

BOARD OF TRUSTEES BOARD BOOK

May 20, 2025, at 2:00 PM
Key West Campus, Key West

MINUTES

CALL TO ORDER

The budget workshop took place today at 1:00pm.

The meeting was called to order by Chair Madok at 2:13pm.

Roll Call:

PRESENT

Chair Kevin Madok

Vice Chair Sheldon Suga

Trustee Mike Puto

Trustee Dan Leben

Trustee Alexandria Suarez

ABSENT

Trustee Richard Weinstein

Employees in person: President Gueverra, Dr. Snyder, Dr. Gaspari, Dr. Munroe, Dr. Veldheer, R. Oropeza, Director, President's Office, H. Margiotta, Administrative Dean, Dr. McCoy, Faculty, Supervision and Management.

Student Speaker: Macey Carey

Public attendees: Leslie Touzalin, Captain E. Perez, Melinda Rodriguez.

PLEDGE OF ALLEGIANCE

ADOPTION AND ADDITION TO THE AGENDA

ITEM ADDED TO THE AGEDNA - Memo - Discontinuation of Diving Medical Technician Certificate Program

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

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

APPROVAL OF MINUTES

A. BOT Minutes 4/29/25 - Request for Approval

Chair Madok stated the minutes were adopted.

CONSENT AGENDA

1. March 2025 Disbursement Reports – Request for Approval
2. March 2025 Electronic Activity – Request for Approval
3. Disposition of Property - Request for Approval

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

DISTRICT BOARD OF TRUSTEES

PRESIDENT

Focus on Students: Macey Carey

President's Report: President Gueverra

- Dr. Gueverra discussed the upcoming budget season or lack of a budget being available by June 30th. CFK will still have to prepare and present a budget at the June BOT meeting. The state deadlines require that we do this regardless of whether the state has an approved budget or not.
- Dr. Gueverra thanked Chair Madok for attending and participating in the Commencement. It was nice to see students from the CFK Academy in the procession. There was an 18-year-old student who graduated with her bachelor's degree.
- The CFK Academy will have the first "inaugural" graduating class on Thursday, May 29, 2025, at 1:00pm.

CFK Academy:

4. CFK Academy - Division Report - Dr. Veldheer
5. CFK Academy Financial Report March 2025 – Request for Approval
Motion made by Trustee Suarez, Seconded by Trustee Puto.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.
6. 2025 - 2026 CFK Academy Calendar – Request for Approval
Motion made by Vice Chair Suga, Seconded by Trustee Leben.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.
7. CFK Academy Student Handbook 2025 - 2026 - Request for Approval
Motion made by Vice Chair Suga, Seconded by Trustee Suarez.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.
8. CFK Academy Teacher Handbook 2025 - 2026 - Request for Approval
Motion made by Trustee Suarez, Seconded by Trustee Puto.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.

ATTORNEY

Attorney Report - No report.

Board Rules - No board rules.

FINANCE & ADMINISTRATION

EXECUTIVE VICE PRESIDENT & CFO

9. Division Report – Dr. Brittany Snyder

Dr. Snyder informed all that CFK is still waiting for the report from the HLC visit.

She also explained that the Consortium has a fund balance of approximately \$40 million in leftover health insurance money. There will be meetings and discussions on how to fairly distribute the monies back to colleges that have participated over the years. The plan is for the excess funds to be distributed by January 2026.

10. Civil Rights Compliance Review Letter of Findings Summary - Informational

11. Financial Report March 2025 – Request for Approval

Motion made by Trustee Suarez, Seconded by Trustee Puto.

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

12. Capital Improvement Plan - Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Leben.

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

13. Personnel Actions - Request for Approval

New Part Time Employees:

Blanton, Tyler	5/16/2025	General Instructor, IPS	\$25.00/hour
Blanton, Tyler	5/16/2025	High Liability Instructor, IPS	\$28.00/hour
Cator, Scott	5/16/2025	Adjunct Instructor, Diving Business & Tech	\$584/hour
Quinn, Alexandra	5/16/2025	Adjunct Instructor, Arts & Hosp.	\$628/hour

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

Allen, April	4/11/2025	Substitute Teacher, CFK Academy	\$201.60/day
Augst, Ericka	4/16/2025	Marine Research Assistant - FDEP	\$19.00/hour
Bardoni, Hadley	5/16/2025	Aquatics Technician	\$17.50/hour
Clavijo, Tiffany	5/1/2025	Senior Specialist, STEM	\$22.12/hour
Conrad, Ashtyn	5/16/2025	Adjunct Instructor, Marine Science	\$584 per credit
Coy, Edward	4/16/2025	Lab Assistant, Marine Engineering	\$17.56/hour
Flowers, Caeley	5/1/2025	Senior Specialist, STEM	\$22.12/hour
Huebscher, Brenda	5/1/2025	Scholarship Advisor	\$25.00/hour
Goeddel, Jean	5/16/2025	Aquatics Technician	\$17.50/hour
Graham, Murza	5/16/2025	Aquatics Technician	\$17.50/hour
Margiotta, Anthony	4/16/2025	Lab Assistant, Marine Engineering	\$17.56/hour
Menes, Eloisa	4/16/2025	Adjunct Non-credit Instructor	\$30.00/hour
Posy, Matthew	4/16/2025	Lab Assistant, Marine Engineering	\$17.56/hour
Weiner, Nancy	5/16/2025	Aquatics Technician	\$17.50/hour
Wikane, Erik	5/16/2025	Aquatics Technician	\$17.50/hour

Promotions/Reclassifications/Transfer/Adjustments:

Ciber, Paul	Interim Maintenance Operator	4/16/2025	Promotion
Clark-Kimbio, Promise	Manager, TADA	5/1/2025	Promotion
Herasme, Jill	Manager, College & Community Engagement	5/1/2025	Promotion
Torres, Seth	Interim Maintenance Operator	4/16/2025	Promotion

Separations:

Patty, Candice	Manager, TADA	04/25/2025
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Motion made by Vice Chair Suga, Seconded by Trustee Suarez.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.

CONTRACTS

- 14. E-Care Affiliation Agreement - Request for Approval
Motion made by Trustee Leben, Seconded by Trustee Puto.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.
- 15. EssentialNet Solutions Service Agreement - Request for Approval
Motion made by Trustee Puto, Seconded by Trustee Leben.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.
- 16. Paradigm Master Service Agreement - Request for Approval
Motion made by Trustee Leben, Seconded by Trustee Puto.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.
- 17. Nelnet Order Form - Request for Approval
Motion made by Trustee Leben, Seconded by Trustee Puto.
Voting Yea: Chair Madok, Trustee Puto, Vice Chair Suga, Trustee Leben, Trustee Suarez.

INSTRUCTIONAL SERVICES

VP ACADEMIC AFFAIRS

- 18. Division Report - Dr. Monekka Munroe

Dr. Munroe gave an update on the Paramedic Program – The self-study was submitted to CoAEMSP (the accrediting agency) in April and returned to the Paramedic Program Director in May with a request for additional information. The team is currently gathering the required evidence in preparation to resubmit the revised self-study to CoAEMSP. The eight enrolled paramedic students

have been informed of the program's accreditation status. Each student has been invited to meet with the Vice President of Academic Affairs to discuss any concerns and to address any questions they may have regarding the program and the process.

Guest Speaker: Lesley Touzalin

Ms. Touzalin voiced her concerns - that the 8 students were allowed to begin the paramedic program before it was accredited and now the students have finished the course, the program is still not accredited.

Dr. Munroe answered all questions and provided the most current information and update on the accreditation process.

19. New Course Proposal — Request for Approval

Motion made by Trustee Suarez, Seconded by Trustee Puto.

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

20. Updated 2024 - 2025 CFK College Catalog - Request for Approval

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

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

Additional item added to the Agenda - Memo on the Discontinuation of Diving Medical Technician Certificate Program

**Memo attached at the end of the minutes.

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

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

ADVANCEMENT

VP ADVANCEMENT

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

21. Division Report – Dr. Lana Gaspari

22. Additional Aquatic Facility Rental Fee – Request for Approval

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

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

Roll Call:

Chair Kevin Madok - yes

Trustee Mike Puto - yes

Vice Chair Sheldon Suga - yes

Trustee Dan Leben - yes

Trustee Alexandria Suarez – yes

VP Advancement Report: Foundation

23. Foundation Report - Dr. Lana Gaspari

Dr. Gaspari informed the Board that the Seaside Soiree will take place on February 27, 2026 and the 60th Anniversary Gala will take place on March 27, 2026.

ADDITIONAL DOCUMENTS

24. CFK in the News - May BOT meeting

GOOD OF THE ORDER

The Next Board Meeting will be Tuesday, June 24, 2025, 2:00pm.
The Upper Keys Center, 106040 Overseas Highway, Key Largo, FL.

Dr. G. informed the Board that a donor will be providing artwork by Helen Berman from Ann's Cottage for the College to use as "gifts."

Motion to adjourn at 3:38pm.

Dr. Jonathan Gueverra
President/ CEO

Kevin Madok
Chair, Board of Trustees