

BOARD OF TRUSTEES BOARD BOOK

November 19, 2024, at 2:00 PM
Middle Keys Center, Marathon

MINUTES

CALL TO ORDER

The meeting was called to order by Chair Madok at 2:07pm.

PRESENT

Chair Kevin Madok
Vice Chair Sheldon Suga
Trustee Mike Puto
Trustee Richard Weinstein
Trustee Dan Leben
Trustee Alexandria Suarez

Employees in person: President Gueverra, Dr. Snyder, VP Gaspari, Dr. W. McPherson, Dr. Munroe, R. Oropeza, Director, President's Office, A. Ernst-Leonard, Associate VP, College and Community Engagement, Marketing, Nicole Gerrard, Executive Director, Student Success Services, Advising, Richaunda Whitley, Manager, TADA.

PLEDGE OF ALLEGIANCE

ADOPTION AND ADDITION TO THE AGENDA

Motion made by Trustee Puto, Seconded by Vice Chair Suga.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.

APPROVAL OF MINUTES

A. BOT Minutes - 10/29/24 - Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Weinstein.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.

CONSENT AGENDA

Motion made by Vice Chair Suga, Seconded by Trustee Suarez.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.

DISTRICT BOARD OF TRUSTEES

PRESIDENT

Focus on Students: Giovanni Senmartin.

President's Report: President Gueverra

Presentation by Nicole Gerrard and Richaunda Whitley - 2024 Community College Survey of Student Engagement (CCSSE) Highlights.

- Dr. Gueverra asked VP Gaspari to update the board on the Union contract negotiations. All articles except for article 13 have been closed out. A meeting has been held since the last Board meeting. The negotiations are still at an impasse and the hearing with the magistrate will take place on Thursday, 11/21/24.
- Dr. Gueverra stated "the union has been using action.network.org to raise awareness of its issues and from the little that I have seen, it turned into a smear against the College. There is a lot of misinformation in the posts and as the board I want you to be aware so that you are not blindsided. More importantly, I need for you to ask questions and get clarification about anything that you see in these columns because the hearing will be held later this week and after the hearing regardless to what the magistrate does, you will make the final decision. In addition, we, the College, is not allowed to speak with you during the insulation period when the magistrate is deliberating. He will have 10 days to respond, and the College responds within 20 days regarding our acceptance or non-acceptance. I remind the board that CFK entered negotiation in March 2024 and the union choose to declare an impasse at the fourth meeting. Based on my experience of working with unions in three (3) states and the District of Columbia, this is highly irregular as you do not declare an impasse after what was essentially a few hours' worth of meetings."
- Dr. Gueverra continued, "you will not find any media releases and certainly not any negative narrative made by this College's administration against the union. When this round is negotiated and the contract is signed, I hope that the union will work together with the College to really understand what the board and the administration deal with on a day-to-day basis. We review board meetings and other operational meetings. We post minutes of meetings from internal meetings on the shared drive, and we hold town hall meetings after every board meeting. If our employees have this level of transparency and down-stream communication and they are still providing misinformation either deliberately or otherwise, we still have some work to do."
- The Board discussed the numbers of the "form" email letters that they have been receiving. One Trustee stated that "this has been unproductive and inflammatory."
- Dr. Gueverra mentioned the roll back of the Biden Administration Exempt and Non-Exempt positions. There will be recommendations for the Board's review at the January BOT meeting.
- The College is meeting with its lobbyist later this week to refine the legislative agenda for this session. We have some important requests. They include operational support as we deal with inflation and cost escalation, help with upgrade to the chiller lines – this is already in our capital improvement plan, resources to help with the residential complex, the possibility of a reduced credit baccalaureate program in new program areas.
- Florida Keys Day will take place March 11 - 14, 2025. Board members that would like to attend: Chair Madok, Trustees Suarez and Weinstein.
- Dr. Gueverra congratulated Rachel Oropeza, CFK employee, newly elected to the Key West Utility Board and Yvette Mira-Talbott, a former member of the Foundation Board, newly elected to the Monroe County School Board.
- The Holiday Party will take place on Monday, 12/16/24, 6:00pm in the lobby of TWT.
- This is Dr. Wendy McPherson's last meeting. The Board would like to thank her for a job well done and wish her well.

CFK Academy:

1. CFKA Division Report - November - Dr. W. McPherson

ATTORNEY

Attorney Report - No report.

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

Board Rules - No board rules.

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

FINANCE & ADMINISTRATION

EXECUTIVE VICE PRESIDENT & CFO

2. Division Report – Dr. Brittany Snyder
3. Personnel Actions - Request for Approval

New Full Time Employees:

Candice Patty	November 5, 2024	Manager, Office of Talent Acquisition, Development, and Accountability	\$63,380.00 annual
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New Part Time Employees:

Gwyneth Gaines	October 21, 2024	College Work Study	\$15.00 hourly
Austin Waugh	November 8, 2024	College Work Study	\$15.00 hourly

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

April Allen	October 16, 2024	Independent Study Instructor	\$779.00
Ericka Augst	October 16, 2024	Marine Research Assistant, FDEP	\$19.00 hourly
Erin Bruner	October 25, 2024	Adjunct Instructor, Nursing	\$676.00 per credit
Kelly Conklin-Penwell	October 16, 2024	Faculty Overload, Business	\$727.00 per credit
Kelly Conklin-Penwell	October 16, 2024	Independent Study Instructor	\$260.00
Ashtyn Conrad	October 16, 2024	Temporary Purchasing Duties, Regular Pay	\$25.80 hourly
Ashtyn Conrad	October 16, 2024	Temporary Purchasing Duties, Overtime Pay	\$38.70 hourly
Laura Cox	November 1, 2024	Professional Overload, Nursing	\$628.00 per credit
Jennifer Mason	October 17, 2024	Operation Specialist, Nursing Simulation	\$40.00 hourly
Kimberly Platt	October 16, 2024	Marine Research Assistant, FDEP	\$19.00 hourly
LaQuinta Roberts	October 25, 2024	Adjunct Instructor, Nursing	\$676.00 per credit
Eric Stalter	October 17, 2024	Operations Specialist, Nursing Simulations [temporary duties]	\$38.93 hourly
Kadeem Thurber	October 16, 2024	Operation Specialist, Nursing Simulation	\$40.00 hourly

Emily Weekley	October 16, 2024	Quality Matters Course Review	\$1,000.00
Garrett Wills	October 16, 2024	Tech Advisor, Diving	\$18.96 hourly

Promotions/Transfer/Classifications/Adjustments:

Laura Cox	Interim Dean, Sciences and Nursing	November 1, 2024	Promotion
Jennifer Mason	Director, Nursing Simulations	October 16, 2024	Reclassification
Hannah Stoneman	Director, Marine Science and Technology	October 28, 2024	Promotion
Dawn Slater	Manager, Purchasing	November 1, 2024	Promotion
Aja von Molnar	Accounting Analyst, Payroll	November 16, 2024	Transfer

Motion made by Vice Chair Suga, Seconded by Trustee Puto.

Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.

4. The College of the Florida Keys Upper Keys Center Certificate of Occupancy – Request for Approval

Motion made by Trustee Leben, Seconded by Trustee Weinstein.

Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.

CONTRACTS

5. Transact Campus Payments Inc. Participating Institution Joinder Agreement - Request for Approval

Motion made by Trustee Weinstein, Seconded by Trustee Suarez.

Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.

6. Florida Department of Law Enforcement Criminal Justice Training and School Certification and Re-certification Application – Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Suarez.

Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.

INSTRUCTIONAL SERVICES

VP ACADEMIC AFFAIRS

7. Division Report – Dr. Monekka Munroe
Dr. Munroe announced that CFK is the recipient of the National Retail Federation (NRF) Rise Up Partner of the Year. Dr. Gueverra will attend the presentation dinner in January 2025 with Geraldine Darius and Dr. Nina Medyk.
8. 2025-2026 Early College Articulation Agreement Between Monroe County School District and The College of the Florida Keys – Request for Approval
Motion made by Trustee Suarez, Seconded by Trustee Leben.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.
9. New Course Proposal - Request for Approval
Motion made by Vice Chair Suga, Seconded by Trustee Suarez.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.
10. Waiver of Fee for Use of Underwater Training Area Fee for Monroe County Fire Department Dive Team – Request for Approval
Motion made by Trustee Puto, Seconded by Trustee Suarez.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.
11. Annual Institutional Gen Ed Review Process November 2024 – Request for Approval
Motion made by Trustee Weinstein, Seconded by Trustee Puto.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.
12. General Education Core Updates – Request for Approval
Motion made by Trustee Weinstein, Seconded by Trustee Puto.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Weinstein, Trustee Leben, Trustee Suarez.

ADVANCEMENT

VP ADVANCEMENT

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

13. Division Report - VP Lana Gaspari
VP Gaspari recognized Amber Ernst-Leonard for her hard work on the Currents Magazine. The publication went to 55,000 households in the Keys.
14. Alumni Strategic Plan

VP Advancement Report: Foundation

15. Foundation Board Report - VP Lana Gaspari

VP Gaspari commented on a very successful Community Day at the Key West Campus. The College will host a Community Day at the Upper Keys Center on Saturday, January 25, 2025. This event is sponsored by the Ocean Reef Community Foundation.

ADDITIONAL DOCUMENTS

16. CFK in the News - November BOT meeting

GOOD OF THE ORDER

The Next Board Meeting will be Tuesday, January 28, 2025, at 2:00pm.
The Upper Keys Center, 106040 Overseas Highway, Key Largo, FL.

CFK Commencement will take place on December 12, 2024, and May 8, 2025.

Motion to adjourn at: 4:15pm.

Dr. Jonathan Gueverra
President/ CEO

Kevin Madok
Chair, Board of Trustees