 15, 2023	Dean, Arts and Hospitality	\$85,153.00 annualized

New Part-Time Employees:

Wendy McPherson	April 16, 2023	Part-time duties CFK Academy	\$51.28 hourly
Roxanna Obando	May 1, 2023	College Work Study	\$15.00 hourly
Heath Townsend	May 10, 2023	Apprenticeship Instructor	\$35.00 hourly

Additional Employees: current or returning employees filling, temporary, part-time positions:

Manuel Arrebola, Jr.	May 1, 2023	Adjunct Instructor, Non-Credit	\$92.50 hourly
Emily Beeman	May 16, 2023	Tutor	\$15.00 hourly

Jordan Bobick	May 16, 2023	Tutor	\$15.00 hourly
Amber Ernst-Leonard	April 16, 2023	Stipend, Advancement Support	\$2,500.00
Stephen Grinsell	May 16, 2023	Tutor	\$15.00 hourly
Suzette Frey	April 16, 2023	Adjunct Instructor, Non-Credit	\$25.00 hourly
Jenee Marquis	May 1, 2023	Stipend, TADA Support	\$3,500.00
Graham Murza	May 16, 2023	Aquatics Personnel	\$16.50 hourly
Landon Oliver	May 1, 2023	Lab Assistant, Culinary Arts	\$14.75 hourly
Gracia Rojas	May 1, 2023	Tech Advisor, Diving	\$17.50 hourly
Hanna Vranesevich	May 16, 2023	Tutor	\$15.00 hourly
Lauren Walterson	May 16, 2023	Aquatics Personnel	\$16.00 hourly
Erik Wikane	May 16, 2023	Aquatics Personnel	\$16.32 hourly

Promotions/Reclassifications/Transfer/Adjustments:

Laura Cox	Faculty, Nursing	May 6, 2023	Special compensation \$10,000.00
Barry Graham	Faculty, Nursing	May 6, 2023	Special compensation \$10,000.00
Laurie Jewell	Faculty, Nursing	May 6, 2023	Special compensation \$10,000.00
Julie Sagan	Faculty, Nursing	May 6, 2023	Special compensation \$10,000.00
Anne Taunton	Faculty, Nursing	May 6, 2023	Special compensation \$10,000.00
Deborah Townsend	Faculty, Nursing	May 6, 2023	Special compensation \$10,000.00

Separations:

Raechel Littman	Coordinator, Apprenticeship Programs (UKC)	May 25, 2023	Resignation
Glynn Meienburg	Director, Facilities	May 19, 2023	Resignation

Motion made by Trustee Puto, Seconded by Trustee Leben.
Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

- Grant Award Historical Snapshot

CONTRACTS

- NeoEd Onboard Platform Multi-Year Contract - Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Leben.
Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

INSTRUCTIONAL SERVICES

VP ACADEMIC AFFAIRS

- Division Report – Michael McPherson Ed.D.

12. New course proposals - Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Maxwell.

Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

ADVANCEMENT

VP ADVANCEMENT

VP Advancement Report: Marketing, Recruitment, Enrollment, Financial Aid, Student Activities and Athletics

13. Division Report - VP Gaspari

14. Aquatic Center Fees 2023-24 – Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Leben.

Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben, Trustee Maxwell.

VP Advancement Report: Foundation

15. FKEF May Report - VP Gaspari

ADDITIONAL DOCUMENTS

16. CFK in the News- May BOT meeting

GOOD OF THE ORDER

The Next Board Meeting will be Tuesday, June 27, 2023.

Upper Keys Center, 106040 Overseas Highway, Key Largo, FL, 2:00 PM.

The College will receive a grant for \$2 million to work on the Big Pine Key project.

Motion to adjourn at 3:24pm.

Dr. Jonathan Gueverra
President/ CEO

Kevin Madok
Chair, Board of Trustees