**FLORIDA KEYS COMMUNITY COLLEGE**
**DISTRICT BOARD OF TRUSTEES**
**REGULAR MEETING**
**January 26, 2009**
**5:00 P.M.**
**Key West Campus**
**A G E N D A**

**College Goals**

**I. CALL TO ORDER**

**II. PLEDGE TO THE FLAG**

**III. ADOPTION AND ADDITION TO THE AGENDA**

**IV. APPROVAL OF MINUTES of meeting held December 15, 2008.**

**V. PRESIDENT'S HIGHLIGHTS**

- **A**. Shake-a-Leg
- **B**. President Meets Top Gun Mission
- **C**. Dorm RFP Pre-Conference
- **D**. FKEF Plans Fundraisers
- **E.** Tallahassee Trip Monroe Contingent
- **F.** ESPN 2 – Shark Man

**VI. CONSENT AGENDA**

| | | | |
|---|---|---|---|
| **A.** Continuing Workforce Ed. Fees | **Attachment** | **#1** | **1, 5** |
| **B.** Lab Fees | **Attachment** | **#2** | **1, 5** |

**VII. PRESIDENT'S AGENDA**

**ATTORNEY**

**A.** Attorney Report **Attorney DeVane**

**VIII. HUMAN RESOURCES**

| | | | | |
|---|---|---|---|---|
| **A.** Personnel Actions | **Joanne Dinkel** | **Attachment** | **#3** | **1, 7** |

**IX. ADMINISTRATIVE & BUSINESS SERVICES**

| | | | |
|---|---|---|---|
| **A.** Financial Statements Nov./Dec. 2008 | **Attachment** | **#4** | **1, 6** |

**X. INSTRUCTIONAL AFFAIRS**

**XI. GOOD OF THE ORDER**

**A.** Public Input **1, 4**

**NEXT BOT MEETING February 23, 2009, in Key West**

# Continuing Education Price Summary

| BoardPriceSummary | | |
|---|---|---|
| **Course Name** | **Course #** | **Tuition** |
| Power Point 2007 Fundamentals | MSO0920 | 119 |
| Word 2007 Fundamentals | MSO910 | 119 |
| Studies in Vocal Performance and Literature | SVP0100 | 159.21 |
| Piano Dreams for Beginners, Beginning Piano/Keyboard | PDC0210 | 160.76 |
| Piano Dreams Intermediate, Part 1 | PDC0220 | 160.76 |
| Play Your Dream Scene-Scenes From Plays and Musicals That YOU Want To Do | PYD0100 | 160.76 |
| Surviving Death: Dealing with Grief | SDD0200 | 145.1 |
| Myers Briggs Type Indicator (MBTI) | MBT0400 | 40.19 |
| Mixed Community Chorus | MCC0201 | 105 |
| Specialized Creative Welding | WLD0903 | 404.8 |
| Sanctuary Science Lecture Series | FKN0203 | 19 |
| Wine Sales and Service | WSS0200 | 109.99 |
| Introduction to Violin, Viola, Cello and String Bass | VIO0210 | 163.97 |
| Massage Basics 1 | MSG0105 | 87.84 |
| Massage Basics II | MSG0106 | 87.84 |
| Hot Stuff!! Blown Glass and Raku | CER0013 | 400 |
| Solar Panel Installation | SPI0600 | 510 |
| Introduction to Ceramics | CER0010 | 166.29 |
| Digital Photography: Beyond the Camera | IDP0102 | 91.1 |
| Introduction to Digital Photography I | IDP0100 | 91.1 |
| Working & Living in English: Advanced Conversation Part 1 | EAS0256 | 147 |
| Working & Living in English: Advanced Conversation Part 2 | EAS0257 | 147 |
| ESL: English for Absolute Beginners, Part 1 | EAS0213 | 147 |
| ESL: English for Absolute Beginners, Part 2 | EAS0214 | 147 |
| Elements of Music | EOM0200 | 107 |
| Working and Living in English: Intermediate Level 2 Part 1 | EAS0225 | 147 |
| Working and Living in English: Intermediate Level 2 Part 2 | EAS0226 | 147 |
| Working & Living in English: English for Absolute Beginners Part 1 | EAB0203 | 147 |
| Working & Living in English: English for Absolute Beginners Part 2 | EAB0204 | 147 |
| Working and Living in English: Intermediate Level 1 Part 1 | EAS0211 | 147 |
| Working and Living in English: Intermediate Level 1 Part 2 | EAS0212 | 147 |
| Working and Living in English: Basics Level 2 Part 1 | EAS0231 | 147 |
| Working and Living in English: Basics Level 2 Part 2 | EAS0232 | 147 |
| Working and Living in English: Basics Level 1, Part 1 | EAS0201 | 147 |
| Working and Living in English: Basics Level 1, Part 2 | EAS0202 | 147 |
| Hospitality Skills: Front Desk Representative | HOS0900 | 154.84 |
| Hospitality Skills: Guestroom Attendant | HOS0902 | 154.84 |
| Hospitality Skills: Reservationist | HOS0901 | 154.84 |
| ESL: Advanced Conversation Part 1 | EAS0256 | 147 |
| ESL: Advanced Conversation Part 2 | EAS0257 | 147 |
| Sign Language for Beginners | SIN0201 | 117.12 |

# Continuing Education Price Summary

| BoardPriceSummary | | |
|---|---|---|
| **Course Name** | **Course #** | **Tuition** |
| Applied Voice, Individual Lessons | APV0201 | 300 |
| Jewelry Making: Wire Wrap 101 | JWL0204 | 87.84 |
| Excel 2007 Fundamentals | MSO0930 | 119 |
| Access 2007 Fundamentals | MSO0940 | 119 |
| Outlook 2007 Fundamentals | MSO0950 | 119 |
| Access 2007 Intermediate | MSO0941 | 119 |
| Dreamweaver 8 Fundamentals | DWB0902 | 139 |
| Money and Investments | MIC0200 | 65 |
| You Be The Judge II | KAB0104 | 95.09 |
| Wine Sales and Service | WSS0200 | 109.99 |
| Digital Photography: Beyond the Camera | IDP0102 | 91.1 |
| Introduction to Digital Photography I | IDP0100 | 91.1 |
| Word 2007 Fundamentals | MSO910 | 119 |
| Excel 2007 Fundamentals | MSO0930 | 119 |
| QuickBooks 2006 Fundamentals Level 1 | QKB0900 | 139 |
| Working and Living in English: Advanced Level 2 Part 1 | EAS0217 | 147 |
| Working and Living in English: Advanced Level 2 Part 2 | EAS0218 | 147 |
| Reading, Writing and Grammar Review, Part 2 | EAS0255 | 147 |
| First Hundred Days | FHD0101 | 96.45 |
| First Hundred Days | FHD0101 | 96.45 |
| Survival Spanish | SPB0102 | 153.72 |
| Photoshop CS Basic | PSH0900 | 112.09 |
| Beginning Digital Photography | IDP0103 | 91.1 |
| Digital Scrapbooking | DSB0100 | 91.1 |
| Intermediate Conversational Spanish for Beginners | SPB0107 | 230.59 |
| Windows Vista Fundamentals | MSO0900 | 119 |

*Catherine Torres*

Submitted by Catherine Torres
Director of Workforce Development and Community Outreach

# FLORIDA KEYS COMMUNITY COLLEGE

5901 College Road, Key West, FL 33040
(305) 296-9081, fkcc.edu

**MEMORANDUM**

**Date:** January 20, 2009

**To:** Dr. Jill Landesberg-Boyle

**From:** Jesse Perloff, Assistant Controller

**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 |
|---|---|---|---|---|
| All Video Conference Courses | | Incr | $20.00 | Cost of equipment, annual system maintenance, and professional fees |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |

FLORIDA KEYS COMMUNITY COLLEGE
OFFICE OF HUMAN RESOURCES
Memorandum

DATE: January 20, 2009
TO: Dr. Jill Landesberg-Boyle, President
FROM: Joanne M. Dinkel, Director, Human Resources
SUBJECT: Human Resources – BOARD AGENDA 1/26/09

The following actions have been coordinated with the appropriate supervisors, are budgeted, approved by the President or President Designate and are recommended for approval by the Board of Trustees.

**NEW EMPLOYEES**

| **Full-time - Name** | **Effective Date** | **Description** |
|---|---|---|
| Ansbro, Terry | January 20, 2009 | Coordinator, Instructional Services, Professional - Level A, $31,828 annually. |
| Dalmasi, Orlando | January 5, 2009 | 10-month - Faculty, Computer Science, Level III, $55,418 annually. |
| Meeks, Caldwell | January 5, 2009 | Network Administrator, Professional-Level C, $40,370 annually. |
| Miner, Wil | January 5, 2009 | 9-month - Faculty, Marine Engineering, Level III, $38,765 annually. |
| Santoro, John | January 5, 2009 | Technical Assistant, Career-Grade 6, $14.69 hrly. |

| **Part-time Name** | **Effective Date** | **Description** |
|---|---|---|
| Bellido de Luna, Alexandra | December 15, 2008 | Part-time, Library Specialist, $11.45, hrly, approx. 20 hrs per week. |
| Barber, Victoria | January 19, 2009 | Substitute Instructor, $30.00 hourly, approx. 26 hrs per week. |
| Duffy-Erskine, Ivy | December 15, 2008 | Temp. Clerical Support, $9.56 hrly, approx. 80 hrs. |

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

| **Name** | **Effective Dates** | **Description** |
|---|---|---|
| Palley, Marilyn | December 1, 2008 | Swimming Skills Coordinator, $12.01 hourly. Approximately 20 hours per week. |
| Sangermano, Olivia | December 28, 2008 | Swimming Skills Coordinator, $11.55 hourly. Approximately 20 hours per week. |
| Wright, David | January 2, 2009 | Swimming Skills Coordinator, $12.36 hourly. Approximately 20 hours per week. |
| Grusin, Richard | December 15, 2009 | Student Club Advisor, $250.00 Fall Term - one time payment. |

**TERMINATIONS**

| **Name** | **Effective Date** | **Position** | **Reason** |
|---|---|---|---|
| Yury Rodriguez | December 17, 2008 | Asst. to the Director, WFD & CO | Dismissal |
| Michael Tomak | February 2, 2009 | Director, Health Professions | Resignation |

ADJUNCT / PART TIME INSTRUCTORS
Attachment

# BOARD MATERIALS

Adjunct Instructors

January 2009

| Name | Lvl | Pay Rate | Hrs / Credits | Total Pay | Course Description | Cntr | Dates |
|---|---|---|---|---|---|---|---|
| **Continuing Education** | | | | | | | |
| Dye, Victoria | II | $28.00 | 12 | $336.00 | Jewelry Making: Wire Wrap 101 | KW | 10/23 - 11/20/08 |
| Greenwood, Julie | III | $35.00 | 45 | $1,575.00 | English: Basic & Beginners | KW | 10/16 - 12/16/08 |
| Haegelin, Diana | III | $40.00 | 157.5 | $6,300.00 | English: Basic, Advance & Intermed | KW | 10/16 - 12/20/08 |
| Hans, Bob | II | $28.00 | 57.5 | $1,610.00 | Specialized Creative Welding | KW | 8/25 - 12/15/08 |
| Lowe, Emily | II | $224.00 | 13 | $2,912.00 | Applied Voice, Individual Lessons | KW | 9/29 - 11/28/08 |
| Olsen, Jeanne | II | $28.00 | 14 | $392.00 | Kindermusik | KW | 9/15-10/27/08 |
| Zucker, Jacob | II | $28.00 | 9 | $252.00 | Soul Maps: Kabbalah | KW | 11/4 - 12/17/08 |
| **Criminal Justice** | | | | | | | |
| Blasberg, Frank | CJ | $25.00 | 48 | $1,200.00 | Laser Oper./ Radar Oper. Course | KW | 11/13 - 11/21/08 |
| Blasco, Luis | CJ | $25.00 | 87 | $2,175.00 | Human Issues/Laser Oper. Course | KW | 11/13 - 1/6/09 |
| Collins, John | CJ | $25.00 | 9 | $225.00 | Legal | KW | 11/5 - 11/19/08 |
| Digiovanni, Mike | CJ | $25.00 | 12 | $300.00 | Communications | KW | 11/30 - 12/3/08 |
| Phelps, Penny | CJ | $25.00 | 40 | $1,000.00 | Communications | KW | 11/25 - 12/10/08 |
| Sanders, Jerry | CJ | $25.00 | 15 | $375.00 | Legal | KW | 11/6 - 11/18/08 |
| Thomas, Richard | CJ | $25.00 | 7 | $175.00 | Legal | KW | 11/17/2008 |
| Williams, Garfield | CJ | $25.00 | 14 | $350.00 | Human Issues/Communications | KW | 11/21 - 1/7/09 |
| **AS + AA Programs** | | | | | | | |
| Beckman, Brenda | IV | $449.00 | 2 | $898.00 | 1st Responder for Med Proffession | KW | 8/25-12/17/08 |
| Cullen, Kay | IV | $449.00 | 2 | $898.00 | 1st Responder for Med Proffession | KW | 8/25-12/17/08 |
| Manzer, Jillian | III | $492.00 | 3 | *$2349.60 | Intro to Speech Communication | KW | 8/25-12/17/08 |
| * Overtime due to non-exempt status | | | | | | | |
| Wright, Janet | III | $492.00 | 6 | $2,952.00 | College Prep Reading/Comm Skills | CS | 8/25 - 12/17/08 |
| **Independent Studies** | | | | | | | |
| Hass, Russell | IS | 50.00 | 1 | $50.00 | Microsoft Windows | KW | 8/29/2008 |
| Heidle, Sue | IS | $100.00 | 2 | $200.00 | Infant Develop & Ops Early Childhood | KW | 6/30 - 7/31/08 |

**MEMO**

**Date:** January 22, 2008

**To:** Kim Bassett**,** Carey Goodman, Dr. Ann Henderson, Edwin Scales and Spencer Slate

**Cc:** Jill Landesberg-Boyle

**From:** John J. Kehoe, Ph.D.

**Re:** Board of Trustees Monthly Financial Report

---

The two monthly statements presented herein include the:

- ***Revenue and Expense Statement*** – A comparison of budgeted and actual year-to-date amounts for the current and prior fiscal year.

- ***Balance Sheet*** – A comparison of actual year-to date asset, liability and fund balance accounts for the current and prior fiscal year. The *accrued compensated leave liability* is also reflected. This value is determined at June 30th of each year and is required for annual reporting as the *amount expected to be financed in the future*. The amount reflects the dollar value of employee annual and sick leave balances that would be paid to employees if FKCC were to cease operations.

The following highlights should be noted:

- **REVENUE**
  - Student revenues in November and December are higher than last year due to the combination of increases in enrollment and tuition increases along with approved student fee increases.

  - Cash on hand decreased in December because of payment due dates and the holidays.

  - Receivables are considerably higher in December because of increased enrollment and the drop for non payment date being January 9, 2009.

- **EXPENSES**
  - Current expenses are expected to be higher than last year due to the spend-down of the fund balance this year, along with the projected increases in utilities.

  - Contingency expenses reflect those expenses reflected within the Board approved budget

**FLORIDA KEYS COMMUNITY COLLEGE**
**REVENUE AND EXPENSE STATEMENT**
**CURRENT FUND UNRESTRICTED(CFU) AND AUXILIARY FUND**
**Board of Trustees Report**
**NOVEMBER 2008**

| | ANNUAL BUDGET | | ACTUAL YEAR-TO-DATE | | ACTUAL YEAR-TO-DATE |
|---|---|---|---|---|---|
| | FY 2008-2009 | FY 2007-2008 | FY 2008-2009 | FY 2007-2008 | FY09 COMPARED TO FY08 |
| REVENUE: | | | | | |
| STUDENT FEES* | $2,559,428 | $1,997,211 | $1,278,340 | $1,107,031 | 15.5% |
| STATE FUNDING: | | | | | |
| COMMUNITY COLLEGE PROGRAM FUND | 5,482,319 | 5,883,854 | 2,200,514 | 2,414,125 | -8.8% |
| LOTTERY | 706,976 | 653,728 | - | - | N/A |
| SUB-TOTAL | 6,189,295 | 6,537,582 | 2,200,514 | 2,414,125 | -8.8% |
| MISCELLANEOUS | - | - | - | - | N/A |
| TOTAL STATE FUNDING | 6,189,295 | 6,537,582 | 2,200,514 | 2,414,125 | -8.8% |
| TRANSFERS | 17,200 | 14,500 | 120 | 130 | -7.7% |
| OTHER | 242,600 | 165,600 | 73,143 | 94,995 | -23.0% |
| SUB-TOTAL CURRENT FUND | 9,008,523 | 8,714,893 | 3,552,117 | 3,616,281 | -1.8% |
| AUXILIARY | 20,000 | 20,000 | 4,960 | 7,275 | -31.8% |
| TOTAL REVENUE | 9,028,523 | 8,734,893 | 3,557,077 | 3,623,556 | -1.8% |
| FUND BALANCE (AS OF JULY 1) | 491,118 | 777,472 | 491,118 | 777,472 | -36.8% |
| TOTAL FUNDS AVAILABLE | $ 9,519,641 | $ 9,512,365 | $ 4,048,195 | $ 4,401,028 | -8.0% |
| EXPENSES: | | | | | |
| PERSONNEL | 6,330,182 | 6,390,208 | 2,301,726 | 2,619,543 | -12.1% |
| CURRENT | 2,385,393 | 2,260,487 | 895,807 | 812,893 | 10.2% |
| CAPITAL | 78,385 | 64,198 | 4,613 | 45,735 | N/A |
| CONTINGENCY | 214,563 | - | - | - | N/A |
| SUB-TOTAL CURRENT FUND | 9,008,523 | 8,714,893 | 3,202,146 | 3,478,171 | -7.9% |
| AUXILIARY | 20,000 | 18,000 | 6 | 1,001 | -99.4% |
| TOTAL EXPENSE | $ 9,028,523 | $ 8,732,893 | $ 3,202,152 | $ 3,479,172 | -8.0% |
| INCREASE/(DECREASE) IN NET ASSETS | $ - | $ 2,000 | $ 354,925 | $ 144,384 | |

**FLORIDA KEYS COMMUNITY COLLEGE**
**REVENUE AND EXPENSE STATEMENT**
**CURRENT FUND UNRESTRICTED ONLY**
**Board of Trustees Report**
**NOVEMBER 2008**

| | BOARD APPROVED APPROVED BUDGET FY 2008-2009 | ADJUSTED BUDGET FY 2008-2009 | YEAR-TO-DATE ACTUAL FY 2008-2009 | ACTUAL YEAR-TO-DATE COMPARED TO ADJUSTED BUDGET |
|---|---|---|---|---|
| REVENUE: | | | | |
| STUDENT FEES* | $2,559,428 | $2,559,428 | $1,278,340 | 49.9% |
| STATE FUNDING: | | | | |
| COMMUNITY COLLEGE PROGRAM FUND | 5,482,319 | 5,482,319 | 2,200,514 | 40.1% |
| LOTTERY | 706,976 | 706,976 | - | N/A |
| SUB-TOTAL | 6,189,295 | 6,189,295 | 2,200,514 | 35.6% |
| MISCELLANEOUS | - | - | - | N/A |
| TOTAL STATE FUNDING | 6,189,295 | 6,189,295 | 2,200,514 | 35.6% |
| TRANSFERS | 17,200 | 17,200 | 120 | 0.7% |
| OTHER | 242,600 | 242,600 | 73,143 | 30.1% |
| TOTAL REVENUE | 9,008,523 | 9,008,523 | 3,552,117 | 39.4% |
| FUND BALANCE (AS OF JULY 1) | 491,118 | 491,118 | 491,118 | 100.0% |
| TOTAL FUNDS AVAILABLE | $ 9,499,641 | $ 9,499,641 | $ 4,043,235 | 42.6% |
| EXPENSES: | | | | |
| PERSONNEL | 6,330,182 | 6,330,182 | 2,301,726 | 36.4% |
| CURRENT | 2,385,393 | 2,385,393 | 895,807 | 37.6% |
| CAPITAL | 78,385 | 78,385 | 4,613 | 5.9% |
| CONTINGENCY | 214,563 | 214,563 | - | 0.0% |
| TRANSFERS | - | - | - | N/A |
| TOTAL EXPENSE | $ 9,008,523 | $ 9,008,523 | $ 3,202,146 | 35.5% |
| INCREASE/(DECREASE) IN NET ASSETS | $ - | $ 0 | $ 349,971 | |
| FUND BALANCE % | 5.10% | 5.10% | | |
| FUND BALANCE | $ 491,118 | $ 491,118 | | |

# FLORIDA KEYS COMMUNITY COLLEGE
## BALANCE SHEET
## CURRENT FUND UNRESTRICTED (CFU )
## Board of Trustees Report
## NOVEMBER 2008

| | November 30, 2008 | November 30, 2007 |
|---|---|---|
| **ASSETS:** | | |
| CASH ON HAND AND IN BANK | $164,960 | $251,573 |
| INVESTMENTS | 389,493 | 380,725 |
| GENERAL APPROPRIATIONS RECEIVABLE | 3,281,805 | 3,469,729 |
| LOTTERY APPROPRIATION RECEIVABLE | 706,976 | 653,728 |
| TOTAL DUE FROM STATE OF FLORIDA | 3,988,781 | 4,123,457 |
| ACCOUNTS RECEIVABLE/PREPAID EXPENSES | 379,088 | 366,464 |
| TOTAL ASSETS | $4,922,323 | $5,122,219 |
| **LIABILITIES & FUND BALANCES** | | |
| LIABILITIES: | | |
| ACCOUNTS PAYABLE | $101,481 | $83,200 |
| ACCRUED COMPENSATED LEAVE | 432,804 | 674,388 |
| TOTAL LIABILITIES | 534,285 | 757,588 |
| FUND BALANCES: | | |
| ENCUMBERED FUNDS | 3,534,185 | 3,547,598 |
| UNENCUMBERED FUNDS | 1,286,657 | 1,491,441 |
| SUB-TOTAL FUND BALANCES | 4,820,842 | 5,039,039 |
| AMOUNT EXPECTED TO FINANCED IN FUTURE | (432,804) | (674,388) |
| TOTAL FUND BALANCES | 4,388,038 | 4,364,651 |
| TOTAL LIABILITIES & FUND BALANCES | $4,922,323 | $5,122,239 |

SUMMARY OF DISBURSEMENTS
BOARD OF TRUSTEES REPORT
November 2008

**Total Check's for November 2008**

| | Amount | Check #'s |
|---|---|---|
| **Operating Account** | $409,988.03 | 87439 - 87805 |
| **Payroll Account** | $55,755.48 | 211622 - 211710 |
| **Grand Total** | $465,743.51 | |

**Voided Check's for November 2008**

| Vendor | Amount | Voided Check #'s | Reason for Void |
|---|---|---|---|
| Skyler M. Kulchar | $213.47 | 87599 | Financial Aid Adjusted |
| Rose Geneus | $238.47 | 87552 | Financial Aid Adjusted |
| **Total** | **$451.94** | | |

**FLORIDA KEYS COMMUNITY COLLEGE**
**REVENUE AND EXPENSE STATEMENT**
**CURRENT FUND UNRESTRICTED(CFU) AND AUXILIARY FUND**
**Board of Trustees Report**
**DECEMBER 2008**

| | ANNUAL BUDGET | | ACTUAL YEAR-TO-DATE | | ACTUAL YEAR-TO-DATE |
|---|---|---|---|---|---|
| | FY 2008-2009 | FY 2007-2008 | FY 2008-2009 | FY 2007-2008 | FY09 COMPARED TO FY08 |
| REVENUE: | | | | | |
| STUDENT FEES* | $2,559,428 | $1,997,211 | $1,781,622 | $1,386,778 | 28.5% |
| STATE FUNDING: | | | | | |
| COMMUNITY COLLEGE PROGRAM FUND | 5,482,319 | 5,883,854 | 2,640,268 | 2,414,125 | 9.4% |
| LOTTERY | 706,976 | 653,728 | - | - | N/A |
| SUB-TOTAL | 6,189,295 | 6,537,582 | 2,640,268 | 2,414,125 | 9.4% |
| MISCELLANEOUS | - | - | - | - | N/A |
| TOTAL STATE FUNDING | 6,189,295 | 6,537,582 | 2,640,268 | 2,414,125 | 9.4% |
| TRANSFERS | 17,200 | 14,500 | 120 | 130 | -7.7% |
| OTHER | 242,600 | 165,600 | 85,272 | 94,995 | -10.2% |
| SUB-TOTAL CURRENT FUND | 9,008,523 | 8,714,893 | 4,507,282 | 3,896,028 | 15.7% |
| AUXILIARY | 20,000 | 20,000 | 5,884 | 7,275 | -19.1% |
| TOTAL REVENUE | 9,028,523 | 8,734,893 | 4,513,167 | 3,903,303 | 15.6% |
| FUND BALANCE (AS OF JULY 1) | 491,118 | 777,472 | 491,118 | 777,472 | -36.8% |
| TOTAL FUNDS AVAILABLE | $ 9,519,641 | $ 9,512,365 | $ 5,004,285 | $ 4,680,775 | 6.9% |
| EXPENSES: | | | | | |
| PERSONNEL | 6,330,182 | 6,390,208 | 2,825,240 | 2,619,543 | 7.9% |
| CURRENT | 2,385,393 | 2,260,487 | 1,168,004 | 812,893 | 43.7% |
| CAPITAL | 78,385 | 64,198 | 4,572 | 45,735 | N/A |
| CONTINGENCY | 214,563 | - | - | - | N/A |
| SUB-TOTAL CURRENT FUND | 9,008,523 | 8,714,893 | 3,997,816 | 3,478,171 | 14.9% |
| AUXILIARY | 20,000 | 18,000 | 6 | 1,001 | -99.4% |
| TOTAL EXPENSE | $ 9,028,523 | $ 8,732,893 | $ 3,997,822 | $ 3,479,172 | 14.9% |
| INCREASE/(DECREASE) IN NET ASSETS | $ - | $ 2,000 | $ 515,345 | $ 424,131 | |

**FLORIDA KEYS COMMUNITY COLLEGE**
**REVENUE AND EXPENSE STATEMENT**
**CURRENT FUND UNRESTRICTED ONLY**
**Board of Trustees Report**
**DECEMBER 2008**

| | BOARD APPROVED APPROVED BUDGET FY 2008-2009 | ADJUSTED BUDGET FY 2008-2009 | YEAR-TO-DATE ACTUAL FY 2008-2009 | ACTUAL YEAR-TO-DATE COMPARED TO ADJUSTED BUDGET |
|---|---|---|---|---|
| REVENUE: | | | | |
| STUDENT FEES* | $2,559,428 | $2,559,428 | $1,781,622 | 69.6% |
| STATE FUNDING: | | | | |
| COMMUNITY COLLEGE PROGRAM FUND | 5,482,319 | 5,482,319 | 2,640,268 | 48.2% |
| LOTTERY | 706,976 | 706,976 | - | N/A |
| SUB-TOTAL | 6,189,295 | 6,189,295 | 2,640,268 | 42.7% |
| MISCELLANEOUS | - | - | - | N/A |
| TOTAL STATE FUNDING | 6,189,295 | 6,189,295 | 2,640,268 | 42.7% |
| TRANSFERS | 17,200 | 17,200 | 120 | 0.7% |
| OTHER | 242,600 | 242,600 | 85,272 | 35.1% |
| TOTAL REVENUE | 9,008,523 | 9,008,523 | 4,507,282 | 50.0% |
| FUND BALANCE (AS OF JULY 1) | 491,118 | 491,118 | 491,118 | 100.0% |
| TOTAL FUNDS AVAILABLE | $ 9,499,641 | $ 9,499,641 | $ 4,998,400 | 52.6% |
| EXPENSES: | | | | |
| PERSONNEL | 6,330,182 | 6,330,182 | 2,825,240 | 44.6% |
| CURRENT | 2,385,393 | 2,385,393 | 1,168,004 | 49.0% |
| CAPITAL | 78,385 | 78,385 | 4,572 | 5.8% |
| CONTINGENCY | 214,563 | 214,563 | - | 0.0% |
| TRANSFERS | - | - | - | N/A |
| TOTAL EXPENSE | $ 9,008,523 | $ 9,008,523 | $ 3,997,816 | 44.4% |
| INCREASE/(DECREASE) IN NET ASSETS | $ - | $ 0 | $ 509,466 | |
| FUND BALANCE % | 5.10% | 5.10% | | |
| FUND BALANCE | $ 491,118 | $ 491,118 | | |

# FLORIDA KEYS COMMUNITY COLLEGE
## BALANCE SHEET
## CURRENT FUND UNRESTRICTED (CFU )
## Board of Trustees Report
## DECEMBER 2008

| | December 31, 2008 | December 31 2007 |
|---|---|---|
| **ASSETS:** | | |
| CASH ON HAND AND IN BANK | $93,510 | $90,533 |
| INVESTMENTS | 389,818 | 382,105 |
| GENERAL APPROPRIATIONS RECEIVABLE | 2,842,051 | 3,029,842 |
| LOTTERY APPROPRIATION RECEIVABLE | 706,976 | 653,728 |
| TOTAL DUE FROM STATE OF FLORIDA | 3,549,027 | 3,683,570 |
| ACCOUNTS RECEIVABLE/PREPAID EXPENSES | 768,364 | 506,988 |
| TOTAL ASSETS | $4,800,719 | $4,663,196 |
| **LIABILITIES & FUND BALANCES** | | |
| LIABILITIES: | | |
| ACCOUNTS PAYABLE | $64,445 | $74,890 |
| ACCRUED COMPENSATED LEAVE | 432,804 | 674,388 |
| TOTAL LIABILITIES | 497,249 | 749,278 |
| FUND BALANCES: | | |
| ENCUMBERED FUNDS | 3,128,839 | 3,036,106 |
| UNENCUMBERED FUNDS | 1,607,435 | 1,552,200 |
| SUB-TOTAL FUND BALANCES | 4,736,274 | 4,588,306 |
| AMOUNT EXPECTED TO FINANCED IN FUTURE | (432,804) | (674,388) |
| TOTAL FUND BALANCES | 4,303,470 | 3,913,918 |
| TOTAL LIABILITIES & FUND BALANCES | $4,800,719 | $4,663,196 |

SUMMARY OF DISBURSEMENTS
BOARD OF TRUSTEES REPORT
December 2008

**Total Check's for December 2008**

| | Amount | Check #'s |
|---|---|---|
| **Operating Account** | $413,950.86 | 87806 - 88026 |
| **Payroll Account** | $48,333.88 | 211711 - 211801 |
| **Grand Total** | $462,284.74 | |

**Voided Check's for December 2008**

| Vendor | Amount | Voided Check #'s | Reason for Void |
|---|---|---|---|
| Angelica N. Domenech | $1,146.20 | 87846 | Financial Aid Adjusted |
| David C Maywalt | $6,049.26 | 211737 | Check Processed Incorrectly |
| Christopher D. Duszka | $20.00 | 87910 | Check Processed Incorrectly |
| Margery E. Mohr | $412.96 | 87914 | Check Processed Incorrectly |
| Amy Pecis | $175.68 | 87915 | Check Processed Incorrectly |
| Michael F. VanderWyden II | $30.00 | 87918 | Check Processed Incorrectly |
| Lusana Morales | $217.33 | 87026 | Financial Aid Adjusted |
| Paula Reynolds | $3,000.00 | 87456 | Check Processed Incorrectly |
| Michael Barrios | $200.00 | 85663 | Financial Aid Adjusted |
| Chiquela Peters | $231.57 | 86088 | Financial Aid Adjusted |
| Jennifer L. Dibell | $1,394.52 | 85716 | Financial Aid Adjusted |
| Tammy V. Jarrells | $986.52 | 87581 | Financial Aid Adjusted |
| **Total** | **$13,864.04** | | |