FLORIDA KEYS COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
July 22, 2013
2:00 PM
Middle Keys Center
AGENDA

I. CALL TO ORDER
II. PLEDGE TO THE FLAG
III. ADOPTION AND ADDITION TO THE AGENDA
IV. ELECTION OF OFFICERS 2013-14
V. MEETING TIME AND PLACE 2013-14
VI. APPROVAL OF MINUTES of meetings held June 24, 2013
VII. CONSENT AGENDA
   A. Continuing Workforce Ed. Fees
   B. Disposition of Property
   C. Voided Checks
   D. Electronic Payment Report
   E. Lab Fee Changes

VIII. DISTRICT BOARD OF TRUSTEES
      PRESIDENT
      A. President’s Report
         • Introduction of New Employees
      B. Focus on Students
      ATTORNEY
      A. Attorney Report
      B. Board Rule Changes
         • BR 5.115 Faculty Contracts
         • BR 5.110 Executive, Admin & Professional Personnel Contracts

VXI. FINANCIAL SERVICES
      A. Report by VP Jean Mauk on Finance and Construction Projects
      B. Extension of Banking Services Contract
      C. Addendum to MCSD Adult Ed Lease Agreement
      D. Personnel Actions

X. INSTRUCTIONAL SERVICES
   A. Report by Provost Brittany Snyder
   B. MCSD Articulation Agreement
   C. Letter of Intent – Baccalaureate Program Application
   D. SFWF Board Resolution

XI. STUDENT SERVICES
    A. Report by Dean Erika MacWilliams

XII. FKCC FOUNDATION REPORT
     A. Report by Director Gavin McKeirnan-Townsend

XIII. GOOD OF THE ORDER
     Public Input

The next Regular meeting will be in Key West on September 23, 2013 (Pending Board Approval)
FKCC BOARD OF TRUSTEES MEETING SCHEDULE 2013-14
Time: 2:00 p.m.
DATE: 4TH. MONDAY OF THE MONTH

August – No meeting
September 23, 2013 Key West
October 28, 2013 Marathon
November 25, 2013 - November/December Mtg. Key West
January 27, 2014 Marathon
February 24, 2014 Key West
March 31, 2014 Marathon
April 28, 2014 Key West
May 27, 2014 – Tuesday (Monday is Memorial Day) Marathon
June 24, 2014 Key West
July 22, 2014 Marathon
PROPOSED BOARD ACTION

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

AUTHORITY FOR ACTION

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

BACKGROUND INFORMATION

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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Ballet</td>
<td>REC 0068</td>
<td>$54.00</td>
</tr>
<tr>
<td>Advanced Conversation Part 1</td>
<td>CWE 0504</td>
<td>$155.00</td>
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<tr>
<td>Advanced Conversation Part 2</td>
<td>CWE 0505</td>
<td>$155.00</td>
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<tr>
<td>Advanced Read, Writ &amp; Gram Review Part 1</td>
<td>CWE 0500</td>
<td>$155.00</td>
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<tr>
<td>Advanced Read, Writ &amp; Gram Rev Part 2</td>
<td>CWE 0501</td>
<td>$155.00</td>
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<tr>
<td>Advanced Survival Spanish 3</td>
<td>REC 0081</td>
<td>$155.00</td>
</tr>
<tr>
<td>Advanced Survival Spanish 4</td>
<td>REC 0082</td>
<td>$155.00</td>
</tr>
<tr>
<td>Advanced Survival Spanish 2</td>
<td>REC 0071</td>
<td>$155.00</td>
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<tr>
<td>Advanced Survival Spanish</td>
<td>REC 0062</td>
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<tr>
<td>Basic Voice</td>
<td>REC 0015</td>
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</tr>
<tr>
<td>Bootcamp</td>
<td>REC 0050</td>
<td>$115.00</td>
</tr>
<tr>
<td>Children’s Ballet</td>
<td>REC 0066</td>
<td>$31.00</td>
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<tr>
<td>Children’s Ballet 7-12</td>
<td>REC 0064</td>
<td>$104.00</td>
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<tr>
<td>Circuit Training</td>
<td>REC 0043</td>
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<tr>
<td>Clinical Medical Assistant Program</td>
<td>CWE 0303</td>
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<tr>
<td>Conversational German</td>
<td>REC 0039</td>
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<td>Dental Assistant Program</td>
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<td>Digital Photo: Beyond the Camera</td>
<td>REC 0013</td>
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<tr>
<td>ESL: Advanced Part 1</td>
<td>CWE 0518</td>
<td>$155.00</td>
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<tr>
<td>ESL: Advanced Part 2</td>
<td>CWE 0519</td>
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<tr>
<td>ESL: Basics Level 1 Part 1</td>
<td>CWE 0510</td>
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<td>ESL: Basics Level 3 Part 2</td>
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<td>ESL: Eng Absolute Beginners Part 1</td>
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<td>ESL: Read, Writ, Gramm Review Part 1</td>
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<tr>
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<td>CWE 0547</td>
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<td>CWE 0548</td>
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<td>Excel 2010 Fundamentals</td>
<td>CWE 0905</td>
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<td>Excel 2010 Intermediate</td>
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<tr>
<td>Life Draw Workshop Beg to Advanced</td>
<td>REC 0011</td>
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<tr>
<td>Medical Coding and Billing</td>
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<tr>
<td>Mixed Community Chorus-Snowbird</td>
<td>REC 0042</td>
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<td>Mixed Community Chorus</td>
<td>REC 0041</td>
<td>$105.00</td>
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<tr>
<td>Pharmacy Tech Cert Program</td>
<td>CWE 0300</td>
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<tr>
<td>Phlebotomy Technician</td>
<td>CWE 0301</td>
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<tr>
<td>Pre-Ballet (3-4 years)</td>
<td>REC 0067</td>
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<tr>
<td>RE Sales Associate Training</td>
<td>CWE 0200</td>
<td>$450.00</td>
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<tr>
<td>Specialized Creative Welding</td>
<td>REC 0021</td>
<td>$450.00</td>
</tr>
<tr>
<td>Survival French</td>
<td>REC 0020</td>
<td>$155.00</td>
</tr>
<tr>
<td>Survival French 2</td>
<td>REC 0056</td>
<td>$155.00</td>
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<tr>
<td>Survival Italian &amp; the Culture</td>
<td>REC 0048</td>
<td>$155.00</td>
</tr>
<tr>
<td>Survival Spanish</td>
<td>REC 0016</td>
<td>$155.00</td>
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<tr>
<td>Survival Spanish</td>
<td>REC 0016</td>
<td>$163.00</td>
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</table>
Community Education Price Summary

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survival Spanish 2</td>
<td>REC 0054</td>
<td>$155.00</td>
</tr>
<tr>
<td>Survival Spanish 3</td>
<td>REC 0055</td>
<td>$155.00</td>
</tr>
<tr>
<td>Teen Ballet (13 and older)</td>
<td>REC 0065</td>
<td>$54.00</td>
</tr>
<tr>
<td>The Spirit of Clay</td>
<td>REC 0049</td>
<td>$410.00</td>
</tr>
<tr>
<td>Yoga-Toner</td>
<td>REC 0022</td>
<td>$115.00</td>
</tr>
</tbody>
</table>

Catherine Torres
Submitted by Catherine Torres
Director of Community Education, Workforce and Testing
Date: July 22, 2013

To: Jean Mauk

From: Doug Pryor

Subject: Disposition of Property

College property is regularly monitored as to its condition and usefulness. As property is determined to be no longer useful for college purposes, because it is obsolete, broken, lost or stolen, a request is made for a formal disposition approval. I request you recommend that the property listed below be reviewed by the District Board of Trustees in accordance with State requirements, for the reasons stated. The total value of the listed property for FKCC Board of Trustees disposition approval is $2,146.33.

<table>
<thead>
<tr>
<th>Tag No.</th>
<th>Acquisition Date</th>
<th>Description</th>
<th>Cost</th>
<th>Condition</th>
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<tbody>
<tr>
<td>1 5221</td>
<td>11/2/2005</td>
<td>OptiPlex Desktop Model: SX280 SN# 3X87S81 PO# P0033493</td>
<td>$1,113.21</td>
<td>Obsolete - Cannibalized</td>
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<td>2 5365</td>
<td>5/15/2007</td>
<td>OptiPlex Desktop Model: 745 SN# GKCZYC1 PO# P0034541</td>
<td>$1,033.12</td>
<td>Obsolete - Cannibalized</td>
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</table>

Board Approved Date

Disposal Signature and Date

Disposal Witness and Date

Disposal Method and/or Location
### June 2013 Disbursement Summary

#### Board of Trustees

<table>
<thead>
<tr>
<th>Check Activity</th>
<th></th>
<th>Total $</th>
<th>Total Qty</th>
<th>Check Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating</strong></td>
<td></td>
<td>784,408.79</td>
<td>407</td>
<td>104329 - 104735</td>
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<tr>
<td><strong>Payroll</strong></td>
<td></td>
<td>38,932.47</td>
<td>58</td>
<td>216377 - 216434</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>823,341.26</td>
<td>465</td>
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<table>
<thead>
<tr>
<th>Voided Check Activity</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item 1</strong></td>
<td></td>
<td></td>
<td></td>
<td>System Technical error, Unable to print check after issued</td>
</tr>
<tr>
<td>Habitat Bonair N.V</td>
<td></td>
<td>29431.10</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>29,431.10</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Item 2</strong></td>
<td></td>
<td></td>
<td></td>
<td>Returned in Mail</td>
</tr>
<tr>
<td>Todd Blyth</td>
<td></td>
<td>10.48</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Monteserrat A Rojas</td>
<td></td>
<td>1599.00</td>
<td>1</td>
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<tr>
<td>Dustin Elsner</td>
<td></td>
<td>146.12</td>
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<td></td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td>1,755.60</td>
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<tr>
<td><strong>Item 3</strong></td>
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<td></td>
<td></td>
<td>Revise check amount due to changes on Student Account</td>
</tr>
<tr>
<td>Jesse Post</td>
<td></td>
<td>3286</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jarret K Clark</td>
<td></td>
<td>5164.57</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Alexis Brown</td>
<td></td>
<td>1735.13</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Daniel S Jacobs</td>
<td></td>
<td>4670.26</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Eli Halter</td>
<td></td>
<td>4703.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>$19,558.96</td>
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<tr>
<td><strong>Item 4</strong></td>
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<td></td>
<td></td>
<td>Keyed incorrect amount</td>
</tr>
<tr>
<td>Loretta Lawrence</td>
<td></td>
<td>1200.00</td>
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<tr>
<td>Caren Eckrich</td>
<td></td>
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<tr>
<td>Michael Feeley</td>
<td></td>
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<tr>
<td>Christine Ballard</td>
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<td>155.00</td>
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<tr>
<td>Britney Price</td>
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<td>124.20</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>$3,879.20</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$54,624.86</td>
<td>14</td>
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</tbody>
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| FKCC Void %           | 6.6%     | 3.0%     |
| A/P Void %            | 3.6%     | 0.2%     |
## June 2013 - Electronic Activity

<table>
<thead>
<tr>
<th>ACH Date</th>
<th>Banner Posting Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Doc Number</th>
<th>Invoice Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Jun</td>
<td>26-Jun</td>
<td>Humana Dental</td>
<td>Dental Coverage June 2013</td>
<td>W0001976</td>
<td>$3,344.88</td>
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<tr>
<td>6-Jun</td>
<td>26-Jun</td>
<td>Verizon Wireless</td>
<td>Emergency Call-Back Service</td>
<td>W0001977</td>
<td>$1.19</td>
</tr>
<tr>
<td>6-Jun</td>
<td>26-Jun</td>
<td>AT&amp;T</td>
<td>Phone Service</td>
<td>W0001978</td>
<td>$193.52</td>
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<td>6-Jun</td>
<td>26-Jun</td>
<td>Federal Express</td>
<td>Shipping Expense</td>
<td>W0001979</td>
<td>$10.36</td>
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<td>3-Jun</td>
<td>26-Jun</td>
<td>Pure Health Solutions</td>
<td>Drinking Water Cooler Service</td>
<td>W0001980</td>
<td>$49.95</td>
</tr>
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<td>3-Jun</td>
<td>26-Jun</td>
<td>Pure Health Solutions</td>
<td>Drinking Water Cooler Service</td>
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<td>$49.95</td>
</tr>
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<td>26-Jun</td>
<td>Pure Health Solutions</td>
<td>Drinking Water Cooler Service</td>
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<td>11-Jun</td>
<td>26-Jun</td>
<td>IRS Tax Payment</td>
<td>Payroll Taxes BW11 2013</td>
<td>W0001983</td>
<td>$54,263.19</td>
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<td>12-Jun</td>
<td>26-Jun</td>
<td>FKAA</td>
<td>Water Service</td>
<td>W0001984</td>
<td>$5,288.86</td>
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<td>13-Jun</td>
<td>26-Jun</td>
<td>Comcast</td>
<td>Facilities Office</td>
<td>W0001985</td>
<td>$110.70</td>
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<td>14-Jun</td>
<td>26-Jun</td>
<td>AT&amp;T</td>
<td>Phone Service</td>
<td>W0001986</td>
<td>$193.52</td>
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<tr>
<td>17-Jun</td>
<td>26-Jun</td>
<td>Keys Energy</td>
<td>Electricity Service</td>
<td>W0001987</td>
<td>$34,117.58</td>
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<td>17-Jun</td>
<td>26-Jun</td>
<td>Keys Energy</td>
<td>Electricity Service</td>
<td>W0001988</td>
<td>$29.03</td>
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<td>19-Jun</td>
<td>26-Jun</td>
<td>AT&amp;T</td>
<td>Ethernet Service</td>
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<td>19-Jun</td>
<td>26-Jun</td>
<td>AT&amp;T</td>
<td>Ethernet Service</td>
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<td>19-Jun</td>
<td>26-Jun</td>
<td>AT&amp;T</td>
<td>Ethernet Service</td>
<td>W0001991</td>
<td>$1,380.00</td>
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<tr>
<td>20-Jun</td>
<td>2-Jul</td>
<td>Federal Express</td>
<td>Shipping Expense</td>
<td>W0001996</td>
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<td>21-Jun</td>
<td>26-Jun</td>
<td>Shell</td>
<td>Fuel Purchasing Card</td>
<td>W0001992</td>
<td>$135.00</td>
</tr>
<tr>
<td>25-Jun</td>
<td>2-Jul</td>
<td>IRS Tax Payment</td>
<td>Payroll Taxes BW12 2013</td>
<td>W0001995</td>
<td>$50,071.92</td>
</tr>
<tr>
<td>25-Jun</td>
<td>2-Jul</td>
<td>Key West Resort Utilities</td>
<td>Sewer Expense</td>
<td>W0001993</td>
<td>$3,645.68</td>
</tr>
<tr>
<td>26-Jun</td>
<td>2-Jul</td>
<td>TIAA-CREF</td>
<td>Investment Plan June 2013</td>
<td>W0001994</td>
<td>$600.00</td>
</tr>
<tr>
<td>Course Name / Fee Title</td>
<td>Course Suffix</td>
<td>Current Fee $</td>
<td>Proposed Fee $</td>
<td>Incr/ (Decr) $</td>
<td>Incr/ (Decr) %</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>INTRO TO LAW ENFORCEMENT</td>
<td>CJK0007</td>
<td>75.88</td>
<td>68.89</td>
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<td>-9%</td>
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<tr>
<td>LEGAL</td>
<td>CJK0008</td>
<td>278.76</td>
<td>292.12</td>
<td>13.36</td>
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<td>HUMAN ISSUES</td>
<td>CJK0011</td>
<td>127.83</td>
<td>134.56</td>
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<td>COMMUNICATIONS</td>
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<td>3%</td>
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<tr>
<td>VEHICLE OPERATIONS</td>
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<td>983.82</td>
<td>1,189.55</td>
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<td>1ST AID FOR CJ OFFICERS</td>
<td>CJK0031</td>
<td>190.85</td>
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<td>FIREARMS</td>
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<td>796.27</td>
<td>-276.85</td>
<td>-26%</td>
</tr>
<tr>
<td>DEFENSIVE TACTICS</td>
<td>CJK0051</td>
<td>573.16</td>
<td>644.83</td>
<td>71.67</td>
<td>13%</td>
</tr>
<tr>
<td>PATROL I</td>
<td>CJK0061</td>
<td>246.21</td>
<td>188.39</td>
<td>-57.82</td>
<td>-23%</td>
</tr>
<tr>
<td>PATROL II</td>
<td>CJK0062</td>
<td>127.83</td>
<td>131.20</td>
<td>3.37</td>
<td>3%</td>
</tr>
<tr>
<td>CRIMINAL INVESTIGATIONS</td>
<td>CJK0071</td>
<td>181.66</td>
<td>181.66</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>CRIME SCENE INVESTIGATIONS</td>
<td>CJK0076</td>
<td>87.01</td>
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<td>12.73</td>
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</tr>
<tr>
<td>TRAFFIC STOPS</td>
<td>CJK0082</td>
<td>127.83</td>
<td>80.74</td>
<td>-47.09</td>
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</tr>
<tr>
<td>DUI TRAFFIC STOPS</td>
<td>CJK0083</td>
<td>74.01</td>
<td>77.37</td>
<td>3.36</td>
<td>5%</td>
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<tr>
<td>TRAFFIC CRASH INVESTIGATIONS</td>
<td>CJK0086</td>
<td>135.92</td>
<td>117.92</td>
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<tr>
<td>CRIMINAL JUSTICE OFFICERS PHYSICAL FITNESS TRAINING</td>
<td>CJK0096</td>
<td>231.84</td>
<td>226.07</td>
<td>-5.77</td>
<td>-2%</td>
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<tr>
<td>DART FIRING STUN GUN</td>
<td>CJK0422</td>
<td>70.14</td>
<td>89.57</td>
<td>19.43</td>
<td>28%</td>
</tr>
</tbody>
</table>
The College adheres to State Board of Education Administrative Rule 6A-14.0411 with regard to the issuance and administration of faculty contracts.

A. Original Appointment

Faculty members hired for an original appointment shall receive an annual contract.

B. Renewal

Faculty members holding an annual contract may have their contract renewed by the Board upon the recommendation of the President.

C. Non-renewal of Annual Contract

The President may determine not to recommend renewal of a faculty member on an annual contract in accordance with the following:

1. Expectancy of reemployment: the College owes no further contractual obligation to the faculty member at the expiration of an annual contract. The Board has no legal obligation to renew the contract of a faculty member on annual contract.

2. Notice of non-renewal: when a determination is made that a faculty member is not to be reappointed, that faculty member shall be notified in writing no later than February 15 of the contract year. This action does not release the College from the contractual commitment to compensation for the faculty member until the term of the contract expires nor does it release the faculty member from continuing to serve the College until the term of the contract expires.

3. Reasons for non-renewal: the reasons for the determination not to renew an annual contract will not be stated.

D. Award of Continuing Contract

A continuing contract is granted subject to the following provisions:
1. Beginning with the 2013-14 academic year, a faculty member shall have served at the College in accordance with the provisions and intent of F.A.C. 6A-14.0411(2)(a)(b) for five (5) full years of satisfactory service at Florida Keys Community College during a period not in excess of seven (7) total years. In all cases, such service shall be continuous except for leave duly authorized and granted.

2. The contract of a faculty member who is not awarded continuing contract by the completion of seven (7) years will not be renewed.

3. Faculty hired for the 2012-13 academic year or earlier shall have served for three (3) full years during a period not in excess of five (5) years.

4. Continuing contract is recommended to the Board by the President for faculty members who have received satisfactory ratings during the five (5) year period on the evaluation of performance of their duties and responsibilities. Continuing contract may become effective at the beginning of an academic year only.

Continuing contract must be based on explicit judgment of qualifications and performance. In accordance with F.A.C. 6A-14.0411(3), the criteria shall include the following:

   a. Quantifiable measured effectiveness in the performance of faculty duties,
   b. Continuing professional development,
   c. Currency and scope of subject matter knowledge,
   d. Relevant feedback from students, faculty, and employers of students,
   e. Service to the department, college, and community; and
   f. Appropriate criteria measuring student success defined as retention, progression, completion, and matriculation or job placement.

Criteria may also include the following:

   a. Educational qualifications, efficiency, compatibility, student learning outcomes.
   b. Capacity to meet the educational needs of the community.
   c. The length of time the duties and responsibilities of the position are expected to be needed.

5. Prior to initial appointment to continuing contract, faculty members must be carefully evaluated by the Faculty Council Peer Review Committee (PRC). The faculty member will provide to PRC a professional portfolio containing a factual description of the faculty member’s teaching, curriculum, service and professional development, strengths, and accomplishments. The portfolio will include empirical evidence as well as a self-assessment as detailed in College Procedure 56.3. Recommendations for continuing contract will be made by Faculty Council through PRC to the appropriate Dean for recommendation to the Provost and President.
a. If the President concurs with the Dean that the faculty member be awarded continuing contract, the President shall recommend this action to the Board. The decision of the Board is final.

b. If the Dean fails to recommend the faculty member for continuing contract, the faculty member may appeal to the President.

c. If the Dean recommends that the faculty member be given a continuing contract and the President does not concur in the recommendation, the faculty member may appeal to the Board.

E. Continuing Contract Status

Continuing contract status entitles the faculty member to continue employment in the full-time faculty position at the College without annual nomination or reappointment.

Faculty on continuing contract shall be reviewed annually by the immediate supervisor and shall submit a post-award professional portfolio every five (5) years to be evaluated by Faculty Council through PRC and the Dean for the purpose of demonstrating continued achievement of standards set at the initial award of continuing contract and for demonstrating continual growth and development.

The President shall present an annual report to the Board summarizing the status of all annual and continuing contract faculty.

F. Dismissal or Return to Annual Contract

Upon recommendation of the President, the Board may dismiss or return to annual contract a faculty member on continuing contract for failure to meet post-award performance criteria or for cause, in accordance with Board Rule 6.430 and in accordance with F.A.C. 6A14.0411(7)(a)(b).

Upon recommendation of the President, the Board may terminate a full-time faculty member under continuing contract upon consolidation, reduction, or elimination of an institution’s program, or restriction of the required duties of a position. In the evaluation of these factors, the decision of the Board shall be final.
FLORIDA KEYS COMMUNITY COLLEGE BOARD RULE

<table>
<thead>
<tr>
<th>Subject</th>
<th>Administration of Personnel Contracts</th>
<th>Number: 5.110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority</td>
<td>F.S. 1001.64(18), 1012.83, S.B.E. 6A-14.041, 6A-14.0411</td>
<td>Approved Date: 6/25/07</td>
</tr>
<tr>
<td>Amended</td>
<td>2/26/02, 6/25/07</td>
<td></td>
</tr>
</tbody>
</table>

The College adheres to State Board of Education Administrative Rules 6A-14.041 and 6A-14.0411 with regard to the issuance and administration of Executive, Administrative and Professional personnel contracts.

Annual contracts are provided for full-time professionals, administrative employees, and instructional executive personnel, with the exception of the president, who have not been issued a continuing contract. Annual contracts do not create the expectancy of employment beyond the term of the contract. Non-renewal of an annual contract does not entitle the person to the reasons for non-renewal or to a hearing.

Instructional personnel are provided with annual contracts during their first three years of employment. The criteria the College may consider for the issuance of continuing contracts to instructional employees who are otherwise eligible for continuing contract under Rule 6A-14.0411 include but are not limited to:

- Successful Performance of Duties
- Demonstration of Professional Competence
- Educational Qualifications
- Efficiency
- Compatibility
- Character and Capacity to meet the educational needs of the Community
- Length of time the duties and responsibilities of this position are expected to be needed.

An instructional employee, who is otherwise eligible to be considered for a continuing contract, may be issued an annual contract if the employee does not meet the criteria for a continuing contract. The President makes contract recommendations to the Board of Trustees and a majority vote is required by the Board for issuance, termination or modification of annual or continuing contracts.
Date: July 12, 2013
To: District Board of Trustees-Florida Keys Community College
From: W. Jean Mauk
Subject: Vice President Business and Administrative Services Report

Vice President’s Office
The office has been very busy with auditor requests, preparations for yearend closing and new contracts for the new fiscal year.

Business Office
Jeanette Williams and Heather Garcia, Assistant Controllers have been working on reconciliations for the year end to prepare for the Annual Financial Report due in August. Interviews have been completed for the second Student Account Representative which has been vacant since April. A candidate has been selected and is expected be begin before the fall push in enrollment.

Human Resources
LaVonda Munier, Lexy Perdomo and Rachel Aper have been busy with yearend processing issues, establishment of new year encumbrances for personnel as well as processing new hires for July 1. Several positions are still open and the interview process is ongoing in order to have staff in place for the fall term.

Purchasing and Plant Operations

Marine Technology Building
Work in Progress:
Completing welding of tilt wall panels in the elevator shaft.
In process of placing conduits in 3rd floor deck.
Preparations to place last tilt up panel #22 on south end of stairs. Other site cast pieces remain to be installed like spandrel panels, columns, etc.

Observations:
Welding continues for panel to panel connections in the elevator shaft.
Welded connections for panel to panel connections on the ground and 2nd floor have been cleaned, painted with cold galvanizing paint and were being grouted flush with the tile panel on the ground floor.
3rd floor deck complete and ready for pouring, it was actually scheduled for July 3 but canceled because of rain. Pour was rescheduled for July 8.
Review of 2nd floor finish. An area near the south end west side was selected as a test area for proposed remedial actions.
Estimated Percentage of Completion as of May 29: 26% (Rain has caused schedule delays in panel welding)

Conformance with Schedule:
Based on FKCC accepting amendment to complete the 3rd floor, the new Substantial Completion date is October 31, 2013.

**Maintenance/Operations**
The maintenance staff continues to perform preventative maintenance throughout the campus. The maintenance staff provides assistance to multiple departments for event preparations, office relocations, office needs, etc. Current local weather conditions have impacted ongoing preventive maintenance procedures. All maintenance personnel have been working on the transition of custodial and security services to the newly contracted vendors. The staff processed 1,019 pieces of outgoing mail for the month of June.

**Purchasing**
There were 80 VISA card transactions completed from June 5 to July 3. Open purchase orders are currently being reviewed for year end.

**Institutional Research Activity**
Linda MacMinn’s activity as of July 1:

- Completed state reporting for end of spring term, facilities, student, personnel and integrated databases and resubmission of end of summer term personnel database.
- Launched two online surveys for Baccalaureate Committee.
- Submitted summer term data to CCLA.
- Responded to various data requests: Lagoon Landing students by ZIP code of origin, metric data for Marketing, financial aid data for 2010-11, withdrawal report for Financial Aid, contact information for college-ready incoming AA students for Advising, charges by housing detail codes for Business Office, and grade reports for Provost.
- Attended staff meeting, DegreeWorks Committee meetings, Alumni Development Meeting, AACC Voluntary Framework of Accountability Beta Testing webinar.
Information Technology Office

Bryan Gilchrist is the IT Director for the college.

- Answered the help desk phone line and returned missed calls
- Checked and responded to emails sent to the help desk email account
- Fixed an error in the fuser kit of the mailroom copier
- Managed the distribution of replacement toner cartridges
- Troubleshooting of various printer issues
- Replaced a malfunctioning printer
- Made changes in the phone system to reflect personnel changes
- Deployed new computers to employees who had completed the new software training
- Updated laptop borrowing agreement and policy
- Replaced aging computers for assistants and work studies
- Microsoft Training Portal Administration (Fix Live ID for users, add users to learning plans)
- Changed and configured access to foundation calendar
- Reorganizing Web pages and SEO in Academic area
- Follow up and assistance with questions for Microsoft training, signup and completion
- Fix and assist with website page creation, editing and questions
- Office 365 Email and Calendar Administration (new user creation, removal, setup and connectivity issues)
- Helpdesk issues (Portal logon, Network logon, Student Applications)
- Portal Administration (Name changes, account disabling, student email administration)
- Content Management System Administration for Website (website updates, training, CMS user creation and deletion, page creation)
- Configured Security Appliance for Link Aggregation. (old ISP and new ISP)
- Cut over UKC WAN Connection
- Installed UKC VC Remote Power Control Center
- Installed UKC Lobby PC
- Installed New Switch at UKC
- Cut over MKC WAN Connection
- Repaired MKC Lobby Computer
- Troubleshoot MKC Phone Issue
- Configured New DNS Service
- Cut over to New DNS Service
- Cut Over to New ISP Service
- Changed NAT Settings on Security Appliance to match new ISP
- Assisted with Alumni BRM campaign
- Created New Network Intrusion Detection System
- Responded to audits
- Colo/DR contract
- Policy/Procedure update/creation
- Marine Tech classroom technology proposals
EXTENSION OF BANKING SERVICES CONTRACT

The Florida Keys Community College and First State Bank of the Florida Keys hereby agree as follows:

The Florida Keys Community College, hereby exercises the right to extend the agreement with First State Bank of the Florida Keys for banking, merchant and investment services pursuant to RFP #2008-002 & Contract No. 3996 dated 8/01/2008. The renewal shall start August 1, 2013 through July 31, 2014.

First State Bank of the Florida Keys agrees to continue banking services at the original bid rates without adjusting the cost of services for inflationary increases as allowed.

The Florida Keys Community College and First State Bank of the Florida Keys shall have the right at any time and at all times to terminate this agreement without cause, upon written notice of such termination, not less than sixty (90) days prior to the date that such termination shall be effective.

All other bid conditions and specifications continue to apply.

[Signature]
Doria Goodrich
EVP/Personal Banking Executive
First State Bank of the Florida Keys

[Signature]
W. Jean Mauk, Vice President
Business & Administrative Services
Florida Keys Community College

Date: __________________________           Date: __________________________
LEASE AGREEMENT

THIS AGREEMENT, made and entered into this **19**th day of July, 2012, by and between the DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE (FKCC), hereinafter referred to as the “Lessor” and MONROE COUNTY DISTRICT SCHOOL BOARD (MCDSB) hereinafter referred to as the “Lessee,” and WITNESSETH:

For and in consideration of the mutual covenants and agreements herein contained on the part of the Lessor and the Lessee to be performed, the Lessor and the Lessee hereby agree, each with the other, as follows:

1. The Lessor does hereby lease and let unto the Lessee that certain educational facilities composed of the Florida Keys Community College, Key West, Florida, to have and to hold said educational facilities for and during the full term of this lease being one (1) year. Lessor and Lessee further agree that this lease will renew automatically for one (1) additional year, unless notice is given in writing ninety (90) days prior to lease expiration date.

2. The Lessee covenants and agrees to pay to the Lessor, upon invoice, rental at the rate of $4,000 per month for twelve months per year for an annual total of $48,000, all payments to be made within thirty days of the notice of monthly invoice. The monthly rental rate will cover operating costs such as: electric, water, custodial, custodial supplies, maintenance, repairs, and adequate insurance. The Lessor has the right to terminate this lease with the User for non-compliance of above payment conditions. Written notice shall be given to the Lessee where the Lessee shall have three days to comply with the notice demands and with all applicable term of this agreement.

3. The Lessee shall have the right to place furnishings, equipment (including mechanical and electrical, wiring, casework items, and telecommunications) and fixtures, as it deems necessary or proper in its use of the leased structure, upon approval of the Lessor. Upon termination of this Lease, the Lessee must remove all such furnishings and
equipment that are not a part of structure and installed by the Lessee, and at the Lessee’s expense. The Lessee must also restore the leased area to its original condition prior to the lease termination date and at the Lessee’s expense. The Lessor reserves the right to bill the Lessee for any damages incurred during the period of the lease if necessary. The Lessor hereby authorizes the Lessee the use of the wireless network.

4. The Lessee shall not have the right to assign this Lease to any other educational entity.

5. The Lessee shall provide the Lessor with liability insurance including limits of $1,000,000 per person / $3,000,000 per incident listing Florida Keys Community College as additional loss payee. The Lessee agrees to fully indemnify, save, and hold harmless the Lessor and its employees from and against all claims, demands, suits, or judgments (including costs and reasonable attorney’s fees including appellate attorney fees), which arise as a result of operations conducted by the Lessee.

6. The Lessee agrees to adhere to the Lessor’s administrative rules, procedures and regulations while using the facilities at Florida Keys Community College and to cooperate with all instructions provided by College personnel. The Lessee will not permit alcoholic beverages or drugs to be brought on or consumed on the Lessor’s property. Smoking is not permitted in the classrooms, locker rooms, or pool area.

7. The Lessee, upon the termination of this lease or any renewals thereto, shall surrender, and yield up to the Lessor the leased premises in good condition and repair, the same as when received, reasonable wear and tear expected.

Failure to comply with the above will result in immediate cancellation of the agreement and the College will be held harmless from claims or damages. This lease may be terminated at will by the college with or without cause.
IN WITNESS WHEREOF, the parties have caused this agreement to be executed by the officials hereunto duly authorized.

FLORIDA KEYS COMMUNITY COLLEGE:

[Signatures]
Ed Scales, Chair
District Board of Trustees

Dr. Jonathan Guerra, President
Florida Keys Community College

MONROE COUNTY SCHOOL DISTRICT:

[Signature]
Dr. Jesus Jara
Superintendent of Schools

Approved As To Form and Legality:

By:

James J. Dorr, PA
General Counsel
District Board of Trustees
**Addendum to the Lease Agreement**

The College hereby agrees to lease the Monroe County District School Board the facilities specified below:

<table>
<thead>
<tr>
<th>Administrative Office</th>
<th>A124</th>
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</thead>
<tbody>
<tr>
<td>Administrative Office</td>
<td>A124A</td>
</tr>
<tr>
<td>Administrative Office</td>
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<td>Administrative Office</td>
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<tr>
<td>Classroom</td>
<td>B102</td>
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<tr>
<td>Classroom</td>
<td>B103</td>
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</table>
ADDENDUM TO JULY 19, 2012 LEASE AGREEMENT

This Addendum to July 19, 2012 Lease Agreement ("Addendum") is an addendum to the Lease Agreement between District Board of Trustees of Florida Keys Community College ("FKCC") and Monroe County District School Board ("MCDSB"), which is dated July 19, 2012 ("the Lease Agreement") and shall become effective as of today, August 1, 2013. The Lease Agreement is attached and made a part of this document.

Be it known, that for good consideration the parties made the following additions or changes a part of the Lease Agreement as if contained therein:

An additional office (Room TWFAC 2405) will be added to the contract in the amount of $500 per month.

These are the only changes to the July 2012 Lease Agreement. All other terms remain effective and in force.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by the officials hereunto duly authorized.

FLORIDA KEYS COMMUNITY COLLEGE:

Dr. Antoinette McPherson-Charles, Chair
District Board of Trustees

Dr. Jonathan Gueverra, President
Florida Keys Community College

MONROE COUNTY SCHOOL DISTRICT:

Mark Porter, Superintendent of Schools
Monroe County School District
DATE: July 12, 2013
TO: Board of Trustees
FROM: LaVonda Meunier - Director, Human Resources/Equity Officer
SUBJECT: Personnel Actions, BOT meeting 07-22-13

PROPOSED BOARD ACTION
Approval of the Personnel Actions.

AUTHORITY FOR STATE BOARD ACTION
Florida Statute, Section 1001.64

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

Supporting Documentation Included:
Personnel Actions
Adjunct Instructors Spread Sheet

Facilitators/Presenters:
LaVonda Meunier - Director, Human Resources/Equity Officer
### NEW EMPLOYEES

#### Full-time

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Apker</td>
<td>07/01/2013</td>
<td>Coordinator, Human Resources, $32,857 annualized</td>
</tr>
<tr>
<td>Jack Seubert</td>
<td>07/01/2013</td>
<td>Director, Marine Science and Technology, $61,003 annualized</td>
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#### Part-time

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<tr>
<th>Name</th>
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<th>Description</th>
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<tbody>
<tr>
<td>Brian DeSanti</td>
<td>07/08/2013</td>
<td>Part-time Marine Research Assistant, $14.66/hr</td>
</tr>
<tr>
<td>Laura Kelly</td>
<td>07/02/2013</td>
<td>Part-time Marine Research Intern, $12/hr</td>
</tr>
<tr>
<td>Katherine Reed</td>
<td>06/24/2013</td>
<td>Swimming Skills Coordinator, $11.91/hr</td>
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### ADDITIONAL EMPLOYMENT: Current or returning employees filling temporary, part-time jobs

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Bosco</td>
<td></td>
<td>Bone Island Athletic Club $250 Stipend</td>
</tr>
<tr>
<td>Lindsey Wharton</td>
<td></td>
<td>Book Club $125 Stipend</td>
</tr>
<tr>
<td>Hilary Parmentier</td>
<td></td>
<td>Book Club $125 Stipend</td>
</tr>
<tr>
<td>Melissa Nicholas</td>
<td></td>
<td>Environmental Club $125 Stipend</td>
</tr>
<tr>
<td>Carrie Gromes-Davis</td>
<td></td>
<td>FL Nursing Student Assoc (FNSA) $125 Stipend</td>
</tr>
<tr>
<td>Jenny Hardin</td>
<td></td>
<td>FL Nursing Student Assoc (FNSA) $125 Stipend</td>
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<tr>
<td>John DeMeo</td>
<td></td>
<td>Marine Prop Master $250 Stipend</td>
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<tr>
<td>Jay Gogin</td>
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<td>Mud-Pi Ceramics Club $250 Stipend</td>
</tr>
<tr>
<td>Joseph Duley</td>
<td></td>
<td>National Technical Honor Society $250 Stipend</td>
</tr>
<tr>
<td>William Irvin</td>
<td></td>
<td>Phi Theta Kappa Honor Society $250 Stipend</td>
</tr>
<tr>
<td>Kathryn Eads</td>
<td></td>
<td>Residence Hall Association $250 Stipend</td>
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<tr>
<td>Lana Sielski</td>
<td></td>
<td>Scuba Club $250 Stipend</td>
</tr>
<tr>
<td>Shekinah Foy</td>
<td></td>
<td>Sigma Alpha Pi Leadership Society $250 Stipend</td>
</tr>
<tr>
<td>Karla Malshemer</td>
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<td>Student Government Association $250 Stipend</td>
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</table>

### PROMOTIONS / RECLASSIFICATIONS / ADJUSTMENTS:

<table>
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<tr>
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<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Bailey</td>
<td>07/01/2013</td>
<td>Director, Sponsored Research, $88,000 annualized</td>
</tr>
<tr>
<td>Michelle Cherry</td>
<td>07/01/2013</td>
<td>Director, Student Advisement and Engagement, $64,598 annualized</td>
</tr>
<tr>
<td>Michael Cruz</td>
<td>07/01/2013</td>
<td>Assistant Director, Information Technology, $58,466 annualized</td>
</tr>
<tr>
<td>Eric Dillalogue</td>
<td>07/01/2013</td>
<td>Director, Library Resource Center, $58,098 annualized</td>
</tr>
<tr>
<td>Carrie Gromes-Davis</td>
<td></td>
<td>Event Coordinator/Administrative Assistant, $36,142 annualized</td>
</tr>
<tr>
<td>Michael McPherson</td>
<td>07/01/2013</td>
<td>Director, Academic Affairs, $65,663 annualized</td>
</tr>
<tr>
<td>Alexis Perdomo</td>
<td>07/01/2013</td>
<td>Manager, Human Resources, $40,000 annualized</td>
</tr>
<tr>
<td>Patrick Rice</td>
<td>07/01/2013</td>
<td>Dean, Career, Tech. and Workforce Development, $83,200 annualized</td>
</tr>
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</table>

### TERMINATIONS:

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Effective Date</th>
<th>Reason</th>
</tr>
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<tbody>
<tr>
<td>Susan Carroll</td>
<td>Faculty, Mathematics</td>
<td>06/30/13</td>
<td>Resignation</td>
</tr>
<tr>
<td>Joseph Duley</td>
<td>Interim Faculty, Marine Tech</td>
<td>06/30/13</td>
<td>Resignation</td>
</tr>
<tr>
<td>Sherri Hitz</td>
<td>Faculty, Biology</td>
<td>06/30/13</td>
<td>Position Eliminated</td>
</tr>
<tr>
<td>Daniel Maguire</td>
<td>Faculty, Speech Communication</td>
<td>06/30/13</td>
<td>Position Eliminated</td>
</tr>
<tr>
<td>Shannon Sperry</td>
<td>Interim Faculty, Nursing</td>
<td>06/30/13</td>
<td>Position Eliminated</td>
</tr>
<tr>
<td>Georgianna Skinner</td>
<td>Asst. to Dir, Comm. Edu., Wrkfrce &amp; Testing</td>
<td>06/27/13</td>
<td>Resignation</td>
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## BOARD MATERIALS
### ADJUNCT INSTRUCTORS
#### July 2013

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# Community Education Payroll Summary

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*Catherine Torres*

Submitted by Catherine Torres
Director of Community Education, Workforce and Testing
The summer semester provides various occasions for faculty and staff to avail themselves of professional development opportunities. Michael McPherson and Dr. Frank Wood recently participated in the 2013 Florida College System Chancellor’s Leadership Seminar (CLS) in Bradenton, Florida. Hosted by Chancellor Randy Hanna, the 3-day “nomination only” event marked a significant phase in the professional development of the participants. This year's seminar was highly engaging and provided extraordinary insight into the workings of our system. Upon graduation from this program, Dr. Wood reported that both he and Mr. McPherson had experienced a remarkable and inspiring program that allowed for meaningful discussions with many diverse key players (the Chancellor, past Chancellors, and a number of Florida College Presidents) along with networking opportunities to meet colleagues and make new friends who share both challenges and visions for the future of the Florida College System.

Dr. Bill Irwin has been selected to help facilitate this year's Florida Master Teacher Seminar at Pensacola State College where outstanding educators from Florida's 28-college system will come together for what has been called "the highest form of professional development for teachers."

The Master Teacher Seminar was founded on the ideas that:
- Excellent teaching takes place in American higher education.
- Teachers striving for mastery of their craft have much to share.
- Bringing teachers together in a relaxed, informal atmosphere to share their successes and their experiences enhances the skills of all.

Bill will work with other team members to lead discussions, workshops and activities that provide opportunities for participants to share and develop their ideas, strategies and methods for successful teaching. Last year, as a participant in the program, he learned many things that he was able to share with the faculty at FKCC. This year, he is excited to help deliver the program and to work with his colleagues to help further improve the overall high quality of education in the state of Florida.

Dr. Kerry Charron was selected and participated in the College Board's Annual AP Reading in English. In June, AP teachers and college faculty members from around the worked gathered to evaluate and score free-response sections of the AP Exams. The AP Reading was a unique forum in which an academic dialogue between educators was both fostered and encouraged. Dr. Charron referred to the event as "summer camp for English teachers". She noted the highlights of the experience included intensive rubric development training, talking shop with colleagues from around the world, and the evening professional development workshops featuring well-known writers.

Hilary Parmentier was selected by the Florida Department of Education to participate with twenty-four English content expert to discuss and evaluate the PERT cut scores. The subject matter experts went through each sample test question to determine whether an average college ready student would be able to answer it. The group recommended an appropriate cut score for students to ENC 1101. Ms. Parmentier stated, "It was great to meet and discuss topics related to writing with other content experts especially considering that it was such a diverse group comprised of high school teachers, counselors, curriculum directors, and college professors".

Please welcome Katrina Cool who will be starting on July 15th as the part-time library specialist. LRC staff is collaborating with English faculty to explore National Endowment for the Humanities grant
opportunities. The team is exploring opportunities to fund a digital Cultural Education Center. LRC staff is expanding the Friends of the Library Program to include not only individual donors but also corporate and organizational sponsors.

The History of Florida Keys Community College Exhibit is on display in the library until September 30th. The exhibit includes memorabilia and artifacts from the FKCC archives. Stay tuned for information regarding the new Fall Student Art Show.

Highlights of fiscal year 2012-13 Usage Data:

- 1,357 new patrons
- Over 11,000 computer passes issued
- Over 25,000 items were checked out from the library
- 1,169 students attended a library event, program or orientation
- 649 students received formal information literacy instruction
- 4,194 reference questions were answered
DATE: July 29, 2013
TO: Board of Trustees
FROM: Brittany Snyder
SUBJECT: 2013-14 IAA Dual Enrollment Agreement

PROPOSED BOARD ACTION
Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the 2013-14 IAA (Dual Enrollment agreement with Monroe County School Board).
DUAL ENROLLMENT AGREEMENT BETWEEN
SCHOOL BOARD OF MONROE COUNTY, FLORIDA
AND
FLORIDA KEYS COMMUNITY COLLEGE

WHEREAS, Section 1007.235, Florida Statutes (F.S.), specifies the development of district interinstitutional articulation agreements between the School Board of Monroe County, Florida and the District Board of Trustees of Florida Keys Community College for the purpose of providing a primary framework within which all future interinstitutional objectives and activities shall be described, and

WHEREAS, the School Board of Monroe County, Florida hereinafter referred to as “MCSD”, and the District Board of Trustees of Florida Keys Community College, hereinafter referred to as “FKCC” desire to implement the above statute, an articulation committee with representation from MCSD and FKCC shall be established. A committee shall be formed by MCSD and FKCC and shall meet annually to review the Interinstitutional Articulation Agreement. The Dual Enrollment articulation committee shall consist of at least one member appointed by the Superintendent of MCSD and one member appointed by the President of FKCC. The committee will vet the agreement with pertinent members of each institution and recommend the agreement to each Board.

For the 2013-14 Dual Enrollment agreement, the articulation committee consisted of the Director of Assessment and Accountability (MCSD) the Dean of Arts and Sciences (FKCC) and the Coordinator of Academic Affairs (FKCC). Each member of the committee worked with internal constituents of their institution to come up with proposed modifications to the agreement. The committee met, negotiated and drafted the DE agreement. The Dual Enrollment agreement shall be reviewed and approved by the MCSD Superintendent, the FKCC President and the respective Boards.

The term of this agreement shall commence July 30, 2013, and end July 30, 2014. This agreement shall continue for annual terms beginning July 30, 2013 unless terminated as hereinafter provided.

A. MCSD and FKCC shall review jointly this Agreement and performances of parties hereunder each year in order to assure both parties that it continues to serve their mutual interest.

B. Either party shall have the right to terminate this Agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.

NOW, THEREFORE, MCSD and FKCC for the consideration hereinafter described, agree as follows:

ARTICLE I. Ratification of Agreements: The signing of this agreement shall attest to the ratification of the Dual Enrollment Agreement between MCSD and FKCC.

1. Parent and Student Notification – FKCC and MCSD will engage in an extensive joint public relations campaign. Each year, prior to the beginning of the joint DE publicity campaign, MCSD administration will ascertain that principals and guidance counselors understand that facilitating DE participation is a priority of the District and FKCC; FKCC shall do likewise with its faculty and staff. In addition MCSD will host school curriculum nights which present Dual Enrollment opportunities. Curriculum Guides will be
distributed by MCSD which will outline Dual Enrollment offerings. Information from these sessions will be shared with FKCC.

FKCC representatives will meet with each high school principal or designee to determine dates of school events at which Dual Enrollment can be promoted. At the events agreed upon by both parties, FKCC representatives will notify students and parents of the option to participate and the student guidelines for the application process. The school principal or guidance counselors may ask FKCC staff to be available to speak to 8th grade students regarding Dual Enrollment prior to students completing their ePersonal Education Planner (ePEP). Included in the orientation will be a discussion of the purpose of Dual Enrollment, types of college degrees, career planning, and the implications of establishing a college transcript while still in high school. As freshman, students will be informed of eligibility criteria and options for taking DE courses beyond the regular school year, including taking classes during school hours, after school hours, and during the summer terms.

ARTICLE II. Program Description: The Dual Enrollment program is the enrollment of an eligible secondary student in a post secondary course creditable toward high school completion, a career certificate or an associate degree. Dual Enrollment, an articulated acceleration mechanism between MCSD and FKCC, shall serve to shorten the time necessary for students to complete the requirements associated with the conference of a degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject by offering co-sponsored college credit courses to eligible high school students as provided in the Interinstitutional Articulation Agreement. Students enrolled are exempt from the payment of registration, tuition, and laboratory fees.

Early admission is a form of Dual Enrollment permitting high school students to enroll in college or career courses on a full-time basis on FKCC campus. Early Admission students must be enrolled in their local high school and obtain advance approval from their high school principal to participate in the program ensuring that their college credits apply toward high school graduation. Participation in early admission shall be limited to students in grades 11 and 12. A student must enroll in a minimum of 12 college credit hours per semester or the equivalent to 12 college credit semester hours to participate in the early admission program; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent.

Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a community college in courses that are creditable toward the high school diploma and the certificate or associate degree. Career early admission programs will lead to industry certifications, as listed in the Postsecondary Industry Certification Funding List. Participation in the career early admission program shall be limited to students who have completed a minimum of 6 semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. As with all Dual Enrollment programs, student earn both high school and college/career credits for courses completed.

For special programs, a letter of understanding will be submitted to MCSD and FKCC to approve parameters of the program before advertised to the public.

FKCC and MCSD do hereby agree with each other as follows:

2. Course Offerings – College-level courses including college credit and vocational credit may be offered by FKCC for high school students participating in the Dual Enrollment Program. Eligible secondary students shall be permitted to enroll in postsecondary courses conducted during school hours, after school hours and during summer terms. Students who meet the DE eligibility requirements shall be allowed to enroll in select courses on the Dual Enrollment -High School Subject Area Equivalency List,
Courses on this list are guaranteed to satisfy high school graduation subject area requirements. MCSD will assign high school credit for Dual Enrollment courses as defined by Dual Enrollment -High School Subject Area Equivalency List. Students may also enroll in other approved courses offered by FKCC that are listed in the Statewide Course Numbering System. These courses will count as elective credit toward high school graduation unless otherwise listed below.

Courses of less than 3 college credits with the exception of courses designated as lab courses shall not be eligible for Dual Enrollment. Courses with lab fees over $225 shall be excluded from eligibility for Dual Enrollment.

Approved courses shall be credit-bearing courses leading to the completion of an associate degree or vocational certificate and shall not include remedial or physical education skills courses.

Approval to enroll in a Dual Enrollment course does not guarantee applicability toward satisfaction of requirements for eligibility for Bright Futures scholarships.

3. **Faculty** – FKCC shall assume responsibility for the maintenance of the instructional quality (1007.235(2)(b)8 F.S.). Dual Enrollment instructors teaching courses that are part of the high school schedule shall be MCSD teachers selected through mutual agreement between FKCC and the respective high school principal or regularly employed faculty of FKCC. A high school teacher selected to teach Dual Enrollment will be designated as an adjunct faculty member of FKCC and must adhere to the following standards:

(a) All full-time or adjunct faculty teaching dual enrollment courses must meet FKCC’s faculty credentialing requirements that are in compliance with the Southern Association of Colleges and Schools Commission on Colleges’ Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, section 3.7.1, for postsecondary instructors in the course and discipline in which they are teaching. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. FKCC shall ensure faculty teaching dual enrollment courses meet these qualifications.

(b) Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with FKCC, regardless of who employs or pays the faculty member’s salary. For dual enrollment courses taught on high school campuses, the faculty transcripts must be submitted to the postsecondary institution for filing.

(c) FKCC shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Any exceptions to such requirements must be noted in this Interinstitutional Articulation Agreement.

(d) FKCC shall provide all full-time and adjunct faculty teaching dual enrollment courses with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.

(e) FKCC shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.
(f) All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the college president and evaluated based on the same criteria used for all other full-time or adjunct faculty delivering college courses at FKCC.

(g) FKCC shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching at least two weeks before the beginning of each semester. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

(h) All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with FKCC’s discipline chair or department chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.

Where applicable, each party shall ensure all instructors having contact with minors are in compliance with sections 1012.32, 1012.465 and, Florida Statutes (2005) as well as with the requirements of House Bill 1877, The Jessica Lunsford Act (2005).

4. **Student Eligibility** – MCSD and FKCC have developed enrollment criteria and a screening process to identify and select students for enrollment in Dual Enrollment Programs as to assure that students selected are appropriately prepared to benefit from college-level courses. The enrollment criteria are:

- Completion of grade 9. An unweighted GPA of 3.0 and demonstrated readiness for college course work through scores on the College Placement Test (CPT), Postsecondary Educational Readiness Test (PERT), ACT, FCAT10, FCAT 2.0 and/or SAT. For students who do not meet the GPA requirements, the high school principal may make a recommendation to the Provost to grant an exception. **The high school principal will draft a letter providing evidence as to why an exception should be made for the individual student. The Provost will make a decision based upon evidence presented by the principal which would indicate that the student is capable of academic success in a college level setting.**
- Recommendation from the guidance counselor, assistant principal or the principal.
- Expressed intent by the student to pursue a postsecondary degree or vocational certificate.
- In addition to prerequisites listed in the current FKCC catalog (students must score at college level reading on the CPT, PERT, ACT, SAT, FCAT 2.0 or FCAT 10.
- Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by FKCC provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by MCSD of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.
- In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial enrollment.
- Students whose FKCC grade point average falls below 2.0 will be placed on academic probation.
- Students whose FKCC cumulative grade point average falls below 1.0 will not be eligible for Dual Enrollment.
- Participation of exceptional student education (ESE) students must be in accordance with statutory eligibility requirements and with the procedural guidelines and district-college responsibilities delineated in this Dual Enrollment Agreement.
- In order to be considered a full-time dual enrollment early admission student, the student must enroll in a minimum of twelve (12) college credit hours each semester.
- Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.
- MCSD guidance counselors or designee will monitor student performance and eligibility for Dual Enrollment.

The chart on the following page indicates the required test scores for placement:

**PREREQUISITE DEFINITIONS**

<table>
<thead>
<tr>
<th>Postsecondary Educational Readiness Test (PERT)</th>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
<td>104 - 150</td>
<td>No Preparatory Course Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>103 - 84</td>
<td>REA 0017 Developmental Reading II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>83 - 50</td>
<td>REA 0007 Developmental Reading I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>49 &amp; below</td>
<td>See Counselor or Testing Coordinator for more information</td>
</tr>
</tbody>
</table>

| Writing                                      | Writing   | 99 - 150 | No Preparatory Course Required |
|                                               |           | 98 - 90  | ENC 0025 Developmental Writing II |
|                                               |           | 89 - 50  | ENC 0015 Developmental Writing I |

| Math                                         | Math      | 150 - 123| College Algebra, STA 2023 Statistics or Higher |
|                                              |           | 122 - 113| MAT 1033 Intermediate Algebra/ |
|                                              |           | 112 - 96 | MAT 0028 Developmental Mathematics II |
|                                              |           | 50 - 95  | MAT 0018 Developmental Mathematics I |

<table>
<thead>
<tr>
<th>Florida College Entrance Level Placement Test (CPT)</th>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTR</td>
<td>CPTR</td>
<td>Reading</td>
<td>83 &amp; above</td>
</tr>
<tr>
<td>CPTL</td>
<td>CPTL</td>
<td>Language Sentences</td>
<td>83 &amp; above</td>
</tr>
<tr>
<td>CPTA</td>
<td>CPTA</td>
<td>Arithmetic</td>
<td>57 &amp; above</td>
</tr>
</tbody>
</table>
### CPTE College Placement Test

**Elementary Algebra**

<table>
<thead>
<tr>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>98 &amp; above</td>
<td>MAC 1105; MGF 1106; MAC 1114; STA 2023</td>
</tr>
<tr>
<td>72 - 97</td>
<td>MAT 1033; PHI 2100</td>
</tr>
</tbody>
</table>

### ACT

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A03</td>
<td>ACT Verbal, Reading</td>
<td>18 &amp; above</td>
<td>No Preparatory Course Required</td>
</tr>
<tr>
<td>A01</td>
<td>ACT Verbal, English</td>
<td>17 &amp; above</td>
<td>No Preparatory Course Required</td>
</tr>
<tr>
<td>A02</td>
<td>ACT Math, Arithmetic</td>
<td>21 &amp; above</td>
<td>MAC 1105; MGF 1106; MAC 1114; STA 2023</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19 - 20</td>
<td>MAT 1033; PHI 2100</td>
</tr>
</tbody>
</table>

### SAT

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>S01</td>
<td>Reading And English (Verbal Score)</td>
<td>440 &amp; above</td>
<td>No Preparatory Course Required</td>
</tr>
<tr>
<td>S02</td>
<td>Mathematics</td>
<td>480 &amp; above</td>
<td>MAC 1105; MGF 1106; MAC 1114; STA 2023</td>
</tr>
<tr>
<td></td>
<td></td>
<td>479 - 440</td>
<td>MAT 1033; PHI 2100</td>
</tr>
</tbody>
</table>

### Grade 10 FCAT 2.0

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10 FCAT 2.0 Reading</td>
<td>Scale Score of 262 or higher</td>
<td>ENC 1101</td>
</tr>
</tbody>
</table>

5. **PERT Testing** – The PERT may be administered to high school students by FKCC upon request by the MCSD high school principal or counselor at times and places based on mutual agreement. This test date will vary by campus. The 45 day waiting period can be waived by request of the principal or counselor.

To be permitted to take the PERT for Dual Enrollment purposes, all students must complete the Dual Enrollment Application for Admissions form. The student must bring the completed form to the FKCC assessment staff member on the date the test has been scheduled. This form will be provided to each high school. Students who wish to take the PERT who qualify under 1008.30 F.S. will not be required to complete an application for admission. However, MCSD will provide FKCC with all required biographical data of students who wish to take the PERT under 1008.30 F.S. This information will be provided to FKCC in an electronic format.

Students wishing to take the PERT for Dual Enrollment purposes and those wishing to take the PERT under 1008.30 F.S. will not be tested in the same cohort. Every effort will be made to ensure all Dual Enrollment Testing and 1008.30 F.S. Testing will be completed in a timely manner to meet DOE deadlines. All retesting will take place at FKCC.

The PERT may be administered at a testing center at FKCC or on the high school campus as arranged by mutual consent. Reasonable accommodations will be provided at the test site for the administration of the PERT to students with disabilities.

Should FKCC administer the test, FKCC will be responsible for providing test security, procedures and instructions at all testing sites. In this event, an FKCC staff member will provide test materials and test administration at all testing sessions.
The PERT will be administered on an agreed upon schedule with each participating high school and FKCC. The individual testing administration will be scheduled to allow for the full-time period allowed for the administration of the PERT.

The PERT may be administered to students in high school as determined by each participating high school principal. Each high school will be responsible for notifying students about the test.

FKCC will provide the PERT test materials at no charge to MCSD students to qualify for dual enrollment for the administration of the first two testing attempts. Additional request for PERT test administration will be charged to the student at a rate of $10 per re-test. Students who are testing under 1008.30 F.S. requirements will not be charged for PERT Testing.

FKCC will provide test results for individual students immediately following the test. Aggregate electronic results files will be provided to each high school and the MCSD district office at the end of each semester or as requested.

6. **Student Advising** – High school counselors are responsible for advising students relative to their Dual Enrollment curricular choices and insuring that they meet the requirements for high school graduation. FKCC communicates as needed with high school counselors regarding degree/course requirements. All students are strongly encouraged to meet with their high school guidance counselors to determine the appropriate courses to meet their high school graduation requirements and count toward postsecondary academic goals. This step applies to students taking classes at the high school location as well as to those enrolled at an FKCC campus.

Florida Keys Community College will provide academic advising services for students participating in the Dual Enrollment Program that will consist of the following components:

At or near the start of the student’s first term of enrollment, he/she will be contacted by FKCC and provided the opportunity for an in-person advising session. Advising sessions will be provided at the high school or FKCC site. As part of the advising session, the following topics will be covered:

- FKCC program options
- Program planning
- Common pre-requisite planning
- Methods for coordinating high school and FKCC course planning
- Financial aid

Dual enrolled students will have the same access to advising and program planning tools and resources that traditional FKCC students have. In addition students with disabilities will have access to high school guidance counselors in coordination with the Disabled Student Services Coordinator. Students with disabilities will address transition activities though the development of postsecondary goals on their Individual Education Plans.

Students will be provided access to a qualified FKCC advisor (Dual Enrollment coordinator, academic advisor, center director, counselor, etc.) on an appointment basis throughout the year. Before registering for dual enrollment courses, all students must meet with their high school counselor for advising and approval of course selection.
FKCC and the district will make use of jointly agreed-upon advising documents designed to assist students with program planning and course decisions.

A formalized process has been designed between the high school counselor and FKCC. The information listed below has been added to the Dual Enrollment Authorization form and the Dual Enrollment Application for Admissions.

a) Any letter grade below a “C” will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student’s GPA and will appear on their FKCC transcript.
b) All grades, including “W” for withdrawal, become a part of the student’s permanent FKCC transcript and may affect subsequent postsecondary admission.
c) While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
d) Students should carefully select courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
e) In order to continue participation in dual enrollment, students must maintain the high school grade point average required for initial enrollment.
f) The inclusion of dual enrollment course plans in their Electronic Personal Educational Planner (ePEP) using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website flvc.org, as required by Section 1003.413(3)(i), F.S., to minimize enrollment in a random selection of FKCC courses.

7. **Orientation** – All Dual Enrollment students are required to attend a New Student Orientation session that will provide a helpful introduction to the FKCC campus experience either on FKCC campus or at the high schools. Orientation should be completed during or prior to the first month of class and must be completed within the first term of enrollment. Failure to attend a New Student Orientation within the first term of enrollment will prevent subsequent enrollment until this requirement is met. Students will be provided with information on how to access the FKCC library and obtaining a library card during these sessions. Orientations are scheduled on the FKCC main campus throughout the year.

- Orientation at the High School
  Sessions may be scheduled with the guidance counselors at each high school site. Students who are unable to attend a session at their high school are responsible for scheduling an orientation at the FKCC main campus.

- Orientation at Florida Keys Community College
  Sessions are scheduled on the FKCC main campus throughout the year.

8. **Student Registration** –
Students and parents who wish to exercise their option to participate in Dual Enrollment must follow the enrollment process below. **This procedure will appear on the FKCC dual enrollment website and in the FKCC dual enrollment brochure. Dual Enrollment students may sign up for courses during the same time frame as traditional students.**

1. Think about your education and career goals. The website [www.flvc.org](http://www.flvc.org) is an excellent educational planning website.
2. Browse through the FKCC catalog to identify the degree programs and courses that interest you.
3. Meet with your school counselor to discuss your goals and the FKCC accelerated education options that can help you reach them.

4. Arrange for free college placement testing (PERT) if you plan to enroll in college credit classes and have not taken an appropriate college placement test.

   a. Students must make an appointment to take the PERT test.
   b. To make an appointment, students must complete the PERT Authorization Form with their counselor and return it to FKCC with their completed DE Application for Admission.
   c. Alternatively, the counselor can call the testing coordinator at the appropriate campus to schedule an appointment and the student must show up 30 minutes prior to testing with all completed forms.
   d. Once the student has been assigned a student ID by FKCC, they may take the PERT test.
   e. Students are responsible for returning test scores to their high school counselor.

5. Complete all sections of the Dual Enrollment Authorization (or Approval) form and secure all the required signatures.

6. Return the Authorization (or Approval) form to FKCC Advising Services.

7. **Parents and students should familiarize themselves with the FKCCs add/drop policies.**
   1. Students may drop from a course only during the drop/add period. This effectively removes the course from the student’s transcript.
   2. After the add/drop period has passed students may withdraw from the course up to the 70% point of the course. Courses from which students withdraw from will appear on the student’s transcript with a grade of a “W”.
   3. For specific dates, please consult the academic calendar on the college web site or in the student handbook.

For students taking Dual Enrollment courses on the high school campus, a student must meet with their high school counselor to complete the Dual Enrollment Application for Admission. The Dual Enrollment Application for Admission includes certification of a student’s eligibility in regard to grade point average and assessment scores. This application is available through the high school guidance office. A student must be fully registered at FKCC to enroll in a dual enrollment course taught on the high school campus. Therefore, high schools may not list a dual enrollment course on a student’s high school schedule until FKCC approves course rosters.

The Dual Enrollment Application for Admission for prospective dual enrollment students must be submitted to the high school guidance office by June 30th for the following academic year. Exceptions may be made for transfer students and course schedule adjustments on a case by case basis.

For students taking Dual Enrollment courses on the FKCC campus, a student must meet with their high school counselor to complete an appropriate Application for Admission then submit this document along with the Dual Enrollment Authorization Form to FKCC.

MCSD will provide rosters and the Dual Enrollment Application for Admission for Dual Enrollment courses offered on their campus to the office of Enrollment Services no later than two weeks from the start of their term.

**Dual Enrollment students may enroll in classes during the same time periods approved for non-dual enrollment students in the academic calendar.**

MCSD instructors will enter their final grades via the FKCC online services no later than three days from the end of their term.

9. **Curriculum Standards** – In compliance with FKCC’s academic policies and Florida Rule 6A-14.064,F.A.C., the following curriculum standards shall be adhered to:
All courses taught as part of Dual Enrollment must meet the postsecondary course content requirement as specified in the Statewide Course Numbering System.

a) Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, FKCC shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Assessments shall be provided to the high school campus dual enrollment course instructor by FKCC at least two weeks before the beginning of the semester to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to FKCC and held on file for a period of one (1) year.

b) Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used with other courses at FKCC with the same course prefix and number. FKCC will advise the school district of instructional material requirements as soon as that information becomes available, but no later than 45 days prior to a course being offered.

c) Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe FKCC’s procedures and deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.

d) Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.

e) Dual enrollment courses may not be combined with other high school courses.

10. Grades, Credits and Withdrawals – (1007.271(16) F.S.) requires districts to “weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated.”

MCSD will accept Dual Enrollment course grades from FKCC’s official college transcript or other official notification from FKCC, and will enter the SCNS course prefix/number and grade, including a W code to the high school transcript.

- If the high school student withdraws from a college course by the FKCC “drop-add” deadline and the FKCC transcript does not reflect a course or grade, the high school can omit the entry of the postsecondary course to the high school transcript.
- If a student withdraws from a Dual Enrollment course and FKCC coded the withdrawal with a “W” code, the high school must enter a “W” code for the Dual Enrollment course to the high school transcript.

High School credit will be awarded by MCSD as mandated by the current Dual Enrollment Course-High School Subject Area Equivalency List. Any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses may be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed in the Dual Enrollment Course-High School Subject Area Equivalency List shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may
earn less than 0.5 high school credit), either as an elective or subject area credit as designated in this dual enrollment articulation agreement.

11. Student Monitoring – To monitor student progress, an FKCC representative will contact the high school counselor and FKCC advising staff if a student is not mastering the class and is in danger of receiving a D or F. The high school counselor will contact the student and discuss the situation and options for success.

12. FKCC Transcripts and Grade Reporting – At the end of each term, FKCC will provide the Monroe County School District Dual Enrollment coordinator with final grades for all students enrolled under the provisions of this Agreement.

All full time and adjunct faculty teaching Dual Enrollment classes must observe college procedures/deadlines for submission of grades in the appropriate format. Dual Enrollment instructors will use FKCC’s online services to submit grades.

13. Repeating a Course – A student is allowed to repeat a course only two times in order to improve a failing grade (“D” or “F”). Only the last grade earned in a repeated course will be computed into the grade point average, provided the last assigned grade is not a “W” (withdrawal) or an “X” (audit). However, all courses attempted will appear on the transcript. Students should be aware that some private or out-of-state colleges and universities may not accept a repeated course and may compute the initial grade in the grade point average. Some Florida State Universities may include both attempts (grades) in their final computation of the grade point average. Students may not repeat a course to improve grade point average after the awarding of the Associate in Arts, Associate in Science, and/or the Associate in Applied Science degrees. Courses may be repeated if they are designated as repeatable, such as choir, music or other individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

14. Total Attempts – This policy applies to college-level courses taken for the first time beginning with Fall Semester 1997. Only Florida Keys Community College courses are counted in attempts. Repeatable courses, required to be repeated by a regulatory agency, or courses being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification, will not be applied to this policy. A student can only repeat a course in which they have earned a grade of “D” or “F”. A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. On the third attempt, and thereafter a student will be assessed 100% of the full cost of instruction (non-Florida resident rates) of the course. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. Audit enrollments shall not count as attempts unless such enrollment is declared after the end of the drop/add period.

15. Financial Arrangements (Responsibility for Cost) – As part of the cooperative efforts between MCSD and FKCC, each agency shall be responsible for its own cost of instructors hired to teach Dual Enrollment courses. Instructional materials used in the Dual Enrollment program must have a life of at least three (3) years or if changed before then, must be approved by the Articulation Committee. MCSD will pay for the cost of student textbooks. When given 30 days notice of disabilities FKCC will provide and pay for the accommodations listed below:

- assistance in admission and course registration
- information and referrals to campus and community services
- advice on classroom accommodation
- liaison to faculty, provides assistance to faculty on effectively working with students with disabilities
- instructor notification of student with disability (only with student’s permission)
- readers, note takers, interpreters
- equipment loan
- modified or extended test taking
• course substitutions
• accessible building and classrooms
• CLAS waivers
• tutors

When classes are taught on a high school campus, MCSD will assume the cost of required accommodations to meet the expectations of the Individual Educational Plans.

16. Textbooks – Textbooks/instructional materials used in Dual Enrollment classes must be the same or comparable with those used in other postsecondary courses at FKCC with the same course prefix and number. FKCC Instructional staff will advise the school district of instructional material requirements as soon as that information becomes available, but not later than 45 days prior to a course being offered. Textbooks shall be provided to the student at no cost. Textbooks purchased by MCSD remain the property of the school district and must be returned by students at the end of each term. Student and school textbook procedures are listed below.

**Student Textbook Procedures**

1. To receive required dual enrollment textbooks, students should fax the following documents to University Books Online (Fax Number: 908-687-4255)
2. Dual Enrollment Authorization Form
3. FKCC Registration Receipt
4. Textbook Order Form
5. The textbooks will be shipped directly to the student’s home.
6. All textbooks must be returned to the high school within 5 days of the conclusion of the course(s).
7. If students have received or ordered a textbook and the course that they have registered for at FKCC is cancelled, they must notify their high school counselor immediately and return the textbook.
8. After returning DE Textbooks to the high school at the end of the semester, the textbooks will be returned to University Books Online. Students must take care of textbooks so that they can be returned.

**School Textbook Procedures**

1. A list of students who have received textbooks will be sent to the school before the end of the semester.
2. A reminder letter for each student to return the textbooks will be sent to the school.
3. The school will collect the textbooks and send them to a designated person at the Admin Building.
4. When courses are cancelled at FKCC and students have ordered or received a textbook, notify and return the textbooks to a designated person. The textbook will be mailed back to the company for a full refund.

17. Transportation – Transportation for any student receiving Dual Enrollment instruction at any facility other than an MCSD school campus shall be provided by the student or the parent of such students.

18. Tuition and Fees – Dual Credit students shall be exempt from the payment of registration, tuition, laboratory, and book fees (1007.271(13) F.S.).

2013 Senate Bill 1514 has amended 1007.271 so that:

School Districts shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to the institution providing instruction when such instruction takes place on the postsecondary campus to cover instructional and support costs incurred by the postsecondary institution.

When dual enrollment is provided on the high school site by postsecondary institution faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction.
When dual enrollment is provided on the high school site by school district faculty, the school district shall be responsible only for the postsecondary institution’s actual costs associated with offering the program.

Accordingly, FKCC will submit an invoice to MCSD at the end of the Add/Drop period of each term (Fall, Spring, Summer) that reflects the costs of enrollment (credit hours of dual enrollment students enrolled in courses in face-to-face, hybrid, or online formats as of end of the drop/add deadline on campus times the standard tuition rate $71.98. For classes held at the high school salary and travel reimbursement for FKCC instructors who taught dual enrollment courses at the high schools.

**ARTICLE III. Postsecondary Remediation Reduction:**

In an effort to reduce postsecondary remediation, FKCC and MCSD agree to engage in early academic assessment. FKCC may agree to administer the Postsecondary Educational Readiness Test (/PERT) to 11th grade students who are identified by MCSD. MCSD will identify students as mandated by state statute.

If FKCC will be administering the test, MCSD will notify the students identified and will schedule them for testing on a dates agreed upon by MCSD and FKCC. Students will be administered the computerized version of the PERT at their respective high schools on the agreed upon dates. Students unable to attend the PERT testing at the high school will be required to test at one of FKCC’s 3 campuses. To accommodate testing, MCSD will provide FKCC access to computers with internet access and a suitable testing area. The test will be proctored by FKCC personnel. FKCC and MCSD will make every effort to schedule in a timely manner to meet DOE deadlines of the student’s Junior year to diagnosis the need for postsecondary remediation. Students who demonstrate readiness by achieving the minimum PERT test scores established by the state board and enroll at FKCC within 2 years of achieving such scores shall not be required to enroll in remediation courses as a condition of acceptance to FKCC. FKCC will provide an electronic results file to MCSD following testing for F.S. 1008.30. MCSD will include CPT/PERT test scores on high school student’s transcripts. The students needing remediation may enroll in FKCC’s college readiness courses required: Math for College Readiness, Math for College Success, Writing for College Success and Reading for College Success.

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**High School PERT Testing Procedures for 1008.30 F.S.**

1. A person at each high school will be chosen as the point person to receive all the information regarding 1008.30 F.S., PERT testing and college readiness. This legislation deals with testing and scheduling, and course offerings.
2. Schools will receive informational letters to be sent home to the parents of each student who qualifies for PERT testing in reading and/or math. These letters will be distributed to the students by their math and English teachers.
3. Information regarding student’s intent to enroll in college will be determined by the ePEP.
4. A designated person at the school and FKCC will receive an excel spread sheet with the list of students who are required to take the reading and/or math PERT test
5. Schools should organize PERT testing arrangements with FKCC. PERT testing must be completed in a timely manner. The results of this testing could impact scheduling remediation courses for next year’s seniors.
6. FKCC will send an electronic file with the PERT testing results to MCSD.
7. PERT testing scores will be added into the MCSD database.
8. Counselors will discuss the following with students: PERT scores and their implication for college readiness, and placement into remedial high school courses developed by the state.

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**SB 1908 Implementation: High School Mathematics Courses**
Two mathematics course options exist to help better prepare students for college. *Mathematics for College Success*, a .5 high school elective credit course, closely corresponds to the FKCC developmental education course, *Elementary Algebra* (MAT 0028), which is a non-college credit course and is considered remediation. *Mathematics for College Readiness*, a 1.0 high school mathematics credit course, resembles the college credit course, *Intermediate Algebra* (MAT 1033), which is not considered remediation at the college level, although it is not deemed of sufficient college rigor to “count” as satisfying a college General Education requirement. As such, it is important to make this distinction apparent to high school students taking these courses as a means to meet college readiness standards. Please see the chart on the following page describing the differences between these course options.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit</th>
<th>Graduation Requirement Satisfied</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Type</th>
<th>Degree Requirement Satisfied</th>
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</thead>
<tbody>
<tr>
<td>1200410</td>
<td>Math for College Success</td>
<td>0.5</td>
<td>Elective</td>
<td>MAT 0028</td>
<td>Elementary Algebra</td>
<td>Remedial “0” College Credit</td>
<td>Not Applied to Degree</td>
</tr>
<tr>
<td>1200700</td>
<td>Math for College Readiness</td>
<td>1.0</td>
<td>Mathematics</td>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>College Credit 3.0</td>
<td>Elective, Applied to Degree</td>
</tr>
</tbody>
</table>

*Mathematics for College Success* prepares students for Intermediate Algebra, the entry-level college credit mathematics course that satisfies an elective requirement within a degree program. For students successfully passing *Mathematics for College Success* with a “C” or better, including passing the statewide Basic Skills Test at or above 74, it is guaranteed that the student will be eligible for enrollment in MAT 1033 without further placement testing or remediation within two years of completing the course. High school students who pass Mathematics for College Success in the first semester of their senior year may be encouraged to dual enroll in MAT 1033 during the second semester of their senior year. Passing MAT 1033 with a grade of “C” or better via dual enrollment would enable students to move directly into MAC 1105, College Algebra, once they graduate from high school and are admitted to a college within The Florida College System. Grade point average eligibility requirements for dual enrollment may be waived by FKCC for students enrolling in MAT1033 after successfully completing *Mathematics for College Success*.

*Mathematics for College Readiness* is intended to prepare students for *College Algebra*, which is a course that satisfies a mathematics general education requirement at every public postsecondary institution in Florida. For placement into high school *Mathematics for College Readiness*, students must score within 113-122 on the Postsecondary Educational Readiness Test (PERT) to ensure readiness for college level coursework, or have passed high school Algebra II with a grade of “C” or better. Students, parents, and counselors should carefully consider individual readiness for success in this course prior to enrollment. In order for students who successfully complete *Math for College Readiness* to be guaranteed entry into *College Algebra* without additional coursework, they will need to score at least a 123 on the PERT taken at the end of the course.
As high school counselors discuss course options with students, it is important to inform students of which postsecondary courses they most likely will be prepared for when they get to FKCC. *Mathematics for College Readiness* is aligned with a college level mathematics course in The Florida College System and should be considered college preparatory rather than remediation. It is a mathematics course option that meets high school graduation requirements. Therefore, the high school mathematics remediation option, *Mathematics for College Success*, should be made available to those students who do not meet the State Board of Education defined cut score of 113 on the PERT and indicate an interest.

In order to facilitate the seamless education of students, MCSD recommends the following:

- High School Counselors will carefully screen potential students for college readiness and Dual Enrollment classes.
- High School teachers and counselors will encourage qualified students to take the PERT test.
- High School Counselors will inform parents of Dual Enrollment opportunities at registration meetings.
- Students will be screened, beginning in the ninth grade, and will be placed in “intensive classes” to improve their skills in reading, math, and writing.
- Counselors and/or teachers will guide students in performing “interest surveys” and will outline classes/programs for students to take while attending universities/community colleges.
- Counselors will meet with students in their tenth, eleventh, and twelfth grade years to discuss FKCC readiness and their plans for post-secondary education.

In order to facilitate the seamless education of students, FKCC recommends the following:

- Administer PERT to interested high school students, to identify college readiness.
- In an effort to better prepare high school students for the appropriate PERT, students will be provided with brochures and an opportunity to participate in information sessions.
- At the request of MCSD, FKCC will conduct articulation workshops with high school guidance counselors, FKCC and Career Advisor Program Specialists (CCAPS) and FKCC Student Services staff to disseminate and share information.
- In an effort to annually update district staff and school principals on program requirements, at the request of MCSD a FKCC representative will be available to present information at a District Planning Team meeting which includes all principals and instructional staff.
- Conduct activities in an effort to inform students and parents of available programs and eligibility requirements.

Pursuant with 1007.235(c) F.S., the Articulation Committee shall annually analyze and assess the effectiveness of the mechanisms toward meeting the goal of reducing postsecondary remediation needs. Results of the assessment shall annually be presented to the School Board and the FKCC Board of Trustees.

**ARTICLE IV. Promotion of Career/Technical Preparation:**
MCSD and FKCC will form a committee to explore CTE Dual Enrollment offerings for student success. This committee will make recommendations concerning what CTE programs will be offered though Dual Enrollment and the requirements for students to participate.

**ARTICLE V. Teacher Preparation Plan:**
Due to the continuous need for teachers in the Monroe County School System, FKCC will offer select education courses to support those students who would like to pursue a career in teaching.

**ARTICLE VI. Evaluation:**
(a) FKCC shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. FKCC shall conduct follow-up analysis on grades of Dual Enrollment students in subsequent college courses taken at FKCC to ensure that
level of preparation and future success is comparable with non-DE postsecondary students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.

(b) MCSD shall use information provided by FKCC to analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both FKCC and the high school.

(c) Any course-, discipline-, college-, or system-wide assessments that a postsecondary institution requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course.

(d) FKCC shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and the FKCC campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, MCSD, the FKCC president, and the Department of Education.

IN TESTIMONY WHEREOF, THE DISTRICT SCHOOL BOARD OF MONROE COUNTY, FLORIDA

AND THE

DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE

Hereto have caused this contract to be executed by the undersigned officials as duly authorized on this ___ day of ____ 2012.

THE SCHOOL BOARD OF MONROE COUNTY, FLORIDA

BY: ____________________________________                 ____________

Chairperson, Andy Griffiths                 Date

BY: ____________________________________                 ____________

Superintendent, Mr. Mark T. Porter                 Date

THE DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE

BY: ____________________________________                 ____________

Chairperson, Dr. Antoinette Martin                 Date

BY: ____________________________________                 ____________

President, Dr. Jonathan Guevara                 Date
DATE: July 12, 2013
TO: Board of Trustees
FROM: Brittany Snyder
SUBJECT: Letter of Intent – Baccalaureate Program Application

PROPOSED BOARD ACTION
Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the submission of a letter of intent to offer a Bachelor of Applied Science in Supervision and Management.

AUTHORITY FOR STATE BOARD ACTION
Florida Statue, Section 1007.33(5)(a) Site-Determined Baccalaureate Degree Access. A Florida College System institution must submit a notice of its intent to propose a baccalaureate degree program to the Division of Florida Colleges at least 100 days before the submission of its proposal.

BACKGROUND INFORMATION
College faculty and staff have completed a needs assessment using labor data, student surveys, and local employer surveys to identify a community need for a baccalaureate degree program. The data support a Bachelor of Applied Science in Supervision and Management.
February 22, 2013

Randall W. Hanna  
Chancellor, Division of Florida Colleges  
325 West Gaines Street, Room 1544  
Tallahassee, Florida 32399-0400

Dear Chancellor Hanna,

This letter notifies you that the Miami Dade College Board of Trustees supports the development of two baccalaureate degree programs: (1) Bachelor of Applied Science with a major in Supply Chain Management and (2) Bachelor of Science with a major in Information Systems Technology. The implementation date planned for both programs is no later than August 2014. The enclosed summary for each program responds to the information pursuant in Section 1007.33(5) (a), F.S. and detailed in 6A-14.095(3), F.A.C.

If you need additional information on either proposed program, please let us know.

Sincerely,

Eduardo Padrón  
College President

Helen Aguirre Ferré  
Chair, Board of Trustees

Enclosures (2)

Cc: Division of Florida Colleges  
Julie Alexander, Vice Chancellor for Academic Affairs and Student Success  
Abbey Cunningham, Coordinator of Baccalaureate Programs and Common Prerequisites  
Miami Dade College  
Dr. Rolando Montoya, College Provost  
Dr. Lourdes Oroza, President, Kendall Campus  
Madeline Pumariaga, President, Wolfson Campus  
Dr. Michael Reiner, Associate Provost, Academic Affairs
Pursuant to Section 1007.33(5)(a), F.S. and detailed in 6A-14.095(3), F.A.C., the required components of the letter of intent, as approved by the board of trustees, are:

1. **The name of the program:** Supply Chain Management (SCM)

2. **The type of degree to be conferred under the program:** Bachelor of Applied Science (BAS)

3. **A brief description of the program:**
   Supply chain management is an interdisciplinary field that emphasizes cross-functional integration of diverse business functions, facilities, and activities and seeks to manage those activities to enhance a company’s competitive advantage. The proposed Bachelor of Applied Science with a major in Supply Chain Management (BAS-SCM) is designed to provide knowledge of the supply chain while exploring the risks, operations, logistics, economics, regulatory issues, change management, forecasting, resource allocation, production planning, inventory management, customer delivery, after-sales support and service and other functions basic to business. Employers single out supply chain management for its strong growth potential. In its “Best Jobs of the Future” issue, *U.S. News & World Report* lists supply chain management as one of 20 hot job tracks for the 21st century.¹

4. **Key skills expected of graduates:**
   The BAS-SCM graduates will be able to: prepare, create, and manage contracts, project management, quality management, price and procurement analysis, risk assessment associated with the supply chain, systems analysis, supply chain technology management, warehouse and inventory management, financial analysis, negotiation and customer service management.

5. **A description of the career path or potential employment opportunities for graduates of the program:**
   Graduates of the proposed BAS-SCM can find employment in a broad spectrum of occupational specialties within the supply chain, logistics, and transportation fields. They include, but are not limited to, specialists, analysts, and supervisors in these areas: logistics, warehousing management, transportation management, operations and production management, purchasing, inventory control and customer service management. Due to the globalization of business, many job opportunities are available in developing and maintaining the international supply chain and supply chain management plays a central role in the global economy. The proposed BAS-SCM degree is designed to provide graduates immediate employment and an opportunity to continue their formal education by pursuing advanced degrees in business. According to the Florida Chamber Foundation’s 2010 Florida Trade and Logistics study², job

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growth outlook for the trade and logistics sector is projected at 32,000 jobs annually. Based on research conducted by the consultant group, Carras Community Investment, Inc. (consultants contracted by Miami Dade College), beginning average salary offers ranged from $44,642 to $68,041 in 2012, for baccalaureate degree recipients in this field. As a result, it is estimated that graduates would earn approximately $50,000.00 on completion of their baccalaureate degree.

6. A summary of discussions with the state university in the Florida college’s service district and other public and nonpublic postsecondary institutions in the region regarding evidence of need, demand, and economic impact:

Miami Dade College administrators met with area institutions to discuss project collaboration and articulation agreements as follows:

**St. Thomas University:** On October 23, 2012, Ms. Thania Rios, Associate Dean, School of Business, Miami Dade College (MDC) met with James Bussey, Associate Dean, School of Business, St. Thomas University, regarding MDC’s intention to offer the Bachelor of Applied Science in Supply Chain Management (BAS-SCM) and the possibility of collaborating and articulating to graduate programs in the future. He was supportive of the initiative. Subsequently, on January 23, 2013, Ms. Rios and Dr. Jeffery Thomas, Academic and Student Dean, MDC Homestead Campus, met with Dr. Antonio Villamil, Dean at St. Thomas’ School of Business, to discuss the partnership and development of an articulation agreement into their professional degree program for the proposed MDC BAS-SCM graduates. Dr. Villamil was very supportive of an articulation initiative and agreed to provide a letter of support.

**University of Miami:** On November 9, 2012, Ms. Rios and Dr. Thomas (MDC) attended a meeting at the University of Miami with Dr. Eugene Anderson, Dean, UM School of Business Administration, and shared MDC’s intention to offer the BAS-SCM and the possibility of collaborating and articulating to graduate programs in the future. Dean Anderson was supportive and agreed to provide a letter of support for the proposed MDC BAS-SCM degree.

**Florida International University:** On November 16, 2012, Ms. Rios and Dr. Ana Cruz, MDC Wolfson Campus School of Business Chairperson, met with Dr. Gloria Deckard, Associate Dean, School of Business at FIU. The parties had a discussion regarding MDC’s intention to offer the BAS-SCM and the possibility of collaborating and articulating to graduate programs in the future. Dr. Deckard took notes regarding the information and her response was neutral.

**Barry University:** On December 7, 2012, Ms. Rios (MDC) met with Dr. Tomislav Mandokovic, Dean, School of Business at Barry University, regarding MDC’s intention to offer the BAS-SCM and the possibility of collaborating and articulating to graduate programs in the future. He was supportive of the program and provided a letter of support.

**Miami-Dade County Public Schools (M-DCPS):** On October 23, 2012 Miami Dade College administrators, Candice Hunter, Chairperson, School of Business, Dr. Jorge Guerra, InterAmerican Campus President, and Diana Lewis, Director for School of Aviation, met with Principal Gregory Bethune of Miami Central High School, Mr. Henri Cepero and Ronda Mims of M-DCPS Career Academy to discuss their plans of creating a logistics and supply chain academy.
Miami Central High School would serve as a feeder program to MDC’s Associate in Science and Bachelor of Applied Science programs in Logistics and Supply Chain Management. Miami Central High School and the Career Academy are planning on partnering with MDC in a 2+2 articulation agreement to our Associate in Science degree and various College Credit Certificates and issued a letter of support.

7. **The workforce demand and unmet need for graduates of the program to include evidence from entities independent of the institution:**
The workforce demand was researched and provided by Carras Community Investment, Inc. Data collected from The Florida Department of Economic Opportunity Labor Market Statistics (October 2012), project jobs in the field of supply chain management to be 7,059 by the year 2020 in Workforce Region 23, Miami-Dade and Monroe Counties. Of the 7,059 jobs, 3,198 are attributed to growth, averaging approximately 457 new jobs in the Miami-Dade and Monroe county area per year. As a result of the industry’s expansion, there is a growing demand for qualified workers. Presently, there are no baccalaureate degrees in supply chain management offered or awarded from institutions of higher education in Region 23.

8. **Expected term and year of the first upper division enrollment in the proposed program:**
The program is expected to begin in Fall 2014 (August 2014) with 40 students. The program has a projected growth of 200 students by the 2017-2018 academic year.

9. **A description of funds available for program startup costs, including promised support from local businesses and industries:**
The start-up costs for the period of 2014 through 2018 of $1,364,964 will come from community college program funds, other grants & revenues and student fees. These fees will cover costs associated with hiring additional faculty, staff, and student service support; materials and supplies; travel for faculty professional development; communication/technology resources.
LETTER OF INTENT SUMMARY

Pursuant to Section 1007.33(5)(a), F.S. and detailed in 6A-14.095(3), F.A.C., the required components of the letter of intent, as approved by the board of trustees, are:

1. **The name of the program:**
   Information Systems Technology

2. **The type of degree to be conferred under the program:**
   Bachelor of Science (CIP 11.0301 Track 4)

3. **A brief description of the program:**
   The Bachelor of Science with a major in Information Systems Technology (BS-IST) degree program addresses the need for information systems technology professionals with systems management and development expertise. The program immerses students in information science and provides skills and knowledge essential to effectively support the design, planning and management of information infrastructures and information resources within diverse organizational settings in all aspects of our increasingly digital culture and economy. The degree is designed to provide seamless articulation for Miami Dade College Associate in Science students majoring in such programs as computer information technology, networking services technology, computer programming, database technology, internet services technology as well as graduates of Associate in Arts computer information systems and computer science programs. The curriculum introduces concepts upon which information systems are founded and analyzes them as suitable solutions to real-world problems.

4. **Key skills expected of graduates:**
   The proposed BS-IST curriculum has been developed based on information and advice from faculty, industry professionals, and professional organization data regarding in-demand skills. Graduates of the program will be trained in a wide variety of hands-on technical skills, project management, and business skills that will make them immediately employable across industries. Students will advance their technical and management expertise in areas that include networking, programming, software development, database development and administration, and internet technology.

Upon completion of the BS - IST, a graduate will:

- **Apply** knowledge of information systems infrastructures, computing platforms, software architectures and telecommunications networks to develop business solutions.
- **Identify** the importance of the digital economy and its socioeconomic implications on information technology, electronic commerce, and consumer behavior.
- **Use** methods, techniques, and models for planning, analyzing, and designing information systems.
• **Employ** the modern principles of software design, development, testing, and maintenance using a popular programming language to develop an information system.

• **Define** and **model** database systems and understand data administration, data warehousing, and data mining issues relevant to today's interconnected organizations.

• **Analyze** and **evaluate** fundamental aspects of telecommunications, including data, voice, image, and video, and the critical need for security of networks and data inside and outside of the organization.

5. **A description of the career path or potential employment opportunities for graduates of the program:**

CareerOneStop\(^1\) projects employment among Computer and Information Systems Managers to be growing at 18% nationally and at 8% statewide in Florida by 2018. According to the Florida Department of Economic Opportunity\(^2\), as of 2011 there are 639 average annual job openings for Computer and Information Systems Managers and Computer Specialists, the targeted occupations for the proposed BS-IST degree.

The State of Florida’s Agency for Workforce Innovation\(^3\) reported employment for computer and information systems managers requiring baccalaureate degrees in Workforce Region 23 in 2011 at 943.\(^4\) Local public and private universities graduated 241\(^5\) computer and information systems majors in 2010-2011, leaving a shortage of 702 locally educated IT workers.

Employment projections for 2019 call for 1,024 Computer and Information Systems Managers and 5,992 projected openings in occupations which may benefit from the proposed degree program (e.g., Training and Development Specialists, Postsecondary Computer Science Teachers, Museum Technicians and Conservators, Medical Records and Health Information Technicians, Computer Operators, Office and Administrative Support Workers).

The projected annual starting salary for baccalaureate holders for the proposed degree is $58,000. The median salary for Computer and Information Systems Managers nationally is $115,780 per year and $114,900 in the State of Florida. Median annual salaries for

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\(^3\) ibid.


other related computer specialist professionals with bachelor’s degrees is in the $70,000 range.

6. **A summary of discussions with the state university in the Florida college’s service district and other public and nonpublic postsecondary institutions in the region regarding evidence of need, demand, and economic impact:**

MDC administrators and Florida International University’s Dean of the College of Engineering and Computing and its Associate Director of the School of Computing and Information Sciences met at FIU on December 20, 2012. MDC administrators explained the proposed degree to the FIU administrators and expressed the desire for an articulation between the future proposed BS-IST and FIU’s master’s degree in information technology. The FIU administrators acknowledged MDC’s plans and indicated that they are awaiting the proposal for review when it is available from the state.

The Dean of Barry University’s Information Technology Department and MDC’s Dean of Academic Affairs and Director of School of Engineering + Technology met at Barry’s Miami campus on December 14, 2012, and Barry expressed warm support of MDC’s proposed BS-IST and voiced an interest in developing an articulation between the proposed BS-IST and its MS-IT degree.

Miami Dade College notified Florida Memorial University, St. Thomas University and the University of Miami about the proposed degree via email and requested meetings to discuss its proposal. The University of Miami responded that they are receptive to meeting with MDC and a mutually convenient meeting date will be scheduled during February 2013. Florida Memorial and St. Thomas have not responded to the request for a meeting.

7. **The workforce demand and unmet need for graduates of the program to include evidence from entities independent of the institution:**

In November 2012, MDC secured the services of Carras Community Investment, Inc., an external consultant, to identify the national, state and local workforce demand. According to their findings (Carras Community Investment, Inc., 2012), “Computer Information Systems is one of the fastest-growing occupations in the country, with projected 18 percent growth from 2008-2018, according to the U.S. Department of Labor. In Florida, employment is expected to increase by 8 percent by 2018 ….” The report notes that “the demand for educated professionals in these sectors continues to increase as almost all businesses utilize computer and information technology in some capacity.” The State of Florida’s Agency for Workforce Innovation reported employment for computer and information systems managers requiring baccalaureate degrees in Workforce Region 23 in 2011 at 943. It projects 1,024 openings by 2019. The current rate of baccalaureate graduates produced by both public and private sector institutions in 2010-2011 was 241, leaving a shortage of 702 locally educated IT workers.⁶

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8. **Expected term and year of the first upper division enrollment in the proposed program:**
The program will commence in Fall 2014. Initial enrollment is projected to be 30 students (i.e. 16 FTEs). Enrollments for the 2015-2016 academic year are projected to be 90 students (48 FTEs); for 2016-2017, 150 students (80 FTEs); and for 2017-2018, 210 students (112 FTEs).

9. **A description of funds available for program startup costs, including promised support from local businesses and industries:**
The start-up costs of $1,032,731 for the first four years of the program’s operations will come from Community College program funds and student tuition. These funds will cover costs associated with hiring additional faculty and advisors; materials and supplies for laboratories; travel of faculty professional development; communication/technology resources for the laboratories including instructional software; professional services/accreditation; and library resources.
FLORIDA KEYS COMMUNITY COLLEGE
BOARD RESOLUTION

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT
WITH SOUTH FLORIDA WORKFORCE INVESTMENT BOARD (SFWIB) TO
CARRY OUT SOUTH FLORIDA WORKFORCE SERVICES

WHEREAS, Florida Keys Community College desires to accomplish the objective as set forth in its Scope of Services.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Florida Keys Community College hereby authorizes and instructs Dr. Jonathan Gueverra, President to enter into a contract in the name and on the behalf of this corporation with the South Florida Workforce Investment Board (SFWIB) as a TRAINING VENDOR for the period of July 1, 2013 through June 30, 2014.

Thereupon declared this resolution duly passed and adopted this 22nd. day of July, 2013.

ATTEST

____________________________________
Signature of Board of Trustees Chair

_ Dr. Antoinette Martin_ _______________________
Printed Name of Board of Trustees Chair

Form F-4(a)
FTE and Unduplicated Headcount by Academic Year
(includes credit courses, PSAV, workforce development and community instructional)

Summer 2013 Semester (as of July 5th)
FTE and Unduplicated Headcount
(do not include workforce supplemental and community instructional)

Total and Budgeted FTE by Academic Category
FTE & Revenue as of July 5, 2013

- Total FTE: 127 (96% of budget)
- Fee Paying FTE: 112 (87% of budget)
- Non Fee Paying FTE: 15 (3.8%)

$500,000
$400,000
$300,000
$200,000
$100,000
$-

- Fund 1
  - Actual: 94% attainment (-$29,808 variance)
  - Budgeted: 94% of budget
- Other Funds
  - Actual: 92% of budget (-$7,349 variance)
  - Budgeted: 92% of budget
- Total
  - Actual: 94% attainment
  - Budgeted: 96% of budget

FTE According to Instructional Program (only programs with 6 or more FTE included)

- Bio Sciences, 12
- Bus Admin, 9
- College Prep, 6
- Comp Science, 7
- Criminal Jus, 7
- Diving Bus Tech, 6
- Health Professions, 10
- Letters & Hum, 23
- Marine Environ, 9
- Marine Engineer, 6
- Math, 16

Retention Trends for Fall New Credit Students Enrolling the Following Spring

- New Credit Students
- Returners

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<tr>
<td>41%</td>
<td>44%</td>
<td>47%</td>
<td>54%</td>
<td>62%</td>
<td>61%</td>
<td>56%</td>
<td>67%</td>
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Lagoon Landing Occupancy Trends

Lagoon Landing Occupancy by Residency

Lagoon Landing Status for Fall 2013

- 120 applicants
  - 10 returners
- 45 completed 3/4 of application process
- 5 secured residence
- Housing fees due July 19, 2013
Date: July 12, 2013
To: District Board of Trustees-Florida Keys Community College
From: Gavin M. Townsend, Director of Development & Alumni Relations
Subject: Development, Alumni Relations and FKCC Foundation Report – July 2013

FKCC Foundation

The Florida Keys Educational (FKCC) Foundation celebrates its 47th year this month! The July Board of Directors’ meeting, its Annual Meeting, is Wednesday July 17, 2013 at 2 PM on the Key West Campus. In addition to regular business, board officer elections and committee appointments will occur as well as the presentation of new board member nominees.

Alumni

FKCC submitted its first nominee application to the Association of Florida Colleges Communications & Marketing Commission’s LeRoy Collins Distinguished Alumni Awards, the Florida College System’s bi-annual recognition of its prestigious alumni this month. Local Key West businessman, philanthropist and entrepreneur Edwin O. Swift, Founder, President and a Director of Historic Tours of America, Inc., is FKCC’s 2013 nominee.

The Class of 2013 will receive a personally-signed, congratulatory letter from President Gueverra this month, including:

• A gift (an alumnus sticker),
• A call-to-action (a pre-paid information collection card to be returned to the Alumni Office for tracking), and
• An incentive (an opportunity to win a limited-edition FKCC Alumni Gift)

Follow-up communication will occur to secure accurate contact information and encourage donations from recent graduates. A similar mailing is planned for all alumni whose information is currently available. Letters will also be sent to parents/family of Class of 2013 members who are under the age of 25 to encourage parent/family donations to and support of FKCC.

Scholarships

The Foundation is pleased to announce one new FKCC scholarship available to students this month for Fall 2013:

• The Mariners Physicians Scholarship (2 $1000 awards)

Fall 2013 scholarship applications are currently under review by each award’s individual Scholarship Review Committee, compiled of FKCC faculty and staff, donors and community members. Most Fall 2013 Scholarships will be awarded to selected scholarship recipients by August 1, 2013.

The 2013-2014 American Legion Nursing Scholarship Recipients, Stephanie Clark, Tatsiana Kastsevich, and Sarah Mosovich, were honored at Key West’s American Legion Post 28’s Independence Day Celebration on Sunday June 30, 2013, joined by Nursing Department Assistant Jenny Hardin, family, friends and the scholarship donors of Post 28.

A few scholarship opportunities remain for Fall! Please encourage students to view and apply for FKCC’s scholarships online at [http://www.fkcc.edu/future-students/scholarships1.do](http://www.fkcc.edu/future-students/scholarships1.do) and to contact foundation@fkcc.edu or 305-809-3153 for assistance.