

**FLORIDA KEYS COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING**

**June 23, 2008**

**5 PM**

**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 May 27, 2008.**
- V. ELECTION OF OFFICERS 2008-09**
- VI. MEETING TIME AND PLACE**
- VII. CONSENT AGENDA**
  - A. Educational Plant Survey & Outline Attachment #1 1, 7
  - B. Continuing Workforce Ed. Fees Attachment #2 1, 5
  - C. Disposition of Property Attachment #3 1
  - D. Fee Changes Attachment #4 6
- VIII. PRESIDENT'S HIGHLIGHTS**
- IX. DISTRICT BOARD OF TRUSTEES**
  - PRESIDENT**
    - A. President's Evaluation Chairman Scales
    - B. HS-2 Presentation Ana Simonton
    - C. Faculty Council Report EJ Miller-Laino
    - D. Professional/Career Council Report Carrie Groomes-Davis
  - ATTORNEY**
- X. HUMAN RESOURCES**
  - A. Personnel Actions Attachment #5 1, 7
  - B. Contract Recommendations 2008-2009 Attachment #6 1, 7
  - C. Salary Schedule 2008-2009 Attachment #7 1, 7
  - D. Annual Salary Increase 2008-2009 Attachment #8 1, 7
  - E. Equity Report Attachment #9
  - F. Health Insurance for DSO Employees Discussion
- XI. ADMINISTRATIVE & BUSINESS SERVICES**
  - A. Financial Statements May 2008 Attachment #10 6
  - B. Budget 2008-2009 Attachment #11 6
  - C. Student Fees Attachment #12 6
  - D. Architect & Engineering Ser. Marine Tech Bldg. Attachment #13 1, 3
- XII. GOOD OF THE ORDER**
  - A. Public Input 1,4
  - Next Meeting (Summer Meetings to be decided)



# MEMORANDUM

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**Date:** June 23, 2008

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

**From:** Dr. John Kehoe

**Subj:** Five Year Educational Plant Survey

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By separate attachment, a copy of our Educational Plant Survey is being forwarded for approval by the District Board of Trustees. The plant survey was completed with the help of consultants from the Schmidt Dell Associates.

As you know, the plant survey is required to be updated every five years pursuant to Section 235.15, Florida Statutes. Its purpose is to review and evaluate our existing facilities, project facility needs for instructional programs, and propose the necessary capital outlay budget for new construction, renovation, and remodeling.

We have conducted an extensive review of our current facilities to ensure that student stations and all auxiliary facilities are accurately reflected in our inventory. This is important because our maintenance funding is based on square footage and its use.

The recommendations presented in this survey have been developed with the aid of considerable input from instructional staff. Since we are projecting five years in the future, it is reasonable to believe that it will change over time. We have, however, made every effort to include every possible facility need for this campus.

It is recommended that the Educational Plant Survey be approved by the Board of Trustees and forward to the Department of Education for final approval.

# **Education Plant Survey Recommendations**

## **Key West**

### **New Construction**

- 10 Classrooms and Service Areas
- 2 Business Administration Laboratory Suites
- 2 Emergency Medical Technician Laboratory Suites
- 3 Registered Nursing Laboratory Suites
- 2 Computer Programming Laboratory Suites
- 1 Computer Information Technology Laboratory Suite
- 1 Culinary Arts Laboratory Suite
- 2 Graphic Arts Technology Suites
- 3 Marine Engineering Laboratory Suites
- 1 Correctional Officer Laboratory Suite
- 1 Criminal Justice Technology Laboratory
- Library facilities and service areas
- Audiovisual facilities and service areas
- Student services facilities and service areas
- Physical education facilities and service areas
- Outdoor, live, firing range for Public Safety Program

### **Remodeling**

- Marine Propulsion Building, all rooms

### **Renovations**

- Campus-wide fire alarm system, to include voice over alarm for mass notification for safety.
- Campus-wide utilities and building systems, to include HVAC, mechanical boilers, structural, electrical, lighting, plumbing, and building exteriors and elevator systems.
- Campus-wide elevators for life safety.
- Campus-wide restrooms to provide access from building interiors for life safety.
- Tennessee Williams Fine Arts Center
- Student Center.
- Marine Welding.
- Maintenance Building.
- Chiller Building.
- Public Safety Building.
- Dive Building.

- Swimming Pool.
- Marine Public Safety Annex.
- Storage Building.
- Administration Building.
- Classrooms in Buildings B, C, and D.

### **Site Acquisition**

- Acquire approximately 10 gross acres located on College Parkway.

### **Site Improvement**

- Auto parking areas to include positive drainage, illumination, and landscaping.
- Roadways and parking lots campus-wide to facilitate traffic flow required by new construction to include drainage system and landscaping.
- Campus-wide interior lighting upgrade and retrofits for energy efficiency to include replacing lighting ballasts and motors with energy efficient models and to install occupancy sensors.
- Campus-wide of electronic energy management system to include monitoring sensors in all buildings connected to a central computer running energy management software that has the ability to manage HVAC, lighting systems, energy efficient windows and window screening systems and doors.
- Cooling towers at Facility 820 to install frequency drives for energy efficiency and convert chiller refrigerant to be more environmentally friendly.
- Campus-wide of energy efficient exterior lighting for walkways, roadways, and parking lots to include lighted security positions with call box facility and a security bell tower.
- Existing exterior lighting campus-wide and replace energy efficient lighting; to include roadways, walkways, and parking lots.
- Campus-wide water collection, storage and distribution system for roof water runoff being reclaimed using a pumping station and irrigation lines.
- 2<sup>nd</sup> floor covered bridge connecting Facility 1100 – Classroom Building “B” and Facility 400 – Williams Center. Approximately 100 feet long and 8 feet wide.
- Campus-wide landscaping and irrigation system to include installation of pumping stations and irrigation lines.
- Auxiliary entrance to connect College Road with Existing parking area in front of Facility 400 – Williams Center.
- Utility services to outdoor natural habitat observation and instruction area for Marine Biology programs.
- Outdoor amphitheater pavilion lighting and electrical system of Williams Center.

- Campus-wide surface water drainage system to comply with South Florida Water Management District requirements.
- Campus-wide transformer stations and oil cutoff switches.
- Safety railings.
- Campus-wide exterior and interior signs, maps, and directories.
- Underground utilities system to include primary electrical distribution, coax-cable, telephone lines, water lines, sewer lines, lift stations, and site drainage.
- College-wide telecommunications systems to include voice, video, and data transmission capability and connection to Middle and Upper Keys sites.
- College-wide exterior and interior door replacement with upgraded hardware and access/lock system.
- Sidewalk repairs.
- 300' x 600' asphalt driving range/skid pad for Public Safety defensive driving tactics, to include a covered viewing area, water, and lighting.
- Illumination and landscaping, to include construction of a seawall along waterfront to provide outdoor educational spaces.
- Wastewater system for mandatory connection to City wastewater lines.
- Campus-wide Master Plan Update.

## **Key Largo**

### **New Construction**

- 2 classrooms and service areas
- 1 Nursing Laboratory Suite and service areas
- Library facilities and service areas
- Auditorium/exhibition facilities and service areas
- Student services facilities and service areas
- Office facilities and service areas
- Support services facilities and service areas
- Physical education facilities and service areas

### **Site Acquisition**

- Acquire approximately 15 gross acres in Key Largo.

### **Site Improvement**

- Underground utilities systems to include primary electrical distribution, coax-cable, telephone lines, water lines, sewer lines, lift stations, and site drainage.
- Auto parking areas to include positive drainage, illumination, and landscaping to comply with local zoning.
- Roadways and parking lot to facilitate traffic flow required by new construction to include drainage and landscaping adjacent thereto.
- Energy efficient exterior lighting for walkways, roadways, parking lots to include security positions with call box facility.
- Water collection, storage and distribution system for roof water runoff being reclaimed using a pumping station and irrigation lines.
- Landscaping and irrigation system to include installation of pumping stations and irrigation lines.
- Surface water drainage system to comply with South Florida Water Management District requirements.
- Campus-wide exterior maps and directories.

## Continuing Education Price Summary

Course Name	Course #	Tuition
Access 2003 Fundamentals	AXP0900	\$119.00
Access 2003 Intermediate	AXP0901	\$119.00
Advanced Summer Conversation Part 2	EAS0261	\$134.00
Ceramic Murals Workshop	CER0102	\$397.74
Closing the Sale	CUS0401	\$48.04
Custom: Computer Concepts Basics	CCB0901	\$57.00
Dreamweaver 8 Fundamentals	DWB0902	\$139.00
Effective Customer Service	CUS0400	\$48.04
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	HOS0903	\$136.36
Introduction to Violin, Viola, Cello and String Bass	VIO0210	\$163.97
Learn Basic Computer Skills in Haitian Creole, Level 2	LCC0901	\$73.20
Motivating Employees	CUS0402	\$48.04
PowerPoint 2003 Fundamentals	PXP0900	\$119.00
Reading, Writing and Grammar Review for ESL, Summer Part 2	EAS0263	\$134.00
Summer Quilting for Advanced Beginners	QLT0103	\$91.50
Surrealism in Contemporary Culture	SUR0104	\$87.84
Time Management for Managers	CUS0403	\$48.04
Windows XP Fundamentals	WXP0900	\$119.00
Word 2003 Fundamentals	WDX0900	\$119.00
Word 2003 Intermediate	WDX0901	\$119.00
Working & Living in English: Summer Advanced, Level 1 Part 2	WAL0202	\$134.00
Working & Living in English: Summer Basics Level 1 Part 2	WBT0202	\$134.00
Working & Living in English: Summer Basics Level 2 Part 2	WBT0222	\$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 2	WEM0202	\$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



# FLORIDA KEYS COMMUNITY COLLEGE

5901 College Road, Key West, FL 33040

(305) 296-9081, fkcc.edu

## MEMORANDUM

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**Date:** June 17, 2008

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

**From:** Dr. John Kehoe

**Subject:** Disposition of Property

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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 \$15,666.00

	<b>Tag No.</b>	<b>Description</b>	<b>Cost</b>	<b>Condition</b>
1	4888	Dell OptiPlex GX260D Computer SN# HGBLX21 / PO#P0032023	\$1,119.00	Obsolete
2	4889	Dell OptiPlex GX260D Computer SN# 2HBLX21 / PO#P0032023	\$1,119.00	Obsolete
3	4894	Dell OptiPlex GX260D Computer SN# FHBLX21 / PO#P0032023	\$1,119.00	Obsolete
4	4896	Dell OptiPlex GX260D Computer SN# 4JBLX21 / PO#P0032023	\$1,119.00	Obsolete
5	4897	Dell OptiPlex GX260D Computer SN# 6LBLX21 / PO#P0032019	\$1,119.00	Obsolete
6	4901	Dell OptiPlex GX260D Computer SN# 3KBLX21 / PO#P0032019	\$1,119.00	Obsolete
7	4902	Dell OptiPlex GX260D Computer SN# 9KBLX21 / PO#P0032019	\$1,119.00	Obsolete
8	4903	Dell OptiPlex GX260D Computer SN# CKBLX21 / PO#P0032019	\$1,119.00	Obsolete
9	4905	Dell OptiPlex GX260D Computer SN# 1LBLX21 / PO#P0032019	\$1,119.00	Obsolete
10	4907	Dell OptiPlex GX260D Computer SN#6LBLX21 / PO#P0032019	\$1,119.00	Obsolete
11	4908	Dell OptiPlex GX260D Computer SN# 8LBLX21 / PO#P0032019	\$1,119.00	Obsolete
12	4911	Dell OptiPlex GX260D Computer	\$1,119.00	Obsolete

		SN# FLBLX21 / PO#P0032019		
13	4913	Dell OptiPlex GX260D Computer SN# 3MBLX21 / PO#P0032019	\$1,119.00	Obsolete
14	4915	Dell OptiPlex GX260D Computer SN# 8MBLX21 / PO#P0032019	\$1,119.00	Obsolete

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**Board Approved Date**

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**Disposal Signature and Date**

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**Disposal Witness and Date**

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**Disposal Method and/or Location**



DATE: June 17, 2008  
 TO: Dr. Jill Landesberg-Boyle, President  
 FROM: Joanne M. Dinkel, Director, Human Resources  
 SUBJECT: Human Resources – BOARD AGENDA 6/23/08

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.*

<b>Part-time Name</b>	<b>Effective Date</b>	<b>Description</b>
Amanda Gibson	May 9, 2008	Professional Singer for Graduation Ceremony, \$200 total
Michael McCabe	May 9, 2008	Professional Singer for Graduation Ceremony, \$200 total
James Wilson	March 28, 2008	Temporary, Student Model for FKCC photo shoot \$12.50, hourly, \$125 total

**STATUS CHANGES – Full-time**

<b>Name</b>	<b>Effective Date</b>	<b>Description</b>
Christian Gray	June 5, 2008	Movement from Maintenance worker, (Career, Grade 2) to Maintenance Specialist, (Career, Grade 5) \$13.71 hourly.
Nadia Klausing-Hall	April 14, 2008	Education Increase for obtainment of Associates Degree \$1000.00 total added to base salary.
M. 'Denise' Mera	July 1, 2008	Movement from Asst. to the Provost (Career, Grade 7) to Assistant Director, HR, (Professional, Level C) Minimum in Pay Range, \$40, 462 annually.
Doug Pryor	April 14, 2008	Education Increase for obtainment of Associates Degree \$1000.00 total added to base salary.

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

**Name                      Effective Dates                      Description**

*No Additional Employment to report at this time.*

**TERMINATIONS**

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>	
Heather Garcia	June 27, 2008	Accounts Receivable Specialist	Resignation
Maureen Crowley	June 30, 2008	Vice President/Instructional Affs.	Resignation
Suzanne Runnels	June 30, 2008	Asst. Director, Enrollment Services	Resignation

ADJUNCT / PART TIME INSTRUCTORS  
Attachments

## Adjuncts Term III 2007-08

Name	Lvl	Pay Rate	Hrs / Credits	Total Pay	Course Description		Dates
<b>Continuing Education</b>							
Haegelin, Diana		\$40.00	18	\$720.00	ESL: Intermediate Level parts 1&2	KW	5/7-6/11/08
Boyer, Sherri		\$35.00	19.5	\$682.50	Windows, Word Fundamentals, Word, Intr.	KW	5/16-6/13/08
Taylor, Cliff		\$35.00	18	\$630.00	Hospitality Skills	KW	4/22-5/27/08
<b>Criminal Justice</b>							
Hanna, Chad		\$28.00	20	\$560.00	CMS First Aid for Police Officers	KW	3/4-3/11/08
Lipinski, Diane		\$25.00	16	\$400.00	Investigations	KW	5/19-5/22/08
Phelps, Penny		\$25.00	76	\$1,900.00	Investigating Offenses	KW	5/7-6/11/08
<b>AS + AA Programs</b>							
Barosso, Brian	III	\$492.00	3	\$1,476.00	MAR2011 Principles in Marketing	KW	5/12-8/1/08
Bishop, Jane	IV	\$449.00	1.21	\$543.29	EMS1159C EMT	KW	1/7-5/9/08
Carcedo, Hector		\$15.45	30	\$463.50	TEN 0100,Tennis	KW	5/13-8/19/08
Careaga, Juana	II	\$492.00	1	\$492.00	LIS 2004, Intro to Internet Research	KW	5/12-8/1/08
DiStasio, Daniel	III	\$492.00	3	\$1,476.00	ENC1102, English Composition II	KW	5/12-6/20/08
Elfstrom, Ellen	III	\$492.00	12	\$5,904.00	ENC 1101, English Comp I & II	KW	5/12-8/1/08
Farrell, Sharon	II	\$492.00	3	\$1,476.00	AMH 2020, History of US, 1876-1945	KW	5/12-6/20/08
Farrell, Sharon	II	\$100.00	1	\$100.00	AMH 2097, Nation, Race & Ethnic in US	KW	5/12-6/20/08
Farris, Shannon	I	\$540.00	9	\$4,860.00	PSY2012, General Psychology	KW	5/12-8/1/08
Feeser,Pamela	I	\$540.00	3	\$1,620.00	REL 2202, Women in the Bible	UK	5/12-8/1/08
Feller, David	II	\$492.00	3	\$1,476.00	MET 1010, Intro to Meteorology	KW	5/12-8/1/08
Flatt, Keith	III	\$492.00	5	\$2,460.00	MAT0002, Basic Math, Intro to Algebra	KW	5/12-8/1/08
Gogin, Jay	II	\$492.00	3	\$1,476.00	ART 2775C, Ceramic Mural Exec & Install	KW	5/20-6/26/08
Gorky-Anderson, Judith		\$19.17	45	\$862.65	YOG 0100, Yoga	KW	5/12-8/21/08
Grattan, Michael	II	\$492.00	12	\$5,904.00	CGS1000C, Intro to Computer Science	KW	5/12-6/20/08
Graul, Tammy	III	\$492.00	4	\$1,968.00	NUR1520L, Nursing in Mental Health Lab	KW	5/12-8/1/08
Gray, Susan	I	\$540.00	3	\$1,620.00	PSY2012, General Psychology	UK	5/12-8/1/08
Grusin, Richard	II	\$ 492.00	6	\$2,952.00	SPC 1040, Intro to Speech Comm	KW	5/12-8/1/08
Hass, Russell	III	\$ 492.00	10	\$4,920.00	CGS1810, Microcomputer Help Desk I	KW	5/12-8/1/08
Hirsch, Patricia	II	\$ 492.00	12	\$5,904.00	SYG2324, Drugs and Society	KW	5/12-8/1/08
Hodies, Sherri	II	\$ 492.00	3	\$1,476.00	MAN1300, Intro to Human Resource Mgmt	KW	5/12-8/1/08
Kailian, Thomas	III	\$ 492.00	12	\$5,904.00	MAC1105, College Algebra	KW	5/12-6/20/08
Ledwith, Christine	II	\$ 492.00	3	\$1,476.00	STA2023, Int Probability & Statistics I	UK	5/12-8/1/08
Ledwith, Christine	II	\$ 100.00	1	\$100.00	MGF1106, Mathematics for Liberal Arts	UK	5/12-8/1/08
Lingle, Kenneth	V	\$ 422.00	5	\$2,110.00	PEN 1136C, Scuba Diving	KW	5/17-6/8/08
Marshall, Lennie	III	\$492.00	3	\$1,476.00	SPC 1040, Intro toSpeech Comm	KW	5/12-6/20/08
Menardi, Daniela	III	\$492.00	1	\$492.00	HUS 1481, Multicultural Counseling	KW	5/17-5/18/08
Miller, Katherine	III	\$492.00	3	\$1,476.00	ARH1050, Hist of Art, Ancient to 1400	KW	5/12-8/1/08
Miller, Sarah	I	\$540.00	4	\$2,160.00	BSC 1086, Anatomy & Physiology II	KW	5/12-8/1/08
Nawrocki, Adriene	III	\$540.00	13	\$7,020.00	CGS1100, Intro to Computer Application	KW	5/12-8/1/08
Nicholas, Melissa	III	\$492.00	6	\$2,952.00	REA0002C, Collge Prep Reading I	KW	5/1-6/20/08
Pace, Gregory	V	\$422.00	3	\$1,266.00	CTS 2101, Microsoft Windows	KW	5/12-6/20/08
Prescott, James L	IV	\$449.00	1	\$449.00	HUS1480, HIV/AIDS & Sub Abusers	KW	6/7-6/8/08
Prescott, James L	IV	\$100.00	1	\$100.00	HUS2303, Counseling Theory	KW	5/6-5/15/08
Preziosi, Mark	II	\$492.00	4	\$1,968.00	MCB2010, Microbiology	KW	5/12-8/1/08
Rodriguez, Marjorie	III	\$492.00	3	\$1,476.00	MAC1105, College Algebra	KW	5/12-8/1/08
Sheehy, Erin	III	\$492.00	4	\$1,968.00	NUR1520L, Nursing in Mental Health Lab	KW	5/12-8/1/08

## Adjuncts Term III 2007-08

Name	Lvl	Pay Rate	Hrs / Credits	Total Pay	Course Description		Dates
Snyder, Brittany	II	\$100.00	2	\$200.00	ACG 2071, Managerial Accounting	KW	5/12-8/1/08
Snyder, Brittany	II	\$492.00	3	\$1,476.00	ECO 2013, Macroeconomics	KW	5/12-8/1/08
Syman, Donna	II	\$492.00	6	\$2,952.00	HUM1020, Intro to Humanities	KW	5/12-8/1/08
Terpos, Alexander	III	\$492.00	3	\$1,476.00	MAT1033, Intermediate Algebra	MK	5/12-8/1/08
Underhill, Cynthia	III	\$ 492.00	3	\$1,476.00	DEP2004, Human Growth & Development	UK	5/12-6/20/08
Wischmeier, Diane	II	\$ 492.00	3	\$1,476.00	MAT1033, Intermediate Algebra	UK	5/12-8/1/08
Woods, Mark	III	\$492.00	3	\$1,476.00	MTE 1811, Basic Seamanship	KW	5/12-6/20/08
Yaple, Theodore	III	\$492.00	9	\$4,428.00	PHI2010, Intro to Philosophy	KW	5/12-8/1/08
Zurich, Tatiana	I	\$540.00	3	\$1,620.00	CHM1045, General Chemistry I	KW	5/12-8/1/08

**Independent Studies**

Ledwith, Christine		\$100.00	2	\$200.00	College Trigonometry	KW	01/08-05/6/08
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# Continuing Education & Distance Learning Payroll Summary

Instructor Last	Instructor First	Hours	Pay Rate	Course Name	Start Date	End Date	CRN #
Ellis	Margo	12.5	\$28.00	Summer Quilting for Advanced Beginners	6/24/2008	7/22/2008	30303
Dagle	Paul	16	\$28.00	Introduction to Violin, Viola, Cello and String Bass	5/20/2008	7/8/2008	30301
Dagle	Paul	16	\$28.00	Introduction to Violin, Viola, Cello and String Bass	5/20/2008	7/8/2008	30218
DeKeyrel	James	7	\$35.00	Dreamweaver 8 Fundamentals	7/31/2008	7/31/2008	30294
DeKeyrel	James	6.5	\$35.00	Access 2003 Fundamentals	7/25/2008	7/25/2008	30200
Boyer	Sherri	6.5	\$35.00	Excel 2003 Intermediate	7/18/2008	7/18/2008	30197
Boyer	Sherri	6.5	\$35.00	Excel 2003 Fundamentals	7/11/2008	7/11/2008	30198
Hauser	Jeffrey	6.67	\$35.00	Exploring the Internet with IE 7	7/3/2008	7/31/2008	30124
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer Advanced, Level 1 Part 2	6/19/2008	7/29/2008	30117
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer Basics Level 2 Part 2	6/19/2008	7/29/2008	30116
Haegelin	Diana	18	\$40.00	Advanced Summer Conversation Part 2	6/19/2008	7/29/2008	30112
Haegelin	Diana	18	\$40.00	Working & Living in English: Summer Basics Level 4 Part 2	6/19/2008	7/29/2008	30113
Haegelin	Diana	18	\$40.00	ESL: Summer Intermediate Level 2 Part 2	6/18/2008	7/23/2008	30119

Michael McPherson

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

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**DATE:** June 17, 2008  
**TO:** Dr. Jill Landesberg-Boyle, President  
**FROM:** Joanne M. Dinkel, Director, Human Resources  
**SUBJ:** Executive, Administrative, Professional, and Faculty  
Recommendations for Employment for 2008/2009  
Board Agenda 06/23/08

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Page 1 of 2

Based on current annual evaluations and recommendations of supervisors, Vice Presidents, the Provost and President, following are the contract recommendations for fiscal year 2008/2009. Human Resources requests that the attached listings be recommended to the Board for employment and that, subsequently, the President's Office prepare the appropriate contracts.

Further, Human Resources request that the Board approve the salaries for these contractual positions at current levels.

Thank you.

**EXECUTIVES**

Dr. John Kehoe - Annual Contract  
Dr. Charles Shaffer – Annual Contract

**ADMINISTRATIVE**

Juana Careaga - Annual Contract  
Michelle Cherry - Continuing Contract  
Joanne Dinkel- Annual Contract  
Lydia Estenoz- Annual Contract  
Bryan Gilchrist- Annual Contract  
Erika MacWilliams- Annual Contract  
Cheryl Malsheimer- Annual Contract  
Gary Martin- Annual Contract  
Brittany Snyder- Annual Contract  
Michael Tomak- Annual Contract  
Cathy Torres- Annual Contract

**PROFESSIONALS**

Lori Bosco- Annual Contract  
Sherri Boyer- Annual Contract  
Nancy Bunch- Annual Contract  
Lynn Burris- Annual Contract  
William Chalfant- Annual Contract  
Christine Collins- Annual Contract  
Michael Cruz- Annual Contract  
Laura Estevez- Annual Contract  
Nicole Gerrard- Annual Contract  
Carrie Groomes-Davis- Annual Contract  
Elizabeth Harrison- Annual Contract  
Debra Leonard- Annual Contract  
Diana Lorenz- Annual Contract  
Linda MacMinn- Annual Contract  
Mary Martin- Annual Contract  
David Maywalt- Annual Contract  
Gavin McKeirnan- Annual Contract  
Michael McPherson- Annual Contract  
Denise Mera- Annual Contract  
Greg O'Flynn- Annual Contract  
Suzy Park- Annual Contract  
Jesse Perloff- Annual Contract  
Doug Pryor- Annual Contract  
Dean Walters Part-time - Annual Contract

**FACULTY, 9-MONTH**

Debra Alish- Annual Contract  
Bruce Gragg- Continuing Contract  
Thomas Kailian- Annual Contract  
EJ Miller-Laino- Continuing Contract  
William Rowe- Continuing Contract  
Susan Seaward- Annual Contract  
Penni Wise - Annual Contract

**Interim**

Melissa Nicholas- Annual Contract

**FACULTY, 10-MONTH**

Edgardo Alvarado-Vazquez- Continuing Contract  
Sharon Farrell- Annual Contract  
Gerald Gogin - Annual Contract  
Elizabeth Jankowski- Annual Contract  
Lee Kiser- Continuing Contract  
Kate Miller- Annual Contract  
Patricia Silcox- Continuing Contract  
Mark Woods- Annual Contract

**Interim**

Julie Quarles- Annual Contract

**FACULTY, 11-MONTH**

Roland Fisch- Annual Contract  
Julie Sagan- Annual Contract

# FLORIDA KEYS COMMUNITY COLLEGE

Office of Human Resources

## 2008-2009

# Salary Schedule



Dr. Jill Landesberg-Boyle, President

### District Board of Trustees

Ed Scales  
Dr. Ann Henderson  
Carey Goodman  
Kim Basset  
Spencer Slate

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Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College's Equity Coordinator, Joanne Dinkel, Office 1512, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.

## **INTRODUCTION**

The Florida Keys Community College Salary Schedule is established annually pursuant to State Board of Education Rule 6A-14.0261, Florida Statute 1001.64(18) and College Board Rule 5.210. The President recommends the Salary Schedule to the Board of Trustees at the June Board Meeting, and once adopted, it becomes the sole instrument used to determine employee compensation. Personnel records of the College contain evidence of the methods used in calculating compensation for each employee.

## **OBJECTIVES**

This Salary Schedule is designed to meet the following objectives:

- Comply with State and Federal compensation regulations;
- Utilize available resources to meet College goals within a framework of equitable compensation practices;
- Ensure fair treatment of employees through internal consistency;
- Enhance the ability to attract and retain qualified faculty and staff;
- Provide a clear and concise reference for fair compensation decisions.

## **ACCREDITATION**

Florida Keys Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate's Degree.

## **EQUITY STATEMENT**

Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College's Equity Coordinator, Joanne Dinkel, Office 1512, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.

This Salary Schedule may be viewed online at <http://www.fkcc.edu/hr/index.htm>.

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# GENERAL PROVISIONS

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## GENERAL PROVISIONS

### **EFFECTIVE DATE**

The 2008-2009 Salary Schedule is effective fiscal year July 1, 2008 through June 30, 2009.

### **SALARY COMPUTATION**

Salary computation for exempt positions such as Faculty, Executives, Administrators, and Professionals is annualized and rounded up to the nearest dollar. Salary computation for non-exempt positions such as Career employees is based on hourly rate rounded up to the sixth decimal place.

### **SALARY INCREASES**

Annual salary increases are recommended to the Board of Trustees and are dependent upon State funding and other revenues. There are no guaranteed salary increases for any position or classification of positions. Employees are eligible if employed on July 1, or if employed in regular positions that run from one academic year to the next academic year.

An annual salary increase may be given as a one-time lump sum payment, added to the employee's base salary. A salary increase given as a one-time lump sum payment is not eligible for payout calculation if the employee should leave the College before the next fiscal year, and is eligible for Florida Retirement System contributions.

Current employees, who are reclassified, reorganized or promoted into a new position effective July 1, will receive the annual increase or the increase received as a result of the reclassification, reorganization or promotion, whichever would have a greater net effect on the current salary. In any case, adjustments may be made accordingly. Regular part-time and temporary employees are subject to wage increases only under special circumstances.

### **ADDITION OF POSITIONS AND JOB CLASSIFICATIONS**

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the appropriate Dean, Provost or Vice President and Human Resources, and as approved by the President. It is not necessary for the Board to approve new job descriptions. The Human Resources Office maintains job descriptions.

### **MAXIMUM OF SALARY RANGE**

When an employee reaches the maximum in salary range, only a non-recurring adjustment will be paid as a lump sum when approved by the Board of Trustees. Adjustments are not added to the employee's base salary. Supplemental payments and payments for instruction, when not part of regular duties, are in addition to regular earnings, and may allow an employee to exceed assigned salary range.

### **PRESIDENT'S AUTHORITY**

The President is authorized to hire and to terminate full-time contractual and non-contractual employees. The hiring of part-time employees is authorized by the President or designee. New hire assignments, employee terminations and adjustments to pay are brought regularly to the Board of Trustees for approval.

### **NON-FACULTY EMPLOYMENT FOR LESS THAN 12 MONTHS**

A full-time, non-faculty employee may be hired in a regular position on a contractual basis for a period of less than 12 months, subject to the President's approval. These employees are eligible for all benefits available to 12 month employees, with leave prorated.

## **INTERIM POSITIONS**

Are appointed by the President and approved by the Board of Trustees as necessary. Interim assignments may not last longer than two years.

## **GRANT-FUNDED POSITIONS**

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, HR places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. The College has no obligation to fund the position beyond the grant period. College funding beyond the grant period is determined by business necessity and other factors. Non-exempt employees are required to record grant-funded hours separately from College-funded hours on timesheets.

## **EMPLOYEE EVALUATIONS**

At a minimum, all employees will be evaluated annually prior to the close of the fiscal year. Employees with performance evaluations indicating a need for improvement are eligible for salary increases only if recommended by the Supervisor, and Provost, Vice President or Dean, and approved by the President.

## **INCREASE METHODS**

- Across-the-Board
- Cost of Living
- Promotion
- Reclassification
- Education on the Job
- Merit Award – should the College adopt a performance plan.

## **RECORD KEEPING**

The Human Resources Office maintains employee compensation documentation for payment and audit purposes.

## **STARTING SALARY DETERMINATION**

Executive, Administrative, Professional, and Career employees, when recommended by the President or designee and approved by the Board of Trustees, are hired at the appropriate level and range for a position. The hiring rate for employees is the hiring minimum in the salary range plus up to 10% and may be adjusted if necessary for pay equity relative to other salaries in that pay level or grade. A salary that exceeds this range may be paid to recognize additional education and/or experience, or to recognize hiring-market conditions, if recommended by Human Resources and the President, and approved by the Board of Trustees.

For all levels, copies of transcripts or certificates are required prior to hiring approval and official transcripts are required within 30 days of hire date. The College recognizes the value of education and experience in employment using the following guidelines:

### **Hiring Procedures for Non-Instructional Employees**

1. Up to 10% above the hiring minimum in the salary range may be paid for education or experience that exceeds the minimum qualifications specified in the job description. Both the educational and experience requirements must be met before a percentage increase is awarded above the minimum, and may be adjusted if necessary for pay equity.
2. A 1% increase is given for each year of related additional education or experience above the minimum required in the job description.
3. The following table illustrates the use of these guidelines:

JOB REQUIREMENTS	QUALIFICATIONS	INCREASE to Hiring Minimum
BA, 3 years experience	MA, 10 years experience	9%
AA, 3 years experience	AA, 10 years experience	7%
HS, 5 years in experience	AA, 3 years experience	0%

**Compensation Procedures for Rehired Employees**

Former employees who have left the service of the College, and are rehired into the same pay level within 1 year of the date they terminated with the College, may receive the same salary in effect when they left, or receive the minimum salary for the classification plus recognition for education or experience up to 10%, whichever is higher.

**EDUCATION ON THE JOB**

Non-instructional employees who acquire additional related education while on the job are eligible to receive a salary increase to base pay. Executive, Administrative, Professional, and Career employees who receive an additional degree while on the job, will receive an education increase effective in the payroll following receipt of the official transcript by the Human Resources Office.

(See Faculty section for Education on the Job for Faculty.)

DEGREE RECEIVED	SALARY INCREASE
Doctorate	\$2,500
Master's	\$2,000
Bachelor's	\$1,500
Associate's	\$1,000

**RECLASSIFICATION / ORGANIZATIONAL CHANGES**

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion.

**PROMOTION**

A promotion occurs when a qualified employee is moved from one position to another which is a higher salary grade or level. Calculating the appropriate salary is governed by two scenarios:

- Promotion to one salary grade or level above.
- Promotion to two or more salary grades or levels above.

**Promotion to next salary grade or level:**

Determine the midpoint of the employee's current salary range. (This is accomplished by adding the Salary Range minimum and maximum together and dividing the result by 2).

- If the current salary is above the midpoint, then multiply the employee's current salary by 5%, the outcome of which is the new salary rate for the promotion.
- If the current salary is below the midpoint, then determine the percentage of salary to the midpoint. (This is accomplished by dividing the current salary by the midpoint). Take this percentage and multiply it by the midpoint of the new salary range. The outcome of this calculation is then reviewed and may be adjusted by Human Resources for pay equity, with the approval of the President.

Example:

The employee's current salary range is \$20,500 - \$30,750 with a midpoint of \$25,625.

The employee's current salary is \$24,000 or 94% of the midpoint.

The new position's midpoint is \$27,932, 94% of which is \$26,256.  
\$26,256 is the employee's new promoted salary rate.

**Promotion to two or more salary grades or levels:**

Salary will be determined by placing the employee's salary at the salary range minimum of the new salary grade or level. If the employee's current salary is above the new salary range minimum of the new salary grade or level, then a 5% increase to the current salary will be given and adjusted if necessary for pay equity relative to other salaries in that pay level or grade.

**DEMOTION**

A demotion occurs when an employee is transferred to a position in a lower grade or level. If the demotion is voluntary and requested by the employee, or is a demotion for cause, an appropriate salary will be recommended by the Director, Human Resources and approved by the President.

**TRANSFER**

Employees transferred to a position in the same classification or to different position with the same pay range are not eligible for an increase.

**UPGRADE**

A position upgrade occurs when the duties and responsibilities of the position are substantially changed and the position is moved to a higher salary grade or level. The employee in the original position prior to the upgrade may or may not move with the position.

**TEMPORARY ASSIGNMENTS**

**Position Assignment to a Higher Level**

Employees may be required to assume the duties and responsibilities of a higher-level vacant position on a temporary basis. When assigned to a position in this manner the employee's salary will be determined as though the employee was promoted to the pay level of the higher position. The President may assign a different salary level as appropriate. This temporary assignment will be for a specified period of time, not to exceed twelve months, and requires the approval of the Provost, or appropriate Vice President, and the President.

**Extra Duty Assignments**

Non-instructional employees who assume additional responsibilities/duties within the same level of their current position because of an increase in workload of the department will be assigned supplemental pay. For payment to be awarded appropriate documentation of projects, responsibilities or duties which go above and beyond the employees current job description, is required as is the approval by the employee's supervisor, Vice President and President.

This work is considered extra work to be calculated at the employee's current hourly wage for the hours worked on this assignment. The supervisor determines the appropriate total number of hours the new duties require of the employee and documents such. Requests for compensation for additional duties will not be approved without supporting documentation and reasons for the request.

NOTE: If an employee is non-exempt and the duties require additional hours, which bring the employee beyond 40 hours per week, then the non-exempt employee is entitled to overtime pay.

**WORKWEEK**

The regular work week for Executive, Administrative, Professional, and Career employees consists of thirty-seven and one-half hours. The regular work day for Administrative, Professional and Career employees is

seven and one-half hours per day, not including (a half-hour) lunch.

The President may authorize a change in employees' schedules as deemed necessary for the efficient operation of the College.

General Business hours of the College are 8:00am to 5:00pm.

## **VOLUNTEERS**

For liability purposes, volunteers are required to submit a complete packet of application materials and new hire paperwork must be completed. All paperwork and materials will remain on file in the Human Resources Office. All volunteers must be recommended by the department supervisor and approved by the appropriate Vice President or Provost and the President.

**EXECUTIVE, ADMINISTRATIVE, and PROFESSIONAL**

## **EXECUTIVE, ADMINISTRATIVE and PROFESSIONAL**

### **EXEMPT STATUS**

Executive, Administrative and Professional positions are exempt from the Fair Labor Standards Act overtime provisions.

### **ANNUAL and MULTI-YEAR CONTRACTS**

A contract will not create the expectancy of employment beyond the term of the contract.

Executive, Administrative and Professional employees are appointed to annual 12-month contracts that begin July 1, and end June 30, of each fiscal year.

The President may recommend to the Board of Trustees that Executive, Administrative and Professional employees be given multi-year contracts, not to exceed three years.

The President's contract is negotiated with and approved by the Board of Trustees for a maximum of four years.

### **EMPLOYEE EVALUATIONS**

#### **Probationary Evaluation**

Executive, Administrative and Professional employees are on a probationary period for the first six months of employment. The immediate supervisor evaluates job performance at the end of this period, and recommends: 1) removal from probation and continuation of employment; 2) extension of the probationary period up to an additional three months or 3) termination of employment. The probationary period may not extend beyond a period of nine months. Employees who transfer to another position are subject to probationary review.

#### **Annual Evaluation**

Executive, Administrative and Professional employees participate in an annual evaluation, before the June Board meeting, with their immediate supervisor. The supervisor makes contract recommendations for the employee on the evaluation form for approval by the President. Final approval is determined by the Board of Trustees (BOT) no later than the June BOT meeting.

### **INSTRUCTIONAL SUPPLEMENTS**

Executive, Administrative and Professional employees who teach courses are paid according to the Adjunct, Overload and Supplemental compensation rates.

### **REPORTING REQUIREMENTS**

Placement on the Executive, Administrative and Professional Salary Schedule does not necessarily indicate such positions are reported to the State Board of Education as an Administrative position. Positions are reported as instructed by the State Board of Education.

### **ARTIST IN RESIDENCE**

Artist in Residence may be contracted for no less than one academic term, but no more than one academic year at the recommendation of the Vice President/Instructional Division. The duties of the Artist in Residence are listed in the job description, and may include, proposing and managing a particular project that benefits the College, teaching master classes and/or workshops, presenting a series of lectures, conducting research, or any other approved duties. Compensation is negotiated between the Artist and the College, and is supported by student fees or other revenues generated from this position.

## EXECUTIVE, ADMINISTRATIVE and PROFESSIONAL SALARY SCHEDULE

LEVEL	POSITION TITLE	HIRING MINIMUM	ANNUAL SALARY RANGE
<b>EXECUTIVE</b>			
LEVEL J	President		Board of Trustees Negotiated
LEVEL I	Provost Vice President, Financial and Administrative Services Vice President, Florida Keys Educational Foundation	\$72,800	\$80,153 - \$133,638
LEVEL H	<i>No Positions at this time</i>	\$65,000	\$71,545 - \$119,241
<b>ADMINISTRATIVE</b>			
LEVEL G	Controller Director, Health Professions Director, Human Resources Director, Technology Support Services Executive Director, Academic Centers Grant Writer	\$58,000	\$63,836 - \$106,394
LEVEL F	Director, Enrollment Services Director, Institutional Effectiveness & Research Director, Learning Resources Director, Marine Sciences Director, Public Relations & Institutional Advancement Director, Hospitality/Culinary/Tourism Executive Director, Student Services Executive Director, Workforce Development & Outreach Community	\$51,700	\$56,959 - \$94,932
<b>PROFESSIONAL</b>			
LEVEL E	Director, Purchasing & Plant Operations Coordinator, Program Development	\$46,150	\$50,823 - \$84,704
LEVEL D	Director, Criminal Justice Institute Director, Financial Aid Program Director, Dive/Aquatics/PE Executive Director, Pres. Office	\$41,200	\$45,347 - \$60,463
LEVEL C	Assistant Controller Assistant Director, Facilities Management Assistant Director, Human Resources Assistant Director, Technology Support Services Librarian Network Administrator Program Director, Aquatics	\$36,700	\$40,462 - \$67,437
LEVEL B	Academic Advisor/Student Activities Academic Advisor/Testing Coordinator Manager, Online Management Systems Manager, Dive Facilities Program Coordinator, CROP Program Director, EPI Recruiter Supervisor Web Services Coordinator, Emergency Medical Services Program (PT) Coordinator, Addictions Program (PT)	\$32,800	\$36,103 - \$60,172
LEVEL A	Coordinator, Criminal Justice (FT/PT) Assistant Director, Enrollment Services Assistant Director, Financial Aid & Support Services Assistant Director, Public Relations Coordinator, Technical Reports & Data Analyst Director Keys Chorale (PT)	\$39,200	\$32,213 - \$53,689



# FACULTY



# FACULTY

## STARTING SALARY DETERMINATION

The hiring minimum at each educational level is the base salary amount for faculty meeting the degree level. Related experience increases faculty's starting salary to a maximum of 10% and may be adjusted if necessary for pay equity relative to other salaries in that pay level. A salary that exceeds this range may be paid to recognize additional experience and/or certifications, or to recognize hiring market conditions, when recommended by Human Resources and approved by the President.

## CONTRACT LENGTHS FOR INSTRUCTIONAL FACULTY

Salaries on the Instructional Salary Schedule are based on three contract lengths:

- A. A 9-month contract (164 days) consists of the assignment of two terms:
  - Fall Term/Term I                      82 duty days
  - Spring Term/Term II                  82 duty days
- B. A 10-month contract (201 days) consists of the assignment of the following terms:
  - Fall Term/Term I                      82 duty days
  - Spring Term/Term II                  82 duty days
  - Summer Term/Term III                37 duty days
- B. An 11-month contract (201 days) consists of all three of the following terms:
  - Fall Term/Term I                      82 duty days
  - Spring Term/Term II                  82 duty days
  - Summer Term/Term III                37 administrative and/or teaching duty days\*

\*37 Non-Duty Days are designated as 'ND' on Leave forms and approved by supervisors for the throughout the summer terms. Non-Duty days are not eligible for leave payout at termination, or for carry over from fiscal year to fiscal year.

9-month and 11-month contract consist of 35 hour work weeks, 10-month contracts consist of 37.5 hour work weeks.

Days worked beyond contract periods must be approved in advance by Vice President / Instructional Division or Dean, Instructional Affairs for payment.

## LEVEL PLACEMENT

Faculty placement on the Instructional Salary Schedule is based on the highest degree(s) held by the instructor or the level the instructor is credentialed to teach. For all levels, copies of transcripts or certificates are required prior to hiring approval and official transcripts are required within 30 days of hire date.

## CREDENTIALING CRITERIA

The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and strictly adheres to SACS Faculty Credentialing Guidelines. Human Resources review transcripts to determine compliance with SACS credentialing guidelines and make credentialing recommendations to the Vice President, Provost/Instructional Affairs and the President. The final determination on Faculty credentials lies with the Instructional Division.

## FACULTY EVALUATIONS

### Probationary Evaluation

Faculty members are on a probationary period for the first term of employment. The immediate supervisor evaluates job performance at the end of this period, and recommends: 1) removal from probation and continuation of employment; 2) extension of the probationary period up to an additional three months or 3) termination of employment. The probationary period may not extend beyond a period of one academic term.

### Annual Evaluation

Faculty members participate in an annual evaluation, before the June Board meeting, with their immediate supervisor. The supervisor makes contract recommendations for the employee on the evaluation form for approval by the President. Final approval is determined by the Board of Trustees (BOT) no later than the June BOT meeting.

### EDUCATION ON THE JOB

Faculty members are placed at an upgraded degree level when the requirements for an additional degree are completed, and an official transcript is on file with the Human Resources Office. When a Faculty member completes an additional degree, annual salary is increased by the difference between the minimum pay of the original degree level and the minimum pay of the new degree level. The level change will be effective in the payroll following receipt of the official transcript by the Human Resources Office.

## INSTRUCTIONAL SALARY SCHEDULE

Education		9-Month			10-month			11-month		
LEVEL	DEGREE	Hiring Minimum	164 Days Minimum	164 Days Maximum	Hiring Minimum	201 Days Minimum	201 Days Maximum	Hiring Minimum	201 Days Minimum	201 Days Maximum
I	Doctorate	\$43,405	\$48,228	\$80,379	\$56,411	\$62,679	\$104,465	\$58,874	\$65,415	\$109,023
II	Master's + 30	\$41,020	\$45,578	\$75,963	\$53,312	\$59,235	\$98,725	\$55,638	\$61,820	\$103,033
III	Master's HighlyTech.	\$38,765	\$43,072	\$71,786	\$50,380	\$55,978	\$93,297	\$52,579	\$58,421	\$97,368
IV	Bachelor's	\$36,634	\$40,704	\$67,840	\$47,612	\$52,902	\$88,169	\$49,689	\$55,210	\$92,016
V	Associate's	\$34,619	\$38,466	\$64,110	\$44,994	\$49,993	\$83,321	\$46,957	\$52,174	\$86,957

### EXPERIENCE FACTORS GUIDELINES

- A. Each year of full-time post secondary teaching and experience in field or discipline (up to ten years maximum) will increase instructional base salary by one percent (up to ten percent maximum). Increments will be calculated at one percent of the base salary for each allowable year, and may be adjusted if necessary for pay equity relative to other salaries in that pay level or grade.
- B. Candidates whose expertise is needed in critical or highly specialized areas may be employed at the discretion of the President with additional increments for experience, which will be documented in the employee's personnel file.
- C. Credits, experience, and/or degrees not applicable to instructional assignments may be disregarded in determining placement on the Salary Schedule.
- D. Faculty who do not hold the listed degree for a specific level, but hold certifications and/or experience that credentials them to teach at that level will be paid at the level they are credentialed to teach, with the approval of the Vice President/Provost, instructional affairs and the President. Program areas where this may occur are the Dive program, Marine Engineering and the Arts.
- E. Occasionally, instructors are called upon to assist a primary instructor, or are listed as a second instructor for safety reasons, i.e. in the Diving Department. These instructors are paid a portion of the credits or an additional credit assigned to that course, with the approval by the Vice President, Instructional Affairs.

**NOTE:** Instructors with a Juris Doctorate degree are paid at Level I. Instructors with a Florida CPA are paid at Level II. Instructors with a Masters Fine Arts degree are paid at Level II.

TYPE OF EXPERIENCE	LENGTH of EXPERIENCE	INCREMENT for EXPERIENCE
Full-time teaching Community College, College or University	1 year	1 %
Full-time teaching Technical Center	1 year	1 %
Full-time teaching Secondary School *	2 years	1 %
Related work experience	2 years	1 %

\*One increment for each year of experience may be given for Secondary school teaching in a field of study directly related to the instructor's assignment. Part-time teaching experience will be prorated.

F. Nursing Faculty:

- Master's degree in Nursing with one or more professional certifications is placed at Level II.
- Bachelor's degree in Nursing with one or more professional certifications is placed at Level III.
- Bachelor's degree in Nursing with no professional certifications is placed at Level IV.
- Placement at all levels is subject to 10% for additional experience, as specified above.
- Nursing Instructors teaching clinical courses are paid in a 3:1 ratio (3 credit hours for every 1 credit hour taught).

**DUTY DAY**

- A. A duty day is one-fifth of a workweek or seven hours per day for 9 and 11 month faculty members and seven and one-half hours per day for 10 month faculty members. Full-time 9 and 11 month Faculty are required to work on campus seven hours each day, thirty-five hours per week. 10 month Faculty members are required to work on campus seven and one half hours each day, thirty-seven and one half hours per week. Office hours are scheduled so students have a reasonable opportunity to meet with Faculty. Adjustments to approved schedules must be authorized in advance by the Vice President / Provost Instructional Division.
- B. Full-time 9 and 11 month Faculty are required to spend a minimum of thirty-five hours per week in activities directly related to their assigned responsibilities. Full-time 10 month Faculty are required to spend a minimum of thirty-seven and one half hours per week in activities directly related to their assigned responsibilities. Or 9 and 11 month faculty members, five hours are spent on campus as discretionary duties, as requested by the Vice President / Provost Instructional Division. The thirty hours on campus consists of 15 classroom contact hours and 10 posted office hours, and five on campus hours, as per State requirement.

Contract Length	REQUIRED Weekly Hours	DESCRIPTION
9 month 11 month	35 hours	30 on-campus hours + 5 on campus discretionary hours 15 teaching contact hours + 10 office hours + 5 on-campus hrs
10 month	37.5 hours	18 teaching contact hrs + 8 office hrs + 11.5 on campus discretionary

- C. Overload class hours are in addition to the minimum on campus hours required.

**INSTRUCTIONAL LOAD CREDIT**

- A. Full-time 9 and 11 month Faculty members instructional load per term is five classes, without laboratories, of three credit hours each, or 15 to 16 credit hours for. For each class taught with less than three credit hours, the full instructional load per term will be 15 credit hours, or as close to 15 credit hours as possible. For 10 month Faculty members instructional load per term is six classes, without laboratories, of three credit hours each, or 18 credit hours. Full-time Faculty instructional load may be determined by using the charts in Appendix A.

- B. In the event that fulltime faculty does not meet the required instructional load<sup>1</sup> as computed with total student semester hours per term, the Vice President, Instructional Affairs or the Dean, Instructional Affairs, may approve one of the following to complete the Faculty's full load assignment:
- Assignment of an additional course.
  - Development of an online course.
  - Teach an online course.
  - "Banking" of the deficient load by adding an additional course in the subsequent term.
  - Other assignments, i.e. conducting a faculty or staff workshop, conducting student review workshops, teaching in Continuing Education, tutoring, completing institutional research, recruiting, handbook revisions, etc. The Faculty supervisor, will establish an outcomes contract reflecting time and contact hours equivalent to a 3 credit course, and evaluate the assignment at the end of the term.
- C. On occasion Faculty members who lack complete load assignment will be assigned other duties that fall within their job description. This type of assignment is approved on a case by case basis and must be approved by the Provost and the President.
- D. For classes with laboratories, the credit hours assigned to classroom hours is considered separately from the credit hours assigned to laboratories. For example, one hour load credit is given for one credit hour of class taught. One hour of load credit is given for every two hours of laboratory, unless special conditions allow for a different ratio. The Vice President/Provost Instructional Division may approve deviation from this ratio.
- E. When two or more courses are cross-listed by the same instructor, these classes are considered one class for instructional salary purposes.
- F. When a course has low enrollment and does not meet the standard class size listed in Appendix A, the course may be assigned as an independent study, following independent study policy and procedures.
- G. Independent study is not part of assigned instructional load credit for computing salary.  
(Independent Study)

## **OVERLOAD CREDIT**

When courses assigned to an instructor for either Term I or Term II exceed 16 credit hours or 18 credit hours respectively, the load credit assigned to the course(s) is considered an overload. Overload compensation will be calculated on additional credit hours taught beyond the standard 15, 16 or 18 respectively credit hour load.

Payment is made according to the Overload rate outlined in the Adjunct and Overload Compensation section, and is limited to two courses per Faculty member, at the discretion of the Provost. In unusual circumstances, when the College finds it necessary, the Provost may approve a deviation from the two course overload limit.

## **RELEASE TIME**

Full-time Faculty who serve as Division Heads will receive 3-6 credits of release time dependent upon the size and complexity of the division. Division Head status is not contractual in nature and is assigned by the Provost. Division heads have a job description with expectations, duties and outcomes kept on file in the Human Resources Office.

## **SUMMER TERM COMPENSATION FOR 9-MONTH, 10-MONTH AND 11-MONTH FACULTY**

Nine-month faculty are not required to teach a third term and teaching a third term is supplemental to base salary and is paid at the adjunct rate based on education level. Ten and Eleven-month faculty are required to teach during Term III (Summer), in addition to assigned administrative duties, as part of their regular load and are paid at the adjunct rate for overload, based on education level.

## **SUBSTITUTE COMPENSATION**

<b>LEVEL</b>	<b>DEGREE</b>	<b>CLASSROOM Contact Hours</b>
I	Doctorate	\$36.00 per hour
II	Masters + 30	\$33.00 per hour
III	Master's/Highly Technical	\$33.00 per hour
IV	Bachelor's	\$30.00 per hour
V	Associate's	\$28.00 per hour

Full-time faculty is not typically authorized to substitute teach during regularly scheduled work hours. If substitute instruction is needed during the faculty's regularly scheduled work hours, the faculty's class, campus and/or office hours are rearranged with the approval of the Dean, Instructional Affairs, or the Vice President/Instructional Division.

## **NON-CREDIT COMPENSATION**

### **Continuing Education, Recreation & Leisure, Criminal Justice**

A. Per Classroom Contact Hour:

- Level I: \$15.00 / hour for instructors teaching Recreation and Leisure courses.
- Level II: \$28.00 / hour for instructors teaching Enrichment & Lifelong Learning courses.
- Level III: \$35.00 / hour for instructors teaching Technical and Professional courses and Community Education.
- Level IV: In cases where an instructor teaches more than 180 hrs per term (four - 45hr courses) an additional \$5 per hour may be given with the approval of the President.
- Level V. \$50.00 / hour for instructors teaching highly specialized and/or critical hard to hire non-credit courses, with the approval of the President.

Criminal Justice: \$25.00 / hour for instructors. \$28.00 / hour for instructors of advanced and specialized training.

Nursing: \$30.00 /hour for instructors. \$32. 00 / hour for instructors of advanced and specialized training.

- B. When highly specialized and/or critical non-credit courses are taught, a rate above each specified level may be paid to qualified personnel with the approval of the President.

## **TRAVEL-TIME COMPENSATION FOR INSTRUCTION AT TEMPORARY OFF-SITE LOCATION**

- A. Compensation applies to full-time faculty and adjuncts teaching credit and non-credit courses.
- B. Compensation is paid for teaching at an off-campus temporary location which is: 1) greater than 30 minutes driving time (one way) from official employment site or 2) greater than 30 minutes driving time (one-way) from home. Driving time is computed using an average speed of 45 mph at \$6.67 per hour.

**IF OFFICIAL EMPLOYMENT SITE IS KEY WEST:**

Destination	Mileage	One way Travel time	Return trip travel time	Compensation
Middle Keys Center	45 miles	1 hour	1 hour	2 hrs X 15 meetings= 30 hrs 30 hrs @ \$6.67 = <b>\$200.01</b>
Upper Keys Center	90 miles	2 hours	2 hours	4 hrs X 15 meetings = 60 hrs 60 hrs @ \$6.67 = <b>\$400.20</b>
Site in Upper Keys at MM 112	112 miles	2.5 hours (112/45= 2.5 hrs)	2.5 hours	5 hrs X 15 meetings = 75 hrs 75 hrs @ \$6.67 = <b>\$500.25</b>

- C. Mileage is paid at the Board approved mileage rate from center to center, or the distance from the instructor's home to the teaching center (whichever amount is less). There is no per diem for meals and lodging.
- D. Compensation does not apply to travel to an instructional site outside of Monroe County.
- E. Compensation is not paid for an instructor commuting between place of residence and the official employment site as part of regular teaching load.
- F. This policy applies to regularly scheduled classes meeting a specified number of times at an approved location. It does not apply to field trips.
- G. Compensation is paid at the completion of the scheduled class.

**INDEPENDENT STUDY**

Requests for independent studies are reviewed on a case by case basis by the Provost. Independent Study is given in those exceptional cases when a student needs a required class to fulfill a requirement. Compensation for independent studies will be limited to \$50 per student taught.

Any qualified instructor, whether full-time or part-time, may teach independent study courses. Full-time faculty members who teach an independent study, but do not have a full load for a specified term, the independent study will be considered part of their regular instructional load duties. Any instructor teaching an independent study for a class they are currently teaching will only receive compensation for that independent study if the class size is equal or greater than the state standardized class size.

**ONLINE LEARNING COURSE INSTRUCTION**

Compensation for Online Courses is based on course credit load Adjunct Online Learning Course Instruction is paid using the Adjunct **Salary Schedule**. Level of compensation is based on the highest degree(s) held by the instructor or the level the instructor is credentialed to teach. For load purposes a standard course is three credits.

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# **ADJUNCT, OVERLOAD and PART-TIME COMPENSATION**

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# ADJUNCT, OVERLOAD and PART-TIME COMPENSATION

## ADJUNCT and OVERLOAD COMPENSATION<sup>1, 2</sup>

Overload for College employees and Adjunct instructors:

Any increases to Adjunct Pay Rates are effective on Faculty's first duty day for the Fall Term.

Adjunct, Overload and Part-time Salary Schedule			
LEVEL	DEGREE	RATE	Classroom Contact Hour Rate*
I	Doctorate	\$540 per credit hour	\$36.00 per hour
II	Master's + 30 credit hours	\$492 per credit hour	\$33.00 per hour
III	Master's/Highly Technical <sup>3</sup>	\$492 per credit hour	\$33.00 per hour
IV	Bachelor's	\$449 per credit hour	\$30.00 per hour
V	Associate's Degree/ Asst. Instructor	\$422 per credit hour	\$28.00 per hour

\*15 Classroom Contact hours per credit. Part-time Instructor rate.

## PROFESSIONAL DUTY COMPENSATION

Professional duty compensation is \$17.50/hour<sup>4</sup>. This may be paid as a supplement to full-time and part-time, regular and temporary College employees, and to Adjunct instructors who work on a finished product such as a report, project, consulting services, or other "hourly duty" responsibilities. Time sheets are required to document hours worked.

## ADJUNCT AND OVERLOAD CONTRACT COMPENSATION

Adjunct and overload compensation is paid monthly. Adjuncts and Full-time employees teaching overload are notified of payment dates on the Employment Contract Payment Form. Dates are also available in the Human Resources Office and on the network J: drive, under Human Resources.

## CLAST REVIEW SESSIONS

Instructors are paid a supplement for CLAST review sessions at a rate of \$17.50/hour of review.

### NOTE:

Instructors with a Juris Doctorate degree are paid at Level I. Instructors with a Florida CPA are paid at Level II. Instructors with a Masters Fine Arts degree are paid at Level II.

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<sup>1</sup>A reduced rate may be paid for class size of less than 15 students, subject to the approval of the President.

<sup>2</sup>Two laboratory hours equates to one credit hour for payment purposes. The Vice President / Instructional Division must approve deviation from this ratio.

<sup>3</sup>Instructors who teach highly technical vocational programs requiring a high degree of professional skill and experience in the field.

<sup>4</sup>Hourly rate of compensation may vary depending on the services, and when recommended by Human Resources and approved by the President, the rate may be in excess of \$17.50 per hour.

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# CAREER

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## CAREER

### EMPLOYMENT AUTHORIZATION

Full-time, Part-time and Temporary Career employees are placed at the appropriate grade and range for a position. The Board of Trustees must approve full-time employment. The President is authorized by the Board of Trustees to employ part-time and temporary Career employees.

### NON-EXEMPT STATUS, OVERTIME ELIGIBILITY

Non-exempt Career employees are paid overtime or receive compensatory time for work performed over 40 hours per week. This includes total hours worked for course preparation time. Payment of overtime or compensatory time is made in accordance with the Fair Labor Standards Act. Overtime provisions for public employees as reflected in College Procedure 52.4.

### EMPLOYEE EVALUATIONS

#### Probationary Evaluation

Full-time, Part-time and Temporary employees are under a probationary period for the first six months of employment. Their immediate supervisor evaluates job performance at the end of this period, and recommends to the Executive/Administrative supervisor: 1) removal from probation and continuation of employment; 2) extension of the probation period for up to an additional 90 days; or 3) termination of employment. The probationary period may not extend beyond a total of nine months. Employees who transfer to another position are subject to probationary review.

#### Annual Evaluations

Career employees participate in an annual evaluation with their immediate supervisor during the month of April of each fiscal year.

### CAREER OVERTIME PROCEDURES FOR EMPLOYEES WHO PERFORM OVERTIME AT TWO OR MORE JOBS AT DIFFERENT RATES OF PAY

For employees who work more than 40 hours per week overtime payment or compensatory time is due. Method of overtime calculation for multiple jobs at different hourly rates of pay:

**Step 1:** Gross Wages / All hours worked = Weighted Average Rate

**Step 2:** Weighted Average Rate / 2 \* Hours Worked over 40 hrs per week = Total Overtime Pay

**Example:** An employee works 37.5 hours per week in a regularly established position making \$10.00 per hour. The employee then works ten hours a week in a grant funded position making \$12.00 per hour. The employee is working 7.5 overtime hours. Payment calculation is as follows:

$$\begin{aligned} \$375.00 + \$120.00 &= \$495 \text{ gross wages} / 47.5 \text{ total hours worked} = \$10.42 \text{ (Weighted Average Rate)} \\ \$10.42 / 2 &= \$5.21 * 7.5 \text{ hours of overtime} = \$39.08 \text{ (Total Overtime Pay)} \\ \$39.08 \text{ overtime pay} &+ \$495.00 \text{ gross wages} = \$534.08 \text{ (Total Pay)} \end{aligned}$$

## CAREER SALARY SCHEDULE

Grade	Position Title	Hiring Minimum	Hourly Range
<b>7</b>	Asst. to the V.P., Financial & Administrative Svcs Assistant to the Provost Assistant to the Director, Health Professions Assistant to the Director, Inst. Effectiveness & Research Assistant to the Exec. Director, Student Services Assistant to the Exec. Director, Workforce Dev. & Comm. Outreach Human Resources Specialist Payroll Specialist	<b>\$14.45</b>	<b>\$15.91 - \$26.51</b>
<b>6</b>	Learning Resources Media Specialist Technical Assistant Technical Assistant, EPI Laboratory Specialist, Marine Propulsion (PT) Program Specialist, College Reach Out Program (PT) Camp Director, Aquatics (PT) Coordinator, LRC Technical Services	<b>\$13.35</b>	<b>\$14.73 - \$24.54</b>
<b>5</b>	Accounts Payable Specialist Accounts Receivable Specialist Admin. Assistant, Criminal Justice Senior Enrollment Services Specialist Laboratory Assistant, Biology/Chemistry (PT)	<b>\$12.35</b>	<b>\$13.63 - \$22.72</b>
<b>4</b>	Administrative Assistant, Advising Enrollment Services Specialist Financial Aid & Support Services Specialist Library Specialist Maintenance Specialist	<b>\$11.45</b>	<b>\$12.62 - \$21.03</b>
<b>3</b>	Evening Assistant (PT) Staff Assistant, Facilities Staff Assistant Faculty & Instructional Services Staff Assistant, Health Professions Staff Assistant, Middle Keys Center Staff Assistant, Upper Keys Center Swimming Skills Coordinator (PT)	<b>\$10.60</b>	<b>\$11.68 - \$19.47</b>
<b>2</b>	Maintenance Worker Swim Coach (PT) Customer Service Specialist	<b>\$9.80</b>	<b>\$10.81 - \$18.02</b>
<b>1</b>	Clerical Assistant Lab Assistant (PT) Lifeguard (PT)	<b>\$9.10</b>	<b>\$10.01 - \$16.68</b>

# MISCELLANEOUS EMPLOYMENT

## MISCELLANEOUS EMPLOYMENT

### EMPLOYMENT OF DAY LABOR AND PERSONNEL SERVICE CONTRACTS

Individuals employed on day labor projects, or employed to perform services requiring special skills, training or experience, on a part-time or temporary basis, are paid in accordance with skills, training or experience required, at no less than the current minimum wage.

### OTHER EMPLOYMENT

Employment of Student Assistants, College Work Study Students, and Artist's Models is approved by the President or designee, and does not require Board of Trustees Action.

- A. **Student Assistants**: paid at the minimum range of a similar type position on the Career Salary Schedule. Human Resources compensation recommendations are based on experience, qualifications and skills required of the position.
- B. **CROP Tutors**: \$10.00/hour.
- C. **Artist's Models**: \$15.00/hour.
- D. **College Work Study Students**: \$7.00 to \$8.00/hour dependent on Financial Aid funding.
- E. **Disabled Students Services**: \$15.00 to \$35.00/hour, depending on level of specialization.
- F. **Student Activities Tutor**: \$15.00/hour.
- G. **Diving Technical Advisors**: \$17.50 /hour. \$25.00 /hour if supported by a grant such as the Army Corp of Engineers.

### TESTING SUPERVISORS AND TESTING PROCTORS

Employees who provide services as Testing Supervisors or Testing Proctors are paid at the following hourly rates:

POSITION	HOURLY RATE	SUMMER HOURLY RATE
Testing Supervisor	\$16.00/hour	\$19.00/hour
Testing Proctor	\$12.00/hour	\$15.00/hour
CLAST Instructor	\$17.50/hour	\$17.50/hour

### SUPPLEMENTAL PAY FOR STUDENT CLUB ADVISORS

Student clubs are chartered in the Fall term or Spring term. Club advisors are paid \$250 per term. Payment is made at the end of each term.

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# **EMPLOYEE CATEGORIES COLLEGE-PAID FRINGE BENEFITS**

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## EMPLOYEE CATEGORIES and COLLEGE-PAID FRINGE BENEFITS

### EMPLOYEE CATEGORIES

- A. **Regularly Established, Non-Instructional Position** - Employment exceeding six consecutive months or total intermittent employment exceeding 2080 hours.
- B. **Temporary Position** - Employment not to exceed six consecutive months.
- C. **Full-time** - Executive, Administrative, Professional, Administrative Faculty, and Career employment requires 37.5 hours per week. Faculty employment requires 35-37.5 hours per week.
- D. **Part-time** - Position requiring less than 37.5 hours or 35 hours per week as referenced above.

### ELIGIBILITY FOR FRINGE BENEFITS PAID BY THE COLLEGE BASED ON EMPLOYEE CATEGORY

- A. **Full-time, Regularly Established Position** - 7.65% of compensation for Social Security/Medicare, 9.85% of compensation for the Florida Retirement System<sup>1</sup>, \$452.00 plan A, \$445.00 plan D, per month for Health Insurance<sup>2</sup>, and \$.30 per thousand of compensation per month for Life Insurance and AD&D.
- B. **Part-time, Regularly Established Position** - 7.65% of compensation for Social Security/Medicare, and 9.85% of compensation for the Florida Retirement System.
- C. **Full-time, Temporary Position** - 7.65% of compensation for Social Security/Medicare.
- D. **Part-time, Temporary Position** - 7.65% of compensation for Social Security/Medicare.

#### NOTE:

Insurance rates subject to change effective January 1, 2009.

Florida Retirement System rate is the same for both Pension and Investment Plan Participants.

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<sup>1</sup> 10.91% for Deferred Retirement Option Program (DROP) participants.

<sup>2</sup> \$100.00 for Plan C (Dental, Vision & Hospital Indemnity) participants.

## Appendix A –Class Size Standard, Faculty Load Support Cost Table, by Instructional Categories

<b>9 &amp; 11 MONTH FACULTY Instructional Categories</b>	<b>Class Size Standard</b>	<b>FKCC Standard</b>	<b>Faculty Schedule Load</b>	<b>Student Semester Hrs</b>
<b>ADVANCED &amp; PROFESSIONAL</b>				
Biological Science	19	15	15 <sup>1</sup>	225
Health Professions	19	15	15	225
Physical Sciences	17	15	15	225
Fine & Applied Arts	17	15	12 <sup>2</sup>	180
Foreign Languages	21	15	15	225
Letters	21	15	15	225
Education	21	15	15	225
Business Management	26	15	15	225
Computer & Informational Science	17	15	12 <sup>2</sup>	180
Mathematics	23	15	15	225
Psychology	26	15	15	225
Social Sciences	23	15	15	225
Communications	19	15	15	225
Library Science	21	15	15	225
Theology	21	15	15	225
<b>POSTSECONDARY VOCATIONAL</b>				
Marine Propulsion	17	15	12 <sup>2</sup>	180
<b>ADULT VOCATIONAL</b>				
Public Safety	12	15	12 <sup>2</sup>	180
<b>PREPARATORY</b>				
College Prep	19	15	15	225
<b>10 MONTH FACULTY</b>				
<b>ADVANCED &amp; PROFESSIONAL</b>				
Biological Science	19	15	18 <sup>1</sup>	270
Health Professions	19	15	18	270
Physical Sciences	17	15	18	270
Fine & Applied Arts	17	15	15 <sup>2</sup>	225
Foreign Languages	21	15	18	270
Letters	21	15	18	270
Education	21	15	18	270
Business Management	26	15	18	270
Computer & Informational Science	17	15	15 <sup>2</sup>	225
Mathematics	23	15	18	270
Psychology	26	15	18	270
Social Sciences	23	15	18	270
Communications	19	15	18	270
Library Science	21	15	18	270
Theology	21	15	18	270
<b>POSTSECONDARY VOCATIONAL</b>				
Marine Propulsion	17	15	15 <sup>2</sup>	225
<b>ADULT VOCATIONAL</b>				
Public Safety	12	15	15 <sup>2</sup>	225
<b>PREPARATORY</b>				
College Prep	19	15	18	270

<sup>1</sup> 5 classes, 3 credits

6 classes, 3 credits

based on Community College funding model, prepared

<sup>2</sup> 4 classes, 3 credits

5 classes, 3 credits

by the Community College budget office FLDOE

# CHANGES TO 2008-2009 SALARY SCHEDULE

## INTRODUCTION

- p. 1 **Change:** Statute and Board Rule numbers to reflect revisions.  
**Updated:** Web address

## GENERAL PROVISIONS

- p. 3 Salary Increases  
**Added:** "Current employees, who are reclassified, reorganized or promoted into a new position effective July 1, will receive the annual increase or the increase received as a result of the reclassification, reorganization or promotion, whichever would have a greater net effect on the current salary. In any case, adjustments may be made accordingly." Revised the last sentence in this paragraph.  
**Deleted:** V. Reclassification and addressed later in the schedule.
- p. 4 Interim **Added:** Paragraph regarding assignments.  
XI. Seniority Paragraph **Deleted:**  
XIV Starting Salary Determination **Revised:** to include statement regarding equity.
- p. 5 **Added:** 'Reclassification/Organizational Changes' paragraph  
'Promotion' section
- p. 6 **Added:** 'Demotion', 'Transfer', and 'Upgrade' sections.  
**Deleted:** XVI. Compensation for Reclassification to higher pay level/grade  
XVI. Compensation for Reclassification to lower pay level/grade  
**Revised:** Entire 'Temporary Assignments' section.  
**Added:** 'Workweek' definition and information.
- p. 7 **Added:** 'Volunteers' section.

## SALARY SCHEDULE RANGE INCREASES

Salary Ranges and pay grades are based on the 2007-2008 MGT Classification and Compensation Study. All employees will be raised to the minimum in the new pay grades or receive the across the board increase, whichever is greater. Exceptions are made for Faculty members who chose to go to a 10 month contract. In which case they will be brought to the minimum in the 9 month range and will receive \$8000, whichever amount is greater.

## EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL

- p. 9 **Added:** 'Instructional' to the Supplements title.
- p. 10 **Added:** positions to the Executive, Administrative & Professional Salary Schedule:  
Provost – Level I  
Vice President, FI. Keys Educ. Foundation – Level I  
Executive Director, Academic Centers – Level G  
Grant Writer – Level G  
Director, Marine Sciences – Level F  
Director, Hospitality/Culinary/ Tourism – Level F  
Executive Director, Workforce Development & Community Outreach – Level F  
Coordinator, Program Development – Level E  
Director, Dive.Aquatics.PE – Level D

Librarian – Level C  
Academic Advisor, Student Activities – Level B  
Academic Advisor, Testing Coord. – Level B  
Manager, Online Management Systems – Level B  
Manager, Dive Facilities – Level B  
Program Director, EPI –Level B  
Supervisor Web Services – Level B

**Removal:** of positions from Executive, Administrative & Professional Salary Schedule:

Vice President  
Vice President, Student Affairs  
Director, Advising Services  
Dean, Instructional Affairs, Arts & Sciences  
Director, Open College  
Director, Facilities Management  
Director, Middle Keys Center  
Director, Upper Keys Center  
Coordinator, Instructional Services  
Coordinator, Learning Resources Media Services  
Program Advisor, Diving & Facilities Manager, Diving/Aquatics/PE

**Title Changes:** on the Executive, Administrative & Professional Salary Schedule:  
Assistant Director, Public Relations, previously Director, Media & Publications

### **FACULTY**

- p. 12 I. Starting Salary Determination **Revised:** to include statement regarding equity.  
II. Contract Lengths for instructional Faculty **Added:** to include 10 month contract length and information
- ps. 12-13 **Added:** Faculty Evaluations
- p. 13 Experience Factors Guidelines **Revised:** to include statement regarding equity.  
**Added:** the Note at the bottom of the page regarding Juris Doctorate degrees and CPAs.
- p. 14 Experience Factors Guidelines **Deleted:**, bulleted 'Full-time Nursing Instructors may receive a supplement up to \$1500 annually, as a market adjustment to maintain a compensation level more competitive with employment opportunities in the local market. This supplement will be reviewed each academic year.'  
Duty Day - **Added** Revisions and provisions to include the 10 month contract information and conditions.  
Duty Day - **Revised:** chart.
- p. 15 Instructional Load Credit **Added:** letter B. third bullet, Letter C. and Letter F.  
Overload Credit **Added:**– Second Paragraph.  
Release Time **Deleted & Revised:** entire section.
- p. 16 Non-Credit Compensation **Added:** Level IV and V. and the section on Criminal Justice and Nursing. **Deleted:** Letter C.

- p.17 Independent Study – completely **Revised**.  
Online Learning Course Instruction – **Deleted**: Development and paragraphs involving development. **Deleted**: Development Chart

**Deletion** of Employee class – Administrative Faculty – all those currently under this category will maintain their contract status and be moved to administrative of professional positions.

### **CAREER**

- p. 21 Workweek – **Deleted**: definition and section placed elsewhere in the schedule.

- p. 22 **Added** positions to the Career Salary Schedule:

Assistant to the Provost – Grade 7

Assistant to the Executive Director, Workforce Dev. & Comm. Outreach – Grade 7

Assistant to the Executive Director, Student Services – Grade 7

Technical Assistant, EPI – Grade 6

Staff Assistant, Faculty & Instructional Srvcs – Grade 3

**Title Changes** on the Career Salary Schedule:

Assistant to the Director, WFDCO previously, Assistant to the Director, Open College

**Appendix A - updated to include 10 month Faculty Load Numbers**

**Organizational Charts will be updated and distributed at a later date.**

**DATE:** June 17, 2008

**TO:** Dr. Jill Landesberg-Boyle, President

**FROM:** Joanne M. Dinkel, Director, Human Resources

**SUBJ:** Salary Increases for Fiscal Year 2008-2009

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Human Resources requests that the following salary increases, which you have approved based upon personnel and budget considerations, are recommended to the Board of Trustees for approval at their June meeting.

Employees will receive a salary increase as follows:

Effective July 1, 2008:

- Executives, Administrators, Professionals and Faculty members will receive a 6% across-the-board increase OR be brought to the minimum of the pay range in which their position falls, in the 2008-09 Salary Schedule, whichever is greater.
- Faculty members, who have chosen the 10 month Faculty contract option, will receive a 6% across-the-board increase OR be brought to the minimum of the 9-month pay range in which their position falls, in the 2008-09 Salary Schedule, whichever is greater. Then they will receive \$8000 for the 10 month option.

# 2007-2008

## *Annual Equity Update*



Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College's Equity Coordinator, Joanne Dinkel, Office 1512, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.



**Dr. Jill Landesberg-Boyle, President**

**District Board of Trustees**

Ed Scales

Dr. Ann Henderson

Carey Goodman

Kim Bassett

Spencer Slate

June 23, 2008

Monica Hayes, Director  
K-20 Office of Equity and Access  
Florida Department of Education  
325 West Gaines Street  
Tallahassee, Florida 32399-0400

Dear Ms. Hayes:

Florida Keys Community College (FKCC) continues its strong commitment and effort to increase and improve under representation of various protected classes in academic programs and in employment. Our mission acknowledges the importance of responding to the diverse and shifting needs of Monroe County.

The combination of a brand new administration and the state mandated reductions in funding has impacted our institution and has resulted in major re-organization and re-assessment of key processes and procedures. Despite the reduced funding FKCC has increased enrollment and created a new student friendly course schedule. We anticipate even more growth in enrollment and retention of underrepresented students for 2008-2009.

Monroe County remains the highest cost-of-living county in the State of Florida and the salaries of our employees have become a priority and an important part of our recruiting efforts. Notwithstanding the budget situation we have solicited a classification and compensation study be conducted in order to align our salary schedule with reality and to attract and retain quality and diverse employees.

We have created a new recruiter position in the hopes to recruit more diverse students. The position travels to multiple Cultural Diversity Fairs throughout the state in order to present FKCC's opportunities to a variety of students. We also have implemented radio advertisements and on-air interviews with Radio Ritmo FM 102.5, a bilingual music and talk radio station. Another recruitment effort created by FKCC was this year's Campus Cultural Event, a diversity celebration which involved Faculty, advisors and staff availing themselves to students, a Job Fair and "Nation Stations" which incorporated a variety of ethnic foods.

FKCC has expanded their scholarship programs and have worked with the Florida Keys Education Foundation to provide more scholarships to First Time in College students. This initiative has an endowment of up to \$1million. We have also concentrated on increasing our dual enrollment programs to include vocational course work as well as the typical academic courses. FKCC has partnered with the PACE Center for Girls by providing that organization with campus space to house their center and conduct their day to day activities. The PACE center lost their accommodations due to State budget cuts. (please see the letter in Appendix 3)

Florida Keys Community College provides a student-centered atmosphere in an educational environment that is conducive to individual growth by recognizing individual differences as valuable resources to the success of the College. Success is fostered in an employee and student environment that encourages and ensures equality of access. Equity at FKCC is the foundation that supports our mission and enables us to provide exceptional educational experiences.

Sincerely,

Dr. Jill Landesberg-Boyle  
President, Florida Keys Community College

**ANNUAL EQUITY UPDATE**  
**2007-2008**

**FLORIDA DEPARTMENT OF EDUCATION  
OFFICE OF EQUITY AND ACCESS**

**FLORIDA EDUCATIONAL EQUITY ACT  
2007-2008 UPDATE REPORT**

**FLORIDA KEYS COMMUNITY COLLEGE  
(College)**

Reviewed By: President: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Chair, College Board of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Plan received by the Office of Equity and Access: \_\_\_\_\_  
(Date)

College Equity Coordinator: Joanne M. Dinkel

Local Phone: 305-809-3248

Suncom: n/a Fax: 305-292-2393

E-Mail Address: joanne\_dinkel@firn.edu

College: Florida Keys Community College

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College: Florida Keys Community College

**PART I  
MODIFICATION OF POLICIES AND PROCEDURAL REQUIREMENTS**

Note below all changes made in procedural requirements. If the district/institution has made no changes in procedural requirements since the last submission to the Office of Equity and Access (OEA), do not resubmit copies of policies or descriptions of procedures. If changes were made in policies/procedures, insert a copy of the policy(ies) in Appendix 1. If items were identified for modification in the 2007-08 Monitoring Work Plan (MWP), submit the necessary modifications at the time specified by the MWP. If all procedural requirements meet state and federal standards and the college has made no changes, insert in the space below: "No Changes Made."

**Please see Appendix 1 for the following revised Policies and Procedures, approved since June 2007:**

- **Selection and Hiring Procedures BR 5.620**

**PART II  
INCOMPLETE ITEMS OR PENDING ACTION**

Indicate below items that were incomplete at the time that the 2006-07 Annual Equity Update was submitted. In addition, list items identified for action by the college in the DOE 2007-08 Monitoring Work Plan. If a required response is included as a part of the 2007-08 Update, note the item below and indicate the page or appendix where the response is incorporated in the Report. If actions remain incomplete when the 2007-08 Update is submitted, describe below actions taken by the institution to date and list projected time lines for completion.

- ***Report methods and strategies in A.A. Completion Rates amongst Black and Hispanic students, Page 8.***
- ***Report methods and strategies in A.A., A.S. or certification programs completion goals for Other Minorities, Page 8.***
- ***Report methods and strategies, accountability and timelines for improved retention rates for part time Black and Hispanic students. Page 9-10.***
- ***Report methods and strategies used to achieve success in achieving goals in employment accountability. Page 17***

**PART III  
STUDENT PARTICIPATION**

**A. PLAN FOR DIVERSITY IN STUDENT PARTICIPATION**

**1. Student Participation – Enrollments** (College Credit and Certificate Programs)

GROUP		*Census District	Instit Goal F/07	**Actual F/07	Met Census (Y/N)	Met Instit. Goal (Y/N)	Instit Goal F/08	Strategies to Achieve Goals for Enrollment Among Underrepresented Groups
FTIC	a. Overall Total		120	110		N	120	Other Minorities
	b. Total		60	65		Y	65	
Females	c. %	46%	50%	59.09%	Y	Y	54.16%	ADVISING – Strong, regular presence in the minority community, cultural diversity fairs and district high schools, including on-campus high school visits. <u>MARKETING</u> – Minority reach out in publication: “Bahama Village Voices” heavily circulated in minority areas. Advertising and College promotion on Radio Tropical, Hispanic stations, and Radio Ritmo, participation in Cuban-American and Black Heritage Festivals.
	b. Total		11	21		Y	18	
Blacks	c. %	4.4%	9.17%	19.09%	Y	Y	15%	Continue to feature minority representation in the College Schedule, student handbook, college catalogue and other student publications. <u>COLLEGE REACH OUT PROGRAM</u> At-risk minority middle and high school students provided with academic and individual support, peer mentoring, encourage enrollment at FKCC. High School workshops in Financial Aid and FKCC application process. Former CROP students pursuing Associates or Bachelors degrees work in CROP program tutoring and mentoring students to pursue post secondary degrees.
	b. Total		22	28		Y	28	
Hispanics	c. %	15%	18.33%	25.45%	Y	Y	2.33%	COLLEGE REACH OUT PROGRAM At-risk minority middle and high school students provided with academic and individual support, peer mentoring, encourage enrollment at FKCC. High School workshops in Financial Aid and FKCC application process. Former CROP students pursuing Associates or Bachelors degrees work in CROP program tutoring and mentoring students to pursue post secondary degrees.
	b. Total		6	4		N	6	
Other Minorities	c. %	4.4%	5%	3.63%	N	N	5%	COLLEGE REACH OUT PROGRAM At-risk minority middle and high school students provided with academic and individual support, peer mentoring, encourage enrollment at FKCC. High School workshops in Financial Aid and FKCC application process. Former CROP students pursuing Associates or Bachelors degrees work in CROP program tutoring and mentoring students to pursue post secondary degrees.
	a. Overall Total		1000	946		N	1000	
Overall Enrolled	b. Total		500	560		Y	520	ADVISING - Sensitivity to minority concerns. Free tutoring. Off and on-campus student activity events that celebrate cultural diversity.
	c. %	46%	50%	59.20%	Y	Y	52%	
Females	b. Total		82	95		Y	90	MARKETING – Implementation of STAMATS marketing plan, including research and development of integrated messaging through website and publications. Includes minority targeting and ADA compliant.
	c. %	4.4%	8.2%	10%	Y	Y	9%	
Blacks	b. Total		150	138		N	150	CONTINUING EDUCATION / INSTRUCTIONAL AREA – Increasing number of ESL and Remedial courses, labs to support entry and successful completion.
	c. %	15%	15%	14.6%	N	N	15%	
Hispanics	b. Total		45	20		N	45	DISABLED STUDENT SERVICES – Partner with High Schools for smooth transition. Constant notification and promotion of services to students.
	c. %	4.4%	4.5%	2.11%	N	N	4.5%	
Other Minorities	b. Total		45	20		N	45	DISABLED STUDENT SERVICES – Partner with High Schools for smooth transition. Constant notification and promotion of services to students.
	c. %	4.4%	4.5%	2.11%	N	N	4.5%	

\*Use Census data provided by the Office of Equity and Access. \*\*Use enrollment data certified and submitted to the Division of Community Colleges and Workforce Development for Fall 2005.

**Other Minorities** include Asians, American Indians, Alaskan Natives, Hawaiian/Pacific Islanders and persons of two or more races. **Institutional goals** are typically set at or above the Census data.

**PART III - STUDENT PARTICIPATION**

**A. PLAN FOR DIVERSITY IN STUDENT PARTICIPATION**

**2. Student Participation – Completions (College Credit and Certificate Programs)**

GROUP		*Census District	Instit Goal F07	Actual F07	Met Census (Y/N)	Met Instit. Goal (Y/N)	InstitGo al F/07-08	Strategies to Ensure Increased Completion Among Underrepresented Groups
AA Degrees (Annual)	a. Overall Total		66	91		Y	80	Other Minorities
Females	b. Total		33	61		Y	40	Degree-seeking students are required to meet with Advisor before withdrawing. Advisors provide Guidance on alternative
	c.	46%	50%	67%	Y	Y	50%	
Blacks	b. Total		5	7		Y	6	course selections, tutoring and lab availability. Advisors facilitate articulation with 4- year Colleges and Universities. 4-year Institutions
	c.	4.4%	7.58%	7.69%	Y	Y	7.5%	
Hispanics	b. Total		11	16		Y	14	visit campus to provide information. Advisors and CROP direct students to on-campus Career Lab for access to University and career resources.
	c.	15%	16.67%	17.6%	Y	Y	17.5%	
Other Minorities	b. Total		3	1		Y	4	Academic advising encourages dual enrollment participation, AA completion and facilitate continuation of degree. Summer CROP students participate in AA courses.
	c.	4.4%	4.55%	1.1%	N	N	5%	
AS Degrees (Annual)	a. Overall Total		48	63		Y	56	Blacks, Hispanics & Other Minorities
Females	b. Total		24	44		Y	28	Program Directors and Advisors available at on-campus student
	c.	46%	50%	69.8%	Y	Y	50%	
Blacks	b. Total		4	2		N	3	events. Marketing features minorities in AS and Certificate occupations.
	c.	4.4%	8.33%	3.17	N	N	5.36%	
Hispanics	b. Total		8	7		N	9	Summer CROP students participate in Certificate and AS courses.
	c.	15%	16.67%	11.1%	N	N	16.07%	
*Other Minorities	b. Total		3	2		N	3	
	c.	4.4%	6.25%	3.17%	N	N	5.36%	
Certificates (Annual)	a. Overall Total		30	129		Y	80	Females & Other Minorities
Females	b. Total		14	44		Y	40	Program Directors and Advisors available at on-campus student
	c.	46%	46.67%	34%	N	N	50%	
Blacks	b. Total		4	9		Y	5	events. Marketing features minorities in AS and Certificate occupations.
	c.	4.4%	13.33%	6.98%	Y	N	6.25%	
Hispanics	b. Total		6	21		Y	14	Summer CROP students participate in Certificate and AS courses.
	c.	15%	20%	16.3%	Y	N	17.5%	
*Other Minorities	b. Total		2	0		N	4	
	c.	4.4%	6.67%	0	N	N	5%	

Use enrollment data certified and submitted by your institution to the Division of Community Colleges and Workforce Develop. for Fall 2007.

College: Florida Keys Community College

**PART III - STUDENT PARTICIPATION**

**B. PERSISTENCE AND RETENTION ANALYSIS AND STRATEGIES**

For the 2008 Update, data are extracted from the IPEDS Enrollment Fall FTIC 2005-06 Retention into Fall 2006-07 spreadsheet your college received from the Division of Community Colleges. Your institution will be looking at the pattern of retention rates for 2005-06 year cadre and subsequently comparing data from one year to the next to determine persistence rates. The analysis should give your institution a clearer picture of how effective the college has been in supporting persistence and retention.

**1. Full-Time Student Retention Table**

Full Time FTIC Retention Rates											
	AA/Black			Hispanic			White			W/B Gap	W/H Gap
	M	F	Total	M	F	Total	M	F	Total		
2005-06 Enrollment #	2	0	2	4	3	7	19	16	35	NA	NA
2006-07 Retained #	0	0	0	1	1	2	11	11	22	NA	NA
% Retained	0	0	0	25%	33%	28.6%	57.9%	68.8%	62.9%	-62.9%	-34.3%

a) List the College's Methods and Strategies to close the Full-time retention gaps.

The percentages listed do not reflect our numbers; one low number seems to through the percentages off. We should have no problem closing these gaps over the next year. The advising office has initiated new retention efforts for full-time FTIC students.

The Advising Unit is proactive by encouraging students to meet with their advisor prior to registration to plan for academic success. We have twelve new AA Concentrations which are used as a road map for students to complete requirements and have a smooth transition to the university system.

In an effort to retain students, the Advising Unit developed a new advising process, the Midterm Progress report. With the information we collect using this new report our goal is to intervene with additional advising as well as work with the instructors to retain the students.

Another retention effort focuses on students who are on probation or suspension. Recognizing students who have had academic difficulties enable us to provide them with additional assistance toward achieving success in their college work.

The third retention effort we have established targets students enrolled in preparatory coursework. We have created a form which is completed by the advisor during their advisement session with the student. A student must complete all remedial coursework within earning 12 college credit hours. A hold is placed on the student by the Testing Coordinator.

For all FTIC and remedial students we now require these students to enroll in a college survival skills class during the first semester. The purpose of this course is to provide an opportunity for students to learn and adopt methods to promote their success in school, in their personal life, and on the job. It suggests tools for growth and learning and tips on the student's individual potential.

b) Indicate Accountability Measures and Timelines to close the Full-time gaps

Decrease the Black/White gap by 62.9% percentage points by the 2011-12 School Year.

Decrease the Hispanic/White gap by 34.3% percentage points by the 2011-12 School Year.

College: Florida Keys Community College

**PART III - STUDENT PARTICIPATION**

**B. PERSISTENCE AND RETENTION ANALYSIS AND STRATEGIES**

**2. Part-time Student Retention Table**

Part-time FTIC Retention Rates											
	AA/Black			Hispanic			White			W/B Gap	W/H Gap
	M	F	Total	M	F	Total	M	F	Total		
<b>2005-06 Enrollment #</b>	7	5	12	3	6	9	25	18	43	NA	NA
<b>2006-07 Retained #</b>	2	2	4	1	1	2	11	3	14	NA	NA
<b>% Retained</b>	28.6%	40%	33.3%	33.3%	16.7%	22.2%	44%	16.7%	32.6%	No gap	-10.4%

- a) List the College's Methods and Strategies to close the Part-time student retention gaps  
**Please see strategies and methods listed above for full-time student retention gaps.**
  
- b) Indicate Accountability Measures and Timelines to close the Part-time student retention gaps  
 Decrease the Black/White gap by n/a percentage points by the 2008-09 School Year.  
  
 Decrease the Hispanic/White gap by 10% percentage points by the 2008-09 School Year.

**PART III - STUDENT PARTICIPATION**

**C. Institutional Analysis of Gatekeeper (Mathematics) courses for students in A&P and Vocational Lower Division Courses.**

**OEA recognizes that all colleges do not offer both developmental/remedial courses. Insert course data that apply to your institution.**

- Enrollment data is extracted from the “Total” column on Grade distribution Tables for 2005 and 2006 by Race.
- Math Course success percentages are extracted from Successful Grades column at the extreme right hand end of the table of percentages by race. **Success, for purposes of this analysis, includes all students with grades of A, B, or C as final course grades.**
- Achievement gaps are the percentage point difference between the White Student 2006 success % and the 2006 Black or Hispanic success % for each math course. When Black and Hispanic student data indicates greater success than White students, type in “no gap”.

**White Student Data**

Gatekeeper courses	2005 enrollment	2005 success %	2006 enrollment	2006 success %
MAT 0020	0	NA	0	NA
MAT 0024	26	76.92%	90	75.56%
MAC 1105	30	83.33%	36	97.22%
MGF 1106	29	93.1%	13	76.92%

**Black Student Data**

Gatekeeper courses	2005 enrollment	2005 success%	2006 enrollment	2006 success %	Black/White 2006 Achievement gap
MAT 0020	0	NA	0	NA	NA
MAT 0024	6	50%	14	42.86%	-32.7%
MAC 1105	3	33.33%	4	75%	-22.22%
MGF 1106	1	100%	2	100%	No Gap

**Hispanic Student Data**

Gatekeeper courses	2005 enrollment	2005 success %	2006 enrollment	2006 success %	Hispanic/White 2006 Achievement gap
MAT 0020	0	NA	0	NA	NA
MAT 0024	7	57.14%	30	60%	-15.56%
MAC 1105	5	100%	4	75%	-22.22%
MGF 1106	2	50%	4	75%	-1.92%

**1. List the College’s Methods and Strategies to close the Black/White gaps in Math courses**

By way of an introduction to our response, we did not feel that there was any difference in terms of math instruction between teaching the Hispanic student and teaching the Black students. Therefore, we gave similar responses to both questions.

In College Prep courses MAT0002 and MAT0024, we attempt to provide a teaching methodology which incorporates: a) Covering minimal amount of new materials each class by lecture method to motivate and challenge the better-prepared students and b) providing a math lab each class to provide individualized hands-on instruction to the high-risk students.

**College: Florida Keys Community College PART III - STUDENT PARTICIPATION continued**  
***C. Institutional Analysis of Gatekeeper (Mathematics) courses for students in A&P and Vocational Lower Division Courses continued.***

The strategies used in these courses include competency-based instruction whereby students have a chance to learn a set of competencies in a given unit and then be tested on that material. If the student passes the unit test with a grade of 80% or higher, that student goes forward with new material and a new unit next class. However, if a student earns a grade lower than 80% on a unit test, that student is required to attend the math lab get additional help with the material and then is retested until 80% mastery of the specific competencies is achieved. It is hoped that this early intervention strategy will help the high risk Black and Hispanic students. The student is encouraged to achieve mastery by the second try or otherwise the grade stands and the student must proceed to the next unit in the material.

By the time students take MAC1105, there is usually some feeling of confidence in learning mathematics and a history of success. However, students are encouraged to attend the Math Lab in C235 throughout the school days to receive more concentrated assistance and individualized instruction if needed. Instructors are available during office hours to assist students in the math lab. Software to accompany the text in College algebra as well as software in trigonometry and calculus is all available for student use anytime. Therefore, a self-paced approach is also available.

**2. Indicate Accountability Measures and Timelines to close the Black/White gaps in Math courses**

In MAT0002, the instructor has an option of giving the student final grade of CS (Continued Studies) if the student simply cannot reach an acceptable level of competency to pass the course. Since English is a second language for many of these students, this option may help keep the students enrolled in the math course until mastery is achieved and the student can proceed on to the next course successfully. This strategy may prevent high-risk students from dropping out of school because of low self-concept and feeling that they simply cannot succeed. Many feel that they have failed before and are going to fail again and again. The CS grade may give the student a second chance to succeed and keep up the FTE in College Prep courses. In MAT0024, an end of course state-competency exam must be passed before the student is allowed to complete the course. This is another measure of accountability. Student evaluations provide a measure of accountability of instructor performance and effectiveness.

In College algebra, frequent handouts are provided to assist the slow learners and those who have trouble with English as a second language. The instructor asks questions to encourage student-teacher interaction throughout the term. Thus, together with the handouts and the math lab and software, high-risk students have plenty of opportunity to learn the material and can even take CD's home for further study of the topics. In MAC1105, students are required to take three tests during the semester on the material and a comprehensive final exam in the course as measures of accountability. Student evaluations provide a measure of accountability of instructor performance and effectiveness.

We would like to close the Gap between Black/White gaps in MAT 0024 by 32.7% and MAC 1105 by 22.22% in 2011-12

We would like to close the Gap between Hispanic/White gaps in MAT 0024 by 15.56%, MGF 1106 by 1.92% and MAC 1105 by 22.22% in 2011-2012.

**3. List the College's Methods and Strategies to close the Hispanic/White gaps in Math courses.**

PLEASE SEE ABOVE

**4. Indicate Accountability Measures and Timelines to close the Hispanic/White gaps in Math courses.**

PLEASE SEE ABOVE

College: Florida Keys Community College \*Not Applicable, No inter-collegiate Athletics\*

**PART IV-ISSUES IN ATHLETICS**

**A. Diversity in Athletic Program Administration and Leadership**

1. This section is designed to compile information and data related to diversity among individuals currently employed as **full-time** athletic directors and coaches. Please provide below disaggregated data of current employees in these job categories by race/ethnicity and gender. **Do not include Athletic Directors in the total count for Coaches.**

Target Employees	Total # Full-Time Employees	# White	# Black	# Hispanic	# Asian	# Other	# Male	# Female
Athletic Directors:								
<u>Coaches:</u> Women's Sports								
Men's Sports								
Total								
Percent								

2. This section is designed to compile information and data related to diversity among individuals currently employed as **part-time** athletic directors and coaches. Please provide below disaggregated data of current employees in these job categories by race/ethnicity and gender. **Do not include Athletic Directors in the total count for Coaches.**

Target Employees	Total # Part-Time Employees	# White	# Black	# Hispanic	# Asian	# Other	# Male	# Female
Athletic Directors:								
<u>Coaches:</u> Women's Sports								
Men's Sports								
Total								
Percent								

College: Florida Keys Community College \*Not Applicable, No inter-collegiate Athletics\*

**PART IV-ISSUES IN ATHLETICS**

**A. Diversity in Athletic Program Administration and Leadership (Continued)**

3. Employment Strategies

- a. Describe below strategies to develop and prepare women and racial minorities for promotional opportunities leading to employment as athletic directors and coaches.  
**(Do not describe the process for selection.)**
- b. Describe the search process for hiring **full-time coaches**.
- c. Where search committees are utilized in the selection and hiring of **full-time coaches**, what steps are taken to ensure diversity on the search/selection committee(s)?
- d. To what extent are part-time coaches pursued as applicants for positions as full-time athletic directors and coaches?
- e. Specify media, including publications, agencies, organizations and networks, utilized to identify qualified applicants as coaches and athletic directors:
- f. Describe modifications the institution will make to ensure greater diversity among individuals hired as athletic directors and full-time coaches.

**B. Community College 2007-08 Athletic Participation by Sport**

(Complete Table to show data for male and female participation rates and full-time enrollment. In addition, the plan to increase participation among women must be reported in Section D.)

Number of Participants							
Varsity Teams	# Males		# Females		Total		
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08	
Baseball							
Basketball							
Golf							
Softball							
Swimming							
Tennis							
Track and Field							
Volleyball							
Soccer							
Other							
<b>Total Athletes</b>							
<b>% of Athletes</b>							
Fall 2006 Enrollment (EF2A Report)				Fall 2007 Enrollment (EF2A Report)			
	Males	Females	Total		Males	Females	Total
Headcount				Headcount			
Percent				Percent			

**College: Florida Keys Community College**

Note: EF2A report is the fall enrollment report sent to the colleges verifying enrollment numbers. It is generated by the community college MIS office based on numbers each institution reported.

Note: OCR defines a participant as anyone who: (1) participated in competition, or (2) participated with the team and was eligible for competition but did not play in the game. Participation is determined as of the date of the first competitive event for the sport. This section applies to all colleges offering intercollegiate sports. Use Table B (above) to show the relationship between the rate at which women are enrolled full-time in the college and the rate at which women are participating in intercollegiate sports.

**C. Gender Equity in Athletics – Compliance Update \*Not Applicable, No inter-collegiate Athletics\***

**Please review the components below and provide a brief description of the status of corrective steps taken only in components where a Corrective Action Plan was required in the 2006-07 Equity Update. If no corrective actions were required, verify compliance for 2007-08 by appending the required signatures.**

1. **Sports and levels of competition** effectively accommodate the interests and abilities of members of both sexes. *[Section 1000.05(3)(d)(1), F.S.; Rule 6A-19.004(2), FAC; Title IX: 106.41(c)(1)]*
2. **Equipment and supplies** are provided equitably to female and male teams. *[Section 1000.05(3)(d)(2), F.S.; Rule 6A-19.004(4), FAC; Title IX: 106.41(c)(2)]*
3. **Scheduling of games and practice times** provide for equal opportunities. *[Section 1000.05(3)(d)(3), F.S.; Rule 6A-19.004(5), FAC; Title IX: 106.41(c)(3)]*
4. **Travel and Per Diem** allowances are provided for athletes in an equitable manner. *[Section 1000.05(3)(d)(4); Rule 6A-19.004(6), FAC; Title IX: 106(c)(4)]*
5. **Opportunities to receive coaching** are provided in an equitable manner. *[Section 1000.05(3)(d)(5), F.S.; Rule 6A-19.004(7), FAC; Title IX: 106.41(c)(5)]*
6. **Locker rooms, practice facilities and competitive facilities** are of comparable quality for male and female teams. *[Section 1000.05(3)(d)(7), F.S.; Rule 6A-19.004(8), FAC; Title IX: 106.41(c)(7)]*
7. **Medical and training facilities and services, including insurance**, are provided in an equitable manner. *[Section 1000.05(3)(d)(8), F.S.; Rule 6A-19.004(9), FAC; Title IX: 106.41(c)(8)]*
8. **Publicity and promotion** of male and female teams support equal opportunity. *[Section 1000.05(3)(d)(10), F.S.; Rule 6A-19.004(10), FAC; Title IX: 106.41(c)(10)]*
9. **Support services** are equitable for male and female teams. *[Rule 6A-19.004(11), FAC; Title IX: 106.41(a)]*
10. Provision of **housing, dining facilities and services** provide equal opportunity. *[Section 1000.05(3)(d)(9), F.S.; Rule 6A-19.004(12), FAC; Title IX: 106.41(c)(9)]*
11. **Recruitment of student athletes** is conducted in a manner which provides equal opportunity. *[Rule 6A-19.004(13), FAC; Title IX: 106.41 (a)]*
12. **Recruitment, assignment and compensation of tutors** is equitable. *[Rule 6A-19.004(14), FAC; Title IX: 106.41(c)]*
13. **Financial aid** is awarded to athletes in a manner which provides equal opportunity. *[Rule 6A-19.005, FAC; Title IX: 106.37(c)]*

**College: Florida Keys Community College**

**COMPLIANCE VERIFICATION**

**\*Not Applicable, No inter-collegiate Athletics\***

We hereby verify that the institution is in compliance with the identified components of our athletics program, as required by Title IX and the Florida Educational Equity Act.

\_\_\_\_\_  
Signature, Athletic Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, President

\_\_\_\_\_  
Date



PART V

ACCOUNTABILITY IN INSTITUTIONAL EMPLOYMENT

A. Employment Accountability Plan: Goals/Strategies to Address Under Representation

GROUP		*Census National	Goal F/07	Actual F/07	Met Census Goal(Y/N)	Met Institutional Goal (Y/N)	**# Hired	Goal F/08	Strategies to Achieve Goals for Underrepresented Groups
Exec./Admin./Managerial	a. Overall Total		7	7 *1		Y	0	7	FKCC has not had an EAM position vacancy in the last several years. The HR / Equity Office will use varying recruitment methods, both in-state and nationally using our resume file, the website, minority, internet and print publications. Will also recruit minorities and hire minorities below EAM levels and professionally develop into EAM positions. With upcoming new president, College will redesign public image, message and website, will include targeting to attract and encourage female and minority applicants.
	b. Total		5	6		Y	0	4	
Females	c. %	48.89%	71.42%	85.7%	Y	Y	0%	57.1%	
	b. Total		1	0		N	0	1	
Blacks	c. %	6.37%	14.2%	0%	N	N	0%	14.28 %	
	b. Total		1	0		N	0	1	
Hispanics	c. %	4.32%	14.2%	0%	N	N	0%	14.28 %	
	b. Total		1	0		N	0	1	
Other Minorities	c. %	9.75%	14.2%	0%	N	N	0%	14.28 %	
	a. Overall Total		28	25 *2		N	1	20	For faculty position vacancies, the HR / Equity Office continues varying recruitment methods, both in-state and nationally using our resume file, the website, minority, internet and print publications.
Faculty	b. Total		14	11		N	1	10	
	c. %	48.89%	50%	44%	N	N	100%	50%	
Females	b. Total		2	0		N	0	2	With upcoming new president, College will redesign public image, message and website, will include targeting to attract and encourage female and minority applicants.
	c. %	6.37%	7.14%	0%	N	N	0%	10%	
Blacks	b. Total		2	1		N	0	1	
	c. %	4.32%	7.14%	4%	N	N	0%	5%	
Hispanics	b. Total		3	1		N	0	2	
	c. %	9.75%	10.71%	4%	N	N	0%	10%	
Other Minorities	a. Overall Total		16	12 *3		N	N/A	8	The College encourages internal professional advancement and promotes professional development of protected classes through scholarship aid and/or reimbursement through Staff & Program Development funds. The retention of minority and female faculty is supported by an equitable work environment, including pay and benefits.
	b. Total		8	3 *4		N	N/A	4	
Continuing Contracts	c. %	48.89%	50%	25%	N	N	N/A	50%	
	b. Total		2	0		N	N/A	1	
Females	c. %	6.37%	12.5%	0%	N	N	N/A	12.5%	
	b. Total		1	1		Y	N/A	1	
Blacks	c. %	4.32%	6.25%	6.25%	Y	Y	N/A	12.5%	
	b. Total		2	2		N	N/A	1	
Hispanics	c. %	9.75%	12.5%	0%	N	N	N/A	12.5%	
	b. Total		2	2		N	N/A	1	
Other Minorities	c. %	9.75%	12.5%	0%	N	N	N/A	12.5%	

\*Use 2000 Census data provided by the Office of Equity and Access. Use federal EE06 (Fall Staff Survey) data certified and submitted to the Division of Community Colleges for Fall 2007.

\*\*Enter number printed in "New Hires" section of the 2006 Fall Staff Survey

**FOOTNOTES: Corrections to 2006 Fall Staff Survey**-\*1 - 7 EAMs as of Fall 2007, not 10 as reported \*2 - 12 Continuing Contract Faculty as of Fall 2007, not 9 as reported \*3 - 25 Faculty as of Fall 2007, not 22 as reported. \*4 - 3 Female Faculty on Continuing Contracts as of Fall 2007, not 2 as reported.

College: Florida Keys Community College

Disaggregated data for the Adjunct Table below, is not currently available from the community college data system or IPEDS reports. We are working to include this table in the 2008-09 Annual Reports. We suggest completing the table, using local college data as much as possible. However, this is not required.

GROUP		*Census National	Goal F/ 07	Actual F/ 07	Met Census Goal(Y/N)	Met Institutional Goal (Y/N)	**Number Hired	Goal F/ 08	Strategies to Achieve Goals for Underrepresented Groups
<b>Adjunct Faculty</b>	a. Overall Total								
Females	b. Total								
	c. %								
Blacks	b. Total								
	c. %								
Hispanics	b. Total								
	c. %								
Other Minorities	b. Total								
	c. %								

**FKCC is choosing not to complete this table, until more specific data is available.**

College: Florida Keys Community College

**PART V  
ACCOUNTABILITY IN INSTITUTIONAL EMPLOYMENT**

**B. Summary of Results of Presidential Evaluations**

Section 1012.86(3)(b), F.S., states:

(b) Community college district boards of trustees shall annually evaluate the performance of the community college presidents in achieving the annual and long-term goals and objectives. A summary of the results of such evaluations shall be reported to the Commissioner of Education and the State Board of Education as part of the community college's annual employment accountability plan, and to the Legislature as part of the annual equity progress report submitted by the State Board of Education.

Provide below a response to this section of law, including the most recent **month, date and year** of the president's performance evaluation.

**Florida Keys Community College's five Board of Trustees members evaluated the President, Dr. Jill Landesberg-Boyle, in May/June 2008. The evaluations included a review of the President's progress toward meeting the goals and objectives of the current Annual Equity Update. 2007 Fall Staff Survey data indicates that there was no hiring of EAMs, and therefore, no opportunity to increase female and minority representation in EAM positions. In the Instructional area, there was one sudden position vacancy due to a death, which was filled by a female on an interim basis until a full and equitable search can be preformed. When Position Vacancies do arise for Full-time Faculty Human Resources / Equity Office searches nationally. The Board acknowledges that the hiring process in place facilitates increasing diversity and that the Equity Office has developed new strategies as indicated on page 17, to increase minority applications and promote diversity. The President does place high importance on this objective. The President was evaluated by the Board members in eight areas of leadership, the majority of which she exceeded expectations and no areas were listed as needing improvement. The Annual Equity Update is provided to each Board member and presented in detail by the Equity Coordinator for Board approval at the Board of Trustees meeting on June 23, 2008.**

**C. Summary of Results of Evaluation of Selected Staff**

Provide a brief summary of the results of the evaluations conducted by the president to evaluate each department chairperson, dean, provost, and vice president in achieving goals consistent with the intent of Section 1012.86, F.S. **Be sure to** include developmental steps taken when staff evaluations yield unsatisfactory progress toward meeting intended goals.

**The President and the President's designees utilize the annual performance appraisal process to evaluate FKCC's Vice Presidents, Provost and Department Directors in achieving equity goals. The results of this year's appraisals indicate that employees in these positions have met or exceeded the College's expectations in promoting employee and student equity and accessibility goals. Should a staff evaluation yield unsatisfactory progress toward meeting goals, the supervisor reviews performance issues with the employee and they mutually agree upon, in writing, strategies and actions needed to improve progress, along with a timeframe to meet specified goals. The Equity Coordinator reviews this agreement and meets with the employee to arrange an individualized training plan to support the strategies and actions. A copy of this signed agreement and the training plan is reviewed by the appropriate member(s) of the President's Executive Staff.**

College: Florida Keys Community College

**D. EQUITY OFFICER/COORDINATOR INFORMATION (NEW)**

D. Community Colleges are required to designate an employee to coordinate compliance with civil rights laws in accordance with Rule 6A-19.010(1)(g), FAC; Title IX, 106.8(a); Section 504, 104.7(a); ADA, 35.107(a); Vocational Guidelines IV-O; and Non-Discrimination on the Basis of Age, 110.25(a). The Equity Coordinator’s responsibilities may include a range of job duties, such as those listed in Appendix 3, Page viii in the Community College Guidelines for Developing the 2007 Annual Equity Update.

Ongoing professional development and targeted training are essential for the Equity Coordinator’s optimal performance effectiveness. Such activities are also indicative of top management and institutional support of the equity coordinator’s roles and job responsibilities. Please list and describe in the table below the professional development and training that the coordinator has attended within the past year and those planned within the next year. The DOE Office of Equity and Access considers this to be valuable information to share with other coordinators and utilize for future technical assistance activities.

<b>Type of Training / Professional Development</b>	<b>Conducted by</b>	<b>Date Attended or Planned</b>	<b>Trainer Contact Information</b>
Office of Equity and Access Fall Conference	DOE, OEA	Fall, continuous	Craig Winger, OEA
Office of Equity and Access Spring Conference	DOE, OEA	Spring, continuous	Craig Winger, OEA
Equity & Access training	Office for Civil Rights	As Available	To be determined

College: Florida Keys Community College

**PART V - ACCOUNTABILITY IN INSTITUTIONAL EMPLOYMENT**

**E. Certification of Key Processes (Section 1012.86, F.S.)**

- a. My institution maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy that occurs in executive, administrative and managerial positions and in faculty positions. The guidelines used for ensuring balanced and diverse membership on selection and review committees are described as follows: **For each full time executive, administrative, managerial and faculty position that becomes available, the supervisor of the position and Human Resources complete a “Recommendation to Hire” form that includes written selection of a 4-5 member hiring committee. The Equity Coordinator selects and documents the choice of hiring committee members to ensure ethnic and gender balance and diversity. The Provost and President approve the hiring committee by signature on the recommendation form. Applicant selection is approved by Human Resources (Equity Office) and the President. Final approval is with the Board of Trustees.**
- b. My college is in compliance with State Board of Education Rule 6A-14.0411, which sets forth the requirements for receiving continuing contracts. The process used to grant continuing contracts is described as follows: **The supervisor of the Faculty member completes an annual written performance appraisal in the Spring. The Equity Coordinator reviews this appraisal for fairness and signs off. Based on the appraisal results and contract recommendation section, a Faculty member with three (3) years of satisfactory service, is recommended for continuing contract. The recommendation for approval proceeds to the Equity Coordinator, the Provost and to the President. Upon Presidential approval, the request for continuing contract is submitted to the Board of Trustees for final approval.**
- c. The following describes the process used to annually apprise each eligible faculty member of progress toward attainment of continuing-contract status: **Each academic year, by the end of April, the Faculty member’s supervisor completes a written performance appraisal to determine successful performance of duties and demonstration of professional competence. The performance appraisal includes a specific section that addresses progress toward attainment of continuing contract status. The Provost and the Equity Coordinator, review the appraisal. The President recommends approval of continuing contract to the Board of Trustees.**
- d. My college has developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to Section 1012.86, F.S. Summarized below is a description of the incentive plan, including how resources shall be allocated to support the implementation of strategies and the achievement of goals in a timely manner. **Each spring, the Budget Planning Committee meets to review the annual budget based on each department’s strategic plan, which includes equity goals. The Budget Planning Committee is comprised of the President’s Executive Staff, Officers of the Faculty Council, and other key administrators, including the Director, Human Resources /Equity Coordinator. The Committee’s goal is to build consensus regarding departmental initiatives for the upcoming budget year. Resources are allocated each year to ensure progress toward attainment of equity goals by funding Marketing, Human Resources/Equity, Advisors and Staff & Program Development equity fund.**
- e. The following describes how funds are used to increase the number of women and racial/ethnic minorities on continuing contracts: **Funds are used to attract racial minorities and females through advertising and emphasis on females and minorities in College publications and online. Funds are used to promote retention and professional development of racial/ethnic minorities and women so that they may attain continuing contract status. Specifically, funds are used for staff development, through training, coursework, and paid professional leave. Retention is encouraged through equitable employment conditions and policies, as well as staff training that encourage sensitivity to diversity.**

Pursuant to Section 1012.86, F.S., I hereby certify that the information provided above is true to the best of my knowledge and that information and data will be available upon request as a demonstration of a good faith effort to comply with this section.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Florida Keys Community College  
Institution

**College: Florida Keys Community College**

**PART VI - Community College/ Partnership and Outreach**

Community Colleges' K-12 partnerships are valuable in providing access and postsecondary educational opportunities to minority and underrepresented students. The purpose of this section is to identify your community colleges' efforts towards college enrollment and retention success that would provide best practice information.

Provide an update in the programs, services, activities and contact information that are a part of the post-secondary access initiative at your community college, which the college reported in the 2006-07 Update.

Partnership School	Program Description	Number of Students Served	Year Range students can begin	Website for more details (if applicable)	Contact Person from Partnership	Contact Information Phone/email	Contact Person at College	Contact Information Phone /email
HomeSchool High School (HS2)	Integrates home schooled students in a college setting, students are getting college and HS credit for PGY1404	Up to 16	8 <sup>th</sup> grade – 12 <sup>th</sup> grade		Karen Wray	305-296-1811	Dr. Lynne Bentley-Kemp	305-809-3509 <a href="mailto:lynne@bentley-kemp.com">lynne@bentley-kemp.com</a>
KWHS, HOB & Sugarloaf Middle Sch New-MHS, CSHS	College Reach Out Program		6 <sup>th</sup> –12 <sup>th</sup> grades		John Welsh, Principal, KWHS Marian Smith, Principal, HOB Teresa Axford, Principal, Sugarloaf New Additions - Principals of MHS, CSHS		Carrie Groomes-Davis, 305-809-3261, groomesd@firm.edu	
Marathon High School	Joint use facility	252 (AY 2007)	All CC eligible Students		Randy Acevedo, Superintendent, 305-293-1400 Ext. 53323 Randy.Acevedo@keysschools.com		Michael McPherson, 305-809-3280, Mcpfers_m01@firm.edu	
Coral Shores High School	Joint use facility	252 (AY 2007)	All CC eligible Students		Randy Acevedo, Superintendent, 305-293-1400 Ext. 53323 Randy.Acevedo@keysschools.com		Michael McPherson, 305-809-3280, Mcpfers_m01@firm.edu	
Key West High School (KWHS)	HS students enroll in Marine Engineering program and receive 18 college credits and one year of HS credit	Up to 16	HS Juniors and Seniors		Mark Hooper, 305-289-2480 Ext. 382 Mark.Hooper@keysschools.com		Mark Woods, 305-809-3232, mark_woods@firm.edu	
Key West High School (KWHS)	Sr. Class Open House, Advisement Financial Aid	Approx. 31	12 <sup>th</sup> Grade		Vickie Cooper	305-293-1549 Vickie.Cooper@keysschools.com	Michelle Cherry	305-809-3218 cherry_m@firm.edu
Key West High School (KWHS)	Advisement, Placement testing	63	10 <sup>th</sup> – 12 <sup>th</sup> grades		Vickie Cooper	305-293-1549 Vickie.Cooper@keysschools.com	Michelle Cherry	305-809-3218 cherry_m@firm.edu

Key West High School (KWHS)	Advisement, Curriculum Night	450	9 <sup>th</sup> – 12 <sup>th</sup> grades		Vickie Cooper	305-293-1549 Vickie.Cooper@keysschools.com	Michelle Cherry	305-809-3218 cherry_m@fi rn.edu
Key West High School (KWHS)	Junior Class visit	20	11 <sup>th</sup> grade		Vickie Cooper	305-293-1549 Vickie.Cooper@keysschools.com	Michelle Cherry	305-809-3218 cherry_m@fi rn.edu
Key West High School (KWHS)	Health Services presentation, Placement testing	21	11 <sup>th</sup> – 12 <sup>th</sup> grades		Vickie Cooper	305-293-1549 Vickie.Cooper@keysschools.com	Michelle Cherry	305-809-3218 cherry_m@fi rn.edu
PACE Center for Girls	Advisement, Placement testing	5	10 <sup>th</sup> – 12 <sup>th</sup> grades		Hilary Murdock	305-293-1593 hilary.murdock@pacecenter.org	Cathy Torres	305-809-3250 C_torress@fi rn.edu
Gerald Adams Elementary School	College Night	43	5 <sup>th</sup> grade		Frannie Herrin, Principal	305-293-1609 frannie.herrin@keysschools.com	Michelle Cherry	305-809-3218 cherry_m@fi rn.edu
PACE Center for Girls	On-Campus Space for Housing the Center	5	10 <sup>th</sup> – 12 <sup>th</sup> grades		Hilary Murdock	305-293-1593 hilary.murdock@pacecenter.org	Cathy Torres	305-809-3250 C_torress@fi rn.edu
KWHS	Water Safety, Life guarding & CPR Instructor Courses, Bone Island Swim Club, Fit Summer Camp,	Approx. 100	K-12		Randy Acevedo, Superintendent, 305-293-1400 Ext. 53323 Randy.Acevedo@keysschools.com		Lori Bosco, 305-809-3562, aqualb@aol.com	

College: Florida Keys Community College

**PART VII:  
VOCATIONAL PROGRAM:  
STATUS REPORT ON IMPLEMENTATION OF SUBSTITUTION REQUIREMENTS FOR  
STUDENTS WITH DISABILITIES**

Colleges that offer postsecondary vocational programs will submit a report identifying the number of requests for substitutions received from students with disabilities and the number of students granted substitutions. These programs include: Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Vocational Certificates, College and Vocational Preparation.

Reasonable substitutions should be available for the following:

1. Requirements for admission to the institution;
2. Requirements for graduation where failure to meet the graduation requirement does not constitute a fundamental alteration in the nature of the program;
3. Requirements for admission to a program of study where failure to meet the admission requirement does not constitute a fundamental alteration in the nature of the program; and
4. Requirements for entry into upper division where failure to meet the admission requirement does not constitute a fundamental alteration in the nature of the program.

**This section of the Annual Update should include the following information:**

<b>Disability</b>	<b>Number of Requests for Substitution</b>	<b>Title of Courses for Which Substitutions were Granted</b>	<b>Title of Substitution Courses</b>	<b>Number of Students Granted Substitutions</b>
Learning Disabilities	Four separate requests	College Level Math	ACG 2071 AST 1002 AMH 2030 AST 2004 CGS 2564 ECO 2013 FIN 1100 GEB 1011 PGY 1404	Four

# **APPENDICES**

## **APPENDIX 1**

**Board-approved policies and procedures modified since the submission of the 2006-07 Annual Equity Act Update**

**APPENDIX 2**  
**2007 Fall Staff Survey**

**APPENDIX 3**  
**Letter from the Juvenile Justice Board**

# FLORIDA KEYS COMMUNITY COLLEGE BOARD RULE



<b>Subject</b>	<b>Selection and Hiring Procedures</b>	<b>Number:</b> <u>5.620</u>
<b>Authority</b>	<b>F.S. 1001.64(18)</b>	<b>Approved Date:</b> 8/27/01
<b>Amended</b>	2/27/01, 8/27/07	

Deleted: 6Hx-8-7(1).04

## I. PURPOSE

This policy delineates formal procedures governing an equitable selection process for faculty, administrative, professional specialist and career employees. These procedures ensure that applicants for all positions are provided equal access and equal opportunity during all phases of the College’s hiring process including advertising, interviewing, selection and compensation. All hiring decisions are based on bona fide occupational qualifications that are essential to the position. Thus, this policy also facilitates the College’s goal of hiring the most qualified applicant for the position. Qualified applicants that are members of protected classes are encouraged to apply; qualified employees are also encouraged to apply. This policy supports the College in promoting a talented and committed workforce through diversity and opportunity for internal growth.

Florida Keys Community College does not discriminate in its hiring procedures on the basis of race, color, religion, gender, age, marital status, sexual orientation, national origin, disability or veteran status. Applicants requiring special assistance may contact the Human Resources Office. Applicants and College staff with questions or comments concerning our procedures are invited to consult with the Director of Human Resources/Equity Officer located in the Human Resources Office. All meetings, notes and records of the hiring committees are subject to Florida’s open records and public meeting laws, also known as the “sunshine laws.” Therefore, selection meetings are open for attendance by any interested party and all documentation is considered public record.

## II. DEFINITIONS

- A. Protected Class:** A group of people distinguished by the special characteristic(s) that has inhibited its progress: race, color, religion, gender, age, marital status, ethnic identification, national origin, disability and veteran status.
- B. Bona Fide Occupational Qualification:** A trait that is integral or essential to the job in question.

## III. PROCEDURES

The following procedures apply to all positions except executive level positions listed on the salary schedule and adjunct instructors. For executive level positions reporting directly to the President, it is the President’s responsibility to determine candidates and new hires as appropriate. Hiring procedures specific to adjuncts are addressed at the end of this policy.

### **A. Opening Positions**

Supervisors open positions through the Office of Human Resources with their Dean's approval. Supervisors chair the hiring committee and select a diverse committee consisting of two to five members. For Faculty positions, the Supervisor of the hiring committee is the Department Chair, Advisor, or Program Manager. Human Resources sets the employee category, pay level and compensation range in accordance with the current Salary Schedule. Human Resources prepares and circulates a Recommendation to Hire Form detailing the potentially open position and pertinent information. This form is first routed through the Controller to address budgetary concerns. The form is then routed through the Deans for approval, starting with the Dean overseeing the area in which the position is located. Final approval to open a position is by the President.

### **B. Recruitment**

Human Resources develops advertisements and other recruitment materials for approved open positions. Advertisements reflect the job description, including specific qualifications and characteristics essential to performing the position. All recruitment materials include an Equal Employment opportunity statement and are placed in sources to ensure equal access by a wide range of applicants. All positions are advertised internally through a Position Vacancy Announcement Form. The Position Vacancy Announcement will list the position's essential duties, bona fide occupational qualifications, salary range and closing date for the position. Positions are posted internally for a minimum of five days. The hiring supervisor confers with their Supervisor and Human Resources as to whether the position will also be advertised externally.

Deleted: Dean

### **C. Interviewing**

Human Resources collects, reviews and forwards applications, supporting materials and interview documentation forms to the hiring committee members. To be eligible for interview, Faculty applicants must meet hiring criteria as delineated under "Selection of Faculty" in the Southern Association of Colleges and School's 'Criteria for Accreditation'. For non-faculty applicants, a comparable amount of education, experience and training may be substituted for occupational qualifications specified in the job description. If the education or experience requirement has been met, additional related education/training and experience may be substituted on a year for year basis. The Supervisor of the hiring committee and hiring committee members develop an outline of questions that form a consistent basis for the interviews. Human Resources supports the hiring committees throughout the interview process to ensure equal opportunity and fairness in selection procedures through utilization of job-related criteria only. A Human Resources representative meets with each applicant prior to the interview to review the College's benefit package and to answer any questions.

After the interviews and selection, the supervisor of the hiring committee returns applications, supporting materials and interview documentation forms to Human Resources to include as Selection and Hiring Procedures (continued)

information in the approval process. These materials are maintained on file in the Human Resources office for two years in compliance with Florida Record Retention guidelines.

#### **D. Selection and Compensation**

Once the hiring committee has made a recommendation for hire, the Equity Officer approves the selection based on equity issues. Human Resources completes and documents reference checking on the prospective new hire and sets the starting salary based on education and experience as delineated in the current Salary Schedule. Human Resources also collects and maintains required credentials, including official transcripts and certificates. The Recommendation to Hire Form is completed with the hire recommendation and the application and related materials are attached. The form is routed through the Deans for approval, starting with the Dean overseeing the area in which the position is located. The Approval Form is then routed to the President for approval. Employment of personnel is subject to final approval by the Board of Trustees at their monthly meetings. Human Resources contacts the selected applicant with the job offer and starting date, including the time for new employee orientation.

#### **E. Adjunct Selection**

The Department Chair, Center Director, Advisor or Program Manager informs Human Resources of an adjunct position opening in their area. Human Resources advertises the position and collects applications and supporting materials. Applications and supporting materials are forwarded to the Department Chair, Center Director, Advisor or Program Manager to review, interview and make a selection. Once a recommendation for hire has been made, the Equity Officer approves the selection based on equity issues. Human Resources completes and documents reference checking on the prospective new hire and sets the starting salary based on education as delineated in the current Salary Schedule. Selection approval is by the Dean of Instructional Affairs with final approval by the Board of Trustees.

## MEMO

**Date:** June 16, 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

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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 May 2007, the following highlights should be noted:

- **REVENUE**
  - Tuition Revenue
    - As of June 13<sup>th</sup>, the college is only \$10k shy of its projected revenue forecast for the fiscal year. This represents .6% of the forecasted tuition revenue budget. Summer Session B begins on June 23<sup>rd</sup>, so there is still time to garner these additional funds through enrollment for Session B.
  - 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 \$400k 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

- There was an increase in spending in May due to the fund balance spend down initiatives, which include Banner Enrollment Management Module and Stamats marketing materials.

**FLORIDA KEYS COMMUNITY COLLEGE  
REVENUE AND EXPENSE STATEMENT  
CURRENT FUND UNRESTRICTED (CFU) AND AUXILIARY FUND  
Board of Trustees Report  
MAY 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	\$2,219,614	\$2,019,129	9.9%
STATE FUNDING:					
COMMUNITY COLLEGE PROGRAM FUND	5,883,854	5,449,957	5,255,868	4,992,118	5.3%
LOTTERY	653,728	653,728	556,887	515,538	N/A
SUB-TOTAL	6,537,582	6,103,685	5,812,755	5,507,656	5.5%
MISCELLANEOUS	-	-	1,339	45,000	N/A
TOTAL STATE FUNDING	6,537,582	6,103,685	5,814,094	5,552,656	4.7%
TRANSFERS	14,500	9,500	1,545	1,375	N/A
OTHER	165,600	91,000	180,982	161,873	11.8%
SUB-TOTAL CURRENT FUND	8,714,893	8,300,482	8,216,235	7,735,033	6.2%
AUXILIARY	20,000	15,000	17,238	9,071	90.0%
TOTAL REVENUE	8,734,893	8,315,482	8,233,473	7,744,104	6.3%
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	\$ 9,010,945	\$ 8,521,497	5.7%
EXPENSES:					
PERSONNEL	6,390,208	6,531,965	5,904,509	5,892,772	0.2%
CURRENT	2,260,487	2,139,521	2,029,953	1,612,176	25.9%
CAPITAL	64,198	11,553	112,213	24,051	N/A
TRANSFERS	-	-	-	-	N/A
SUB-TOTAL CURRENT FUND	8,714,893	8,683,039	8,046,675	7,528,999	6.9%
AUXILIARY	18,000	13,000	16,541	26	63519.3%
TOTAL EXPENSE	\$ 8,732,893	\$ 8,696,039	\$ 8,063,216	\$ 7,529,025	7.1%
INCREASE/(DECREASE) IN NET ASSETS	\$ 2,000	\$ (380,557)	\$ 170,258	\$ 215,079	

\*Student Fee Revenue includes technology fee revenue of \$42,702 as of May 31, 2008.

**FLORIDA KEYS COMMUNITY COLLEGE  
REVENUE AND EXPENSE STATEMENT  
CURRENT FUND UNRESTRICTED ONLY  
Board of Trustees Report  
MAY 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	\$2,304,111	\$2,219,614	96.3%
STATE FUNDING:				
COMMUNITY COLLEGE PROGRAM FUND	5,883,854	5,697,845	5,255,868	92.2%
LOTTERY	653,728	630,147	556,887	N/A
SUB-TOTAL	6,537,582	6,327,992	5,812,755	91.9%
MISCELLANEOUS	-	1,339	1,339	N/A
TOTAL STATE FUNDING	6,537,582	6,329,331	5,814,094	91.9%
TRANSFERS	14,500	14,500	1,545	10.7%
OTHER	165,600	196,255	180,982	92.2%
TOTAL REVENUE	<u>8,714,893</u>	<u>8,844,197</u>	<u>8,216,235</u>	<u>92.9%</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>\$ 8,993,707</u>	<u>93.5%</u>
EXPENSES:				
PERSONNEL	6,390,208	6,491,497	5,904,509	91.0%
CURRENT	2,260,487	2,512,459	2,029,953	80.8%
CAPITAL	64,198	112,213	112,213	100.0%
TRANSFERS	-	15,000	-	N/A
TOTAL EXPENSE	<u>\$ 8,714,893</u>	<u>\$ 9,131,169</u>	<u>\$ 8,046,675</u>	<u>88.1%</u>
INCREASE/(DECREASE) IN NET ASSETS	<u>\$ -</u>	<u>\$ (286,972)</u>	<u>\$ 169,560</u>	
FUND BALANCE %	8.01%	5.10%	8.32%	
FUND BALANCE	\$ 756,976	\$ 490,500	\$ 800,139	

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

	May 31, 2008	May 31, 2007
<b><u>ASSETS:</u></b>		
CASH ON HAND AND IN BANK	\$414,886	\$497,788
INVESTMENTS	386,839	372,059
GENERAL APPROPRIATIONS RECEIVABLE	441,977	457,839
LOTTERY APPROPRIATION RECEIVABLE	73,260	138,190
TOTAL DUE FROM STATE OF FLORIDA	515,237	596,029
ACCOUNTS RECEIVABLE/PREPAID EXPENSES	225,890	232,916
TOTAL ASSETS	\$1,542,852	\$1,698,792
<b><u>LIABILITIES &amp; FUND BALANCES</u></b>		
<b><u>LIABILITIES:</u></b>		
ACCOUNTS PAYABLE	\$80,584	\$119,335
ACCRUED COMPENSATED LEAVE	674,388	684,338
TOTAL LIABILITIES	754,972	803,673
<b><u>FUND BALANCES:</u></b>		
ENCUMBERED FUNDS	875,052	979,236
UNENCUMBERED FUNDS	587,216	600,221
SUB-TOTAL FUND BALANCES	1,462,268	1,579,457
AMOUNT EXPECTED TO FINANCED IN FUTURE	(674,388)	(684,338)
TOTAL FUND BALANCES	787,880	895,119
TOTAL LIABILITIES & FUND BALANCES	\$1,542,852	\$1,698,792

OPERATING BUDGET

ANNUAL BUDGET SUMMARY FOR FISCAL YEAR 2008-2009

EXHIBIT A

COMMUNITY COLLEGE: Florida Keys Community College

Table with financial data for Current Fund - Unrestricted, including rows for Beginning Fund Balance, Total Reserve, Total Receipts, Total Disbursements, and Estimated Fund Balance for 2008 and 2009.

APPROVED BY BOARD OF TRUSTEES:

PRESIDENT (AS SECRETARY OF THE BOARD)

DATE

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

APPROVED: CHANCELLOR, COMMUNITY COLLEGES

CHECKED BY:

DATE

2008-2009 OPERATING BUDGET STUDENT FEE RATES

EXHIBIT B

COLLEGE: Florida Keys Community College

PROGRAM	RESIDENT STUDENTS FEE PER CREDIT HOUR						
	TUITION	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	FEE FOR ACADEMIC YEAR (30 HOURS)
CREDIT (A & P, PSV, COLLEGE PREP AND EPI)	62.59	4.38	6.26	6.26	0.00	79.49	2,384.70
POSTSECONDARY ADULT VOCATIONAL	55.65	5.57	0.00	2.78	0.00	64.00	1,920.00
CONTINUING WORKFORCE EDUCATION	60.00	0.00	0.00	0.00	0.00	60.00	1,800.00
ADULT BASIC & SECONDARY AND VOCATIONAL PREPARATORY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(1) These Fees Not Required

PROGRAM	NON-RESIDENT STUDENTS FEE PER CREDIT HOUR							
	TUITION	OUT-OF-STATE	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	FEE FOR ACADEMIC YEAR (30 HOURS)
CREDIT (A & P, PSV, COLLEGE PREP AND EPI)	62.59	187.90	17.53	6.26	25.05	0.00	299.33	8,979.90
POSTSECONDARY ADULT VOCATIONAL	55.65	166.95	22.26	0.00	11.13	0.00	255.99	7,679.70
ADULT BASIC & SECONDARY AND VOCATIONAL PREPARATORY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(1) These Fees Not Required

**BUDGET WORKSHEET  
FISCAL YEAR 2008-2009**

COLLEGE:

Florida Keys Community College

EXHIBIT C

I. ESTIMATED BUDGET WORKSHEET FOR STUDENT FEES

STUDENT FEES	DISCIPLINE	GL CODE	TOTAL PLANNED CREDIT HOURS	FEE EXEMPT DUAL ENROLLMENT/ APPRENTICESHIP, ETC.	TOTAL FEE PAYING	CHARGE PER STUDENT CREDIT HOUR	BUDGETED FEE REVENUES
TUITION	ADVANCED & PROFESSIONAL	40110	13,780	2,000	11,780	62.59	737,310
TUITION	POSTSECONDARY VOCATIONAL	40120	7,542	280	7,262	62.59	454,529
TUITION	POSTSECONDARY ADULT VOCATIONAL	40130	896	0	896	55.65	49,862
TUITION	CONTINUING WORKFORCE EDUCATION	40140	2,000	0	2,000	60.00	120,000
TUITION	COLLEGE PREPARATORY	40150	1,514	0	1,514	62.59	94,761
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	185	0	185	62.59	11,579
TUITION	VOCATIONAL PREPARATORY	40180	0	0	0	0.00	0
TUITION	ADULT BASIC & SECONDARY	40190	0	0	0	0.00	0
	<b>SUBTOTAL</b>		<b>25,917</b>	<b>2,280</b>	<b>23,637</b>		<b>1,468,041</b>
STUDENT FEES	DISCIPLINE	GL CODE	EST. FEE PAYING OUT-OF-STATE CREDIT HOURS	CHARGE PER STUDENT CREDIT HOUR	BUDGETED FEE REVENUES		
OUT OF STATE	ADVANCED & PROFESSIONAL	40310	930	187.90	174,747		
OUT OF STATE	POSTSECONDARY VOCATIONAL	40320	900	187.90	169,110		
OUT OF STATE	POSTSECONDARY ADULT VOCATIONAL	40330	0	166.95	0		
OUT OF STATE	COLLEGE PREPARATORY	40350	105	187.90	19,730		
OUT OF STATE	EDUCATOR PREPARATION INSTITUTES	40360	0	187.90	0		
OUT OF STATE	VOCATIONAL PREPARATORY	40380	0	0.00	0		
OUT OF STATE	ADULT BASIC & SECONDARY	40390	0	0.00	0		
	<b>SUBTOTAL</b>		<b>1,935</b>		<b>363,587</b>		
<b>GRAND TOTAL CCPF STUDENT FEES</b>							<b>1,831,628</b>

\*The establishment of a single Continuing Workforce Education (CWE) fee rate is a local discretion. We only request that you supply the fee rate so that our revenue projections are more accurate.

II. TRANSFER IN AND OUT INFORMATION:

EXHIBIT C (Continued)

**PLEASE TYPE THE PURPOSE OF THE TRANSFER. DO NOT LEAVE BLANK.**

PURPOSE OF TRANSFER	AMOUNT	FUND TRANSFERRED FROM	FUND TRANSFERRED TO
<b>TRANSFERS OUT:</b>			
College Work Study Match	25,000	Current Unrestricted	Current Restricted
<b>TOTAL TRANSFERS OUT</b>	<b>25,000</b>		
<b>TRANSFERS IN:</b>			
President's Activity	17,200	Auxiliary Funds	Current Unrestricted
<b>TOTAL TRANSFERS IN</b>	<b>17,200</b>		
<b>TOTAL ALL TRANSFERS</b>	<b>42,200</b>		

**FLORIDA COMMUNITY COLLEGE SYSTEM  
2008-2009 ENROLLMENT PLAN OPERATING BUDGETS**

**EXHIBIT C(1)**

**COLLEGE:** Florida Keys Community College

Enter amounts only for cells highlighted in blue. Amounts in black have been automatically populated from other budget schedules. If the amount in black is incorrect, changes must be made on the referenced schedule.

<b>DISCIPLINE</b>	<b>TOTAL PLANNED CREDIT HOURS</b>	<b>FEE EXEMPT DUAL ENROLLMENT/ APPRENTICESHIP, ETC.</b>	<b>TOTAL FEE PAYNG</b>	<b>OUT-OF-STATE CREDIT HOURS</b>
Advanced & Professional	13,780	2,000	11,780	930
Postsecondary Vocational	7,542	280	7,262	900
College Preparatory	1,514	0	1,514	105
College Preparatory - EAP	0	0	0	0
Educator Preparation Institutes	185	0	185	0
Postsecondary Adult Vocational	896	0	896	0
Vocational Preparatory	0	0	0	0
Apprenticeship	0	0	0	0
Continuing Workforce Education	2,000	0	2,000	0
Adult Literacy	0	0	0	0
Adult - EAP Literacy	0	0	0	0
Adult Secondary	0	0	0	0
GED Prep	0	0	0	0
<b>TOTAL</b>	25,917	2,280	23,637	1,935

**Exhibit C should agree with Exhibit C(1). If not, the difference should be the apprenticeship discipline.**

Source: Exhibit C, 2008-2009 College Operating Budgets

COLLEGE: Florida Keys Community College  
**SCHEDULE OF BUDGETED REVENUE, EXPENDITURES, AND FUND BALANCE**  
**BY GENERAL LEDGER CODE**  
**FOR THE FISCAL YEAR 2008-2009**

Enter amounts only for cells highlighted in blue. Amounts in black have been automatically populated from other budget schedules.  
If the amount in black is incorrect, changes must be made on the referenced schedule.

ACCOUNT TITLE		G.L. CODE	CURRENT FUND- UNRESTRICTED PROPOSED
<b>STUDENT FEES</b>			
TUITION	ADVANCED & PROFESSIONAL	40110	\$737,310
TUITION	POSTSECONDARY VOCATIONAL	40120	454,529
TUITION	POSTSEC. ADULT VOCATIONAL	40130	49,862
TUITION	CONTINUING WORKFORCE *	40140	120,000
TUITION	COLLEGE PREPARATORY	40150	94,761
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	11,579
TUITION	VOCATIONAL PREPARATORY	40180	0
TUITION	ADULT BASIC & SECONDARY	40190	0
<b>SUBTOTAL TUITION</b>			<b>\$1,468,041</b>
OUT-OF-STATE	ADVANCED & PROFESSIONAL	40310	\$174,747
OUT-OF-STATE	POSTSECONDARY VOCATIONAL	40320	169,110
OUT-OF-STATE	POSTSEC. ADULT VOCATIONAL	40330	0
OUT-OF-STATE	COLLEGE PREPARATORY	40350	19,730
OUT-OF-STATE	EDUCATOR PREPARATION INSTITUTES	40360	0
OUT-OF-STATE	VOCATIONAL PREPARATORY	40380	0
OUT-OF-STATE	ADULT BASIC & SECONDARY	40390	0
<b>SUBTOTAL OUT-OF-STATE</b>			<b>\$363,587</b>
<b>SUBTOTAL CCPF STUDENT FEES</b>			<b>\$1,831,628</b>
TUITION - LIFELONG LEARNING		40210	\$3,000
TUITION - SELF-SUPPORTING		40270	175,000
LABORATORY FEES		40400	495,000
APPLICATION FEES		40500	30,000
GRADUATION FEES		40600	1,800
TRANSCRIPT FEES		40700	11,000
FINANCIAL AID FUND FEES		40800	0
TECHNOLOGY FEE		40870	0
OTHER STUDENT FEES		40900	12,000
<b>TOTAL STUDENT FEES</b>			<b>\$2,559,428</b>
<b>SUPPORT FROM LOCAL GOVERNMENT</b>			
GRANTS & CONTRACTS FROM CITIES		41500	\$0
GRANTS & CONTRACTS FROM COUNTIES		41600	0
INDIRECT COSTS RECOVERED - CITY AND COUNTY		41900	0
<b>TOTAL SUPPORT FROM LOCAL GOVERNMENT</b>			<b>\$0</b>
<b>STATE SUPPORT</b>			
COMMUNITY COLLEGE PROGRAM FUND		42110	5,420,844
SPECIAL APPROPRIATION - OTHER		42130	0
PERFORMANCE BASED INCENTIVE FUNDING - CCPF		42150	61,475
INCENTIVE GRANTS FOR EXPANDED PROGRAMS		42160	0

LICENSE TAG FEES	42210	0
PERFORMANCE BASED INCENTIVE PROGRAM	42510	0
LOTTERY FUNDS - COMMUNITY COLLEGE PROGRAM FUND	42610	706,976
GRANTS & CONTRACTS FROM STATE	42700	0
INDIRECT COST RECOVERED - STATE	42900	0
<b>TOTAL STATE SUPPORT</b>		<b>\$6,189,295</b>
<b>FEDERAL SUPPORT</b>		
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT	43500	\$4,600
INDIRECT COST RECOVERED - FEDERAL	43900	0
<b>TOTAL FEDERAL SUPPORT</b>		<b>\$4,600</b>
<b>GIFTS, PRIVATE GRANTS AND CONTRACTS</b>		
CASH CONTRIBUTIONS	44100	\$0
NON-CASH CONTRIBUTIONS	44200	0
GIFTS, GRANTS AND CONTRACTS - PRIVATE	44400	45,000
INDIRECT COSTS RECOVERED - PRIVATE SOURCES	44900	0
<b>TOTAL GIFTS, PRIVATE GRANTS AND CONTRACTS</b>		<b>\$45,000</b>
<b>SALES AND SERVICES DEPARTMENT</b>		
COMMISSIONS	46200	\$0
USE OF COLLEGE FACILITIES	46400	50,000
OTHER SALES AND SERVICES	46600	0
TAXABLE SALES	46700	0
INTERDEPARTMENTAL SALES	46900	0
<b>TOTAL SALES AND SVCS. DEPT.</b>		<b>\$50,000</b>
<b>ENDOWMENT INCOME</b>	47100	\$0
<b>TOTAL ENDOWMENT INCOME</b>		<b>\$0</b>
<b>OTHER REVENUES</b>		
INTEREST AND DIVIDENDS	48100	\$40,000
GAIN OR LOSS ON INVESTMENTS	48200	0
FINES AND PENALTIES	48700	0
MISCELLANEOUS REVENUE	48900	103,000
<b>TOTAL OTHER REVENUES</b>		<b>\$143,000</b>
<b>NON-REVENUE RECEIPTS</b>		
MANDATORY TRANSFERS IN	49110	\$0
NON MANDATORY TRANSFERS IN	49210	17,200
NON MANDATORY TRANSFERS IN	49230	0
PROCEEDS FROM SALE OF PROPERTY	49500	0
INSURANCE RECOVERY	49520	0
PRIOR YEAR CORRECTIONS	49600	0
OVER AND SHORT	49900	0
<b>TOTAL NON-REVENUE RECEIPTS</b>		<b>\$17,200</b>
<b>GRAND TOTAL REVENUES</b>		<b>\$9,008,523</b>

<b>PERSONNEL COSTS</b>		
EXECUTIVE MANAGEMENT	51000	\$253,880
INSTRUCTIONAL MANAGEMENT	51100	0
INSTITUTIONAL MANAGEMENT	51200	593,372
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL SABBATICAL	51400	0
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL REGULAR PART-TIME	51500	0
INSTRUCTIONAL	52000	1,316,203
INSTRUCTIONAL - OVERLOAD	52100	16,272
INSTRUCTIONAL - SUBSTITUTION	52200	0
INSTRUCTIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	52300	0
INSTRUCTIONAL - SABBATICAL	52400	0
INSTRUCTIONAL (PHASED RETIREMENT ) - INSTRUCTOR/PROF.	52501	0
INSTRUCTIONAL (PHASED RETIREMENT) - LIBRARIAN	52502	0
INSTRUCTIONAL (PHASED RETIREMENT) - COUNSELOR	52503	0
INSTRUCTIONAL (PHASED RETIREMENT) - REGULAR PART-TIME	52504	0
OTHER PROFESSIONAL	53000	1,424,558
OTHER PROFESSIONAL - OVERLOAD	53100	0
OTHER PROFESSIONAL - SUBSTITUTION	53200	0
OTHER PROFESSIONAL - PARA-PROFESSIONAL/ASSOC./ASSIST.	53300	0
OTHER PROFESSIONAL - REGULAR PART-TIME	53500	59,869
TECHNICAL, CLERICAL, TRADE AND SERVICE	54000	765,027
TECHNICAL, CLERICAL, TRADE AND SERVICE - OVERTIME	54100	2,960
TECHNICAL, CLERICAL, TRADE AND SERVICE - REGULAR PART-TIME	54500	116,431
OPS - EXECUTIVE, ADMINISTRATIVE, MANAGERIAL	55000	0
OPS- INSTRUCTIONAL	56000	444,247
OPS - INSTRUCTIONAL /ADJUNCT INSTRUCTOR	56100	0
OPS - OTHER PROFESSIONAL PART-TIME	56500	34,348
OPS - TECHNICAL, CLERICAL, TRADE AND SERVICE	57000	1,000
STUDENT EMPLOYMENT - INSTITUTIONAL WORK STUDY	58000	0
STUDENT EMPLOYMENT - COLLEGE WORK STUDY PROGRAM	58100	0
STUDENT EMPLOYMENT - COLLEGE WORK EXPERIENCE PROG.	58200	0
STUDENT EMPLOYMENT - STUDENT ASSISTANTS	58300	0
STUDENT EMPLOYMENT - OTHER GOVERNMENTAL SOURCES	58400	0
EMPLOYEE AWARDS	58500	0
SOCIAL SECURITY CONTRIBUTIONS	59100	374,186
RETIREMENT CONTRIBUTIONS	59200	452,514
ACCRUED LEAVE EXPENSE (COMPENSATED ABSENCES)	59300	0
ACCRUED SEVERANCE PAY EXPENSE	59400	0
OTHER BENEFITS - TAXABLE	59500	0
INSURANCE BENEFITS	59700	475,315
TUITION BENEFITS & REIMBURSEMENT	59800	0
PERSONNEL EXPENSE CONTINGENCY (BUDGET ONLY)	59900	0
<b>TOTAL PERSONNEL COSTS</b>		<b>\$6,330,182</b>
<b>CURRENT EXPENSE</b>		
TRAVEL	60500	\$128,819
FREIGHT AND POSTAGE	61000	35,084
TELECOMMUNICATIONS	61500	67,946
PRINTING	62000	66,985
REPAIRS & MAINTENANCE	62500	420,055
RENTALS	63000	139,109
INSURANCE	63500	122,984
UTILITIES (NOT DESIGNATED BELOW)	64000	0
HEATING FUELS	64001	16,605
WATER & SEWER	64002	41,600
ELECTRICITY	64003	467,844
GARBAGE COLLECTIONS	64004	28,000
FUEL, VEHICULAR	64005	4,558
HAZARDOUS WASTE REMOVAL	64006	0
STORM WATER RUNOFF FEES	64007	41,000

OTHER SERVICES	64500	377,660	
WORKFORCE/WAGES	64600	0	
SERVICE PROVIDER CONTRACTS - WORKFORCE/WAGES	64700	0	
PROFESSIONAL FEES	65000	243,375	
EDUCATIONAL, OFFICE/DEPARTMENT MATERIALS & SUPPLIES	65500	163,773	
DATA SOFTWARE - NON-CAPITALIZED	65700	12,905	
MAINTENANCE AND CONSTRUCTION MATERIALS & SUPPLIES	66000	37,990	
OTHER MATERIALS AND SUPPLIES	66500	13,822	
SUBSCRIPTIONS, PERIODICALS AND VIDEO DISKS	67000	55,290	
PURCHASES FOR RESALE	67500	0	
INDIRECT COST EXPENSE	67600	0	
ADMINISTRATIVE COST POOL ALLOCATION	67700	0	
SCHOLARSHIPS AND WAIVERS	68000	0	
INTEREST ON DEBT	68500	0	
PAYMENT ON DEBT PRINCIPAL	69000	0	
MANDATORY TRANSFERS OUT	69110	0	
MANDATORY TRANSFERS OUT	69120	25,000	
MANDATORY TRANSFERS OUT	69180	0	
NONMANDATORY TRANSFERS OUT	69210	0	
NONMANDATORY TRANSFERS OUT	69270	0	
OTHER EXPENSES	69500	89,552	
PRIOR YEAR CORRECTIONS	69600	0	
CURRENT EXPENSE CONTINGENCY (BUDGET ONLY)	69900	0	
<b>TOTAL CURRENT EXPENSE</b>		<b>\$2,599,956</b>	
<b>CAPITAL OUTLAY</b>			
MINOR EQUIPMENT - LESS THAN \$750	70500	\$78,385	
MINOR EQUIPMENT - NON-CAPITALIZED (>= \$750, but < \$5,000)	70600	0	
FURNITURE AND EQUIPMENT	71000	0	
DATA SOFTWARE	72000	0	
LIBRARY BOOKS AND FILMS	73000	0	
BUILDINGS AND FIXED EQUIPMENT	75000	0	
NON-CAPITALIZED REPAIRS, MAINTENANCE, REMOD AND RENOV.	76000	0	
LAND	77000	0	
OTHER STRUCTURES, LAND IMPROVEMENTS	79000	0	
CAPITAL OUTLAY CONTINGENCY (BUDGET ONLY)	79900	0	
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$78,385</b>	
<b>GRAND TOTAL EXPENDITURES</b>		<b>\$9,008,523</b>	
<b>FUND BALANCE</b>			
RESERVED FOR ENCUMBRANCES	30100	\$0	
RESERVED FOR PERFORMANCE BASED INCENTIVE FUNDING (VOC.)	30200	0	
RESERVED FOR ACADEMIC IMPROVEMENT TRUST FUNDS	30300	0	
RESERVED FOR OTHER REQUIRED PURPOSES	30400	0	
RESERVED FOR STAFF AND PROGRAM DEVELOPMENT	30500	0	
RESERVED FOR STUDENT ACTIVITY FUNDS	30600	0	
RESERVED FOR MATCHING GRANTS	30700	0	
FUND BALANCE - BOARD DESIGNATED	30900	0	
FUND BALANCE - COLLEGE - UNALLOCATED	31100	524,000	
<b>TOTAL ESTIMATED RESERVE AND UNALLOCATED FUND BALANCE</b>		<b>\$524,000</b>	
AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS	30800	(\$433,500)	Reminde
<b>TOTAL ESTIMATED FUND BALANCE</b>		<b>\$90,500</b>	

\*The establishment of a single Continuing Workforce Education (CWE) fee rate is a local discretion. We only request that you supply the fee rate so that our revenue projections are more accurate.

EXHIBIT E

COLLEGE: Florida Keys Community College  
**SUMMARY OF BUDGETED EXPENDITURES BY FUNCTION**  
**CURRENT FUND-UNRESTRICTED**  
**FISCAL YEAR 2008-2009**

<b>FUNCTION</b>	<b>PERSONNEL GLC 500s</b>	<b>CURRENT EXPENSE GLC 600s</b>	<b>CAPITAL OUTLAY GLC 700s</b>	<b>TOTAL</b>
<b>INSTRUCTION</b>	\$2,872,788	\$507,530	\$33,037	\$3,413,355
<b>RESEARCH</b>	0	0	0	0
<b>PUBLIC SERVICE</b>	0	0	0	0
<b>ACADEMIC SUPPORT:</b>				
<b>STAFF/PROGRAM DEVELOPMENT</b>	0	56,450	0	56,450
<b>ACADEMIC SUPPORT - OTHER</b>	1,039,888	171,204	34,288	1,245,380
<b>STUDENT SUPPORT</b>	631,437	57,125	500	689,062
<b>INSTITUTIONAL SUPPORT</b>	1,680,750	819,884	9,060	2,509,694
<b>PLANT OPERATION AND MAINTENANCE</b>	105,319	987,763	1,500	1,094,582
<b>STUDENT AID</b>	0	0	0	0
<b>TRANSFERS,CONTINGENCIES,ETC.</b>	0	0	0	0
<b>TOTAL</b>	<b>\$6,330,182</b>	<b>\$2,599,956</b>	<b>\$78,385</b>	<b>\$9,008,523</b>



## MEMO

To: Dr. Jill Landesberg-Boyle

From: Dr. John Kehoe

Subject: Student Fee Rates

Date: June 17, 2008

**Action Requested: Recommend Board Approval of Student Fee Schedule**

FY 2008-09 General Appropriations Act established standard fee levels for resident and non-resident students as per attached Fee Schedule.

It is requested that the attached FY 2008-09 fee schedule be recommended for approval by the Board of Trustees.

2008-2009 OPERATING BUDGET STUDENT FEE RATES

EXHIBIT B

COLLEGE: Florida Keys Community College

PROGRAM	RESIDENT STUDENTS FEE PER CREDIT HOUR						
	TUITION	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	FEE FOR ACADEMIC YEAR (30 HOURS)
CREDIT (A & P, PSV, COLLEGE PREP AND EPI)	62.59	4.38	6.26	6.26	0.00	79.49	2,384.70
POSTSECONDARY ADULT VOCATIONAL	55.65	5.57	0.00	2.78	0.00	64.00	1,920.00
CONTINUING WORKFORCE EDUCATION	60.00	0.00	0.00	0.00	0.00	60.00	1,800.00
ADULT BASIC & SECONDARY AND VOCATIONAL PREPARATORY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(1) These Fees Not Required

PROGRAM	NON-RESIDENT STUDENTS FEE PER CREDIT HOUR							
	TUITION	OUT-OF-STATE	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	FEE FOR ACADEMIC YEAR (30 HOURS)
CREDIT (A & P, PSV, COLLEGE PREP AND EPI)	62.59	187.90	17.53	6.26	25.05	0.00	299.33	8,979.90
POSTSECONDARY ADULT VOCATIONAL	55.65	166.95	22.26	0.00	11.13	0.00	255.99	7,679.70
ADULT BASIC & SECONDARY AND VOCATIONAL PREPARATORY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(1) These Fees Not Required



## **NOTICE OF INTENT TO NEGOTIATE**

**Posted: 6/6/2008**

**RFQ # 2008-01**

### **Architectural & Engineering Services Marine Technology Building**

After a thorough review of the qualifications submitted and oral presentations by the short-listed firms, the College intends to enter into negotiations with **Hayes/Cumming Architects of St. Petersburg, Florida.**

The College intends to recommend to its Board of Trustees at the June 23, 2008 Board Meeting that a contract be entered into with Hayes/Cumming Architects. It is anticipated that confirmation of the firm to be recommended will be posted on the College's website during the week of July 1, 2008.

Thank you for your interest in Florida Keys Community College.  
Your participation is encouraged with regard to the College's future endeavors.

Florida Keys Community College  
Purchasing Department  
Doug Pryor, Director of Purchasing  
5901 College Road  
Key West, Florida 33040  
Phone: (305) 809-3222      Facsimile: (305) 809-3191