

**FLORIDA KEYS COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
April 25, 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 March 28, 2011.**
- V. CONSENT AGENDA**
 - A. Continuing Workforce Ed. Fees **Attachments #1**
 - B. Grants Approval **Attachments #2**
 - C. Lab Fees **Attachments #3**
- VI. DISTRICT BOARD OF TRUSTEES**
 - PRESIDENT**
 - A. President's Report
 - B. Focus on Students – William Hillyer
 - C. Faculty Report - Penni Wise **Attachment #4**
 - D. Presidential Search
 - E. SACS Update - Erika MacWilliams
 - ATTORNEY**
 - A. Attorney Report
 - B. RFP for Attorney Services **Attachment #5**
- VII. HUMAN RESOURCES**
 - A. Personnel Actions **Attachments #6**
 - B. Employment Contracts **Attachments #7**
 - C. Equity Report **Attachments #8**
- VIII. FINANCIAL SERVICES**
 - A. Report from CFO – Jean Mauk
 - B. Financial Package - March 2011 **Attachments #9**
- IX. INSTRUCTIONAL SERVICES**
- X. STUDENT SERVICES**
 - A. FTE Update – Dr. Jim Heck
 - B. CROP Scholarships – Carrie Groomes Davis **Attachment #10**
- XI. GOOD OF THE ORDER**
 - A. Public Input

**Next Meeting May 23, 2011 - Budget Workshop at 11:00 a.m. & BOT Meeting at 2:00 p.m.
Key West Campus**

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	Course #	Tuition
Access 2007 Fundamentals	MSO0940	\$125.00
Access 2007 Intermediate	MSO0941	\$125.00
Adobe Fireworks CS3 Basics	ADO0901	\$160.00
Adobe Flash CS3 Basics	ADO0902	\$160.00
Adobe Indesign CS3 Basics	ADO0903	\$160.00
Advanced Conversation Part 1	EAS0260	\$146.00
Advanced Conversation Part 2	EAS0261	\$146.00
An Introduction to Voiceovers	IVO0010	\$40.00
Beginning Voice, Individual Lessons	BGV0200	\$300.00
Computers for Late Bloomers	LLC0113	\$60.00
Creative Still Life/Composition	CSL0010	\$25.00
Dental Assistant Program	DAP0300	\$1,199.00
Dreamweaver 8 Fundamentals	DWB0902	\$150.00
EKG Technician Certification Program	EKG0300	\$999.00
ESL: Basics Level 2 Part 2	EBM0202	\$146.00
ESL: Summer Eng Ab Beg 1	EBT0201	\$146.00
ESL: Summer Eng Ab Beg 2	EBT0202	\$146.00
ESL:Summer Basics Level 2 Part 1	EBM0201	\$146.00
Excel 2007 Fundamentals	MSO0930	\$125.00
Excel 2007 Intermediate	MSO0931	\$125.00
French Conversation	FFF0103	\$170.00
Intro to Cortical Field Re-education	ICF0010	\$15.00
Introduction to Personal Computers	IPC0900	\$125.00
Life Drawing Workshop for Beginners to Advanced	LDW0100	\$25.00
Medical Assistant Administration Program	MAA0300	\$999.00
Medical Coding and Billing	MDC0300	\$1,799.00
Pharmacy Technician Cert Prgm	PTC0300	\$999.00
Phlebotomy Technician	PBT0300	\$1,599.00
Power Point 2007 Fundamentals	MSO0920	\$125.00
Quickbooks 2009	QKB0902	\$150.00
Quickbooks 2010	QKB0903	\$150.00
Reading, Writing & Grammar Review Part 2	EAS0263	\$146.00
Reading, Writing & Grammer Review Part 1	EAS0262	\$146.00
Real Estate Sales Associate Training	EST0200	\$450.00
Survival Spanish	SPB0102	\$155.00
Suvival Russian	RUS0010	\$155.00
W&L Eng: Basics Level 2 Part 1	WBT0221	\$146.00
W&L Eng: English for Absolute Beginners Part 1	WEM0201	\$146.00
W&L Eng: English for Absolute Beginners Part 2	WEM0202	\$146.00
W&L Eng: Advanced Level 1 Part 1	WAL0201	\$146.00
W&L Eng: Advanced Level 1 Part 2	WAL0202	\$146.00
W&L Eng: Basics Level 1 Part 1	WBT0201	\$146.00
W&L Eng: Basics Level 1 Part 2	WBT0202	\$146.00
W&L Eng: Basics Level 2 Part 2	WBT0222	\$146.00
W&L Eng: Basics Level 3 Part 1	WBM0201	\$146.00
W&L Eng: Basics Level 3 Part 2	WBM0202	\$146.00

Continuing Education Price Summary

Course Name	Course #	Tuition
W&L Eng: Intermediate Level 1 Part 1	WIL0201	\$146.00
W&L Eng: Intermediate Level 1 Part 2	WIL0202	\$146.00
Word 2007 Fundamentals	MSO0910	\$125.00
Zumba	ZUM0011	\$45.00

Catherine Torres

Submitted by Catherine Torres

Director of Continuing Education and Workforce

PROPOSED BOARD ACTION

Recommend approval from the Florida Keys Community College Board for the attached submitted grant proposals and acceptance of awarded grants. To provide information on proposal development activity.

AUTHORITY FOR ACTION

Authority for Board of Trustees approval Florida Statute 1001.64(4)(b).

BACKGROUND INFORMATION

The office of Sponsored Programs identifies external funding opportunities through the federal government, the state of Florida, and local agencies and develops proposals in support of the College's mission. The office of Sponsored Programs also provides administrative oversight for all grants awarded to Florida Keys Community College.

FKCC Office of Sponsored Programs
Report of Activity for the Board of Trustees
March 2011

Awarded Grants

None

Pending Grants Submitted

Homeland Security Domestic Security	\$40,000		Preston/Cole/Flynn
Mote Marine: Protect Our Reef Plate Grant	\$35,479		Brylske/Preston
EMS – AED equipment request	\$31,360	10% match	Preston
EMS – Criminal Justice/EMT equip. request	\$27,795.45	10% Match	Halvorson/DeValle/Preston
EMS - Diving equipment request	\$12,395.69	10% Match	Chalfant/Preston
Department of Labor: Career Pathways	\$2,793,145		Estenoz/Torres/Preston

New Grant Proposals in Development (Description on Next Page)

NEH/American Library Association Small Grants to Libraries
FLDOE College Reach Out Program
FLDOE Perkins/RAVE Program

Grants Awarded to Date (FY 10-11)

CROP	\$73,760.14	July, 2010
Perkins/RAVE	\$72,183	September 2010
FLDOE Postsecondary Readiness Testing	\$8,849.79	January 2011
Perkins Rave Additional Funds	\$6,317.00	January 2011
SRI, International	\$1,299,767.80	March 2011

Respectfully Submitted,

Joanne W. Preston

Director of Sponsored Programs

**Office of Sponsored Programs
Grants in Development**

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National Endowment for the Humanities and the American Library Association: Small Grants to Libraries:
Let's Talk About It: Making Sense of the Civil War

A proposal to host a series of 5 conversations about the Civil War: Imagining War, Choosing Sides, Making Sense of Shiloh, The Shape of War, and War and Freedom using readings from books, diaries, speeches, biographies and short stories. Conversations would take place every two to four weeks. From October 1, 2011 and May 31, 2012.

50 awards: Grant award would be \$2,500 plus 25 sets of the three books to be read :

March, by Geraldine Brooks; *Crossroads of Freedom: Antietam*, by James McPherson; and *America's War: Talking About the Civil War and Emancipation on their 150th Anniversaries*, an anthology edited by Edward L. Ayers

Due date is April 19, 2011 our due date will be April 12, 2011

CROP Proposal due April 30

Perkins/RAVE due June 30

Date: April 20, 2011
To: Dr. Larry Tyree
From: Paula Jimenez, Business Services Manager
Subject: Fee Changes for Board Approval

The college requests that you, the Board of Trustees, approve the changes for the following fees:

Course Name / Fee Title	Course Suffix	Action	Amount	Description
General Chemistry I Lab	CHM1045L	Increase	30.00	Replacement and Maintenance of Lab equipment and other supplies.
General Chemistry II Lab	CHM1046L	Increase	30.00	Replacement and Maintenance of Lab equipment and other supplies.
Organic Chemistry I Lab	CHM2210L	Increase	40.00	Replacement and Maintenance of Lab equipment and other supplies.
Organic Chemistry II Lab	CHM2211L	Increase	40.00	Replacement and Maintenance of Lab equipment and other supplies.
Fundamentals of Nursing	NUR1020	Decrease	213.47	Background Checks, Laundry, Lab, Paper Copies, Badges, Id's, Lab Assistants, Medical Equipment and Testing Resources.
Pharmacology for Nursing	NUR1142	Increase	99.62	Background Checks, Laundry, Lab, Paper Copies, Badges, Id's, Lab Assistants, Medical Equipment and Testing Resources.
Clinical Nursing I Lab	NUR1211	Decrease	213.47	Background Checks, Laundry, Lab, Paper Copies, Badges, Id's, Lab Assistants, Medical Equipment and Testing Resources.
Nursing in Mental Health	NUR1520	Increase	213.47	Background Checks, Laundry, Lab, Paper Copies, Badges, Id's, Lab Assistants, Medical Equipment and Testing Resources.
Clinical Nursing II Lab	NUR2213	Increase	213.47	Background Checks, Laundry, Lab, Paper Copies, Badges, Id's, Lab Assistants, Medical Equipment and Testing Resources.

Course Name / Fee Title	Course Suffix	Action	Amount	Description
Maternal-Child Health	NUR2462	Decrease	213.47	Background Checks, Laundry, Lab, Paper Copies, Badges, Id's, Lab Assistants, Medical Equipment and Testing Resources.
Clinical Nursing 3 Practicum	NUR2818	Increase	213.47	Background Checks, Laundry, Lab, Paper Copies, Badges, Id's, Lab Assistants, Medical Equipment and Testing Resources.
Introduction to Probability & Statistics	STA2023	Decrease	0.00	No Lab Fee Needed.
D2L Technology Enhanced Fee	All Applicable	New	10.82	Percentage Cost of Software, Professional Fees and Technical Specialist used to support Technology Enhanced Classes.
Introduction to Law Enforcement	CJK0007	Increase	75.88	Lecture hours and expendables required by State mandated curriculum.
Legal	CJK0008	Increase	278.76	Lecture hours and expendables required by State mandated curriculum.
Human Issues	CJK0011	Increase	127.83	Lecture hours and expendables required by State mandated curriculum.
Communications	CJK0017	Increase	248.94	Lecture hours and expendables required by State mandated curriculum.
Vehicle Operations	CJK0020	Increase	983.92	Lecture hours and expendables required by State mandated curriculum.
1st Aid CJ Officers	CJK0031	Increase	190.85	Lecture hours and expendables required by State mandated curriculum.
Firearms	CJK0040	Increase	1,073.12	Lecture hours and expendables required by State mandated curriculum.
Defensive Tactics	CJK0051	Decrease	573.16	Lecture hours and expendables required by State mandated curriculum.
Patrol I	CJK0061	Increase	246.21	Lecture hours and expendables required by State mandated curriculum.
Patrol II	CJK0062	Increase	127.83	Lecture hours and expendables required by State mandated curriculum.

Course Name / Fee Title	Course Suffix	Action	Amount	Description
Crime Scene Investigations	CJK0076	Increase	87.01	Lecture hours and expendables required by State mandated curriculum.
Traffic Stops	CJK0081	Decrease	127.83	Lecture hours and expendables required by State mandated curriculum.
DUI Traffic Stops	CJK0083	New	74.01	Lecture hours and expendables required by State mandated curriculum.
CJ Officers Physical Fitness Training	CJK0096	Increase	231.84	Lecture hours and expendables required by State mandated curriculum.
Traffic Crash Investigations	CJK0086	Increase	135.92	Lecture hours and expendables required by State mandated curriculum.
Dart Firing Stun Gun OCP A	CJK0422	New	70.14	Lecture hours and expendables required by State mandated curriculum.
Advanced Computer Repair	CET1174C	New	35.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Intro to Computer Science	CGS1000C	New	12.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Systems Analysis and Design	CIS2321	New	55.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Intro to Computer Applications	CGS1100	Decrease	4.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Introduction to World Wide Web	CGS1550	Decrease	30.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Computer Operating Systems	CGS1761	New	35.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Microcomputer Help Desk I	CGS1810	Increase	55.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Professional Ethics and Social Issues in Computing	CGS2091	New	35.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in

Course Name / Fee Title	Course Suffix	Action	Amount	Description
Intro to Microcomputer Database Management	CGS2540	Decrease	12.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Web Authoring - HTML	CGS2820	Increase	73.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
C Programming	COP1220C	Increase	44.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Visual BASIC	COP1332	Increase	44.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Intermediate Programming in C	COP2221	Increase	44.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Object Oriented Programming in C++	COP2334C	Increase	44.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Intro to Java Programming	COP2800	Increase	44.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Advanced Java Programming	COP2805	Increase	44.00	Computers and Printers (2) will need to be replaced over 3 yrs; Software licensing is renewed every year, supplies to be used in
Desktop Publishing	CGS2580C	Decrease	0.00	Removed Class
BASIC Programming	COP1170C	Decrease	0.00	Removed Class
COBOL II	COP2121C	Decrease	0.00	Removed Class
Microsoft Excel	CTS1261C	Decrease	0.00	Removed Class
Microsoft Windows	CTS2101	Decrease	0.00	Removed Class

Course Name / Fee Title	Course Suffix	Action	Amount	Description
Microsoft Words	CTS2201C	Decrease	0.00	Removed Class
Microsoft Works	CTS2750C	Decrease	0.00	Removed Class
Developmental Reading II	REA0007	New	30.00	Tutor/Assistant required for this course.
Developmental Reading II (Previously REA003C – Coll. Prep Reading II)	REA0007	Increase	30.00	Tutor/Assistant required for this course.
Survey of Biological Science	BSC1005	Decrease	0.00	No lab fee required
Principles of Biology I	BSC1010	Increase	108.11	Lab assistant support, Microscopes (20) expense depreciated over 10yrs, Maintenance and other Supplies.
Principles of Biology II	BSC1011	Decrease	83.45	Lab assistant support, Microscopes (20) expense depreciated over 10yrs, Maintenance and other Supplies.
Anatomy and Physiology I	BSC1085	Decrease	45.32	Lab assistant support, Microscopes (20) expense depreciated over 10yrs, Maintenance and other Supplies.
Anatomy and Physiology II	BSC1085	Decrease	0.00	No lab fee required
Microbiology	MCB2010	Increase	115.06	Lab assistant support, Microscopes (20) expense depreciated over 10yrs, Maintenance and other Supplies.
Developmental Math I	MAT0018	New	90.00	Paper supplies, station cups needed for each computer, other miscellaneous supplies, part time lab assistants (2).
Developmental Math II	MAT0028	New	90.00	Paper supplies, station cups needed for each computer, other miscellaneous supplies, part time lab assistants (2).
Coastal Navigation	MTE1802	Increase	149.78	Rentals Vessel Storage, Material and Supplies, Lab Assistant required, Fuel for Trips.

Course Name / Fee Title	Course Suffix	Action	Amount	Description
Ocean Operator License	MTE1882	Increase	199.37	Rentals Vessel Storage, Material and Supplies, Lab Assistant required, Fuel for Trips.
Fiberglass Boat repair and Maintenance	MTE1371C	New	200.50	Tools Purchase and Replenishment, Material and Supplies (fiberglass and other), Lab Assistant required to set up Labs.
Masters 100 Ton Upgrade	MTE2883	Increase	75.25	Material and Supplies, Text Materials provided in class, Lab Assistant required setting up Labs.
Basic Seamanship	MTE1811	Increase	199.00	Rentals Vessel Storage, Material and Supplies, Lab Assistant required, Fuel for Trips.
2&4 Cycle Outboard Maintenance and Repair	MTE1053C	Increase	199.35	Material and Supplies, Parts Replacements, Text Materials provided in class, Tools, Lab Assistant required setting up Labs.
Survey of Mariculture	OCB2721C	Increase	215.00	Lab Assistant required.
Coral Biology & Management	OCB2264C	Increase	430.00	Diving trips (6) and Lab assistant required
Field Applications Marine Science: Coral Restoration	OCB2132C	Increase	430.00	Diving trips (6) and Lab assistant required
Applications in Marine Science: Assessing coral Reef Habitats	OCB2262C	Increase	330.00	Travel Expenses and supplies Required.
Field Applications Marine Science: Monitoring Caribbean Reef Fish	OCB2107C	New	368.00	Diving trips (5) and Lab assistant required
Field Applications Marine Science: Restoration of Seagrass	OCB2133C	New	295.00	Diving trips (5) and Lab assistant required
Introduction to Marine Biology	OCB1000	Increase	12.00	Paper and other supplies required.
Nitrox and Computer Diving	EOC2713C	Increase	281.96	Diving equipment, supplies, equip. replacements, air and nitrox fills, boat trips, Lab Technician required, cleaning supplies.

Course Name / Fee Title	Course Suffix	Action	Amount	Description
Public Safety Diving	EOC2710	Decrease	566.77	Diving equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, other supplies.
Diving Technology	EOC2711	Increase	334.55	Diving equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, other supplies.
SAS Work Diving Techniques	EOC2712	Increase	890.40	Diving & safety equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, pool usage.
Scuba Rescue & Emergency Medicine	EMS2081C	Increase	309.63	Diving & safety equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, boat trips.
Recompression Chamber Operations	EOC2714C	Increase	243.32	Air fills, Lab Technician required, other supplies
Scuba Maintenance and Repair	PEN1141	Increase	108.00	Factory sponsored training, materials and supplies, tools
Advanced Diving Theory & Practice	PEN2137C	Increase	276.16	Diving & safety equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, pool usage.
Scuba Diving	PEN1136C	Increase	236.05	Diving & safety equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, pool usage.
Basic Research Diving	ISC2132	Increase	331.10	Diving equipment, supplies, equip. replacements, air fills, boat trips, Lab Technician required, other supplies.
SAS Work Diving Techniques	EOC2719	Increase	602.92	SAS and safety equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required.
Scuba Instructor Training	PEQ1136C	Increase	426.60	Diving & safety equipment, supplies, wetsuits, equip. replacements, air fills, Lab Technician required, paper supplies, pool
Advanced Underwater Photography	PGY2247C	Decrease	291.64	Diving & safety equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, boat trips, cameras.
Underwater Photography	PGY1245C	Decrease	281.51	Diving & safety equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, boat trips, cameras.

Course Name / Fee Title	Course Suffix	Action	Amount	Description
Dive Master	PEQ1137C	Increase	350.37	Diving & safety equipment, supplies, dry suits, equip. replacements, air fills, Lab Technician required, boat trips.
Advanced Diving Equipment Maintenance and Repair	PEN1142C	Increase	134.00	Diving supplies, flow bench use maintenance, equip. replacements, Lab Technician required, handouts.

FKCC Board of Trustees Faculty Council Report: April 25, 2011

Wow! This semester is just speeding by. It seems like we just got back from Spring break. A great deal is happening on our campus, we have a new Provost, we have visible signs of a new dorm, our faculty is preparing for finals and summer term, graduation is just around the corner, and we are making preparations for SACS and our QEP.

The Faculty Council met twice this month to work on the syllabus template and faculty contracts. A new syllabus template was adopted, and we are continuing to work on the faculty contract. There is great discussion on the two items that were added to the new contract. At this time of submitting the Council report, we have not finalized the vetting of the contract. On Wednesday, April 20th, the council will meet to finish our vetting the new contract proposal and will provide the Provost, President and the director of HR our final suggestions and rationales.

The good news is that we have adopted a new syllabus template. By developing a new template the faculty proposed a policy of when all syllabi should be posted. A procedure will be implemented on how to electronically post course syllabi for students to access prior to attending class. Faculty will use an electronic accountability checklist for syllabi to assist with the workload of the Assistant to the Provost/Dean of Arts and Science. We as a faculty want to increase student awareness and accessibility to course information and shift to being more "GREEN" in the process.

Some sad news is that we are losing a vibrant faculty member, Candace Pringle. Professor Pringle came to FKCC three years ago. During her three years, Prof. Pringle has provided a faculty voice in committees, leadership in the Office of Faculty Council Vice President/ Secretary, and is recognized as an awesome Math instructor.

Anticipating Prof. Pringle's departure in May, the Faculty Council voted in Prof. Dawn Ellis as our new Vice President. Professor Ellis comes with many years of teaching from the University of Tennessee. This is her first year at FKCC; Prof. Ellis

has revamped and resurrected the Computer Science program, is a faculty voice on committees, and provides another merit viewpoint. Unfortunately, the faculty will miss Prof. Pringle's contributions, but we look forward to Prof. Ellis' experience and leadership.

What is noteworthy is that the Faculty Council becomes more involved in review and discussing important items such as syllabus, contracts, evaluation and salary schedule. We are learning how these issues intertwine and need to be collectively consistent. Even though the Faculty Council does not set policy and we only provide recommendations, the Council is pro-active in the academic issues we face at our college and statewide. The attendance is high at our meetings with programs being well represented, and a lot of dialogue is generated. There are common terms being communicated; "student outcomes," "consistency," "equity" and "valued."

The Faculty Council would like to recognize two of our faculty members, Prof. Roland Fisch and Prof. Sherri Hitz, Roland Fisch for his 35 years of dedication and the wisdom he provides to students and faculty at FKCC and Sherri Hitz for receiving the "Excellence in Teaching" award from Sigma Alpha Pi. Lastly, the Faculty Council would like to recognize the FKCC Foundation for their support of FKCC. The Faculty Council unanimously voted to extend an invitation the FKCC Foundation board to the annual Faculty Tea in appreciation for what they do for our college.

Finally, but most importantly, the faculty welcomes Provost Brittany Snyder and looks forward to working together under her leadership.

Respectfully submitted,

Penni Wise

FKCC Faculty Council President



KEY WEST, FL

REQUEST FOR PROPOSAL

RFP # _____

BOARD LEGAL SERVICES

Release of RFP: **DATE**
Letters of Interest Submitted By: **DATE**
Deadline for Submitting Written Questions: **DATE**
Proposal Response Due Date: **DATE**

RFP Documents may be found at the following website:
www.fkcc.edu

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ATTACHMENTS A and B

**FLORIDA KEYS COMMUNITY COLLEGE
REQUEST FOR PROPOSAL (RFP)
BOARD LEGAL SERVICES**

Florida Keys Community College, through this Request for Proposal (RFP), is seeking counsel for various legal areas for the College. The College is requesting a “Letter of Interest” to be submitted by **TIME** on **DATE** to identify qualified interested parties.

Florida Keys Community College is an open-access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The college is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

Proposal Instructions

Address Instructions

Law firms, hereinafter “Proposers” or “Firms,” should submit an original written proposal, signed by an officer of the company who is authorized to bind the company by contract, with an original, five (8) copies *and* a digital copy provided on a CD/DVD. Such proposals should be submitted in a sealed envelope marked **Board Legal Services, RFP # _____**, and addressed to the following:

Florida Keys Community College
Purchasing Office
Attn: Tamrah Hill, Purchasing Coordinator
Room A 130
5901 College Rd.
Key West, FL 33040

Delivery

Hardcopy Proposals must be received by mail or hand delivered to the above address no later than **TIME AND DATE**. Facsimile transmissions will not be accepted. Proposals submitted or received after that date will not be accepted. Proposers may submit changes or addenda to their bid in writing, signed by the original proposal signatory, and cross referenced clearly to the relevant proposal section, in a sealed envelope, prior to the proposal due date. Such changes/addenda must meet all requirements for the proposal. No changes or withdrawals are permitted after the proposal due date.

Proposal Format

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer’s ability to meet requirements of the RFP. Sections must be tabbed and pages numbered and in the same sequence as the specifications requested. If a specification is not applicable, or if there is no response, please state.

Decisions Regarding Proposals

The College reserves the right to:

- Make all decisions regarding all proposals pursuant to the request, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of this Request for Proposal;
- Accept, reject, or negotiate modifications in any terms of Proposers' proposals or any parts thereof; and
- Reject any or all proposals received.

The College shall not be responsible for any cost incurred by the Proposer in the preparation of this proposal. It must be specifically understood that this Request for Proposal does not create any obligation on the part of Florida Keys Community College to enter into any contract or undertake any financial obligation with respect to the program referred to herein. Any proposer who expends time or money prior to award does so at the proposer's own risk and expense. The Proposer understands that, if selected, the College reserves the right to provide its opinion publicly and privately regarding the Proposer's performance.

Bidder Inquiries

No negotiations, decisions, or actions shall be executed by any Proposer as a result of any oral discussions with any College employee. Only those transactions that are in writing shall be considered valid. FAX and EMAIL inquiries are acceptable, FAX 305-292-5155 / email tamrah.hill@fkcc.edu in the Purchasing Department. The College shall only consider communications from Proposers that are in writing. Inquiries concerning this Request for Proposal shall be submitted to:

Florida Keys Community College
Purchasing Office
Attn: Tamrah Hill, Purchasing Coordinator
Room A 130
5901 College Rd.
Key West, FL 33040

Email to tamrah.hill@fkcc.edu

Answers to a Proposer's inquiry will be made available in writing to all Proposers upon request. Include Proposer's EMAIL address to facilitate a response. Written questions must be submitted by **DATE AND TIME pm EST.**

Proposer Presentations

Part of the bid/proposal evaluation process may include a formal presentation from the selected highest-ranking bidder(s). If invited, Proposers should use this presentation to provide evaluators with further insight regarding their proposal and to clarify any issues.

Review Criteria

The College shall review all accepted proposals with particular emphasis on each Proposer's record of performance and experience in providing legal services in higher education institutions; Proposer's conformance to RFP's specifications, requirements,

terms & conditions, and provisions; cost of expenses the law firm charges for various services to be purchased by the College; and Proposer's level of expertise in designated product areas.

See Section titled "Proposal Response Required" for a complete list of responses/information Proposer shall include in RFP response to be used in the evaluation process.

Estimated Time Table

Issue RFP	DATE
Letters of Interest Due	DATE
Deadline for Submitting Questions	DATE
RFP Submittal	DATE

Proposal Validity

Proposals should be considered valid for at least 180 days from the proposal submission deadline.

Proposal Information

All material submitted becomes the property of the College and may be returned only at the College's option. Proposals submitted become the property of the College and may be reviewed and evaluated by any person except for competitors at the discretion of the College, regardless of statements contained within the Proposer's response to the contrary. The College has the right to use any or all concepts presented in any reply to the RFP. Selection or rejection of the proposal does not affect this right.

Information provided by the College to the requesting Proposer for the purpose of providing a response to the RFP is the property of the College. As such, said information is to be kept in confidence and used only in the preparation of these proposals pursuant to this RFP. This RFP shall not be distributed to others without the College's permission.

Florida Keys Community College Information

Overview of Florida Keys Community College

Florida Keys Community College is an open-access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The college is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

The following three campuses/centers currently provide students with these learning opportunities/experiences:

1. The Key West Campus
2. The Middle Keys Center
3. The Upper Keys Center

For additional information about the College, visit our web site at the following internet address: www.fkcc.edu.

General Terms and Conditions

Mandatory Requirements

Contract Law

Any contract resulting from this RFP will be subject to the laws of the State of Florida. The total contract shall include this Request For Proposal, the Proposer's proposal, and the negotiated and executed contract.

The College looks forward to a mutually satisfactory long-term relationship with the selected proposers. In the unlikely event any dispute would arise between your firm and the College, including fee disputes, and that dispute cannot be settled by negotiation, you agree that no civil action with respect to any dispute, claim or controversy arising out of or related to the contract arising from this RFP shall be commenced until the matter has been submitted to a mediator. If no resolution has occurred, the parties will cooperate with one another in selecting a mediator and in scheduling the mediation proceedings within sixty (60) days of the day the dispute is communicated to the other party. You covenant that you will participate in the mediation in good faith and will share equally in its costs. You or the College may seek equitable relief prior to the mediation to preserve the status quo pending the completion of that process. Except for such an action to obtain equitable relief, neither you nor the College will commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session, or 45 days after the date of filing the written request for mediation, whichever occurs first. Mediation may continue after the commencement of a civil action, if you and the College so agree. Should litigation be required, you agree that such litigation must be brought in Monroe County, Florida

Contract Assignment

No portion of any resulting contract may be sublet, sub-contracted, or otherwise assigned by the Proposer without the prior written consent of the College. This RFP and any contract are subject to approval and negotiation by the College's Board of Trustees.

Indemnification

Proposers agree to indemnify and hold harmless the College, its officers, and employees from any claim, damage, liability, injury, expense or loss, including defense costs and attorney's fees, arising out of Proposer's performance under this Agreement. Accordingly, the College shall notify Proposer promptly in writing of any claim or action taken against the College in connection with this agreement. On such notification, the Proposer shall promptly take over and defend any such claim or action. The College and shall have the right and option to be represented in any such claim or action at its own expense.

Contract Changes

During the period of the contract, no changes will be permitted in any of the conditions and specifications unless the Proposer receives written approval.

Permits, Licenses, Taxes and Certificate of Authority

The Proposer shall procure all necessary permits and licenses and abide by all applicable laws, regulations, and ordinances of all federal, state, and local governments under which the contract will be performed.

The Proposer shall be responsible for any and all taxes and assessments arising out of the operation, by not limited to, payroll and personal property taxes, franchise taxes, sales and use taxes, and income taxes.

Insurance Requirements

The Proposer shall provide proof of Professional Liability Insurance sufficient in amount to protect the College's interests in all legal engagements undertaken. Prior to the signing of the contract and upon each insurance renewal thereafter, the Proposer shall provide a Certificate of Insurance evidencing the required coverage and providing for thirty (30) days' notice of cancellation or material change in coverage.

Statement of Work

Objective

This Request for Proposal (RFP) is for the purpose of selecting and awarding non-exclusive contracts to single or multiple legal firms which will be designated as 'preferred Proposers' for providing various legal services, for various product areas based on the Proposer's expertise. These selected firms will agree on a "fee schedule" to be used for the College within the awarded product area during the contract term. One firm could be awarded a contract for just one of the product areas, or a contract that covers an award for several product areas. Product areas are discussed below.

After the award of contracts based on this 'preferred proposer' RFP, a Proposer will be placed on the Preferred Proposer list, which will be used by the College.

However, in unusual circumstances, the College reserves the right to utilize non-preferred Proposers, or more than one proposer, to provide the required services for a specific product when in the best interest of the College.

Product Areas of Expertise

Proposers may contract with the College to be considered for providing legal services in one or more of the following product areas:

1. State and Federal Government Laws

including but not limited to:

- Employee Benefits
- Health Care Insurance
- Federal Financial Aid
- Administrative Law
- FERPA
- FTC
- FCC

2. Federal and State Contracts and Grants

- 3. Federal and State DOE Rules and Regulations**
 - Florida's Public Record laws (Chapter 119, F.S)
 - Florida's Sunshine laws (Chapter 286, F.S)
 - Florida's Ethics Code (Chapter 112, F.S.)
 - Florida's Administrative Procedures Act (Chapter 120, F.S.)
 -
- 4. Higher Education Law**
 - Student Rights and Discipline
 - Tenure
 - Academic Freedom
 - Constitutional Law
 - Civil Rights
 - Student Disability
- 5. Construction Contracts**, including but not limited to:
 - Construction contracts/subcontracts
 - Insurance
- 6. Taxation and Donations**
 - Tax advice for not-for-profit entities
 - Preparation and review of tax returns submitted to Internal Revenue Service and state authorities
 - College Foundation
- 7. NJCAA Athletics**
- 8. Federal and State Employment Laws**
- 9. Environmental**
- 10. Insurance Laws/Workmen's Compensation**
- 11. Bankruptcy/Collections**
- 12. Intellectual Property**, including but not limited to:
 - Trademark management and filing
 - Licensing
 - Copyright
- 13. Immigration**
- 14. International Laws and Contracts**
- 15. Computer Law and Online Education**
- 16. Accounting, Audit and Banking**

Proposers must indicate in their proposal in which product areas of expertise they wish to be considered.

Statement of Work

- For individual assignments, the College shall provide written authorization to proceed.
- The proposers shall maintain the complete confidentiality of all materials transmitted by the College or any other authorized person on behalf of the College.

Approvals of Work

Contract Preferred Proposer shall perform only those legal services requested through the College, on a case-by-case basis. A primary point of contact will be named, and should be contacted directly for all information related to the specific matters. The OGC should be contacted for all billing and administrative matters.

Expectations

Providing legal services to the College involves unique requirements, such as giving consideration to the academic mission of the College. The attorney-client relationship shall be between the College and your firm. No individual or department of the College shall be considered to be your client unless specified and/or unless otherwise required by law.

Billing Considerations

All invoices shall be submitted to the OGC for payment on a monthly basis. The College is looking for creative, alternative fee arrangements, as well as fixed rate and hourly billing. All fees, however, shall be consistent with the rules promulgated by the Attorney General of Florida pursuant to Section 287.059, Florida Statutes.

1. Billing based on alternative billing arrangements (other than fixed rate and hourly billing arrangements discussed below): Proposer shall notify the College immediately if extenuating circumstances arise or if new deliverables develop that may exceed the original scope of work. All fees and expenses incurred in excess of those previously authorized shall be at the risk of the Proposer.
2. Billing based on hourly rates is not to exceed any rates established in the contract and shall include the following information:
 - a. the tenths of hours billed
 - b. the timekeeper
 - c. the billable rate for that timekeeper
 - d. a detailed description of each service provided
 - e. disbursements incurred on OGC's or the College's behalf
3. Billings based on a fixed price basis: Proposer shall notify the College immediately if extenuating circumstances arise or if new deliverables develop that may exceed the original scope of work. Proposer **shall not have any authority to exceed the fixed price amount without first obtaining written authorization to proceed from the College.** All fees and expenses incurred in excess of those previously authorized shall be at the risk of the Proposer.

General Requirements

Contract Term

Subject to the applicable provisions of section 287.059, Florida Statutes, the College intends to negotiate and execute with successful Proposers annual engagements with two optional renewal periods of one year each, if mutually agreed upon by both parties. No contract will be automatically renewable at the end of the contract term. Both the College and the Proposer will be required to provide intent of renewal or termination of the contract ninety (90) days prior to the expiration of the contract.

Contract Cancellation

The successful Provider(s) may cancel the contract at any time with ninety (90) days written notice. The College may terminate the contract without cause upon giving thirty (30) days written notice and, if cause exists, immediately.

Proposal Response Required

The following section is divided into components that require a detailed response from the Proposer. Responses must be formatted and numbered to coincide with the RFP.

1. Provide your firm's name, address, telephone, fax number, and primary contact person (for this RFP). Please provide an email address for this contact person.
2. If applicable, list the company's branch office addresses, telephone numbers, fax numbers, and contact persons, for those branch offices that would be used to provide the services outlined in this RFP.
3. Provide brief Company background, including years in business, volume of clients, number of employees, areas of expertise, and a list of relevant services the company provides. Include current ratings and certifications.
4. What percent of your firm's practice is related to the area(s) of practice for which you are responding to this RFP? What other areas of service does your firm provide?
5. Provide a detailed summary of your firm's technical expertise in each of the product areas of expertise indicated on pages eight (8) and nine (9).
6. Provide resumes and/or background information and experience of personnel including both partners and associates who would be assigned to provide the services outlined in this RFP, including but not limited to:
 - a. Demonstration of a practice that has competency providing services focused on one or more of the product areas of expertise;
 - b. Specific experience relating to the product areas of expertise;
 - c. Descriptions on efforts/processes to manage the cost and quality of services provided;
 - d. General experience; and
 - e. Other qualifications and abilities to perform the services being requested.

7. Please provide a list of the Colleges and/or Universities that are currently utilizing your counsel. Provide a brief summary of the type and volume of work performed for the major clients (Colleges/Universities).
8. References: For any key personnel, provide three (3) references of current clients (preferably Colleges/Universities) in the area of expertise for which you are responding to this RFP, including College/University/Institute/Company name, address, telephone number, fax number, primary contact, and type of services the individual is performing for these clients. NOTE: The Proposer certifies that it is empowered to use the names of references it provides and agrees that the College may contact these references.
9. The College will enter into engagements only if they contain the terms indicated in this RFP and have satisfied attachments A and B.
10. Pricing/Costs: Please provide examples of alternative billing arrangements that the firm would be willing to consider.
11. Other Costs: List all other types of costs that would be billed to the College. Please be specific and inclusive.
12. What is the amount of your firm's professional liability insurance? If selected, your firm will need to provide proof of professional liability insurance sufficient in amount to protect the College's interests in all legal engagements undertaken.
13. Please disclose any past adversarial positions, or conflict of interest, with Florida Keys Community College.
14. Please confirm your understanding and ability to meet the requirements described in this RFP. Note any exceptions.
15. What are the competitive advantages to your services versus your possible competitors' services?
16. Provide other information you deem pertinent to demonstrating your qualifications to perform the services being requested.
17. Provide information on any prior experience of your firm with Florida Keys Community College.
18. Please disclose and potential adversarial position, or conflict of interest, with Florida Keys Community College.

Note: This RFP document was adopted from RFP #1350-B, dated November 18, 2010, for Outside Counsel Services from Pennsylvania State University.

PROPOSAL REPLY SHEET

Board Legal Services

RFP #

Proposals are due in the Purchasing Office by DATE by TIME P.M.

Florida Keys Community College is seeking proposals from qualified Firms to provide Legal Services for the Florida Keys Community College Board of Trustees

Proposal Format: The authorized representative of the agency submitting a proposal for consideration shall address the following items:

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>
1 hour	Lawyer Services	\$ _____
1 hour	Staff Assistant	\$ _____
1 hour	Secretary	\$ _____
1 hour	Court Reporter	\$ _____

If there is other information you want to provide that is pertinent to this proposal, mark it "Additional Information" and include with proposal response. Ex: Pricing Methodology:

No Proposal _____ Reason for No Proposal

(Proposal reply sheets must be completed and signed as indicated below)

I certify that I am a representative of this company and authorized to submit this proposal:

Authorized Signature

Date

Printed Name

Phone

Name of Company

Fax

Address

QUESTIONNAIRE RFP #

Additional space may be required. Please answer questions in the order presented. All questions must be answered or contractor may be disqualified.

1. Has your company ever been denied insurance or had insurance canceled?
Yes ___ No ___

2. Can your insurance company produce a certificate of insurance stating your limits and naming Florida Keys Community College as an Additional Insured? Yes ___ No ___

3. Since January 1, 2001 has your firm, or any member of your firm, been a defendant in any lawsuit alleging professional negligence? Yes ___ No ___ If yes, please explain in detail. _____

4. Is your company a subsidiary or otherwise legally affiliated with any other company? Yes___ No___ The name of the additional company:_____

5. Since January 1, 2001 has your firm been a debtor in any bankruptcy case (voluntary or involuntary) filed under any chapter of the Bankruptcy code? Yes___ No___ If yes, please explain in detail.

6. Can you supply us with three (3) business references similar to Florida Keys Community College? If yes, attach a list including contact and phone number.
 - 1.
 - 2.
 - 3.

7. Has there ever been a finding of probable cause or other citation issued against any member of your firm, or is any member of your firm, or is any member of your firm presently under investigation for a breach of ethics or unprofessional conduct by any court,

administrative agency, bar association, or other professional group? If so, please give the particulars.

EVALUATION CRITERIA

Proposals shall include all of the information solicited in this RFP, and any additional information that the Proposer deems pertinent to the understanding and evaluating of the proposal. **Proposals shall be organized and sections tabbed in the following order.** The Proposer should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. All proposals shall include, at a minimum, the following information. Failure to supply all of the information requested may result in the proposal being excluded from consideration.

- Criteria #1 Firm's services, background information, personnel experience, ratings and certifications
(see #3; #6 under Proposal Response Required section)**
- Criteria #2 Firm's prior experience with similar cases or issues
(see #4; #5; #15 under Proposal Response Required)**
- Criteria #3 Firm's prior experience with Florida Keys Community College
(see #17 under Proposal Response Required section)**
- Criteria #4 Firm's billing methodology and proposed rates
(see #10; #11 under Proposal Response Required)**
- Criteria #5 Firm's current or past adversarial position, or conflict of interest, with the College. Include any disciplinary action by State/Federal bar association or court
(see #13 under Proposal Response Required section)**
- Criteria #6 Firm's willingness to use resources of the College to minimize costs**
- Criteria #7 RFP Compliance
(see #9; #12; #14 under Proposal Response Required)**
- Criteria #8 Other Information**
Provide any information that will provide insight for the evaluators about the qualifications, fitness and abilities of the Proposer. This information should be succinct.

(see #16 under Proposal Response Required section)

Criteria #9 References

Provide a listing of all Colleges/Universities currently utilized. Provide at least 3 references. Higher education, K-12 and public institutions preferred. The college reserves the right to evaluate other sources for references as in its best interest.

(see #7; #8 under Proposal Response Required section)

Criteria #10 Interview:

Short Listed proposers will provide a presentation of your RFP to be followed by a question and answer period. Additional questions may be presented for consideration.

PROPOSAL RESPONSE SCORING MATRIX

Proposals will be scored based on the following criteria

Criteria #	Scoring Criteria	<u>(-1)</u> Poor	<u>(1)</u> Below Average	<u>(2)</u> Average	<u>(3)</u> Above Average	<u>(N/A)</u> Not Applicable
1	Firm's services, background, personnel, ratings and certifications					
2	Firm's prior experience with similar cases or issues					
3	Firm's prior experience with Florida Keys Community College					
4	Firm's billing methodology and proposed rate					
5	Firm's current or past adversarial position, or conflict of interest, with the College					
6	Firm's willingness to use resources of the College to minimize costs					
7	RFP Compliance					
8	Other Information					
9	References					
	Sub total					
10	Interview					
	Total					

Comments:

Evaluator: _____
(Signature)

Evaluator: _____
(Print)

Date: _____

Proposer/ Proposer /Firm Evaluated:

Attachment A

**SWORN STATEMENT UNDER SECTION 287.133(3) (1)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted Proposal, Proposal or Contract for _____.
2. This sworn statement is submitted by _____
[name of entity submitting sworn statement] whose business address is:

_____ and (if applicable) its Federal
Employer Identification Number (FEIN) is _____.
- (If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:_____.
4. My name is _____ and my relationship to the
entity named above is _____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state, or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133 (91) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court or recording, relating to charges brought by federal or state trial court or recording, relating to charges brought by federal or state trial court or recording, relating to charged brought by indictment or information after July 1, 1989, as a result of just verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand the “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means: (1) A Predecessor or Successor of a person convicted of public crime: or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholder, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public crime in Florida during the preceding 36 months shall be considered an affiliate.

Public Entity Crimes Statement

Page 2 of 2

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies]

_____ Neither the entity submitting this sworn statement, or one more of the officers, directors, executives, _____ partners, shareholders, employees, members or agents who are active in the management of the entity, nor _____ any affiliate or the entity, has been charged with and convicted of public entity subsequent to July 1, 1989, AND [Please indicate which additional statement applies.]

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, _____ Division of Administrative Hearings. The final order entered by the hearing officer did not place the person _____ or affiliate on the convicted vendor list. [Please attach a copy of the final order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered _____ by the hearing officer determined that it was in the public interest to remove the person or affiliate from the _____ convicted vendor list. [Please attach a copy of the final order.]

_____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken _____ by or pending with the Department of General Services.]

Date: _____
Signature

STATE OF: _____

COUNTY OF: _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

[name of individual signing] who after first sworn by me affixed his/her signature in the space provided above on this _____ day of _____, 20_____.

My commission expires: _____
Notary Public

Print, Type, or Stamp of Notary Public

Personally known to me, or
Produced Identification:

Type of I.D.

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSALDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

He/she is _____ of _____, Proposer that has submitted the attached Proposal;

He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of Trustees of Florida Keys Community College.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed

Title

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Title

My Commission Expires: _____

DATE: April 18, 2011
TO: Board of Trustees
FROM: Joanne M. Tinker Director, Human Resources
SUBJECT: Personnel Actions, BOT meeting 04.25.11

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 is recommended to the Board of Trustees for approval.

Supporting Documentation Included:

Personnel Actions
Adjunct Instructors Spread Sheet

Facilitators/Presenters:

Joanne M. Tinker, Director, Human Resources

DATE: April 18, 2011
 TO: Dr. Lawrence W. Tyree, President
 FROM: Joanne M. Tinker, Director, Human Resources
 SUBJECT: Human Resources – BOARD AGENDA 04.25.11

Personnel Actions – Recommendations to the Board of Trustees

NEW EMPLOYEES - Full-time

Name	Effective Date	Description
<i>None to report at this time</i>		

Part-time

Eaker, Kirstin	April 13, 2011	Part-time NoteTaker, \$15/hr.
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ADDITIONAL EMPLOYMENT: Current or returning employees filling temporary, part-time jobs

Name	Effective Date	Description
Chalfant, William	March 1, 2011	Professional Duties, IUTS Grant Project Manager, \$24.52/hr, not to exceed- \$15,300.
Rice, Patrick	March 1, 2011	Professional Duties, IUTS Grant Project Director, \$40.00/hr, not to exceed- \$12,480.
Vandenabeele, Patrick		PT Diving Technical Assistant, \$14.50/hr.

PROMOTIONS / RECLASSIFICATIONS / ADJUSTMENTS:

Name	Effective Date	Description
Klausing-Hall, Nadia	April 18, 2011	From Coordinator, Instructional Services, Professional, Level, A \$41,959 annualized, to Coordinator, Academic Affairs, Professional, Level B \$41,959 annualized.

TERMINATIONS:

Name	Title	Effective Date	Reason
<i>None to report at this time</i>			

ADJUNCT / PART TIME INSTRUCTORS Attachment

Board Materials

Adjunct Instructors

April 2011

Name	Lvl	Pay Rate	Hrs / Credits	Total Pay	Course Description	Cntr	Dates
Continuing Education							
Cano, Ana		\$28.00	28	\$784	Zumba	KW	1/10/11 - 4/25/11
Dekeyrel, James		\$30.00	6.5	\$195	Dreamweaver Fundamentals	KW	3/30/2011
Dekeyrel, James		\$35.00	13	\$455	Quickbooks / Excel 2007 Fundamentals	KW	4/6/11 - 4/8/11
Giordano, Annamarie		\$20.00	3	\$60	Life Drawing Workshop	KW	3/29/2011
Giordano, Annamarie		\$28.00	9	\$252	Life Drawing Workshop	KW	3/8/11 - 4/5/11
Gorky-Anderson, Judith		\$28.00	28	\$784	Intermediate Yoga	KW	1/10/11 - 4/27/11
Hoffman, Nancy		\$28.00	32	\$896	Piano Dreams for Beginners/Intermed	KW	1/10/11 - 4/18/11
Kozash, Robert		\$30.00	6.5	\$195	Quickbooks 2010	KW	4/1/2011
Lurie, Dara				\$0			
Marchak, Stacey		\$25.00	18	\$450	Survival Spanish III	KW	3/22/11 - 4/19/11
Martel, Marybeth		\$28.00	16	\$448	Digital Photo: Beyond the Camera	KW	3/22/11 - 4/26/11
Vanucci-Kelly, Donatella		\$28.00	36	\$1,008	Survival Spanish/Bravo Italian Conv & Cul	KW	3/1/11 - 4/27/11
Criminal Justice							
Askins, Edward		\$28.00	7	\$196	Physical Training	KW	3/26/11 - 3/31/11
Blasberg, Frank		\$25.00	6	\$150	Legal	KW	3/31/11 - 4/11/11
Brazil, Thomas		\$25.00	7	\$175	Legal	KW	3/29/11 - 3/30/11
Calvert, Janeth		\$28.00	17	\$476	Physical Training	KW	3/24/11 - 4/13/11
Chu, Daniel		\$25.00	4	\$100	Legal	KW	4/7/2011
Jadlowski, Raymond		\$25.00	8	\$200	Communications	KW	4/7/11 - 4/8/11
Jones, Daniel		\$25.00	6	\$150	Communications	KW	4/7/11 - 4/8/11
Kohl, Mark		\$25.00	27	\$675	Legal	KW	3/7/11 - 3/28/11
Maison, Marc		\$25.00	3	\$75	Criminal Law	KW	4/7/2011
Sanders, Jerry		\$28.00	37	\$1,036	Legal	KW	3/28/11 - 4/12/11
Schlegelmilch, William		\$25.00	12.5	\$313	Communications / Patrol 1	KW	3/3/11 - 4/5/11
Smith, Randall		\$25.00	8	\$200	Legal	KW	4/4/11 - 4/8/11
Szymanski, Jacek		\$25.00	2	\$50	Intro to Legal	KW	3/25/2011
Williams, Ralph		\$25.00	32.75	\$819	CSI/ Criminal Investigation	KW	3/9/11 - 3/31/11
				\$0			

AS + AA Programs

None at this time

Independent Studies

None at this time

Continuing Education Payroll Summary

Board Payroll Summary							
Instructor Last	Instructor First	Hours	Pay Rate	Course Name	Start Date	End Date	CRN #
Haegelin	Diana	22.5	\$25.00	W&L Eng: Intermediate Level 1 Part 2	3/3/2011	4/28/2011	22064
Hoffman	Nancy	16	\$28.00	Piano Dreams for Beginners, Beginning Piano/Keyboard	1/10/2011	4/18/2011	22063
Bachelor	Peter	16	\$28.00	Digital Photography 1 & 2 All Inclusive	3/22/2011	5/10/2011	22312
Bachelor	Peter	16	\$28.00	Digital Photography 1 & 2 All Inclusive	3/24/2011	5/12/2011	22310
Martel	Mary Beth	16	\$28.00	Digital Photography: Beyond the Camera	3/22/2011	4/26/2011	22190
Cano	Ana	28	\$28.00	Zumba	1/10/2011	4/25/2011	22122
Miner	William	60	\$28.00	Specialized Creative Welding	1/7/2011	5/6/2011	22048
DeKeyrel	James	6.5	\$30.00	Access 2007 Fundamentals	4/22/2011	4/22/2011	22011
Dekeyrel	James	6.5	\$30.00	Word 2007 Fundamentals	5/6/2011	5/6/2011	30396
DeKeyrel	James	6.5	\$35.00	Power Point 2007 Fundamentals	4/29/2011	4/29/2011	22004
DeKeyrel	James	6.5	\$35.00	Access 2007 Intermediate	5/13/2011	5/13/2011	30496
DeKeyrel	James	8	\$35.00	Quickbooks 2009	5/4/2011	5/4/2011	30395
Dekeyrel	James	6.5	\$35.00	Excel 2007 Intermediate	5/11/2011	5/11/2011	30399
DeKeyrel	James	4	\$35.00	Introduction to Personal Computers	4/20/2011	4/20/2011	22329
Haegelin	Diana	22.5	\$40.00	ESL: Basics Level 1 Part 2	3/11/2011	4/29/2011	21983
Haegelin	Diana	22.5	\$40.00	W&L Eng: Advanced Level 1 Part 2	3/9/2011	5/4/2011	22072
Haegelin	Diana	22.5	\$40.00	W&L Eng: Basics Level 1 Part 2	3/9/2011	5/4/2011	22074
Haegelin	Diana	22.5	\$40.00	W&L Eng: Intermediate Level 2 Part 2	3/3/2011	4/28/2011	22076
Haegelin	Diana	22.5	\$40.00	W&L Eng: Basics Level 2 Part 2	3/3/2011	4/28/2011	22073
Haegelin	Diana	22.5	\$40.00	W&L Eng: English for Absolute Beginners Part 2	3/9/2011	5/4/2011	22070
Walters	Dean	45	\$96.29	Mixed Community Chorus	1/11/2011	4/26/2011	22034
Walters	Dean	75	\$96.29	Mixed Community Chorus	10/19/2010	5/3/2011	10307

Catherine Torres

Submitted by Catherine Torres

Director of Workforce Development and Community Outreach



DATE: April 18, 2011
TO: Board of Trustees
FROM: Joanne M. Tinker Director, Human Resources
SUBJECT: Employment Contract Forms, BOT meeting 04.25.11

PROPOSED BOARD ACTION

Approval of revised employment contracts.

AUTHORITY FOR STATE BOARD ACTION

Florida Statute, Section 1001.64 (1) (b), 1001.64(18)

BACKGROUND INFORMATION

The Board of Trustees asked that our current employment contracts be reviewed and possibly revised to include "at-will" employment language.

Supporting Documentation Included:

Revised Administrative / Professional and Instructional contracts.

Facilitators/Presenters:

Joanne M. Tinker, Director, Human Resources

**CONTRACT OF EMPLOYMENT FOR
INSTRUCTIONAL PERSONNEL
OF FLORIDA KEYS COMMUNITY COLLEGE**

DRAFT

THIS CONTRACT is entered into between the District Board of Trustees of Florida Keys Community College, Florida, hereinafter called the Board, and FACULTY MEMBER'S NAME, hereinafter called the Faculty member. In consideration of the mutual agreements, covenants, terms and conditions herein contained, the parties hereto agree as follows:

1. The Board agrees to employ the Faculty member and the Faculty member agrees to accept the position of *POSITION TITLE*, at the Florida Keys Community College ("College") for the period beginning July 1, 20## and ending June 30, 20##, unless terminated earlier pursuant to paragraphs 4- 7, and to pay the Faculty member for services rendered not less than \$##,### annualized, in bi-weekly installments.
2. The Faculty member is required to perform those services specified in the official Job Description, which is attached hereto and incorporated herein, which Job Description is subject to amendments by the President as it is deemed appropriate. The President or the President's designee, may transfer, assign, or reassign the Faculty member to an alternate position within the College provided the services required are determined by the President, or the President's designee, to be in the best interests of the College, and the salary shall remain unchanged for the remainder of the contract year in which the reassignment is made, unless a new contract is created.
3. The Faculty member agrees to perform those services required for the aforementioned position, or of an alternate position if reassignment is deemed necessary, in a location designated by the Board, the President, or the President's designee, and agrees not to be absent from duty without authorized leave or released from this contract by the Board. In the event the services have not been completed on the final day of this contract term, the Board may withhold the last month's salary until the duties have been performed to the satisfaction of the Board, the President, or the President's designee.
4. The Faculty member agrees that upon initial hire, transfer into this position, or rehire after a break in service, employment is probationary during the first semester of this contract. During this probationary period the President may terminate the Faculty member's employment and this contract at his or her discretion, with or without prior notice and neither the Board nor the Faculty member shall thereafter have any obligations to the other under this contract.
5. The Board may terminate this contract at its discretion, with or without prior notice, in the event the Faculty member is employed in a special project or grant which is terminated or the funds available for the grant or special project are reduced or eliminated; in the event of insufficient legislative funding; a reduction in force deemed necessary by the Board; reorganization or reduction/elimination of program(s); insufficient workload; or other financial exigencies. In the event the contract is terminated for any such reason(s) the Faculty member shall not perform any further services, or be entitled to receive any further compensation, after the effective termination and/or dismissal date.
6. The Board may terminate this contract and the Faculty member immediately, at any time, for cause. Cause may be deemed to include, but not necessarily be limited to:
 - a. any willful and/or material failure by the Faculty member to perform the Faculty member's duties or responsibilities under the terms of this contract;
 - b. the commission of any fraud, immorality, misconduct in office, act of theft, financial dishonesty, or any act which the Board in its reasonable judgment determines has a material adverse effect on the College, the College's administration, the College's faculty relations, student relations, public relations or fundraising efforts;
 - c. a serious and deliberate violation of a state or federal law, rule, regulation, or constitutional provision, or of a College regulation, rule or policy, which violation may in the judgment of the College adversely reflect upon and/or adversely affect the College; or
 - d. prolonged chronic and/or excessive absences from duty without the College's consent or approval; or
 - e. incompetence.

7. The parties agree that neither the Faculty member nor the Board or College owes any further contractual obligation to the other after the contract-ending date set forth in section 1 above except the Faculty member's obligation to perform uncompleted duties in accordance with paragraph 3. It is expressly understood that this contract shall not create the expectancy of employment beyond the term of the contract.
8. This contract shall include, and be subject to, all applicable laws and all applicable administrative rules, policies, and procedures, adopted or promulgated by the State Board of Education, the District Board of Trustees at Florida Keys Community College, and all other state or local governmental agencies having jurisdiction to take action affecting the operations of this College. Furthermore, this contract shall include and be subject to the right of the Board or College and the governmental bodies to lawfully make modifications, additions, and deletions to those laws, rules, regulations, policies, procedures and guidelines during the term of this contract.

Given under our hands and seals this ##th day of June 20##, at Key West, Florida.

Faculty Member

The District Board of Trustees of Florida Keys Community College, Florida.

Chairman of the District Board of Trustees

President

SEAL OF THE BOARD

This contract form is to be executed in duplicate on appointment of the Faculty member by the Board or as soon thereafter as the Faculty member meets the aforementioned conditions of this contract. After being duly signed by the Faculty member and representatives of the Board, one copy is to be retained by the FKCC HR office and one by the Faculty member.

**CONTRACT OF EMPLOYMENT FOR
ADMINISTRATIVE & PROFESSIONAL PERSONNEL
OF FLORIDA KEYS COMMUNITY COLLEGE**

DRAFT

THIS CONTRACT is entered into between the District Board of Trustees of Florida Keys Community College, Florida, hereinafter called the Board, and *EMPLOYEE NAME*, hereinafter called the Employee. In consideration of the mutual agreements, covenants, terms and conditions herein contained, the parties hereto agree as follows:

1. The Board agrees to employ the Employee and the Employee agrees to accept the position of *POSITION TITLE*, at the Florida Keys Community College ("College") for the period beginning July 1, 20## and ending June 30, 20##, unless terminated earlier pursuant to paragraphs 4- 7, and to pay the Employee for services rendered not less than \$##,### annualized, in bi-weekly installments.
2. The Employee is required to perform those services specified in the official Job Description, which is attached hereto and incorporated herein, which Job Description is subject to amendments by the President as it is deemed appropriate. The President or the President's designee, may transfer, assign, or reassign the Employee to an alternate position within the College provided the services required are determined by the President, or the President's designee, to be in the best interests of the College, and the salary shall remain unchanged for the remainder of the contract year in which the reassignment is made, unless a new contract is created.
3. The Employee agrees to perform those services required for the aforementioned position, or of an alternate position if reassignment is deemed necessary, in a location designated by the Board, the President, or the President's designee, and agrees not to be absent from duty without authorized leave or released from this contract by the Board. In the event the services have not been completed on the final day of this contract term, the Board may withhold the last month's salary until the duties have been performed to the satisfaction of the Board, the President, or the President's designee.
4. The Employee agrees that upon initial hire, promotion, transfer into a new position, or rehire after a break in service, employment is subject to a six (6) month probationary period. During this probationary period the President may terminate the Employee's employment and this contract at his or her discretion, with or without prior notice and neither the Board nor the Employee shall thereafter have any obligations to the other under this contract.
5. The Board may terminate this contract at its discretion, with or without prior notice, in the event the Employee is employed in a special project or grant which is terminated or the funds available for the grant or special project are reduced or eliminated; in the event of insufficient legislative funding; a reduction in force deemed necessary by the Board; reorganization or reduction/elimination of program(s); insufficient workload; or other financial exigencies. In the event the contract is terminated for any such reason(s) the Employee shall not perform any further services, or be entitled to receive any further compensation, after the effective termination and/or dismissal date.
6. The Board may terminate this contract and the employee immediately, at any time, for cause. Cause may be deemed to include, but not necessarily be limited to:
 - a. any willful and/or material failure by the employee to perform the employee's duties or responsibilities under the terms of this contract;
 - b. the commission of any fraud, immorality, misconduct in office, act of theft, financial dishonesty, or any act which the Board in its reasonable judgment determines has a material adverse effect on the College, the College's administration, the College's faculty relations, student relations, public relations or fundraising efforts;
 - c. a serious and deliberate violation of a state or federal law, rule, regulation, or constitutional provision, or of a College regulation, rule or policy, which violation may in the judgment of the College adversely reflect upon and/or adversely affect the College; or
 - d. prolonged chronic and/or excessive absences from duty without the College's consent or approval; or
 - e. incompetence.

DRAFT

7. The parties agree that neither the Employee nor the Board or College owes any further contractual obligation to the other after the contract-ending date set forth in section 1 above except the Employee's obligation to perform uncompleted duties in accordance with paragraph 3. It is expressly understood that this contract shall not create the expectancy of employment beyond the term of the contract.
8. This contract shall include, and be subject to, all applicable laws and all applicable administrative rules, policies, and procedures, adopted or promulgated by the State Board of Education, the District Board of Trustees at Florida Keys Community College, and all other state or local governmental agencies having jurisdiction to take action affecting the operations of this College. Furthermore, this contract shall include and be subject to the right of the Board or College and the governmental bodies to lawfully make modifications, additions, and deletions to those laws, rules, regulations, policies, procedures and guidelines during the term of this contract.

Given under our hands and seals this ##th day of June 20##, at Key West, Florida.

Administrator

The District Board of Trustees of Florida Keys Community College, Florida.

Chairman of the District Board of Trustees

President

SEAL OF THE BOARD

This contract form is to be executed in duplicate on appointment of the Employee by the Board or as soon thereafter as the Employee meets the aforementioned conditions of this contract. After being duly signed by the Employee and representatives of the Board, one copy is to be retained by the FKCC HR office and one by the Employee.



DATE: April 18, 2011
TO: Board of Trustees
FROM: Joanne M. Tinker Director, Human Resources
SUBJECT: Annual Equity Update - Part I, BOT meeting 04.25.11

PROPOSED BOARD ACTION

Approval of the Annual Equity Update, Part I.

AUTHORITY FOR STATE BOARD ACTION

Florida Statute, Section 1001.64

Florida Statute, Section 1012.86

BACKGROUND INFORMATION

The following Annual Equity Update, Part I was coordinated with the appropriate supervisors and is approved by the President, and is recommended to the Board of Trustees for approval.

Supporting Documentation Included:

Annual Equity Update, Part I

Summary

Facilitators/Presenters:

Joanne M. Tinker, Director, Human Resources

SUMMARY – Annual Equity Update, Part I

INTRODUCTION:

The Annual Equity Update monitors equity and access progress. Part I of this report includes:

1. Employment Equity Accountability Program
 - a. Equity Coordinator reports on efforts made to increase female and minority diversity in the following selected positions:
 - i. Senior Level Administration (EAMs)
 - ii. Full-time Faculty
 - iii. Faculty attaining continuing contracts
 - b. Evaluation of Employment Practices
 - c. Evaluation of process for Granting Continuing Contracts
2. College evaluations of Key Personnel
3. Additional Processes

The Annual Plan is submitted to the Division of Florida Colleges, Florida Department of Education.

The State Board of Education forwards the report to the President of the Senate and to the Speaker of the House of Representatives, each year, to provide a system-wide progress report on Equity and Access.

The 2010-2011 ANNUAL EQUITY UPDATE REPORT SUMMARY

Accountability in Institutional Employment

Page 5	<u>EAMs</u> : Met or exceeded census data percentages in the following categories: Females overall, Hispanics and White females. Under-represented in overall Black and Other Minority categories.
Page 7	<u>Instructional</u> – Met or exceeded census data percentages in the following categories: Black Females, Hispanic Females, and Other Minority Males and Females. Under-represented in the Hispanic Male category.
Page 9	<u>Continuing Contract</u> – Met or exceeded census data percentage in the following categories: Hispanic Males and Females, White Females and Other Minority Males. The number of employees holding continuing contracts status are under-represented in Black Males and Females.
Page 9	Barriers
Page 10	Evaluations of President and Department Heads
Page 10	Continuing Contract Processes and Funding
Page 12	Certification of Report

**The Florida College System
Annual Equity Update Report 2010-11**

**Part I
College Employment
Equity Accountability Plan
For**

Florida Keys Community College

Submitted to

**The Division of Florida Colleges
Florida Department of Education**

Under Section 1012.86, F.S, Community College Employment
Equity Accountability Program

**The Division of Florida Colleges
2010-11 Annual Equity Update Report
Part 1 – College Employment Equity Accountability Plan**

FLORIDA KEYS COMMUNITY COLLEGE

Table of Contents

- A. College Employment Equity Accountability Program:
General Information and Applicable Laws for Reporting
- B. Data and analysis of employment practices by race and gender and the college's achievement of goals:
 - 1) Senior Level Administrators
 - 2) Full-time Faculty
 - 3) Faculty Attaining Continuing Contract Status
- C. College Evaluations of Key Personnel and Presidents
- D. Additional Processes Required
- E. Certification/Signature Page
- F. Appendix: Fall Staff Report

A. College Employment Equity Accountability Program: General Information and Applicable Laws for Reporting

The Florida Community College Employment Equity Accountability Program: §1012.86 Florida Statutes (F.S.), requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions and in full-time faculty positions, and for increasing the representation of women and minorities who have attained continuing contract status. The plan must include specific measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives, and comparable national standards as provided by the Department of Education. The statute also requires that the college describe its process for granting continuing contract status for instructional staff, its process for addressing diversity in its employment practices, its evaluations of the college president and other executive staff in their efforts to promote diversity, and salary and new hire information on its employees. This part constitutes the college's progress report related to its Employment Equity Accountability Program required in Section 1012.86 F.S.

B. Data and analysis of employment practices by race and gender and the college's achievement of goals:

Employment Analysis

For this reporting year, the data used to evaluate employment trends for females and minorities in Executive/Administrative/Managerial (EAM), Faculty, and Continuing Contract positions will be from the Annual Personnel Report (APR) and includes the collection years of 2006-07 through 2010-11.

The separate data reports reflect annual employment numbers and percentages by race and by gender. The data reports also provide numerical and percentage differences in employment demographics, comparing 2009-10 with 2010-11. Colleges can see those areas where goals were met and where they may wish to modify goals by completing the table following each data report. *Completion of the table serves as the analysis.*

Benchmarks

Colleges are provided with two sets of data reflecting the college's service region from the U.S. Census Bureau as benchmarks for measuring success in the employment of underrepresented females and minorities in the three categories being evaluated. Colleges may choose either data reflecting percentages of persons by race and gender over age 25 who have achieved a master's degree and above *or* data of persons over age 25 who have achieved a bachelor's degree and above. The choice should reflect the educational credentials required for the majority of employment positions in this study. Colleges are also provided student data by race and gender reflecting the overall student enrollment population of the college. The student enrollment ratios or other comparisons may also be used as *additional* benchmarks to evaluate success of its employment strategies for females and minorities.

Executive/administrative/managerial Staff:

Florida College System																		
College: Florida Keys																		
Historical Track Of College Full-Time Exec/Administrative/Managerial Staff																		
Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term)																		
Census						Employment												
		Bach. Deg. and Higher		Grad. Deg. and Higher		Stu Pop.	2006-07		2007-08		2008-09		2009-10		2010-11		# DIF 2009-10 2010-11	% DIF 2009-10 2010-11
		#	%	#	%	%	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total		
Black	Female	83	0.8	0	0.0	3.98%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	85	0.8	51	0.9	2.82%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	168	1.5	51	0.9	6.80%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
Hispanic	Female	428	3.9	136	2.4	9.24%	0	0.0	0	0.0	1	14.3	2	13.3	2	12.5	0	0.0%
	Male	343	3.1	234	4.1	9.06%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	771	7.0	370	6.5	18.30%	0	0.0	0	0.0	1	14.3	2	13.3	2	12.5	0	0.0%
Non-Res	Female	0	0	0	0	0.79%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	0	0	0	0	1.01%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	0	0	0	0	1.80%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
Other	Female	130	1.2	75	1.3	1.43%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	141	1.3	116	2.0	0.98%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	271	2.5	191	3.4	2.41%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
White	Female	4,522	41.0	1,994	35.0	37.50%	6	66.7	8	80.0	4	57.1	7	46.7	8	50.0	1	14.3%
	Male	5,295	48.0	3,091	54.3	33.18%	3	33.3	2	20.0	2	28.6	6	40.0	6	37.5	0	0.0%
	Total	9,817	89.0	5,085	89.3	70.69%	9	100.0	10	100.0	6	85.7	13	86.7	14	87.5	1	7.7%
Total	Female	5,163	46.8	2,205	38.7	52.95%	6	66.7	8	80.0	5	71.4	9	60.0	10	62.5	1	11.1%
	Male	5,864	53.2	3,492	61.3	47.05%	3	33.3	2	20.0	2	28.6	6	40.0	6	37.5	0	0.0%
	Total	11,027	100.0	5,697	100.0	100.00%	9	100.0	10	100.0	7	100.0	15	100.0	16	100.0	1	6.7%

CCTCMIS EQUITY 02/08/11 15:04:28 Source: APR2007 - APR2011 2000 Census Data
 Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and Fall of 2008, Winter/Spring 2009). Census Ratios derived as follows: Equity Category of Total Degree Holding Population / Total Degree Holding Population Within the Colleges Service Area.

Executive/Administrative/Managerial Staff: Evaluation of Planned Goals:

	Actual Data (%) 2009-10	Actual Data (%) 2010-11	U.S Census Data (select Benchmark)	Stated Goals (2010-11)	Met Goal (yes/no)	Goals for 2011-12
Black	0	0	.9	Increase number of employees in this category.	No	Increase number of employees in EAMs from this category.
-female	0	0	0			
-male	0	0	.9			
Hispanic	13.3	12.5	6.5		Yes	Increase and/or retain number of employees in EAMs from this category.
-female	13.3	12.5	2.4			
-male	0	0	4.1			
White	86.7	87.5	89.3		Yes	Increase and/or retain number of employees in EAMs from this category.
-female	46.7	50.0	35.0			
-male	40.0	37.5	54.3			
Other	0	0	3.4	Increase number of employees in this category.	No	Increase number of employees in EAMs from this category.
-female	0	0	1.3			
-male	0	0	2.0			
by Gender	100	100	100		Yes	Increase and/or retain number of females in EAMs.
Female (total)	60	62.5	38.7			
Male (total)	40	37.5	61.3			

Based on your analysis, list methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:

Our goals as stated in the 2009-2010 Annual Equity Update: “Increase the number of Black and Other Minorities in EAM positions by Spring 2011, by hiring one candidate in each category, (contingent upon available openings in this area. Our numbers are so small that even one minority employee would be a 100% increase).” We were unable to fulfill this goal. We had two EAM openings, which were both filled by white females.

Although it is not reflected in the above data, as of April 4, 2011, we succeeded in hiring two females into EAM positions previously held by white males. These are the only openings FKCC had in EAM positions this year.

Using the census data for graduate degrees and higher, the overall percentage of Females increased over the previous year and far exceeds the census data. The two areas which achieved census percentage rates or higher in EAM positions are Hispanic Females and White Females. FKCC did not meet census data for overall Blacks and Other Minorities.

Also, the percentages can be deceiving. In reviewing the Hispanic category, please note the percentage fell, but the number of employees in that category did not change.

The HR / Equity Office use various recruitment methods, both in-state and nationally, including the use of our resume bank, our website, minority, internet and print publications. We also recruit and hire minorities below EAM levels and professionally develop with the hopes of possibly filing vacant EAM positions. With the College’s current public image, message and website, we target and try to attract and encourage female and minority applicants.

College Instructional Staff:

Florida College System																		
College: Florida Keys																		
Historical Track Of College Full-Time Instructional Staff																		
Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term)																		
Employment																		
Census																		
Employment																		
		Bach. Deg. and Higher		Grad. Deg. and Higher		Stu Pop.	2006-07		2007-08		2008-09		2009-10		2010-11		# DIF	% DIF
		#	%	#	%	%	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	2009-10	2009-10
																	2010-11	2010-11
Black	Female	83	0.8	0	0.0	3.98%	0	0.0	0	0.0	0	0.0	2	10.0	2	7.7	0	0.0%
	Male	85	0.8	51	0.9	2.82%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	168	1.5	51	0.9	6.80%	0	0.0	0	0.0	0	0.0	2	10.0	2	7.7	0	0.0%
Hispanic	Female	428	3.9	136	2.4	9.24%	0	0.0	1	4.5	1	5.3	1	5.0	1	3.8	0	0.0%
	Male	343	3.1	234	4.1	9.06%	1	4.2	1	4.5	1	5.3	2	10.0	1	3.8	-1	(50.0%)
	Total	771	7.0	370	6.5	18.30%	1	4.2	2	9.1	2	10.5	3	15.0	2	7.7	-1	(33.3%)
Non-Res	Female	0	0	0	0	0.79%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	0	0	0	0	1.01%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	0	0	0	0	1.80%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
Other	Female	130	1.2	75	1.3	1.43%	0	0.0	0	0.0	0	0.0	0	0.0	1	3.8	1	100.0%
	Male	141	1.3	116	2.0	0.98%	0	0.0	0	0.0	0	0.0	2	10.0	1	3.8	-1	(50.0%)
	Total	271	2.5	191	3.4	2.41%	0	0.0	0	0.0	0	0.0	2	10.0	2	7.7	0	0.0%
White	Female	4,522	41.0	1,994	35.0	37.50%	10	41.7	10	45.5	9	47.4	6	30.0	12	46.2	6	100.0%
	Male	5,295	48.0	3,091	54.3	33.18%	13	54.2	10	45.5	8	42.1	7	35.0	8	30.8	1	14.3%
	Total	9,817	89.0	5,085	89.3	70.69%	23	95.8	20	90.9	17	89.5	13	65.0	20	76.9	7	53.8%
Total	Female	5,163	46.8	2,205	38.7	52.95%	10	41.7	11	50.0	10	52.6	9	45.0	16	61.5	7	77.8%
	Male	5,864	53.2	3,492	61.3	47.05%	14	58.3	11	50.0	9	47.4	11	55.0	10	38.5	-1	(9.1%)
	Total	11,027	100.0	5,697	100.0	100.00%	24	100.0	22	100.0	19	100.0	20	100.0	26	100.0	6	30.0%

CCTCMIS EQUITY 02/02/11 09:43:11 Source: APR2007 - APR2011 2000 Census Data

Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and Fall of 2008, Winter/Spring 2009). Census Ratios derived as follows: Equity Category of Total Degree Holding Population / Total Degree Holding Population Within the Colleges Service Area.

Instructional Staff: Evaluation of Planned Goals

	Actual Data (%) 2009-10	Actual Data (%) 2010-11	U.S Census Data (select Benchmark)	Stated Goals (2010-11)	Met Goal (yes/no)	Goals for 2011-12
Black	10.0	7.7	.9	Increase number of females in this category.	No	Increase and/or retain number of faculty in this category.
-female	10.0	7.7	.0			
-male	0	0	.9			
Hispanic	15.0	7.7	6.5		No	Increase and/or retain number of female faculty in this category.
-female	5.0	3.8	2.4			
-male	10.0	3.8	4.1			
White	65.0	76.9	89.3		Yes	Retain number of female faculty in this category.
-female	30.0	46.2	35.0			
-male	35.0	30.8	54.3			
Other	10.0	7.7	3.4	Increase number of females in this category.	Yes	Increase and/or retain number of faculty in this category.
-female	0.0	3.8	1.3			
-male	10.0	3.8	2.0			
by Gender	100	100	100	Increase number of females in this category.	Yes	Increase and/or retain number of females in FT Faculty positions.
Female(total)	45	61.5	38.7			
Male (total)	55	38.5	61.3			

Based on your analysis, list methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:

Our goals as stated in the 2009-2010 Annual Equity Update: “ Increase the percentage of Black Females, Other Minority Females and White Females in Faculty positions by Spring 2011 by hiring one candidate for each category (contingent upon available openings in this area. Our numbers are so small that even one minority employee would be a substantial increase). We retained and maintained our percentage in the Black and Hispanic Female categories. We met our goal of hiring one Other Minority female. We doubled our number of white females.

Although the data reflects a decrease in percentage of Black and Hispanic Females we actually retained the number of Black and Hispanic Female instructors. We increased the number of females, Other Minorities and decreased Other Minority male by one in each category. We also increased our white female instructors.

For faculty position vacancies, the HR / Equity Office continue varying recruitment methods, both in-state and nationally using our resume file, the website, minority, internet and print publications. With the College’s current public image, message and website, we target and try to attract and encourage female and minority applicants.

Full-time Continuing Contract Instructional Staff:

Florida College System																		
College: Florida Keys																		
Historical Track Of College Full-Time Continuing Contract Instructional Staff																		
Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term)																		
Census						Employment												
		Bach. Deg. and Higher		Grad. Deg. and Higher		Stu Pop.	2006-07		2007-08		2008-09		2009-10		2010-11		# DIF 2009-10 2010-11	% DIF 2009-10 2010-11
		#	%	#	%	%	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total		
Black	Female	83	0.8	0	0.0	3.98%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	85	0.8	51	0.9	2.82%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	168	1.5	51	0.9	6.80%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
Hispanic	Female	428	3.9	136	2.4	9.24%	0	0.0	0	0.0	0	0.0	0	0.0	1	12.5	1	100.0%
	Male	343	3.1	234	4.1	9.06%	1	10.0	1	11.1	1	14.3	1	25.0	1	12.5	0	0.0%
	Total	771	7.0	370	6.5	18.30%	1	10.0	1	11.1	1	14.3	1	25.0	2	25.0	1	100.0%
Non-Res	Female	0	0	0	0	0.79%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	0	0	0	0	1.01%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	0	0	0	0	1.80%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
Other	Female	130	1.2	75	1.3	1.43%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	141	1.3	116	2.0	0.98%	0	0.0	0	0.0	0	0.0	1	25.0	1	12.5	0	0.0%
	Total	271	2.5	191	3.4	2.41%	0	0.0	0	0.0	0	0.0	1	25.0	1	12.5	0	0.0%
White	Female	4,522	41.0	1,994	35.0	37.50%	2	20.0	2	22.2	2	28.6	1	25.0	3	37.5	2	200.0%
	Male	5,295	48.0	3,091	54.3	33.18%	7	70.0	6	66.7	4	57.1	1	25.0	2	25.0	1	100.0%
	Total	9,817	89.0	5,085	89.3	70.69%	9	90.0	8	88.9	6	85.7	2	50.0	5	62.5	3	150.0%
Total	Female	5,163	46.8	2,205	38.7	52.95%	2	20.0	2	22.2	2	28.6	1	25.0	4	50.0	3	300.0%
	Male	5,864	53.2	3,492	61.3	47.05%	8	80.0	7	77.8	5	71.4	3	75.0	4	50.0	1	33.3%
	Total	11,027	100.0	5,697	100.0	100.00%	10	100.0	9	100.0	7	100.0	4	100.0	8	100.0	4	100.0%

CCTCMIS EQUITY 02/02/11 09:45:11 Source: APR2007 - APR2011 2000 Census Data
Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and Fall of 2008, Winter/Spring 2009). Census Ratios derived as follows: Equity Category of Total Degree Holding Population / Total Degree Holding Population Within the Colleges Service Area.

Full-time Continuing Contract Instructional Staff: Evaluation of Planned Goals

	Actual Data (%) 2009-10	Actual Data (%) 2010-11	U.S Census Data (select Benchmark)	Stated Goals (2010-11)	Met Goal (yes/no)	Goals for 2011-12
Black	0	0	.9	Increase number of employees in this category.	No	Increase the number of faculty in this category.
-female	0	0	.9			
-male	0	0	0			
Hispanic	25.0	25.0	6.5	Increase number of females in this category.	Yes	Increase and/or retain number of female faculty in this category.
-female	0.0	12.5	2.4			
-male	25.0	12.5	4.1			
White	50.0	62.5	89.3		Yes	Increase and/or retain number of female faculty in this category.
-female	25.0	37.5	35			
-male	25.0	25.0	54.3			
Other	25.0	12.5	3.4	Increase number of employees in this category.	No	Increase and/or retain number of female faculty in this category.
-female	0.0	0	1.3			
-male	25.0	12.5	2.0			
by Gender	100	100	100		Yes	Increase and/or retain number of female faculty in this category.
Female (total)	25.0	50.0	38.7			
Male (total)	75.0	50.0	61.3			

List methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:

Our goals as stated in the 2009-10 Annual Equity Update: "Increase the percentage of Hispanic females, Black males, and Other Minorities who hold Continuing Contracts by next year." We met our goal in the Hispanic female category and retained one Other Minority on continuing contract. We did not meet our goal for Black males as we do not currently have black male instructors.

Using the census data for graduate degrees and higher, the overall percentage of Females holding continuing contracts increased over the previous year and exceeds the census data. The only area that did not meet census data percentages was the White Male category. The FKCC partially met goals set last year. The College exceeded census data and increased the percentage of Hispanic Females and White females while retaining one instructor in the Other Minorities category.

The College encourages internal professional advancement and promotes professional development of protected classes through scholarship aid and/or reimbursement through Staff & Program Development funds. The retention of minority and female faculty is supported by an equitable work environment.

Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? If so, list them below along with recommendations for each area. Have any barriers listed in the 2009/10 Equity Update Report changed or resolved?

The College still faces the same challenges it has in the past. The following barriers affect successful recruitment and/or retention of all candidates in the following categories EAM, Faculty and continuing contract Faculty, regardless if they are minorities.

- a. Budget shortfalls; our budget has been cut numerous times over the past few years.*
- b. Highest cost of living – hard to recruit/retain from out of district.*
- c. Our geographic area – often difficult for people to come to our location to interview.*

C. College Evaluations of Key Personnel and Presidents

1. The college should provide a summary of results as requested in Section 1012.86(3)(a), Florida Statutes, which provides that:

The college should provide a summary of the results of the evaluation of department chairpersons, deans, provosts, and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals. Please provide the summary below:

The President and the President's designees utilize the annual performance appraisal process to evaluate FKCC's Vice President, Provost, Deans and Department Directors in achieving equity goals. The results of this year's appraisals indicate that employees in these positions have met or exceeded the College's expectations in promoting employee and student equity and accessibility goals. Should a staff evaluation yield unsatisfactory progress toward meeting these goals, the supervisor would review performance issues with the employee and they would mutually agree upon, in writing, strategies and actions needed to improve progress, along with a timeframe to meet specified goals. The Equity Coordinator would review this agreement and meet with the employee to arrange an individualized training plan to support the strategies and actions. A copy of this signed agreement and the training plan is reviewed by the appropriate member(s) of the President's Executive Staff.

2. The college should provide a summary of results as requested in Section 1012.86(3)(b), Florida Statutes, which provides that:

“Community college district boards of trustees shall annually evaluate the performance of the community college presidents in achieving the annual and long-term goals and objectives. A summary of the results of such evaluations shall be reported to the Commissioner of Education and the State Board of Education as part of the community college's annual employment accountability plan, and to the Legislature as part of the annual equity progress report submitted by the State Board of Education.”

The college should provide below a response to this section of law, including the most recent month, date, year and summary of the president's performance evaluation.

Our President, Dr. Lawrence Tyree was appointed on an interim basis from November 2009 thru April 2010. Because he was on an interim status until May 2010, he was not evaluated by the Board of Trustees. As of the writing of this report, the Florida Keys Community College's five Board of Trustees members are in the process of evaluating the President. The evaluation includes a review of the President's progress toward meeting the goals and objectives of the current Annual Equity Update. The President is also evaluated by the Board members in eight areas of leadership. The Annual Equity Update is provided to each Board member and presented in detail by the Equity Coordinator for Board approval at the Board of Trustees meeting in April.

D. Additional Processes Required: the college should complete the following related to additional processes required by Section 1012.86, F.S. The Signature Page of this report will suffice as certification of each:

- 1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. Include below a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

Search committee selections are brought before the Equity Officer for review at the beginning of the hiring process. The Equity Officer checks for not only representation from various areas of the institution but also for minority representation on the committee that is balanced and indicative of the institution's population.

- 2) The college sets forth the requirements for receiving continuing contracts for instructional staff. The process used to grant continuing contracts is described below:

The following process has been used to award Continuing Contract status. The supervisor of the Faculty member completes an annual written performance appraisal in the Spring, which then goes to the Provost for final review and recommendation. Based on the appraisal results and contract recommendation section, a Faculty member with three (3) years of satisfactory service, may be recommended for continuing contract. The recommendation for approval proceeds to the Equity Coordinator, the Provost and to the President. Upon Presidential approval, the request for continuing contract is submitted to the Board of Trustees for final approval.

- 3) The following describes the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status:

Each academic year, by the end of Spring term, the Faculty member's supervisor completes a written performance appraisal to determine successful performance of duties and demonstration of professional competence. The performance appraisal includes a specific section that addresses progress toward attainment of continuing contract status. The Provost and the Equity Coordinator, review the appraisal. If appropriate, the President recommends approval of continuing contract to the Board of Trustees

- 4) The college has developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to Section 1012.86, F.S. Summarized below is a description of the incentive plan, including how resources shall be allocated to support the implementation of strategies and the achievement of goals in a timely manner:

Each spring, the Budget Planning Committee meets to review the annual budget based on each department's strategic plan, which includes equity goals. The Budget Planning Committee is comprised of the President's Executive Staff, members of the Instructional Division, and other key administrators, including the Director, Human Resources /Equity Coordinator. The Committee's goal is to build consensus regarding departmental initiatives and priorities for the upcoming budget year. Resources are allocated each year to ensure progress toward attainment of equity goals by funding Marketing, Human Resources/Equity, Advisors and Staff & Program Development fund.

- 5) The following describes how funds are used to increase the number of females and minorities receiving continuing contracts:

Funds are used to attract minorities and females through advertising with emphasis on females and minorities in College publications and online. Funds are used to promote retention and professional development of minorities and women so that they may attain continuing contract status. Specifically, funds are used for staff development, through training, coursework, and paid professional leave. Retention is encouraged through equitable employment conditions and policies, as well as staff training that encourage sensitivity to diversity.

- 6) Salary Information: Include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications. (section 1012.86 (2)(b)(5), F.S.)*

*This is a new requirement for the Employment Accountability Plan that is required in statute as cited. Each college should submit the required information based on variables it chooses to compare salary ranges of new hires with salary ranges of employees with comparable experience and qualifications.

New Hires are hired in under the same salary ranges as current employees who hold positions within the same salary schedule. Variables that FKCC takes into consideration when hiring employees are: degree of education attained, years of related work experience, and the essential job requirements. All these factors directly affect one's compensation.

Please see the chart on the next page entitled: "D. Additional Processes, #6 Salary Information".

E. Certification/Signature Page

The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of Section 1012.86, F.S.

Name (Equity Officer) _____ Date _____

Name (College President) _____ Date _____

Name (Chair, College Board of Trustees) _____ Date _____

This concludes the Annual Equity Update Report for 2009/2010.

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY A. FULL-TIME FACULTY
 SALARY RANGES BY TERMS EMPLOYED, ETHNICITY AND GENDER
 FALL ENDING TERM 2010 - 2011
 FLORIDA KEYS

----- CCNUM=FLORIDA KEYS UNITID=133960 -----

TERMS EMPLOYED	SALARY RANGE	WHITE		AMERICAN AFRICAN AMERICAN		INDIAN ALASKAN NATIVE		HISPANIC LATINO		MULTI RACIAL		ETHNIC UNKNOWN		NON RESIDENT ALIENS		ASIAN		NATIVE HAWAIIAN PACIFIC ISLANDER		TOTAL FEMALE
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
LESS/9MONTH		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9-10 MONTH	BELOW \$30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$30,000-39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$40,000-49,999	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$50,000-64,999	8	3	1	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	11
	\$65,000-79,999	4	3	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	6

0		\$80,000-99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
0		\$100,000-UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
0	11-12 MONTH	BELOW \$30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
0		\$30,000-39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
0		\$40,000-49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
0		\$50,000-64,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
1		\$65,000-79,999	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
0		\$80,000-99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
0		\$100,000-UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
	TOTALS		12	8	2	0	0	1	1	1	1	0	2	0	0	0	0	0	0	0	18
10		-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+	-----+

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY B. OTHER FULL-TIME EMPLOYEES
 SALARY RANGES BY ETHNICITY AND GENDER
 FALL ENDING TERM 2010 - 2011
 FLORIDA KEYS

----- CCNUM=FLORIDA KEYS UNITID=133960 -----

OCCUPATION ACTIVITY	SALARY RANGE	WHITE		HISPANIC LATINO		ETHNIC UNKNOWN		BLACK OR AFRICAN AMERICAN		NON RESIDENT ALIENS		AMERICAN INDIAN O ALASKAN NATIVE		ASIAN		NATIVE HAWAIIAN PACIFIC ISLANDER		MULTI RACIAL		TOTAL FEMALE	TOTAL MALE	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
EXEC/ADMIN	BELOW \$30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$30,000-39,999	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
	\$40,000-49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$50,000-64,999	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	\$65,000-79,999	3	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
	\$80,000-99,999	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	\$100,000-UP	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		8	6	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	11	7
OTHER PROF	BELOW \$30,000	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
	\$30,000-39,999	5	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	7	1
	\$40,000-49,999	9	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	0
	\$50,000-64,999	7	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	5
	\$65,000-79,999	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2
	\$80,000-99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$100,000-UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		24	7	5	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	30	8	
TEC./PARAPROF	BELOW \$20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000- 29,999	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2

\$30,000- 39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$40,000- 49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$50,000 AND UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY B. OTHER FULL-TIME EMPLOYEES
 SALARY RANGES BY ETHNICITY AND GENDER
 FALL ENDING TERM 2010 - 2011
 FLORIDA KEYS

----- CCNUM=FLORIDA KEYS UNITID=133960 -----

OCCUPATION ACTIVITY	SALARY RANGE	WHITE		HISPANIC LATINO		ETHNIC UNKNOWN		BLACK OR AFRICAN AMERICAN		NON RESIDENT ALIENS		AMERICAN INDIAN O ALASKAN NATIVE		ASIAN		NATIVE HAWAIIAN PACIFIC ISLANDER		MULTI RACIAL		TOTAL FEMALE	TOTAL MALE		
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M						
SUBTOTAL		0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
CLERICAL/SEC.	BELOW \$20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	\$20,000- 29,999	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	
	\$30,000- 39,999	8	1	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	10	1
	\$40,000- 49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$50,000 AND UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		13	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	16	1
SKILLED CRAFT	BELOW \$20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000- 29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$30,000- 39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$40,000- 49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$50,000 AND UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINT.	BELOW \$20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000- 29,999	0	3	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4
	\$30,000- 39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$40,000- 49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$50,000 AND UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SUBTOTAL		0	3	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	4
TOTALS		45	19	8	1	2	1	1	1	0	0	0	0	1	0	0	0	0	0	0	57	22

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY D. OTHER PART-TIME EMPLOYEES
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER
 FALL ENDING TERM 2010 - 2011
 FLORIDA KEYS

----- CCNUM=FLORIDA KEYS UNITID=133960 -----

OCCUPATION ACTIVITY	BLACK OR AFRICAN AMERICAN		ASIAN		HISPANIC LATINO		ETHNIC UNKNOWN		WHITE		NON RESIDENT ALIENS		AMERICAN INDIAN O ALASKAN NATIVE		NATIVE HAWAIIAN PACIFIC ISLANDER		MULTI RACIAL		TOTAL FEMALE	TOTAL MALE
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
	INSTR COMBINED	0	1	0	1	0	4	9	8	18	22	0	0	0	0	0	0	0		
EXEC/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER PROF	0	0	0	0	0	0	0	1	0	7	0	0	0	0	0	0	0	0	0	8
TEC./PARAPROF	0	0	0	0	0	1	2	0	6	1	0	0	0	0	0	0	0	0	8	2
CLERICAL/SEC.	2	2	0	0	2	1	1	0	4	2	0	0	0	0	0	0	0	0	9	5
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINT.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	2	3	0	1	2	6	12	9	28	32	0	0	0	0	0	0	0	0	44	51

FLORIDA KEYS COMMUNITY COLLEGE

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY F. FULL-TIME FACULTY
 TENURE STATUS BY RANK, ETHNICITY AND GENDER
 FLORIDA KEYS

----- CCNUM=FLORIDA KEYS UNITID=133960 -----

TENURE STATUS	RANK	AMERICAN INDIAN OR ALASKAN NATIVE		HISPANIC LATINO		WHITE		NON RESIDENT ALIENS		ASIAN		ETHNIC UNKNOWN		NATIVE HAWAIIAN PACIFIC ISLANDER		MULTI RACIAL		BLACK OR AFRICAN AMERICAN		TOTAL FEMALE	TOTAL MALE
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
		TENURED	PROFESSORS	0	1	0	1	1	1	0	0	0	0	2	0	0	0	0	0		
	ASSOC. PROF	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	ASSIS. PROF	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0
	INSTRUCTOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LECTURES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER FACU.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		0	1	1	1	3	2	0	0	0	0	2	0	0	0	0	0	0	0	6	4
ON TRACK	PROFESSORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ASSOC. PROF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ASSIS. PROF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	INSTRUCTOR	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	LECTURES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER FACU.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
NOT ON TRACK	PROFESSORS	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	1	2
	ASSOC. PROF	0	0	0	0	2	2	0	0	0	0	0	0	0	0	1	0	0	0	3	2
	ASSIS. PROF	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	2	0	6	0
	INSTRUCTOR	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	LECTURES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	OTHER FACU.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL		0	0	0	0	8	5	0	0	0	0	0	0	0	0	0	1	0	2	0	11	5	
TOTALS																							

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY F. FULL-TIME FACULTY
 TENURE STATUS BY RANK, ETHNICITY AND GENDER
 FLORIDA KEYS

----- CCNUM=FLORIDA KEYS UNITID=133960 -----

TENURE STATUS	RANK	AMERICAN INDIAN O ALASKAN NATIVE		HISPANIC LATINO		WHITE		NON RESIDENT ALIENS		ASIAN		ETHNIC UNKNOWN		NATIVE HAWAIIAN PACIFIC ISLANDER		MULTI RACIAL		BLACK OR AFRICAN AMERICAN		TOTAL FEMALE	TOTAL MALE
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
				0	1	1	1	12	8	0	0	0	0	2	0	0	0	1	0		

FLORIDA KEYS COMMUNITY COLLEGE

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY G. NEW HIRES(AS OF FISCAL YEAR)
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER
 FLORIDA KEYS

----- CCNUM=FLORIDA KEYS UNITID=133960 -----

OCCUPATION ACTIVITY	TENURE STATUS	WHITE		MULTI RACIAL		NON RESIDENT ALIENS		AMERICAN INDIAN O ALASKAN NATIVE		ASIAN		HISPANIC LATINO		ETHNIC UNKNOWN		NATIVE HAWAIIAN PACIFIC ISLANDER		BLACK OR AFRICAN AMERICAN		TOTAL FEMALE	TOTAL MALE	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
INSTR COMBINED	TENURED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ON TRACK	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	NOT ON TRACK	5	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
EXEC/ADMIN		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
OTHER PROF		2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1
TEC./PARAPROF		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
CLERICAL/SEC.		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
SKILLED CRAFT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINT.		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
TOTALS		10	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	11	5

FLORIDA KEYS COMMUNITY COLLEGE

FLORIDA COLLEGE SYSTEM
 IPEDS FALL STAFF SURVEY G. NEW HIRES (AS OF FISCAL YEAR)
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER
 FLORIDA KEYS

----- CCNUM=FLORIDA KEYS -----

		BLACK	MULTI	WHITE		
		MALE	FEMALE	FEMALE	MALE	TOTAL
OCCUPATION ACTIVITY	SALARY RANGE					
INSTR COMBINED/ON TRACK	55,000 TO 65,000	0	0	1	0	1
INSTR COMBINED/NOT ON TRACK	55,000 TO 65,000	0	1	4	1	6
	65,000 TO 75,000	0	0	1	0	1
EXEC/ADMIN	ABOVE 75,000	0	0	0	1	1
OTHER PROF	45,000 TO 55,000	0	0	1	0	1
	55,000 TO 65,000	0	0	0	1	1
	65,000 TO 75,000	0	0	1	0	1
TEC./PARAPROF	25,000 TO 30,000	0	0	0	1	1
CLERICAL/SEC.	25,000 TO 30,000	0	0	2	0	2
SERVICE/MAINT.	BELOW 25,000	1	0	0	0	1
TOTAL		1	1	10	4	16

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SOURCE: APR2011

NOTE: EMPLOYEES WITH UNKNOWN GENDER ARE NOT INCLUDED

PROPOSED BOARD ACTION

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

AUTHORITY FOR ACTION

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

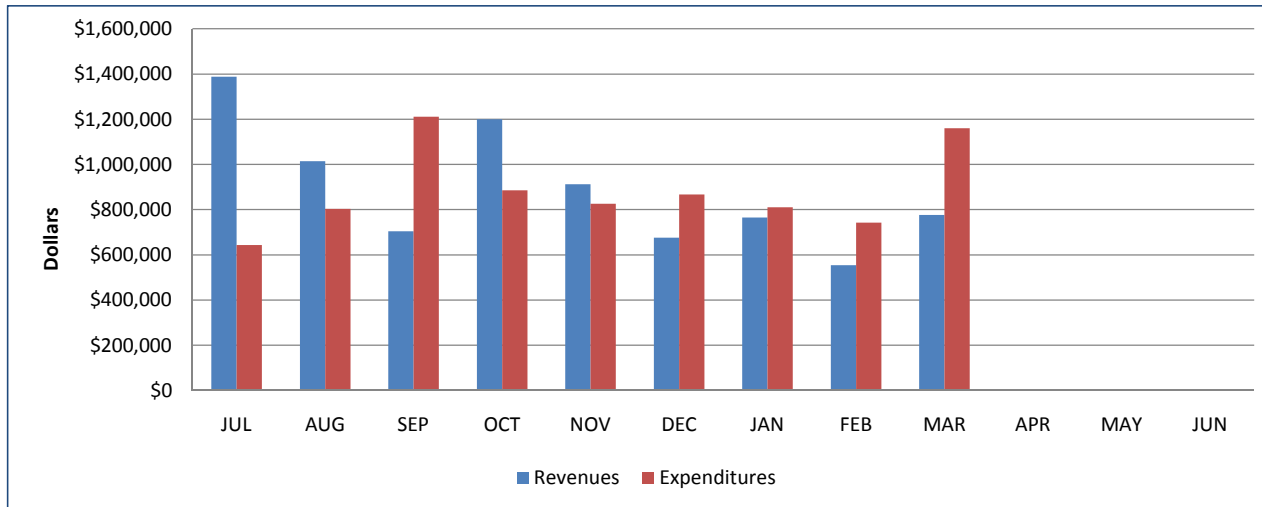
BACKGROUND INFORMATION

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 March 31, 2011**

Account Code	Account Title	BOT Amended FY 2010-11 Budget	Actual Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$1,931,151	\$1,755,015	(\$176,136)	90.9%
402XX	Continuing Education/Self-Supporting	289,025	\$203,403	(85,622)	70.4%
403XX	Non-Resident Fees	545,273	514,365	(30,908)	94.3%
404XX	Laboratory Fees	660,736	605,636	(55,100)	91.7%
40600	Graduation Fees	5,375	4,175	(1,200)	77.7%
40700	Transcript Fees	28,485	21,075	(7,410)	74.0%
408XX	Technology Fees	125,910	112,567	(13,343)	89.4%
409XX	Other Student Fees	60,852	41,912	(18,940)	68.9%
42110	Community College Program Fund	5,013,890	3,764,203	(1,249,687)	75.1%
42610	Lottery Funds -CCPF	726,219	290,488	(435,731)	40.0%
43518	ARRA Funding	470,865	464,272	(6,593)	98.6%
44900	Indirect Cost Recovered	125,421	0	(125,421)	0.0%
46400	Use of College Facilities	127,837	81,627	(46,210)	63.9%
48100	Interest and dividends	3,600	2,728	(872)	75.8%
487XX	Fines and Penalties	3,646	3,681	35	101.0%
49XXX	Transfers and Other Revenue	500,666	123,475	(377,191)	24.7%
Total Revenues		\$10,618,951	7,988,622	(\$2,630,329)	75.2%
51XXX	Management	\$1,214,732	\$936,095	(\$278,637)	77.1%
52XXX	Instruction	1,926,753	1,571,771	(354,982)	81.6%
53XXX	Other Professional	1,623,201	1,267,026	(356,175)	78.1%
54XXX	Career Staff	820,783	498,715	(322,068)	60.8%
56XXX	Other Personnel Services Instructional	684,979	438,580	(246,399)	64.0%
57XXX	Other Professional - Tech/Clerical/Trade	1,200	14,825	13,625	1235.4%
58000	Student Employment - Work Study	2,800	814	(1,986)	N/A
59XXX	Benefits	1,830,721	1,269,337	(561,384)	69.3%
Total Personnel		\$8,105,169	\$5,997,164	(\$2,108,005)	74.0%
605XX	Travel	\$75,474	\$58,047	(\$17,427)	76.9%
61000	Freight and Postage	29,471	14,352	(15,119)	48.7%
615XX	Telecommunications	110,118	74,043	(36,075)	67.2%
62000	Printing	47,730	38,213	(9,517)	80.1%
625XX	Repairs and Maintenance	175,094	176,019	925	100.5%
630XX	Rentals	166,748	58,935	(107,813)	35.3%
63500	Insurance	155,071	145,373	(9,698)	93.7%
640XX	Utilities	528,596	380,226	(148,370)	71.9%
645XX	Other Services	518,446	334,056	(184,390)	64.4%
650XX	Professional Fees	334,349	270,235	(64,114)	80.8%
655XX	Educational/Office Materials	188,031	151,809	(36,222)	80.7%
657XX	Data Software Non-Capitalized	5,745	14,157	8,412	246.4%
66000	Maintenance/Construction Material	29,250	18,609	(10,641)	63.6%
665XX	Other Materials and Supplies	5,705	541	(5,164)	9.5%
670XX	Subscriptions/Library Books	18,803	12,198	(6,605)	64.9%
69XXX	Transfers and Other Expenses	120,092	159,191	39,099	132.6%
Total Current Expenses		\$2,508,723	\$1,906,002	(\$602,721)	76.0%
705XX	Minor Equipment	\$5,059	\$46,019	\$40,960	909.6%
710XX	Furniture and Equipment	0	0	0	0.0%
Total Capital Outlay		\$5,059	\$46,019	\$40,960	909.6%

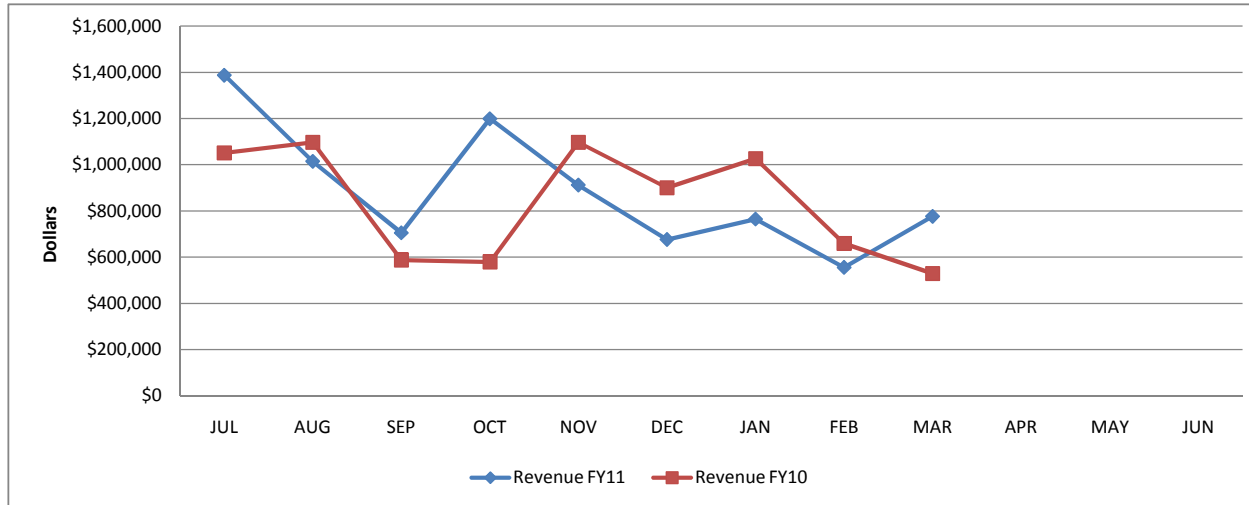
**FKCC FY2010-11 Operating
Total Revenues & Expenditures**



Fiscal Year 2010-11

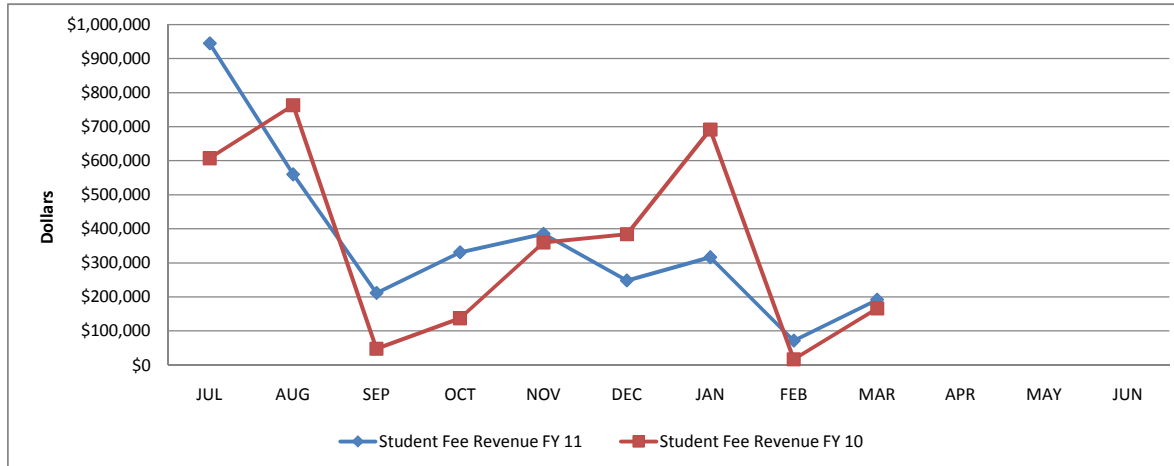
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Revenues	\$1,387,582	\$1,014,295	\$704,368	\$1,199,143	\$911,909	\$675,929	\$764,407	\$554,763	\$776,226				\$7,988,622
Expenditures	\$642,891	\$803,554	\$1,210,712	\$885,237	\$826,291	\$866,446	\$811,082	\$743,051	\$1,159,921				\$7,949,185

**FKCC FY2010-11 Operating
Total Revenue FY10 vs FY11**



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Revenue FY11	\$1,387,582	\$1,014,295	\$704,368	\$1,199,143	\$911,909	\$675,929	\$764,407	\$554,763	\$776,226				\$7,988,622
Revenue FY10	\$1,050,730	\$1,097,459	\$587,736	\$579,337	\$1,097,091	\$900,132	\$1,025,917	\$658,903	\$528,741				\$7,526,046

**FKCC FY2010-11 Fund 1
Student Fee Revenue FY10 vs FY11**



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Student Fee Revenue FY 11	\$944,843	\$559,547	\$210,935	\$330,506	\$385,438	\$247,987	\$316,114	\$70,886	\$191,892				\$3,258,148
Student Fee Revenue FY 10	\$607,529	\$762,762	\$47,444	\$137,438	\$359,471	\$383,898	\$691,342	\$16,405	\$166,071				\$3,172,360

SUMMARY OF DISBURSEMENTS
BOARD OF TRUSTEES REPORT
March 2011

Total Check's for March 2011

	Amount	Check #'s
Operating Account	\$318,013.60	96253 - 96527
Payroll Account	\$63,989.90	214295 – 214387
Grand Total	\$382,003.50	

Voided Check's for March 2011

Vendor	Amount	Voided Check #'s	Reason for Void
Lazara Gavilan	\$ 818.60	95634	Processed Incorrectly
Pearson Education	\$ 1,927.59	96522	Processed Incorrectly
Federal Express	\$ 439.14	96418	Processed Incorrectly
Florida State Disbursement Unit	\$ 292.39	96401	Processed Incorrectly
Micro Focus Inc.	\$ 1,211.89	95219	Lost in Mail Reissued
Miranda Pierce	\$ 120.18	95976	Lost in Mail Reissued
Scott Miller	\$ 5,335.30	94095	Lost in Mail Reissued
Infosec Institute	\$ 8,750.00	96043	Lost in Mail Reissued
Mathew Krol	\$ 1,899.70	94566	Processed Incorrectly
Shadiana DeArmas	\$ 818.60	93934	Processed Incorrectly
Pitney Bowes	\$ 4,239.12	96075	Lost in Mail Reissued
Michael T. Hines	\$ 3,322.30	95666	Processed Incorrectly
Dwayne A. Harry	\$ 1,002.42	95654	Lost in Mail
Total	\$30,177.23		

PROPOSED BOARD ACTION

This is to request Board of Trustee Approval for Florida Keys Community College Scholarships intended for Monroe County High School seniors participating in the College Reach-Out Program (CROP). These scholarships will be awarded to Monroe High School Seniors graduating in June 2011.

AUTHORITY FOR ACTION

Board Rule 7.150, Scholarship Aid; authority of Florida Statute 1001.64 (8), Chapter 1009 Part III

BACKGROUND INFORMATION

The College Reach-Out Program will be celebrating its 18th year at Florida Keys Community College. The program is known as “CROP” and “College Explorers.”

Florida Keys Community College is a principal part of the program by awarding scholarships to these students as they complete high school. The scholarship awards full payment of in-state tuition charges. These funds come from financial aid fees. Students must be degree seeking and enroll in a minimum of 6 credits. The scholarship is a two-year award. Any developmental courses may be added as needed (maximum developmental courses not to exceed 14 credits). Students must maintain a 2.0 or higher GPA and participate in college sponsored activities. Scholarship activation begins in August following recipients’ high school graduation. Students must sign CROP contracts agreeing to guidelines of regularly attending classes; remaining in good standing with his/her school; exhibit positive behavior; remain free of drugs and criminal activity. There are 186 participating students and 51 are currently enrolled at FKCC. Eight CROP students will be graduating from FKCC on May 6, 2011.

The following Key West High School students have been awarded the F.K.C.C.-C.R.O.P Scholarship for 2011:

Chelaine Alfred

Maria Allen

Tempestt Burgohy

Elijah Chaplin

Kenneth Doucette

Johnny Louis

Nathaniel McDonald

Jessica Mack

Nicholas Mena

Rebecca Mena

Michelle Pearl-Mihalinec

Bebeto Pierre

Allison Steedly

Danilo Suarez

The following student from the Keys Center for Girls has been awarded the FKCC-C.R.O.P. Scholarship for 2011:

Jessica Nichols