

**FLORIDA KEYS COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
October 24, 2011
2:00 PM
Key West
A G E N D A**

- I. CALL TO ORDER**
 - II. SWEARING IN OF NEW TRUSTEES**
 - III. ELECTION OF OFFICERS 2011-12**
 - IV. PLEDGE TO THE FLAG**
 - V. ADOPTION AND ADDITION TO THE AGENDA**
 - VI. APPROVAL OF MINUTES of meeting held September 26, 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 – Joseph Howard Hodorowicz
 - C. Faculty Council Report – Dawn Ellis **Attachment #2**
 - D. QEP Presentation – Gavin McKeirnan
 - E. Presidential Search
 - ATTORNEY**
 - IX. HUMAN RESOURCES**
 - A. Personnel Actions **Attachments #3**
 - B. Salary Schedule Amendment **Attachment #4**
 - X. FINANCIAL SERVICES**
 - A. Report by VP Jean Mauk on Finance and Construction Projects **Attachments #5**
 - B. Financials for September 2011 **Attachments#6**
 - C. RFP for Legal Services **Discussion**
 - XI. INSTRUCTIONAL SERVICES**
 - A. Report by Provost Brittany Snyder **Attachments #7**
 - B. Reciprocal agreement w/ Monroe County Public Library **Attachment #8**
 - XII. STUDENT SERVICES**
 - A. Report by Dean Erika MacWilliams on Student Affairs and Accreditation **Attachment #9**
 - XIII. GOOD OF THE ORDER**
 - Public Input
- The next meeting will be held on December 12, 2011, Marathon.**

PROPOSED BOARD ACTION

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

AUTHORITY FOR ACTION

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

BACKGROUND INFORMATION

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

Continuing Education Price Summary

Course Name	Tuition
Access 2007 Fundamentals	\$125.00
Access 2007 Intermediate	\$125.00
Adult Ballet	\$165.00
Advanced Reading, Writing and Grammar Review Part 1	\$155.00
Advanced Reading, Writing and Grammar Review, Part 2	\$155.00
Basic Voice	\$300.00
Beginner's Digital Photography	\$100.00
Beginning Conversation Part 1	\$155.00
Beginning Conversation Part 2	\$155.00
Bootcamp with Hally	\$90.00
Bravo! Italian Conversation and Culture	\$155.00
Bravo! Survival Italian and the Culture	\$155.00
Cake Decorating	\$60.00
Cake Decorating	\$60.00
Children's Ballet	\$79.00
Conversational Spanish	\$155.00
Conversational Spanish for Beginners	\$168.80
Conversational Spanish for Beginners	\$155.00
Conversational Spanish for Intermediate	\$155.00
Creative Photography	\$100.00
Creative Still Life/Composition	\$25.00
Digital Photography 1 & 2 All Inclusive	\$120.00
Digital Photography: Beyond the Camera	\$155.00
Dreamweaver Basics CS5	\$139.50
Ebay Basics for Sellers	\$38.75
ESL: English for Absolute Beginners Part 1	\$155.00
ESL: English for Absolute Beginners Part 2	\$155.00
ESL: Writing Skills Part 1	\$155.00
ESL: Writing Skills Part 2	\$155.00
Excel 2007 Fundamentals	\$125.00
Excel 2007 Intermediate	\$125.00
Finding Your Creative Voice	\$90.00
Fundamentals of Painting with Oils	\$138.00
Great Decisions	\$60.00
How to Prepare for the TOEFL Part 1	\$155.00
Hydroponic Gardening	\$60.00
Intermediate Conversational Spanish for Beginners	\$168.80
Intro to Cortical Field Re-education	\$15.00
Intro to Personal Computers	\$125.00
Keys to Oil Painting	\$155.00
Life Drawing Workshop for Beginners to Advanced	\$25.00
Maximize Your Coupons!	\$12.00
Mixed Community Chorus	\$105.00
Mixed Community Chorus	\$105.00
OSHA 8-Hour HAZWOPER First Responder Refresher Training	\$200.00
Outlook 2007 Fundamentals	\$125.00

Continuing Education Price Summary

Course Name	Tuition
Photoshop for Beginners	\$130.00
Power Point 2007 Fundamentals	\$125.00
Pre-Ballet	\$79.00
Quickbooks 2010	\$150.00
Reading, Writing & Grammar Review Part 1	\$155.00
Reading, Writing & Grammar Review Part 2	\$155.00
Sight-Singing	\$86.50
Survival French	\$155.00
Survival Spanish	\$155.00
Survival Spanish II	\$155.00
W&L Eng: Basics Level 2 Part 1	\$155.00
W&L Eng: English for Absolute Beginners Part 1	\$155.00
W&L Eng: English for Absolute Beginners Part 2	\$155.00
W&L Eng: Advanced Level 1 Part 1	\$155.00
W&L Eng: Advanced Level 1 Part 2	\$155.00
W&L Eng: Basics Level 1 Part 1	\$155.00
W&L Eng: Basics Level 1 Part 2	\$155.00
W&L Eng: Basics Level 2 Part 2	\$155.00
W&L Eng: Intermediate Level 1 Part 1	\$155.00
W&L Eng: Intermediate Level 1 Part 2	\$155.00
W&L Eng: Intermediate Level 2 Part 2	\$155.00
Wire-Wrap Jewelry Workshop	\$113.00
Wire-Wrap Jewelry Workshop 2	\$90.00
Woman and Wealth: Creating a Strategy That Works for You	\$25.00
Word 2007 Intermediate	\$125.00
Writing Life Stories	\$60.00
Yoga-Toner	\$165.00
Zumba	\$180.00

Catherine Torres

Submitted by Catherine Torres

Director of Continuing Education and Workforce

FKCC Board of Trustee Faculty Council Report: October 24, 2011

October has been a mixed month for Faculty Council, in that our leader, Penni Wise, stepped down from the position of President due to time constraints and personal commitments. We appreciate the patience, persistence, and perseverance she demonstrated during tough times at FKCC, as well as keeping the faculty united. She will be missed, but has promised to remain in an advisory role. New leadership is in place; Dawn Ellis has stepped into the President's position, and John Majewicz, who was elected Parliamentarian in the September meeting, has accepted the position of Vice President.

Faculty Council has formed two ad hoc committees to address eligibility of continuing contract and lab compensation (the credit versus contact hour debate). The latter has been a heated topic of discussion in Faculty Council over the last year. The Lab Compensation committee will look into how other Florida community colleges handle this topic. Secondly, the Continuing Contract committee is researching the "Texas Plan" and will draft how relevant key points can be incorporated into a formal recommendation for issuance of continuing contract. Both committees will make a formal report to Faculty Council in the upcoming year.

Today, the Provost is bringing forward a motion that was passed by Faculty Council in September to amend the formula in the faculty salary schedule, which mixes contact hours with actual clock hours. Upon approval, the table will be amended as follows:

Contract Length	REQUIRED Weekly Hours	DESCRIPTION
9, 10 and 11 Month	35 hours	15 teaching contact hours + 10 office hours + 5 discretionary* Hours + 7.5 on-campus hrs

(Note: 15 teaching contact hours equate to 12.5 clock hours)

Faculty are prepared for the upcoming SACS visit in November, and are looking forward to the opening of the Student Success Center and the implementation of the QEP, Island TIME.

Respectfully submitted,

Dawn Ellis
FKCC Faculty Council President



DATE: October 17, 2011
TO: Board of Trustees
FROM: Charles McGinnis Director, Human Resources
SUBJECT: Personnel Actions, BOT meeting 10-24-11

PROPOSED BOARD ACTION

Approval of the Personnel Actions.

AUTHORITY FOR STATE BOARD ACTION

Florida Statute, Section 1001.64

BACKGROUND INFORMATION

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

Supporting Documentation Included:

Personnel Actions
Adjunct Instructors Spread Sheet

Facilitators/Presenters:

Charles McGinnis, Director, Human Resources

DATE: October , 2011
 TO: Dr. Lawrence W. Tyree, President
 FROM: Charles McGinnis, Director, Human Resources
 SUBJECT: Human Resources – BOARD AGENDA 10-24-11

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Personnel Actions – Recommendations to the Board of Trustees

NEW EMPLOYEES -

Full-time

Name	Effective Date	Description
Ortueta, Jesse	Oct. 10, 2011	Maintenance Worker, Career Grade 2, \$12.13/hr.

Part-time

Name	Effective Date	Description
Chambliss, Anna	Oct. 10, 2011	PT Library Specialist, 12.87/hour.
Hillyer, William	Sept. 26, 2011	Dive Tech. Advisor, \$17.50/hour
Miner, Patrick	Sept. 26, 2011	Dive Tech. Advisor, \$17.50/hour
Santos, Andrea	Sept. 26, 2011	Tutor, Student Activities, \$15.00/hour
Scarlett, Michael	Sept. 26, 2011	Dive Tech. Advisor, \$17.50/hour

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

Name	Effective Date	Description
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None to report at this time

PROMOTIONS / RECLASSIFICATIONS / ADJUSTMENTS:

Name	Effective Date	Description
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None to report at this time

TERMINATIONS:

Name	Title	Effective Date	Reason
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None to report at this time

ADJUNCT / PART TIME INSTRUCTORS Please See Attachment

Board Materials

Adjunct Instructors

October 2011

Name	Lvl	Pay Rate	Hrs / Credits	Total Pay	Course Description	Cntr	Dates
Continuing Education							
Bachelor, Peter		\$35.00	12	\$420	Photoshop CS5	KW	9/13/11 - 10/18/11
Dekeyrel, James		\$35.00	6.5	\$228	Quickbooks 2010	KW	9/23/2011
Dekeyrel, James		\$30.00	6.5	\$195	Excel 2007 Intermediate	KW	10/5/2011
Gorky-Anderson, Judy		\$28.00	22	\$616	Yoga Toner	KW	8/29/11 - 11/09/11
Haegelin, Diana		\$40.00	90	\$3,600	W&L: Beg P1/Basic L1P1 L2P1/ Int L1P1	KW	8/30/11 - 10/24/11
Haegelin, Diana		\$25.00	22.5	\$563	W&L: Advance L1P1	KW	8/30/11 - 10/20/11
Haegelin, Diana		\$30.00	22.5	\$675	W&L: Interm L2P1	KW	8/30/11 - 10/20/11
Haegelin, Diana		\$18.00	45	\$810	Read Write Grammar Rev P1/ Adv	KW	8/30/11 - 10/14/11
Haegelin, Diana		\$20.00	22.5	\$450	How to Prepare fpr TOEFL	KW	9/1/11 - 10/13/11
Herasme, Jill		\$20.00	15	\$300	Intermediate Wire Wrap 102	KW	9/6/11 - 10/4/11
Herasme, Jill		\$25.00	15	\$375	Intermediate Wire Wrap 102	KW	9/6/11 - 10/4/11
Marchak, Stacey		\$20.00	36	\$720	Survival Spanish II	KW	9/22/11 - 10/27/11
Olivera, Olga		\$28.00	28	\$784	Conversational Spanish for Beginners	KW	9/08/11 - 10/20/11
Quinn, Kathleen		\$30.00	6.5	\$195	Word 2007 Intermediate	KW	9/19/2011
Vanucci-Kelly, Dona		\$28.00	18	\$504	Bravo Italian	KW	9/15/11 - 10/13/11
Walters, Dean		\$28.00	10	\$280	Sight Singing	KW	9/06/11 - 11/15/11
Criminal Justice							
Askins, Edward		\$25.00	7.5	\$188	Criminal Investigation	KW	9/12/11 - 10/4/11
Askins, Edward		\$28.00	2.5	\$70	Physical Training	KW	9/12/11 - 10/4/11
Bogue, Roy		\$25.00	28	\$700	Communications	KW	9/26/11 - 10/6/11
DiGiovanni, Mike		\$25.00	6.75	\$169	Patrol 2	KW	9/26/11 - 9/27/11
Holroyd, LeeAnn		\$25.00	21.75	\$544	Criminal Investigation	KW	8/24/11 - 9/10/11
Jewell, Areaka		\$28.00	18	\$504	Firearms	KW	7/11/11 - 7/13/11
Kohl, Mark		\$28.00	18.25	\$511	Legal	KW	9/8/11 - 9/13/11
Maison, Marc		\$25.00	3.25	\$81	Criminal Investigation	KW	9/8/2011
Marks, Dahlgren		\$25.00	4	\$100	Communications	KW	9/21/2011
Schegelmilch, William		\$25.00	36.25	\$906	Patrol 2/Traffic Stops/Communications	KW	9/14/11 - 10/6/11
Seago, Sheila		\$25.00	26	\$650	Patrol 2	KW	9/15/11 - 9/29/11
Szymanski, Jacek		\$25.00	25	\$625	DUI Traffic Stops	KW	8/11/11 - 8/16/11
Williams, Ralph		\$28.00	3	\$84	Physical Training	KW	9/8/11 - 10/6/11
Williams, Ralph		\$25.00	3.25	\$81	Criminal Investigation	KW	9/8/11 - 10/6/11
AS + AA Programs							
Balmes, Steven	IV	\$463.00	5	\$2,315	Basic Math/ Intro to Algebra	KW	8/22/11 - 12/10/11
Barkan, Robert	VI	\$435.00	2	\$870	Scuba Equip Maint & Repair	KW	8/22/11 - 12/10/11
Barroso, Brian	III	\$505.00	3	\$1,515	Intro to Business	KW	8/22/11 - 12/10/11
Bentley-Kemp, Lynne	I	\$555.00	6	\$3,330	Intro to Humanities	VC	8/22/11 - 12/10/11
Brenner, Tracy	III	\$505.00	2	\$1,010	Scuba Diving	KW	10/02/11 - 12/06/11
Carroll, Susan	III	\$505.00	2	\$1,010	Basin Mathematics	KW	8/22/11 - 12/10/11
Chalfant, William	III	\$505.00	3	\$1,515	The Business of Diving	KW	8/22/11 - 12/10/11
Charette, Thomas	III	\$505.00	2	\$1,010	Basic Mathematics	KW	8/22/11 - 12/10/11
Charleston, Gregory	III	\$505.00	9	\$4,545	English Composition I & II	KW	8/22/11 - 12/10/11
Christensen, Erik	III	\$505.00	3	\$1,515	Astronomy	VC	8/22/11 - 12/10/11
Clearman, Joshua	III	\$505.00	4	\$2,020	General Physics I	KW	8/22/11 - 12/10/11
Csinady, Adriana	III	\$505.00	6	\$3,030	Human Grwth & Dev/ General Psych	KW	8/22/11 - 12/10/11
Distasio, Daniel	III	\$505.00	3	\$1,515	English Composition I	KW	8/22/11 - 12/10/11
Eads, Katheryn	II	\$505.00	9	\$4,545	Human Grwth & Dev/ General Psych	KW	8/22/11 - 12/10/11
Ellis, Dawn	II	\$505.00	3	\$1,515	Fundamentals of Programming	KW	8/22/11 - 12/10/11
Engler, Deanna	III	\$505.00	3	\$1,515	Intro to Marine Biology	MA	8/22/11 - 12/10/11
Evelyn, Wayne	IV	\$463.00	2	\$926	Basic Mathematics	CS	8/22/11 - 12/10/11
Feller, David	II	\$505.00	3	\$1,515	Intro to Metroerology	KW	8/22/11 - 12/10/11

Board Materials

Adjunct Instructors

October 2011

Foresman, Timothy	I	\$555.00	3	\$1,665	Intro to Oceanography	KW	8/22/11 - 12/10/11
Grattan, Michael	II	\$505.00	6	\$3,030	Intro to Comp Science/ Comp Application	KW	8/22/11 - 12/10/11
Gray, Susan	I	\$555.00	3	\$1,665	General Psychology	MA	8/22/11 - 12/10/11
Griffiths, Peter	II	\$505.00	3	\$1,515	Intro to Sociology	KW	8/22/11 - 12/10/11
Holst, Alexander	III	\$505.00	10	\$5,050	Digital Camerawork/ Int Comp Based Des	KW	8/22/11 - 12/10/11
King, James	II	\$505.00	6	\$3,030	Music Appreciation I	MA	8/22/11 - 12/10/11
Kolbe, Daniel	VI	\$435.00	4	\$1,740	Diving Technology	KW	8/22/11 - 12/10/11
Labriola, Ann	III	\$505.00	3	\$1,515	Beginning Drawing	KW	8/22/11 - 12/10/11
Lawson, Barry	VI	\$435.00	2	\$870	Recompression Chamber Operation	KW	8/22/11 - 12/10/11
Ledwith, Christine	III	\$505.00	6	\$3,030	College Algebra/ Int Prob. & Statistics	CS	8/22/11 - 12/10/11
Lingle, Kenny	VI	\$435.00	8	\$3,480	Scuba Diving/Adv Diving Theory & Practice	KW	8/22/11 - 12/10/11
Lutterman, Sherri	II	\$505.00	3	\$1,515	General Psychology	KW	8/22/11 - 12/10/11
Lynn, Jeffrey	III	\$505.00	3	\$1,515	Computer Upgrade & Repair	KW	8/22/11 - 12/10/11
Majewicz, John	I	\$555.00	1	\$555	Calculus & Analytic Geometry I	KW	8/22/11 - 12/10/11
Marchak, Stacey	III	\$505.00	4	\$2,020	Beginning Spanish I & Lab	KW	8/22/11 - 12/10/11
Markham, Lois	I	\$555.00	3	\$1,665	Developmental Writing II	CS	8/22/11 - 12/10/11
Matthews, Thomas	III	\$505.00	3	\$1,515	Environmental Physical Science	MA	8/22/11 - 12/10/11
Mayock, Monica	IV	\$463.00	5	\$2,315	Basic Math/ Intro to Algebra	KW	8/22/11 - 12/10/11
Meyer, Lawrence	III	\$505.00	6	\$3,030	Intro to Computer Applications	KW	8/22/11 - 12/10/11
Miller, Sarah	I	\$555.00	8	\$4,440	Anatomy & Physy. I & II / Labs	KW	8/22/11 - 12/10/11
Morgan, Ryan	III	\$505.00	3	\$1,515	Hist of Art, Ancient to 1400	KW	8/22/11 - 12/10/11
Muffler, Stephen	II	\$505.00	3	\$1,515	Business Law I	KW	8/22/11 - 12/10/11
Nantz, Derrick	II	\$505.00	9	\$4,545	Intro to Ethics/ Intro to Philosophy	KW	8/22/11 - 12/10/11
Park, Suzy	III	\$505.00	3	\$1,515	College Survival Skills	KW	8/22/11 - 12/10/11
Parmentier, Hilary	III	\$505.00	3	\$1,515	English Composition I	KW	8/22/11 - 12/10/11
Preziosi, Mark	II	\$505.00	11	\$5,555	Microbiology & Lab/ Princ Biology I & Lab	KW	8/22/11 - 12/10/11
Rainer, Debra	III	\$505.00	6	\$3,030	Financial Accounting	KW	8/22/11 - 12/10/11
Ray, Amy	III	\$505.00	9	\$4,545	Criminal Psych/Intro Criminology/ CJ Syst	KW	8/22/11 - 12/10/11
Reis, Barabar	I	\$555.00	1	\$555	Calculus & Analytic Geometry I	CS	8/22/11 - 12/10/11
Rice, Lucja	III	\$505.00	3	\$1,515	Underwater Photography	KW	8/22/11 - 12/10/11
Rice, Patrick	I	\$555.00	4	\$2,220	Survey of Mariculture	KW	8/22/11 - 12/10/11
Rodriguez, Marjorie	III	\$505.00	3	\$1,515	Intro to Algebra	KW	8/22/11 - 12/10/11
Ryals, Suzanne	III	\$505.00	3	\$1,515	Intro to Teaching Profession	KW	8/22/11 - 12/10/11
Sheets, Linnea	I	\$555.00	6	\$3,330	English Composition I & II	CS	8/22/11 - 12/10/11
Terpos, Alexander	III	\$505.00	6	\$3,030	Intermed Algebra/ Math for Liberal Arts	MA	8/22/11 - 12/10/11
Todd, John	III	\$505.00	3	\$1,515	Intro to Speech Communication	CS	8/22/11 - 12/10/11
Wright, Cynthia	II	\$505.00	3	\$1,515	General Psychology	MA	8/22/11 - 12/10/11
Wright, Nicolas	III	\$505.00	6	\$3,030	Develop Writing I/Develop Reading II	KW	8/22/11 - 12/10/11
Wyker, Martha	III	\$505.00	3	\$1,515	Developmental Reading I	KW	8/22/11 - 12/10/11
Yaple, Ted	III	\$505.00	6	\$3,030	Women in Bible/ World Religions	KW	8/22/11 - 12/10/11

Independent Studies

None at this time.

Continuing Education Payroll Summary

Instructor Last	Instructor First	Pay Rate	Course Name	Start Date	End Date	CRN #
Bachelor	Peter	\$28.00	Digital Photography 1 & 2 All Inclusive	9/15/2011	11/3/2011	10583
Bachelor	Peter	\$35.00	Photoshop for Beginners	9/13/2011	10/18/2011	10591
Dekeyrel	James	\$35.00	Excel 2007 Fundamentals	11/2/2011	11/2/2011	10714
DeKeyrel	James	\$35.00	Word 2007 Intermediate	11/4/2011	11/4/2011	10705
DeKeyrel	James	\$30.00	Access 2007 Fundamentals	11/9/2011	11/9/2011	10698
DeKeyrel	James	\$35.00	Quickbooks 2010	10/19/2011	10/19/2011	10709
Giordano	Annamarie	\$28.00	Creative Still Life/Composition	11/10/2011	11/10/2011	10577
Giordano	Annamarie	\$28.00	Life Drawing Workshop for Beginners to Advanced	11/8/2011	11/8/2011	10585
Haegelin	Diana	\$40.00	Reading, Writing & Grammar Review Part 1	9/2/2011	10/21/2011	10661
Haegelin	Diana	\$40.00	W&L Eng: Basics Level 1 Part 1	8/31/2011	10/24/2011	10650
Haegelin	Diana	\$40.00	W&L Eng: Basics Level 2 Part 1	8/31/2011	10/24/2011	10653
Haegelin	Diana	\$40.00	W&L Eng: Intermediate Level 2 Part 1	8/30/2011	10/20/2011	10651
Haegelin	Diana	\$40.00	W&L Eng: English for Absolute Beginners Part 1	8/30/2011	10/20/2011	10652
Haegelin	Diana	\$40.00	W&L Eng: Intermediate Level 1 Part 1	8/31/2011	10/24/2011	10667
Haegelin	Diana	\$40.00	W&L Eng: Advanced Level 1 Part 1	8/30/2011	10/20/2011	10671
Marchak	Stacey	\$20.00	Survival Spanish II	9/22/2011	10/27/2011	10837
Marchak	Stacey	\$20.00	Survival Spanish II	9/22/2011	10/27/2011	10836
Marchak	Stacey	\$30.00	W&L Eng: English for Absolute Beginners Part 2	10/5/2011	11/7/2011	10660

Catherine Torres

Submitted by Catherine Torres

Director of Continuing Education and Workforce



DATE: October 17, 2011
TO: Board of Trustees
FROM: Charles McGinnis Director, Human Resources
SUBJECT: Personnel Actions, BOT meeting 10-24-11

PROPOSED BOARD ACTION

Approval of the 2011-2012 Salary Schedule amendment.

AUTHORITY FOR STATE BOARD ACTION

Florida Statute, Section 1001.64

BACKGROUND INFORMATION

An adjustment to the minimum required workweek for faculty to reflect a more accurate accounting of the workweek.

Supporting Documentation Included:

Amendment page
Faculty workload spreadsheet (FSC schools)

Facilitators/Presenters:

Charles McGinnis, Director, Human Resources



**FLORIDA KEYS COMMUNITY
COLLEGE**

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

MEMORANDUM

Date: October 17, 2011
To: Charles McGinnis
From: Brittany Snyder
Subject: 2011-2012 Salary Schedule

There appears to be an error in the 2011-2012 Salary Schedule in the table on page 15, which impacts full-time faculty. This was brought to my attention during the recent operational audit conducted by the State of Florida Auditor General. There is a pending audit finding and it would be beneficial for the institution to correct the error as soon as possible. This issue has been discussed with Faculty Council leadership and the following recommendation has been received from Faculty Council to correct the table on page 15 effective fall 2011:

Contract Length	Minimum Required Weekly Hours	Description
9, 10 and 11 Month	35 hours	15 teaching contact hours + 10 office hours + 5 discretionary* Hours + 7.5 on-campus hrs

Please note per Florida Statute 1012.82, “a classroom contact hour consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction.” In other words, one credit hour is equivalent to fifty minutes. Fifteen teaching contact hours is equivalent to 12.5 hours.

Faculty Workload
Florida Keys 9/2011

Updated 9/26/11

	School	Faculty Union	Teaching Hours (weekly)	Office Hours (weekly)	Total hours (weekly)	Other	Comments
1	Brevard	Yes	15.0	10.0	35.0		
2	Broward	Yes	15.0	15.0	35.0	5.0	
3	Central FL	No	15.0	10.0	35.0		
4	Chipola	Yes			35.0	30.0	30 required in Summer
5	Daytona	No	15.0	10.0	40.0		Adult Ed faculty do 25 class/5 office hours.
6	Edison	Yes	15.0	10.0	37.5		By union agreement, 3 of 10 office hours can be conducted online if teaching online
7	FL Gateway	No	15 or 18	7.0	40.0		Faculty can choose between 15 or 18 teaching hours. If 15 hrs. faculty required to be on campus 25 hrs. If 18 hrs. faculty required to be on campus 33 hours.
8	FL Keys				37.5		Considering changing to 35.0.
9	FL State College - JAX	Yes	30*		40.0		*30 hours will be scheduled which includes classroom contact hours, posted office hours available, and instructional support time. The remaining hours will be used for College related professional activities.
10	Gulf Coast	No	15.0	10.0	35.0		
11	Hillsborough	Yes					
12	IRSC						
13	Lake Sumter	No	15.0	10.0	35.0		
14	MD	Yes			35.0		
15	N FL	No	15.0	10.0	37.5		Most faculty are on campus more than required to be now.
16	NWFSC	No	25.0	9.0	34.0		
17	Palm Beach	Yes			35.0		25 hours classroom contact, advising and office hours; remainder "conducting college business"
18	Pasco Hernando						
19	Pensacola	Yes			35.0		
20	Polk	No	15.0	10.0	40.0		25 hours required on campus
21	SJRSC	No	15.0	10.0	40.0	10.0	35 hours required on campus
22	St. Pete	No			30.0/40.0	18.0	SPC is Baccalaureate school with different workloads for 2 year and 4 year faculty. 2 year: 30 hour work week fall and spring, 18 hour workweek in summer; 4 year: 40 hour work week all year
23	Santa Fe	No	15.0	10.0	40.0		

Faculty Workload
Florida Keys 9/2011

Updated 9/26/11

	School	Faculty Union	Teaching Hours (weekly)	Office Hours (weekly)	Total hours (weekly)	Other	Comments
24	Seminole	Yes	15.0	10.0	37.5		Newly unionized in October 2010 so may change. Of the 12 1/2 not in classroom or office hours; 7.5 are "on campus", 5 are "off campus"
25	South Florida	No	15.0	10.0	40.0		Faculty do not "specifically" have an on-campus hours requirement.
26	State College FL (Manatee)	No			35.0		25 on campus, 10 hours in addition - home or office
27	TCC						
28	Valencia	No			35.0		



Date: October 18, 2011
To: Board of Trustees
From: W. Jean Mauk
Subject: Vice President Business and Administrative Services Report

Business and Administrative Services' projects during September have included assisting with the Quality Enhancement Plan Island Time (report and facility related issues), Lagoon Landing construction punch list items and Business Office support of student registration and payment collections.

Vice President's Office

September and early October were busy with facility rental agreement issues with the Collegiate High School, facility insurance renewals and various state reporting requirements.

Florida Keys College Campus Foundation

Insurance quotes were obtained for property liability, wind and flood from Arthur Gallagher Co. The Foundation board approved the payments of these premiums. Citizens Insurance has not yet written the policy but is expected to do so in the next seven days. Original quotes were delayed until the Certificate of Occupancy was issued in August and the property appraisal was completed in September. The Foundation Board also reviewed various policies related to room entry and Thanksgiving break. College personnel are also working with Lagoon Landing students to obtain financial assistance with housing and tuition.

Controller's Office

The office staff continued to be busy answering questions from the State Auditor's Office regarding the current operational and financial audit. A draft of the Operational Audit report has been prepared by the audit staff and will be reviewed with the college during October. The Financial Audit of the college's financials for FY 2010-11 is in process. It is scheduled to be completed in November/December 2011.

The Business Office has been working to reduce the College's Student Accounts Receivable balances. The over 90 day balances continue to be of concern. We have invited Ed Nolan from Conserve, our credit and collection service, to meet with staff concerning collection procedures. A task force including representatives from all areas of the college is being formed to address the policies and procedures related to student receivables.

Purchasing and Plant Operations

Lagoon Landing – Warranty repairs are ongoing for lighting, washers, dryers and furniture. Purchasing is currently working with Student Suites and Sikon Construction to correct several open items. The air handlers in each suite need to be moved to make them more accessible to maintenance for filter changing. Florida Keys Electric is working with the supplier to correct hallway lighting issues. The

installation of security cameras (CCTV) began October 10th and is scheduled to be completed in two weeks.

Marine Technology Building – The revised drawings for this building are scheduled to be delivered from Hayes Cummings on November 1st. This is a two week delay from the original date. The revised plans will be reviewed with the Board at the December meeting. At that time, the rebid process will begin based upon the revised plans. The revisions are to allow the building to be constructed within the current funding of \$6.1 million. We have a budget request for an additional \$773 thousand in this year's legislative request. All indications from Tallahassee indicate a continuation of a tough capital budgeting year.

Student Center – The plans for the revised space have been received from Hayes Cummings Architects on October 7th. After onsite review, the plans will be forwarded to Len Rhodus for permitting.

Quality Enhancement Project-Student Success Center- The furniture for the QEP lab is scheduled for delivery on October 18th.

Maintenance/Custodial- We are currently retrofitting our soap and toilet paper dispensers in buildings A and C. Continued theft of soap and paper prompted the change. The custodial staff is busy painting and cleaning parts of the campus in anticipation of the SACS accreditation visit in November.

Information Technology Office

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

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

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

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

Institutional Research Activity

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

State/Federal Reports

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

Regular Reports

FTE and Tuition Revenue Reports (every Monday)
Graduation Survey Report
Employee Survey Report
FACT Book 2011 Report
"Quick Facts" Report for Fall 2011
Monthly Edit Reports for Enrollment Services
Student Climate Survey-in Distribution

Ad Hoc Reports

Gainful Employment Data for Federal Reporting (new this year)
Identification of Fall Graduates through DegreeWorks
Dual Enrollment Student Data for KW Collegiate High School

PROPOSED BOARD ACTION

Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the Financials for September 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 September 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	\$949,930	(\$1,143,167)	45.4%
402XX	Continuing Education/Self-Supporting	289,025	60,081	(228,944)	20.8%
403XX	Non-Resident Fees	627,938	287,411	(340,527)	45.8%
404XX	Laboratory Fees	660,736	341,202	(319,534)	51.6%
405XX	Application Fees	42,320	10,670	(31,650)	25.2%
40600	Graduation Fees	5,375	552	(4,823)	10.3%
40700	Transcript Fees	28,485	6,210	(22,275)	21.8%
408XX	Technology Fees	150,194	61,634	(88,560)	41.0%
409XX	Other Student Fees	18,532	3,285	(15,247)	17.7%
42110	Community College Program Fund	5,033,419	1,263,546	(3,769,873)	25.1%
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	12,748	(115,089)	10.0%
48100	Interest and dividends	3,600	1,909	(1,691)	53.0%
487XX	Fines and Penalties	3,646	2,146	(1,500)	58.9%
49XXX	Transfers and Other Revenue	232,165	48,248	(183,917)	20.8%
Total Revenues		\$10,147,729	3,118,484	(\$7,029,245)	30.7%
51XXX	Management	\$879,652	\$221,804	(\$657,848)	25.2%
52XXX	Instruction	1,927,556	400,119	(1,527,438)	20.8%
53XXX	Other Professional	1,463,126	379,166	(1,083,960)	25.9%
54XXX	Career Staff	864,460	184,941	(679,519)	21.4%
56XXX	Other Personnel Services Instructional	620,883	87,130	(533,754)	14.0%
57XXX	Other Professional - Tech/Clerical/Trade	1,200	4,710	3,510	392.5%
58000	Student Employment - Work Study	2,800	0	(2,800)	N/A
59XXX	Benefits	1,459,638	295,520	(1,164,118)	20.2%
Total Personnel		\$7,219,315	\$1,573,389	(\$5,645,926)	21.8%
605XX	Travel	\$152,619	\$7,384	(\$145,235)	4.8%
61000	Freight and Postage	24,029	3,134	(20,895)	13.0%
615XX	Telecommunications	100,410	26,028	(74,382)	25.9%
62000	Printing	44,750	5,148	(39,602)	11.5%
625XX	Repairs and Maintenance	229,745	94,974	(134,771)	41.3%
630XX	Rentals	211,026	21,987	(189,039)	10.4%
63500	Insurance	127,255	104,386	(22,869)	82.0%
640XX	Utilities	529,639	138,427	(391,212)	26.1%
645XX	Other Services	604,305	222,639	(381,666)	36.8%
650XX	Professional Fees	332,899	66,585	(266,314)	20.0%
655XX	Educational/Office Materials	217,296	41,849	(175,447)	19.3%
657XX	Data Software Non-Capitalized	4,437	7,249	2,812	163.4%
66000	Maintenance/Construction Material	35,000	7,748	(27,252)	22.1%
665XX	Other Materials and Supplies	5,298	1,427	(3,871)	26.9%
670XX	Subscriptions/Library Books	18,803	1,976	(16,827)	10.5%
69XXX	Transfers and Other Expenses	186,842	56,416	(130,426)	30.2%
Total Current Expenses		\$2,824,353	\$807,358	(\$2,016,995)	28.6%
705XX	Minor Equipment-under \$750.00	\$50,814	\$30,530	(\$20,284)	60.1%
706XX	Minor Equipment-over \$750 <\$5000	-	6,169	(6,169)	100.0%
710XX	Furniture and Equipment	6,400	1,262	(5,138)	0.0%
Total Capital Outlay		\$57,214	\$37,961	(\$19,253)	66.3%
Total Expenses		\$10,100,882	\$2,418,708	(\$7,682,174)	23.9%
Grand Total Revenues Less Expenses		\$46,847	\$699,776	\$652,929	0.0%

SUMMARY OF DISBURSEMENTS
BOARD OF TRUSTEES REPORT
September 2011

Total Check's for September 2011

	Amount	Check #'s
Operating Account	\$882,137.26	97857 - 98292
Payroll Account	\$24,376.53	214745 – 214792
Grand Total	\$906,513.79	

Voided Check's for September 2011

Vendor	Amount	Voided Check #'s	Reason for Void
Thomas, Latonya	1.00	97670	Processed Incorrectly
Jones, Daniel	354.90	214700	Processed Incorrectly
MacDonald, Ashley	1.00	97388	Processed Incorrectly
Loguercio, Michael	32.85	97668	Lost in Mail, Reissued
Worthy, Dorothy	132.50	97672	Lost in Mail, Reissued
Oracle Corporation	3,747.90	97650	Lost in Mail, Reissued
Jennifer Kirisits	30.00	96051	Processed Incorrectly
Total	\$4,300.15		

DATE: October 17, 2011
TO: Board of Trustees
FROM: Brittany Snyder
SUBJECT: Provost Report

We are more than halfway through the term with midterm exams completed and student midterm progress reports distributed. The units within Academic Affairs have a variety of initiatives in progress. The following are some highlights:

Quality Enhancement Plan (QEP)

The QEP Implementation Team delighted in its accomplishment of a major milestone: the submission of the latest draft of the plan to our SACS Onsite Team. The QEP Team will continue working with SACS consultant Dr. Barbara Jones and making progress on the plan before the SACS Onsite Team visit in November. In the interim, the Student Success Center, home of the QEP and its program Island TIME: Transition Into Math Excellence, will host a Grand Preview of the new Key West campus facility and its developmental math courses on Thursday, October 20, 2011. An Open House is scheduled from 9 a.m. to 5 p.m. and a ribbon-cutting ceremony and teaching demonstration by math faculty Susan Carroll will be held from 1-2 p.m. All board members are encouraged to attend. In addition, campus community awareness of the QEP continues with the first installment of the "What TIME Is It?" Contest throughout the day on Wednesday, October 19, 2011. Administered by SGA and Student QEP Ad-Hoc Committee members, students can win an Island TIME prize when they answer a QEP question correctly. Gavin McKeirnan, QEP Coordinator, will be presenting more information on the QEP to the Board at its Monday, October 24th meeting.

Institute for Public Safety (IPS)

On August 18 and 19, 2011, FDLE auditors were here at the Institute for Public Safety conducting their annual audit of our Academy, Advanced and Specialized Trust Fund course files. After an extensive review, FKCC was awarded a "perfect audit" and was one of only three agencies within Regions XIV and XV to receive this recognition. Upon receiving a perfect audit the IPS will not be subject to audit again until 2013. Coordinator Chrissy Collins, who was instrumental in restoring our course files from an almost unrecoverable state, will receive an award at the CJSTC Directors meeting in Jacksonville during the week of October 24, 2011.



FLORIDA KEYS COMMUNITY COLLEGE
LEARNING RESOURCES CENTER / LIBRARY
Memorandum

DATE: Oct 3, 2011
TO: Board of Trustees
FROM: Juana Careaga, Director of Learning Resources Center / Library
SUBJECT: Revision of Reciprocal agreement with the Monroe County Public Library

PROPOSED BOARD ACTION

Approval of the revised agreement and the signature of Board Chair.

BACKGROUND INFORMATION

The Reciprocal Agreement with the Monroe County Public Library needed to be revised to include new signatures. This document is included in the SACS Core Requirement 2.9.

MEMORANDUM OF UNDERSTANDING

Agreement between the Monroe County Board of County Commissioners and the Board of Trustees of the Florida Keys Community College to provide for reciprocal library services for the faculty and students of the Florida Keys Community College and the citizens of Monroe County.

This is a revision of a cooperative agreement in which the Monroe County Board of County Commissioners and the Board of Trustees of the Florida Keys Community College (FKCCBOT) agree to provide reciprocal library services to the faculty, staff and the students enrolled at the Florida Keys Community College and to the residents of Monroe County. For these purposes the participant libraries are called The Southernmost Florida Library and Information Cooperative. Reciprocal library services will include reciprocal borrowing privileges, the sharing of print and audio visual resources, the presentation of staff development workshops and other mutually agreed-upon joint projects. The general terms described below will form the base for this agreement which originally commenced September 1, 1996. The parties will regularly review and evaluate the agreement for continuation.

1. **ELIGIBLE USERS:** The patrons of the Monroe County Public Library System (MCPLS) with current and valid library cards and currently enrolled Florida Keys Community College students and faculty and staff who have valid identification are eligible to use and borrow materials from both the Monroe County Public Library System (MCPLS) libraries and the Florida Keys Community College Learning Resources Center (FKCCLRC) according to each entity's policies and procedures. The above named parties will validate eligibility at the request of either party. FKCCLRC and MCPLS will honor both parties' library cards and will create a membership account with their library management system. MCPLS and FKCCLRC will establish procedures to assure compliance with existing practices as are in place at both institutions, such as fines and dealing with overdue materials.

2. **LIBRARY RESOURCES:** FKCCBOT AND MCBOCC agree to the sharing of informational resources as policy and availability will permit. This may include reference services, electronic resources, not including state college databases, general collection materials and resource sharing / interlibrary loan. The agreement, at this time, does not include the sharing of equipment. FKCCBOT AND MCBOCC will be responsible to each other through their respective libraries for any costs incurred as a result of the sharing of informational resources and will reimburse those costs.

3. **COURSE RESERVES:** MCPLS will make agreed-upon shelf space available at the Big Pine, Marathon, Islamorada, and Key Largo branches for FKCC course materials which may include textbooks. FKCC students will be able to check out the course materials to be used in the library only.

4. **INTERLIBRARY LOANS:** FKCC will provide interlibrary loan services for the patrons of the Monroe County Public Library System (MCPLS) who have established membership with the FKCC Library. Requests may be submitted electronically through the FKCC Library website or by visiting the library. Article requests can be delivered directly to the patron's valid email on file. Print materials will be delivered via courier to the patron's library. It is the patron's responsibility to return all materials promptly back to the FKCC Library by the requested due date and pay all accrued fees and fines.

Responsibility for lost or damaged materials belongs to the borrowing institution in accordance with their circulation policies.

5. **COURIER SERVICE:** MCPLS and FKCLRC will deliver library materials to each other on an as needed basis. Procedures will be established to implement this delivery system.

6. **INTERNET ACCESS:** Wireless internet access is available to patrons at MCPLS and FKCLRC. Patrons must follow the policies and procedures of each library.

7. **STAFF DEVELOPMENT:** In an effort to maintain effective library staff capability FKCLRC and MCPLS agree to cooperate in the development and presentation of personnel workshops, seminars and other staff development projects. Each staff development project will be discussed and agreed upon on an individual basis, including mutual need, locations, and cost sharing. Prior to the implementation of any staff development project, the instructional policies and procedures will be met and both parties will be in agreement as to all conditions and / or requirements for project implementation.

8. **JOINT PROJECTS:** There may be occasions whereby, for the mutual benefit of both FKCLRC and MCPLS, and their users, both parties agree to jointly develop and implement a project for informational services or agree to cooperate as a single entity for membership in a bibliographic cooperative. As the need arises and as institutional policies and procedures permit, FKCLRC and MCPLS will cooperate in planning, development and implementation of such mutually agreed-upon informational service projects and/ or cooperative memberships.

9. **MEMBERSHIP:** At the time of this revision of the cooperative agreement, the parties to the agreement will be the Florida Keys Community College Board of Trustees and the Monroe County Board of County Commissioners. There may be, in the future, other institutional entities within the county who would seek membership in this informational cooperative. All additional membership candidates will be mutually agreed upon by FKCCBOT AND MCBOCC for inclusion in the cooperative subject to the institutional policies and procedures of both parties.

10. **FEES AND OTHER ASSOCIATED COSTS:** Although no such fees or other associated costs are established by this current cooperative agreement revision, the need for such may arise. If such is the case, any and all fees associated with this cooperative will be shared equally among the membership. Such fees and associated costs may include, but are not limited to, cooperative membership fees, the cooperative's membership in a larger bibliographic network entity and administrative costs. Any and all future establishment of fees and other associated costs will be mutually agreed upon by member libraries, their administrative heads and policy making boards. In addition, such decisions to establish fees and other associated costs are subject to the institutional policies and procedures of all member entities.

11. **ADMINISTRATION:** To ensure the protection and enrichment of the best interests of all parties to this cooperative agreement, the directors of FKCLRC and MCPLS will hold regularly scheduled discussions regarding the cooperative's progress, policies and procedures and requirements. The directors jointly will develop and regularly review policies and procedures to meet the needs of their

patrons. The directors will routinely inform their administrations of the cooperative's progress and needs. Major issues, such as significant policy changes, staffing requirements and budget requests will be submitted to and be approved by those administrations prior to implementation.

12. **HOURS OF OPERATION:** MCPLS AND FKCLRC will maintain their respective hours of operation which will be advertised on their individual websites.

13. **DURATION OF AGREEMENT:** This agreement shall remain in effect unless sixty (60) days notice of cancellation is received by certified mail from the other party. The library administrators of both parties will meet annually to review and amend this agreement. Any amendments will be approved by Monroe County Board of County Commissioners and the Board of Trustees of the Florida Keys Community College.

14. **TERMINATION:** This agreement is subject to termination at the decision of either the Monroe County Board of County Commissioners and/ or the Florida Keys Community College Board of Trustees. A decision to terminate the agreement will require a minimum of sixty (60) days notification, in writing, sent by certified mail by the party initiating termination to the other party.

Approved:

Juana Careaga 9/28/11

Juana Careaga, Director of LRC

Norma Kula 4/28/11

Norma Kula, Director of Libraries,
Monroe County

Brittany Snyder, Provost, FKCC

Spencer Slate, Chair of FKCC BOT

Mayor, Heather Carruthers, for the
Monroe County Board of County
Commissioners

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM
Pedro J. Mercado
PEDRO J. MERCADO
ASSISTANT COUNTY ATTORNEY
Date 8/17/11

(Seal)
Attest: DANNY L. KOHLAGE, CLERK
By: _____
Deputy Clerk

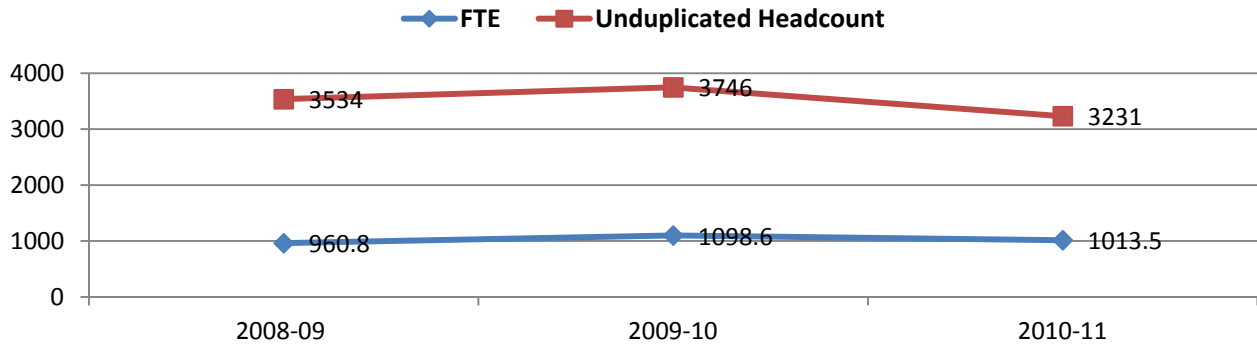


Student Affairs & Accreditation

Board of Trustees Report
October 17, 2011

FTE and Unduplicated Headcount by Academic Year

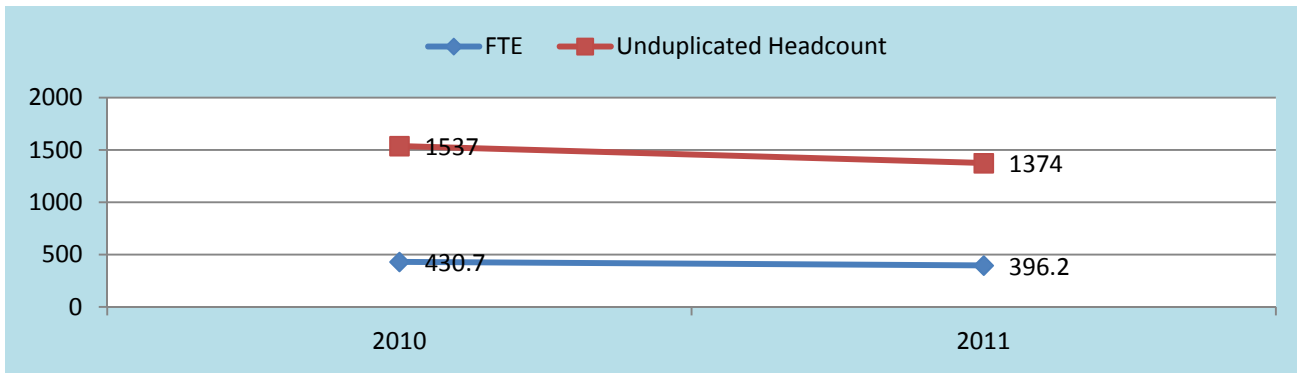
(includes credit courses, PSAV, workforce development and community instructional)



FTE and Unduplicated Headcount by Term

(does not include workforce supplemental and community instructional)

Fall – as of October 17th for Both Years



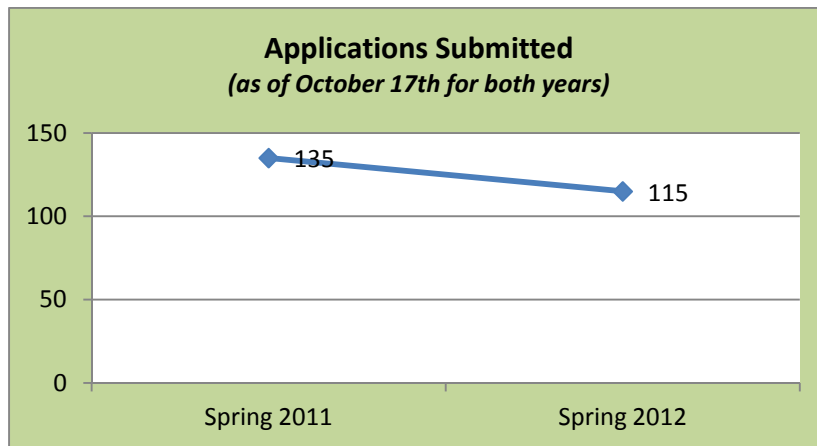
Lagoon Landing Status (as of 10-17-11):



74 Residents in Lagoon Landing
Spring 2012: 17 Applications to Date with 13 background checks and 7 deposits

Financial Aid Summary (as of 10-17-11)

Fall 2010		Fall 2011	
Aid Authorized	FAFSA Count	Aid Authorized	FAFSA Count
2,052,103	1,529	1,841,885 (\$74,892 pending)	1,608



Reaffirmation Update:

- Focused Report and QEP submitted first week of October
- QEP – Developmental Math Open House & Ribbon-Cutting Ceremony October 20th
- Hospitality planning and coordination underway
- On schedule with reaffirmation timeline & tasks