

**FLORIDA KEYS COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
January 23, 2012
2:00 PM
Key West Campus
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 December 12, 2011**
 - VII. CONSENT AGENDA**
 - A. Continuing Workforce Ed. Fees **Attachment #1**
 - VIII. DISTRICT BOARD OF TRUSTEES**
 - PRESIDENT**
 - A. President's Report
 - B. Focus on Students – Tania Alpazar
 - C. Faculty Presentation – QEP Gavin McKeirnan
 - D. Faculty Council Report – Dawn Ellis **Attachment #2**
 - E. Presidential Search – Trustee Martin
 - ATTORNEY**
 - A. Board Rule Changes
 - 1. BR 2.780 Identity Theft Program **Attachments #3**
 - IX. HUMAN RESOURCES**
 - A. Personnel Actions **Attachments #4**
 - X. FINANCIAL SERVICES**
 - A. Report by VP Jean Mauk on Finance and Construction Projects **Attachments #5**
 - B. Financials for November and December 2011 **Attachments#6**
 - C. Board Attorney Contract **Attachments#7**
 - D. Labor Attorney Contract **Attachments#8**
 - XI. INSTRUCTIONAL SERVICES**
 - A. Report by Provost Brittany Snyder **Attachment#9**
 - B. Nova Articulation Agreement **Attachment #10**
 - C. Academic Calendar 2012-13 **Handout**
 - XII. STUDENT SERVICES**
 - A. Report by Dean Erika MacWilliams on Student Affairs and Accreditation
 - XIII. GOOD OF THE ORDER**
 - Public Input
- The next meeting will be held on February 27, 2012, in Key West.**

PROPOSED BOARD ACTION

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

AUTHORITY FOR ACTION

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

BACKGROUND INFORMATION

The Office of Continuing Education and Workforce promotes lifelong learning by developing and offering non-credit continuing education courses that are responsive to the professional/career development and personal enrichment needs of individuals, as well as businesses and industries. The self-supporting program builds on the strengths and expertise of FKCC faculty, adjunct staff and community subject matter specialists.

Continuing Education Price Summary

Course Name	Course #	Tuition
5 Key Financial Risks in Retirement Invest Well/Sleep Well	FKF0010	\$25.00
Access 2010 Fundamentals	MSO0945	\$125.00
Access 2010 Intermediate	MSO0946	\$125.00
Adult Ballet	BAL0010	\$165.00
Advanced Reading, Writing and Grammar Review Part 1	EAS0276	\$155.00
Advanced Reading, Writing and Grammar Review Part 2	EAS0277	\$155.00
An Introduction to Voiceovers	IVO0010	\$40.00
Basic Voice	BGV0201	\$300.00
Beginning Conversation Part 2	EAS0265	\$155.00
Bravo! Survival Italian and the Culture	BSI0100	\$155.00
Bravo! Survival Italian and the Culture Part 2	BSI0101	\$155.00
Children's Ballet	BAL0011	\$79.00
Conversational Spanish for Beginners	SPB0106	\$168.80
Conversational Spanish for Intermediate	SPK0101	\$155.00
Creative Still Life/Composition	CSL0010	\$25.00
Digital Photography 1 & 2 All Inclusive	IDP0105	\$120.00
Digital Photography: Beyond the Camera	IDP0102	\$155.00
Discovering The Writer Within	DWW0010	\$129.00
Dreamweaver Basics CS5	DWB0904	\$150.00
Ebay Basics for Sellers	EBA0901	\$38.75
ESL: English for Absolute Beginners Part 1	EAB0213	\$155.00
ESL: English for Absolute Beginners Part 2	EAB0214	\$155.00
ESL: Writing Skills Part 2	EAS0279	\$155.00
Excel 2010 Fundamentals	MSO0932	\$125.00
Excel 2010 Intermediate	MSO0933	\$125.00
Fashion Design (The Creative Process) Workshop	FAS0010	\$90.00
Fundamentals of Painting with Oils	OIL0102	\$138.00
Hot Stuff! Blown Glass and Raku	CER0013	\$400.00
Hydroponic Gardening	LLC0120	\$60.00
Intermediate Conversational Spanish for Beginners	SPB0107	\$168.80
Intro to Cortical Field Re-education	ICF0010	\$15.00
Intro to Personal Computers & Internet	IPC0900	\$125.00
Keys to Oil Painting	OIL0103	\$25.00
Life Drawing Workshop for Beginners to Advanced	LDW0100	\$25.00
Medical Coding and Billing	MDC0300	\$1,799.00
Mixed Community Chorus	MCC0201	\$105.00
Mystery Monsters of Florida	MMF0100	\$65.00
Other People's Religion	OPR0010	\$138.00
Outlook 2010 Fundamentals	MSO0952	\$125.00
Pharmacy Technician Cert Prgm	PTC0300	\$999.00
Phlebotomy Technician	PBT0300	\$1,599.00
Photoshop for Beginners	PSH0901	\$160.00
Piano Dreams Individual Lessons	PDC0206	\$160.00
PowerPoint 2010 Advanced	MSO0924	\$125.00
PowerPoint 2010 Fundamentals	MSO0923	\$125.00

Continuing Education Price Summary

Course Name	Course #	Tuition
Pre-Ballet	BAL0012	\$79.00
QuickBooks 2010	QKB0903	\$150.00
Reading, Writing & Grammar Review Part 1	EAS0254	\$155.00
Reading, Writing & Grammar Review Part 2	EAS0255	\$155.00
Real Estate Sales Associate Training	EST0200	\$450.00
Sanctuary Science Lecture Series	FKN0203	\$19.00
Specialized Creative Welding	WLD0903	\$450.00
Survival French	FFF0102	\$155.00
Survival Spanish	SPB0102	\$155.00
W&L Eng: Basics Level 2 Part 1	EAS0231	\$155.00
W&L Eng: English for Absolute Beginners Part 1	EAB0203	\$155.00
W&L Eng: English for Absolute Beginners Part 2	EAB0204	\$155.00
W&L Eng: Advanced Level 1 Part 1	EAS0221	\$155.00
W&L Eng: Advanced Level 1 Part 2	EAS0222	\$155.00
W&L Eng: Basics Level 1 Part 1	EAS0201	\$155.00
W&L Eng: Basics Level 1 Part 2	EAS0202	\$155.00
W&L Eng: Intermediate Level 1 Part 1	EAS0211	\$155.00
W&L Eng: Intermediate Level 1 Part 2	EAS0212	\$155.00
W&L Eng: Intermediate Level 2 Part 1	EAS0225	\$155.00
W&L Eng: Intermediate Level 2 Part 2	EAS0226	\$155.00
Wire-Wrap Jewelry Workshop	JWL0205	\$113.00
Word 2010 Fundamentals	MSO0912	\$125.00
Word 2010 Intermediate	MSO0913	\$125.00
Writing for the Stage and Screen	WRI0010	\$172.00
Yoga-Toner	YOG0104	\$165.00
Zumba	ZUM0010	\$120.00
Zumba	ZUM0010	\$180.00

Catherine Torres

Submitted by Catherine Torres

Director of Continuing Education and Workforce

FKCC Board of Trustee Faculty Council Report: January 23, 2012

Faculty returned from the semester break to FKCC rejuvenated, refreshed and prepared to tackle its myriad responsibilities. The spring semester is a busy time for the college, preparing for the upcoming academic year with catalog revisions and planning the course schedule. Faculty participates in the review and planning processes for the upcoming year as well.

While we are kicking off our courses and serving on our assigned college committees, we ensure our course offerings and programs, in our respective areas, are correctly listed in the college catalog. We also review and improve upon the upcoming academic year's course schedule. Faculty embraced the Provost's 2011-2012 annual academic calendar and they are eager to assist our Deans and the Provost with the 2012-2013 schedule.

Some topics being discussed in Faculty Council include academic integrity, a formal final exam schedule and continuing contracts. Shortly after the first Faculty Council meeting of the Spring 2012 semester, faculty learned about the administration's renewed effort to address the enrollment decline. The faculty welcomes Gavin McKeirnan to her new position and plan to assist her in her efforts in any way possible.

Respectfully submitted,

Dawn Ellis
FKCC Faculty Council President

FLORIDA KEYS COMMUNITY COLLEGE BOARD RULE



Subject	<i>Identity Theft Program</i>	Number: 2.780
Authority	<i>FS 1001.61,.63,.64 Fair & Accurate Reporting Act of 2003.15.</i>	Approved Date: January 23, 2012
Amended	<i>New</i>	

The President, or designee, shall prepare a written Identity Theft Prevention Program in compliance with the Federal Trade Commission’s Red Flags Rule which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The program is designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of this program.

“Covered Accounts” under the Red Flags Rule is a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly, or multiple payment in arrears, in which a “continuing relationship” is established. Certain payment arrangements such as payment of tuition in full at the beginning of each semester either by the student’s family or through a third party student loan provider does not meet the “continuing relationship” standard in the “covered account” definition. “Covered Accounts” do include refunds of credit balances on a student account, deferment of tuition payments (ex. Veteran’s Deferments) , third party tuition payment plan agreements such as a collection agency.

For certain covered accounts, which are continuing, multiple payment accounts within the meaning of the Red Flags Rule, the President or designee, shall develop the program to include reasonable procedures to detect and mitigate identity theft and enable the College to:

- Identify relevant “red flags” (patterns, practices and specific activities that signal possible identity theft) and incorporate them into the Program;
- Train relevant staff as necessary to implement the Program effectively;
- Detect the red flags that the Program incorporates;
- Respond appropriately to detected red flags to prevent and mitigate identity theft;
- Ensure that the Program is updated periodically to reflect changes in risks; and
- Exercise appropriate and effective oversight of service provider arrangements



DATE: January 17, 2012
TO: Board of Trustees
FROM: Charles McGinnis Director, Human Resources
SUBJECT: Personnel Actions, BOT meeting 1-23-12

PROPOSED BOARD ACTION

Approval of the Personnel Actions.

AUTHORITY FOR STATE BOARD ACTION

Florida Statute, Section 1001.64

BACKGROUND INFORMATION

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

Supporting Documentation Included:

Personnel Actions
Adjunct Instructors Spread Sheet

Facilitators/Presenters:

Charles McGinnis, Director, Human Resources

DATE: January 17, 2012
TO: Dr. Lawrence W. Tyree, President
FROM: Charles McGinnis, Director, Human Resources
SUBJECT: Human Resources – BOARD AGENDA 1-23-12

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Personnel Actions – Recommendations to the Board of Trustees

NEW EMPLOYEES -

Full-time

Name	Effective Date	Description
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None at This Time

Part-time

Name	Effective Date	Description
Bahm, Rachel	12/5/11	Artist's Model, \$15.00 / hr.
Bundy-Gilda, Rosa	12/5/11	Artist's model \$15.00/hr.
Edwards, Joe	1/4/12	SSC Math Tutor \$15.00/hr.
Fry, Morgan	1/4/12	SSC Math Tutor \$15.00/hr.
Knox, Miranda	1/3/12	Artist's model, \$15.00/hr.
Morato, Nikolas	12/5/11	Lab Asst., Ceramics, \$13.90/hr.
Siegrist, Noa	1/3/12	Lab Asst., \$13.90/hr. Photo
Surita, Sharon	12/12/11	SSC Math Tutor \$15.00/hr.
Valdespino, Felix	12/12/11	SSC Math Tutor \$15.00/hr.
Wirsching, Michael	12/12/11	SSC Math Tutor \$15.00/hr.

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

Name	Effective Date	Description
Hodorowicz, Joseph	8/22/11	Dive Tech Advisor \$17.50/hr
Ruberg, Erin	12/5/11	IUTS – Grant Funded \$18.55/hr.

Student Club Advisor Stipends

Bosco, Lori	Fall Term 2011	\$250.00
Chalfant, William	Fall Term 2011	\$250.00
Charron, Carolyn	Fall Term 2011	\$250.00
Ellis, Dawn	Fall Term 2011	\$250.00
Foy, Shekinah	Fall Term 2011	\$250.00
Gogin, Gerald	Fall Term 2011	\$250.00
Malsheimer, Karla	Fall Term 2011	\$250.00
Mera, Denise	Fall Term 2011	\$125.00
Nicholas, Melissa	Fall Term 2011	\$125.00
Pichardo, Christina	Fall Term 2011	\$250.00
Rachelle Richardson	Fall Term 2011	\$125.00
Ruberg, Erin	Fall Term 2011	\$125.00
Wharton, Lindsey	Fall Term 2011	\$250.00

PROMOTIONS / RECLASSIFICATIONS / ADJUSTMENTS:

Name	Effective Date	Description
Gavin McKeirnan	1/23/12	Director, Enrollment Management, Administrative, Level F, \$58,098 annualized.

TERMINATIONS:

Name	Title	Effective Date	Reason
Hopkins, Sherolyn	Director, Resident Life	1/1/12	Dismissal
Foresman, Timothy	Technical Director – Grant Funded	2/1/12	Resignation
Anna Chambliss	PT Library Specialist	1/14/12	Resignation

ADJUNCT / PART TIME INSTRUCTORS Please See Attachment

Board Materials

Adjunct Instructors

January 2012

Name	Lvl	Pay Rate	Hrs / Credits	Total Pay	Course Description	Cntr	Dates
Continuing Education							
Dekeyrel, James		\$35.00	13	\$455	Quickbooks 2010/Dreamweaver CS5 Bas	KW	11/16/11 - 11/18/11
Dekeyrel, James		\$30.00	6.5	\$195	Access 2007 Fundamentals	KW	11/9/2011
Giordano, Annamarie		\$28.00	15	\$420	Life Drawing Workshop	KW	11/08/11 - 12/06/11
Giordano, Annamarie		\$15.00	9	\$135	Creative Still Life	KW	11/10/11 - 12/01/11
Haack, Halley		\$28.00	13	\$364	Bootcamp with Halley	KW	9/6/11 - 12/13/11
Marchak, Stacey		\$18.00	18	\$324	Conversational Spanish	KW	10/24/11 - 12/5/11
Polyak, Allison		\$28.00	31.5	\$882	Pre-Ballet/ Childrens Ballet	KW	9/06/11 - 12/1/11
Walters, Dean		\$35.00	45	\$1,575	Mixed Community Chorus	KW	8/30/11 - 12/13/11
Criminal Justice							
Askins, Edward		\$28.00	5.5	\$154	Physical Training	KW	11/10/11 - 11/12/11
Calvert, Janeth		\$28.00	6	\$168	Physical Training	KW	11/15/11 - 12/11/11
Grove, Bill		\$28.00	64	\$1,792	Defensive Tactics	KW	11/8/11 - 12/3/11
Sanders, Jerry		\$28.00	41	\$1,148	XVR Intro & Legal	KW	11/10/11 - 11/30/11
Schlegelmilch, William		\$28.00	78.25	\$2,191	Firearms	KW	12/5/11 - 12/22/11
Seago, Sheila		\$28.00	8	\$224	Dart Firing Stun Gun	KW	12/12/2011
Seago, Sheila		\$25.00	21	\$525	Communications	KW	12/5/11 - 12/15/11
AS + AA Programs							
<i>None at this time</i>							
Independent Studies							
Ellis, Dawn		\$100.00	1	\$100	Advanced Java Programming	KW	8/22/11 - 12/10/11
Ray, Amy		\$100.00	2	\$200	Researck Methods CJ/ Criminal Law	VC	8/22/11 - 12/10/11

Continuing Education Payroll Summary

Board Payroll Summary							
Instructor Last	Instructor First	Hours	Pay Rate	Course Name	Start Date	End Date	CRN #
Giordano	Annamarie	3	\$28.00	Life Drawing Workshop for Beginners to Advanced	2/14/2012	2/14/2012	22366
Giordano	Annamarie	3	\$28.00	Life Drawing Workshop for Beginners to Advanced	2/7/2012	2/7/2012	22365
Giordano	Annamarie	3	\$28.00	Life Drawing Workshop for Beginners to Advanced	1/24/2012	1/24/2012	22363
Giordano	Annamarie	3	\$28.00	Life Drawing Workshop for Beginners to Advanced	1/17/2012	1/17/2012	22362
Giordano	Annamarie	3	\$28.00	Life Drawing Workshop for Beginners to Advanced	1/10/2012	1/10/2012	22361
Giordano	Annamarie	3	\$28.00	Creative Still Life/Composition	1/12/2012	1/12/2012	22347
Giordano	Annamarie	3	\$28.00	Creative Still Life/Composition	1/26/2012	1/26/2012	22349
Giordano	Annamarie	3	\$28.00	Creative Still Life/Composition	1/19/2012	1/19/2012	22348
Giordano	Annamarie	3	\$28.00	Creative Still Life/Composition	1/26/2012	1/26/2012	22349
Giordano	Annamarie	3	\$28.00	Creative Still Life/Composition	2/2/2012	2/2/2012	22350
Giordano	Annamarie	3	\$28.00	Creative Still Life/Composition	2/9/2012	2/9/2012	22351
Haegelin	Diana	22.5	\$40.00	Reading, Writing & Grammar Review Part 1	1/13/2012	2/9/2012	22392
Johnson	Amanda	3	\$28.00	Keys To Oil Painting	1/21/2012	1/21/2012	22505
Johnson	Amanda	3	\$28.00	Keys To Oil Painting	1/23/2012	1/23/2012	22506
Johnson	Amanda	3	\$28.00	Keys To Oil Painting	1/28/2012	1/28/2012	22507
Johnson	Amanda	3	\$28.00	Keys To Oil Painting	1/30/2012	1/30/2012	22508
Johnson	Amanda	3	\$28.00	Keys To Oil Painting	2/4/2012	2/4/2012	22509
Johnson	Amanda	3	\$28.00	Keys To Oil Painting	2/6/2012	2/6/2012	22510
Johnson	Amanda	3	\$28.00	Keys To Oil Painting	2/11/2012	2/11/2012	22511
Johnson	Amanda	3	\$28.00	Keys To Oil Painting	2/13/2012	2/13/2012	22512
Dekeyrel	James	6.5	\$35.00	Excel 2010 Fundamentals	1/18/2012	1/18/2012	22549
Dekeyrel	James	6.5	\$35.00	Word 2010 Fundamentals	1/18/2012	1/18/2012	22545
Dekeyrel	James	6.5	\$35.00	Word 2010 Intermediate	2/10/2012	2/10/2012	22546
Dekeyrel	James	6.5	\$35.00	Access 2010 Fundamentals	1/20/2012	1/20/2012	22552
Dekeyrel	James	6.5	\$35.00	PowerPoint 2010 Fundamentals	1/27/2012	1/27/2012	22547
Dekeyrel	James	6.5	\$35.00	PowerPoint 2010 Advanced	2/1/2012	2/1/2012	22548
Dekeyrel	James	6.5	\$35.00	Excel 2010 Intermediate	2/3/2012	2/3/2012	22551
Dekeyrel	James	8	\$35.00	Quickbooks 2010	1/13/2012	1/13/2012	22431
Polyak	Alyson	10	\$28.00	Pre-Ballet	1/5/2012	1/26/2012	22577
Polyak	Alyson	10	\$28.00	Children's Ballet	1/3/2012	1/28/2012	22556
Polyak	Alyson	10	\$28.00	Adult Ballet	1/4/2012	1/31/2012	22454
Vanucci-Kelly	Donatella	18	\$28.00	Bravo! Survival Italian and Culture Part 2	1/10/2012	2/7/2012	22503

Continuing Education Payroll Summary

Board Payroll Summary							
Instructor Last	Instructor First	Hours	Pay Rate	Course Name	Start Date	End Date	CRN #
Marchak	Stacey	18	\$28.00	Survival French	1/9/2012	2/8/2012	22402
Marchak	Stacey	18	\$28.00	Survival Spanish	1/10/2012	2/9/2012	22387
Marchak	Stacey	18	\$28.00	Survival Spanish	1/10/2012	2/9/2012	22386

Catherine Torres

Submitted by Catherine Torres

Director of Continuing Education and Workforce



Date: January 15, 2012
To: Board of Trustees
From: W. Jean Mauk
Subject: Vice President Business and Administrative Services Report

Vice President's /Controller's Office

The Operational Audit report from the Auditor General's Office was sent to the college on December 16th. The Audit Committee has met and the response to the audit will be sent to the State on January 17th. The budget review meetings continue and will be finished in mid-February.

Florida Keys College Campus Foundation

The bond trustee has contacted the Foundation regarding various bond covenant requirements which are overdue. A deadline of January 31st has been set to respond with an affidavit of insurance coverage, the annual budget and financial reports. The accounting firm selected to prepare the annual audit has scheduled an initial meeting for January 18th.

The residence hall has 68 full-time residents for the spring term. We have consolidated as many students as possible into the second floor leaving room on the third for various groups attending short term courses during the spring. The groups expressing interest include the FBI, RYCAM and NOAA. These short term rentals will assist in meeting the revenues needed to operate the facility.

Business Office

The Business Office staff has been very busy assisting students with their payments for the spring term. Collection efforts continue for old balances and the files to be sent to collection are in process. The office is preparing the annual W-2, 1099 and 1098 reports for calendar year 2011; all are due by January 31st.

Purchasing and Plant Operations

Lagoon Landing – The maintenance staff and custodial crew from Clean Sweep worked from Dec 16 to January 6 on the Residence Hall. They did a great job and the appearance of Lagoon Landing has been recognized by both new and returning students. The only work continuing at the residence hall is the final warranty repair of the wall sconces installed by Florida Keys Electric. Three new washers were installed on December 12 and we now offer students an outsourced laundry service at no cost to the DSO.

All security cameras (CCTV) are now remotely viewable from the purchasing office in building "A." The parking garage gate and exit door alarms are installed and operational. Transmitters for the parking garage gate have been issued to the residents that choose to pay for use of the garage for the spring semester.

Student/Testing Center – Permits have been issued by Len Rhodus and the contractors are in the process of ordering the necessary supplies to begin the remodeling of the Student Testing Center. The duct work for the air handler will be completed by mid February and the main construction will be completed in early March.

Public Safety Air Handler ITB– The Invitation to Bid Legal Notice for the replacement of the air handler in the public safety building was posted online and in *Key West Citizen* on January 8. A mandatory pre-bid conference will be held on January 30 at 1:00pm. All bids are due by February 13, 2012. The public bid opening is scheduled for 3:00pm on February 17. The project will be re-evaluated for hold pending the bid amounts.

Maintenance – The maintenance staff did an incredible job preparing the campus and Lagoon Landing for the start of the spring term. They continue to perform necessary campus wide preventative maintenance. Under the leadership of Greg O’Flynn the maintenance staff continues to provide a high level of professional service to the entire college community.

Information Technology Office

The beginning of December was busy addressing end of semester activities, including assisting students and faculty with online access, and hardware and software issues. Staff also spent time prepping computer labs for the upcoming semester and conducting refresher/training sessions with faculty on video conferencing. A joint project between IT and Enrollment Services also commenced in December – FKCC is working in collaboration with ten other colleges and universities (both national and international) and SunGard to steer the development of registration efforts, both administratively and for students.

The first two weeks of January have been very busy helping constituents with a variety of issues spanning portal access to hardware and software assistance. We also received and readied computers for the new Testing Center and assisted in prepping Lagoon Landing for the incoming residents.

During the two weeks of December and first two weeks of January, our Helpdesk call volume was higher than usual (a regular trend) – we received over 1,200 calls from students, faculty, and staff.

Institutional Research Activity

State/Federal Reporting:

IPEDS Human Resources (complete), Financial Aid (in progress), and Fall Enrollment (in progress) reports
Facilities, Student, and Personnel database submissions for end of fall term and beginning of spring term

Regular Reports:

FTE and Tuition Revenue Reports
New Applicant Reports for Program Advisors
Monthly Edit Reports for Enrollment Services
Fall Course Evaluation Surveys – reports distributed for regular courses, still working on Distance Learning reports

Ad Hoc Reports:

Dual Enrollment grades for MCSD
Lagoon Landing room assignments and accounts receivable data for Dean of Student Affairs
Registration data for Business Office for audit response.

PROPOSED BOARD ACTION

Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the Financials for November and December 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 November 30, 2011

Account Code	Account Title	FY 2011-12 Budget	Actual Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$2,093,097	\$1,253,094	(\$840,003)	59.9%
402XX	Continuing Education/Self-Supporting	289,025	76,790	(212,235)	26.6%
403XX	Non-Resident Fees	627,938	391,673	(236,265)	62.4%
404XX	Laboratory Fees	660,736	455,080	(205,656)	68.9%
405XX	Application Fees	42,320	17,120	(25,200)	40.5%
40600	Graduation Fees	5,375	1,652	(3,723)	30.7%
40700	Transcript Fees	28,485	11,418	(17,067)	40.1%
408XX	Technology Fees	150,194	81,877	(68,317)	54.5%
409XX	Other Student Fees	18,532	5,000	(13,532)	27.0%
42110	Community College Program Fund	5,033,419	2,095,796	(2,937,623)	41.6%
42610	Lottery Funds -CCPF	745,360	0	(745,360)	0.0%
44900	Indirect Cost Recovered	86,000	68,910	(17,090)	80.1%
46400	Use of College Facilities	127,837	70,872	(56,965)	55.4%
48100	Interest and dividends	3,600	2,957	(643)	82.1%
487XX	Fines and Penalties	3,646	2,326	(1,320)	63.8%
49XXX	Transfers and Other Revenue	232,165	61,745	(170,420)	26.6%
	Total Revenues	\$10,147,729	4,596,311	(\$5,551,418)	45.3%
51XXX	Management	\$879,652	\$357,766	(\$521,886)	40.7%
52XXX	Instruction	1,927,556	715,452	(1,212,104)	37.1%
53XXX	Other Professional	1,463,126	633,421	(829,705)	43.3%
54XXX	Career Staff	864,460	306,356	(558,104)	35.4%
56XXX	Other Personnel Services Instructional	620,883	227,069	(393,814)	36.6%
57XXX	Other Professional - Tech/Clerical/Trade	1,200	6,802	5,602	566.8%
58000	Student Employment - Work Study	2,800	0	(2,800)	N/A
59XXX	Benefits	1,459,638	496,994	(962,644)	34.0%
	Total Personnel	\$7,219,315	\$2,743,860	(\$4,475,455)	38.0%
605XX	Travel	\$152,619	\$28,771	(\$123,848)	18.9%
61000	Freight and Postage	24,029	6,074	(17,955)	25.3%
615XX	Telecommunications	100,410	40,912	(59,498)	40.7%
62000	Printing	44,750	9,206	(35,544)	20.6%
625XX	Repairs and Maintenance	229,745	121,089	(108,656)	52.7%
630XX	Rentals	211,026	37,052	(173,974)	17.6%
63500	Insurance	127,255	102,359	(24,896)	80.4%
640XX	Utilities	529,639	232,745	(296,894)	43.9%
645XX	Other Services	604,305	327,608	(276,697)	54.2%
650XX	Professional Fees	332,899	87,216	(245,683)	26.2%
655XX	Educational/Office Materials	217,296	78,640	(138,656)	36.2%
657XX	Data Software Non-Capitalized	4,437	7,998	3,561	180.3%
66000	Maintenance/Construction Material	35,000	9,438	(25,562)	27.0%
665XX	Other Materials and Supplies	5,298	1,726	(3,572)	32.6%
670XX	Subscriptions/Library Books	18,803	9,163	(9,640)	48.7%
69XXX	Transfers and Other Expenses	186,842	69,436	(117,406)	37.2%
	Total Current Expenses	\$2,824,353	\$1,169,433	(\$1,654,920)	41.4%
705XX	Minor Equipment-under \$750.00	\$50,814	\$38,076	(\$12,738)	74.9%
706XX	Minor Equipment-over \$750 <\$5000	-	12,577	(12,577)	100.0%
710XX	Furniture and Equipment	6,400	10,711	4,311	0.0%
	Total Capital Outlay	\$57,214	\$61,363	\$4,149	107.3%
	Total Expenses	\$10,100,882	\$3,974,656	(\$6,126,226)	39.3%
	Grand Total Revenues Less Expenses	\$46,847	\$621,655	\$574,808	0.0%

SUMMARY OF DISBURSEMENTS
 BOARD OF TRUSTEES REPORT
 November 2011

Total Check's for November 2011

	Amount	Check #'s
Operating Account	\$244,091.09	99097-99300
Payroll Account	\$40,864.90	214873 – 214952
Grand Total	\$284,955.99	

Voided Check's for November 2011

Vendor	Amount	Voided Check #'s	Reason for Void
Patrick Rice	194.14	99082	Processed Incorrectly
Nicole Gerrard	258.53	99243	Processed Incorrectly
Joseph William Duley	1,686.89	214877	Processed Incorrectly
Roth Southeast	375.00	99148	Processed Incorrectly
Martika Howard	10.00	98496	Processed Incorrectly
Multicast	1,800.00	98193	Processed Incorrectly
Caitlin N. Van Voorst	3,383.24	98743	Processed Incorrectly
Total	\$7,707.80		

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

Account Code	Account Title	FY 2011-12 Budget	Actual Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$2,093,097	\$1,443,362	(\$649,735)	69.0%
402XX	Continuing Education/Self-Supporting	289,025	90,319	(198,706)	31.2%
403XX	Non-Resident Fees	627,938	411,183	(216,755)	65.5%
404XX	Laboratory Fees	660,736	534,106	(126,630)	80.8%
405XX	Application Fees	42,320	19,660	(22,660)	46.5%
40600	Graduation Fees	5,375	1,802	(3,573)	33.5%
40700	Transcript Fees	28,485	13,068	(15,417)	45.9%
408XX	Technology Fees	150,194	92,634	(57,560)	61.7%
409XX	Other Student Fees	18,532	6,380	(12,152)	34.4%
42110	Community College Program Fund	5,033,419	2,511,921	(2,521,498)	49.9%
42610	Lottery Funds -CCPF	745,360	0	(745,360)	0.0%
44900	Indirect Cost Recovered	86,000	68,910	(17,090)	80.1%
46400	Use of College Facilities	127,837	73,122	(54,715)	57.2%
48100	Interest and dividends	3,600	3,527	(73)	98.0%
487XX	Fines and Penalties	3,646	2,878	(768)	78.9%
49XXX	Transfers and Other Revenue	232,165	66,241	(165,924)	28.5%
Total Revenues		\$10,147,729	\$ 5,339,113	(\$4,808,616)	52.6%
51XXX	Management	\$879,652	\$426,082	(\$453,570)	48.4%
52XXX	Instruction	1,927,556	873,434	(1,054,122)	45.3%
53XXX	Other Professional	1,463,126	754,122	(709,004)	51.5%
54XXX	Career Staff	864,460	365,040	(499,420)	42.2%
56XXX	Other Personnel Services Instructional	620,883	301,138	(319,745)	48.5%
57XXX	Other Professional - Tech/Clerical/Trade	1,200	7,497	6,297	624.7%
58000	Student Employment - Work Study	2,800	0	(2,800)	N/A
59XXX	Benefits	1,459,638	597,508	(862,130)	40.9%
Total Personnel		\$7,219,315	\$3,324,821	(\$3,894,494)	46.1%
605XX	Travel	\$152,619	\$32,367	(\$120,252)	21.2%
61000	Freight and Postage	24,029	6,412	(17,617)	26.7%
615XX	Telecommunications	100,410	48,801	(51,609)	48.6%
62000	Printing	44,750	11,367	(33,383)	25.4%
625XX	Repairs and Maintenance	229,745	123,971	(105,774)	54.0%
630XX	Rentals	211,026	39,700	(171,326)	18.8%
63500	Insurance	127,255	102,359	(24,896)	80.4%
640XX	Utilities	529,639	259,433	(270,206)	49.0%
645XX	Other Services	604,305	347,837	(256,468)	57.6%
650XX	Professional Fees	332,899	94,054	(238,845)	28.3%
655XX	Educational/Office Materials	217,296	81,717	(135,579)	37.6%
657XX	Data Software Non-Capitalized	4,437	7,998	3,561	180.3%
66000	Maintenance/Construction Material	35,000	12,893	(22,107)	36.8%
665XX	Other Materials and Supplies	5,298	1,726	(3,572)	32.6%
670XX	Subscriptions/Library Books	18,803	10,943	(7,860)	58.2%
69XXX	Transfers and Other Expenses	186,842	69,370	(117,472)	37.1%
Total Current Expenses		\$2,824,353	\$1,250,949	(\$1,573,404)	44.3%
705XX	Minor Equipment-under \$750.00	\$50,814	\$38,076	(\$12,738)	74.9%
706XX	Minor Equipment-over \$750 <\$5000	-	12,577	(12,577)	100.0%
710XX	Furniture and Equipment	6,400	10,711	4,311	0.0%
Total Capital Outlay		\$57,214	\$61,363	\$4,149	107.3%
Total Expenses		\$10,100,882	\$4,637,133	(\$5,463,749)	45.9%
Grand Total Revenues Less Expenses		\$46,847	\$701,980	\$655,133	0.0%

SUMMARY OF DISBURSEMENTS
 BOARD OF TRUSTEES REPORT
 December 2011

Total Check's for December 2011

	Amount	Check #'s
Operating Account	\$63,760.91	99301 - 99384
Payroll Account	\$36,638.01	214953 – 215037
Grand Total	\$100,398.92	

Voided Check's for December 2011

Vendor	Amount	Voided Check #'s	Reason for Void
Anne Elizabeth Murphy	163.79	214966	Processed Incorrectly
Cody Brammer	43.94	99271	Lost in Mail, Reissued
College Board	434.00	99309	Processed Incorrectly
North American Board of Certified Energy Practicioners	300.00	99327	Processed Incorrectly
Waste Management	5,766.11	99338	Processed Incorrectly
Total	\$6,707.84		



AGREEMENT BETWEEN
FLORIDA KEYS COMMUNITY COLLEGE
AND JIM J. DORL, PA

This AGREEMENT is entered into in the City of Key West, Monroe County, Florida by and between DISTRICT BOARD OF TRUSTEES, FLORIDA KEYS COMMUNITY COLLEGE, hereinafter referred to as “the Board,” with headquarters located at 5901 College Road, Key West, Florida and JIM J. DORL, PA, hereinafter referred to as “the Board Attorney,” located at First Professional Centre, Suite 17, 5701 Overseas Highway, Post Office Box 500177, Marathon, Florida 33050-0177. This AGREEMENT shall bind the parties upon its execution by their representatives.

WHEREAS, the affairs of the Board require the assistance and advice of an experienced Attorney-at-Law, and

WHEREAS, the Board Attorney has the expertise necessary to perform the duties and responsibilities outlined in this AGREEMENT.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. ENGAGEMENT OF THE BOARD ATTORNEY

The BOARD agrees to engage the Board Attorney and the Board Attorney agrees to perform the services set forth below. The Board Attorney understands and agrees that all services contracted for are to be performed solely by the Board Attorney and may not be subcontracted for or assigned without the prior written consent of the BOARD.

ARTICLE 2. SCOPE OF SERVICES

The Board Attorney agrees to comply with the Scope of Services delineated in Attachment A.

ARTICLE 3. TIME OF PERFORMANCE

This AGREEMENT shall begin upon execution and is terminable by either party upon thirty (30) days written notice to the other party. If not sooner terminated, or amended, this contract will continue in force under the same terms and conditions.

ARTICLE 4.

(1) Fees and costs shall be paid in accordance with the provisions of ATTACHMENT A FOR PRIVATE ATTORNEY SERVICES, including Exhibit 1.

(2) Upon prior approval by the Board and the President, Board Attorney may incur travel costs (other than to attend regularly scheduled meetings) on behalf of the College. Justified and reasonable travel expenses which are directly and exclusively related to the professional services rendered under this contract will be reimbursed in accordance with 112.061, Florida Statutes. For the purpose of computing travel expenses, the Board Attorney's place of business shall be that listed in the Preamble to this AGREEMENT and all travel expenses shall be computed on that basis.

(3) The BOARD is exempted from payment of Florida state sales and use taxes and Federal Excise tax. The Board Attorney, however, shall not use the Board's Tax exemption number to secure any materials or services. The Board Attorney shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this AGREEMENT.

(4) The Board Attorney shall not pledge the Board's credit or make the Board a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

(5) Payment for services shall be issued in accordance with the provisions of S215.422, Florida Statutes.

(6) Pursuant to S215.422(5), Florida Statutes, the Department of Banking and Finance has

established a Vendor Ombudsman to act as an advocate for vendors. The Vendor Ombudsman may be reached at (904)488-2924 or by calling the State Comptroller Hotline, 1-800-848-3792.

(7) In accordance with the provision of 287.0582, Florida Statutes, the Board's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature, if the terms of this AGREEMENT extend beyond the current fiscal year.

ARTICLE 5. DOCUMENTATION

(1) The Board Attorney shall submit monthly invoices, in accordance with the requirements of ATTACHMENT A FOR PRIVATE ATTORNEY SERVICES, paragraph D, Format for Invoices, for all fees or other compensation for services or expenses in detail sufficient for a proper pre-audit and post-audit. All invoices shall be submitted to the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.

(2) The Board Attorney shall maintain a file(s), available for inspection by the Board, containing documentation of all costs and fees incurred in connection with this AGREEMENT. The file(s) shall be maintained for a period of two years, unless otherwise notified in writing by the Board.

ARTICLE 6. PUBLIC RECORDS

All documents prepared pursuant to this agreement are subject to Florida's Public Records Law.

ARTICLE 7. TERMINATION OF AGREEMENT

(1) The BOARD may terminate the AGREEMENT for its convenience or cause by giving five (5) days written notice by registered mail to the Board Attorney, specifying the effective date of termination. If this AGREEMENT is terminated, the Board Attorney shall be reimbursed for services satisfactorily performed subject to any damages sustained by the BOARD.

(2) If this AGREEMENT is terminated, all finished or unfinished documents, data, studies,

correspondence, reports and other products prepared by or for the Board Attorney under this AGREEMENT shall be made available to and for the exclusive use of the BOARD.

(3) Notwithstanding the above, the Board Attorney shall not be relieved of liability to the BOARD for damages sustained by the BOARD by virtue of any termination or breach of this AGREEMENT by the Board Attorney.

ARTICLE 8. AMENDMENTS

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

ARTICLE 9. INDEPENDENT CONTRACTOR

The Board Attorney, and any of his employees, agents, or assigns, are independent Contractors and not employees or agents of the BOARD.

ARTICLE 10. LIABILITY

The BOARD shall not assume any liability for the acts, omissions to act or negligence of the Board Attorney, his agents, servants, and employees, nor shall the Board Attorney disclaim its own negligence to the BOARD or any third party.

The Board Attorney shall maintain, during the period of this AGREEMENT, a professional liability insurance policy for the professional services to be rendered.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

The Board Attorney shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, genetics, national origin, disability, marital status or sexual orientation in the performance of work.

ARTICLE 12. ADMINISTRATION OF AGREEMENT

1. The BOARD contract administrator is the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.

2. The Board Attorney contract administrator is James J. Dorl, at address listed in the Preamble of this agreement.
3. All written and verbal approvals referenced in this AGREEMENT must be obtained from the parties' contract administrators or their designees.
4. All notices must be given to the parties' contract administrator.
5. This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, representations or agreements on this subject.

ARTICLE 14. SPECIAL CONDITIONS

(1) The Board Attorney agrees to permanently refrain from using or mentioning its association with the BOARD in advertisements, letterhead, business cards, etc. The Board Attorney's service to the BOARD may be generally described in the Board Attorney's professional resume. The Board Attorney may not give the impression in any manner, that the BOARD recommends or endorses the Board Attorney.

(2) All contacts with the news media pertaining to the subject of this AGREEMENT shall be referred to the BOARD contract administrator.

(3) Anything that is produced by or developed in connection with this contract shall remain the exclusive property of the BOARD and may not be copyrighted, patented, or otherwise restricted as provided by law. Neither the Board Attorney nor any other individual employed under this AGREEMENT shall have any proprietary interest in any product(s) developed or produced under this AGREEMENT.

IN WITNESS WHEREOF, the DISTRICT BOARD OF TRUSTEES and JAMES J. DORL,

PA, have executed this AGREEMENT.

DISTRICT BOARD OF TRUSTEES OF
FLORIDA KEYS COMMUNITY COLLEGE

ACCEPTED BY:

Ed Scales, Chairman of the Board

James J. Dorl, PA

Dr. Larry Tyree, President
FKCC FID No: 59-1209205

Witness

Date

Witness

Date

OFFICE OF THE ATTORNEY GENERAL
ATTACHMENT A
FOR PRIVATE ATTORNEY SERVICES

A. SCOPE OF SERVICES

The Board Attorney shall provide the following services:

1. Basic legal services shall include legal counsel by telephone, in person or in writing to

the Trustees. Board Attorney shall advise, assist and coordinate with the Board to ensure that policies, contractual agreements and recommendations of the President and the final actions of the Board are legally sufficient and defensible.

2. If Board Attorney feels that a specific action should be taken by the Board, he will coordinate the proposed action with the President prior to bringing such proposal before the Board.
3. Board Attorney shall review, for legal sufficiency, legal documents, such as contracts, Board Rules, College operating and procedural manuals, and similar documents which require Board approval.
4. He shall attend regular Board meetings, and special Board meetings as required, to provide legal advice. Status of specific legal activities will be reported upon when requested by the Board. The Board may request legal opinions, and it shall be the responsibility of the Board Chairman to place presentation of such opinions on the Board meeting agenda. Every attempt will be made to request opinions in advance in order to reduce the need for on-the-spot legal opinions.
5. Review and analyze BOARD legal files, data, documents and other materials concerning the above matter and advise on recommended legal course. Attend and participate in meetings, conference calls, inspections or the like and report on the status of the legal matters.
6. Prepare and file pleadings, motions, or briefs, initiate and conduct discovery, as required and represent the BOARD in any related litigation and otherwise represent the BOARD at trial or on appeal.

B. COMPENSATION-FEES

1. The BOARD shall be billed in accordance with Exhibit 1. Fees shall not exceed the hourly rate of \$200.00 per hour. Said notification shall be made as soon as is practicable and prior to the next monthly invoice. Failure to comply with these provisions will result in nonpayment.
2. Billable hour^s shall be measured in ten (10) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the BOARD.
3. Premium rates will not be paid for overtime work.

C. COMPENSATION-COSTS

1. Reimbursement of costs for such items as exhibits, transcripts and witness fees requires prior authorization by the BOARD and shall be reimbursed based upon documented third party vendor charges. The BOARD shall not pay for firm surcharges added to third party vendor charges.
2. Routine expenses such as local phone calls, local facsimile transmissions, routine postage, copy work, local travel expenses, printed library materials and local courier, word processing, clerical or secretarial services are overhead and will not be separately compensated.
3. The Board Attorney shall only bill the BOARD for a proportionate share of the cost of legal research, attending hearings or engaging in client representation of any type, which is applicable to other clients.
4. Reimbursable costs shall not exceed \$200.00. The Board Attorney shall notify the BOARD in writing when costs reach \$200.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

D. FORMAT FOR INVOICES

1. Within 30 days of service provision, each statement for fees and costs shall be submitted in one original copy in a format that includes, at a minimum, the following information:
 - a. Case name and number, if applicable, or other legal matter reference
 - b. Invoice number for the particular bill
 - c. Board Attorney taxpayer identification number
 - d. Board Attorney and BOARD contract administrators' names
 - e. Inclusive dates of the month covered by the invoice
 - f. Itemization of the date; hours billed (if hourly); a concise, meaningful description of the services rendered, with sufficient detail to enable the BOARD to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the Board Attorney performed work; their hourly rate (if hourly) as specified in Exhibit 1, and any billing rate that is for some reason different from the one furnished in Exhibit 1, e.g., travel at a reduced hourly rate.
 - g. A listing of all invoiced costs to be accompanied by copies of actual receipts.
 - h. The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
 - i. A certification statement, signed by the Board Attorney's contract administrator that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the AGREEMENT between the District Board of Trustees, Florida Keys Community College and the Board Attorney, James J. Dorl."
 - j. Any other information as may be requested by the BOARD's contract administrator.

E. ADMINISTRATION OF AGREEMENT

1. The BOARD contract administrator is the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.
2. The Board Attorney contract administrator is James J. Dorl.
3. All written and oral approvals must be obtained from the parties' contract administrators or their designees. All notices must be given to the parties' contract administrators.
4. This contract shall be governed by and construed under the laws of Florida.

F. OTHER AVAILABLE SERVICES

Upon receiving approval from the BOARD, the Board Attorney shall use existing BOARD agreements, when available and cost effective, to acquire services (e.g., computer-assisted legal research) and the assistance of professionals (e.g., court reporters, expert witnesses) at reduced rates.

G. PUBLIC RECORDS

All documents prepared pursuant to the AGREEMENT are subject to Florida's Public Records Law.

H. SPECIAL CONDITIONS

1. The Board Attorney will make affirmative efforts to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using printed

forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.

2. Multiple staffing at meetings, hearings, depositions, trials, etc., by the Board Attorney will not be compensated without prior written approval from the BOARD.
3. Board Attorney agrees that all documents shall be promptly returned at the termination of the Board Attorney's involvement in the case or matter at hand.
4. BOARD in-house staff shall be used in the legal matter to the maximum extent possible.
5. The Board Attorney will provide immediate notice by facsimile transmission or telephone regarding significant case developments which will likely result in media inquiries.
6. The Board Attorney shall provide the BOARD immediate notice of any representation undertaken by the Board Attorney in matters where the client is suing or being sued by the state or state entities in any civil or adversarial administrative action.

EXHIBIT 1 - Fee Schedule

I. HOURLY BILLING SCHEDULE:

- A. Board Attorney and paralegal staff to be used under this contract include the following individuals at the hourly rates indicated:

<u>NAME</u>	<u>Hourly Rate</u>
-------------	--------------------

1.

2.

3.

4.

5.

The above rates may be adjusted if both parties agree, and shall be documented in writing by amendment to this AGREEMENT.



AGREEMENT BETWEEN
FLORIDA KEYS COMMUNITY COLLEGE
AND ALLEN NORTON & BLUE, P.A.

This AGREEMENT is entered into in the City of Key West, Monroe County, Florida by and between DISTRICT BOARD OF TRUSTEES, FLORIDA KEYS COMMUNITY COLLEGE, hereinafter referred to as “the Board,” with headquarters located at 5901 College Road, Key West, Florida and ALLEN NORTON & BLUE, P.A., hereinafter referred to as “the Attorney,” located at 121 Majorca Avenue, Suite 300, Coral Gables, Florida 33134-4599. This AGREEMENT shall bind the parties upon its execution by their representatives.

WHEREAS, the affairs of the Board require the assistance and advice of an experienced Attorney-at-Law, and

WHEREAS, the Attorney has the expertise necessary to perform the duties and responsibilities outlined in this AGREEMENT.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. ENGAGEMENT OF THE ATTORNEY

The BOARD agrees to engage the Attorney and the Attorney agrees to perform the services set forth below. The Attorney understands and agrees that all services contracted for are to be performed solely by the Attorney and may not be subcontracted for or assigned without the prior written consent of the BOARD.

ARTICLE 2. SCOPE OF SERVICES

The Attorney agrees to comply with the Scope of Services delineated in Attachment A.

ARTICLE 3. TIME OF PERFORMANCE

This AGREEMENT shall begin upon execution and is terminable by either party upon thirty (30) days written notice to the other party. If not sooner terminated, or amended, this contract will continue in force under the same terms and conditions.

ARTICLE 4.

(1) Fees and costs shall be paid in accordance with the provisions of ATTACHMENT A FOR PRIVATE ATTORNEY SERVICES, including Exhibit 1.

(2) Upon prior approval by the Board and the President, The Attorney may incur travel costs (other than to attend regularly scheduled meetings) on behalf of the College. Justified and reasonable travel expenses which are directly and exclusively related to the professional services rendered under this contract will be reimbursed in accordance with 112.061, Florida Statutes. For the purpose of computing travel expenses, the Attorney's place of business shall be that listed in the Preamble to this AGREEMENT and all travel expenses shall be computed on that basis.

(3) The BOARD is exempted from payment of Florida state sales and use taxes and Federal Excise tax. The Attorney, however, shall not use the Board's Tax exemption number to secure any materials or services. The Attorney shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this AGREEMENT.

(4) The Attorney shall not pledge the Board's credit or make the Board a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

(5) Payment for services shall be issued in accordance with the provisions of S215.422, Florida Statutes.

(6) Pursuant to S215.422(5), Florida Statutes, the Department of Banking and Finance has

established a Vendor Ombudsman to act as an advocate for vendors. The Vendor Ombudsman may be reached at (904)488-2924 or by calling the State Comptroller Hotline, 1-800-848-3792.

(7) In accordance with the provision of 287.0582, Florida Statutes, the Board's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature, if the terms of this AGREEMENT extend beyond the current fiscal year.

ARTICLE 5. DOCUMENTATION

(1) The Attorney shall submit monthly invoices, in accordance with the requirements of ATTACHMENT A FOR PRIVATE ATTORNEY SERVICES, paragraph D, Format for Invoices, for all fees or other compensation for services or expenses in detail sufficient for a proper pre-audit and post-audit. All invoices shall be submitted to the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.

(2) The Attorney shall maintain a file(s), available for inspection by the Board, containing documentation of all costs and fees incurred in connection with this AGREEMENT. The file(s) shall be maintained for a period of two years, unless otherwise notified in writing by the Board.

ARTICLE 6. PUBLIC RECORDS

All documents prepared pursuant to this agreement are subject to Florida's Public Records Law.

ARTICLE 7. TERMINATION OF AGREEMENT

(1) The BOARD may terminate the AGREEMENT for its convenience or cause by giving five (5) days written notice by registered mail to the Attorney, specifying the effective date of termination. If this AGREEMENT is terminated, the Attorney shall be reimbursed for services satisfactorily performed subject to any damages sustained by the BOARD.

(2) If this AGREEMENT is terminated, all finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the Attorney under this

AGREEMENT shall be made available to and for the exclusive use of the BOARD.

(3) Notwithstanding the above, the Attorney shall not be relieved of liability to the BOARD for damages sustained by the BOARD by virtue of any termination or breach of this AGREEMENT by the Attorney.

ARTICLE 8. AMENDMENTS

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

ARTICLE 9. INDEPENDENT CONTRACTOR

The Attorney, and any of his employees, agents, or assigns, are independent Contractors and not employees or agents of the BOARD.

ARTICLE 10. LIABILITY

The BOARD shall not assume any liability for the acts, omissions to act or negligence of the Attorney, his agents, servants, and employees, nor shall the Attorney disclaim its own negligence to the BOARD or any third party.

The Attorney shall maintain, during the period of this AGREEMENT, a professional liability insurance policy for the professional services to be rendered.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

The Attorney shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, genetics, national origin, disability, marital status or sexual orientation in the performance of work.

ARTICLE 12. ADMINISTRATION OF AGREEMENT

1. The BOARD contract administrator is the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.
2. The Attorney contract administrator is Robert L. Norton, at address listed in the Preamble of this agreement.

3. All written and verbal approvals referenced in this AGREEMENT must be obtained from the parties' contract administrators or their designees.

4. All notices must be given to the parties' contract administrator.

5. This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, representations or agreements on this subject.

ARTICLE 14. SPECIAL CONDITIONS

(1) The Attorney agrees to permanently refrain from using or mentioning its association with the BOARD in advertisements, letterhead, business cards, etc. The Attorney's service to the BOARD may be generally described in the Attorney's professional resume. The Attorney may not give the impression in any manner, that the BOARD recommends or endorses the Attorney.

(2) All contacts with the news media pertaining to the subject of this AGREEMENT shall be referred to the BOARD contract administrator.

(3) Anything that is produced by or developed in connection with this contract shall remain the exclusive property of the BOARD and may not be copyrighted, patented, or otherwise restricted as provided by law. Neither the Attorney nor any other individual employed under this AGREEMENT shall have any proprietary interest in any product(s) developed or produced under this AGREEMENT.

IN WITNESS WHEREOF, the DISTRICT BOARD OF TRUSTEES and ALLEN NORTON & BLUE, P.A., have executed this AGREEMENT.

A. SCOPE OF SERVICES

The Attorney shall provide the following services:

1. Basic legal services in the area of labor relations shall include legal counsel by telephone, in person or in writing to the COLLEGE. Attorney shall advise, assist and coordinate with the College to ensure that policies, contractual agreements and recommendations of the President and the finale actions of the College are legally sufficient and defensible.
2. If Attorney feels that a specific action should be taken by the College, he will coordinate the proposed action with the President prior to bringing such proposal before the College.
3. Attorney shall review, for legal sufficiency, legal documents, such as contracts, College Rules, College operating and procedural manuals, and similar documents.
4. He shall attend special College meetings as required, to provide legal advice. Status of specific legal activities will be reported upon when requested by the College. The College may request legal opinions. Every attempt will be made to request opinions in advance in order to reduce the need for on-the-spot legal opinions.
5. Review and analyze COLLEGE legal files, data, documents and other materials concerning the above matter and advise on recommended legal course. Attend and participate in meetings, conference calls, inspections or the like and report on the status of the legal matters.
6. Prepare and file pleadings, motions, or briefs, initiate and conduct discovery, as required and represent the COLLEGE in any related litigation and otherwise represent the COLLEGE at trial or on appeal.

B. COMPENSATION-FEES

1. The BOARD shall be billed in accordance with Exhibit 1. Fees shall not exceed the hourly rate of **\$225.00** per hour for partners and **\$190.00** for associates.
2. Billable hour^s shall be measured in ten (10) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the BOARD.
3. Premium rates will not be paid for overtime work.

C. Other Costs:

Other costs would be billed as follows:

Photocopies	No Charge
Facsimile	No Charge
Long Distance Phone Charges	Actual Charges
Postage	Actual Charges
Court Reporters	Actual Charges
Computer Assisted Research	No Charge

D. FORMAT FOR INVOICES

1. Within 30 days of service provision, each statement for fees and costs shall be submitted in one original copy in a format that includes, at a minimum, the following information:
 - a. Case name and number, if applicable, or other legal matter reference
 - b. Invoice number for the particular bill
 - c. The Attorney taxpayer identification numb6r
 - d. The Attorney and BOARD contract administrators' names
 - e. Inclusive dates of the month covered by the invoice

- f. Itemization of the date; hours billed (if hourly); a concise, meaningful description of the services rendered, with sufficient detail to enable the BOARD to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the Attorney performed work; their hourly rate (if hourly) as specified in Exhibit 1, and any billing rate that is for some reason different from the one furnished in Exhibit 1, e.g., travel at a reduced hourly rate.
- g. A listing of all invoiced costs to be accompanied by copies of actual receipts.
- h. The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
- i. A certification statement, signed by the Attorney's contract administrator that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the AGREEMENT between the District Board of Trustees, Florida Keys Community College and the Attorney, Allen Norton & Blue, P.A.."
- j. Any other information as may be requested by the BOARD's contract administrator.

E. ADMINISTRATION OF AGREEMENT

- 1. The BOARD contract administrator is the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.
- 2. The Attorney contract administrator is Allen.
- 3. All written and oral approvals must be obtained from the parties' contract administrators or their designees. All notices must be given to the parties' contract administrators.
- 4. This contract shall be governed by and construed under the laws of Florida.

F. OTHER AVAILABLE SERVICES

Upon receiving approval from the BOARD, the Attorney shall use existing BOARD agreements, when available and cost effective, to acquire services (e.g., computer-assisted legal research) and the assistance of professionals (e.g., court reporters, expert witnesses) at reduced rates.

G. PUBLIC RECORDS

All documents prepared pursuant to the AGREEMENT are subject to Florida's Public Records Law.

H. SPECIAL CONDITIONS

- 1. The Attorney will make affirmative efforts to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using printed forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.
- 2. Multiple staffing at meetings, hearings, depositions, trials, etc., by the Attorney will not be compensated without prior written approval from the BOARD.
- 3. The Attorney agrees that all documents shall be promptly returned at the termination of the Attorney's involvement in the case or matter at hand.
- 4. BOARD in-house staff shall be used in the legal matter to the maximum extent possible.
- 5. The Attorney will provide immediate notice by facsimile transmission or telephone regarding significant case developments which will likely result in media inquiries.
- 6. The Attorney shall provide the BOARD immediate notice of any representation

undertaken by the Attorney in matters where the client is suing or being sued by the state or state entities in any civil or adversarial administrative action.

EXHIBIT 1 - Fee Schedule

I. HOURLY BILLING SCHEDULE:

A. The Attorney and paralegal staff to be used under this contract include the following individuals at the hourly rates indicated:

<u>NAME</u>	<u>Hourly Rate</u>
-------------	--------------------

1.

2.

3.

4.

5.

The above rates may be adjusted if both parties agree, and shall be documented in writing by amendment to this AGREEMENT.

DATE: January 13, 2012
TO: Board of Trustees
FROM: Brittany Snyder
SUBJECT: Provost Report

The spring term has kicked off with a successful first week of classes. The College is currently putting the finishing touches on the 2012-13 Catalog and the Division is working on the 2012-13 Annual Schedule. The units within Academic Affairs have a variety of initiatives in progress. The following are some highlights:

Quality Enhancement Plan

Island TIME courses are filling up quickly for this term and the Student Success Center in Key West is booming! Developmental Math course enrollment in Key West has already hit the 120 student enrollment goal as of Thursday, January 12th. Recruitment efforts continue and retention strategies have already begun to support the success of our inaugural Island TIME students. The SSC's four new fabulous Tutors/Lab Assistants, Sharon Surita, Morgan Fry, Joe Edwards and Michael Wirsching, are already hard at work with our developmental math faculty in the classroom and outside of class meetings in the lab to proctor tests and tutor. If you haven't met our tutors yet or want to see the great work our faculty and students are already accomplishing, please stop in to the SSC Monday through Thursday 9:30 AM to 8:30 PM and Fridays and Saturdays 10 AM to 2 PM. Update-to-date information regarding the SSC's schedule is always available on the SSC's webpage.

In addition to the positive and productive energy in our developmental math classes and Student Success Center, work has already begun in response to SACS's Recommendations on the QEP. This work will be a collaborative effort between the QEP Coordinator, the Director of IE, and the QEP Success Team under the leadership of the Provost and through consultation and support of the soon-to-be-former QEP Coordinator and new Director of Enrollment Management, Gavin McKeirnan.

Learning Resource Center (LRC)

The LRC is introducing a few new and revised products to students and faculty this term. We are now able to checkout and download our EBSCO eBook collection to read on a portable device. This new EBSCO platform includes over 30,000 shared eBook titles. The other product is the Intelecom video clips database. These searchable video clips have been designed to enhance and enrich instruction with their content. Faculty can choose a video to show in their face-to-face courses, or they can be downloaded to our online course platform for students to view 24/7. The collection includes a wide range of academic disciplines, such as Business, Health, Environmental Sciences, History, Oceanography and many others. These products are accessible from our website by logging in with a library card.

The Gale Virtual Reference Library (GVRL) database has a new look. It is more engaging and appealing, because students are able to view the book covers with the option of listening to the audio version of the book.

Our upcoming programs include the collection of photographs from local artist, Patti Davis. The show will be on display through February 29 with the reception on Wednesday, January 18 at 6pm.

We are getting ready for our "Let's Talk About It: Making Sense of the American Civil War, Reading and Discussion Series." Professor Sharon Farrell will be presenting a five-week discussion and lecture series based on the books provided through our recent grant from the American Library Association and the National Endowment for the Humanities. Library patrons can check out copies of the books to read and participate in the discussions starting Tuesday, January 31 at 6pm. FKCC Library is one out of 65

recipients in the nation to have been awarded this educational grant. A printed schedule of the discussions is available in the library and a guide on our website will list other civil war resources.

Key West Literary Seminar

FKCC students, staff, and faculty had the pleasure of attending the 30th annual Key West Literary Seminar, "Yet Another World-Literature of the Future." Arlo Haskell, Media Director was very generous in offering two tickets to the college. We were able to share the two tickets among 10 participants representing FKCC. It was a wonderful opportunity for everyone who was able to attend. Participants were able to attend seminars from such authors and panelists as Margaret Atwood, Billy Collins, Douglas Coupland, Joyce Carol Oates, and many more. We are excited to attend next year's seminar entitled "Writers On Writers."

ARTICULATION AGREEMENT BETWEEN

Nova Southeastern University

B.S. Marine Professional Studies
Concentration in Marine Ecotourism or Concentration in Marine Environmental Science

AND

Florida Keys Community College

A.S. Marine Environmental Technology

* * * * *

This agreement establishes guidelines and procedures for students wishing to transfer from Florida Keys Community College (hereinafter referred to as FKCC) to Nova Southeastern University (hereinafter referred to as NSU). This agreement is in effect for those college students who graduate with an A.S. Marine Environmental Technology for the major. It covers students who apply and are accepted to NSU's B.S. Marine Professional Studies/ Concentration in Marine Ecotourism or Concentration in Marine Environmental Science degree programs. This agreement will become effective upon execution of signatures by the responsible authorities for each institution. This agreement will last for three (3) years, after which time, both institutions will review and make any necessary changes to the agreement. Furthermore, this agreement is subject to NSU's and FKCC's continued compliance with all Southern Association of Colleges and Schools (SACS) rules and regulations.

Participating students shall complete at FKCC:

- the A.S. Marine Environmental Technology pre-requisites for the major or
- the courses that will transfer to NSU as indicated on the attachments (see Appendices "A" and "B" for course listings).

To be admitted to NSU, participating students must:

- submit application materials for evaluation to the NSU Enrollment Processing Services located at: 3301 College Avenue, Fort Lauderdale, FL 33314 or by accessing the online web application at www.nova.edu and selecting the "admissions" link.
- meet the requirements for credit transfer to NSU.
- students must have a cumulative Florida Keys Community Colleges GPA of 2.5 or higher, including grade forgiveness, prior to matriculation into the undergraduate B.S. Marine Professional Studies/ Concentration in Marine Ecotourism or Concentration in Marine Environmental Science degree programs.

- students must earn a grade of “C” or higher in order to have these courses transferred to NSU..

NSU Program Objectives

Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

Progress and Degree Completion

To continue to be eligible in the specific academic program, participating students must meet the program’s criteria for satisfactory progress and must meet the same criteria as NSU continuing students.

Participating students must maintain a minimum cumulative grade point average of 2.0 or above and 2.5 in the major or above while in the B.S. Marine Professional Studies/ Concentration in Marine Ecotourism or Concentration in Marine Environmental Science degree programs and satisfy the general education requirements for NSU and the school/college in which they are enrolled.

Program Management and Reporting

To assure the admission and academic success of participating students, NSU and FKCC agree to develop, maintain and continuously improve a program management and reporting system.

FKCC:

- provide NSU admissions requirement information to all prospective students.
- provide NSU representatives opportunities to participate in transfer days . Conduct presentations and set up table displays at any college site upon request through appropriate channels.

NSU:

- provide the details of this agreement through the NSU site located at 3301 College Avenue, Fort Lauderdale Florida, 33314 to any high school applicant from the state of Florida who applied to NSU but was not admitted at that time.
- accept no fewer than 57 credits for transfer into the B.S. Marine Professional Studies/ Concentration in Marine Ecotourism or Concentration in Marine Environmental Science as indicated in the attached appendices. The remaining credits must be earned at NSU in

regular academic offerings. At least 50 percent of the credits in a student's major and/ specialty area must be earned at NSU.

- assess the agreement annually, in collaboration with participating faculty, advisers and students to continuously improve the program.

Each institution:

- appoint an agreement coordinator to coordinate activities of the agreement.
- monitor student progress and evaluate and improve the program.
- publicize and update information regarding the transfer agreement on its web site and among its faculty, staff and students.
- in all joint promotions, FKCC will be identified as the freshman and sophomore level course provider and NSU as the junior and senior level course provider.
- exchange updated copies of any publications which may be helpful in advising students.
- monitor academic performance of students enrolling under this agreement. Identify problems and work cooperatively to adjust details of course sequence and content so that students can transfer without academic disruption.
- notify each other concerning any contemplated curricular changes that would affect the future of this agreement. Any curricular changes implemented by FKCC affecting FKCC's A.S. Marine Environmental Technology degree will result in a reevaluation by NSU of credit transfer, as indicated in Appendices "A" and "B".
- exchange any other information that FKCC and NSU believe will be helpful to monitor and assure the academic success of participating students.

Contact Information

Nova Southeastern University Contact Information:

Coordinator of Articulation and Transfer Agreements
Enrollment and Student Services
Office of Transfer Evaluation Services
954-262-8117
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314

Florida Keys Community College Contact Information:

Dr. Patrick H. Rice

305-809-3228

Florida Keys Community College

5901 College Road

Key West, FL 33040

Termination/Modification

This agreement is subject to change and/or modification by mutual written consent between the parties hereto. It is understood that this agreement may be modified by NSU with the directives of the President or academic leadership at NSU, the Statutes governing NSU, or the policies of the Board of Trustees of Nova Southeastern University, or by Florida Keys Community College in accordance with the directives of Florida Keys Community College Board of Trustees or State Division of Florida Community Colleges. This Agreement may be terminated by either party upon written notice to the other party, given at least one full academic year in advance of such termination date.

Signature of Responsible Authorities at the Cooperating Institutions

FLORIDA KEYS COMMUNITY COLLEGE

Larry W. Tyree, Ed.D **Date**
as President

NOVA SOUTHEASTERN UNIVERSITY

George L. Hanbury II, Ph.D. **Date**
as President

Richard E. Dodge, Ph.D. **Date**
as Dean of Oceanographic Center

Don Rosenblum, Ph.D. **Date**
as Dean of Farquhar College of Arts and Sciences

NOVA SOUTHEASTERN UNIVERSITY
FARQUHAR COLLEGE OF ARTS AND SCIENCES
 CURRICULUM REQUIREMENTS
 FLORIDA KEYS COMMUNITY COLLEGE - Marine Environmental Technology
BACHELOR OF SCIENCE - Marine Professional Studies/ Concentration in Marine Ecotourism

LAST NAME	FIRST NAME	LEVEL
STUDENT IDENTIFICATION NUMBER	LOCATION	EFFECTIVE TERM

PREVIOUS COLLEGE		NSU				
M/M	#	COURSE	COURSE NAME	SEM CR.	GRADE	TERM
		Major Requirements (30 credits)				
			BSMP 2000 Marine Ecology	3		
			BSMP 2010 Statistical Analysis in Marine Studies	3		
			BSMP 2020 Marine Biota I	3		
			BSMP 2025 Marine Biota II	3		
			BSMP 2030 Introduction to Marine Chemistry and Oceanography	3		
			BSMP 2040 Humans and the Sea, the Past	3		
			BSMP 2045 Humans and the Sea, Today and the Future	3		
			BSMP 2060 Global Studies of Maritime Affairs 1	3		
			BSMP 2065 Global Studies of Maritime Affairs 2	3		
			BSMP 2090 Organizational Behavior and Leadership	3		
		Concentration in Marine Ecotourism (15 credits)				
			BSMP 3100 Acoustic Marine Ecology	3		
			BSMP 3150 Archaeological Oceanography	3		
			BSMP 3190 Water World Revisited: Exploring Coastal Futurology	3		
			BSMP 3200 Biology of Sharks and Rays	3		
			BSMP 3250 Food Web Dynamics	3		
			BSMP 3300 Marine and Coastal Ecosystem Restoration	3		
			BSMP 3350 Marine Ecotourism	3		
			BSMP 3360 Marine Protected Areas	3		
			BSMP 3370 Natural and Environmental Risks in Marine and Coastal Areas	3		
			BSMP 3500 Internship in Marine Professional Studies	3		
		General Education (30 credits)				
		ENC 1101	COMP 1500 College Writing	3		
		MAC 1105	MATH 1040 Algebra for College Students	3		
		* Humanities		3		
		** Social/Behavioral Sciences		3		
		BSC 1010	BIOL 1500 Biology I/Lab	4		
		OCE 1001	MBIO 1060 Introduction to Oceanography	3		
			Above Comp 1000			
			Above Math 1000			
			Humanities			
			Social and Behavioral Sciences			
		Electives (45 credits)				
		SPC 1608	SPCH 1999 Prior Learning in Speech	3		
		GEB 1011	MGT 1010 Intro to Business	3		
		OCB 1000	MBIO 1220 Introduction to Marine Biology	3		
		OCB 2263C	MBIO 3750 Coral Reefs and Coral Communities	3		
		PCB 2030	BIOL 1040 Environmental Studies	3		
		OCB 2102C	MBIO 1999 Prior Learning Credit in Marine Biology	4		
		OCB 2721C	MBIO 1999 Prior Learning Credit in Marine Biology	4		
		ISC 2132	NOVA 1999 Prior Learning	3		
		MTE 1811	NOVA 1999 Prior Learning	3		
		OCB 2107C	MBIO 1999 Prior Learning Credit in Marine Biology	3		
		OCB 2132C or OCB 2262C	MBIO 1999 Prior Learning Credit in Marine Biology	3		
		OCB 2133C	MBIO 1999 Prior Learning Credit in Marine Biology	3		
TOTAL DEGREE REQUIREMENTS				120		

General Education Check List		
Composition: Above COMP 1000	3	✓
Composition: Above COMP 1000	3	✓
Mathematics: Above MATH 1000	3	✓
Mathematics: Above MATH 1000	3	✓
Humanities	3	✓
Humanities	3	✓
Social and Behavioral Sciences	3	✓
Social and Behavioral Sciences	3	✓
Biological and Physical Sciences	3	✓
Biological and Physical Sciences	3	✓
General Education Total	30	

Prior College Work		
#	Previous Institution	Cr.
	Florida Keys Community College	57
	Total Credits for BS in Marine Prof. Studies	120
	Remaining Credits Needed	63

Credits transferred pertain to this curriculum only. They will have to be re-evaluated if the student changes to another curriculum. This curriculum remains in effect until the student graduates, elects to change curricula, or stops attending for one year.

*See Humanities Equivalency Menu

**See Social/Behavioral Sciences Equivalency Menu

