

**FLORIDA KEYS COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
December 12, 2011
2:00 PM
Marathon Fire Station
A G E N D A**

- I. CALL TO ORDER**
 - II. PLEDGE TO THE FLAG**
 - III. ADOPTION AND ADDITION TO THE AGENDA**
 - IV. APPROVAL OF MINUTES of meeting held October 24, 2011 and November 21, 2011.**
 - VII. CONSENT AGENDA**
 - A. Continuing Workforce Ed. Fees **Attachment #1**
 - B. Disposition of Property **Attachment #2**
 - VIII. DISTRICT BOARD OF TRUSTEES**
 - PRESIDENT**
 - A. President's Report
 - B. Focus on Students – None
 - C. Faculty Council Report – Dawn Ellis **Attachment #3**
 - D. Presidential Search – Trustee Martin
 - ATTORNEY**
 - IX. HUMAN RESOURCES**
 - A. Personnel Actions **Attachments #4**
 - X. FINANCIAL SERVICES**
 - A. Report by VP Jean Mauk on Finance and Construction Projects **Attachments #5**
 - B. Financials for October 2011 **Attachments#6**
 - C. Notice of Intent to Bid - Civil Engineering for Marine Tech Building **Attachment #7**
 - XI. INSTRUCTIONAL SERVICES**
 - A. Report by Provost Brittany Snyder **Handout**
 - XII. STUDENT SERIVCES**
 - A. Report by Dean Erika MacWilliams on Student Affairs and Accreditation **Handout**
 - B. Application Fee Waiver for Go Higher Get Accepted and Project Access **Attachment #8**
 - XIII. GOOD OF THE ORDER**
 - Public Input
- The next meeting will be held on January 23, 2012, in Key West.**

PROPOSED BOARD ACTION

To approve the course fees for upcoming Continuing Education course offerings.

AUTHORITY FOR ACTION

Recommend approval from the Florida Keys Community College Board for the attached course fees for upcoming courses.

BACKGROUND INFORMATION

The Office of Continuing Education and Workforce promotes life-long learning by extending the resources of Florida Keys Community College. Self-supporting programs which build on the strengths and expertise of Florida Keys Community College faculty, adjunct staff and community subject matter specialists. The office of Continuing Education and Workforce develops and offer non-credit continuing education offerings that are responsive to the professional/career development and personal enrichment needs of individuals as well as business and industry.

Continuing Education Price Summary

| Course Name | Tuition |
|--|------------|
| 5 Key Financial Risks in Retirement Invest Well/Sleep Well | \$25.00 |
| Access 2010 Fundamentals | \$125.00 |
| Access 2010 Intermediate | \$125.00 |
| Adult Ballet | \$165.00 |
| Advanced Reading, Writing and Grammar Review Part 1 | \$155.00 |
| Advanced Reading, Writing and Grammar Review Part 2 | \$155.00 |
| Aikido for Adults | \$340.00 |
| Aikido for Children | \$340.00 |
| An Introduction to Voiceovers | \$40.00 |
| Basic Voice | \$300.00 |
| Beginning Conversation Part 1 | \$155.00 |
| Beginning Conversation Part 2 | \$155.00 |
| Bravo! Survival Italian and the Culture Part 2 | \$155.00 |
| Children's Ballet | \$79.00 |
| Conversational Spanish for Beginners | \$168.80 |
| Conversational Spanish for Intermediate | \$155.00 |
| Creative Still Life/Composition | \$25.00 |
| Digital Photography 1 & 2 All Inclusive | \$120.00 |
| Digital Photography: Beyond the Camera | \$155.00 |
| Discovering The Writer Within | \$129.00 |
| Dreamweaver Basics CS5 | \$150.00 |
| Ebay Basics for Sellers | \$38.75 |
| ESL: English for Absolute Beginners Part 1 | \$155.00 |
| ESL: English for Absolute Beginners Part 2 | \$155.00 |
| ESL: Writing Skills Part 1 | \$155.00 |
| ESL: Writing Skills Part 2 | \$155.00 |
| Excel 2007 Fundamentals | \$125.00 |
| Excel 2007 Intermediate | \$125.00 |
| Excel 2010 Fundamentals | \$125.00 |
| Excel 2010 Intermediate | \$125.00 |
| Fashion Design (The Creative Process) Workshop | \$90.00 |
| Fundamentals of Painting with Oils | \$138.00 |
| F-VPSSD Training | \$300.00 |
| Hot Stuff! Blown Glass and Raku | \$400.00 |
| Hydroponic Gardening | \$60.00 |
| Intermediate Conversational Spanish for Beginners | \$168.80 |
| Intro to Cortical Field Re-education | \$15.00 |
| Intro to Personal Computers & Internet | \$125.00 |
| Keys to Oil Painting | \$25.00 |
| Life Drawing Workshop for Beginners to Advanced | \$25.00 |
| Maritime Security for Military, Law Enforcement and First Responders | \$300.00 |
| Medical Coding and Billing | \$1,799.00 |
| Mixed Community Chorus | \$105.00 |
| Mystery Monsters of Florida | \$65.00 |
| Other People's Religion | \$138.00 |
| Outlook 2007 Fundamentals | \$125.00 |

Continuing Education Price Summary

| Course Name | Tuition |
|--|------------|
| Pharmacy Technician Cert Prgm | \$999.00 |
| Phlebotomy Technician | \$1,599.00 |
| PowerPoint 2010 Advanced | \$125.00 |
| PowerPoint 2010 Fundamentals | \$125.00 |
| Pre-Ballet | \$79.00 |
| QuickBooks 2010 | \$150.00 |
| Reading, Writing & Grammar Review Part 1 | \$155.00 |
| Reading, Writing & Grammar Review Part 2 | \$155.00 |
| Real Estate Sales Associate Training | \$450.00 |
| Sanctuary Science Lecture Series | \$19.00 |
| Specialized Creative Welding | \$450.00 |
| Survival French | \$155.00 |
| Survival Spanish | \$155.00 |
| Survival Spanish II | \$120.50 |
| W&L Eng: Basics Level 2 Part 1 | \$155.00 |
| W&L Eng: English for Absolute Beginners Part 1 | \$155.00 |
| W&L Eng: English for Absolute Beginners Part 2 | \$155.00 |
| W&L Eng: Advanced Level 1 Part 1 | \$155.00 |
| W&L Eng: Advanced Level 1 Part 2 | \$155.00 |
| W&L Eng: Basics Level 1 Part 1 | \$155.00 |
| W&L Eng: Basics Level 1 Part 2 | \$155.00 |
| W&L Eng: Intermediate Level 1 Part 1 | \$155.00 |
| W&L Eng: Intermediate Level 1 Part 2 | \$155.00 |
| W&L Eng: Intermediate Level 2 Part 1 | \$155.00 |
| W&L Eng: Intermediate Level 2 Part 2 | \$155.00 |
| Wire-Wrap Jewelry Workshop | \$113.00 |
| Word 2007 Intermediate | \$125.00 |
| Word 2010 Fundamentals | \$125.00 |
| Word 2010 Intermediate | \$125.00 |
| Writing for the Stage and Screen | \$172.00 |
| Yoga-Toner | \$165.00 |
| Zumba | \$180.00 |
| Zumba | \$120.00 |

Catherine Torres

Submitted by Catherine Torres
 Director of Continuing Education and Workforce

PROPOSED BOARD ACTION

To approve the disposal of property that is no longer of value to the College.

AUTHORITY FOR ACTION

Recommend approval from the Florida Keys Community College Board for the attached list of disposition of property.

BACKGROUND INFORMATION

The Purchasing Office continually maintains a list of assets of the College and updates the lists when items are no longer of value. Property is disposed of when items are broken, antiquity or obsolete and are taken off the fixed asset listing.



FLORIDA KEYS COMMUNITY COLLEGE
 5901 College Road, Key West, FL 33040
 (305) 296-9081, fkcc.edu
MEMORANDUM

Date: December 12, 2011
To: Jean Mauk
From: Doug Pryor
Subject: Disposition of Property

College property is regularly monitored as to its condition and usefulness. As property is determined to be no longer useful for college purposes, because it is obsolete, broken, lost or stolen, a request is made for a formal disposition approval. I request you recommend that the property listed below be reviewed by the District Board of Trustees in accordance with State requirements, for the reasons stated. The total value of the listed property for FKCC Board of Trustees disposition approval is \$1,467.09.

| | Tag No. | Acquisition Date | Description | Cost | Condition |
|---|----------------|-------------------------|---|-------------|------------------|
| 1 | 1805 | 5/19/1987 | Blasting Cabinet – Welding SN# C011691 | \$1,467.09 | Obsolete |
| 2 | | | | | |

Board Approved Date

Disposal Signature and Date

Disposal Witness and Date

Disposal Method and/or Location

FKCC Board of Trustee Faculty Council Report: December 12, 2011

As the semester comes to an end, it is always a good time to reflect back on the quality of education that faculty deliver to our students. Instructors do this in several ways: faculty-evaluation of student progress across the semester, student-evaluation of our courses, and re-evaluation of the material presented. Student-evaluation enables faculty to, among other things, refine, adjust and update future course materials. Thus, the course content evolves from semester to semester despite the fact that the objectives for the most part remain the same. There are disciplines like computer science and business where the need to remain contemporary is even greater.

Recruitment and retention are two default responsibilities of instruction. When it becomes common knowledge that quality instruction exists, students tend to return for future courses. Word spreads to our small island community that they are benefitting from a quality and affordable education at FKCC. This has certainly been the case in FKCC's mathematics and marine science courses. For example, over the past two years, many mathematics and marine science classes fill to capacity.

Faculty hopes that efforts are underway to identify the source of the enrollment-decline and to quickly enact procedures to reverse the trend. Faculty understands that recruitment and retention are every FKCC employee's responsibility. For instance, recently two instructors, with large numbers of Dual Enrollment students, and the Director of Academic Affairs visited Key West High School. The purpose was to make their transition to FKCC successful. The FKCC employees were received well by the administrators and students of Key West High School.

It is worth re-iterating that the faculty's most important recruitment and retention tool is the quality of the educational-experience that students receive and faculty takes this very seriously.

Respectfully submitted,

Dawn Ellis
FKCC Faculty Council President



DATE: December 12, 2011
TO: Board of Trustees
FROM: Charles McGinnis Director, Human Resources
SUBJECT: Personnel Actions, BOT meeting 12-12-11

PROPOSED BOARD ACTION

Approval of the Personnel Actions.

AUTHORITY FOR STATE BOARD ACTION

Florida Statute, Section 1001.64

BACKGROUND INFORMATION

The following personnel actions were coordinated with the appropriate supervisors, are budgeted, approved by the President or the President's Designee and are recommended to the Board of Trustees for approval.

Supporting Documentation Included:

Personnel Actions
Adjunct Instructors Spread Sheet

Facilitators/Presenters:

Charles McGinnis, Director, Human Resources

DATE: December 5 , 2011
 TO: Dr. Lawrence W. Tyree, President
 FROM: Charles McGinnis, Director, Human Resources
 SUBJECT: Human Resources – BOARD AGENDA 12-12-11

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Personnel Actions – Recommendations to the Board of Trustees

NEW EMPLOYEES -

Full-time

| Name | Effective Date | Description |
|------|----------------|-------------|
|------|----------------|-------------|

Part-time

| Name | Effective Date | Description |
|-------------------|----------------|-------------------------------------|
| Knox, Miranda | 10/24/11 | Artist Model, \$15/hr. |
| Lennox, George | 11/7/11 | Artist Model, \$15/hr. |
| Orchier, Emily | 10/24/11 | Artist Model, \$15/hr. |
| Zarichniak, Amber | 10/24/11 | Tutor, Student Activities, \$15/hr. |

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

| Name | Effective Date | Description |
|----------------|----------------|--|
| Brenner, Tracy | 10/24/11 | Additional compensation for travel to teach PEQ 1136C in Key West from Middle Keys |

PROMOTIONS / RECLASSIFICATIONS / ADJUSTMENTS:

| Name | Effective Date | Description |
|------|----------------|-------------|
|------|----------------|-------------|

None to report at this time

TERMINATIONS:

| Name | Title | Effective Date | Reason |
|----------------|---|----------------|-------------|
| Wells, Shannon | PT Lab Assistant | 10/5/11 | Dismissal |
| Elizabeth Love | Director, Student Recruitment & Retention | 11/4/11 | Resignation |

ADJUNCT / PART TIME INSTRUCTORS Please See Attachment

Board Materials
Adjunct Instructors
November/December 2011

| Name | Lvl | Pay Rate | Hrs / Credits | Total Pay | Course Description | Cntr | Dates |
|-----------------------------|-----|----------|---------------|-----------|--|------|---------------------|
| Continuing Education | | | | | | | |
| Bachelor, Peter | | \$28.00 | 16 | \$448 | Digital Photography | KW | 9/15/11 - 11/03/11 |
| Cano, Ana | | \$28.00 | 30 | \$840 | Zumba | KW | 8/29/11 - 12/14/11 |
| Carcedo, Hector | | \$28.00 | 30 | \$840 | Tennis | KW | 9/1/11 - 12/15/11 |
| Cooper, Melody | | \$224.00 | 7 | \$1,568 | Individual Voice Lessons | KW | 10/10/11 - 12/16/11 |
| Dekeyrel, James | | \$35.00 | 6.5 | \$228 | Excel 2007 Fund | KW | 11/2/2011 |
| Dekeyrel, James | | \$30.00 | 6.5 | \$195 | Word 2007 Intermediate | KW | 11/4/2011 |
| Gorky-Anderson. Judith | | \$28.00 | 22 | \$616 | Yoga Toner | KW | 8/29/11 - 11/09/11 |
| Haegelin, Diana | | \$35.00 | 45 | \$1,575 | W&L Eng: Abs Beg P2/ Interim L2P1 | KW | 10/25/11 - 12/15/11 |
| Haegelin, Diana | | \$40.00 | 67.5 | \$2,700 | W&L Eng: Bas L1P2/L2P2/ Inter L2P2 | KW | 10/26/11 - 12/14/11 |
| Haegelin, Diana | | \$18.00 | 22.5 | \$405 | W&L Eng: Adv L1P2 | KW | 10/25/11 - 12/15/11 |
| Marchak, Stacey | | \$28.00 | 18 | \$504 | Conversational Spanish | KW | 10/5/11 - 11/14/11 |
| Meister, Richard | | \$28.00 | 10 | \$280 | Hydroponic Garden | KW | 10/20/11 - 11/17/11 |
| Miner, William | | \$28.00 | 60 | \$1,680 | Specialized Creative Welding | KW | 8/26/11 - 12/09/11 |
| Olsen, Jeanne | | \$28.00 | 70 | \$1,960 | Kindermusik | KW | 9/12/11 - 12/13/11 |
| Quinn, Kathleen | | \$30.00 | 6.5 | \$195 | Excel 2007 Intermediate | KW | 10/29/2011 |
| Snell, Kari | | \$28.00 | 10 | \$280 | Cake Decoration | KW | 9/6/11 - 10/18/11 |
| Vanucci-Kelly, Dona | | \$28.00 | 18 | \$504 | Bravo! Survival Italian | KW | 10/20/11 - 11/17/11 |
| Walters, Dean | | \$28.00 | 6 | \$168 | Sight Singing | KW | 9/06/11 - 11/15/11 |
| Criminal Justice | | | | | | | |
| Askins, Edward | | \$28.00 | 2 | \$56 | Physical Training | KW | 10/13/11 - 11/1/11 |
| Bogue, Rpy | | \$25.00 | 22 | \$550 | Communications | KW | 10/8/11 - 10/17/11 |
| DiGiovanni, Mike | | \$28.00 | 39.25 | \$1,099 | Vehicle Operations | KW | 11/5/11 - 11/16/11 |
| Gonzalez, Bianchi | | \$28.00 | 15 | \$420 | First Aid | KW | 10/20/11 - 10/28/11 |
| Grove, Bill | | \$28.00 | 17.25 | \$483 | Defensive Tactics | KW | 11/2/11 - 11/7/11 |
| Jodlowski, Raymond | | \$25.00 | 74.25 | \$1,856 | Traffic Crash / Human Issues | KW | 10/25/11 - 11/12/11 |
| Marks, Dahlgren | | \$25.00 | 3.25 | \$81 | Traffic Stops | KW | 10/22/2011 |
| Mather, Charles | | \$28.00 | 26.75 | \$749 | First Aid | KW | 10/24/11 - 11/1/11 |
| Schlegelmilch, William | | \$25.00 | 12.25 | \$306 | Traffic Stops | KW | 10/8/11 - 10/11/11 |
| Seago, Sheila | | \$25.00 | 23.5 | \$588 | DUI Traffic Stops | KW | 10/17/11 - 10/24/11 |
| Williams, Ralph | | \$28.00 | 3 | \$84 | Physical Training | KW | 10/11/11 - 11/7/11 |
| AS + AA Programs | | | | | | | |
| Levine, Linda | III | \$505.00 | 9 | \$4,545 | Maternal Child Health | KW | 8/22/11 - 12/10/11 |
| Menardi, Daniela | III | \$505.00 | 5 | \$2,525 | Comm Skills, Family Counsel, Relapse | KW | 8/22/11 - 12/10/11 |
| Prescott, Larry | IV | \$463.00 | 7 | \$3,241 | Assess TX & Planning, Ethics, Intimacy | KW | 8/22/11 - 12/10/11 |
| Reis, Barbara | I | \$555.00 | 0.67 | \$372 | Basic Mathematics | KW | 8/22/11 - 12/10/11 |

Independent Studies

None at this time.

Continuing Education Payroll Summary

| BoardPayrollSummary | | | | | | | |
|---------------------|------------------|-------|----------|---|------------|------------|-------|
| Instructor Last | Instructor First | Hours | Pay Rate | Course Name | Start Date | End Date | CRN # |
| Dekeyrel | James | 6.5 | \$35.00 | Excel 2007 Intermediate | 12/7/2011 | 12/7/2011 | 10713 |
| DeKeyrel | James | 8 | \$35.00 | Quickbooks 2010 | 11/18/2011 | 11/18/2011 | 10709 |
| DeKeyrel | James | 7 | \$30.00 | Dreamweaver Basics CS5 | 11/16/2011 | 11/16/2011 | 10789 |
| Giordano | Annamarie | 3 | \$28.00 | Life Drawing Workshop for Beginners to Advanced | 12/13/2011 | 12/13/2011 | 22287 |
| Giordano | Annamarie | 3 | \$28.00 | Creative Still Life/Composition | 11/17/2011 | 11/17/2011 | 10578 |
| Giordano | Annamarie | 3 | \$28.00 | Creative Still Life/Composition | 12/1/2011 | 12/1/2011 | 10579 |
| Giordano | Annamarie | 3 | \$28.00 | Creative Still Life/Composition | 12/8/2011 | 12/8/2011 | 10580 |
| Giordano | Annamarie | 3 | \$28.00 | Creative Still Life/Composition | 12/15/2011 | 12/15/2011 | 22286 |
| Giordano | Annamarie | 3 | \$28.00 | Life Drawing Workshop for Beginners to Advanced | 11/15/2011 | 11/15/2011 | 10586 |
| Giordano | Annamarie | 3 | \$28.00 | Life Drawing Workshop for Beginners to Advanced | 11/22/2011 | 11/22/2011 | 10587 |
| Giordano | Annamarie | 3 | \$28.00 | Life Drawing Workshop for Beginners to Advanced | 11/29/2011 | 11/29/2011 | 10588 |
| Giordano | Annamarie | 3 | \$28.00 | Life Drawing Workshop for Beginners to Advanced | 12/6/2011 | 12/6/2011 | 10589 |
| Haegelin | Diana | 22.5 | \$40.00 | W&L Eng: Basics Level 1 Part 2 | 10/26/2011 | 12/14/2011 | 10665 |
| Haegelin | Diana | 22.5 | \$40.00 | W&L Eng: Basics Level 2 Part 2 | 10/26/2011 | 12/14/2011 | 10666 |
| Haegelin | Diana | 22.5 | \$25.00 | W&L Eng: Intermediate Level 1 Part 2 | 10/26/2011 | 12/14/2011 | 10668 |
| Haegelin | Diana | 22.5 | \$40.00 | W&L Eng: Intermediate Level 2 Part 2 | 10/25/2011 | 12/15/2011 | 10669 |
| Haegelin | Diana | 22.5 | \$40.00 | W&L Eng: English for Absolute Beginners Part 2 | 10/25/2011 | 12/15/2011 | 10670 |
| Haegelin | Diana | 22.5 | \$40.00 | W&L Eng: Advanced Level 1 Part 2 | 10/25/2011 | 12/15/2011 | 10672 |
| Miner | William | 60 | \$28.00 | Specialized Creative Welding | 8/26/2011 | 12/9/2011 | 10592 |
| Walters | Dean | 45 | \$96.29 | Mixed Community Chorus | 8/30/2011 | 12/13/2011 | 10675 |

Catherine Torres

Submitted by Catherine Torres

Director of Continuing Education and Workforce



Date: December 1, 2011
To: Board of Trustees
From: W. Jean Mauk
Subject: Vice President Business and Administrative Services Report

Business and Administrative Services' areas spent much of October and early November preparing and assisting with the preparations for the SACS visitation which occurred in mid-November.

Vice President's /Controller's Office

The office was busy processing requests for all aspects of the SACS accreditation visit, facilities, requisitions, QEP implementation and assisting with the completion of the state operational audit. First Quarter Budget Review meetings are underway with all budget managers. During these meetings budgeted and actual expenditures are being reviewed for accuracy and adjustment. The expected result of these meetings is an improved understanding of departmental financials as they relate to the overall budget for the college as well as the impact on individual programs.

Florida Keys College Campus Foundation

Insurance policies for wind and flood were finalized during November and coverage is now in place for the facility. The security monitoring cameras are operational and have enhanced the security level for the students and staff. College staff is working with the current residents to ensure a smooth transition into the Spring semester.

Business Office

Accounts Receivable balances continue to be a major focus for the Business Office as the Fall term comes to a close. The Accounts Receivable Task Force has held meetings to discuss issues related to the collection of past due balances. New policies and procedures will be forthcoming to address some of the identified areas of concern. The committee reviewing these procedures encompasses all areas of the college-instruction, student services and the business office.

Purchasing and Plant Operations

Lagoon Landing – Warranty repairs are ongoing for lighting, washer and dryers and skylights. The washer and dryers will be exchanged on December 12th by Windswept Appliance. Purchasing is also in the process of setting up a linen service with Hilltop Laundry.

Sikon Construction has purchased and delivered 24 return air grilles to alleviate the issue with changing air filters. These will be installed during the winter break while the suites are vacant. The issues with the hallway lighting have also been resolved. Sistemalux shipped 10 new fixtures as a warranty replacement. One leaking skylight will be repaired under the warranty agreement with Petersen Dean Roofing.

All security cameras (CCTV) are installed and operational. The parking garage gate and exit door alarms were installed on November 23rd. Transmitters for the parking garage gate will be issued to the residents at the start of the spring term.

Marine Technology Building – The bid opening for Civil Engineering will occur on December 2 at 2:00pm. The lowest bidder is required to be mobilized to the job site no later than January 16. The Intent to Award Notification will be presented to the Board of Trustees on December 12th.

Student/Testing Center – Drawings were received on October 7 from Hayes Cumming and have been reviewed and some changes are required. A revised set of plans have been received and will be provided to the permitting agent the week of December 5th. Furniture and computers have been ordered and should be in place in January.

Public Safety Building – New flooring has been ordered for rooms P207, P209 and P210. The flooring will replace water soaked carpeting damaged by heavy rain in October. The Public Safety Air Handler (AHU) Replacement Specifications Bid Packet is ready to be posted. The documents will be posted early December and the bid opening will occur in late January.

Maintenance – The maintenance staff did an incredible job preparing the campus the SACS Review Committee site visit. They continue to perform necessary campus wide preventative maintenance. Package delivery and receipt service will be suspended during the Christmas break. Greg O’Flynn, Director of Maintenance, has inspected the main campus CCTV Security cameras to ensure recording capabilities are provided within designated areas.

Information Technology Office

The IT Helpline received over 600 calls during September and early October. Two-thirds of these calls were from students requesting assistance.

The Lagoon Landing’s technology issues are still being addressed. Students will be surveyed regarding common area internet access.

The QEP Student Success Center has been wired, cabled and computers have been installed in anticipation of the opening mid-October.

Other projects included the migration of e-mail from Sun platform to live.edu, preparation for the SACS visitation team, repairs to videoconferencing equipment in the Upper and Middle Keys Centers, configuration of a grant server and assisting with installation of ATM’s on campus.

Institutional Research Activity

The office provides both internal and external reports as required by the State of Florida and internal requests for informational and research purposes. During the month of September and early October, these reports include:

State/Federal Reports

- Annual Personnel Data Submission
- Annual Personnel Fringe Benefits Data Submission
- Annual Financial Aid Data Submission
- Perkins Industry Certification Data Submission
- IPEDS Institutional Completions and 12-Month Enrollment Reports

Data for Annual Cost Analysis Report

Regular Reports

FTE and Tuition Revenue Reports (every Monday)

FACT Book 2011 Report

Monthly Edit Reports for Enrollment Services

Student Climate Survey-in Distribution

Ad Hoc Reports

Gainful Employment Data for Federal Reporting (new this year)

Identification of Fall Graduates through DegreeWorks

Dual Enrollment Student Data for KW Collegiate High School

PROPOSED BOARD ACTION

Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the Financials for April 2011.

AUTHORITY FOR ACTION

Florida State Board of Education: Rule 6A-14.0716 (Community College Budgets)

BACKGROUND INFORMATION

Part of our monthly procedures is to review the financials from the previous month for Florida Keys Community College District Board of Trustees approval.

Florida Keys Community College
Operating Revenues and Expenditures
For the Month Ended October 31, 2011

| Account Code | Account Title | FY 2011-12 Budget | Actual Amount | Difference | Percentage Collected/Spent to Date |
|---------------------|---|--------------------------|----------------------|----------------------|---|
| 401XX | Matriculation/Tuition Fees | \$2,093,097 | \$1,073,474 | (\$1,019,623) | 51.3% |
| 402XX | Continuing Education/Self-Supporting | 289,025 | 67,947 | (221,078) | 23.5% |
| 403XX | Non-Resident Fees | 627,938 | 338,579 | (289,359) | 53.9% |
| 404XX | Laboratory Fees | 660,736 | 403,848 | (256,888) | 61.1% |
| 405XX | Application Fees | 42,320 | 14,630 | (27,690) | 34.6% |
| 40600 | Graduation Fees | 5,375 | 1,402 | (3,973) | 26.1% |
| 40700 | Transcript Fees | 28,485 | 9,314 | (19,171) | 32.7% |
| 408XX | Technology Fees | 150,194 | 70,330 | (79,864) | 46.8% |
| 409XX | Other Student Fees | 18,532 | 4,315 | (14,217) | 23.3% |
| 42110 | Community College Program Fund | 5,033,419 | 1,679,671 | (3,353,748) | 33.4% |
| 42610 | Lottery Funds -CCPF | 745,360 | 0 | (745,360) | 0.0% |
| 44900 | Indirect Cost Recovered | 86,000 | 68,910 | (17,090) | 80.1% |
| 46400 | Use of College Facilities | 127,837 | 33,698 | (94,139) | 26.4% |
| 48100 | Interest and dividends | 3,600 | 2,455 | (1,145) | 68.2% |
| 487XX | Fines and Penalties | 3,646 | 2,321 | (1,325) | 63.7% |
| 49XXX | Transfers and Other Revenue | 232,165 | 54,585 | (177,580) | 23.5% |
| | Total Revenues | \$10,147,729 | 3,825,479 | (\$6,322,250) | 37.7% |
| 51XXX | Management | \$879,652 | \$289,785 | (\$589,867) | 32.9% |
| 52XXX | Instruction | 1,927,556 | 557,728 | (1,369,828) | 28.9% |
| 53XXX | Other Professional | 1,463,126 | 505,786 | (957,340) | 34.6% |
| 54XXX | Career Staff | 864,460 | 245,485 | (618,975) | 28.4% |
| 56XXX | Other Personnel Services Instructional | 620,883 | 156,903 | (463,980) | 25.3% |
| 57XXX | Other Professional - Tech/Clerical/Trade | 1,200 | 6,079 | 4,879 | 506.6% |
| 58000 | Student Employment - Work Study | 2,800 | 0 | (2,800) | N/A |
| 59XXX | Benefits | 1,459,638 | 395,923 | (1,063,715) | 27.1% |
| | Total Personnel | \$7,219,315 | \$2,157,689 | (\$5,061,626) | 29.9% |
| 605XX | Travel | \$152,619 | \$16,275 | (\$136,344) | 10.7% |
| 61000 | Freight and Postage | 24,029 | 3,704 | (20,325) | 15.4% |
| 615XX | Telecommunications | 100,410 | 33,587 | (66,823) | 33.5% |
| 62000 | Printing | 44,750 | 9,101 | (35,649) | 20.3% |
| 625XX | Repairs and Maintenance | 229,745 | 112,736 | (117,009) | 49.1% |
| 630XX | Rentals | 211,026 | 29,195 | (181,831) | 13.8% |
| 63500 | Insurance | 127,255 | 105,953 | (21,302) | 83.3% |
| 640XX | Utilities | 529,639 | 190,457 | (339,182) | 36.0% |
| 645XX | Other Services | 604,305 | 268,209 | (336,096) | 44.4% |
| 650XX | Professional Fees | 332,899 | 73,953 | (258,946) | 22.2% |
| 655XX | Educational/Office Materials | 217,296 | 62,054 | (155,242) | 28.6% |
| 657XX | Data Software Non-Capitalized | 4,437 | 7,537 | 3,100 | 169.9% |
| 66000 | Maintenance/Construction Material | 35,000 | 8,237 | (26,763) | 23.5% |
| 665XX | Other Materials and Supplies | 5,298 | 1,459 | (3,839) | 27.5% |
| 670XX | Subscriptions/Library Books | 18,803 | 8,613 | (10,190) | 45.8% |
| 69XXX | Transfers and Other Expenses | 186,842 | 69,725 | (117,117) | 37.3% |
| | Total Current Expenses | \$2,824,353 | \$1,000,795 | (\$1,823,558) | 35.4% |
| 705XX | Minor Equipment-under \$750.00 | \$50,814 | \$37,609 | (\$13,205) | 74.0% |
| 706XX | Minor Equipment-over \$750 <\$5000 | - | 7,770 | (7,770) | 100.0% |
| 710XX | Furniture and Equipment | 6,400 | 10,711 | 4,311 | 0.0% |
| | Total Capital Outlay | \$57,214 | \$56,090 | (\$1,124) | 98.0% |
| | Total Expenses | \$10,100,882 | \$3,214,575 | (\$6,886,307) | 31.8% |
| | Grand Total Revenues Less Expenses | \$46,847 | \$610,904 | \$564,057 | 0.0% |

SUMMARY OF DISBURSEMENTS
BOARD OF TRUSTEES REPORT
October 2011

Total Check's for October 2011

| | Amount | Check #'s |
|--------------------------|----------------|-----------------|
| Operating Account | \$1,425,808.97 | 98293 - 99096 |
| Payroll Account | \$40,382.06 | 214793 - 214872 |
| Grand Total | \$1,466,191.03 | |

Voided Check's for October 2011

| Vendor | Amount | Voided Check #'s | Reason for Void |
|--|---------------------|------------------|------------------------|
| John Potochak | 2,734.35 | 98641 | Lost in Mail, Reissued |
| Hannah Hatcher | 4,012.00 | 98242 | Lost in Mail, Reissued |
| Kayla Reams | 803.64 | 98650 | Processed Incorrectly |
| Market Share | 1,400.00 | 98206 | Processed Incorrectly |
| Market Share | 1,700.00 | 98207 | Processed Incorrectly |
| Keys Radio Group | 1,600.00 | 98823 | Processed Incorrectly |
| Jeremy Hyland | 686.35 | 98503 | Processed Incorrectly |
| Gabriela Jackson | 1,313.31 | 98509 | Processed Incorrectly |
| Laura Suits | 1,706.44 | 98718 | Processed Incorrectly |
| Sean Morris | 103.96 | 98614 | Processed Incorrectly |
| Gary Frey | 969.61 | 98440 | Processed Incorrectly |
| Zar Zar Bo | 55.90 | 93878 | Processed Incorrectly |
| Tamara Burdge | 1,628.94 | 98361 | Processed Incorrectly |
| Fla. Assoc. of collegiate Registrars & Admissions Officers | 75.00 | 98816 | Processed Incorrectly |
| Francisco Santistevan | 979.02 | 98678 | Processed Incorrectly |
| Floyd Wilvers IV | 4,602.00 | 98769 | Processed Incorrectly |
| Miriam Novotny | 918.88 | 98306 | Processed Incorrectly |
| Dovy Muller | 204.93 | 98605 | Processed Incorrectly |
| Yessenia Crespo | 603.89 | 98400 | Processed Incorrectly |
| Mr. Chad Rector | 2,186.05 | 98651 | Processed Incorrectly |
| Benjamin Rogers | 808.64 | 98664 | Processed Incorrectly |
| Sarah Rice | 3,462.00 | 98653 | Processed Incorrectly |
| Jennifer Kirisits | 3,194.73 | 98529 | Processed Incorrectly |
| Christina Montes | 2,179.17 | 98596 | Lost in Mail, Reissued |
| Edwin Dominguez | 695.00 | 97980 | Lost in Mail, Reissued |
| Michael Underwood | 180.60 | 97756 | Lost in Mail, Reissued |
| Dayanis Gavilan | 694.00 | 98452 | Processed Incorrectly |
| Alycia Alvarez | 1,349.80 | 98320 | Processed Incorrectly |
| Joshua Gately | 960.88 | 98450 | Lost in Mail, Reissued |
| Ariel Velazquez | 527.25 | 98751 | Processed Incorrectly |
| Kevin M. O'Dwyer | 677.07 | 98618 | Processed Incorrectly |
| Joseph Gandolfo | 608.58 | 98445 | Processed Incorrectly |
| Lemuel Roberts | 1,388.00 | 98658 | Processed Incorrectly |
| Emmanuel Louis | 238.47 | 98879 | Processed Incorrectly |
| Caroline Williams | 924.22 | 98285 | Lost in Mail, Reissued |
| Chedly Jean | 505.70 | 98514 | Lost in Mail, Reissued |
| Norman Dixon | 257.73 | 98417 | Lost in Mail, Reissued |
| Sharon Smith | 325.00 | 98695 | Processed Incorrectly |
| Bryce Oliphant | 359.72 | 98620 | Processed Incorrectly |
| Adrian Winn | 1,386.00 | 98892 | Processed Incorrectly |
| Christopher Walterson | 3,465.12 | 98890 | Processed Incorrectly |
| Maria Rojas | 2,165.32 | 98886 | Processed Incorrectly |
| Elizabeth Rahming | 1,386.00 | 98884 | Processed Incorrectly |
| Paula Patton | 5,907.20 | 98883 | Processed Incorrectly |
| Lawrence Miller | 1,325.28 | 98881 | Processed Incorrectly |
| Natalie Allen | 53.00 | 99032 | Processed Incorrectly |
| Kayla Mauthe | 1,991.00 | 98576 | Lost in Mail, Reissued |
| Timothy Scallion | 863.04 | 97007 | Lost in Mail, Reissued |
| Cassandra Keating | 4,257.70 | 99021 | Processed Incorrectly |
| Divers Alert Network | 50.00 | 98861 | Processed Incorrectly |
| Port Supply | 454.92 | 98938 | Processed Incorrectly |
| Struck Ace Hardware | 257.61 | 98945 | Processed Incorrectly |
| Accurate elevator Inspection Services, Inc | 651.00 | 98170 | Lost in Mail, Reissued |
| Dell Computer Corporation | 17,597.00 | 98179 | Lost in Mail, Reissued |
| Hayes/Cumming Architects PA | 53,397.56 | 98189 | Lost in Mail, Reissued |
| Jessica Sentz | 30.00 | 98689 | Processed Incorrectly |
| Ameriprise Financial Services | 750.00 | 98174 | Processed Incorrectly |
| National Council for Marketing PR | 450.00 | 98000 | Processed Incorrectly |
| Jennifer Cash | 0.40 | 97972 | Processed Incorrectly |
| Jospeh Hodorowicz | 2,488.83 | 97864 | Processed Incorrectly |
| Alycia Alvarez | 4,164.00 | 98868 | Processed Incorrectly |
| Stephen Dubois | 1,388.00 | 98873 | Processed Incorrectly |
| Ms Ceasha L. Gardner | 1,388.00 | 98875 | Processed Incorrectly |
| William Higgs | 4,164.00 | 98877 | Processed Incorrectly |
| Codie Kelley | 924.00 | 98878 | Processed Incorrectly |
| Total | \$158,575.81 | | |



NOTICE OF INTENT TO AWARD

FLORIDA KEYS COMMUNITY COLLEGE
MARINE TECHNOLOGY BUILDING - CIVIL
h|c PROJECT NO. 07.0380.02

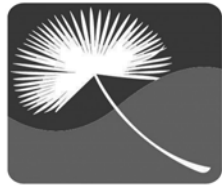
- INTENT TO RECOMMEND AWARD:** The President or designee intends to recommend to the Board of Trustees that they award this bid to: **Sikon Construction**. Award recommendation will be submitted for the December 12, 2011 BOT meeting.
- POST DATE / TIME:** 2 December 2011 5:00 PM EST
- PROTEST PERIOD END DATE / TIME:** 16 December 2011 5:00 PM EST
- CONTRACT NEGOTIATIONS:** It is the College's intent, pending negotiation with the top ranked firm to award to a single firm. Should negotiations for total project cost not be successful within a reasonable amount of time, the College may discontinue negotiations and begin negotiations with the vendor that provides the next competitive proposal.
- AWARD PROTEST INFORMATION:**

Any person who is adversely affected by the College's decision or intended decision shall file with the College a notice of protest in writing within 72 hours after posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by by this paragraph.

Failure to file a protest within the time prescribed in Section 120.57 (3), or failure to post the bond or other required security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any protest to this decision or intended decision must be delivered prior to the Protest Period End/Date/Time specified in this Notice.

Protest must be delivered to:

Doug Pryor
Director of Purchasing
Florida Keys Community College
5901 College Road
Key West, FL 33040



Florida Keys Community College

Island Living, Island Learning

Civil Engineering for the Marine Tech Building

07.0380.02

12/2/11

Time: 2:00PM

Bid Tabulation

| Name | Amount |
|------------------|---------------------|
| DL Porter | \$831,300.00 |
| Ajax | \$827,500.00 |
| Sikon | \$822,080.00 |

Memo

To: FKCC Board of Trustees
From: Dr Larry Tyree
Date: 12/6/2011
Re: Application fee waiver for Go Higher Get Accepted & Project ACCESS pilot

Application Fee Waiver for Go Higher Get Accepted

Go Higher, Get Accepted (GHGA) is a statewide initiative sponsored by facts.org targeting high school seniors to promote applying and enrolling at Florida State Colleges. This year FKCC will host GHGA events at all three campus locations, the first one being for Key West High School students on Wednesday, April 18th, 5:30-7pm. The state encourages waiving the application fee as an incentive for the student's to apply. FKCC is seeking permission to waive the \$30 application fee **only for those Monroe County School District students who apply at a GHGA event** (3 events total, one in KW, MA and CS).

Application Fee Waiver for Project Access Pilot

Project ACCESS - Accessing Community College Education Experiences, Social Experiences, and Skills for Careers - is a pilot project FKCC is implementing in conjunction with Key West's TIES program - Transition to Independence, Employment and Success – for disabled young adults.

This program is designed to provide disabled young adults, ages 18-22, with collegiate educational experiences and skills through comprehensive instructional support and mentoring services. One student has been selected to participate in this program for the spring 2012 semester.