

FLORIDA KEYS COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
December 14, 2009
5:00 PM
Marathon Fire Station
Marathon, FL
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 meetings held October 26, 2009,
 - V. **CONSENT AGENDA**
 - A. Continuing Workforce Ed. Fees Attachment #1 **1, 5**
 - B. Lab Fees Attachment #2 **1, 7**
 - VI. **PRESIDENTIAL SEARCH**
 - A. Search Process Attachment #3
 - VII. **DISTRICT BOARD OF TRUSTEES**
 - PRESIDENT**
 - A. Faculty Council Report - EJ Miller-Laino Attachment #4 **6**
 - B. Faculty Presentation – Brittany Snyder
 - C. President’s Report
 - ATTORNEY**
 - A. Board Rule Changes – Grievance Procedure Attachment #5 **6**
 - VIII. **HUMAN RESOURCES**
 - A. Personnel Actions Attachment #6 **1, 6**
 - IX. **ADMINISTRATIVE & BUSINESS SERVICES**
 - A. Financial Statements – September/October, 2009 Attachment #7 **6**
 - B. Grant Approvals Attachment #8
 - X. **STUDENT SERVICES**
 - A. FTE Update – Lydia Estenoz
 - XI. **GOOD OF THE ORDER**
 - A. Public Input **1,4**
- Next Meeting - January 25, 2010, Key West.**

PROPOSED BOARD ACTION

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

AUTHORITY FOR ACTION

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

BACKGROUND INFORMATION

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

Continuing Education Price Summary

BoardPriceSummary		
Course Name	Course #	Tuition
"Hotter Stuff" The Key West Fire Fest Blown Glass and Japanese Wood Fire	CER0014	\$400.00
Access 2007 Fundamentals	MSO0940	\$125.00
Access 2007 Intermediate	MSO0941	\$125.00
Applied Voice, Individual Lessons	APV0201	\$300.00
Artful Food	AAC0600	\$35.00
Beginning Voice, Individual Lessons	BGV0200	\$300.00
Bravo! Survival Italian and the Culture	BSI0100	\$155.00
Bravo! Survival Italian and the Culture Part 2	BSI0101	\$153.72
Color Theory	WCP0100	\$35.00
Color Theory for Painting	WCP0100	\$35.00
Conversational Spanish for Beginners	SPB0106	\$168.80
Copying a Picture Using the Easy Draw Method	EDM0100	\$35.00
Creating Special Effects and Textures with Watercolors	CSE0100	\$35.00
Digital Photography 1 & 2 All Inclusive	IDP0105	\$100.00
Dreamweaver 8 Advanced	DWB0901	\$139.00
Dreamweaver 8 Fundamentals	DWB0902	\$139.00
Environmental Education through Nature Walks: Big Pine Ocean Bleuth Beach Trail	EEN0105	\$68.90
Environmental Education through Nature Walks: Botanical Gardens	EEN0101	\$68.90
Environmental Education through Nature Walks: Crane Hammock	EEN0100	\$68.90
Environmental Education through Nature Walks: Indigenous Gardens	EEN0104	\$68.90
Environmental Education through Nature Walks: Long Key State Park	EEN0103	\$68.90
Environmental Education through Nature Walks: Pennekamp State Park	EEN0102	\$68.90
ESL: Basics Level 2 Part 1	EAS0207	\$155.00
ESL: Basics Level 2 Part 2	EAS0208	\$155.00
ESL: Basics Level 3 Part 1	EAS0205	\$155.00
ESL: English for Absolute Beginners, Part 1	EAS0213	\$155.00
ESL: Reading, Writing & Grammer Review Part 1	EAS0254	\$155.00
Excel 2007 Fundamentals	MSO0930	\$125.00
Excel 2007 Intermediate	MSO0931	\$125.00
Florida Family Development Credential	FDC0400	\$1,059.25
Flower Arranging Made Simple	AAC0501	\$25.00
Food Safety Manager	FHP0100	\$64.59
French Conversation	FFF0103	\$140.00
How to Draw the Human Face	DRW0105	\$25.00
Ikebana: The Japanese Art of Flower Arranging	AAC0500	\$35.00
Intermediate and Advanced Violin, Viola, Cello and String Bass	VIO0220	\$150.00
Introduction to Ceramics	CER0010	\$160.00
Introduction to Violin, Viola, Cello and String Bass	VIO0210	\$150.00
Introduction to Watercolor Painting, Part 3	IWP0102	\$50.00
Introduction to Watercolor Painting, Part 3	IWP0102	\$50.00
Jewelry Making: Wire Wrap 101	JWL0204	\$90.43
Learn to Crochet	LTC0100	\$35.00
Learn to Draw	DRW0102	\$140.00

Continuing Education Price Summary

BoardPriceSummary		
Course Name	Course #	Tuition
Learn to Make 3-D Shapes	AAC0401	\$25.00
Learn to Make 3-D Shapes	AAC0401	\$25.00
Learn to Make Pop-up Cards	AAC0400	\$25.00
Learn to Make Unique Gift Boxes	AAC0201	\$25.00
Learn to Sew by Hand	AAC0700	\$25.00
Learn to Weave	AAC0200	\$35.00
Learning to Read Music-The Basics	LRM0200	\$103.34
Macrame	MCR0100	\$35.00
Macrame for the Holidays	MCR0102	\$20.00
Macrame Part 2	MCR0101	\$35.00
Make Your Own Holiday Pop-up Cards	AAC0402	\$20.00
Make Your Own Holiday Pop-up Cards	AAC0402	\$20.00
Marbling Paper	AAC0202	\$25.00
Marbling Paper	AAC0202	\$25.00
Marbling Paper	AAC0202	\$25.00
Marbling Paper: Make Your Own Gift Wrap	AAC0202	\$25.00
Massage Basics	MSG0107	\$150.00
Mixed Community Chorus	MCC0201	\$105.00
Money and Investments	MIC0200	\$65.00
Ocean Operator's License Prep Course	OOC0201	\$612.30
One Hundred Ton Gross Master	OHT0100	\$400.00
Perspective Drawing	DRW0110	\$35.00
Photoshop for Beginners: Edit Digital Photos	PSH0100	\$175.00
Piano Dreams for Beginners, Beginning Piano/Keyboard	PDC0212	\$200.00
Piano Dreams Intermediate, Part 1	PDC0220	\$200.00
Power Point 2007 Advanced	MSO0922	\$125.00
Power Point 2007 Fundamentals	MSO0920	\$125.00
Quickbooks 2009	QKB0902	\$150.00
Recycled Art	RCA0200	\$400.00
Sanctuary Science Lecture Series	FKN0203	\$19.00
Shibori	SHI0100	\$20.00
Specialized Creative Welding	WLD0903	\$425.00
STCW	STC0200	\$476.68
Studies in Vocal Performance and Literature	SVP0100	\$167.93
Survival Spanish	SPB0102	\$153.72
Survival Spanish II	SPB0112	\$153.72
Tasting the Sun: Wines From Around the World	WSS0201	\$109.99
W&L Eng: Absolute Beginners Part 1	EAB0203	\$155.00
W&L Eng: Advanced Conversation Part 1	EAS0256	\$155.00
W&L Eng: Advanced Conversation Part 2	EAS0257	\$155.00
W&L Eng: Advanced Level 1 Part 1	EAS0221	\$155.00
W&L Eng: Basics Level 1 Part 1	EAS0201	\$155.00
W&L Eng: Basics Level 2 Part 1	EAS0231	\$155.00
W&L Eng: Basics Level 3 Part 1	EAS0241	\$155.00
W&L Eng: Intermediate Level 1 Part 1	EAS0211	\$155.00

Continuing Education Price Summary

BoardPriceSummary		
Course Name	Course #	Tuition
Watercolor Painting	IWP0100	\$140.00
Word 2007 Fundamentals	MSO0910	\$125.00

Catherine Torres

Submitted by Catherine Torres
Director of Workforce Development and Community Outreach

PROPOSED BOARD ACTION

Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the Laboratory Fee (User fees) for the course “Teaching & Learning Process”.

AUTHORITY FOR ACTION

Florida Statute 1009.23(12)(a) Community College Student Fees

BACKGROUND INFORMATION

In addition to tuition, out-of-state, financial aid, capital improvement, student activity and service, and technology fees authorized in this section, each community college board of trustees is authorized to establish fee schedules for user fees and fines.

Date: November 20, 2009
To: Dr. Tyree
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
Sculpture I	ART2701C	Incr	\$75.00	Materials and Equipment required for course
Certified Addiction Studies	HUS	Decr	\$1.60	Decrease in Materials and Equipment required for course.
Emergency Medical Technician	EMS1159	Incr	\$360.80	Required upgrade of Equipment
Nursing Fundamentals	NUR1020	Decr	\$296.45	Decrease in Equipment cost required for course.
Clinical Nursing I	NUR1211	Decr	\$225.40	Decrease in Equipment cost required for course.
Nursing Pharmacology	NUR1142	Decr	\$84.12	Decrease in Equipment cost required for course.
Mental Health Nursing	NUR1520	Decr	\$118.07	Decrease in Equipment cost required for course.
Clinical Nursing II	NUR2213	Decr	\$196.07	Decrease in Equipment cost required for course.
Maternal Child Health	NUR2462	Decr	\$254.21	Decrease in Equipment cost required for course.
Clinical Nursing III	Nur2818	Decr	\$130.74	Decrease in Equipment cost required for course.

FLORIDA KEYS COMMUNITY COLLEGE BOARD RULE



Subject	Appoint/Dismissal of President	Number: 1.520
Authority	F.S. 1001.64(19), S.B.E. 6A-14.026	Approved Date: 3/21/1984
Amended		

The Board shall have authority to select and appoint, to suspend and dismiss the President, in accordance with the following provisions:

1. In the event of a vacancy, or anticipated vacancy, in the office of the President, the Board shall appoint a search committee to seek qualified candidates for the office and to recommend to the Board those deemed most qualified. The committee shall include at least one Administrator, one Faculty member and one Career employee from the College, and such other persons as the Board shall determine. The qualifications for President shall include an earned doctor's degree or training or experience, which the Board considers to be equivalent. The Board shall notify the Commissioner of the specific training or experience which it considers the equivalent of an earned doctorate in specific cases. Before making a selection, the Board shall interview those candidates having the highest qualifications.
2. If a vacancy occurs in the office of President, an acting President may be appointed by the Board, following the same procedures as for the appointment of a President except that a search committee need not be created and utilized. An acting President may be appointed for a term of six (6) months and may be reappointed for one (1) additional, but only one, term of six (6) months.
3. The President may be suspended or dismissed by the Board for cause consisting of immorality, incompetence, misconduct in office, gross insubordination, willful neglect of duty, public drunkenness or conviction of a crime involving moral turpitude. In such a case, a hearing pursuant to the provision of Chapter 120 of the Florida Statutes shall be provided if requested by the President in writing within fifteen (15) days of notice of the suspension or dismissal.
4. A President shall be entitled to a written contract for a term not to exceed four (4) years.

FKCC Faculty Council Report to the Board of Trustees

December 7, 2009

Faculty Council president and vice-president met with Dr. Tyree on December 3rd to discuss the history and present activities of the Faculty Council. Dr. Tyree, a/k/a “Ask Larry Anything,” underscored the importance of the faculty council and his desire for it to have a strong voice at FKCC. In fact, he discussed his experiences with faculty groups at other colleges and would be happy to briefly attend our meetings to share information and encourage open communication. He understands the importance of the work that the faculty council needs to accomplish at each meeting. Dr. Tyree suggested he could meet briefly at the beginning of council meetings to answer any questions, and then leave the faculty alone to conduct their business.

Overall, the meeting was very productive and paved the way for regular scheduled meetings with the president.

On December 7, 2009, the faculty council met and Joanne Dinkel, Human Resource Director, spoke about the proposed revisions to the grievance policy that would come before the BOT at the December 14th meeting. The faculty council voted unanimously to ask the BOT to table the revisions until the newly established college-wide policy committee could review the original language and the proposed changes.

Along similar lines, E.J. Miller Laino was asked by the Director of Human Resources to research the language currently used to describe FKCC’s requirements for continuing contract. The faculty is extremely concerned about the issuance of continuing contracts, since none have been issued in the past three years. Currently, there are faculty members who have successfully worked at FKCC for 4 and 5 years and they are still on annual contracts.

In addition, faculty members are concerned with safety on the campus, particularly at night. Council asked their faculty representative on Safety Committee to investigate conditions on the campus and report back.

Of course, the Faculty Council would like to wish all of you safe and happy holidays. We are looking forward to a peaceful, productive, and prosperous New Year.

On a side note: Dr. Tyree, sorry you will not be at the Rose Bowl but the Sugar Bowl can be just as sweet on New Year’s Day!

Respectfully submitted, E.J. Miller Laino



DATE: December 7, 2009
TO: Board of Trustees
FROM: Joanne M. Dinkel, Director, Human Resources
SUBJECT: Personnel Action Approval, BOT meeting 12.14.09

PROPOSED BOARD ACTION

Approval of the revisions made to Board Rule 5.510 Grievance Resolution.

AUTHORITY FOR STATE BOARD ACTION

Section 1001.64 Florida Statute

BACKGROUND INFORMATION

The Board of Trustees at a previous meeting asked questions regarding the revisions to the policy. After a thorough review of the policy, the College's labor law attorney, and the Director of Human Resources, brought answers to the Board. At the last meeting, the Board asked the Director of Human Resources meet with the Faculty Council and other College representatives in order to obtain input on the revision.

Supporting Documentation Included:

Revised Policy
Appendix A – Form
Appendix B
Flow Chart

Facilitators/Presenters:

Joanne Dinkel, Director, Human Resources



FLORIDA KEYS COMMUNITY COLLEGE BOARD RULE

Subject	Grievance Resolution	Number: 5.510
Authority	F.S. 1001.64	Approved Date: 6/28/05
Amended	10/24/94, 12/16/97, 2/26/02, 3/25/03, 8/24/04, 6/28/05	

General Provisions

Definition

A grievance is an allegation by an employee ~~or applicant for employment~~, based on specific facts, that there has been a violation, misinterpretation or misapplication of ~~State or Federal Civil Rights Statutes, State Board of Education Rules, Florida Statutes, or~~ the College's administrative policies or procedures ~~or guidelines~~. An employee ~~or an applicant for employment~~ with a grievance is referred to in this policy as the Grievant(s). ~~The Grievant must be a full-time or part-time regular (as defined by the FRS), currently employed, employee. The Human Resources Director, will make an initial determination as to whether the allegation is the proper subject for a grievance.~~

An employee may grieve a termination for cause; otherwise this Grievance Resolution policy is reserved for currently employed, employees. Employees may not grieve contract non-renewals.

Contents

All written grievances must contain the following information:

1. The specific policy or procedure alleged to be violated and the specific section or subsection(s) involved.
2. A statement of the basis for the grievance including the facts, dates and times of events.
3. The remedy sought by the employee.
4. Signature of the employee.

Time Limits

Time limits are defined in terms of administrative work days and therefore, will not include Saturdays, Sundays, holidays or other days that the College may be closed. Failure by the Grievant to follow the specified time limits will render the grievance null and void under this ~~policy procedure~~. Failure by the College to follow specified time limits will advance the grievance to the next step. ~~However, the final step of the grievance cannot be waived by the College, and the College will provide in writing the reasons for delay prior to the expiration of the time limit.~~

External Review

~~This procedure is specifically designed to resolve grievances internally. However, the Grievant's right to pursue a claim in a court of law or other external forum will not be compromised by the College's internal grievance procedure.~~ The College reserves the right to suspend or ~~close~~ the internal grievance procedure should the employee simultaneously seek redress on employment issues in an external forum.

Retaliation

Retaliation against an individual for bringing forth a grievance or against an individual participating in a grievance procedure is prohibited. Disciplinary action will result as applicable.

Confidentiality

Individuals involved in the grievance process will uphold standards of professional ethics in maintaining confidentiality to the extent possible in reaching a resolution of the grievance.

Grievance Committee

The College Grievance Committee is a governing body, elected by representative employee categories, as a final step in reviewing and recommending to the President, resolution of grievances by Grievant's for employment. ~~Employee categories are defined solely by the employee's position placement in the current Salary Schedule.~~

The Grievance Committee is ~~is~~ shall be elected annually by September 30 of each academic year. The Committee will be comprised of three (3) members: one (1) career member; one (1) faculty/~~administrative faculty~~ professional member; and one (1) ~~professional specialist/administrator~~ member and one alternate for each of the members. ~~Every~~ each September, Human Resources will hold election procedures. Employees eligible to vote and/or to serve on the Committee must be full time and have completed their probationary period at the time of election. Employees will vote for all members of the committee, faculty, career, professional specialist/administrator and their alternates.

Human Resources will compile and publish the election results of the Grievance Committee to College employees by October 1. This elected Committee will remain in effect for formal grievances received for a one-year period from October 1 through September 30; in case of member vacancy or disqualification as specified below, or a member's change in employee category, the alternate for that member will replace him/her on the committee.

~~If circumstances are such that a vacancy on the committee occurs due to a member disqualification as specified below or a member's change in employee category and subsequently the alternate is likewise not available, a special election will be held to replace the member.~~

No member may serve on the Committee when involved in the current grievance, either as the Grievant or witness concerning the grievance. A member of the Committee may be replaced based upon appropriate recommendation from the Committee to the President specifying the reasons for such replacement. Final approval for replacement is with the Director of Human Resources.

Human Resources will notify the Grievance Committee of the first meeting. If and when the Grievance Committee first convenes during the October 1 through September 30 timeframe to process a grievance, Committee members will elect a Chair from the three Committee Members. The Chair will organize and call Committee meetings and will serve as Hearing Officer, should the grievance proceed to a hearing. Human Resources will provide guidelines for the Grievance Committee Hearing Procedure, (see Appendix B). ~~The HR Director will serve as the advisor to the Committee and will attend all grievance hearings but will not be a voting member.~~

Steps in the Grievance Process

To the extent possible, grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when either party feels that a fair and equitable solution has not been reached in informal discussions.

Step 1 (A) Informal Resolution Process: Discussion and Response

Employee

- The employee will discuss the grievance with his or her immediate supervisor within **ten (10) forty (40) work days** of the occurrence of the event giving rise to the grievance, or **when the employee should reasonably have knowledge of the occurrence**. ~~within forty (40) work days of the employee's discovery or knowledge of the event giving rise to the grievance.~~
- The Director of Human Resources/~~Equity Coordinator~~ may provide advice to the employee if so requested. ~~is an alternate point of contact.~~

Applicant

- ~~The applicant for employment will discuss the grievance with the Director of Human Resources/Equity Coordinator within forty (40) workdays of the event giving rise to the grievance, or within forty (40) work days of the applicant's discovery or knowledge of the event giving rise to the grievance.~~
- ~~The Dean of Administrative and Business Services is an alternate point of contact.~~

The College official receiving the grievance will respond **verbally orally** to the Grievant within ten (10) workdays **and indicate on the grievance form when it is sustained or denied**. If the Grievant is not satisfied with the response, the Grievant may proceed to Step 2 within five (5) workdays of receiving the response.

Step 2 (B) Formal Resolution Process: Written Grievance Form

After discussion and response in Step 1, if the Grievant still believes that a dispute exists, the Grievant may file a grievance in writing by completing the approved Grievance Form in Appendix A within five (5) days of receiving the Step 1 response.

Employee

- The employee submits the completed Grievance Form to his or her immediate ~~supervisor and~~ supervisor's superior. The Director of Human Resources/Equity Coordinator is the alternate point of contact.

Applicant

- ~~The applicant for employment submits the completed Grievance Form to the Director of Human Resources/Equity Coordinator.~~
- ~~The Dean of Administrative and Business Services is the alternate point of contact.~~

Response to Grievance

- The ~~supervisor, or~~ supervisor's superior **or designee** ~~alternate~~ has ten (10) work days from submission of the grievance form to respond in writing to the Grievant. Copies of the grievance form and response are provided to the President and Board Attorney.

Applicant

~~The Director of Human Resources/Equity Coordinator or alternate has ten (10) work days from submission of the Grievance Form to respond in writing to the Grievant. Copies of the Grievance Form and Response are provided to the President.~~

Step 3 – President's Review

If the grievance is not resolved in Step 2, the Grievant may present the written Grievance Form to the President within five (5) workdays of the written response in Step 2.

The President has the option within ten (10) workdays of receipt of the Grievance Form to:

1. Resolve the grievance ~~without Grievance Committee action.~~
2. Leave the grievance unresolved.

If the President resolves the grievance without submission to the Committee, his/her action will be in writing to the Grievant with copies to the Board Attorney and to the College official originally contacted with the written Grievance Form.

If the President does not take action or renders a decision unsatisfactory to the Grievant, the President's inaction is documented or both his/her action and the Grievant response are documented and copied to the Board Attorney and the College official originally contacted with the written Grievance Form.

The Grievant has five (5) workdays from the President's documented response in Step 3, to inform the Director of Human Resources that he/she has determined to proceed to Step 4.

Step 4 – Grievance Committee

Human Resources will notify the Grievance Committee of the first meeting. If and when the Grievance Committee first convenes during the October 1 through September 30 timeframe to process a grievance, Committee members will elect a Chair from the three Committee Members. The Chair will organize and call Committee meetings and will serve as Hearing Officer, should the grievance proceed to a hearing. Human Resources will provide guidelines for the Grievance Committee Hearing Procedure, (see Appendix B).

The Committee has fifteen (15) work days to review the Grievance and complete the hearing process. Procedural guidelines for holding a Grievance Committee Hearing are in Appendix B.

Within five (5) workdays following the hearing, the Committee, through the Chair, will forward Committee written findings and recommendations to the President. The President will render a final determination of the grievance within ten (10) workdays following receipt of the Committee's recommendations. The President will send a copy of the Committee's recommendations and findings and his/her final determination to the Grievant.

If the Grievant is not satisfied with the President's determination, he/she may appeal to the District Board of Trustees. [The decision of the Board of Trustees is final and binding and cannot be appealed to any court or administrative tribunal.](#)

Attachments: [Grievance Form, Appendix A](#)
[Guidelines for Grievance Committee Hearing Procedure, Appendix B](#)
[Grievance Policy Flowchart, Appendix C](#)

APPENDIX A

Title	Grievance Form – Step 2	
Board of Trustees Rule No. & Title	5.510	Grievance Resolution Procedure
Date Approved	8/24/04, 6/28/05	

Name of Grievant _____ Date _____

Home Address _____ City _____ Zip _____

Home Telephone # _____ Office Telephone # _____

Position / Title _____

Reference by number and title the Board Rule and/or
Administrative Procedure on which grievance is based.

List the date(s) of the incident(s) on which grievance is based.

Describe the exact nature and factual circumstance of your grievance. Be specific as to the location and names of witnesses when applicable. Specify the relief or remedy requested. (If additional space is needed please attach a separate sheet to this form.)

This grievance was discussed with my supervisor or College Official _____
Name / Position

on _____
Date

Signed _____ Date _____
Grievant

College Official

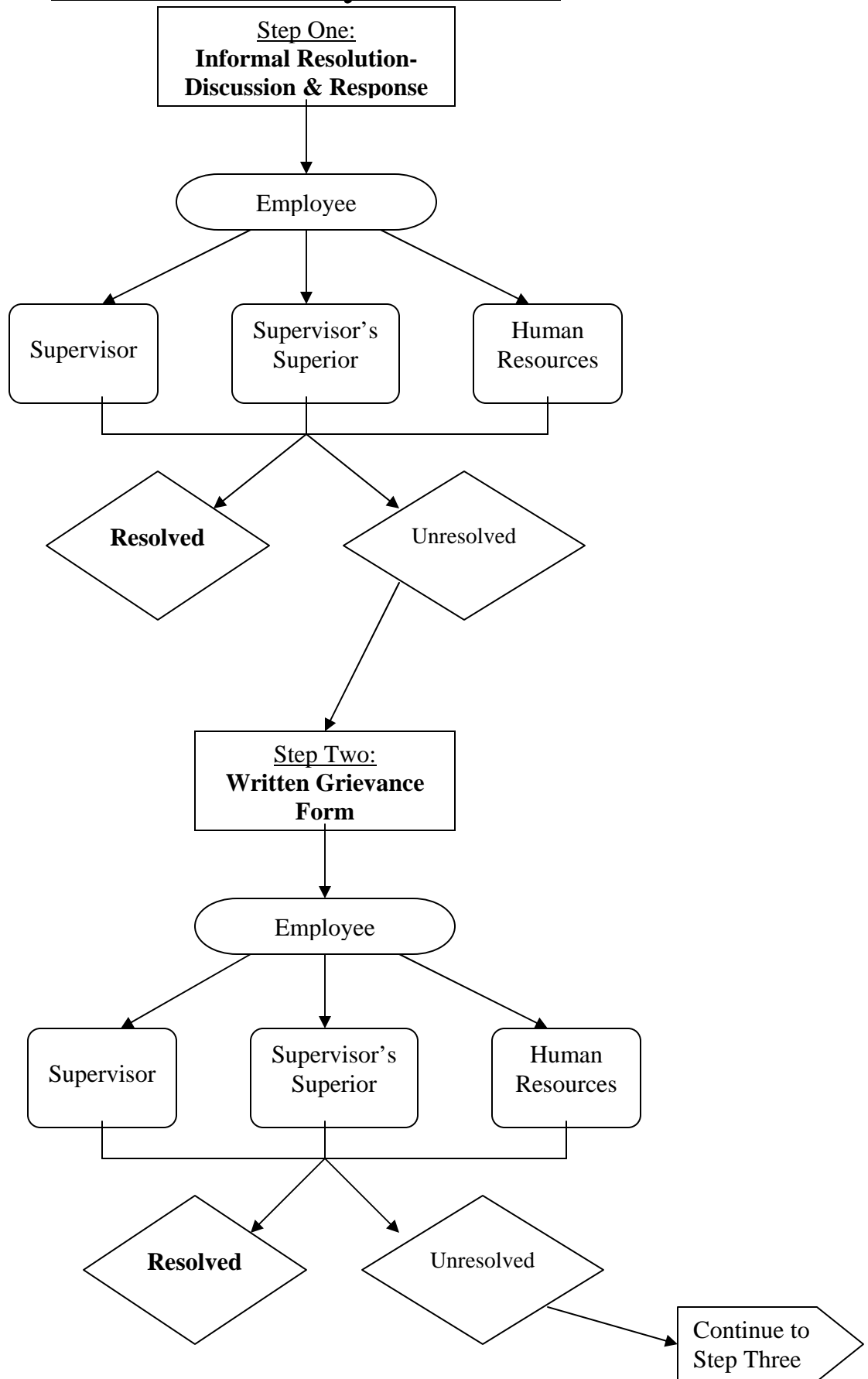
Date Received

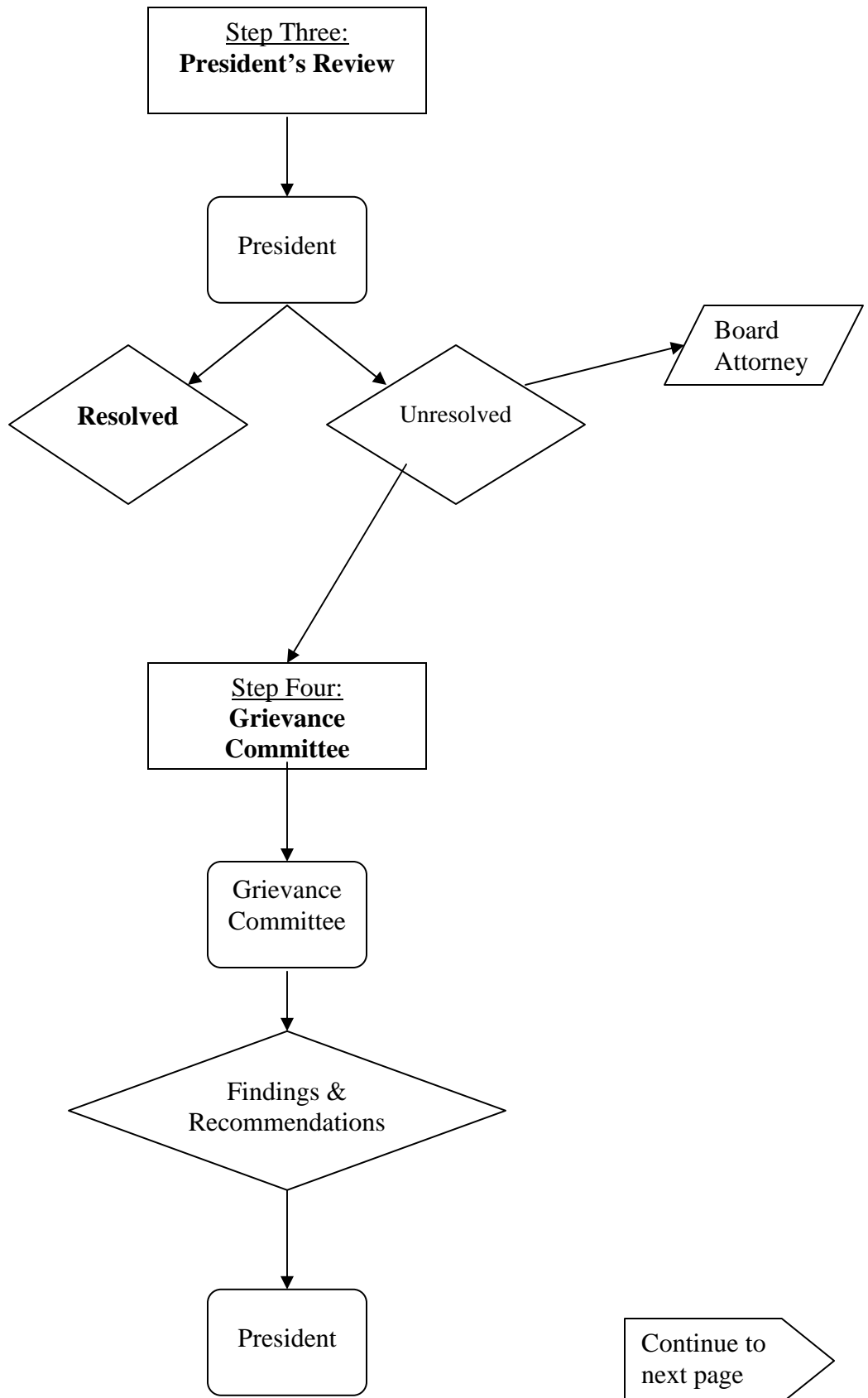
COPIED TO:

For Employees:
Supervisor or Supervisor's Superior Or Alternate

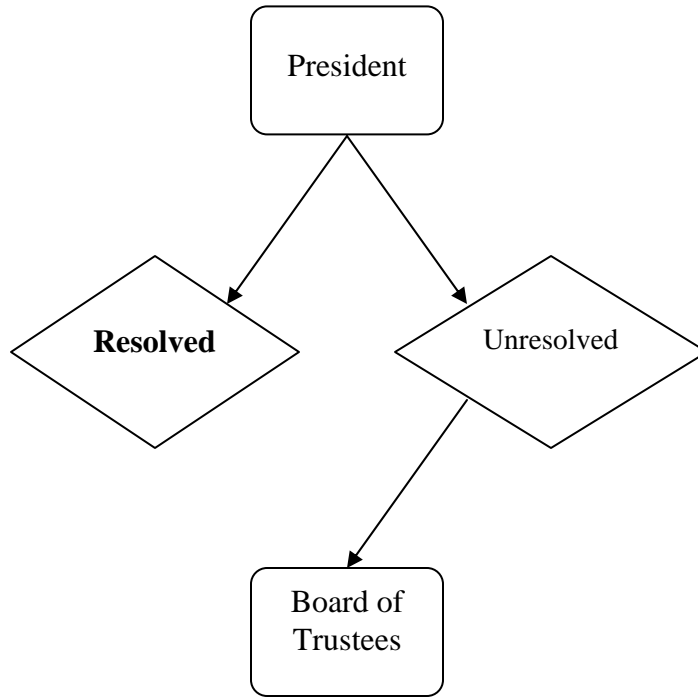
For Applicants:
Director of HR / Equity Coordinator Or Alternate

Grievance Policy Flowchart





Continue to next page





DATE: December 7, 2009
TO: Board of Trustees
FROM: Joanne M. Dinkel, Director, Human Resources
SUBJECT: Personnel Action Approval, BOT meeting 12.14.09

PROPOSED BOARD ACTION

Approval of the Personnel Actions.

AUTHORITY FOR STATE BOARD ACTION

1001.64 Florida Statute

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:

Joanne Dinkel, Director, Human Resources

DATE: December 7, 2009
TO: Dr. Lawrence W. Tyree, President
FROM: Joanne M. Dinkel, Director, Human Resources
SUBJECT: Human Resources – BOARD AGENDA 12/14/09

Personnel Actions – Recommendations to the Board of Trustees

NEW EMPLOYEES

Full-time	Effective Date	Description
Ruano, Lisbeth	November 23, 2009	Coordinator, Criminal Justice, Upper Keys Center, Professional, Level A, \$36,143 annualized.
Skinner, Georgianna	January 4, 2009	Director, Distance Learning, Professional, Level D, \$51,000 annualized.
Hitz, Sheri	January 4, 2009	Interim, Faculty, Biology, January – June 2010, Level II, \$60,420 annualized.
Bullis, Dr. Robert	January 4, 2009	Interim, Faculty, Biology, Upper Keys Center January – June 2010, Level I, \$70,326 annualized.
Bousom, Susan	January 4, 2009	Interim Faculty, Nursing, January – June 2010, Level II, \$66,462 annualized.
Davis- Rettenwander, Kim	January 4, 2009	Interim Faculty, Nursing, January – June 2010, Level III, \$57,098 annualized.
Ansbro, Terry	January 4, 2009	Interim Faculty, English, January – June 2010, Level III, \$57,098 annualized.

Part-time – Name	Effective Date	Description
Botwinik, Carol	October 14, 2009	PT Artist's Model, \$15.00/hr.
Kent, Elizabeth	October 19, 2009	PT Temporary Tutor, \$15.00/hr.
Philips-Ford, Greta	October 26, 2009	PT Swimming Skills Coordinator, \$11.91/hr.
Vandenabeele, Patrick	October 26, 2009	PT Diving Technical Advisor, \$14.50/hr.

PROMOTIONS / RECLASSIFICATIONS / ADJUSTMENTS:

Anderson, Carol	October 12, 2009	Lateral move from Assistant Director, Financial Aid (Professional, Level A) to Assistant Director, Enrollment Services (Professional, Level A), no salary change. \$33,405 annually.
-----------------	------------------	--

CONTINUED

PROMOTIONS / RECLASSIFICATIONS / ADJUSTMENTS: CONTINUED

Gray, Christian	November 9, 2009	Promotion from Maintenance Specialist (Career, Grade 4) to Instructional Technology Specialist (Professional, Level A), \$32,857 annually.
Hull, Erie	December 7, 2009	Promotion from Maintenance Worker (Career, Grade 2) to Maintenance Specialist (Career, Grade 4), \$12.87 / hour.
Keller, Tania	December 7, 2009	Promotion from Financial Aid Specialist (Career, Level 4) to Assistant Director, Financial Aid (Professional, Level A), \$32,857 annually.

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

Ansbro, Terry	October 6, 2009	Substitute Instructor, \$33.67/hr, \$2020.20 total
Charleston, Gregory	October 6, 2009	Substitute Instructor, \$33.67/hr, \$909.10 total

SOUTH FLORIDA SUMMER YOUTH PROGRAM:

Berry, Justin	Participant: \$10.00 per hour, up to 40 hours per week, October 12 – 16, 2009
---------------	---

TERMINATIONS:

Name	Position	Effective Date	Reason
Dr. Brian Nelson	Interim Faculty, Mathematics	December 18, 2009	End of temporary Contract
Deborah Solow	Vice Pres, Institut. Advance.	December 31, 2009	Non-Renewal of Contract
Patti Carey	Accountant	December 31, 2009	Non-Renewal of Contract

ADJUNCT / PART TIME INSTRUCTORS

Attachment

Board Materials
Adjunct Instructors
November-December 2009

Name	Lvl	Pay Rate	Hrs / Credits	Total Pay	Course Description	Cntr	Dates
Continuing Education							
Bachelor, Peter		\$28.00	32	\$896	Digital Photo 1&2 All Inclusive	KW	9/15/09 - 11/5/09
DeKeyrel, James		\$30.00	13	\$390	PowerPoint 2007 / Access 2007	KW	11/6/2009
Karen, Linda		\$20.00	6	\$120	Learn to make Pop-up Cards/Easy Draw	KW	10/26/09 - 11/13/09
Olivera, Olivia		\$18.00	28	\$504	Conversational Spanish for Beginners	KW	9/10/09 - 10/27/09
Vanucci-Kelly, Donatella		\$25.00	36	\$900	Survival Spanish/Survival Italian Culture	KW	9/21/09 - 10/29/09

Criminal Justice

Fisher, Jay		\$28.00	8.5	\$238	Dart Firing Stun Gun	KW	10/20/09 - 10/21/09
Gray, Danyl		\$25.00	48	\$1,200	Patrol 1	KW	10/26/09 - 11/12/09
Jones, Daniel *		\$25.00	16	\$400	Crime Scene Investigatons	KW	2/24/09 - 2/25/09
Smith, Randy		\$28.00	10	\$280	Physical Fitness	KW	10/24/09 - 11/7/09
Thomas, Eric		\$25.00	70	\$1,750	Patrol 2 / Criminal Investigations	KW	10/5/09 - 11/12/09
Thomas, Eric		\$28.00	4	\$112	Physical Fitness	KW	10/5/09 - 11/12/09
Williamson, Jeff		\$28.00	32.5	\$910	Vehicle Ops	KW	10/12/09 - 10/22/09

* Daniel Jones - didn't complete New Hire ppwk until November 2009 *

AS + AA Programs

Brockner, Michael		\$29	256	\$7,424	EMS Instruction	KW	8/27/09 - 5/6/10
Goodman, Sheldon		\$29	272.5	\$7,903	EMS Instruction	KW	8/27/09 - 5/6/10
Keohane-Celcer, Kuniko		\$29	256	\$7,424	EMS Instruction	KW	8/27/09 - 5/6/10
Mera, Jordain		\$29	240	\$6,960	EMS Instruction	KW	8/19/09 - 5/5/10
Pekarik, Randall		\$463	2	\$926	Basic Scuba	KW	11/14/09 - 11/22/09
Tolliver, Bill		\$29	240	\$6,960	EMS Instruction	KW	8/19/09 - 5/5/10
Woods, Mark		\$505	3	\$1,515	2&4 Cycle Outbrd Repair & Maint.	KW	10/5/09 - 10/30/09

Independent Studies

No Independent Studies at this time

Continuing Education Payroll Summary

BoardPayrollSummary							
Instructor Last	Instructor First	Hours	Pay Rate	Course Name	Start Date	End Date	CRN #
Olivera	Olga	28	\$18.00	Conversational Spanish for Beginners	9/10/2009	10/27/2009	10651
Karen	Linda	3	\$20.00	Copying a Picture Using the Easy Draw Method	10/26/2009	10/26/2009	11164
Vanucci-Kelly	Donatella	18	\$25.00	Survival Spanish	9/22/2009	10/29/2009	10699
Vanucci-Kelly	Donatella	18	\$25.00	Bravo! Survival Italian and the Culture	9/21/2009	10/28/2009	10696
Vanucci-Kelly	Donatella	18	\$28.00	Survival Spanish	9/21/2009	10/19/2009	10888
Dekeyrel	James	6.5	\$35.00	Excel 2007 Fundamentals	10/14/2009	10/14/2009	10819
DeKeyrel	James	7	\$35.00	Dreamweaver 8 Fundamentals	10/16/2009	10/16/2009	10816
DeKeyrel	James	8	\$35.00	Quickbooks 2009	10/7/2009	10/7/2009	11046
Delgado	Manny	6	\$35.00	Food Safety Manager	10/28/2009	10/28/2009	11213
Haegelin	Diana	22.5	\$40.00	W&L Eng: Intermediate Level 3 Part 1	9/1/2009	10/22/2009	10931
Haegelin	Diana	22.5	\$40.00	ESL: Basics Level 1 Part 1	9/4/2009	10/23/2009	10915
Haegelin	Diana	22.5	\$40.00	W&L Eng: Basics Level 1 Part 1	8/31/2009	10/21/2009	10942
Haegelin	Diana	22.5	\$40.00	W&L Eng: Basics Level 2 Part 1	8/31/2009	10/21/2009	10939
Haegelin	Diana	22.5	\$40.00	W&L Eng: Absolute Beginners Part 1	9/1/2009	10/22/2009	10933
Haegelin	Diana	22.5	\$40.00	W&L Eng: Advanced Level 2 Part 1	9/1/2009	10/22/2009	10940
Haegelin	Diana	22.5	\$40.00	W&L Eng: Advanced Conversation Part 1	9/4/2009	10/16/2009	11031
Haegelin	Diana	22.5	\$40.00	W&L Eng: Basics Level 4 Part 1	8/31/2009	10/21/2009	10935

Catherine Torres

Submitted by Catherine Torres

Director of Workforce Development and Community Outreach

PROPOSED BOARD ACTION

Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the Financials for September and October 2009.

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.

MEMO

Date: October 27, 2009

To: Kim Bassett, Antoinette Martin, Anne O'Bannon, Edwin Scales and Spencer Slate

Cc: Larry Tyree

From: John J. Kehoe, Ph.D.

Re: Board of Trustees Monthly Financial Report for September 2009

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 following highlights should be noted:

- **REVENUE**
 - Student Fee revenues are 37% higher than the same time last year. We have realized 51% of the budgeted revenue year-to-date. This is due to increases in enrollment as well as Fiscal Year 10 tuition increases.
 - Receivables are 39% lower than last year at this time. This is due improvements in Financial Aid disbursements as well as improvements in communication with students related to fee due dates.
- **EXPENSES**
 - Expenses are 22% higher than last year at this time. This is due to the increase in expenditures related to the increase in enrollment.

**FLORIDA KEYS COMMUNITY COLLEGE
REVENUE AND EXPENSE STATEMENT
CURRENT FUND UNRESTRICTED(CFU) AND AUXILIARY FUND
Board of Trustees Report
SEPTEMBER 2009**

	<u>ANNUAL BUDGET</u>		<u>ACTUAL YEAR-TO-DATE</u>		<u>ACTUAL YEAR-TO-DATE</u>
	<u>FY 2009-2010</u>	<u>FY 2008-2009</u>	<u>FY 2009-2010</u>	<u>FY 2008-2009</u>	<u>FY10 COMPARED TO FY09</u>
REVENUE:					
STUDENT FEES*	\$2,989,510	\$2,559,428	\$1,423,527	\$1,041,977	36.6%
STATE FUNDING:					
COMMUNITY COLLEGE PROGRAM FUND	4,810,835	5,482,319	1,207,899	1,321,004	-8.6%
LOTTERY	678,715	706,976	-	-	N/A
ARRA	483,134				
SUB-TOTAL	5,972,684	6,189,295	1,207,899	1,321,004	-8.6%
MISCELLANEOUS	-	-	-	-	N/A
TOTAL STATE FUNDING	5,972,684	6,189,295	1,207,899	1,321,004	-8.6%
TRANSFERS	21,000	17,200	225	120	87.5%
OTHER	235,103	242,600	52,045	60,620	-14.1%
SUB-TOTAL CURRENT FUND	<u>9,218,297</u>	<u>9,008,523</u>	<u>2,683,696</u>	<u>2,423,721</u>	<u>10.7%</u>
AUXILIARY	20,000	20,000	8,032	1,108	624.9%
TOTAL REVENUE	<u>9,238,297</u>	<u>9,028,523</u>	<u>2,691,728</u>	<u>2,424,829</u>	<u>11.0%</u>
FUND BALANCE (AS OF JULY 1)	517,228	491,118	585,535	491,118	19.2%
TOTAL FUNDS AVAILABLE	<u>\$ 9,755,525</u>	<u>\$ 9,519,641</u>	<u>\$ 3,277,263</u>	<u>\$ 2,915,947</u>	<u>12.4%</u>
EXPENSES:					
PERSONNEL	6,684,760	6,330,182	1,264,046	1,051,239	20.2%
CURRENT	2,434,423	2,559,956	724,271	585,800	19.1%
CAPITAL	99,114	78,385	8,947	-	N/A
SUB-TOTAL CURRENT FUND	<u>9,218,297</u>	<u>9,008,523</u>	<u>1,997,264</u>	<u>1,637,039</u>	<u>22.0%</u>
AUXILIARY	20,000	20,000	-	-	
TOTAL EXPENSE	<u>\$ 9,238,297</u>	<u>\$ 9,028,523</u>	<u>\$ 1,997,264</u>	<u>\$ 1,637,039</u>	<u>22.0%</u>
INCREASE/(DECREASE) IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 694,464</u>	<u>\$ 787,790</u>	

**FLORIDA KEYS COMMUNITY COLLEGE
REVENUE AND EXPENSE STATEMENT
CURRENT FUND UNRESTRICTED(CFU) AND AUXILIARY FUND
Board of Trustees Report
SEPTEMBER 2009**

**FLORIDA KEYS COMMUNITY COLLEGE
REVENUE AND EXPENSE STATEMENT
CURRENT FUND UNRESTRICTED ONLY
Board of Trustees Report
SEPTEMBER 2009**

	BOARD APPROVED APPROVED BUDGET <u>FY 2009-2010</u>	ADJUSTED BUDGET <u>FY 2009-2010</u>	YEAR-TO-DATE ACTUAL <u>FY 2009-2010</u>	ACTUAL YEAR-TO-DATE COMPARED TO <u>ADJUSTED BUDGET</u>
REVENUE:				
STUDENT FEES*	\$2,989,510	\$2,989,510	\$1,423,527	47.6%
STATE FUNDING:				
COMMUNITY COLLEGE PROGRAM FUND	4,810,835	4,810,835	1,207,899	25.1%
LOTTERY	678,715	678,715	-	N/A
ARRA	483,134	483,134	-	-
SUB-TOTAL	5,972,684	5,972,684	1,207,899	20.2%
MISCELLANEOUS	-	-	-	N/A
TOTAL STATE FUNDING	5,972,684	5,972,684	1,207,899	20.2%
TRANSFERS	21,000	21,000	225	1.1%
OTHER	235,103	235,103	52,045	22.1%
TOTAL REVENUE	<u>9,218,297</u>	<u>9,218,297</u>	<u>2,683,696</u>	<u>29.1%</u>
FUND BALANCE (AS OF JULY 1)	517,228	517,228	585,535	
TOTAL FUNDS AVAILABLE	<u>\$ 9,735,525</u>	<u>\$ 9,735,525</u>	<u>\$ 3,269,231</u>	<u>33.6%</u>
EXPENSES:				
PERSONNEL	6,684,760	6,684,760	1,264,046	18.9%
CURRENT	2,434,423	2,434,423	724,271	29.8%
CAPITAL	99,114	99,114	8,947	9.0%
TRANSFERS			-	N/A
TOTAL EXPENSE	<u>\$ 9,218,297</u>	<u>\$ 9,218,297</u>	<u>\$ 1,997,264</u>	<u>21.7%</u>
INCREASE/(DECREASE) IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 686,432</u>	
FUND BALANCE %	5.31%	5.31%	6.01%	
FUND BALANCE	\$ 517,228	\$ 517,228	\$ 585,535	

**FLORIDA KEYS COMMUNITY COLLEGE
BALANCE SHEET
CURRENT FUND UNRESTRICTED (CFU)
Board of Trustees Report
SEPTEMBER 2009**

	September 30, 2009	September 30, 2008
<u>ASSETS:</u>		
CASH ON HAND AND IN BANK	\$522,797	\$263,113
INVESTMENTS	384,534	388,420
GENERAL APPROPRIATIONS RECEIVABLE	3,602,936	4,161,315
LOTTERY APPROPRIATION RECEIVABLE	678,715	706,976
TOTAL DUE FROM STATE OF FLORIDA	<u>4,281,651</u>	<u>4,868,291</u>
ACCOUNTS RECEIVABLE/PREPAID EXPENSES	452,004	737,536
TOTAL ASSETS	<u><u>\$5,640,985</u></u>	<u><u>\$6,257,360</u></u>
<u>LIABILITIES & FUND BALANCES</u>		
<u>LIABILITIES:</u>		
ACCOUNTS PAYABLE	\$34,780	\$111,269
ACCRUED COMPENSATED LEAVE	513,705	432,804
TOTAL LIABILITIES	<u>548,485</u>	<u>544,073</u>
<u>FUND BALANCES:</u>		
ENCUMBERED FUNDS	4,179,545	4,254,909
UNENCUMBERED FUNDS	1,426,660	1,897,182
SUB-TOTAL FUND BALANCES	<u>5,606,205</u>	<u>6,152,091</u>
AMOUNT EXPECTED TO FINANCED IN FUTURE	<u>(513,705)</u>	<u>(432,804)</u>
TOTAL FUND BALANCES	5,092,500	5,719,287
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$5,640,985</u></u>	<u><u>\$6,263,360</u></u>

SUMMARY OF DISBURSEMENTS
BOARD OF TRUSTEES REPORT
September 2009

Total Check's for September 2009

	Amount	Check #'s
Operating Account	\$906,454.13	89995 - 90629
Payroll Account	\$72,255.60	212578 - 212712
Grand Total	\$978,709.73	

Voided Check's for September 2009

Vendor	Amount	Voided Check #'s	Reason for Void
Alicia A Arrazola	\$424.58	212589	Check Processed Incorrectly
Keys Office Equipment	\$125.00	89179	Check Lost in Mail, Check was Reissued
Deashyia A. Fernandez	\$267.38	90248	Check Processed Incorrectly
Total	\$816.96		

MEMO

Date: October 27, 2009

To: Kim Bassett, Antoinette Martin, Anne O'Bannon, Edwin Scales and Spencer Slate

Cc: Larry Tyree

From: John J. Kehoe, Ph.D.

Re: Board of Trustees Monthly Financial Report for October 2009

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 following highlights should be noted:

- **REVENUE**
 - Student Fee revenues are 41.6% higher than the same time last year. We have realized 52.3% of the budgeted revenue year-to-date. This is due to increases in enrollment as well as Fiscal Year 10 tuition increases.
 - Receivables are 29% lower than last year at this time. This is due improvements in Financial Aid disbursements as well as improvements in communication with students related to fee due dates.
- **EXPENSES**
 - Expenses are 22.7% higher than last year at this time. This is due to the increase in expenditures related to the increase in enrollment.

**FLORIDA KEYS COMMUNITY COLLEGE
REVENUE AND EXPENSE STATEMENT
CURRENT FUND UNRESTRICTED(CFU) AND AUXILIARY FUND
Board of Trustees Report
OCTOBER 2009**

	<u>ANNUAL BUDGET</u>		<u>ACTUAL YEAR-TO-DATE</u>		<u>ACTUAL YEAR-TO-DATE</u>
	<u>FY 2009-2010</u>	<u>FY 2008-2009</u>	<u>FY 2009-2010</u>	<u>FY 2008-2009</u>	<u>FY10 COMPARED TO FY09</u>
REVENUE:					
STUDENT FEES*	\$2,989,510	\$2,559,428	\$1,563,809	\$1,104,707	41.6%
STATE FUNDING:					
COMMUNITY COLLEGE PROGRAM FUND	4,810,835	5,482,319	1,609,277	1,760,759	-8.6%
LOTTERY	678,715	706,976	-	-	N/A
ARRA	483,134				
SUB-TOTAL	5,972,684	6,189,295	1,609,277	1,760,759	-8.6%
MISCELLANEOUS	-	-	111	-	N/A
TOTAL STATE FUNDING	5,972,684	6,189,295	1,609,388	1,760,759	-8.6%
TRANSFERS	21,000	17,200	225	120	87.5%
OTHER	235,103	242,600	88,063	67,710	30.1%
SUB-TOTAL CURRENT FUND	<u>9,218,297</u>	<u>9,008,523</u>	<u>3,261,485</u>	<u>2,933,296</u>	<u>11.2%</u>
AUXILIARY	20,000	20,000	18,390	3,069	499.2%
TOTAL REVENUE	<u>9,238,297</u>	<u>9,028,523</u>	<u>3,279,875</u>	<u>2,936,365</u>	<u>11.7%</u>
FUND BALANCE (AS OF JULY 1)	517,228	491,118	585,535	491,118	19.2%
TOTAL FUNDS AVAILABLE	<u>\$ 9,755,525</u>	<u>\$ 9,519,641</u>	<u>\$ 3,865,410</u>	<u>\$ 3,427,483</u>	<u>12.8%</u>
EXPENSES:					
PERSONNEL	6,684,760	6,330,182	2,115,300	1,790,699	18.1%
CURRENT	2,434,423	2,559,956	1,010,688	771,888	23.6%
CAPITAL	99,114	78,385	23,879	4,613	N/A
SUB-TOTAL CURRENT FUND	<u>9,218,297</u>	<u>9,008,523</u>	<u>3,149,868</u>	<u>2,567,200</u>	<u>22.7%</u>
AUXILIARY	20,000	20,000	-	-	
TOTAL EXPENSE	<u>\$ 9,238,297</u>	<u>\$ 9,028,523</u>	<u>\$ 3,149,868</u>	<u>\$ 2,567,200</u>	<u>22.7%</u>
INCREASE/(DECREASE) IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,008</u>	<u>\$ 369,165</u>	

**FLORIDA KEYS COMMUNITY COLLEGE
REVENUE AND EXPENSE STATEMENT
CURRENT FUND UNRESTRICTED(CFU) AND AUXILIARY FUND
Board of Trustees Report
OCTOBER 2009**

**FLORIDA KEYS COMMUNITY COLLEGE
REVENUE AND EXPENSE STATEMENT
CURRENT FUND UNRESTRICTED ONLY
Board of Trustees Report
OCTOBER 2009**

	BOARD APPROVED APPROVED BUDGET <u>FY 2009-2010</u>	ADJUSTED BUDGET <u>FY 2009-2010</u>	YEAR-TO-DATE ACTUAL <u>FY 2009-2010</u>	ACTUAL YEAR-TO-DATE COMPARED TO <u>ADJUSTED BUDGET</u>
REVENUE:				
STUDENT FEES*	\$2,989,510	\$2,989,510	\$1,563,809	52.3%
STATE FUNDING:				
COMMUNITY COLLEGE PROGRAM FUND	4,810,835	4,810,835	1,609,277	33.5%
LOTTERY	678,715	678,715	-	N/A
ARRA	483,134	483,134	-	-
SUB-TOTAL	5,972,684	5,972,684	1,609,277	26.9%
MISCELLANEOUS	-	-	111	N/A
TOTAL STATE FUNDING	5,972,684	5,972,684	1,609,388	26.9%
TRANSFERS	21,000	21,000	225	1.1%
OTHER	235,103	235,103	88,063	37.5%
TOTAL REVENUE	<u>9,218,297</u>	<u>9,218,297</u>	<u>3,261,485</u>	<u>35.4%</u>
FUND BALANCE (AS OF JULY 1)	517,228	517,228	585,535	
TOTAL FUNDS AVAILABLE	<u>\$ 9,735,525</u>	<u>\$ 9,735,525</u>	<u>\$ 3,847,020</u>	<u>39.5%</u>
EXPENSES:				
PERSONNEL	6,684,760	6,684,760	2,115,300	31.6%
CURRENT	2,434,423	2,434,423	1,010,688	41.5%
CAPITAL	99,114	99,114	23,879	24.1%
TRANSFERS			-	N/A
TOTAL EXPENSE	<u>\$ 9,218,297</u>	<u>\$ 9,218,297</u>	<u>\$ 3,149,868</u>	<u>34.2%</u>
INCREASE/(DECREASE) IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,618</u>	
FUND BALANCE %	5.31%	5.31%	6.01%	
FUND BALANCE	\$ 517,228	\$ 517,228	\$ 585,535	

**FLORIDA KEYS COMMUNITY COLLEGE
BALANCE SHEET
CURRENT FUND UNRESTRICTED (CFU)
Board of Trustees Report
OCTOBER 2009**

	October 30, 2009	October 30, 2008
<u>ASSETS:</u>		
CASH ON HAND AND IN BANK	\$180,615	\$109,922
INVESTMENTS	384,631	389,057
GENERAL APPROPRIATIONS RECEIVABLE	3,201,558	3,721,560
LOTTERY APPROPRIATION RECEIVABLE	678,715	706,976
TOTAL DUE FROM STATE OF FLORIDA	3,880,273	4,428,536
ACCOUNTS RECEIVABLE/PREPAID EXPENSES	500,221	703,657
TOTAL ASSETS	\$4,945,740	\$5,631,172
<u>LIABILITIES & FUND BALANCES</u>		
<u>LIABILITIES:</u>		
ACCOUNTS PAYABLE	\$46,750	\$125,579
ACCRUED COMPENSATED LEAVE	513,705	432,804
TOTAL LIABILITIES	560,455	558,383
<u>FUND BALANCES:</u>		
ENCUMBERED FUNDS	4,179,545	3,920,311
UNENCUMBERED FUNDS	719,445	1,585,282
SUB-TOTAL FUND BALANCES	4,898,990	5,505,593
AMOUNT EXPECTED TO FINANCED IN FUTURE	(513,705)	(432,804)
TOTAL FUND BALANCES	4,385,285	5,072,789
TOTAL LIABILITIES & FUND BALANCES	\$4,945,740	\$5,631,172

SUMMARY OF DISBURSEMENTS
BOARD OF TRUSTEES REPORT
October 2009

Total Check's for October 2009

	Amount	Check #'s
Operating Account	\$352,234.71	90630 - 90852
Payroll Account	\$100,165.01	212713 - 212885
Grand Total	\$452,399.72	

Voided Check's for October 2009

Vendor	Amount	Voided Check #'s	Reason for Void
Captains Corner Dive Shop	\$1,260.00	89911	Check Lost in Mail, Check was Reissued
Total	\$1,260.00		

Awarded Grants Submitted Prior to July 1, 2009

Carl D. Perkins Career and Technical Education Act of 2006

Postsecondary Funds

FKCC RAVE Program

Florida Department of Education

Budget Request: \$84,355

Purpose: To develop the academic, professional, and personal skills of students in the targeted special populations, who are enrolled in vocational programs, through quality education and activities that are innovative, accessible, and affordable.

Funds provide for partial salaries of two financial aid specialists; for child care for participants; and for lab assistants in Marine Technology programs. FKCC provides 15 2-year full scholarships for participants.

College Reach Out Program (CROP)

Florida Department of Education

Purpose: To increase the number of low-income, educationally disadvantaged students in grades 6-12 who, upon high school graduation, are admitted to and successfully complete post secondary education. A year-round program with services provided primarily in the local schools (Key West High, Horace O'Bryant Middle School, and Sugarloaf Middle School) and enrichment services provided at FKCC. Students are provided with math and reading tutorials, academic motivational activities, and individual and group counseling sessions. Parental involvement includes workshops on improving academic performance, increasing motivation, and financial aid planning and application for college. Crop serves approximately 250 students and awards 2-year full scholarships to 15 students.

Budget: \$99,742

Awarded funds support one full-time coordinator and one half-time specialist, three stipends for school liaisons, and instructional staff, tutors, mentors and enrichment support. Also funds support activities, instructional materials, summer residential attendance for ten students at FIU, project supplies and materials, after-school snacks, and some travel.

Matched funds from FKCC include 20% time of Project Director, time and effort of secretarial support and recruitment/marketing director, space and scholarships.

Project Director: Michelle Cherry

Coordinator: Carrie Groomes-Davis

National Ocean and Atmospheric Agency (NOAA)

Staltonstall-Kennedy Grant Program

“Chemical extraction process for converting shark bycatch discards from commercial pelagic longlines into a chemical shark repellent for application as bycatch reduction technology”

Budget: \$124,773

Objective is to develop a validated procedure and informational video for the on-site (local) conversion of shark discards into a cost effective bait-treatment gel with shark-repelling properties.

Budget pays for 400 hours of Dr. Rice’s time and Mr. Stroud’s time, and Dr. Hanson’s consulting time; analysis at Seton Hall University; rental of a longline fishing boat; supplies, chemicals for the bait.

Patrick Rice, Principal Investigator

Eric Stroud, co-PI

Dr. James E. Hanson, Consultant

South Florida Workforce Board

American Recovery and Re-Investment Act/Workforce Investment Act Summer Youth Program

Identify, enroll, certify eligibility for services for 70 students, provide 20 hours of workforce readiness skills training, and provide 160 hours of work.

Budget: \$168,559

Budget pays for 5 part-time staff for 3 months of work to run the program and for wages and benefits for the participants.

Dr. Jill Landesburg - Boyle

Pending Grants Submitted Between Jul1, 2009 and November 30, 2009

National Atmospheric and Oceanic Agency

Staltonstahl-Kennedy Grant Program

“Investigation of a selective Loggerhead Sea Turtle Repellent”

Submitted Budget: \$217,716 over two years

To create odor-modified baits that will be effective for catching fish and repellent to loggerhead turtle turtles.

Budget provides funds to purchase and decompose shark discards. To fund 25% of Dr. Rice salary; for Eric Stroud for 400 hours of time; for Dr. James Hansen, consultant, and to Seton Hall University for laboratory facilities to conduct analysis; to rent facilities from Aquaranch; for a Veterinarian to protect treatment of fish and loggerhead sea turtles, for travel, supplies and equipment. Budget also funds student workers.

Dr. Patrick Rice, Principal Investigator

Eric Stroud, co-Principal Investigator

Dr. James Hansen, Consultant

Dr. Robert Burris, Aquaranch

National Science Foundation, Advanced Technology Education
Small Grant for First-time Grantees
“Tropical Ornamental Mariculture Technician Certificate”

Submitted Budget: \$149,941 over two years

To develop a technician training certification program that will provide students with the knowledge, skills, and problem solving abilities to succeed in the rapidly growing marine aquaculture industry.

Budget funds the development of curriculum and certificate; PI/co-PI; Instructors; student internships and 24 interns; travel; holding tanks, materials, chemicals, and supplies.

Dr. Patrick Rice, PI

Dr. Alex, Bryske, co-PI

Grant Proposals in Development

1. U.S. Department of Education, Student Support Services, \$220,000 per year for five years to support 140 low-income, first generation students and students with disabilities with need for academic support to persist in college, maintain good academic standing, graduate with an Associate's Degree or certificates; and to graduate and transfer to pursue a Bachelor's Degree. Joanne Preston Due December 14
2. Monroe County Sherriff, Shared Asset Forfeiture Grant, \$10,000 to support CROP drug and alcohol program. Carrie Groomes-Davis Due February 2010
3. U.S. Department of Education, Title III: Strengthening Institutions Program, \$400,000 per year for five years to resolve critical problems in the institution identified through a comprehensive development plan. Joanne Preston Due end of February 2010
4. Carl D. Perkins Postsecondary Roll Forward Funds for RAVE Project, \$9,337 to use between now and June 30, 2010. Will use for additional lab assistants and to intake some additional RAVE students. Joanne Preston Due now

FKCC Office of Sponsored Research
Report of Activity for the Board of Trustees
December, 2009

This initial report to the Board of Trustees will cover July 1, 2009 – November 30, 2009. Subsequent reports will be provided on a monthly or quarterly basis as determined by the Board of Trustees.

Awarded Grants Submitted Prior to July 1, 2009

Carl D. Perkins Postsecondary (RAVE)	FL Dept of ED	\$84,355	Carol Anderson
College Reach Out Program (CROP)	FL Dept of ED	\$99,472	Carrie Groomes-Davis
S-K: Shark Bycatch Repellent	NOAA	\$124,773	Patrick Rice
ARRA-WIA Summer Youth	SFWIB	\$168,559	Dr. Boyle

Pending Grants Submitted Between July 1, 2009 and November 30, 2009

S-K: Loggerhead Sea Turtle Repellent	NOAA	\$217,716	Patrick Rice
Tropical Mariculture Technician Certificate	NSF – ATE	\$149,941	Patrick Rice

Grants Proposals in Development

TRiO: Student Support Services	ED 5-years	\$220,000/year	Joanne Preston
Shared Asset Forfeiture Grant	Monroe Co Sherriff	\$10,000	Carrie Groomes-Davis
Title III: Strengthening Institutions	ED 5-years	\$400,000/year	Joanne Preston
Perkins Postsecondary Roll Forward	FL Dept of ED	\$9,337	Joanne Preston

Respectfully Submitted,

Joanne W. Preston
Director of Sponsored Research

Approved, _____ Date: _____

Spencer Slate
Chair,
FKCC Board of Trustees