

**FLORIDA KEYS COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
May 27, 2008
Key West
A G E N D A**

College
Goals

- I. CALL TO ORDER**
- II. PLEDGE TO THE FLAG**
- III. ADOPTION AND ADDITION TO THE AGENDA**
- IV. APPROVAL OF MINUTES of meeting held April 28, 2008.**
- V. PRESIDENT’S HIGHLIGHTS**
- VI. CONSENT AGENDA**
 - A. Disposition of Property Attachment #1 1, 6
 - B. Con-Ed Workforce Fees Attachment #2 1, 5
 - C. Human Resource Software Licensing Agreement Attachment #3 1
 - D. Lab Fees Attachment #4 1, 5
 - E. Accounts Receivable Write-Offs Attachment #5 4
- VII. PRESIDENT’S AGENDA**
 - A. Attorney Report Attorney DeVane
 - C. Faculty Council Report EJ Miller-Laino
 - D. Student Government Report De Anne Bardell
 - E. Budget Workshop Information Attachment #6 4
 - F. College Name Change Attachment #7 1
- VIII. HUMAN RESOURCES**
 - A. Personnel Actions Joanne Dinkel Attachment #8 1, 7
- IX. ADMINISTRATIVE & BUSINESS SERVICES**
 - A. Financial Statements April 2008 Dr. Kehoe Attachment #9 1, 6
- X. STUDENT AFFAIRS**
 - A. Board of Trustees Scholarships Attachment #10 1
- XI. GOOD OF THE ORDER**
 - A. Public Input 1, 4

NEXT BOT MEETING - Will be held on June 23, 2008, at the Key West Campus.



FLORIDA KEYS COMMUNITY COLLEGE

5901 College Road, Key West, FL 33040

(305) 296-9081, fkcc.edu

MEMORANDUM

Date: May 20, 2008

To: Dr. Jill Landesberg-Boyle

From: Dr. John Kehoe

Subject: Disposition of Property

College property is constantly monitored as to its condition and usefulness. As property is determined to be no longer useful for college purposes, because it is obsolete, broken, lost or stolen, a request is made for a formal disposition approval. I request you recommend that the property listed below be reviewed by the District Board of Trustees in accordance with State requirements, for the reasons stated. The total value of the listed property for FKCC Board of Trustees disposition approval is \$2,184.37

	Tag No.	Description	Cost	Condition
1	4883	Dell OptiPlex GX260D Computer SN#9C6LV21 PO# P0031984 Purchased 5/5/03	\$1,119.00	Obsolete Cannibalized
2	5098	Dell OptiPlex GX270D Computer SN#1KZLW41 PO# P0032596 Purchased 4/16/04	\$1,065.37	Obsolete – Not Working

Board Approved Date

Disposal Signature and Date

Disposal Witness and Date

Disposal Method and/or Location

Continuing Education Price Summary

Course Name	Course #	Tuition
Access 2003 Fundamentals	AXP0900	\$119.00
Access 2003 Intermediate	AXP0901	\$119.00
Advanced Summer Conversation Part 1	EAS0260	\$134.00
Advanced Summer Conversation Part 2	EAS0261	\$134.00
Astrology 101	ASR0100	\$153.72
Ceramic Murals Workshop	CER0102	\$397.74
Closing the Sale	CUS0401	\$48.04
Custom: Word 2003 Advanced	WDX0902	\$109.00
Custom: Word 2003 Fundamentals	WDX0900	\$109.00
Custom: Word 2003 Intermediate	WDX0901	\$109.00
Custom: Excel 2003 Advanced	EXP0903	\$109.00
Custom: Excel 2003 Fundamentals	EXP0900	\$109.00
Custom: Excel 2003 Intermediate	EXP0901	\$109.00
Digital Photography III: Beyond the Camera	IDP0102	\$91.10
eBay Basics for Sellers	EBA0901	\$128.10
Effective Customer Service	CUS0400	\$48.04
Encaustic Workshop	ACU0200	\$130.13
ESL: Summer English for Absolute Beginners Part 2	EBT0202	\$134.00
ESL: Summer Intermediate Level 2 Part 1	EIM0201	\$134.00
ESL: Summer Intermediate Level 2 Part 2	EIM0202	\$134.00
Excel 2003 Fundamentals	EXP0900	\$119.00
Excel 2003 Intermediate	EXP0901	\$119.00
Exploring the Internet with IE 7	NET0900	\$106.81
Hospitality Skills: Front Desk Representative	HOS0900	\$154.84
Intermediate and Advanced Violin, Viola, Cello and String Bass	VIO0220	\$163.97
Introduction to Theatrical Arts Dance	ITD0200	\$197.65
Introduction to Violin, Viola, Cello and String Bass	VIO0210	\$163.97
Introduction to Violin, Viola, Cello and String Bass	VIO0210	\$163.97
Introduction to Violin, Viola, Cello and String Bass	VIO0210	\$163.97
Learn Basic Computer Skills in Haitian Creole	LCC0900	\$73.20
Learn Basic Computer Skills in Haitian Creole, Level 2	LCC0901	\$73.20
Motivating Employees	CUS0402	\$48.04
PowerPoint 2003 Fundamentals	PXP0900	\$119.00
QuickBooks 2006 Fundamentals Level 1	QKB0900	\$139.00
Reading, Writing and Grammar Review for ESL, Summer Part 2	EAS0263	\$134.00
Summer Sewing Fun	SEW0112	\$91.50
Surrealism in Contemporary Culture	SUR0104	\$87.84
Talmudic Ethics: Timeless Wisdom for Timely Dilemmas	KAB0101	\$95.09
Talmudic Ethics: Timeless Wisdom for Timely Dilemmas CLE	KAB0102	\$120.71
Time Management for Managers	CUS0403	\$48.04
Truman Symposium-Immigration	TRU0200	\$130.00
Windows XP Fundamentals	WXP0900	\$119.00
Windows XP Intermediate	WXP0901	\$119.00

Continuing Education Price Summary

Course Name	Course #	Tuition
Word 2003 Fundamentals	WDX0900	\$119.00
Word 2003 Intermediate	WDX0901	\$119.00
Working & Living in English: Summer Advanced, Level 1 Part 1	WAL0201	\$134.00
Working & Living in English: Summer Advanced, Level 1 Part 2	WAL0202	\$134.00
Working & Living in English: Summer Basics Level 1 Part 1	WBT0201	\$134.00
Working & Living in English: Summer Basics Level 1 Part 2	WBT0202	\$134.00
Working & Living in English: Summer Basics Level 2 Part 1	WBT0221	\$134.00
Working & Living in English: Summer Basics Level 2 Part 2	WBT0222	\$134.00
Working & Living in English: Summer Basics Level 4 Part 1	WBM0203	\$134.00
Working & Living in English: Summer Basics Level 4 Part 2	WBM0204	\$134.00
Working & Living in English: Summer English for Absolute Beginners Part 1	WEM0201	\$134.00
Working & Living in English: Summer English for Absolute Beginners Part 2	WEM0202	\$134.00
Working & Living in English: Summer Intermediate, Level 2 Part 1	WIM0203	\$134.00
Working & Living in English: Summer Intermediate, Level 2 Part 2	WIM0204	\$134.00

Michael McPherson

Submitted by Michael McPherson,
Director of Continuing Education and Distance Learning

SOFTWARE LICENSING AGREEMENT

THIS AGREEMENT entered into this ____ day of _____, 2006 by and between The Board of Trustees of St. Petersburg College (“Licensor”) and The Board of Trustees of _____ Community College (“Licensee”).

WITNESSETH:

WHEREAS, Licensor has developed a unique software program which enables individuals to apply online via the internet for position of employment and assists in the compilation of the information submitted (the “Software”). Licensor has also created materials, instructions and documentation related to the use and function of the Software (the “Documentation”);

WHEREAS, Licensee desires to acquire from Licensor, and Licensor desires to grant unto Licensee a non-exclusive, non-transferable worldwide license to the Software and the Documentation on the terms and conditions set forth below; and

NOW THEREFORE, in consideration of the mutual covenants and premises herein contained, the parties hereby agree as follows:

1. LICENSE RIGHTS AND LIMITATIONS

1.1 **SOFTWARE LICENSE.** Subject to the terms and conditions of this Agreement and Licensee’s compliance therewith, Licensor hereby grants Licensee a non-exclusive, non-transferable worldwide license to use the Software solely for the internal business purposes of Licensee (the “Licensed Software”).

1.2 **DOCUMENTATION LICENSE.** Subject to the terms and conditions of this Agreement and Licensee’s compliance therewith, Licensor hereby grants Licensee a non-exclusive, non-transferable worldwide license in the Documentation, solely in connection with Licensee’s authorized use of the Licensed Software.

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1.4.2 Any modifications or additions containing portions of the Licensed Software or Documentation or causing any portion of the Licensed Software or Documentation to be executed, evaluated, or otherwise used in any way are considered derivative works of the Licensed Software and Documentation; Therefore, these modifications and additions are subject to all the terms of this Agreement and consequently cannot be redistributed or sold. Licensee shall not distribute any modification or addition to the Licensed Software or Documentation that uses any portion of the Licensed Software or Documentation in any way.

2. LICENSE FEES.

Licensee is not required to pay Licensor any licensing charges, fees or royalties in connection with Licensee's use of the Licensed Software and Documentation as provided herein.

3. INTELLECTUAL PROPERTY RIGHTS.

Licensee agrees that the Licensed Software and Documentation, including the structure, sequence and organization of the Licensed Software are proprietary and confidential to Licensor, and Licensee will take all reasonable measures to protect the confidentiality of the Licensed Software and Documentation, unless and to the extent, Licensor makes them available to the public without such restrictions. Licensee further agrees that all right, title and interest in and to the Licensed Software and all intellectual property rights embodied therein, or any modification or improvement thereof made by Licensor is proprietary to Licensor. All rights therein not expressly granted to Licensee under this Agreement are reserved by Licensor.

4. MAINTENANCE, UPDATES AND UPGRADES.

Licensee acknowledges and agrees that Licensor shall not offer maintenance, support, repair or assistance with respect to the Licensed Software. If, however, Licensor makes any Updates or Upgrades to the Licensed Software generally publicly available, then Licensor may, but is not obligated to, provide Licensee with the same at no additional cost. "Updates" means any bugs or glitches to the Licensed Software or any components thereof. "Upgrades" means minor enhancements to functionality and other minor modifications to the Licensed Software that are not Updates. Licensee acknowledges and agrees that notwithstanding the foregoing, Licensor is not obligated to make modifications, Updates or Upgrades to the Licensed Software or to make any modifications, Updates or Upgrades publicly available and/or available to Licensee.

5. WARRANTY DISCLAIMER.

THE LICENSED SOFTWARE AND DOCUMENTATION ARE PROVIDED "AS IS" BASIS, WITHOUT ANY SUPPORT SERVICES FROM LICENSOR. LICENSOR MAKES NO WARRANTIES OR REPRESENTATIONS RELATING TO THE LICENSED SOFTWARE AND DOCUMENTATION, EXPRESS OR IMPLIED,

STATUTORY OR OTHERWISE, AND EXPRESSLY EXCLUDES THE WARRANTIES OF NON-INFRINGEMENT OF THIRD PARTY RIGHTS, FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY. LICENSOR DOES NOT WARRANT THAT THE LICENSED SOFTWARE WILL SATISFY LICENSEE'S REQUIREMENTS, THAT THE LICENSED SOFTWARE IS WITHOUT DEFECT OR ERROR OR THAT OPERATION OF THE LICENSED SOFTWARE WILL BE UNINTERRUPTED.

6. LIMITATION ON LIABILITY.

UNDER NO CIRCUMSTANCES AND UNDER NO LEGAL THEORY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, SHALL LICENSOR BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL DAMAGES, OR DAMAGES FOR LOSS OF PROFITS, DATA OR REVENUE, OR COMPUTER FAILURE OR MALFUNCTION, OF ANY KIND WHATSOEVER (INCLUDING WITHOUT LIMITATION ATTORNEY'S FEES) ARISING FROM USE OF THE LICENSED SOFTWARE AND DOCUMENTATION, EVEN IF LICENSOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH CLAIMS OR DEMANDS.

7. TERMINATION.

Either party may terminate this Agreement immediately for a material breach by the other party if such material breach of any provision of this Agreement is not cured within thirty (30) business days after receipt of written notice of breach by the non-breaching party. Upon termination of the Agreement, all rights granted hereunder to the Licensed Software and Documentation to Licensee will terminate and revert to Licensor and Licensee must destroy all copies of the Licensed Software (whether modified or unmodified) and Documentation. The following terms of this Agreement shall survive termination: Section 1.3 (Redistribution), Section 1.4.2, Section 3 (Intellectual Property Rights), Section 4 (Maintenance, Updates and Upgrades), Section 5 (Warranty Disclaimer), Section 6 (Limitation on Liability), Section 7 (Termination), Section 8 (Miscellaneous).

8. MISCELLANEOUS

8.1. I have read and agree to the terms and conditions of this agreement and have full legal capacity to enter into this Agreement.

8.2. This Agreement may not be modified or amended, except by a further written instrument executed by the parties hereto.

8.3. Any failure by either party hereto to exercise any of its rights hereunder shall not be construed as a waiver of such rights, nor shall any such failure preclude exercise of such rights at a later time.

8.4. Whenever possible, each part of this Agreement shall be interpreted in such a manner as to be valid under the applicable law. However, if it shall be found that any part of this Agreement is illegal and unenforceable, such part or parts shall be of no force and effect to the extent of such illegality or unenforceability, without invalidating the legal and enforceable remainder of such part or parts or any other part of this Agreement.

8.5. This Agreement shall not be assigned by Licensee without the express written consent of Licensor, which consent may be given in Licensor's sole discretion.

8.6. This Agreement shall be binding on, and shall inure to the benefit of the parties and their respective legal representatives, successors and assigns.

8.7. Section headings are for convenience only and are not to be construed as part of this Agreement

8.8. This Agreement shall not be construed more strongly against any party, regardless of who is responsible for its preparation.

8.9. This Agreement is subject to the Public Records Law of the State of Florida, Chapter 119, Florida Statutes. In the event that Licensee refuses to allow public access to all documents, papers, letters and other materials made and received by Licensee in conjunction with this Agreement, Licensor may unilaterally terminate this Agreement without further liability.

8.10. This Agreement and all transactions governed by this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to principles of conflicts of laws.

8.11. In the event of any legal or equitable action arising under this Agreement, the parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Pinellas County, Florida, or the District Court of the United States, Middle District of Florida, sitting in Hillsborough County, and the parties specifically waive any other jurisdiction and venue.

8.12. This Agreement is the complete, entire, final and exclusive statement of the terms and conditions of the agreement between the parties. This Agreement supersedes, and the terms of this Agreement govern any prior collateral agreements, whether written or oral, between the parties with respect to the subject matter hereof.

8.13. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

8.14. Neither Licensor nor Licensee shall export, directly or indirectly, any information acquired under this Agreement or the Licensed Software utilizing any such

information to any country for which the U.S. Government or any agency thereof at the time of export requires an export license or other governmental approval without first obtaining such license or approval.

8.15. WAIVER OF JURY TRIAL. LICENSOR AND THE LICENSEE MUTUALLY AGREE THAT THEY WAIVE ALL RIGHTS TO A TRIAL BY JURY IN THE EVENT OF ANY DISPUTE OR COURT ACTION ARISING FROM, GROWING OUT OF OR RELATED TO THIS AGREEMENT. THE PARTIES HEREBY ACKNOWLEDGE THAT THIS WAIVER IS A SIGNIFICANT CONSIDERATION TO AND A MATERIAL INDUCEMENT FOR, EACH OF THE RESPECTIVE PARTIES TO ENTER INTO THIS AGREEMENT.

In Witness Whereof, The Parties Hereto Have Executed This Agreement By Their Duly Authorized Officers.

LICENSOR

Board of Trustees of St. Petersburg College

Print Name: _____

By: _____
Carl M. Kuttler, Jr., College
President and Secretary to the Board
of Trustees

Print Name: _____

Date: _____

LICENSEE

Board of Trustees of _____

Print Name: _____

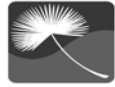
By: _____

Name: _____

Title: _____

Print Name: _____

Date: _____



Date: May 20, 2008

To: Dr. Jill Landesberg-Boyle

From: Brittany Snyder, Controller

Subject: Fee Changes for Board Approval

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

Course Name / Fee Title	Course Suffix	Action	Amount	Description
All Hybrid Courses		Incr	15 per Cr	Spending for support, licenses, hardware, and software
All Online Courses		Incr	25 per Cr	Spending for support, licenses, hardware, and software
All Video Conference Courses		Incr	13 per Cr	Spending for support, licenses, hardware, and software
Nationality, Race & Ethnicity	AMH2097	Incr	60.00	Admission to the Truman Symposium
Survey of Florida History	ANT1159	Incr	30.00	Boat rentals and admission for tram and village tours
Culture and Environment of the Florida Everglades	ANT1932	Incr	50.00	Two boat rides in the Everglades National Park
Design I, 2-D Design	ART1201C	Incr	77.00	Replacement of expendable materials and cost of lab assistant
Three Dimensional Design	ART1203C	Incr	92.00	Replacement of expendable materials and cost of lab assistant
Mixed Media	ART1261	Incr	92.00	Replacement of expendable materials and cost of lab assistant
Beginning Drawing	ART1300C	Incr	82.00	Replacement of materials/equipment and cost of lab assistant
Intermediate Drawing	ART1301C	Incr	82.00	Replacement of materials/equipment and cost of lab assistant
Intro to Figure Drawing	ART1330C	Incr	92.00	Replacement of materials/equipment and cost of lab assistant
Figure Drawing Techniques	ART1331C	Incr	92.00	Replacement of materials/equipment and cost of lab assistant
Ceramics I	ART1750C	Decr	75.00	Replacement of expendable materials and equipment for course
Ceramics II	ART1754C	Incr	143.50	Replacement of expendable materials and equipment for course
Advanced Ceramics	ART2114C	Decr	84.50	Replacement of expendable materials and equipment for course
Beginning Acrylic Painting	ART2553C	Incr	81.00	Replacement of materials/equipment and cost of lab assistant
Intermediate Acrylic Painting	ART2556C	Incr	81.00	Replacement of materials/equipment and cost of lab assistant
Wheel Throwing I	ART2752C	Incr	143.50	Replacement of expendable materials and equipment for course
Wheel Throwing II	ART2753C	Incr	143.50	Replacement of expendable materials and equipment for course
Japanese Wood-Fire Ceramics	ART2770C	Incr	143.50	Replacement of expendable materials and equipment for course
Raku	ART2772C	Decr	84.50	Replacement of expendable materials and equipment for course
Art Laboratory	ART2940L	Incr	113.00	Replacement of expendable materials and cost of lab assistant
Survey of Biological Science	BSC1005	Decr	20.00	Replacement/maintenance of equipment
Principles of Biology I	BSC1010	Incr	105.00	Replacement of materials/equipment and cost of lab assistant
Principles of Biology II	BSC1011	Incr	150.00	Replacement of materials/equipment and cost of lab assistant
Anatomy & Physics I	BSC1085	Incr	65.00	Replacement of materials/equipment and cost of lab assistant
Anatomy & Phys II	BSC1086	Decr	65.00	Replacement of materials/equipment and cost of lab assistant
Intro to Environmental Education	EDG2333	Decr	0.00	Remove lab fees – course does not require special materials
1st Responder for Med Prof	EMS1059C	Incr	140.00	Replacement of materials/equipment and cost of consulting fees
Emergency Medical Technician	EMS1159C	Incr	280.00	Replacement of materials/equipment and cost of background checks
EMT Recertification	EMS1381C	Incr	28.00	Replacement of expendable materials and equipment for course
Scuba Rescue and Emergency Medicine	EMS2081C	Incr	285.48	Replacement of expendable materials and equipment for course
College Preparatory Communication	ENC0020C	Decr	0.00	Remove lab fees – course does not require special materials
Public Safety Diving	EOC2710	Incr	614.88	Replacement of expendable materials and equipment for course
Diving Technology	EOC2711	Incr	334.01	Replacement of expendable materials and equipment for course
Surface Air Supplied Work Diving	EOC2712	Incr	291.70	Replacement of expendable materials and equipment for course
Nitrox and Computer Diving	EOC2713C	Incr	281.96	Replacement of expendable materials and equipment for course
Recompression Chamber Operations	EOC2714C	Incr	243.32	Replacement of expendable materials and equipment for course
Diving Safety	EOC2715	Incr	278.63	Replacement of expendable materials and equipment for course
Diving Coordinator	EOC2718	Incr	1,528.47	Replacement of expendable materials and equipment for course
SAS Work Diving Techniques	EOC2719	Incr	433.33	Replacement of expendable materials and equipment for course
Teaching and Learning Process	EPI0004	Incr	75.00	Cost of electronic portfolio required by DOE
Health Careers Core	HCP0001	Incr	37.00	Replacement of materials and cost of lab assistant
Articulated Nursing Assistant	HCP1102	Incr	115.00	Replacement of materials/equipment and cost of lab assistant
Oral & Community History	HIS2071	Incr	104.00	Admission for trip to Dry Tortugas Fort Jefferson
All Addiction Studies Program Courses	HUS(AII)	Incr	6.00	Replacement of expendable materials for course
Basic Research Diving	ISC2132	Incr	264.08	Replacement of expendable materials and equipment for course

Basic Mathematics	MAT0002	Decr	0.00	Remove lab fees – course does not require special materials
Intro to Algebra	MAT0024C	Decr	0.00	Remove lab fees – course does not require special materials
Marine Diesel Engine Overhaul	MTE1001C	Incr	194.00	Replacement of materials/equipment and cost of lab assistant
2&4 Cycle Outboard Repair & Maintenance	MTE1053C	Incr	170.00	Replacement of materials/equipment and cost of lab assistant
Marine Diesel Systems	MTE1056	Incr	168.00	Replacement of materials/equipment and cost of lab assistant
Marine Ignition and Fuel Systems	MTE1166C	Incr	148.00	Replacement of materials/equipment and cost of lab assistant
Marine Engine Installation and Repowering Processes	MTE1183C	Incr	114.00	Replacement of materials/equipment and cost of lab assistant
Coastal Navigation	MTE1200	Incr	92.00	Replacement of materials/equipment and cost of lab assistant
Intro to Fiberglass Boating	MTE1300C	Incr	160.00	Replacement of materials/equipment and cost of lab assistant
Fiberglassing Theory	MTE1301	Incr	160.00	Replacement of materials/equipment and cost of lab assistant
Advanced Fiberglass Boat and Accessory Construction	MTE1302C	Incr	250.00	Replacement of materials/equipment and cost of lab assistant
Applied Marine Electricity	MTE1400C	Incr	93.00	Replacement of materials/equipment and cost of lab assistant
Gas and Electric Welding	MTE1651	Incr	200.00	Replacement of materials/equipment and cost of lab assistant
Scuba Equipment Maintenance and Repair	MTE1730	Incr	108.00	Replacement of expendable materials and equipment for course
Basic Seamanship	MTE1811	Incr	100.00	Replacement of materials/equipment and cost of lab assistant
Ocean Operator's License	MTE1882	Incr	151.00	Replacement of materials/equipment and cost of lab assistant
Marine 4-Cycle Gasoline Engine	MTE2054C	Incr	148.00	Replacement of materials/equipment and cost of lab assistant
Diesel Engine Testing Troubleshooting Procedures	MTE2058C	Incr	146.00	Replacement of materials/equipment and cost of lab assistant
Marine Corrosion & Corrosion Prevention	MTE2062	Incr	70.00	Replacement of materials/equipment and cost of lab assistant
Marine Propulsion Gasoline Engine Troubleshooting	MTE2072C	Incr	120.00	Replacement of materials/equipment and cost of lab assistant
Diesel Fuel Injection Systems	MTE2160C	Incr	150.00	Replacement of materials/equipment and cost of lab assistant
Marine Gear case, Out drives and Transmission Systems	MTE2234C	Incr	145.00	Replacement of materials/equipment and cost of lab assistant
Marine Auxiliary Equipment	MTE2541C	Incr	181.00	Replacement of materials/equipment and cost of lab assistant
Advanced Welding Techniques	MTE2652	Incr	196.00	Replacement of materials/equipment and cost of lab assistant
Pipe Welding with MIG and TIG	MTE2654C	Incr	220.00	Replacement of materials/equipment and cost of lab assistant
Advanced Diving Equipment Maintenance and Repair	MTE2732C	Incr	134.00	Replacement of expendable materials and equipment for course
Studies & Vocal Performance Literature	MUL2601	Incr	51.50	Replacement of expendable materials and accompanist fee
Opera, Music Theater Workshop	MUO1501	Decr	69.00	Replacement of expendable materials and accompanist fee
Voice I, II, III, & IV	MVV	Decr	35.00	Replacement of expendable materials and accompanist fee
Fundamentals of Nursing	NUR1020	Incr	300.00	Replacement of materials/equipment and cost of lab assistant
Pharmacology for Nursing	NUR1142	Decr	133.00	Replacement of materials/equipment and cost of lab assistant
Clinical Nursing I Lab	NUR1211	Incr	290.00	Replacement of materials/equipment and cost of lab assistant
Nursing in Mental Health	NUR1520	Incr	210.00	Replacement of materials/equipment and cost of lab assistant
Clinical Nursing II Lab	NUR2213	Incr	257.00	Replacement of materials/equipment and cost of lab assistant
Maternal-Child Health	NUR2462	Incr	276.00	Replacement of materials/equipment and cost of lab assistant
Clinical Nursing 3-Practicum	NUR2811	Incr	284.00	Replacement of materials/equipment and cost of lab assistant
Nursing Seminar	NUR2820	Incr	194.00	Replacement of materials/equipment and cost of lab assistant
Intro to Marine Biology	OCB1000	Decr	4.00	Replacement of expendable materials
Marine Data Collection	OCB2102C	Incr	153.00	Boat rentals and cost of lab assistant
Intro to Oceanography	OCE1001	Decr	0.00	Remove lab fees – course does not require special materials
Environmental Biology	PCB2030	Decr	4.00	Replacement of expendable materials
Scuba Diving	PEN1136C	Incr	181.09	Replacement of expendable materials and equipment for course
Advanced Scuba	PEN2137C	Incr	242.05	Replacement of expendable materials and equipment for course
Scuba Instructor Training	PEQ1136C	Incr	426.60	Replacement of expendable materials and equipment for course
Divemaster	PEQ1137C	Incr	339.86	Replacement of expendable materials and equipment for course
Underwater Photography	PGY1245C	Incr	249.89	Replacement of expendable materials and equipment for course
Advanced Underwater Photography	PGY1247C	Incr	291.64	Replacement of expendable materials and equipment for course
Documentary Photography	PGY1640	Incr	40.00	Replacement of materials/equipment and cost of lab assistant
Digital Camerawork	PGY1800	Incr	100.00	Replacement of materials/equipment and cost of lab assistant
Portfolio Development	PGY2470	Incr	100.00	Replacement of materials/equipment and cost of lab assistant
Electronic Still Imaging	PGY2801	Decr	100.00	Replacement of materials/equipment and cost of lab assistant
Electronic Still Imaging II	PGY2802	Decr	100.00	Replacement of materials/equipment and cost of lab assistant
Art Laboratory, Photography	PGY2940	Incr	55.00	Replacement of expendable materials and equipment for course
General Physics I	PHY1053	Decr	0.00	Remove lab fees – course does not require special materials
General Physics II	PHY1054	Decr	0.00	Remove lab fees – course does not require special materials
Engineering Physics I	PHY2048	Decr	0.00	Remove lab fees – course does not require special materials
Engineering Physics II	PHY2049	Decr	0.00	Remove lab fees – course does not require special materials
College Preparatory Reading I	REA0002	Decr	0.00	Remove lab fees – course does not require special materials
College Preparatory Reading II	REA0003	Decr	5.00	Replacement of expendable materials
Real Estate Principles and Practices	REE1040	Decr	0.00	Remove lab fees – course does not require special materials



FLORIDA KEYS COMMUNITY COLLEGE
 5901 College Road
 Key West, Florida 33040
 (305) 296-9081, Fax (305) 292-5163

MEMORANDUM

Date: May, 2008
 To: Dr. Jill Landesberg-Boyle
 From: Brittany Snyder, Controller
 RE: Accounts Receivable Write-Offs

The Business Office has attempted to collect the following accounts receivables for at least two years with no success. The accounts have been deemed uncollectable and are being requested to be written off the books. Please note that any account over \$100.00 has been sent to our collection agency.

Name	Description of Fees	Date of Transaction	Org/Account	Deliquent Amount
Juliette Abreau	Tuition 200520	February 5, 2005	100000 / 13100	144.20
	Books 200510	February 5, 2005	100000 / 13200	112.78
Michael Boyer	Ovr pymt of annual leave	June 30, 2006	100000 / 13000	7,029.00
Yamila Lopez	Tuition 200510	January 5, 2005	100000 / 13100	239.95
	Books 200510	January 5, 2005	100000 / 13200	30.19
Phillip Wasserman	Application Fee 200530	May 11, 2005	100000 / 13100	20.00
Irving Weinman	Ovr pymt of annual leave	June 30, 2006	634000 / 13100	16,156.00
Patricia Williams	Pool Rental	August 26, 2006	100000 / 13106	\$ 125.00
				<u>\$ 23,857.12</u>

SUPPLEMENTAL BOARD REQUESTED INFORMATION FROM BUDGET WORKSHOP

PAYOUT HISTORY

	<u>SICK</u>	<u>VACATION</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>#INDIVIDUALS</u>
2004	\$31,965	\$35,900	\$ 418	\$68,284	16
2005	\$29,099	\$22,525	\$ 418	\$52,043	20
2006	\$20,714	\$41,024	\$ 418	\$62,156	14
2007	\$11,182	\$47,309	\$40,461	\$98,952	13
2008	\$134,428	\$222,614	\$ 0	\$357,042	37
Average	\$45,478	\$73,874	\$8,343	\$127,695	20

Does not include accrual costs.

HEALTH INSURANCE



**OFFICE OF HUMAN RESOURCES
Memo**

DATE: May 20, 2008
TO: FKCC Board of Trustees
FROM: Joanne M. Dinkel, Director, Human Resources
SUBJ: Health Insurance Information

See attached current plan summary comparisons which include the premium costs at the top of each summary. Both plans are PPO plans. The coverage in both plans is alike in the following in the following ways:

- Calendar Year Deductibles are the same
- Coinsurance responsibilities are the same
- Out-of-Pocket Maximums are the same
- Physician Office Services charges are the same

There are four areas where the coverage differs between these two plans:

- Inpatient Hospital Facility Charges
- Outpatient Hospital Facility Charges
- Emergency Room Facility Charges
- Independent Clinical Labs

Current FKCC employees enrolled in BlueChoice Plan (E) = 57 (Retirees = 7 COBRA = 2)

Current FKCC employees enrolled in BlueOptions Plan (A) = 21 (Retirees = 9 COBRA = 1)

Budget saving to switch active employees mid-year to BlueOptions = approx. \$25,000 (for 6 mos.)

Current number of physicians accepting BlueChoice Plan (E) = 109

Current number of physicians accepting BlueOptions Plan (A) = 84

Of the approximately 27 physicians not currently accepting BlueOptions (Plan A), 15 are in Key West, the rest are in the Middle or Upper Keys. Of the 15 Key West physicians who currently accept BlueChoice (Plan E) and not BlueOptions (Plan A), five are pending contract approval for accepting BlueOptions.

Before deciding on whether or not to place an RFP for Health Insurance, we made an effort to solicit bids for comparable plans and premiums through brokers outside of the Florida Community Colleges Risk Management Consortium, to no avail. We used the following brokers:

- Faison Group
- DeMoss Financial
- TR Jones Company
- ADP





FLORIDA COMMUNITY COLLEGES RISK MANAGEMENT CONSORTIUM

Effective January 1, 2008

This is a brief summary of the benefits. Please refer to your benefit Certificate of Coverage.

PLAN A \$452 / \$519 BlueOptions Plan 1550	PLAN E \$518 / \$589 BlueChoice Plan 716
<p>CALENDAR YEAR DEDUCTIBLE (CYD) (Per Person / Family Aggregate) \$300 / \$900 – Combined with In-Network</p> <p>COINSURANCE (amount you must pay) In-Network – 20% Out-of-Network – 30%</p> <p>OUT-OF-POCKET MAXIMUM (Per Person / Family Aggregate) \$2000 / \$6000 –Combined with In-network (Includes CYD, Coinsurance & Copays)</p> <p>PHYSICIAN OFFICE SERVICES In-Network Family Physicians - \$15 Copayment In-Network Specialists - \$25 Copayment Out-Of-Network Providers – CYD & Coinsurance</p> <p>INPATIENT HOSPITAL FACILITY CHARGES In-Network – Option 1 - \$400 (per visit) Option 2 - \$800 Option 3 - \$1200 Out-of-Network - \$1200 (CYD & Coinsurance do not apply)</p> <p>OUTPATIENT HOSPITAL FACILITY CHARGES In-Network – Option 1 - \$100(per visit) Option 2 - \$200 Option 3 - \$300 Out-of-Network - \$300 (CYD & Coinsurance do not apply)</p> <p>PHYSICIAN SERVICES AT HOSPITAL & ER In-Network- CYD & Coinsurance Out-Of-Network- CYD & Coinsurance</p> <p>EMERGENCY ROOM FACILITY CHARGES (per visit) -Waive if Admitted- In-Network - \$100 & Coinsurance Out-of-Network - \$100 & Coinsurance</p> <p>INDEPENDENT CLINICAL LAB In-Network–CYD & Coinsurance (\$0 for Lab Quest) Out-of-Network - CYD & Coinsurance</p> <p>BENEFIT MAXIMUMS Lifetime Maximum - \$5,000,000 Adult Wellness - \$250 Per CY Mental Health Srvc – 30 days / 20 visits per CY (Inpatient / Outpatient)</p> <p>BLUESCRIPT PHARMACY Generic/Brand/Non-Preferred \$15/\$30/\$50</p>	<p>CALENDAR YEAR DEDUCTIBLE (CYD) (Per Person / Family Aggregate) \$300 / \$900 – Combined with In-Network</p> <p>COINSURANCE (amount you must pay) In-Network – 20% Out-of-Network – 30%</p> <p>OUT-OF-POCKET MAXIMUM (Per Person / Family Aggregate) \$2000 / \$6000 –Combined with In-network (Coinsurance Only)</p> <p>PHYSICIAN OFFICE SERVICES In-Network Family Physicians - \$15 Copayment In-Network Specialists - \$25 Copayment Out-Of-Network Providers – CYD & Coinsurance</p> <p>INPATIENT HOSPITAL FACILITY CHARGES (per admit) In-Network – CYD & Coinsurance Out-of-Network-\$300 PAD & CYD & Coinsurance</p> <p>OUTPATIENT HOSPITAL FACILITY CHARGES (per visit) In-Network – CYD & Coinsurance Out-of-Network-\$300 PAD & CYD & Coinsurance</p> <p>PHYSICIAN SERVICES AT HOSPITAL & ER In-Network- CYD & Coinsurance Out-Of-Network- CYD & Coinsurance</p> <p>EMERGENCY ROOM FACILITY CHARGES (per visit) In-Network - CYD & Coinsurance Out-of-Network - CYD & Coinsurance</p> <p>INDEPENDENT CLINICAL LAB In-Network – Coinsurance Only (\$0 for Lab Quest) Out-of-Network - Coinsurance Only</p> <p>BENEFIT MAXIMUMS Lifetime Maximum - \$5,000,000 Adult Wellness - \$250 Per CY Mental Health Srvc – 30 days / 20 visits per CY (Inpatient / Outpatient)</p> <p>BLUESCRIPT PHARMACY Generic/Brand/Non-Preferred \$15/\$30/\$50</p>

TUITION INCREASE RULES-OF-THUMB

4% TUITION INCREASE, TOTAL TUITION \$1,799,360

5% TUITION INCREASE, TOTAL TUITION \$1,815,508

6% TUITION INCREASE, TOTAL TUITION \$1,831,656

In general, a \$16k increase for each 1% (based on 3% enrollment growth in-state and 1% enrollment growth out-of-state).

TUITION SCHEDULES

Matriculation Per Credit Only

Resident	FY04	SCENARIOS						
		5% FY05	5% FY06	6% FY07	5% FY08	4% FY09	5% FY09	6% FY09
Credit (A&P, PSV, College Prep)	\$47.97	\$50.36	\$53.08	\$56.25	\$59.05	\$61.41	\$62.00	\$62.59
PSAV	\$44.40	\$46.50	\$48.90	\$50.10	\$52.50	\$54.60	\$55.13	\$55.65
Non-Resident								
Credit (A&P, PSV, College Prep)	\$193.76	\$203.43	\$214.18	\$225.07	\$236.31	\$245.76	\$248.12	\$250.49
PSAV	\$177.30	\$186.00	\$195.30	\$200.10	\$210.00	\$218.40	\$220.51	\$222.60

Total Tuition Per Credit (Includes Student fees)

Resident	FY04	SCENARIOS						
		5% FY05	9% FY06	5% FY07	6% FY08	4% FY09	5% FY09	6% FY09
Credit (A&P, PSV, College Prep)	\$58.86	\$61.65	\$67.21	\$70.82	\$74.81	\$77.99	\$78.74	\$79.49
PSAV	\$50.94	\$53.48	\$56.24	\$57.62	\$60.38	\$62.79	\$63.39	\$64.00
Non-Resident								
Credit (A&P, PSV, College Prep)	\$220.38	\$230.96	\$262.40	\$268.96	\$281.85	\$293.68	\$296.51	\$299.33
PSAV	\$203.44	\$213.90	\$224.60	\$230.12	\$241.50	\$251.16	\$253.58	\$255.99

DISCRETIONARY FEES

Discretionary Fees Per Credit - Credit Course

Resident	FY04	FY05	FY06	FY07	FY08	4%	5%	6%
						FY09	FY09	FY09
Student Financial Aid Fee	\$3.33	\$3.49	\$3.84	\$3.94	\$4.13	\$4.30	\$4.34	\$4.38
Student Activity Fee	\$4.76	\$5.00	\$5.49	\$5.63	\$5.91	\$6.14	\$6.20	\$6.26
Technology Fee*	\$1.80	\$1.80	\$1.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement Fee	\$1.00	\$1.00	\$3.00	\$5.00	\$5.72	\$6.14	\$6.20	\$6.26
Non-Resident								
Student Financial Aid Fee	\$13.46	\$14.13	\$15.37	\$15.75	\$16.54	\$17.20	\$17.37	\$17.53
Student Activity Fee	\$4.76	\$5.00	\$5.49	\$5.63	\$5.91	\$6.14	\$6.20	\$6.26
Technology Fee*	\$5.40	\$5.40	\$5.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement Fee	\$3.00	\$3.00	\$21.96	\$22.51	\$23.09	\$24.58	\$24.81	\$25.05

Discretionary Fees Per Credit - PSAV

Resident	FY04	FY05	FY06	FY07	FY08	4%	5%	6%
						FY09	FY09	FY09
Student Financial Aid Fee	\$4.44	\$4.65	\$4.89	\$5.01	\$5.25	\$5.46	\$5.51	\$5.57
Student Activity Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technology Fee*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement Fee	\$2.10	\$2.33	\$2.45	\$2.51	\$2.63	\$2.73	\$2.76	\$2.78
Non-Resident								
Student Financial Aid Fee	\$17.73	\$18.60	\$19.53	\$20.01	\$21.00	\$21.84	\$22.05	\$22.26
Student Activity Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technology Fee*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement Fee	\$8.41	\$9.30	\$9.77	\$10.01	\$10.50	\$10.92	\$11.03	\$11.13

* Technology fee was rolled into the tuition matriculation amount in FY07.

LAB FEES

Vary by program. Assessed for costs of materials, supplies, or lab assistants unique to individual class. (see attached listing of entire lab fees).

STUDENT ENROLLMENT BY CAMPUS

**Number of Students Served and Faculty (unduplicated headcount) Used to Serve Those Students
By Year for the Last Three Years**

<u>Enrollment</u> <u>By Year</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Coral Shores	763	647	629*
Marathon	410	309	320*
<u>Faculty By</u> <u>Year</u>			
Coral Shores	66	53	51*
Marathon	33	27	33*

***Still registering for summer B term**

Enrollment Instructors by Campus

ENROLLMENT (Excluding Rec & Leisure)

	Fall 2005	Spring 2006	Summer 2006	Fall 2006	Spring 2007	Summer 2007	Fall 2007	Spring 2008	Summer 2008*	Total
Coral Shores	375	301	87	270	289	88	297	261	71	2,058
Marathon	155	173	82	147	123	39	110	155	55	1,047
Total	530	474	169	417	412	127	407	416	126	3,105

*In Progress

INSTRUCTORS (Excluding Rec & Leisure, Duplicated Headcount)

	Fall 2005	Spring 2006	Summer 2006	Fall 2006	Spring 2007	Summer 2007	Fall 2007	Spring 2008	Summer 2008*	Total
Coral Shores	29	38	20	28	25	10	25	28	21	248
Marathon	22	31	19	17	22	7	17	21	26	208
Total	51	69	39	45	47	17	42	49	47	456

*In Progress

INSTRUCTORS (Excluding Rec & Leisure, Unduplicated Headcount)

	Fall 2005	Spring 2006	Summer 2006	Fall 2006	Spring 2007	Summer 2007	Fall 2007	Spring 2008	Summer 2008*	Total
Coral Shores	25	28	13	22	20	11	20	21	10	182
Marathon	14	20	9	10	11	6	9	13	11	115
Total	39	48	22	32	31	17	29	34	21	297

*In Progress

MATCHING FUND UPDATES

PROJECTS

PLANNED PECO PROJECTS VS PROJECT FUNDING APPORTIONED FOR NEXT YEAR

Description	2008-09 Planned	2008-09 Appropriation
Lagoon Restoration	239,600	175,700
Chiller/EMS Upgrades	66,260	
Air Handler Replacement Public Safety	144,200	
Safety Railings - Entire Campus	140,000	
Administration Lobby & Library Flooring	81,500	
Remodeling Library & Multimedia	485,000	
Repair & Maintenance	182,772	164,047
Marine Propulsion Building		1,662,201
Marathon High School		139,085
Telecommunication Infrastructure		15,000
Renovate Parking & Lights		150,000
Roof Replacements		150,000
Campus Wide Signage		42,580
Marine Propulsion Building (add-on)		485,000
Grand Total	<u>1,339,332</u>	<u>2,983,613</u>

Highlighted areas are items collectively categorized in PECO as General renovation/remodeling/site improvement. Repair and maintenance reflects separate repair and maintenance through sum-of-the-digits PECO appropriation OF \$104k plus an additional award of \$60K.

NOTE: Repairs and maintenance costs do not include unused carry-over funding from PECO as well as repair and maintenance allocation amount in the operating budget.

MAINTENANCE COSTS TO PECO

PECO Repairs and Maintenance

FY 2007 - 08	% Salary to PECO	Salary	Benefits	Total
O'Flynn, Greg	50%	\$20,732	\$6,494	\$27,225
Total		\$20,732	\$6,494	\$27,225

FY 2008 - 09	% Salary to PECO	Salary	Benefits	Total
O'Flynn, Greg	75%	\$32,693	\$10,319	\$43,012
Gray, Christian	75%	\$19,642	\$7,941	\$27,583
TBD	75%	\$18,929	\$7,814	\$26,743
TBD	75%	\$18,929	\$7,814	\$26,743
Total		\$90,192	\$33,888	\$124,080

DREDGING PROJECT

Explanation of Lagoon Restoration

Lagoon is utilized as an underwater training area for the dive program. Lagoon restoration is for the maintenance dredging of the lagoon area to remove silt along with the installation of a culvert connecting with the adjacent channel to provide a water exchange flushing action to improve the natural habitat area.

CAMPUS COURSE OFFERINGS

Graduates by Campus

Admit Campus	Degree	Code	Program	200610	200620	200630	200710	200720	200730	200810	200820
CORAL SHORES	Associate in Arts	133	AA-General Studies	1	1		1	2			
	Associate in Science	270	Nursing			11			6		9
	Certificate	400	Addictions Studies		1						
	Adv Technical Diploma ATD	500	Emergency Medical Technician					9			
CS Subtotal				1	2	11	1	11	6	0	9
MARATHON	Associate in Arts	133	AA-General Studies	2	2	2	2		4		
	Associate in Science	205	Computer Information Technolog						1		
	Associate in Science	240	Marine Eng., Mgmt. & Seamshp		1						
	Associate in Science	270	Nursing			2			4		1
	Associate in Applied Science	320	Criminal Justice Technology								1
	Vocational Certificate	600	Correctional Officer			1					
	Vocational Certificate	620	Law Enforcement			1					
MA Subtotal				2	3	6	2	0	9	0	2
Total				3	5	17	3	11	15	0	11

SALARY OPTIONS

Position	As of 1.14.08	New Pay Grade	Minimum in Pay grade	(Outliers) Incr. to be at Min.	6% increase to Current Salary	Outlier or 6% whichever is greater	2008-2009 Annual Salary	Ys of Srcv
Executives								
Director HR	\$69,745	208	\$63,836	\$0	\$4,185	\$4,185	\$73,930	4.5
VP, Finance and Admin.	\$98,000	210	\$80,183	\$0	\$5,880	\$5,880	\$103,880	0.5
President	\$150,000		Negotiated	\$0	\$9,000	\$9,000	\$159,000	1
Provost	\$98,000	210	\$80,183	\$0	\$5,880	\$5,880	\$103,880	0.5
				\$0		\$24,945		
Administrators								
Director, Criminal Justice	\$53,667	205	\$45,347	\$0	\$3,220	\$3,220	\$56,887	9
Director, Tech. Support Srvcs	\$61,255	208	\$63,836	\$2,581	\$3,675	\$3,675	\$64,930	9
Exec. Director, President's Office	\$51,787	205	\$45,347	\$0	\$3,107	\$3,107	\$54,894	18
Director, Inst. Res. and Effect.	\$61,528	207	\$56,959	\$0	\$3,692	\$3,692	\$65,220	5
Director, Enrollment Services	\$63,728	207	\$56,959	\$0	\$3,824	\$3,824	\$67,552	26
Vice Provost	\$61,256	208	\$63,836	\$2,580	\$3,675	\$3,675	\$64,931	2
Director, Continuing Educ.	\$59,564	207	\$56,959	\$0	\$3,574	\$3,574	\$63,138	6
Controller	\$61,641	208	\$63,836	\$2,195	\$3,698	\$3,698	\$65,339	5
Director, Nursing	\$85,500	208	\$63,836	\$0	\$5,130	\$5,130	\$90,630	1
				\$7,356		\$33,596		
Professionals								
Director, Aquatics	\$53,247	205	\$45,347	\$0	\$3,195	\$3,195	\$56,442	12
Supervisor, Web Services	\$39,459	203	\$36,103	\$0	\$2,368	\$2,368	\$41,827	< 1
Director, Financial Aid	\$46,651	205	\$45,347	\$0	\$2,799	\$4,172	\$50,823	4
Director, Learn. Res. Center	\$54,419	207	\$56,959	\$2,540	\$3,265	\$3,265	\$57,684	15
Manager, Dive Facilities	\$38,959	205	\$45,347	\$6,388	\$2,338	\$6,388	\$45,347	<1
Director, Advising	\$50,891	207	\$56,959	N/A	\$3,053	\$3,053	\$53,944	11
Coord./Instructor Crim. Justice	\$37,660	202	\$32,213	\$0	\$2,260	\$2,260	\$39,920	5
Asst. Director, Tech. Support Services	\$48,500	204	\$40,462	\$0	\$2,910	\$2,910	\$51,410	< 1
Director, Media & Publications	\$52,820	207	\$56,959	\$4,139	\$3,169	\$4,139	\$56,959	11
Director, Educ. Prep. Institute	\$34,496	203	\$36,103	\$1,607	\$2,070	\$2,070	\$36,566	2
Program Coordinator, CROP	\$35,208	203	\$36,103	\$895	\$2,112	\$2,112	\$37,320	7
Recruiter	\$37,688	203	\$36,103	\$0	\$2,261	\$2,261	\$39,949	< 1
Asst. Director, Financial Aid	\$37,668	202	\$32,213	\$0	\$2,260	\$2,260	\$39,928	4
Coord. Tech. Rep. & Data Analyst	\$39,832	202	\$32,213	\$0	\$2,390	\$2,390	\$42,222	8
Asst. Director, Public Relations	\$41,628	202	\$32,213	\$0	\$2,498	\$2,498	\$44,126	6
Network Administrator	\$43,340	204	\$40,462	\$0	\$2,600	\$2,600	\$45,940	8
Manager, Online Management Sys.	\$41,230	203	\$36,103	\$0	\$2,474	\$2,474	\$43,704	6

	As of 1.14.08	New Pay Grade	Minimum in Pay grade	(Outliers) Incr. to be at Min.	6% increase to Current Salary	Outlier or 6% whichever is greater	2008-2009 Annual Salary	Yrs of Srvc	New (10mos) Contract Option (+\$8000)
Faculty									
Faculty, Nursing	\$39,217	303	\$43,072	\$3,855	\$2,353	\$3,855	\$43,072	3	\$51,072
Faculty, Foreign Language	\$44,569	304	\$45,578	\$1,009	\$2,674	\$2,674	\$47,243	10	\$55,243
Faculty, History	\$37,823	304	\$45,578	\$7,755	\$2,269	\$7,755	\$45,578	3	\$53,578
Faculty, Ceramics	\$42,540	303	\$43,072	\$532	\$2,552	\$2,552	\$45,092	10	\$53,092
Faculty, Chemistry	\$54,418	305	\$48,228	\$0	\$3,265	\$3,265	\$57,683	23	\$65,683
Faculty, Nursing	\$38,060	303	\$43,072	\$5,012	\$2,284	\$5,012	\$43,072	< 1 yr	\$51,072
Faculty, Mathematics	\$37,717	303	\$43,072	\$5,355	\$2,263	\$5,355	\$43,072	3	\$51,072
Faculty, Mathematics	\$47,704	305	\$48,228	\$524	\$2,862	\$2,862	\$50,566	13	\$58,566
Faculty, Fine Arts	\$41,784	304	\$45,578	\$3,794	\$2,507	\$3,794	\$45,578	4	\$53,578
Faculty, English	\$44,569	304	\$45,578	\$1,009	\$2,674	\$2,674	\$47,243	10	\$55,243
Faculty, College Prep. Reading	\$37,360	303	\$43,072	\$5,712	\$2,242	\$5,712	\$43,072	1	\$51,072
Faculty, Marine Engineering	\$36,060	303	\$43,072	\$7,012	\$2,164	\$7,012	\$43,072	< 1 yr	\$51,072
Faculty, Psychology	\$57,029	304	\$45,578	\$0	\$3,422	\$3,422	\$60,451	29	\$68,451
Faculty, Nursing	\$40,700	305	\$48,228	\$7,528	\$2,442	\$7,528	\$48,228	< 1 yr	\$56,228
Faculty, College Prep. Writing	\$55,344	303	\$43,072	\$0	\$3,321	\$3,321	\$58,665	29	\$66,665
Faculty, Nursing	\$40,736	303	\$43,072	\$2,336	\$2,444	\$2,444	\$43,180	4	\$51,180
Faculty, Marine Engineering	\$36,560	303	\$43,072	\$6,512	\$2,194	\$6,512	\$43,072	1	\$51,072
11mos									
Faculty, Anthropology	\$67,985	404	\$61,820	\$0	\$4,079	\$4,079	\$72,064	32	n/a
Faculty, Nursing	\$59,175	404	\$61,820	\$2,645	\$3,551	\$3,551	\$62,726	2	n/a
				\$60,590		\$83,379			

**FOUNDATION - Florida Keys Educational
Foundation Support to FKCC
July 1, 2007- May 20, 2008**

Scholarship Support

Russel Sullivan	7,070.68
Full Time Degree Seeking	42,628.04
First Generation in College	76,660.00
Student Ambassador	7,279.67
Hemingway Look Alike Society	4,055.66
Evelyn Kawaler Memorial	55,608.58
Marathon BPW	4,492.82
Marathon Rotary	1,200.00
Rotary Key Largo	673.29
Miscellaneous	3,500.00
Blue Cross/Blue Shield	3,000.00
Winter Nursing Cohort	13,778.77
Fishermen's Hospital	3,973.23
Lower Keys Medical Center Aux	19,984.61
Lower Keys Women's Club	6,000.00
	<hr/>
	249,905.35

Program Support

TWFAC	71,954.00
Library	5,176.15
Capital Equipment	38,853.00
Faculty/Staff grants	8,672.78
Marine Propulsion	14,918.04
Swim Program	13,879.53
NPR- FKCC promotional campaign	2,170.00
Health Foundation of South FL	51,476.50
Nursing Program	22,518.13
Nursing Instruction	68,126.52
Studio Arts	1,934.56
General Programs	2,105.61
Information Technology	1,995.50
Ceramics	14,199.24
Presidential Expenses	1,833.42
Government Relations	6,000.00
	<hr/>
	325,812.98

TOTAL:

\$575,718.33

Fiscal Year	Payout	Accrual	Total Expense
2007	98,953	(9,950)	89,003
2006	62,156	125,415	187,571
2005	52,043	18,762	70,805
2004	68,284	113	68,397
Total	281,436	134,340	415,776

Average \$70,359 \$33,585 \$103,944

1. Residence Halls
 - a. Capital Improvement Gift in this area would be eligible for a 66% match through the Philip Benjamin program (if funded)
 - b. Endowment Investment to secure housing options
2. Endowed Faculty Positions to alleviate operational costs
 - a. Faculty Salary with Benefits is an expenditure in the range of \$70,000 per year
3. Endowed Department Chairs
 - a. Director of Tourism, Hospitality, and Culinary
 - b. Director of Marine Science
 - c. Director of Arts and Theater
4. Capital Improvements and Construction
 - a. Naming Opportunities for buildings, first priority would be the new Allied Health Campus in Key Largo
 - b. Eligible for a facilities one-to-one match through the Facility Enhancement Challenge Program (if funded through the state)
5. Miscellaneous Assistance for Timely Opportunities
6. Scholarship and Housing Assistance for Students

Enrollment and Instructors by Campus for the Last 3 Years

ENROLLMENT (Excluding Rec & Leisure)

	Fall 2005	Spring 2006	Summer 2006	Fall 2006	Spring 2007	Summer 2007	Fall 2007	Spring 2008	Summer 2008*	Total
Coral Shores	375	301	87	270	289	88	297	261	71	2,058
Marathon	155	173	82	147	123	39	110	155	55	1,047
Total	530	474	169	417	412	127	407	416	126	3,105

*In Progress

INSTRUCTORS (Excluding Rec & Leisure, Duplicated Headcount)

	Fall 2005	Spring 2006	Summer 2006	Fall 2006	Spring 2007	Summer 2007	Fall 2007	Spring 2008	Summer 2008*	Total
Coral Shores	29	38	20	28	25	10	25	28	21	248
Marathon	22	31	19	17	22	7	17	21	26	208
Total	51	69	39	45	47	17	42	49	47	456

*In Progress

INSTRUCTORS (Excluding Rec & Leisure, Unduplicated Headcount)

	Fall 2005	Spring 2006	Summer 2006	Fall 2006	Spring 2007	Summer 2007	Fall 2007	Spring 2008	Summer 2008*	Total
Coral Shores	25	28	13	22	20	11	20	21	10	182
Marathon	14	20	9	10	11	6	9	13	11	115
Total	39	48	22	32	31	17	29	34	21	297

*In Progress

**DISTRICT SCHOOL BOARD OF MONROE COUNTY
SALARY SCHEDULE
2007-2008**

Slot Q5ISP

IN-SCHOOL PARENTING SPECIALIST

33,984

Salaries above are base on 7.5 Hours per day 200 days per year: Daily and hourly rates of pay are calculated for all employees. These rates are used when persons are employed within a position for more or less then its normal designated time.

To calculate variation from this schedule: Take annual rate ÷ 200 days ÷ 7.5 hours per day = Hourly Rate

Then compute: Hourly Rate x Hours worked per day x Days worked per year = Annual Salary

In-School Parenting_Specialists_ Receive the same holidays as provided on the School-Year Calendar.

Full-Service School Supplement.....\$ 817.00 per month slot # SQ5ISP

**INSTRUCTIONAL
BASIC SCHEDULE**

EXP	Step	BACHELOR'S DEGREE		MASTERS DEGREE		SPECIALIST DEGREE		DOCTORATE DEGREE	
		AC I1A00-I1A14	PSC I1P03-I1P17	AC I2A00-I2A14	PSC I2P03-I2P17	AC I3A00-I3A14	PSC I3P03-I3P17	AC I4A00-I4A14	PSC I4P03-I4P17
0	0	41,500		43,224		44,153		44,683	
1	1	41,930		43,740		44,574		45,110	
2	2	43,551		45,359		46,139		46,677	
3	3	44,014	46,389	45,824	48,065	46,554	49,593	47,090	50,499
4	4	44,085	47,956	45,894	49,631	46,650	52,203	47,536	52,064
5	5	44,153	48,675	45,963	50,385	46,795	52,432	47,680	53,110
6	6	44,222	48,904	46,031	50,613	46,944	52,654	47,827	53,340
7	7	44,292	49,131	46,103	50,841	47,031	53,644	47,917	53,565
8	8	44,363	50,228	46,171	51,944	47,138	54,634	48,020	54,612
9	9	44,467	50,963	46,275	52,676	47,242	54,863	48,126	55,539
10	10	44,570	51,192	46,380	53,312	47,346	55,392	48,229	55,769
11	11	44,676	52,203	46,484	54,878	47,451	55,920	48,335	56,825
12	12	44,780	53,335	46,588	56,016	47,555	57,486	48,423	58,390
13	13	44,883	54,270	46,693	56,949	47,687	57,996	48,544	58,902
14	14	44,988	55,300	46,795	58,932	47,763	59,472	48,648	60,378
15-19	15		59,165		62,802		64,046		64,950
20-24	16		62,420		66,346		67,325		68,177
25+	17		68,886		75,054		76,934		78,612

All salaries listed on this schedule are based on the highest acceptable level of training (Degree) appearing on employee's valid Florida teaching certificate.

Teaching Experience Credit *Effective July 1, 2004 for teachers currently employed and teachers recruited and employed after this date, will be allowed to bring in all years of verified teaching experience for pay purposes. However payment shall not be retroactive. Teachers bringing in experience and who are awarded a Professional Services Contract in the district will be eligible to move to the highest PSC column in accordance with their total experience and will continue to move at the normal progression rate.

Performance Pay -Beginning school year 2002-2003, instructional personnel who apply and demonstrate outstanding performance, will be provided the opportunity to earn a five (5) per cent salary supplement.

Career Ladder Supplements: Associate - Regular Salary Schedule Professional - Regular Salary Schedule + \$2,000 Annually
Lead - To be negotiated Master - To be negotiated

All teachers who earned an *R Supplement (Bachelor's+ 15 Semester hours of an approved planned program or a Bachelor's + 300 in-service hours) Prior to 1976-1977 will receive an additional..... **\$183.00 per year** SLOT SRSUP

Graduates by Campus and Program for the Last 2 Years

Admit Campus	Degree	Code	Program	200610	200620	200630	200710	200720	200730	200810	200820
CORAL SHORES	Associate in Arts	133	AA-General Studies	1	1		1	2			
	Associate in Science	270	Nursing			11			6		9
	Certificate	400	Addictions Studies		1						
	Adv Technical Diploma ATD	500	Emergency Medical Technician					9			
CS Subtotal				1	2	11	1	11	6	0	9
MARATHON	Associate in Arts	133	AA-General Studies	2	2	2	2		4		
	Associate in Science	205	Computer Information Technolog						1		
	Associate in Science	240	Marine Eng., Mgmt. & Seamshp		1						
	Associate in Science	270	Nursing			2			4		1
	Associate in Applied Science	320	Criminal Justice Technology								1
	Vocational Certificate	600	Correctional Officer			1					
	Vocational Certificate	620	Law Enforcement			1					
MA Subtotal				2	3	6	2	0	9	0	2
Total				3	5	17	3	11	15	0	11

**Number of Students Served and Faculty (unduplicated
headcount) Used to Serve Those Students
By Year for the Last Three Years**

<u>Enrollment</u> <u>By Year</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Coral Shores	763	647	629*
Marathon	410	309	320*
<u>Faculty By</u> <u>Year</u>			
Coral Shores	66	53	51*
Marathon	33	27	33*

*Still registering for summer B term

May 27, 2008

Commissioner Eric J. Smith
Florida Department of Education
325 West Gaines Street, Suite 1514
Tallahassee, FL 32399-0400

Dear Commissioner Smith:

By copy of this letter, Florida Keys Community College requests approval to change the institution's name so as to use the designation of *college*, pursuant to S.B. 1716.

With approval of the Florida Keys Community College's Board of Trustees, on May 27, 2008, the College seeks to enter into an agreement with the State Board of Education to change the name of the institution to The College of the Florida Keys. The institution will maintain our primary mission and abide by all provisions of Senate Bill 1716 Section 1001.60 Florida College System which states:

There shall be a single Florida College System comprised of the public postsecondary educational institutions identified in s. 1000.21(3) that grant 2-year and 4-year academic degrees as provided by law. An institution within the Florida College System may not offer graduate degree programs.

With the approval of an institution's local board of trustees, any institution in the Florida College System may request approval from the State Board of Education to change the institution's name and use the designation "college." The State Board of Education may approve the request if the institution enters into an agreement with the State Board of Education to do the following:

- a. Maintain as the institution's primary mission responsibility for responding to community needs for postsecondary academic education and career degree education as prescribed in s. 1004.65(6).
- b. Maintain an open-door admissions policy for associate-level degree programs and workforce education programs.
- c. Continue to provide outreach to underserved populations.
- d. Continue to provide remedial education.
- e. Comply with all provisions of the statewide articulation agreement that relate to 2-year and 4-year public degree-granting institutions as adopted by the State Board of Education pursuant to s. 1007.23.

An institution in the Florida College System shall not use the designation "university."

We are appreciative of your consideration of this request and are available to answer any questions you may have.

Sincerely,

Ed Scales, Chairman
Florida Keys Community College
Board of Trustees

DATE: May 20, 2008
TO: Dr. Jill Landesberg-Boyle, President
FROM: Joanne M. Dinkel, Director, Human Resources
SUBJECT: Human Resources – BOARD AGENDA 5/27/08

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

NEW EMPLOYEES

Full-time - Name Effective Date Description

No Full-time New-Hires to report at this time.

Part-time Name Effective Date Description

Joan Brill	May 9, 2008	Piano Accompanist, Professional duties, \$17.50, hourly, \$200.00 total (Graduation)
Lea Moeller	May 1, 2008	Temporary, Lifeguard, \$11.32 hourly, \$3622.40 total.
Victoria Rosenblatt	Jan. 14-May 9, 2008	Piano Accompanist, Professional duties, \$17.50, hourly, \$1,000.00 total (Voice classes)
Erika Stokes	May 9, 2008	Temporary, Swimming Skills Coord., \$11.55 hourly, \$4,158.00 total.

STATUS CHANGES – Full-time

Name Effective Date Description

No Full-time Status Changes to report at this time.

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

Name Effective Dates Description

No Additional Employment to report at this time.

TERMINATIONS

Name	Effective Date	Position	
Jesse Scott	May 9, 2008	Technology Specialist	Resignation
Manuel Pichardo	June 4, 2008	Maintenance Specialist	Resignation
Bruce Cummins	June 30, 2008	Director, Facilities	Contract Non-renewal
Robert Jason	June 30, 2008	Director, Marine Technology	Contract Non-renewal
Sharon Toppino	June 30, 2008	Vice President, Student Affrs	Contract Non-renewal

ADJUNCT / PART TIME INSTRUCTORS

Attachments

BOARD MATERIALS

Adjunct Instructors Term III 2007-08

Name	Lvl	Pay Rate	Hrs / Credits	Total Pay	Course Description	Cntr	Dates
Continuing Education							
Bartoszewicz, Paul		\$35.00	19.5	\$682.50	Excel 2003	KW	4/11-5/2/08
Gogin, Gerald		\$28.00	40	\$1,120.00	International Ceramics WrkShp	KW	1/8-5/6/08
Greenwood, Julie		\$35.00	22.5	\$787.50	ESL Basics Level 1 part2	KW	3/6-5/1/08
Haegelin, Diana		\$40.00	180	\$7,200.00	ESL Levels 1-4, Part 2	KW	3/5-5/7/08
Criminal Justice							
Barlow, John		\$28.00	48	\$1,344.00	Firearms	KW	4/14-4/23
Blanco, Luis		\$28.00	16.3	\$456.40	Laser Radar Measurmeent	KW	2/11-2/21
Chavka, David		\$28.00	56	\$1,568.00	Patrol	KW	4/8-5/5/08
Costarakis, Maretta		\$28.00	16	\$448.00	Firearms	KW	4/21-4/23/08
Fischer, Gerald		\$28.00	16	\$448.00	Firearms	KW	4/21-4/23/08
Hanna, Chad		\$28.00	20	\$560.00	First Aid	KW	3/4-3/11/08
Harris, Reginald		\$28.00	16	\$448.00	Firearms	KW	4/21-4/23/08
Jason, Robert		\$28.00	78	\$2,184.00	Firearms	KW	4/4-4/23/08
Taborda, Luis		\$28.00	16.3	\$456.40	Laser Operator Transition	KW	2/11-2/21
AS + AA Programs							
Beckman, Brian	IV	\$449.00	0.5	\$224.50	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Beckmann, Brenda	IV	\$449.00	5	\$2,245.00	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Bishop, Jane	IV	\$449.00	2.42	\$1,086.58	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Bosco, Lori	IV	\$449.00	0.25	\$112.25	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Burgos, David	IV	\$449.00	1.9	\$848.61	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Cullen, Kay	IV	\$449.00	5	\$2,245.00	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Dillon, Ann Marie	III	\$492.00	2.5	\$1,230.00	EPI 0940 Field Experience	KW	3/5-3/15/08
Fairchild, Sherri	III	\$492.00	3	\$1,476.00	EPI 001 Classroom Management	KW	3/15-4/26/08
Kissell, Sean	IV	\$449.00	1.08	\$484.92	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Marston, Craig	IV	\$449.00	0.75	\$336.75	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Nelson, Carolyn	IV	\$449.00	0.45	\$202.05	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
O'Keefe, Janice	III	\$492.00	5	\$2,460.00	EPI 0940 Field Experience	KW	3/15-4/27/08
Olean, Andrew	IV	\$449.00	5.79	\$2,599.71	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Scott, Paul	IV	\$449.00	2.79	\$1,252.71	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Simonaitis, Steve	IV	\$449.00	5.76	\$2,586.24	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Stoky, Robert	IV	\$449.00	8.58	\$3,852.42	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Yeager, Leonard	IV	\$449.00	5.58	\$2,505.42	EMS 1159C Emergency Med. Tech	KW	1/7-5/9/08
Independent Studies							
Hijazi, Samer		\$100.00	5	\$500.00	Excel, Basic Programming, DB Mgt.	KW	1/8 - 5/6/08
Hijazi, Samer		\$100.00	5	\$500.00	Helpdesk	KW	1/8-5/7/08

Continuing Education & Distance Learning Payroll Summary

Instructor Last	Instructor First	Hours	Pay Rate	Course Name	Start Date	End Date	CRN #
Bartoszewicz	Paul	6.5	\$35.00	Custom: Word 2003 Fundamentals	6/6/2008	6/6/2008	30278
Bartoszewicz	Paul	6.5	\$35.00	Custom: Word 2003 Intermediate	6/13/2008	6/13/2008	30276
Bartoszewicz	Paul	6.5	\$35.00	Custom: Word 2003 Advanced	6/20/2008	6/20/2008	30279
Boyer	Sherri	6.5	\$35.00	PowerPoint 2003 Fundamentals	6/20/2008	6/20/2008	30196
Boyer	Sherri	6.5	\$35.00	Word 2003 Intermediate	6/13/2008	6/13/2008	30192
Boyer	Sherri	6.5	\$35.00	Word 2003 Fundamentals	6/6/2008	6/6/2008	30193
Gogin	Gerald	40	\$28.00	Ceramic Murals Workshop	5/20/2008	6/16/2008	30234
Goodnough	Clifford	8	\$35.00	eBay Basics for Sellers	6/7/2008	6/7/2008	30075
Haegelin	Diana	18	\$40.00	Advanced Summer Conversation Part 1	5/9/2008	6/20/2008	30094
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer Basics Level 4 Part 1	5/8/2008	6/17/2008	30092
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer Intermediate, Level 2 Part 1	5/12/2008	6/23/2008	30098
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer Basics Level 2 Part 1	5/8/2008	6/17/2008	30089
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer Advanced, Level 1 Part 1	5/8/2008	6/17/2008	30114
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer English for Absolute Beginners Part 1	5/12/2008	6/23/2008	30095
Haegelin	Diana	18	\$40.00	ESL: Summer Intermediate Level 2 Part 1	5/7/2008	6/11/2008	30099
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer Basics Level 1 Part 1	5/12/2008	6/23/2008	30097
Michelin	Ebenson	8	\$35.00	Learn Basic Computer Skills in Haitian Creole	6/6/2008	6/27/2008	30111
Quinn	Kathleen	6.5	\$35.00	Word 2003 Fundamentals	6/3/2008	6/17/2008	
Quinn	Kathleen	6.5	\$35.00	Excel 2003 Fundamentals	6/2/2008	6/16/2008	30191
Quinn	Kathleen	6.5	\$35.00	Windows XP Fundamentals	6/4/2008	6/18/2008	
Reeder	Consuela	12.5	\$28.00	Summer Sewing Fun	5/14/2008	6/11/2008	30096
Tollen	Kayla	3	\$35.00	Time Management for Managers	6/27/2008	6/27/2008	30284
Tollen	Kayla	3	\$35.00	Closing the Sale	6/20/2008	6/20/2008	30282
Tollen	Kayla	3	\$35.00	Effective Customer Service	6/20/2008	6/20/2008	30281
Tollen	Kayla	3	\$35.00	Motivating Employees	6/27/2008	6/27/2008	30283
Zucker	Jacob	9	\$28.00	Talmudic Ethics: Timeless Wisdom for Timely Dilemmas	5/14/2008	6/18/2008	30088
Zucker	Jacob	12	\$35.00	Talmudic Ethics: Timeless Wisdom for Timely Dilemmas CLE	5/14/2008	6/18/2008	30232
Zucker	Jacob	12	\$35.00	Talmudic Ethics: Timeless Wisdom for Timely Dilemmas CLE	5/15/2008	6/19/2008	30233
Zucker	Jacob	9	\$28.00	Talmudic Ethics: Timeless Wisdom for Timely Dilemmas	5/15/2008	6/19/2008	30125

Michael McPherson

Submitted by Michael McPherson,
Director of Continuing Education and Distance Learning

MEMO

Date: May 19, 2008

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

Cc: Jill Landesberg-Boyle

From: Brittany Snyder, Controller

Re: Board of Trustees Monthly Financial Report

The two monthly statements presented herein include the:

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

Compared to April 2007, the following highlights should be noted:

- **REVENUE**

- Tuition Revenue

- As of May 16th, the college is only \$23k shy of its projected revenue forecast for the fiscal year. This represents 1.4% of the forecasted tuition revenue budget. With a Port Security course in June and some additional anticipated registration for Summer Session B, the forecast will be attained.

- Increased Auxiliary Revenue

- Based on the increases in auxiliary revenue, additional funding will be available for operating purposes. The auxiliary support to the operating budget has increased by 10% during this fiscal year.

- **EXPENSES**

- Non-Recurring Expenses

- The adjusted budget is projected to be \$424,076 higher than the board approved budget. This increase is due to the payout of accrued annual and sick leave for employees who terminated throughout the fiscal year.

- Current Expenses

- While current expenses are tracking higher when compared to the same time last year, there was a 15% decrease in current expenses compared to the previous month. All expenditures are being closely monitored and assessed.

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

	ANNUAL BUDGET		ACTUAL YEAR-TO-DATE		ACTUAL YEAR-TO-DATE
	FY 2007-2008	FY 2006-2007	FY 2007-2008	FY 2006-2007	FY08 COMPARED TO FY07
REVENUE:					
STUDENT FEES*	\$1,997,211	\$2,096,297	\$2,120,204	\$1,867,739	13.5%
STATE FUNDING:					
COMMUNITY COLLEGE PROGRAM FUND	5,883,854	5,449,957	4,743,608	4,534,277	4.6%
LOTTERY	653,728	653,728	472,682	269,247	N/A
SUB-TOTAL	6,537,582	6,103,685	5,216,290	4,803,524	8.6%
MISCELLANEOUS	-	-	-	45,000	N/A
TOTAL STATE FUNDING	6,537,582	6,103,685	5,216,290	4,848,524	7.6%
TRANSFERS	14,500	9,500	1,545	1,375	N/A
OTHER	165,600	91,000	154,343	146,240	5.5%
SUB-TOTAL CURRENT FUND	8,714,893	8,300,482	7,492,382	6,863,878	9.2%
AUXILIARY	20,000	15,000	14,962	8,139	83.8%
TOTAL REVENUE	8,734,893	8,315,482	7,507,344	6,872,017	9.2%
FUND BALANCE (AS OF JULY 1)	777,472	777,393	777,472	777,393	0.010%
TOTAL FUNDS AVAILABLE	\$ 9,512,365	\$ 9,092,875	\$ 8,284,816	\$ 7,649,410	8.3%
EXPENSES:					
PERSONNEL	6,390,208	6,531,965	5,235,406	5,227,846	0.1%
CURRENT	2,260,487	2,139,521	1,775,766	1,457,628	21.8%
CAPITAL	64,198	11,553	101,252	21,185	N/A
TRANSFERS	-	-	-	-	N/A
SUB-TOTAL CURRENT FUND	8,714,893	8,683,039	7,112,424	6,706,659	6.1%
AUXILIARY	18,000	13,000	16,537	19	86936.5%
TOTAL EXPENSE	\$ 8,732,893	\$ 8,696,039	\$ 7,128,961	\$ 6,706,678	6.3%
INCREASE/(DECREASE) IN NET ASSETS	\$ 2,000	\$ (380,557)	\$ 378,383	\$ 165,339	

*Student Fee Revenue includes technology fee revenue of \$40,920 as of April 30, 2008.

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

	BOARD APPROVED APPROVED BUDGET <u>FY 2007-2008</u>	ADJUSTED BUDGET <u>FY 2007-2008</u>	YEAR-TO-DATE ACTUAL <u>FY 2007-2008</u>	ACTUAL YEAR-TO-DATE COMPARED TO ADJUSTED BUDGET
REVENUE:				
STUDENT FEES*	\$1,997,211	\$2,305,450	\$2,120,204	92.0%
STATE FUNDING:				
COMMUNITY COLLEGE PROGRAM FUND	5,883,854	5,697,845	4,743,608	83.3%
LOTTERY	653,728	630,147	472,682	N/A
SUB-TOTAL	6,537,582	6,327,992	5,216,290	82.4%
MISCELLANEOUS				N/A
TOTAL STATE FUNDING	6,537,582	6,327,992	5,216,290	82.4%
TRANSFERS	14,500	14,500	1,545	10.7%
OTHER	165,600	196,255	154,343	78.6%
TOTAL REVENUE	<u>8,714,893</u>	<u>8,844,197</u>	<u>7,492,382</u>	<u>84.7%</u>
FUND BALANCE (AS OF JULY 1)	777,472	777,472	777,472	100.0%
TOTAL FUNDS AVAILABLE	<u>\$ 9,492,365</u>	<u>\$ 9,621,669</u>	<u>\$ 8,269,854</u>	<u>86.0%</u>
EXPENSES:				
PERSONNEL	6,390,208	6,500,056	5,235,406	80.5%
CURRENT	2,260,487	2,522,661	1,775,766	70.4%
CAPITAL	64,198	101,252	101,252	100.0%
TRANSFERS	-	15,000	-	N/A
TOTAL EXPENSE	<u>\$ 8,714,893</u>	<u>\$ 9,138,969</u>	<u>\$ 7,112,424</u>	<u>77.8%</u>
INCREASE/(DECREASE) IN NET ASSETS	<u>\$ -</u>	<u>\$ (294,772)</u>	<u>\$ 379,958</u>	
FUND BALANCE %	8.01%	5.10%	12.03%	
FUND BALANCE	\$ 756,976	\$ 490,500	\$ 1,157,430	

**FLORIDA KEYS COMMUNITY COLLEGE
BALANCE SHEET
CURRENT FUND UNRESTRICTED (CFU)
Board of Trustees
APRIL 2008**

	April 30, 2008	April 30, 2007
<u>ASSETS:</u>		
CASH ON HAND AND IN BANK	\$597,638	\$461,553
INVESTMENTS	386,088	370,351
GENERAL APPROPRIATIONS RECEIVABLE	954,237	915,680
LOTTERY APPROPRIATION RECEIVABLE	157,465	384,481
TOTAL DUE FROM STATE OF FLORIDA	1,111,702	1,300,161
ACCOUNTS RECEIVABLE/PREPAID EXPENSES	263,109	205,854
TOTAL ASSETS	\$2,358,537	\$2,337,919
<u>LIABILITIES & FUND BALANCES</u>		
<u>LIABILITIES:</u>		
ACCOUNTS PAYABLE	\$89,404	\$83,145
ACCRUED COMPENSATED LEAVE	674,388	684,338
TOTAL LIABILITIES	763,792	767,483
<u>FUND BALANCES:</u>		
ENCUMBERED FUNDS	1,326,951	1,448,529
UNENCUMBERED FUNDS	942,182	806,245
SUB-TOTAL FUND BALANCES	2,269,133	2,254,774
AMOUNT EXPECTED TO FINANCED IN FUTURE	(674,388)	(684,338)
TOTAL FUND BALANCES	1,594,745	1,570,436
TOTAL LIABILITIES & FUND BALANCES	\$2,358,537	\$2,337,919

SUMMARY OF DISBURSEMENTS
BOARD OF TRUSTEES REPORT
April 2008

Total Check's for April 2008

	Amount	Check #'s
Operating Account	\$271,305.69	86024 - 86204
Payroll Account	\$45,101.84	211057 - 211155
Grand Total	\$316,407.53	

Voided Check's for April 2008

Vendor	Amount	Voided Check #'s	Reason for Void
David J. Riser	\$105.10	83592	Stale Check, Moved to Abandoned Property
Christina Jagodnik	\$212.46	83735	Stale Check, Moved to Abandoned Property
Seth T. McGuire	\$212.46	83741	Stale Check, Moved to Abandoned Property
Megan N. Gregory	\$20.00	83845	Stale Check, Moved to Abandoned Property
Seth T. McGuire	\$145.82	84011	Stale Check, Moved to Abandoned Property
Erica D. Lundy	\$5.00	84153	Stale Check, Moved to Abandoned Property
Carlos M. Iguales	\$212.46	83848	Stale Check, Moved to Abandoned Property
Bart C. Bartley	\$299.43	86163	Check Processed Incorrectly
Javier Antomarchy	\$1,310.70	85654	Pell Refund
Dominique Delatorres	\$622.67	85713	Check Processed Incorrectly
Destiny M. Hardin	\$1,734.85	85754	Pell Refund
Jessica L. Brady	\$587.12	85675	Pell Refund
Mellissa A. Baldwin	\$715.19	85661	Pell Refund
Ilda I. Corea	\$1,744.66	85700	Pell Refund
Lisa S. Morris	\$539.00	85809	Pell Refund
Clemencia Moreno	\$904.00	84775	Check Lost in Mail, Check was Reissued
Bobbi R. Herald	\$1,097.21	85760	Pell Refund
Chiquela Peters	\$539.00	85906	Pell Refund
Carmen L. Higgins	\$148.81	85762	Pell Refund
Total	\$11,155.94		

**BOARD OF TRUSTEES
SCHOLARSHIP NOMINEES FOR 0809 ACADEMIC YEAR**

Key West High School:

<u>NAME</u>	<u>GPA</u>
Aleya Begum	3.81
Katrina Dell	3.94
Christina Chiello	3.31
Gianna Orofino	3.01
Andrea Wells	3.70
Amanda Alfonso	2.96
Kaitlin Pratt	3.20
Ashlie Hernandez	3.00
Brenton Taylor-Stover	2.80
Adam Nguyen	2.80

Alternates that met GPA requirement:

Richard Welter	2.58
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(Alternates that did not meet GPA requirement):

Stephen Wilbarger	2.00
Fernando Castillo	2.10
Juan Blanco	1.80

Marathon High School:

Samantha Cooper	3.60
Mandy Ibsen	3.43
Rusana Rassokhina	4.00
Cody Stricklin	3.27
Brenda Marquez	2.61

Alternate:

Amada Valdes	3.50
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Island Christian School:

Nicholas DeMarco	3.22
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Coral Shores High School:

Rachael Bloom	2.80
Araceli Ornelas	3.40
Mallory Weeks	3.02
Lloyd Keleher	2.66
Celso Hernandez	2.77
Alvin Bentley	3.10
Sarah Endricks	3.20
Lucas Trevino	3.58

Alternate:

Miriam Gonzalez