

# BOARD OF TRUSTEES BOARD BOOK

June 25, 2024 at 2:00 PM  
Upper Keys Center, Key Largo

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## MINUTES

### **CALL TO ORDER**

The meeting was called to order by Chair Madok at 2:03pm.

#### **PRESENT**

Chair Kevin Madok  
Trustee Mike Puto  
Trustee Richard Weinstein  
Trustee Dan Leben

#### **ABSENT**

Vice Chair Sheldon Suga  
Trustee Alexandria Suarez

**Employees in person:** President Gueverra, Dr. Snyder, VP Gaspari, Dr. W. McPherson, Dr. Munroe, R. Oropeza, Director, President's Office, H. Margiotta, Administrative Dean, Dr. A. Ledgerwood, Faculty, English.

**Student speaker:** George Gleadall

### **PLEDGE OF ALLEGIANCE**

### **ADOPTION AND ADDITION TO THE AGENDA**

There were 2 additions to the agenda:

Add to the Executive Vice President & CFO Area -

CIP 2025/2026 Final

Add to the Contracts Area –

State of Florida, Department of Health, Monroe County Department of Health Tuga Clinic Lease

### **APPROVAL OF MINUTES**

- A. BOT Notes 5/21/24 and BOT Minutes 5/28/24 - Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Weinstein.

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

### **CONSENT AGENDA**

1. April and May 2024 Disbursement Report – Request for Approval

2. April and May 2024 Electronic Activity – Request for Approval

Motion made by Trustee Weinstein, Seconded by Trustee Puto.

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

## **DISTRICT BOARD OF TRUSTEES**

### **PRESIDENT**

**Focus on Students:** George Gleadall

#### **President's Report:** President Gueverra

- Dr. G. informed the Board that the summer camps are going well.
- The work continues to move from SACSCOC to HLC. The next stage will help to set a date for the HLC team to visit in person. The College will have more information and the final outcome by December 2024.
- The Financial Aid debacle has been sorted out. The College staff has been working within the Community to help students.
- Fall enrollment looks good. However, there are notable, problematic issues such as student mental health. It is hard to identify students with mental health issues. It is even harder to get the students to use the assistance that is offered to them.
- The College will be moving to the state health insurance plan. Both the House and the Senate passed a bill to allow all Colleges to come together onto the State health plan. The Governor signed the legislation and then vetoed the line item in the budget that was to pay for the transition to the State health care plan.
- CFK will continue to use the current health plans until all employees have made the transition. The CFK budget was increased by \$150,000 to cover the costs for the coming year. Next year, the cost of coverage will be an additional \$300,000. The benefits to the employees are much better than the current plans offered by the College.

#### **CFK Academy:**

3. CFK Academy Division Report - Dr. Wendy McPherson

Dr. W. McPherson was very pleased with the 1st year of the Academy.

4. CFK Academy Financial Report April 2024 – Request for Approval

Motion made by Trustee Weinstein, Seconded by Trustee Puto.

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

5. 2024-25 CFK Academy Annual Operating Budget – Request for Approval

Dr. Snyder stated that the budget for the Academy included the \$750,00 in support from the College. It is also being used to balance the budget for next year.

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

## **ATTORNEY**

**Attorney Report** - No report.

**Board Rules** - No Board Rules.

## **FINANCE & ADMINISTRATION**

### **EXECUTIVE VICE PRESIDENT & CFO**

6. Division Report – Dr. Brittany Snyder

Dr. Snyder stated that there would be a change in personnel on July 1st. John Rouge, Director, Sponsored Programs, Grants Management and Beren Lindenberg, Director, TADA will be switching roles to grow within the College.

7. 2024-25 Annual Salary Schedule - Request for Approval

Dr. Snyder stated that the implemented changes to the salaries were due to the recent salary study completed by David Brown Associates. The ranges are now equally distant. Though this does not include employees in the collective bargaining unit as they are still in negotiations.

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

8. Lab Fee Changes Academic Year 2024 - 25 – Request for Approval

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

9. Financial Report April 2024 – Request for Approval

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

10. 2024-25 Annual Operating Budget – Request for Approval

Dr. Snyder is seeking approval for the 2024-25 Operating Budget which includes salary increases for full-time non-bargaining unit EAP and career positions, regular part-time positions, and adjunct instructors to implement the salary study framework grades and steps. Eligible non-bargaining unit EAP and career employees with a salary increase of less than \$2,000 will receive a one-time payment to bring their increase up to \$2,000 to be paid in SM 14 (July 19, 2024). The budget also includes \$150,000 for additional health insurance costs and funds for the additional overtime due to changes in the Fair Labor Standards Act compensation thresholds.

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

11. Capital Outlay Budget 2024-25 – Request for Approval

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

12. Office of Educational Facilities Florida Department of Education Room Condition Change Building Replacement / Raze Form – Request for Approval

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

13. Resolution Approving the Disposal of Real Property – Request for Approval

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

14. Personnel Actions - Request for Approval

**New Full Time Employees:**

Jen Alexander	July 1, 2024	Assistant Principal CFK Academy	\$85,153.00 annually
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**New Part Time Employees:**

Alexandra James	June 10, 2024	Aquatics Personnel	\$15.15 hourly
Edward Kertis, Jr.	June 16, 2024	Deckhand	\$17.50 hourly
Ruban Monem	May 14, 2024	Adjunct Instructor	\$642.00 per credit
Timothy Ruff	May 16, 2024	Electrical Apprenticeship Instructor	\$50.00 hourly
Kacy Sparrow	June 5, 2024	Marine Research Assistant	\$20.00 hourly
Mark Tobin	June 1, 2024	Deckhand	\$17.50 hourly
Aiden Verneti	May 29, 2024	Summer Camp Assistant	\$15.00 hourly

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

April Allen	May 10, 2024	CFK Academy Substitute	\$201.60
Jessie Appelhans	June 1, 2024	Adjunct Non-Credit	\$20.00 hourly
Jessie Appelhans	June 1, 2024	Adjunct Non-Credit	\$20.00 hourly
Jessie Appelhans	June 16, 2024	Adjunct Non-Credit	\$20.00 hourly
Jamie Arana	May 16, 2024	EMS Instructor	\$38.93 hourly
Jamie Arana	May 16, 2024	EMS Instructor Clinical	\$17.50 hourly
John Brooke	June 1, 2024	Stipend, Temporary Additional Duties	\$500.00 per pay
Tony Campo	May 16, 2024	Adjunct, Non-Credit	\$300.00 lump sum
Tony Campo	May 16, 2024	Adjunct, Non-Credit	\$225.00 lump sum
Tony Campo	May 16, 2024	Adjunct, Non-Credit	\$450.00 lump sum
Tony Campo	May 16, 2024	Adjunct, Non-Credit	\$450.00 lump sum
Tony Campo	May 16, 2024	Adjunct, Non-Credit	\$300.00 lump sum
Tony Campo	May 23, 2024	Adjunct, Non-Credit	\$450.00 lump sum
Tony Campo	May 28, 2024	Adjunct, Non-Credit	\$450.00 lump sum
Tony Campo	June 4, 2024	Adjunct, Non-Credit	\$300.00 lump sum

Paul Ciber	June 1, 2024	Cell Phone Stipend	\$23.60 per pay
Tiffany Clavijo	June 3, 2024	College Work Study	\$15.00 hourly
Shania Duarte-Vera	June 3, 2024	Temporary Duties, Enrollment Management	\$20.03 hourly
Caeley Flowers	June 1, 2024	Lab Assistant, Marine Science	\$15.00 hourly
Suzette Frey	May 16, 2024	Adjunct, Non-Credit	\$50.00 hourly
Suzette Frey	May 16, 2024	Adjunct, Non-Credit	\$50.00 hourly
Suzette Frey	May 16, 2024	Adjunct, Non-Credit	\$50.00 hourly
Suzette Frey	May 16, 2024	Adjunct, Non-Credit	\$50.00 hourly
Bryan Gaitan	May 16, 2024	Adjunct, Non-Credit	\$30.00 hourly
Cecelia Hoversen	June 1, 2024	IPS Instructor, General	\$25.00 hourly
Cecelia Hoversen	June 1, 2024	IPS Instructor, High Liability	\$28.00 hourly
William Howell	May 16, 2024	IPS Instructor, General	\$25.00 hourly
William Howell	May 16, 2024	IPS Instructor, High Liability	\$28.00 hourly
Walter Kramer	May 16, 2024	Adjunct, Non-Credit	\$50.00 hourly
Diana Krekel	May 16, 2024	Adjunct, Non-Credit	\$50.00 hourly
David LaValley	August 15, 2024	Adjunct Instructor, Diving Business and Technology	\$642.00 per credit
Anthony Loboguerrero	May 16, 2024	EMS Instructor Clinical	\$17.50 hourly
Anthony Loboguerrero	May 16, 2024	EMS Instructor	\$38.93 hourly
Derrick Medina	June 3, 2024	College Work Study	\$16.00 hourly
Charles Meier	May 16, 2024	IPS Instructor, General	\$25.00 hourly
Charles Meier	May 16, 2024	IPS Instructor, High Liability	\$28.00 hourly
Lesley Pazo	June 1, 2024	Temporary Duties, Enrollment Management	\$20.00 hourly
Luis Rodas	June 1, 2024	IPS Instructor, General	\$25.00 hourly
Luis Rodas	June 1, 2024	IPS Instructor, High Liability	\$28.00 hourly
Veronica Roman	May 16, 2024	IPS Instructor, General	\$25.00 hourly
Veronica Roman	May 16, 2024	IPS Instructor, High Liability	\$28.00 hourly
Fred Sims	May 16, 2024	IPS Instructor, General	\$25.00 hourly
Fred Sims	May 16, 2024	IPS Instructor, High Liability	\$28.00 hourly
Eric Stalter	May 16, 2024	EMS Instructor	\$38.93 hourly
Eric Stalter	May 16, 2024	EMS Instructor Clinical	\$17.50 hourly
Jessie Torrecillas	May 16, 2024	IPS Instructor, General	\$25.00 hourly
Jessie Torrecillas	May 16, 2024	IPS Instructor, High Liability	\$28.00 hourly
Seth Torres	June 1, 2024	Cell Phone Stipend	\$23.60 per pay
Joseph Tripp	May 16, 2024	IPS Instructor, General	\$25.00 hourly
Joseph Tripp	May 16, 2024	IPS Instructor, High Liability	\$28.00 hourly
Cameron Ua	May 16, 2024	IPS Instructor, General	\$25.00 hourly
Cameron Ua	May 16, 2024	IPS Instructor, High Liability	\$28.00 hourly
Jonathan Varela	June 3, 2024	College Work Study	\$15.00 hourly
Daniel Wentz	June 27, 2024	Adjunct, Non-Credit	\$50.00 hourly

#### Promotions/Reclassifications/Transfer/Adjustments:

Elioder Oge	Coordinator, Food Services	June 17, 2024	Reclassification
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#### Separations:

Annabel Bleicher	Student Account Representative and Passport Agent	May 28, 2024	Separation
Timothy Bratt	Faculty, Arts and Hospitality	June 30, 2024	Separation
Aimee Jorgenson Stough	Dean, Sciences and Nursing	July 3, 2024	Separation
David MacGarva	Faculty, Marine Engineering	June 30, 2024	Separation
Leslie McKee	Faculty, Biology	June 30, 2024	Separation

Matthew Wells	Manager, Maintenance and Security Operations	May 22, 2024	Separation
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Motion made by Trustee Leben, Seconded by Trustee Puto.  
Voting Yea: Chair Madok, Trustee Puto, Trustee Weinstein, Trustee Leben.

# 15. Employee Contract Recommendations for Fiscal Year 2024-2025 – Request for Approval

## **Executive/Administrative Level**

Ernst-Leonard, Amber	Annual Contract
Gaspari, Lana	Annual Contract
Hill, Tamrah	Annual Contract
Margiotta, Heather	Annual Contract
McPherson, Michael	Annual Contract
McPherson, Wendy	Annual Contract
Munroe, Monekka	Annual Contract *Pending completion of Probationary Period
Rice, Patrick	Annual Contract
Rouge, John	Annual Contract
Seubert, Jack	Annual Contract
Snyder, Brittany	Annual Contract

## **Professional Level**

Babakhanova, Anastasiia	Annual Contract
Barroso, Gregory	Annual Contract
Bosco, Lori	Annual Contract
Brooke, John	Annual Contract
Carter, Micah	Annual Contract
Clark-Kimbio, Promise	Annual Contract *Pending completion of Probationary Period
Commander, Michael	Annual Contract
Curry, Richaunda	Annual Contract
Darius, Geraldine	Annual Contract
Foy, Shekinah	Annual Contract
Gerrard, Nicole	Annual Contract
Gonzalez, Marcos	Annual Contract
Gormley, Joseph	Annual Contract
Hankins, Heath	Annual Contract
Herasme, Jill	Annual Contract
Herrera, Vanessa	Annual Contract
Hertzog, Melissa	Annual Contract
Javier, Carlos	Annual Contract
Lindenberg, Beren	Annual Contract
Losardo, Jessica	Annual Contract
Malsheimer, Karla	Annual Contract
Mason, Jennifer	Annual Contract
Mendez, Jeneé	Annual Contract
Mohan, Gurleen	Annual Contract
Neihouse, Kristina	Annual Contract
Oropeza, Rachel	Annual Contract

Owens, Marissa	Annual Contract
Patterson, Julia	Annual Contract
Perez, Megan	Annual Contract
Powers, Karen	Annual Contract
Salinas, Jorge	Annual Contract
Sam, Samira	Annual Contract
Torres-Bull, Lucas	Annual Contract
Torres, Catherine	Annual Contract
Trueba, Alina	Annual Contract
Wade, Andrea	Annual Contract *Pending completion of Probationary Period
Weeks, Laura	Annual Contract
Wood, Jessica	Annual Contract *Resignation effective July 17, 2024

### **Faculty**

Allen, April	Annual Contract
Badjou, Salah	Annual Contract
Conklin-Penwell, Kelly	Annual Contract
Cortez, Renae	Annual Contract
Cox, Laura	Annual Contract
Coy, Edward	Annual Contract *Pending completion of Probationary Period
Echenique, Marcial	Annual Contract
Goulding, Charles	Annual Contract
Juliusburger, Stephan	Annual Contract
Ledgerwood, Alex	Annual Contract
McCoy, Nicole	Annual Contract
Medyk, Nina	Annual Contract
Moody, Kayla	Annual Contract
Posey, Matthew	Annual Contract
Semcheski, Matthew	Annual Contract
Stettner, Michelle	Annual Contract
Vazquez, Jesus	Annual Contract
Graham, Barry	Continuing Contract
Margiotta, Anthony	Continuing Contract
Rice, Lucja	Continuing Contract
Sagan, Julie	Continuing Contract *Resignation effective December 12, 2024
Severson, Amber	Continuing Contract
Walsh, Michelle	Continuing Contract
Weekley, Emily	Continuing Contract

### **CFK Academy**

Drewel, Christine	Annual Contract
Garcia, Tracy	Annual Contract
Hughes, Keith	Annual Contract
Hughes, Kelly	Annual Contract

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

16. CIP 2025/2026 Final

Priority List to include:

- 1) Renovate Chilled Water Loop
- 2) Renovate Classroom Building C
- 3) Renovate Welding Lab
- 4) Renovate Deferred Maintenance

Motion made by Trustee Leben, Seconded by Trustee Puto.

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

## **CONTRACTS**

17. Education To Go Service Agreement – Request for Approval

Motion made by Trustee Weinstein, Seconded by Trustee Puto.

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

18. Southwest Florida Workforce Development Board, Inc. / CareerSource Southwest Florida Training Provider Agreement – Request for Approval

Motion made by Trustee Leben, Seconded by Trustee Puto.

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

19. EssentialNet Solutions Service Agreement – Request for Approval

Motion made by Trustee Puto, Seconded by Trustee Weinstein.

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

20. State of Florida Department of Health, Monroe County Department of Health Tuga Clinic Lease

Motion made by Trustee Weinstein, Seconded by Trustee Puto.

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

## **INSTRUCTIONAL SERVICES**

## **VP ACADEMIC AFFAIRS**

21. Division Report – Dr. Monekka Munroe

22. New Course Proposal - Request for Approval

Motion made by Trustee Leben, Seconded by Trustee Puto.

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

## **ADVANCEMENT**

### **VP ADVANCEMENT**

#### **VP Advancement - Marketing, Recruitment, Enrollment, Financial Aid, Student Activities and Athletics**

23. Division Report – VP Lana Gaspari

### **VP Advancement - Foundation**

24. VP Advancement Report - Foundation, VP Gaspari

## **ADDITIONAL DOCUMENTS**

25. CFK in the News - June BOT meeting

## **GOOD OF THE ORDER**

- The Organizational Board Meeting will be Tuesday, July 30, 2024, 2:00pm.
- Middle Keys Center, 900 Sombrero Road, Marathon, FL.
- Dr. G. discussed the criteria he developed for the "emeritus" guidelines for employees and Board members. The Board was asked to review and send any suggested edits to Dr. G.
- CFK is no longer required to complete an equity report for the Department of Education.
- Dr. G. was asked to serve on the Council for Higher Education Accreditation (CHEA) Board.
- Trustee Maxwell is no longer residing in the Keys. She has sent a letter of resignation to the Governor's office. Dr. G. would like to create resolution for Trustee Maxwell to be presented virtually to her at a future meeting.
- July will be the Organizational meeting where the Board selects the Chair and Vice Chair for the coming year.

### **Suggested BOT Meeting Dates & Locations for 2024/2025**

2024

August 2024 - No Meeting

September 24, 2024 - Key West Campus

October 29, 2024 - Upper Keys Center

November 19, 2024 - Middle Keys Center

December 2024 - No Meeting

2025

January 28, 2025 - Upper Keys Center

February 25, 2025 - Key West Campus

March 2025 - No Meeting

April 29, 2025 - Middle Keys Center

May 20, 2025 - Key West Campus, Budget Workshop and Meeting

June 24, 2025 - Upper Keys Center

July 29, 2025 - Middle Keys Center, Organizational Meeting

Motion to adjourn at: 3:28pm.

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**Dr. Jonathan Gueverra**  
President/ CEO

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**Kevin Madok**  
Chair, Board of Trustees