FLORIDA KEYS COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING  
July 28, 2014  
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 2014-15  
V. MEETING TIME AND PLACE 2014-15  
   Attachment #1  
VI. APPROVAL OF MINUTES of meetings held June 30, 2014  
VII. CONSENT AGENDA  
   A. Continuing Workforce Ed. Fees  
   Attachment #2  
   B. Disposition of Property  
   Attachment #3  
   C. Disbursement Report  
   Attachment #4  
   D. Electronic Payment Report  
   Attachment #5  
VIII. DISTRICT BOARD OF TRUSTEES  
   A. President’s Report  
   Attachment #6  
   B. Focus on Students - Erin DePalma  
   Attachment #7  
  ATTORNEY  
   A. Attorney Report  
IX. HUMAN RESOURCES  
   A. Personnel Actions  
   Attachment #8  
   B. Salary Schedule 2014-15 Update  
   Attachment #9  
X. FINANCIAL SERVICES  
   A. Report by VP Jean Mauk on  
   Finance and Construction Projects  
   Attachment #10  
   B. Extension of Banking Services Contract  
   Attachment #11  
   C. Audit Presentation/Audit Finding Summary Report  
   Attachment #12  
XI. INSTRUCTIONAL SERVICES  
   A. Report by Provost Brittany Snyder  
   Attachment #13  
   B. MCSD Dual Enrollment Agreement  
   Attachment #14  
   C. Island Christian School Articulation Agreement  
   Attachment #15  
   D. AS Emergency Services Feasibility Analysis for Discussion  
   Attachment #16  
   E. College Catalog Addendum 2014-15  
   Attachment #17  
XII. STUDENT SERVICES  
   A. Report by Dean Erika MacWilliams  
   Attachment #18  
XIII. FKCC FOUNDATION REPORT  
XIV. FLORIDA KEYS COLLEGE CAMPUS FOUNDATION  
XV. GOOD OF THE ORDER  
   Public Input  

The next Regular meeting will be in Key West on September 22, 2014, at 2:00 p.m. (Pending BOT Approval)
BOARD OF TRUSTEES MEETING FOR 2014-15

August – No meeting

September 22, 2104  Key West
October 27, 2014  Marathon
December 15, 2014 - Nov/Dec. Meeting  Key West
January 26, 2015  Marathon
February 23, 2015  Key West
March 30, 2015  Coral Shores
April 27, 2015  Key West
May 26, 2015 – Tuesday (Monday is Memorial Day)  Marathon
June 22, 2015  Key West
July 27, 2015  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.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 Hour Post Licensing</td>
<td>CWE0201</td>
<td>$350.00</td>
</tr>
<tr>
<td>Access 2010 Fundamentals</td>
<td>CWE 0903</td>
<td>$135.00</td>
</tr>
<tr>
<td>Access 2010 Intermediate</td>
<td>CWE 0904</td>
<td>$135.00</td>
</tr>
<tr>
<td>Adult Ballet</td>
<td>REC 0032</td>
<td>$54.00</td>
</tr>
<tr>
<td>Adv Read, Writ &amp; Gram Rev, SP1</td>
<td>CWE 0527</td>
<td>$146.00</td>
</tr>
<tr>
<td>Adv Read, Writ &amp; Gram Rev, SP2</td>
<td>CWE 0528</td>
<td>$146.00</td>
</tr>
<tr>
<td>Adv Summer Conv P1</td>
<td>CWE 0529</td>
<td>$146.00</td>
</tr>
<tr>
<td>Adv Summer Conv P2</td>
<td>CWE 0530</td>
<td>$146.00</td>
</tr>
<tr>
<td>Advanced Survival Spanish</td>
<td>REC0062</td>
<td>$155.00</td>
</tr>
<tr>
<td>Advanced Survival Spanish 2</td>
<td>REC0071</td>
<td>$155.00</td>
</tr>
<tr>
<td>Basic Voice</td>
<td>REC0015</td>
<td>$300.00</td>
</tr>
<tr>
<td>Bootcamp</td>
<td>REC 0050</td>
<td>$115.00</td>
</tr>
<tr>
<td>Childrens Ballet</td>
<td>REC 0031</td>
<td>$31.00</td>
</tr>
<tr>
<td>Childrens Ballet 7-12</td>
<td>REC 0064</td>
<td>$104.00</td>
</tr>
<tr>
<td>Clinical Med Assist Prog</td>
<td>CWE 0303</td>
<td>$2,399.00</td>
</tr>
<tr>
<td>Dental Assistant Program</td>
<td>CWE 0306</td>
<td>$1,199.00</td>
</tr>
<tr>
<td>Digital Photography</td>
<td>REC0013</td>
<td>$155.00</td>
</tr>
<tr>
<td>ESL: Summer Absolute Beg P2</td>
<td>CWE 0546</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Absolute Beg P1</td>
<td>CWE 0545</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Advanced P1</td>
<td>CWE 0543</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Advanced P2</td>
<td>CWE 0544</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Basics L1P1</td>
<td>CWE 0535</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Basics L1P2</td>
<td>CWE 0536</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Basics L2P1</td>
<td>CWE 0537</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Basics L3P1</td>
<td>CWE 0539</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Basics L3P2</td>
<td>CWE 0540</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Interm L1 P1</td>
<td>CWE 0549</td>
<td>$146.00</td>
</tr>
<tr>
<td>ESL: Summer Interm L1 P2</td>
<td>CWE 0550</td>
<td>$146.00</td>
</tr>
<tr>
<td>Excel 2010 Fundamentals</td>
<td>CWE 0905</td>
<td>$135.00</td>
</tr>
<tr>
<td>Excel 2010 Intermediate</td>
<td>CWE 0906</td>
<td>$135.00</td>
</tr>
<tr>
<td>Intermediate Spanish Conversation</td>
<td>REC0094</td>
<td>$155.00</td>
</tr>
<tr>
<td>Introduction to Computers</td>
<td>CWE 0900</td>
<td>$106.00</td>
</tr>
<tr>
<td>Life Drawing</td>
<td>REC 0011</td>
<td>$25.00</td>
</tr>
<tr>
<td>Medical Coding and Billing</td>
<td>CWE 0302</td>
<td>$1,799.00</td>
</tr>
<tr>
<td>Outlook 2010 Fundamentals</td>
<td>CWE0911</td>
<td>$135</td>
</tr>
<tr>
<td>Pharmacy Tech Cert Prog</td>
<td>CWE 0300</td>
<td>$999.00</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>CWE 0301</td>
<td>$1,599.00</td>
</tr>
<tr>
<td>PowerPoint 2010 Fundamentals</td>
<td>CWE 0907</td>
<td>$135.00</td>
</tr>
<tr>
<td>PowerPoint 2010 Advanced</td>
<td>CWE 0908</td>
<td>$135.00</td>
</tr>
<tr>
<td>Pre-Ballet</td>
<td>REC 0030</td>
<td>$21.00</td>
</tr>
<tr>
<td>Quickbooks 2010</td>
<td>CWE 0910</td>
<td>$184.00</td>
</tr>
<tr>
<td>Read, Writ &amp; Gram Review P2</td>
<td>CWE 0526</td>
<td>$146.00</td>
</tr>
<tr>
<td>Read, Writ &amp; Gram Review P1</td>
<td>CWE 0525</td>
<td>$146.00</td>
</tr>
<tr>
<td>RE Sales Associate Training</td>
<td>CWE0200</td>
<td>$450.00</td>
</tr>
<tr>
<td>Survival French</td>
<td>REC0020</td>
<td>$155.00</td>
</tr>
<tr>
<td>Survival Spanish</td>
<td>REC0016</td>
<td>$155.00</td>
</tr>
<tr>
<td>Survival Spanish 2</td>
<td>REC0054</td>
<td>$155.00</td>
</tr>
<tr>
<td>Survival Spanish 3</td>
<td>REC0055</td>
<td>$155.00</td>
</tr>
<tr>
<td>The Spirit of Clay</td>
<td>REC0049</td>
<td>$405.00</td>
</tr>
<tr>
<td>Word 2010 Fundamentals</td>
<td>CWE 0901</td>
<td>$135.00</td>
</tr>
<tr>
<td>Word 2010 Intermediate</td>
<td>CWE 0902</td>
<td>$135.00</td>
</tr>
<tr>
<td>Yoga-Toner</td>
<td>REC0022</td>
<td>$115.00</td>
</tr>
</tbody>
</table>
Community Education Price Summary

Catherine Torres
Submitted by Catherine Torres
Director of Community Education, Workforce and Testing
Date: July 10, 2014

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 $3,244.23

<table>
<thead>
<tr>
<th>Tag No.</th>
<th>Acquisition Date</th>
<th>Description</th>
<th>Cost</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SN# 3SNDB71</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO# P0033137</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5399</td>
<td>10/26/2007 Apple Computer Model: iMac</td>
<td>$2,183.95</td>
<td>Obsolete - Working</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SN# W8736972X86</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO# P0034957</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Board Approved Date

Disposal Signature and Date

Disposal Witness and Date

Disposal Method and/or Location
## June 2014 Disbursement Summary
### Board of Trustees

<table>
<thead>
<tr>
<th>Check Activity</th>
<th>Total $</th>
<th>Total Qty</th>
<th>Check Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>344,196.67</td>
<td>288</td>
<td>108101 - 108388</td>
</tr>
<tr>
<td>Payroll</td>
<td>25,791.10</td>
<td>49</td>
<td>217150 - 217198</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>369,987.77</strong></td>
<td><strong>337</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Voided Check Activity

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>Stale Checks</td>
<td>Ashleigh Aldridge 67.85, Wesley Belland 30.72, Whitney Griffith 221.24, Christopher Wirsing 97.38, Ryan Osterbuhr 10.82</td>
</tr>
<tr>
<td>Item 2</td>
<td>Lost in Mail / Payee Never Received</td>
<td>Mr. Wincent Zito 1,450.00, UniFirst Corporation 274.70, Claudia Valdes 611.56</td>
</tr>
<tr>
<td>Item 3</td>
<td>Keying Error</td>
<td>Airgas USA, LLC 437.67, CDW Government 4,874.01, Ellucian Support Inc 720.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$8,795.95</strong></td>
</tr>
</tbody>
</table>

<p>| FKCC Void % | 0.7% | 2.4% |
| A/P Void %   | 1.6% | 0.9% |</p>
<table>
<thead>
<tr>
<th>ACH Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Doc Number</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Jun</td>
<td>Pure Health Solutions</td>
<td>Drinking Water Cooler Service</td>
<td>W0002304</td>
<td>$49.95</td>
</tr>
<tr>
<td>3-Jun</td>
<td>Pure Health Solutions</td>
<td>Drinking Water Cooler Service</td>
<td>W0002305</td>
<td>$49.95</td>
</tr>
<tr>
<td></td>
<td>FCSRMC (Consortium)</td>
<td>June 2014 Premiums</td>
<td>W0002332</td>
<td>$69,811.30</td>
</tr>
<tr>
<td>4-Jun</td>
<td>Aflac</td>
<td>May 2014 Premiums</td>
<td>W0002306</td>
<td>$546.68</td>
</tr>
<tr>
<td></td>
<td>TIAA-CREF</td>
<td>May 2014 Premiums</td>
<td>W0002307</td>
<td>$400.00</td>
</tr>
<tr>
<td></td>
<td>Humana Dental</td>
<td>June 2014 Premiums</td>
<td>W0002308</td>
<td>$2,594.26</td>
</tr>
<tr>
<td>5-Jun</td>
<td>FRS</td>
<td>May 2014 Retirement Payments</td>
<td>W0002309</td>
<td>$40,103.52</td>
</tr>
<tr>
<td></td>
<td>Comcast</td>
<td>Emergency Backup Service</td>
<td>W0002310</td>
<td>$119.90</td>
</tr>
<tr>
<td></td>
<td>Comcast</td>
<td>Lobby Service</td>
<td>W0002311</td>
<td>$28.28</td>
</tr>
<tr>
<td></td>
<td>Pure Health Solutions</td>
<td>Drinking Water Cooler Service</td>
<td>W0002312</td>
<td>$49.95</td>
</tr>
<tr>
<td>6-Jun</td>
<td>AT&amp;T 305-852-8007</td>
<td>Phone Service</td>
<td>W0002313</td>
<td>$194.81</td>
</tr>
<tr>
<td></td>
<td>Verizon Wireless</td>
<td>Emergency Call Box Service</td>
<td>W0002314</td>
<td>$77.84</td>
</tr>
<tr>
<td>9-Jun</td>
<td>FKAA</td>
<td>Water Expense</td>
<td>W0002315</td>
<td>$5,942.44</td>
</tr>
<tr>
<td>10-Jun</td>
<td>IRS Tax Payment</td>
<td>BW 11 Payroll Taxes</td>
<td>W0002316</td>
<td>$47,947.95</td>
</tr>
<tr>
<td>12-Jun</td>
<td>Federal Express</td>
<td>Shipping Expense</td>
<td>W0002317</td>
<td>$24.27</td>
</tr>
<tr>
<td></td>
<td>IRS Tax Payment</td>
<td>BW 11 Payroll Taxes</td>
<td>W0002318</td>
<td>$21.98</td>
</tr>
<tr>
<td></td>
<td>IRS Tax Payment</td>
<td>BW 11 Payroll Taxes</td>
<td>W0002319</td>
<td>$387.09</td>
</tr>
<tr>
<td>13-Jun</td>
<td>AT&amp;T 305-743-2133</td>
<td>Phone Service</td>
<td>W0002320</td>
<td>$194.81</td>
</tr>
<tr>
<td>16-Jun</td>
<td>Fl. Dept. of Revenue Shell</td>
<td>4TH Quarter Reemployment Card</td>
<td>W0002321</td>
<td>$9,300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fuel Purchasing Card</td>
<td>W0002322</td>
<td>$165.55</td>
</tr>
<tr>
<td>17-Jun</td>
<td>Pitney Bowes Keys Energy #7670739-10</td>
<td>Postage Machine Refill</td>
<td>W0002323</td>
<td>$2,000.00</td>
</tr>
<tr>
<td></td>
<td>Keys Energy #76720000-00</td>
<td>Electricity Service</td>
<td>W0002324</td>
<td>$38,415.43</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electricity Service</td>
<td>W0002325</td>
<td>$97.40</td>
</tr>
<tr>
<td>18-Jun</td>
<td>Federal Express</td>
<td>Shipping Expense</td>
<td>W0002326</td>
<td>$29.84</td>
</tr>
<tr>
<td></td>
<td>Fl. Dept. of Revenue</td>
<td>May 2014 Sales Tax Payment</td>
<td>W0002327</td>
<td>$57.22</td>
</tr>
<tr>
<td>19-Jun</td>
<td>IRS Tax Payment</td>
<td>MN 6 2014 Payroll Taxes</td>
<td>W0002328</td>
<td>$6,110.64</td>
</tr>
<tr>
<td>20-Jun</td>
<td>Bank of America</td>
<td>Purchasing Credit Card</td>
<td>W0002329</td>
<td>$39,234.15</td>
</tr>
<tr>
<td>24-Jun</td>
<td>Key West Resort Utilities IRS Tax Payment</td>
<td>Sewer Expense</td>
<td>W0002330</td>
<td>$4,141.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BW 12 2014 Payroll Taxes</td>
<td>W0002331</td>
<td>$47,828.51</td>
</tr>
<tr>
<td>25-Jun</td>
<td>Federal Express</td>
<td>Shipping Expense</td>
<td>W0002333</td>
<td>$9.09</td>
</tr>
<tr>
<td>30-Jun</td>
<td>TIAA-CREF</td>
<td>June 2014 Premiums</td>
<td>W0002334</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**TOTAL** $316,334.21
Erin DePalma

Mrs. DePalma was born and raised in Key West, Florida. She graduated from Key West High School in 2005. After graduating from high school Mrs. DePalma relocated to Gainesville, FL and attended Santa Fe College. At Santa Fe College Mrs. DePalma received her certification in massage therapy.

Mrs. DePalma returned to Key West in 2008 and began her educational journey at Florida Keys Community College (FKCC) pursing the Associate in Arts degree. Mrs. DePalma graduated from FKCC with her Associates in Arts degree in 2013.

After Mrs. DePalma completed her Associates in Arts degree she decided to return FKCC the following semester to continue her educational journey. Mrs. DePalma is a cadet in the Basic Law Enforcement (BLE) #52 Academy at the Middle Keys Center. Mrs. DePalma will graduate from BLE #52 in August 2014.

Mrs. DePalma’s mother and sister are also FKCC alumni. She enjoys spending time with her husband and daughter, cheering on the Florida Gators and the benefits of living in paradise. Mrs. DePalma plans to continue to reside in Key West, Florida with her family and hopes to become employed by Key West Police Department.
AGREEMENT BETWEEN
FLORIDA KEYS COMMUNITY COLLEGE
AND JIM J. DORI, PA

This AGREEMENT is entered into in the City of Key West, Monroe County, Florida by and
between DISTRICT BOARD OF TRUSTEES, FLORIDA KEYS COMMUNITY COLLEGE,
hereinafter referred to as "the Board," with headquarters located at 5901 College Road, Key
West, Florida and JIM J. DORI, PA, hereinafter referred to as "the Board Attorney," located at
First Professional Centre, Suite 17, 5701 Overseas Highway, Post Office Box 500177, Marathon,
Florida 33050-0177. This AGREEMENT shall bind the parties upon its execution by their
representatives.

WHEREAS, the Board is the governing Board of Florida Keys Community College ("the
College"), and

WHEREAS, the affairs of the Board require the assistance and advice of an experienced
Attorney-at-Law, and

WHEREAS, the Board Attorney has the expertise necessary to perform the duties and
responsibilities outlined in this AGREEMENT.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I. ENGAGEMENT OF THE BOARD ATTORNEY

The BOARD agrees to engage the Board Attorney and the Board Attorney agrees to perform
the services set forth below. The Board Attorney understands and agrees that all services
contracted for are to be performed solely by the Board Attorney and may not be subcontracted for
or assigned without the prior written consent of the BOARD.

ARTICLE 2. SCOPE OF SERVICES

The Board Attorney agrees to comply with the Scope of Services delineated in Attachment A.

ARTICLE 3. TIME OF PERFORMANCE

This AGREEMENT shall begin upon execution and subject to Article #7 below, and the Florida Rules of Professional Conduct, is terminable by either party upon thirty (30) days written notice to the other party. If not sooner terminated, or amended, this contract will continue in force under the same terms and conditions.

ARTICLE 4.

(1) Fees and costs shall be paid in accordance with the provisions of ATTACHMENT A FOR PRIVATE ATTORNEY SERVICES, including Exhibit 1.

(2) Upon prior approval by the Board and the President, Board Attorney may incur travel costs (other than to attend regularly scheduled meetings) on behalf of the College. Justified and reasonable travel expenses which are directly and exclusively related to the professional services rendered under this contract will be reimbursed in accordance with 112.061, Florida Statutes. For the purpose of computing travel expenses, the Board Attorney's place of business shall be that listed in the Preamble to this AGREEMENT and all travel expenses shall be computed on that basis.

(3) The BOARD is exempted from payment of Florida state sales and use taxes and Federal Excise tax. The Board Attorney, however, shall not use the Board's Tax exemption number to secure any materials or services. The Board Attorney shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this AGREEMENT.

(4) The Board Attorney shall not pledge the Board's credit or make the Board a guarantor of
payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

(5) Payment for services shall be issued in accordance with the provisions of §215.422, Florida Statutes.

(6) Pursuant to §215.422 (5), Florida Statutes, the Department of Banking and Finance has established a Vendor Ombudsman to act as an advocate for vendors. The Vendor Ombudsman may be reached at (904) 488-2924 or by calling the State Comptroller Hotline, 1-800-848-3792.

(7) In accordance with the provision of §287.0582, Florida Statutes, the Board’s performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature, if the terms of this AGREEMENT extend beyond the current fiscal year.

ARTICLE 5. DOCUMENTATION

(1) The Board Attorney shall submit monthly invoices, in accordance with the requirements of ATTACHMENT A FOR PRIVATE ATTORNEY SERVICES, paragraph D, Format for Invoices, for all fees or other compensation for services or expenses in detail sufficient for a proper pre-audit and post-audit. All invoices shall be submitted to the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.

(2) The Board Attorney shall maintain a file(s), available for inspection by the Board, containing documentation of all costs and fees incurred in connection with this AGREEMENT. The file(s) shall be maintained for a period of two years, unless otherwise notified in writing by the Board.

ARTICLE 6. PUBLIC RECORDS

All documents prepared pursuant to this agreement are subject to Florida’s Public Records Law.
ARTICLE 7. TERMINATION OF AGREEMENT

(1) The BOARD may terminate the AGREEMENT for its convenience or cause by giving five (5) days written notice by registered mail to the Board Attorney, specifying the effective date of termination. If this AGREEMENT is terminated, the Board Attorney shall be reimbursed for services satisfactorily performed up to the termination effective date, subject to any damages sustained by the BOARD.

(2) If this AGREEMENT is terminated, all finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the Board Attorney under this AGREEMENT shall be delivered to, and for the exclusive use of, the BOARD.

(3) Notwithstanding the above, the Board Attorney shall not be relieved of liability to the BOARD or College for damages sustained by the BOARD by virtue of any termination or breach of this AGREEMENT by the Board Attorney.

ARTICLE 8. AMENDMENTS

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

ARTICLE 9. INDEPENDENT CONTRACTOR

The Board Attorney, and any of his employees, agents, or assigns, are independent Contractors and not employees or agents of the BOARD.

ARTICLE 10. LIABILITY

The BOARD shall not assume any liability for the acts, omissions to act or negligence of the Board Attorney, his agents, servants, and employees, nor shall the Board Attorney disclaim its own negligence to the BOARD or any third party.

The Board Attorney shall maintain, during the period of this AGREEMENT, a professional
liability insurance policy for the professional services to be rendered with limits no less than One Million Dollars ($1,000,000.00) per claim and Three Million Dollars ($3,000,000.00) in the aggregate covering any claim, damage or loss brought against the College.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

The Board Attorney shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, genetics, national origin, disability, marital status or sexual orientation in the performance of work.

ARTICLE 12. ADMINISTRATION OF AGREEMENT

1. The BOARD contract administrator is the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.

2. The Board Attorney contract administrator is James J. Dorl, at address listed in the Preamble of this agreement.

3. All written and verbal approvals referenced in this AGREEMENT must be obtained from the parties' contract administrators or their designees.

4. All notices must be given to the parties' contract administrator.

5. This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, representations or agreements on this subject.

ARTICLE 14. SPECIAL CONDITIONS

(1) The Board Attorney agrees to permanently refrain from using or mentioning its association with the BOARD or College in advertisements, letterhead, business cards, etc. The Board Attorney's service to the BOARD may be generally described in the Board Attorney's
professional resume. The Board Attorney may not give the impression in any manner, that the BOARD recommends or endorses the Board Attorney.

(2) All contacts with the news media pertaining to the subject of this AGREEMENT shall be referred to the BOARD contract administrator.

(3) Anything that is produced by or developed in connection with this contract shall remain the exclusive property of the BOARD and may not be copyrighted, patented, or otherwise restricted as provided by law. Neither the Board Attorney nor any other individual employed under this AGREEMENT shall have any proprietary interest in any product(s) developed or produced under this AGREEMENT.

IN WITNESS WHEREOF, the DISTRICT BOARD OF TRUSTEES and JAMES J. DORL, PA, have executed this AGREEMENT.

DISTRICT BOARD OF TRUSTEES OF
FLORIDA KEYS COMMUNITY COLLEGE

Ed Scales, Chairman of the Board
3/14/12

Dr. Larry Lyce, President
FKCC FID No: 59-1209205

Accepted By:

James J. Dorl, PA
Witness
03/14/12

Witness
Date

Karen Sullivan

Date

3/14/12
OFFICE OF THE ATTORNEY GENERAL
ATTACHMENT A
FOR PRIVATE ATTORNEY SERVICES

A. SCOPE OF SERVICES

The Board Attorney shall provide the following services:

1. Basic legal services shall include legal counsel by telephone, in person or in writing to the Trustees. Board Attorney shall advise, assist and coordinate with the Board to ensure that policies, contractual agreements and recommendations of the President and the final actions of the Board are legally sufficient and defensible.

2. If Board Attorney feels that a specific action should be taken by the Board, he will coordinate the proposed action with the President prior to bringing such proposal before the Board.

3. Board Attorney shall review, for legal sufficiency, legal documents, such as contracts, Board Rules, College operating and procedural manuals, and similar documents which require Board approval.

4. He shall attend regular Board meetings, and special Board meetings as required, to provide legal advice. Status of specific legal activities will be reported upon when requested by the Board. The Board may request legal opinions, and it shall be the responsibility of the Board Chairman to place presentation of such opinions on the Board meeting agenda. Every attempt will be made to request opinions in advance in order to reduce the need for on-the-spot legal opinions.

5. Review and analyze BOARD legal files, data, documents and other materials concerning the above matter and advise on recommended legal course. Attend and participate in meetings, conference calls, inspections or the like and report on the status of the legal matters, if specifically directed by the Board.

6. If specifically directed by the Board, prepare and file pleadings, motions, or briefs, initiate and conduct discovery, as required and represent the BOARD in any related litigation and otherwise represent the BOARD at trial or on appeal.

7. Board Attorney acknowledges that services provided hereunder shall also include providing legal advice and consultation to the College when specifically requested by the President or his or her designee.

B. COMPENSATION-FEES

1. The BOARD shall be billed in accordance with Exhibit 1. Fees shall not exceed the hourly rate of $200.00 per hour.

2. Billable hours shall be measured in ten (10) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the BOARD.

3. Premium rates will not be paid for overtime work.

C. COMPENSATION-COSTS

1. Reimbursement of costs for such items as exhibits, transcripts and witness fees requires prior authorization by the BOARD and shall be reimbursed based upon documented third party vendor charges. The BOARD shall not pay for firm surcharges added to third party vendor charges.
2. Routine expenses such as local phone calls, local facsimile transmissions, routine postage, copy work, local travel expenses, printed library materials and local courier, word processing, clerical or secretarial services are overhead and will not be separately compensated.

3. The Board Attorney shall only bill the BOARD for a proportionate share of the cost of legal research, attending hearings or engaging in client representation of any type, which is applicable to other clients.

4. Reimbursable costs shall not exceed $200.00. The Board Attorney shall notify the BOARD in writing when costs reach $200.00. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

D. FORMAT FOR INVOICES

1. Within 30 days of service provision, each statement for fees and costs shall be submitted in one original copy in a format that includes, at a minimum, the following information:
   a. Case name and number, if applicable, or other legal matter reference
   b. Invoice number for the particular bill
   c. Board Attorney taxpayer identification number
   d. Board Attorney and BOARD contract administrators’ names
   e. Inclusive dates of the month covered by the invoice
   f. Itemization of the date; hours billed (if hourly); a concise, meaningful description of the services rendered, with sufficient detail to enable the BOARD to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the Board Attorney performed work; their hourly rate (if hourly) as specified in Exhibit 1, and any billing rate that is for some reason different from the one furnished in Exhibit 1, e.g., travel at a reduced hourly rate.
   g. A listing of all invoiced costs to be accompanied by copies of actual receipts.
   h. The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
   i. A certification statement, signed by the Board Attorney's contract administrator that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the AGREEMENT between the District Board of Trustees, Florida Keys Community College and the Board Attorney, James J. Dorl."
   j. Any other information as may be requested by the BOARD's contract administrator.

E. ADMINISTRATION OF AGREEMENT

1. The BOARD contract administrator is the Vice President of Business and Administrative Services, Florida Keys Community College, 5901 College Road, Key West, Florida 33040.

2. The Board Attorney contract administrator is James J. Dorl.

3. All written and oral approvals must be obtained from the parties' contract administrators or their designees. All notices must be given to the parties' contract administrators.

4. This contract shall be governed by and construed under the laws of Florida.
F. OTHER AVAILABLE SERVICES
Upon receiving approval from the BOARD, the Board Attorney shall use existing BOARD agreements, when available and cost effective; to acquire services (e.g., computer-assisted legal research) and the assistance of professionals (e.g., court reporters, expert witnesses) at reduced rates.

G. PUBLIC RECORDS
All documents prepared pursuant to the AGREEMENT are subject to Florida's Public Records Law.

H. SPECIAL CONDITIONS
1. The Board Attorney will make affirmative efforts to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using printed forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.
2. Multiple staffing at meetings, hearings, depositions, trials, etc., by the Board Attorney will not be compensated without prior written approval from the BOARD.
3. Board Attorney agrees that all documents shall be promptly returned at the termination of the Board Attorney's involvement in the case or matter at hand.
4. BOARD in-house staff shall be used in the legal matter to the maximum extent possible.
5. The Board Attorney will provide immediate notice by facsimile transmission or telephone regarding significant case developments which will likely result in media inquiries.
6. The Board Attorney shall provide the BOARD immediate notice of any representation undertaken by the Board Attorney in matters where the client is suing or being sued by the state or state entities in any civil or adversarial administrative action.
EXHIBIT 1 - Fee Schedule

I. HOURLY BILLING SCHEDULE:
   A. Board Attorney and paralegal staff to be used under this contract include the following
   individuals at the hourly rates indicated:

   NAME                                      Hourly Rate
   1. Jim J. Dori, PA                        $200.00

   The above rates may be adjusted if both parties agree, and shall be documented in writing by
   amendment to this AGREEMENT.
DATE: July 16, 2014
TO: Board of Trustees
FROM: Shadrach Neiss, Esq. – Executive Director, Human Resources/Equity Officer
SUBJECT: Personnel Actions, BOT meeting 07.28.2014

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:
Shadrach Neiss, Esq. – Executive Director, Human Resources/Equity Officer
DATE: July 16, 2014
TO: Dr. Jonathan Gueverra, President
FROM: Shadrach Neiss, Esq. – Executive Director, Human Resources/Equity Officer
SUBJECT: Human Resources – BOARD AGENDA 07.28.2014

Personnel Actions – Recommendations to the Board of Trustees

### NEW EMPLOYEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drummond, Emily</td>
<td>07.21.2014</td>
<td>Academic Advisor/Coordinator, Student Activities, $37,193 annualized</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holland, Ruth</td>
<td>06.18.2014</td>
<td>Staff Assistant, Project ACCESS, $17.50/hr.</td>
</tr>
<tr>
<td>Lucey</td>
<td>07.14.2014</td>
<td>Student Affairs Generalist, Upper Keys Center, $12.15/hr.</td>
</tr>
</tbody>
</table>

### 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>Campos, Carlos</td>
<td>08.18.2014</td>
<td>Lab Assistant, Nursing, $13.90/hr.</td>
</tr>
<tr>
<td>Kemble, Darrel</td>
<td>08.21.2014</td>
<td>Diving Technical Advisor, Temporary, $17.50/hr.</td>
</tr>
<tr>
<td>Minnerly, Christopher</td>
<td>06.30.2014</td>
<td>Tutor, DSS, Temporary, $15/hr.</td>
</tr>
<tr>
<td>Sangermano, Olivia</td>
<td>05.19.2014</td>
<td>Swimming Skills Coordinator, Temporary, $11.91/hr.</td>
</tr>
<tr>
<td>Seeley, David</td>
<td>08.21.2014</td>
<td>Diving Technical Advisor, Temporary, $17.50/hr.</td>
</tr>
<tr>
<td>Stokes, Erika</td>
<td>06.17.2014</td>
<td>Swimming Skills Coordinator, Temporary, $11.91</td>
</tr>
</tbody>
</table>

### PROMOTIONS / RECLASSIFICATIONS / ADJUSTMENTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeSanti, Brian</td>
<td>06.23.2014</td>
<td>Marine Research Assistant, $14.66/hr.</td>
</tr>
</tbody>
</table>

### TERMINATIONS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective Date</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban, Susan</td>
<td>Director, Financial Aid and Enrollment Services</td>
<td>07.01.2014</td>
<td>Resignation</td>
</tr>
<tr>
<td>Name</td>
<td>Lvl</td>
<td>Pay Rate</td>
<td>Hrs / Credits</td>
</tr>
<tr>
<td>------------------</td>
<td>-----</td>
<td>----------</td>
<td>---------------</td>
</tr>
<tr>
<td>Allen, Brian</td>
<td></td>
<td>$25.00</td>
<td>7</td>
</tr>
<tr>
<td>Bean, Paul</td>
<td></td>
<td>$25.00</td>
<td>26</td>
</tr>
<tr>
<td>Bean, Paul</td>
<td></td>
<td>$28.00</td>
<td>5</td>
</tr>
<tr>
<td>Chu, Daniel</td>
<td></td>
<td>$25.00</td>
<td>4</td>
</tr>
<tr>
<td>Garcia, Michael</td>
<td></td>
<td>$25.00</td>
<td>7</td>
</tr>
<tr>
<td>Help, Charles</td>
<td></td>
<td>$25.00</td>
<td>18</td>
</tr>
<tr>
<td>Hemp, Charles</td>
<td></td>
<td>$25.00</td>
<td>8</td>
</tr>
<tr>
<td>Hill, Thomas</td>
<td></td>
<td>$25.00</td>
<td>27</td>
</tr>
<tr>
<td>Holroyd, Lee Ann</td>
<td></td>
<td>$25.00</td>
<td>23</td>
</tr>
<tr>
<td>Joy, Deron</td>
<td></td>
<td>$25.00</td>
<td>18</td>
</tr>
<tr>
<td>Lariz, David</td>
<td></td>
<td>$25.00</td>
<td>4</td>
</tr>
<tr>
<td>Marks, Dahlgren</td>
<td></td>
<td>$25.00</td>
<td>8</td>
</tr>
<tr>
<td>Matton, Christopher</td>
<td></td>
<td>$28.00</td>
<td>10</td>
</tr>
<tr>
<td>Norman, James</td>
<td></td>
<td>$25.00</td>
<td>7</td>
</tr>
<tr>
<td>Phelps, Penny</td>
<td></td>
<td>$25.00</td>
<td>3</td>
</tr>
<tr>
<td>Schlegelmilch, William</td>
<td></td>
<td>$25.00</td>
<td>27</td>
</tr>
<tr>
<td>Schlegelmilch, William</td>
<td></td>
<td>$28.00</td>
<td>3</td>
</tr>
<tr>
<td>Seago, Sheila</td>
<td></td>
<td>$25.00</td>
<td>23</td>
</tr>
<tr>
<td>Seago, Sheila</td>
<td></td>
<td>$28.00</td>
<td>4</td>
</tr>
<tr>
<td>Whiteman, Nicholas</td>
<td></td>
<td>$28.00</td>
<td>1</td>
</tr>
<tr>
<td>Williams, Ralph</td>
<td></td>
<td>$25.00</td>
<td>28</td>
</tr>
<tr>
<td>Williams, Ralph</td>
<td></td>
<td>$28.00</td>
<td>4</td>
</tr>
</tbody>
</table>

**AS + AA Programs**

<table>
<thead>
<tr>
<th>Name</th>
<th>Lvl</th>
<th>Pay Rate</th>
<th>Hrs / Credits</th>
<th>Total Pay</th>
<th>Course Description</th>
<th>Cntr</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly, Lori</td>
<td>II</td>
<td>$505.00</td>
<td>3</td>
<td>$1,515.00</td>
<td>Introduction to Ethics</td>
<td>KW</td>
<td>06/23/2014-08/03/2014</td>
</tr>
<tr>
<td>Labriola, Ann</td>
<td>III</td>
<td>$505.00</td>
<td>3</td>
<td>$1,515.00</td>
<td>Ceramics II</td>
<td>KW</td>
<td>06/23/2014-08/03/2014</td>
</tr>
</tbody>
</table>

**Independent Studies**

<table>
<thead>
<tr>
<th>Name</th>
<th>Pay Rate</th>
<th>Hrs / Credits</th>
<th>Total Pay</th>
<th>Course Description</th>
<th>Cntr</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irwin, William</td>
<td>$100.00</td>
<td>1</td>
<td>$100.00</td>
<td>Directed Individual Study</td>
<td>KW</td>
<td>05/12/2014-06/22/2014</td>
</tr>
</tbody>
</table>

* Full-time employees who teach classes during their regular agreed upon work hours are not compensated as an adjunct instructor unless they take leave during the class time.

** Instructor has agreed to accept reduced pay ($100 per student) in order to run the course, enrollment below 7 students.
## Community Education Payroll Summary

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Hours</th>
<th>Rate</th>
<th>Course Name</th>
<th>Start</th>
<th>End</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haegelin</td>
<td>Diana</td>
<td>18</td>
<td>$40.00</td>
<td>Adv Summer Conv P2</td>
<td>24-Jun-14</td>
<td>31-Jul-14</td>
<td>30282</td>
</tr>
<tr>
<td>Haegelin</td>
<td>Diana</td>
<td>18</td>
<td>$40.00</td>
<td>ESL: Summer Basics L2P2</td>
<td>24-Jun-14</td>
<td>31-Jul-14</td>
<td>30265</td>
</tr>
<tr>
<td>Haegelin</td>
<td>Diana</td>
<td>18</td>
<td>$40.00</td>
<td>ESL: Summer Basics L1P2</td>
<td>24-Jun-14</td>
<td>31-Jul-14</td>
<td>30263</td>
</tr>
<tr>
<td>Haegelin</td>
<td>Diana</td>
<td>10</td>
<td>$40.00</td>
<td>Get Ready for English!</td>
<td>30-Jun-14</td>
<td>30-Jul-14</td>
<td>30341</td>
</tr>
</tbody>
</table>

---

*Submitted by Catherine Torres*

Director of Community Education, Workforce and Testing
B. Full-time faculty are required to schedule a minimum of twenty-five (25) hours each week, consisting of fifteen (15) teaching hours (equal to 12.5 in class hours) and ten (10) office hours. The remaining twelve and a half hours (12.5) shall be spent conducting College business (7.5 hours of which shall be on-campus) which includes, but is not limited to, preparation for classes, meeting and committee participation, grading assignments, etc. Please see the paragraph regarding work hours during the summer term.
C. Overload class hours are in addition to the minimum on-campus hours required.

<table>
<thead>
<tr>
<th>Contract Length</th>
<th>REQUIRED Weekly Hours</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 and 11 month</td>
<td>35 hours</td>
<td>15 teaching hours* (12.5 in class) + 10 office hours + 5 discretionary hours + 7.5 on-campus hours</td>
</tr>
</tbody>
</table>

*Please note per Florida Statute 1012.82, "a classroom contact hour consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction." At the College, one teaching hour is equivalent to fifty minutes in class. Fifteen teaching hours is equivalent to 12.5 in-class hours.

INSTRUCTIONAL LOAD CREDIT
A. Full-time Faculty members’ instructional load per Fall and Spring term is five classes, without laboratories, of three credit hours each, or 15 credit hours in total. For each class taught with less than three credit hours, the full instructional load per term will be 15 credit hours, or as close to 15 credit hours as possible. 10 and 11-month Faculty members are required to teach 6 credits in the Summer term. Please see chart below for additional information regarding the Summer schedule.

<table>
<thead>
<tr>
<th>Contract Length</th>
<th>REQUIRED Total Summer Hours</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Month</td>
<td>217.5 hours</td>
<td>90 teaching hours* (75 in class hours) + 60 office hours + 37.5 discretionary hours + 45 on-campus hours</td>
</tr>
<tr>
<td>11 Month</td>
<td>367.5 hours</td>
<td>90 teaching hours* (75 in class hours) + 60 office hours + 57.5 discretionary hours + 175 on-campus hours</td>
</tr>
</tbody>
</table>

*Please note per Florida Statute 1012.82, "a classroom contact hour consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction." At the College, one teaching hour is equivalent to fifty minutes in class. Thus, 90 teaching hours is equivalent to 75 in class hours.

B. In the event that full-time faculty does not meet the required instructional load the Provost may approve one of the following to complete the faculty’s full load assignment:

- Assignment of an additional course.
- Development of an online course.
- Assignment to teach an online course.
Date: July 8, 2014
To: District Board of Trustees-Florida Keys Community College
From: W. Jean Mauk
Subject: Vice President Business and Administrative Services Report

Financial Reports

The annual closing of the fiscal year is in process. The financials for the month of June will be presented along with the Annual Financial Report at the September board meeting.

Business Office

The Business Office Staff is working on reconciliations and reports for the Annual Financial Report.

Heather Garcia, Assistant Controller
- Heather Garcia has completed audit for Florida Keys Campus Foundation (FKCCF) and Florida Keys Educational Foundation (FKEF). FKEF audit will be submitted to FKEF board in July for approval.
- The Internal Revenue Service has confirmed 501(c) (3) status for FKCCF. An application for Florida sales tax exemption has been submitted to the state.
- The transient tax application will be submitted in July.

Jeanette Williams, Assistant Controller
- Jeanette is working with Payroll to complete testing and implementation for conversion to 24 pay cycle.
- She is also completing reports and various deliverables to assist in fiscal year end.

Institutional Research Activity

Linda MacMinn is responsible for state reporting, IPEDS survey information and wide number of other reports required through the year. She also provides information used by staff for various projects and initiatives. During the past month, the following items were addressed:

State Reporting
- Working on revisions to student and personnel database programs
- Working on personnel salary and benefits submission
- Working on incorporating Degree Works audit data into state reporting

Data Requests
- Dual Enrollment list of students for summer term
• Metrics data for Marketing  
• Schedule data for Registrar for schedule comparison  
• Submitted summer term data, student and personnel, for CCLA  
• Financial aid spreadsheet and grade rosters for Financial Aid  
• Revised grade data to include retention component for Instructional Affairs  
• Created schedule spreadsheet for SENSE survey for Instructional Affairs

Other  
• attended Banner Super User Group meeting

Information Technology Department

Mike Cruz is the interim Director of Information Technology.

Please see the attached report for the department.

Purchasing and Plant Operations

Doug Pryor is the Director of Purchasing and Plant Operations

Purchasing

• 28 Requisitions Processed through Banner Purchasing  
• 79 Visa Transactions  

• NorthStar Security started on July 1st. Many changes have already occurred and there is a strong presence of security on campus.

Projects in Process

• Demolition of old Marine Tech Building  
• Aquaponics Area Construction  
• A210 Writing Lab Conversion  
• Building “C” Bathroom Renovation  
• Janitor’s Closet Renovation - TWFAC

Pending Projects

• Public Safety Roof Repair – Permit Received  
• Fume Hood “D” Building – Perez Engineering contract signed  
• Isle Relocation - Perez Engineering contract signed
Maintenance/Operations

The maintenance staff continues to perform preventative maintenance throughout the campus. Campus facilities and grounds require evaluation on a day to day basis and staff is allocated for repairs as needed. The maintenance staff provides assistance to multiple departments for event preparations, office relocations, office needs, etc.

- The staff processed approximately 981 pieces of outgoing mail.
- 13 work orders were submitted and approved for completion.
- The maintenance staff is currently advertising to hire a replacement for Mike Canizares who resigned at the end of June.
Information Technology - Monthly Summary Report June 2014

IT Help Desk Requests

- Upgrade Storage Infrastructure
- FLVC Integration
- Website Modifications
- Train Staff on CMS
- Support BRM Campaigns
- Computer Refresh
- IT Request Tracking System

293 Help Desk Requests

Ongoing Projects

- Marine Tech Building
- New Call Accounting System
- D2L Integration
- Software Updates Management
- Upgrade Classroom Technology

Network Usage

Clients (Total: 1193 distinct clients | Daily Average: 465 clients)

Clients per day

Top operating systems by usage

<table>
<thead>
<tr>
<th>#</th>
<th>OS</th>
<th># Clients</th>
<th>% Clients</th>
<th>Usage (GB)</th>
<th>% Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Windows 7/Vista</td>
<td>402</td>
<td>33.7%</td>
<td>564.73 GB</td>
<td>32.4%</td>
</tr>
<tr>
<td>2</td>
<td>Other</td>
<td>131</td>
<td>11.0%</td>
<td>480.72 GB</td>
<td>27.6%</td>
</tr>
<tr>
<td>3</td>
<td>Meraki Network OS</td>
<td>30</td>
<td>2.5%</td>
<td>154.55 GB</td>
<td>8.9%</td>
</tr>
<tr>
<td>4</td>
<td>Windows 8</td>
<td>53</td>
<td>4.4%</td>
<td>112.54 GB</td>
<td>6.5%</td>
</tr>
<tr>
<td>5</td>
<td>Mac OS X</td>
<td>32</td>
<td>2.7%</td>
<td>106.97 GB</td>
<td>6.1%</td>
</tr>
<tr>
<td>6</td>
<td>Generic Android</td>
<td>105</td>
<td>8.8%</td>
<td>81.37 GB</td>
<td>4.7%</td>
</tr>
<tr>
<td>7</td>
<td>Windows 7</td>
<td>9</td>
<td>0.8%</td>
<td>72.78 GB</td>
<td>4.2%</td>
</tr>
<tr>
<td>8</td>
<td>Apple iOS</td>
<td>296</td>
<td>24.8%</td>
<td>71.95 GB</td>
<td>4.1%</td>
</tr>
<tr>
<td>9</td>
<td>Windows XP</td>
<td>90</td>
<td>7.5%</td>
<td>46.52 GB</td>
<td>2.7%</td>
</tr>
<tr>
<td>10</td>
<td>Debian-based Linux</td>
<td>3</td>
<td>0.3%</td>
<td>34.52 GB</td>
<td>2.0%</td>
</tr>
</tbody>
</table>
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, 2014 through July 31, 2015

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 (60) days prior to the date that such termination shall be effective.

All other bid conditions and specifications continue to apply.

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

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

Date: 7-9-2014  
Date:____________________
<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounts Receivable</strong></td>
<td></td>
</tr>
<tr>
<td>FKCC</td>
<td>1 The College's controls over student account receivables needed improvement. 2 The College needed to enhance its procedures related to the collection of student receivables</td>
</tr>
<tr>
<td>Tallahassee</td>
<td></td>
</tr>
<tr>
<td><strong>Administration Management</strong></td>
<td></td>
</tr>
<tr>
<td>Daytona</td>
<td>1 The College needed to enhance its textbook affordability policies and procedures to ensure that students obtain textbooks and course materials for the lowest and best price within acceptable quality.</td>
</tr>
<tr>
<td>Seminole</td>
<td>2 The College needed to enhance its monitoring procedures to ensure that the instructors provide the required certifications that all required textbooks and other instructional items will be used in their courses</td>
</tr>
<tr>
<td><strong>Board Rules</strong></td>
<td></td>
</tr>
<tr>
<td>FKCC &amp; five other colleges</td>
<td>1 The Board needed to enhance its written policies and procedures relating to electronic funding transfers.</td>
</tr>
<tr>
<td>Hillsborough</td>
<td>2 The Board had not approved the College's identity theft prevention program, contrary to Section 114 of the Fair and Accurate Credit Transaction Act of 2003.</td>
</tr>
<tr>
<td>Miami Dade</td>
<td>3 The College had not implemented an identity theft prevention program, contrary to Section 114 of the Fair and Accurate Credit Transaction Act of 2003.</td>
</tr>
<tr>
<td><strong>Cash Management</strong></td>
<td></td>
</tr>
<tr>
<td>FKCC</td>
<td>1 The College's controls relative to bank account reconciliations need improvement.</td>
</tr>
<tr>
<td><strong>Confidential Information</strong></td>
<td></td>
</tr>
<tr>
<td>Jacksonville</td>
<td>1 The College did not always provide written notification to individuals when their social security numbers were collected, contrary to Section 119.071(a), Florida Statutes</td>
</tr>
<tr>
<td><strong>Construction Management</strong></td>
<td></td>
</tr>
<tr>
<td>Tallahassee</td>
<td>1 The College's procedures for monitoring change orders and final payment for construction projects administered by a construction management company entity needed improvement.</td>
</tr>
<tr>
<td>Tallahassee</td>
<td>2 The College needed to enhance its procedures for monitoring architect payments.</td>
</tr>
<tr>
<td>Tallahassee</td>
<td>3 College procedures for documenting the selection of professional architectural firm for construction projects needed improvement.</td>
</tr>
<tr>
<td><strong>Contract Administration</strong></td>
<td></td>
</tr>
<tr>
<td>Jacksonville</td>
<td>1 The College needed to enhance controls over payments for contracted services.</td>
</tr>
<tr>
<td><strong>Decentralized Collections</strong></td>
<td></td>
</tr>
<tr>
<td>Chipola</td>
<td>1 The College needed to strengthen controls over swimming pool operations collections.</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Hillsborough</td>
<td>1 Certain College information technology (IT) policies and procedures were in development or existed only in draft form and had not been approved by management.</td>
</tr>
<tr>
<td>Hillsborough</td>
<td>2 The College's IT security controls related to user authentication and data loss prevention needed improvement.</td>
</tr>
<tr>
<td>FKCC</td>
<td>3 Some inappropriate or unnecessary information technology (IT) access privilege existed, indicating a need for improved review of access</td>
</tr>
</tbody>
</table>
## FLORIDA COLLEGE SYSTEM
### OPERATIONAL AUDIT FINDINGS
#### SUMMARY

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The College's IT risk assessment practices needed improvement.</td>
</tr>
<tr>
<td>5</td>
<td>The College had not developed a written IT security incident response plan.</td>
</tr>
<tr>
<td>6</td>
<td>The College had not developed a written, comprehensive information technology risk assessment.</td>
</tr>
<tr>
<td>7</td>
<td>The College's information technology security controls related to user authentication needed improvement.</td>
</tr>
<tr>
<td>8</td>
<td>The College's IT security controls related to user authentication, data loss prevention and logging and monitoring of system activity needed improvement.</td>
</tr>
<tr>
<td>9</td>
<td>Information Technology (IT) access privileges of some former College employees were not timely deactivated.</td>
</tr>
<tr>
<td>10</td>
<td>College IT security controls related to user authentication and data loss prevention needed improvement.</td>
</tr>
</tbody>
</table>

### Personnel and Payroll

<table>
<thead>
<tr>
<th>Location</th>
<th>Description of Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillsborough</td>
<td>1 The College President's employment contract included severance pay provisions that did not appear consistent with Section 215.425(4)(a), Florida Statutes.</td>
</tr>
<tr>
<td>Chipola</td>
<td>2 The College did not properly calculate the President's compensation for purposes of FRS contributions.</td>
</tr>
<tr>
<td>Pensacola</td>
<td>3 The College did not require background checks and fingerprinting for employees who have direct contact with students.</td>
</tr>
<tr>
<td>Tallahassee</td>
<td>4 The College needed to strengthen its procedure for calculating termination payments.</td>
</tr>
<tr>
<td>Jacksonville</td>
<td>5 The College needed to enhance controls over terminal leave payments.</td>
</tr>
<tr>
<td>Jacksonville</td>
<td>6 The College provided enhanced separation benefits totaling $100,820 to 18 former College employees that were contrary to Section 215.425, Florida Statutes.</td>
</tr>
<tr>
<td>Jacksonville</td>
<td>7 The College paid $215,236 in excess of the amounts allowed by Florida law to settle employment disputes with a former administrative employee.</td>
</tr>
<tr>
<td>Jacksonville</td>
<td>8 The College did not properly calculate terminal payments and related benefits for certain College personnel.</td>
</tr>
<tr>
<td>Jacksonville</td>
<td>9 The College, for certain employees, incorrectly calculated the taxable value for personal use of employer-related vehicles required to be reported as part of gross income pursuant to Internal Revenue Service guidelines. In addition, a former administrative employee was provided a leased vehicle on a full-time basis without authority.</td>
</tr>
</tbody>
</table>

### Purchasing

<table>
<thead>
<tr>
<th>Location</th>
<th>Description of Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pensacola</td>
<td>1 The College needed to enhance its monitoring procedures over its purchasing card programs to ensure compliance with College purchasing policies.</td>
</tr>
<tr>
<td>Pensacola</td>
<td>2 The College needed to enhance its purchasing procedures to ensure that vendors are appropriately selected and payment are consistent with contract terms and conditions.</td>
</tr>
<tr>
<td>Seminole</td>
<td>3 The College needed to enhance its procedures to ensure verification of endorsing information prior to a vendor being approved to do business with the college.</td>
</tr>
</tbody>
</table>

### Purchasing Card Program

<table>
<thead>
<tr>
<th>Location</th>
<th>Description of Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miami Dade</td>
<td>1 The College needed to enhance its monitoring procedures over its purchasing card program to ensure compliance with the College's purchasing card manual.</td>
</tr>
</tbody>
</table>

### Student Enrollment

<table>
<thead>
<tr>
<th>Location</th>
<th>Description of Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytona, Miami Dade, Hillsborough</td>
<td>1 The College needed to strengthen its controls to ensure the accurate reporting of instructional contact hours for the adult general education classes to the Florida Department of Education.</td>
</tr>
<tr>
<td>Pensacola, Tallahassee, Jacksonville</td>
<td>2 The College needed to improve in controls over reporting student enrollment for State funding purposes.</td>
</tr>
<tr>
<td>Item</td>
<td>Description of Finding</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>1. The College’s procedure for assessing user fees needed improvement</td>
</tr>
<tr>
<td></td>
<td>2. The College needed to enhance its procedures for assessing and reporting distance</td>
</tr>
<tr>
<td></td>
<td>learning courses and other user fees</td>
</tr>
<tr>
<td></td>
<td>3. The College needed to enhance its procedures to limit parking fees to only those</td>
</tr>
<tr>
<td></td>
<td>students that actually use parking services, as required by</td>
</tr>
<tr>
<td>FKCC, Tallahassee</td>
<td>1. The College needed to improve procedures to ensure that rental charges are</td>
</tr>
<tr>
<td></td>
<td>collected prior to the use of equipment or facilities.</td>
</tr>
<tr>
<td></td>
<td>2. The College needed to improve procedures regarding the use of marine watercraft.</td>
</tr>
<tr>
<td>Seminole</td>
<td></td>
</tr>
<tr>
<td>Use of College Equipment &amp; Facilities</td>
<td></td>
</tr>
<tr>
<td>FKCC</td>
<td></td>
</tr>
</tbody>
</table>
The Academic Affairs division is gearing up for the Survey of Entering Student Engagement (SENSE). SENSE is a product and service of the Center for Community College Student Engagement (CCCSE). SENSE asks students to reflect on their earliest experiences (academic and services-related) with the college. This survey is designed to help community colleges discover why some entering students persist and succeed and others do not. The classes to be surveyed have been approved by CCCSE and the college is preparing to administer the survey during the 4th and 5th weeks of the fall semester. In addition, the Academic Affairs Division has been working on developing a Dual Enrollment Agreement with Island Christian School (ICS). This agreement will allow qualified ICS students to take Dual Enrollment classes from FKCC as is permitted by state law.

**Arts and Sciences**

Highlights of the Arts and Sciences Division over the past month featured additional course schedule improvements for the coming year, activities to attract additional adjunct instructors, and enhanced partnerships with local industry. The course schedule for the coming year continues to benefit from a new collaboration between the Arts and Sciences and Advising Services. The majority of schedule amendments have now been completed to allow ample time for student registration. However, our goal of continuous improvement will necessitate ongoing dialogue and schedule review between Arts and Sciences and Advising Services.

FKCC’s effort to continually attract exceptional adjunct instructors with proper credentials has been bolstered this month thanks to FKCC Trustees Bobby Stoky and Anne O’Bannon, Marathon Chamber of Commerce CEO Daniel Samess, and FKCC Foundation member Annette Robertson. Each of these leaders has used their personal influence to spread the word about our need for faculty in the Middle and Upper Keys Centers to teach Business and Fine Arts courses. Their efforts are paying dividends, and interviews with new adjunct faculty are imminent.

Finally, FKCC’s Hospitality and Tourism Management Initiative continues to forge new partnerships with local industry. Highgate Hotels, the developers of the four new/rebuilt properties at the entrance to Key West, held a job fair in the Tennessee Williams Theatre lobby last week. Synergies are evolving between FKCC and Highgate that will be explored in the coming months.

**Sponsored Research**

FKCC has been awarded a grant through the Spanish Embassy in the amount of $20,000. The grant provides a student from Spain to come to FKCC and collaborate with faculty and students. The Spanish Cultural Assistant will work with Spanish instructors teaching credit and non-credit courses. In particular, the assistant will provide valuable opportunities for increasing the conversational Spanish skills of our students and facilitate cultural activities for students.
NOAA has provided FKCC with additional funding for the BREP grant in the amount of $48,579. These additional funds will support FKCC’s continued research of long lasting shark repellent.

Recent Grant Submissions:

**Monroe County TDC** – FKCC Swim around Key West, 1 & 2 Mile swim and 2 swim meets. Amount: $10,000; Project period: 1/1/2015-12/31/2015; PI: Lori Bosco Submitted 6/24/2014(Due 6/24/2014).

**DOE First in the World** – The purpose of the FITW program is to provide grants to institutions of higher education to help ensure that they have access to and implement innovative strategies and practices that can be effective in improving student completion and making college more affordable for students and families. Amount: $2,273,174; Project period 1/1/2015-12/31/2018; PI: Dr. Gueverra; Submitted 6/27/2014(Due 6/30/2014)

**DOL TAACCCT** – This proposal seeks to fund two new Engineering Technology programs at FKCC. Alternative Energy Technologies and Automation Engineering Technologies have been selected as the new programs that this award would allow FKCC to create. Amount:$2,500,000 Project period: 10/1/2014-9/30/2018; PI: Dr. Patrick Rice Submitted 7/7/2014(Due 7/7/2014).

**Community Foundation of the Florida Keys** - Proposal to bring in guest artists to complement the ceramics program. PI: Dr. Frank White
Learning Resource Center (LRC)

Staffing Changes:

Katrina Cool, part time library specialist has resigned and Learning Resources staff has been reduced to two full time employees. Library open hours have been adjusted to manage with reduced staff over the summer. The open Assistant Director and Library Technical Specialist positions have been approved for posting. Filling these two positions should allow the LRC to reinstate regular hours of operation and add more support for student learning and success.

> New Initiatives:

ISLE/Writing Center

Work has begun on remodeling room A 210 to house the writing center. In addition, Doug Pryor, Director of Purchasing and Plant Operations, has begun working with structural engineers to determine the infrastructure necessary for the architectural plans for moving the Interactive Student Learning Environment (ISLE) to the back of the library. Having both of these academic support services in close proximity to the library will allow us to provide a one stop shop for student learning support. LRC staff can then work with faculty and advising to forge a communication loop that tracks student learning interventions and reports back on outcomes.

Quality Enhancement Plan (QEP)

The Island TIME spring 2014 semester finished with strong results and students transitioning into college-level courses. The final success rates below reveal the strengths and challenges of the program.*
### MAT 0018 Dev Math I

<table>
<thead>
<tr>
<th>CRN</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>I</th>
<th>F</th>
<th># Students</th>
<th>Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>20438</td>
<td>8</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>100%</td>
</tr>
<tr>
<td>20436</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>100%</td>
</tr>
<tr>
<td>Overall</td>
<td>9</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>100%</td>
</tr>
</tbody>
</table>

### MAT 0028 Dev Math II

<table>
<thead>
<tr>
<th>CRN</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>I</th>
<th>F</th>
<th># Students</th>
<th>Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>20440</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>83%</td>
</tr>
<tr>
<td>20434</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>100%</td>
</tr>
<tr>
<td>20435</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>4</td>
<td>75%</td>
</tr>
<tr>
<td>20432</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>9</td>
<td>55%</td>
</tr>
<tr>
<td>20439</td>
<td>1</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>9</td>
<td>88%</td>
</tr>
<tr>
<td>Overall</td>
<td>8</td>
<td>15</td>
<td>1</td>
<td>0</td>
<td>7</td>
<td>31</td>
<td>77%</td>
</tr>
</tbody>
</table>

* Final success rates are students receiving a passing grade of C or better. The success rates do not include students who stopped attending by April 2, 2014.

Summer 2014 is coming to an end and our Island TIME students continue to follow the pathway to success. The Student Success Center (SSC) continues to offer academic support and tutorial resources for all developmental mathematics students. Over the past ten weeks, the Island TIME faculty and SSC tutor have been busy serving the students and preparing for the fall transition.

**Career, Technical & Workforce Education (CTWE) Division:**

The Division of CTWE is proud to announce the inception of nine student internships (7 paid; 2 unpaid) during the summer 2014. One internship is part of the Computer Information Technology Program working with Monroe County as a computer technician. The other six paid internships are part of the Tropical Ornamental Mariculture Technician (TOMT) certificate with two interns at Mote Tropical Marine Laboratory, three interns working on various aquaculture projects at FKCC, including Dr. Bill Irwin’s Aquaponics project and one working with Florida Sea Cucumber Corporation. The two unpaid internships are conducting nautical archeology using FKCCs advanced remote sensing technology (i.e. Autonomous Underwater Vehicles with side scan sonar and sector scan sonar) in the Mediterranean under the supervision of Mr. Jack Seubert. These are wonderful opportunities for our students and will help build their skills and resumes for the future.

The Division of CTWE is proud to announce the hire of two new Faculty. Ms. Deborah Townsend will complement our nursing faculty at the Upper Keys Center and Dr. Michelle Walsh will supplement our current Marine Science Faculty and Staff.

The FKCC Nursing and Allied Health Department is pleased to announce that 11 of the 24 May 2014 Nursing Graduates have completed and successfully passed the NCLEX exam. The remaining students will be taking the exam in the coming weeks. Additionally, the department is
proud to announce that 15 of the 16 new nursing students successfully completed new student orientation.
DATE: July 16, 2014
TO: Board of Trustees
FROM: Brittany Snyder
SUBJECT: MCSD Dual Enrollment Agreement

PROPOSED BOARD ACTION
To approve the Dual Enrollment Articulation Agreement (IAA) for the 14-15 Academic Year.

AUTHORITY FOR BOARD ACTION
Florida Statutes.1001.64

BACKGROUND INFORMATION
Florida Statue 1007.235 requires school districts and community colleges to jointly develop a comprehensive articulated agreement in support of the dual enrollment program. This current agreement was developed with input from both Monroe County School District and Florida Keys Community College.
2014-2015 Dual Enrollment Articulation Agreements Between Monroe County School District and Florida Keys Community College

WHEREAS, Florida Statutes (F.S.), specifies the development of district Dual Enrollment 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 Dual Enrollment 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 2014-15 Dual Enrollment agreement, the articulation committee consisted of the Director of Assessment and Accountability (MCSD) and the Director 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 Dual Enrollment 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 August 1, 2014, and end July 30, 2015. This agreement shall continue for annual terms beginning August 1, 2014 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:
1. A ratification or modification of all existing articulation agreements

The signing of this agreement shall attest to the ratification of the Dual Enrollment Agreement between MCSD and FKCC.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the Dual Enrollment program

FKCC and MCSD will engage in an extensive joint public relations campaign. Each year, prior to the beginning of the joint Dual Enrollment publicity campaign, MCSD administration will ascertain that principals and guidance counselors understand that facilitating Dual Enrollment 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 opportunities. 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 Dual Enrollment courses beyond the regular school year, including taking classes during school hours, after school hours, and during the summer terms.

3. A delineation of courses and programs available to students eligible to participate in Dual Enrollment

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 conferment 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 Dual Enrollment 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
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:

**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 Dual Enrollment eligibility requirements shall be allowed to enroll in select courses on the *Dual Enrollment -High School Subject Area Equivalency List*, [http://www.fldoe.org/articulation](http://www.fldoe.org/articulation). 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.
Qualified students who elect to participate in Dual Enrollment courses during their 9th grade year are only eligible to enroll in College Survival Skills (SLS 1401), Introduction to Computer Applications (CGS 1100) and Introduction to Hospitality Tourism and Management (HFT 1002).

4. A description of the process by which students and their parents exercise options to participate in the Dual Enrollment Program

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 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 Dual Enrollment 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 form and secure all the required signatures.
6. Meet with an FKCC Academic Advisor to review and approve suggested classes.
7. Submit completed Authorization forms to FKCC Admissions/Enrollment Office for processing.
8. Parents and students should familiarize themselves with the FKCC’s 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. Students must follow the approved FKCC Drop procedure. 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 should 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.

**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.
Grade Forgiveness – 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.

Total Attempts – This policy applies to college-level courses taken for the first time beginning with Fall Semester 1997. Only FKCC 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. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances.

5. Initial student eligibility requirements for participation in the Dual Enrollment program

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 the 8th grade. 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, 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, if a course has no placement prerequisite, the students must score at college level reading on the CPT, PERT, ACT, SAT, or FCAT 2.0.
- 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.

According to s. 1007.271, F.S., school districts may not deny Dual Enrollment participation to students who meet statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

6. A delineation of the high school credit earned for the passage of each Dual Enrollment course

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.

7. A description of the process for informing students and their parents of college-level course expectations

FKCC and MCSD will make use of jointly agreed-upon advising documents designed to inform students about college level expectations and to assist students with program planning and course decisions. This information is also covered in orientation sessions.

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) Dual Enrollment students should utilize the Degree Program Requirement resources provided on the Florida Virtual Campus web site (flvc.org) to minimize Enrollment in a random selection of FKCC courses.

9. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

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.
9. The registration policies for Dual Enrollment courses as determined by the postsecondary institution

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

Students and parents should be made aware of the colleges’ add/drop policies and deadlines.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the Faculty or Adjunct Faculty Handbook for the postsecondary institution

Dual Enrollment teachers must follow all professional rules, guidelines, and expectations as stated in the faculty handbook.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual Enrollment teachers must follow all professional rules, guidelines, and expectations as stated in the student handbook.

Faculty Standards – 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. Any teacher selected to teach Dual Enrollment will be designated as an 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 Dual Enrollment 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 Dual Enrollment 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).

**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.

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-Dual Enrollment 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 Florida Department of Education.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the Dual Enrollment Program and the monitoring of student performance while participating in the Dual Enrollment Program
**Student Advising** – High school counselors are responsible for advising students relative to their Dual Enrollment curricular choices and insure 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 Enrollment 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.

**Student Monitoring** – High school counselors will monitor students’ eligibility to continue to participate in Dual Enrollment and will verify eligibility on the Dual Enrollment Authorization form.

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.
**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.

Should FKCC administer the test at the high school, the PERT will be administered on a mutually 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.
13. The responsibilities of the Florida College System institution regarding the transmission of student grades in Dual Enrollment courses to the school district.

**FKC C Transcripts and Grade Reporting** – At the end of each term, FKCC will provide the MCSD 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.

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.

14. A funding provision that delineates costs incurred by each entity.

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

**Financial Arrangements (Responsibility for Cost)** –
In accordance with state law, MCSD shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to FKCC 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 FKCC the school district shall reimburse the costs associated with the proportion of salary and benefits and other costs as defined in statute.

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 and, for classes held at the high school, salary and travel reimbursement for FKCC instructors who taught Dual Enrollment courses at the high schools.
MCSD shall also pay for instructional materials used for the instruction of public high school students who are earning credit toward high school graduation under the dual enrollment program as provided in s. 1011.62(1)(i), F.S.

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
- 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.

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 day 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. Students should contact their guidance counselor for the current textbook procedure.

15. Any institutional responsibilities for student transportation, if provided.

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.

The Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by the Florida College System institution by August 1st of each year.
Pursuant to s. 1007.271(22), F.S., the Department of Education will maintain an electronic submission system for Dual Enrollment agreements, and shall review these agreements for compliance with statute and report back to districts and Florida Colleges, if necessary.

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 ____ 2014.

THE SCHOOL BOARD OF MONROE COUNTY, FLORIDA

BY: ____________________________________                 ____________
    Chairperson, Ron Martin
    Date

BY: ____________________________________                 ____________
    Superintendent, Mr. Mark T. Porter
    Date

THE DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE

BY: ____________________________________                 ____________
    Chairperson, Robert C.Stoky
    Date

BY: ____________________________________                 ____________
    President, Dr. Jonathan Gueverra
    Date
DATE: July 16, 2014
TO: Board of Trustees
FROM: Brittany Snyder
SUBJECT: Island Christian School Dual Enrollment Agreement

PROPOSED BOARD ACTION
Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the articulation agreement with Island Christian School

AUTHORITY FOR STATE BOARD ACTION
Florida Statue, Section 1001.64

BACKGROUND INFORMATION
Florida Statue 1007.235 requires school districts and community colleges to jointly develop a comprehensive articulated agreement in support of the dual enrollment program. This current agreement was developed with input from both Monroe County School District and Florida Keys Community College.
DUAL ENROLLMENT AGREEMENT BETWEEN

ISLAND CHRISTIAN SCHOOL

AND

FLORIDA KEYS COMMUNITY COLLEGE

WHEREAS, Florida Statutes (F.S.), allows students to participate in Dual Enrollment from a Florida private secondary school which is in compliance with s. 1002.42(2) and conducts a secondary curriculum pursuant to s. 1003.428 or s. 1003.4282.

WHEREAS, the Island Christian School hereinafter referred to as “ICS”, and the District Board of Trustees of Florida Keys Community College, hereinafter referred to as “FKCC” desire to implement the above statute, an articulation agreement has been created.

The term of this agreement shall commence August 30, 2014, and end August 29, 2015. This agreement shall continue for annual terms beginning August 30, 2014 unless terminated as hereinafter provided.

A. ICS 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, ICS 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 ICS and FKCC.

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 ICS and FKCC, shall serve to shorten the time necessary for students to complete the requirements associated with the conferment 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 to FKCC.

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. Participation in the career early admission program shall be limited to students who have completed a minimum of six 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 ICS and FKCC to approve parameters of the program before advertised to the public.

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

1. **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*, [http://www.fldoe.org/articulation](http://www.fldoe.org/articulation). Courses on this list are guaranteed to satisfy high school graduation subject area requirements. ICS 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.

2. **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 ICS 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 the college’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.

3. **Student Eligibility** – ICS 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.
- 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 college 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 ICS 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 high school-college responsibilities delineated in this Interinstitutional Articulation 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.
- ICS guidance counselors or designee will monitor student performance and eligibility for Dual Enrollment.

4. **PERT Testing** – The PERT may be administered to high school students by FKCC upon request by the ICS 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.

5. **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.

Dual enrolled students will have the same access to advising and program planning tools and resources that traditional college students have. In addition students with disabilities will have access to high school guidance counselors in coordination with the Disabled Student Services Coordinator.

Students will be provided access to a qualified college 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.

The college and ICS 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 the college. The information listed below has been added to the Dual Enrollment Authorization form and the Dual Enrollment Application for Admissions.

- 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 college transcript.
- All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary admission.
- 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.
- 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.
- In order to continue participation in dual enrollment, students must maintain a 3.0 un-weighted high school GPA.
- Dual Enrollment students should utilize the Degree Program Requirement resources provided on the Florida Virtual Campus web site (flvc.org) to minimize Enrollment in a random selection of FKCC courses.

6. **Student Registration** –

Students and parents who wish to exercise their option to participate in Dual Enrollment must follow the enrollment process below:

1. Think about your education and career goals. The website Florida Virtual Campus 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.
   - Students must make an appointment to take the PERT test.
   - To make an appointment, students must complete the PERT Authorization Form with their counselor and return it to FKCC with their completed Dual Enrollment Application for Admission.
   - 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.
   - Once the student has been assigned a student ID by FKCC, they may take the PERT test.
   - 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

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 college website at [http://www.fkcc.edu/current-students/dual-enrollment.da](http://www.fkcc.edu/current-students/dual-enrollment.da). 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.

For students taking Dual Enrollment courses on the college 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.

ICS 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.

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

7. 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 the college 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.

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

8. Grades, Credits and Withdrawals

ICS 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 college course by the college “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.

9. **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.

10. **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.

11. **Financial Arrangements (Responsibility for Cost)** – ICS shall pay the standard tuition rate per credit hour 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 ICS faculty, ICS shall be responsible only for the postsecondary institution’s actual costs associated with offering the program. Accordingly, FKCC will submit an invoice to ICS 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 and , for classes held at the high school, the salary and travel reimbursement for FKCC instructors who taught Dual Enrollment courses at the high schools.

12. **Textbooks** – Textbooks/instructional materials used in Dual Enrollment classes must be the same or comparable with those used in other postsecondary courses at the college with the same course prefix and number. FKCC Instructional staff will advise ICS of instructional material requirements as soon as that information becomes available, but not later than 45 day prior to a course being offered. Textbooks shall be provided to the student at no cost. Textbooks purchased by ICS remain the property of the ICS.
13. **Transportation** – Transportation for any student receiving Dual Enrollment instruction at any facility other than an ICS school campus shall be provided by the student or the parent of such students.

14. **Tuition and Fees** – Dual Credit students shall be exempt from the payment of registration, tuition, laboratory fees (1007.271(13) F.S.) to FKCC. ICS shall be responsible for payment as outlined in section 11 (Financial Arrangements) above.

IN TESTIMONY WHEREOF, THE ISLAND CHRISTIAN SCHOOL, 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 ____ 2014.

ISLAND CHRISTIAN SCHOOL, FLORIDA

BY:____________________________________  ____________

   Headmaster, Dr. Jason N. Harrison

   Date

BY:____________________________________  ____________

   Registrar, Mary Allman

   Date

THE DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE

BY:____________________________________  ____________

   Chairperson, Robert C.Stoky

   Date

BY:____________________________________  ____________

   President, Dr. Jonathan Gueverra

   Date
Program Feasibility Analysis

A.S. Emergency Medical Services

SOC 29-2041 Emergency Medical Technicians and Paramedics
Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

Summary:

Nationally EMT’s and Paramedics are expected to grow 23% between 2012 and 2022. Within Miami-Dade and Monroe Counties there are currently more EMT’s and Paramedics graduating from educational institutions than there are demands for jobs. Labor data estimates only 62 openings per year in this field while there were 756 completers of related programs in 2012. **However, most of these completers did not graduate from an Associate of Science program.** Of the 756 only 131 graduated with an Associate’s Degree. The remainder graduated from certificate and advanced technical diploma programs. **It predicted within 3-5 years that licensing agencies will require paramedics to possess at least an associate level degree.** In 2013 there were 1086 EMT’s and Paramedic jobs in Miami-Dade and Monroe Counties. Nationally 65% of those employed in this field possess less than an Associate’s degree. If this number holds true for Miami-Dade and Monroe Counties then approximately 706 of those currently employed would need re-training. In addition to the 62 openings per year this large number requiring retraining would create a demand that far outstrips current local graduates from the associate degree programs in our area. This would create a demand for an A.S. in Emergency Medical Services (CIP 1351090402)

---

**Job Distribution**

**Overview**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Openings Estimate (2013)</td>
<td>62</td>
</tr>
<tr>
<td>Related Completions (2012)</td>
<td>756</td>
</tr>
<tr>
<td>Current Job Postings</td>
<td>22</td>
</tr>
</tbody>
</table>
South Florida | Regional Breakdown for Emergency Medical Technicians and Paramedics (29-2041)

<table>
<thead>
<tr>
<th>County</th>
<th>County Name</th>
<th>2013 Jobs</th>
<th>2018 Jobs</th>
<th>2013 Annual Openings</th>
<th>Median Hourly Earnings</th>
<th>2013 National Location Quotient</th>
</tr>
</thead>
<tbody>
<tr>
<td>12086</td>
<td>Miami-Dade</td>
<td>974</td>
<td>1,101</td>
<td>53</td>
<td>$13.92</td>
<td>0.55</td>
</tr>
<tr>
<td>12087</td>
<td>Monroe</td>
<td>112</td>
<td>135</td>
<td>9</td>
<td>$13.65</td>
<td>1.73</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1,086</td>
<td>1,236</td>
<td>62</td>
<td>$13.89</td>
<td></td>
</tr>
</tbody>
</table>

Job Prospects
The Department of Labor indicates that employment of EMT/Paramedics is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, or acts of violence, will continue to create demand for EMTs and paramedics. Demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas will also continue.

Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will create greater demand for EMTs and paramedic services. An increase in the number of specialized medical facilities will require more EMTs and paramedics to transfer patients with specific conditions to these facilities for treatment.

Competition for EMT/Paramedics jobs varies according to the type of job sought. In general, *Associate’s degree holders typically have an advantage when trying to enter the occupation and may find it easier to advance (currently, FKCC EMS program graduates employment rate ± 50%).* Familiarity with computers and digital systems will help provide the best opportunities.

Additional Labor Data for A.S. Emergency Medical Services

Gender

<table>
<thead>
<tr>
<th>Gender</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>62%</td>
</tr>
<tr>
<td>Female</td>
<td>38%</td>
</tr>
</tbody>
</table>

Age

<table>
<thead>
<tr>
<th>Age</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14-18</td>
<td>1%</td>
</tr>
<tr>
<td>19-24</td>
<td>13%</td>
</tr>
<tr>
<td>25-44</td>
<td>53%</td>
</tr>
<tr>
<td>45-64</td>
<td>30%</td>
</tr>
<tr>
<td>65+</td>
<td>3%</td>
</tr>
</tbody>
</table>

1,086 Jobs (2013) 13.9% % Change (2013-2018) $13.89/hr Median Earnings
National Location Quotient: 0.59
Nation: 15.0% Nation: $14.91/hr

South Florida | Growth for Emergency Medical Technicians and Paramedics (29-2041)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1,086</td>
<td></td>
<td>1,236</td>
<td>150</td>
<td>13.9%</td>
</tr>
</tbody>
</table>

Jobs (2013) 13.9% % Change (2013-2018) $13.89/hr
National Location Quotient: 0.59
Nation: 15.0% Nation: $14.91/hr

South Florida | Growth for Emergency Medical Technicians and Paramedics (29-2041)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1,086</td>
<td></td>
<td>1,236</td>
<td>150</td>
<td>13.9%</td>
</tr>
</tbody>
</table>
South Florida | Percentile Earnings for Emergency Medical Technicians and Paramedics (29-2041)

<table>
<thead>
<tr>
<th>10th Percentile Earnings</th>
<th>Median Earnings</th>
<th>90th Percentile Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.79/hr</td>
<td>$13.89/hr</td>
<td>$18.19/hr</td>
</tr>
</tbody>
</table>

Educational Attainment (National)

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral or professional degree</td>
<td>1%</td>
</tr>
<tr>
<td>Master's degree</td>
<td>2%</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>13%</td>
</tr>
<tr>
<td>Associate's degree</td>
<td>20%</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>47%</td>
</tr>
<tr>
<td>High school diploma or equivalent</td>
<td>17%</td>
</tr>
<tr>
<td>Less than high school diploma</td>
<td>1%</td>
</tr>
</tbody>
</table>

Regional Trends
<table>
<thead>
<tr>
<th>Region</th>
<th>2013 Jobs</th>
<th>2018 Jobs</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Florida</td>
<td>1,086</td>
<td>1,236</td>
<td>13.9%</td>
</tr>
<tr>
<td>Monroe/Miami-Dade</td>
<td>1,086</td>
<td>1,236</td>
<td>13.9%</td>
</tr>
<tr>
<td>Florida</td>
<td>9,137</td>
<td>10,478</td>
<td>14.7%</td>
</tr>
</tbody>
</table>

**Educational programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Technology/Technician (EMT Paramedic) (51.0904)</td>
<td>565</td>
<td>462</td>
<td>489</td>
<td>499</td>
<td>724</td>
</tr>
<tr>
<td>Health Services/Allied Health/Health Sciences, General (51.0000)</td>
<td>223</td>
<td>277</td>
<td>261</td>
<td>89</td>
<td>32</td>
</tr>
<tr>
<td>Emergency Care Attendant (EMT Ambulance) (51.0810)</td>
<td>0</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Miami Dade College | Completions in Emergency Medical Technology/Technician (EMT Paramedic) (51.0904)

<table>
<thead>
<tr>
<th>Award Level</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award of less than 1 academic year</td>
<td>254</td>
<td>144</td>
<td>302</td>
<td>384</td>
<td>341</td>
<td>308</td>
<td>214</td>
<td>200</td>
<td>195</td>
<td>162</td>
</tr>
<tr>
<td>Award of at least 1 but less than 2 academic years</td>
<td>59</td>
<td>38</td>
<td>98</td>
<td>88</td>
<td>106</td>
<td>144</td>
<td>138</td>
<td>139</td>
<td>143</td>
<td>143</td>
</tr>
<tr>
<td>Award of at least 2 but less than 4 academic years</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Postbaccalaureate certificate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Post-masters certificate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Associates degree</td>
<td>46</td>
<td>31</td>
<td>49</td>
<td>53</td>
<td>58</td>
<td>64</td>
<td>73</td>
<td>91</td>
<td>78</td>
<td>74</td>
</tr>
<tr>
<td>Bachelors degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Masters degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### American Medical Academy | Completions in Emergency Medical Technology/Technician (EMT Paramedic) (51.0904)

#### Award Level

<table>
<thead>
<tr>
<th>Award Level</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctors degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>359</td>
<td>213</td>
<td>449</td>
<td>525</td>
<td>505</td>
<td>516</td>
<td>425</td>
<td>430</td>
<td>416</td>
<td>379</td>
</tr>
</tbody>
</table>

Institution Info
Address: 300 NE 2nd Avenue Miami, FL 33132-2297
Website: [www.mdc.edu/main](http://www.mdc.edu/main)
Phone: 305-237-8888
<table>
<thead>
<tr>
<th>Award Level</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>aureate certificate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Post-masters certificate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Associates degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>39</td>
</tr>
<tr>
<td>Bachelors degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Masters degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Doctors degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>271</td>
</tr>
</tbody>
</table>

Institution Info
Address: 12215 SW 112 Street Miami, FL 33186-4830
Website: www.ama.edu

City College-Miami | Completions in Emergency Medical Technology/Technician (EMT Paramedic) (51.0904)
<table>
<thead>
<tr>
<th>Award Level</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>academic year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award of at least 1 but less than 2 academic years</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Award of at least 2 but less than 4 academic years</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Postbaccalaurate certificate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Post-masters certificate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Associates degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>10</td>
<td>8</td>
<td>17</td>
<td>23</td>
<td>18</td>
</tr>
<tr>
<td>Bachelors degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Masters degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Doctors degree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>10</td>
<td>8</td>
<td>17</td>
<td>23</td>
<td>18</td>
</tr>
</tbody>
</table>

Institution Info
Address: 9300 S Dadeland Blvd. 2nd Floor Miami, FL 33156
Website: www.citycollege.edu
Phone: 305-666-9242121

Inverse Staffing Patterns

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance Services (621910)</td>
<td>487</td>
<td>44.9%</td>
<td>62.7%</td>
</tr>
<tr>
<td>Local Government, Excluding Education and Hospitals (903999)</td>
<td>333</td>
<td>30.6%</td>
<td>0.8%</td>
</tr>
<tr>
<td>Category</td>
<td>Number</td>
<td>Percentage</td>
<td>Change</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td>General Medical and Surgical Hospitals (Private) (622110)</td>
<td>148</td>
<td>13.7%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Hospitals (Local Government) (903622)</td>
<td>49</td>
<td>4.5%</td>
<td>0.8%</td>
</tr>
<tr>
<td>Offices of Physicians (except Mental Health Specialists) (621111)</td>
<td>&lt;10</td>
<td>0.8%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Data Sources and Calculations**

**State Data Sources**
This report uses state data from the following agencies: Florida Department of Economic Opportunity

**Occupation Data**
EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

**Institution Data**
The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

**Completers Data**
The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

**Staffing Patterns Data**
The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

**Industry Data**
EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections.
DATE: July 16, 2014
TO: Board of Trustees
FROM: Brittany Snyder
SUBJECT: 2014-15 College Catalog Addendum

PROPOSED BOARD ACTION
Florida Keys Community College respectfully requests that the Florida Keys Community College District Board of Trustees approve the 2014-15 College Catalog addendum.
Addendum to Catalog

Grade Point Average
To rank individual students, scholastic attainment is computed in terms of the grade point average. This average is obtained by dividing the total number of quality points earned by the total number of GPA hours attempted. The final grade point average required for graduation is computed based on all college level work attempted the summation of all the courses shown on transcripts from all institutions attended. When a student repeats a course, the most recent grade will be used to determine the grade point average. It is the responsibility of the student to keep informed of the accumulation of credit hours and grade point average. This information may be requested from the Office of Enrollment Services.

Additional Graduation Requirements Include:
A cumulative grade point average of not less than 2.0 must be attained on all college level work attempted at all institutions attended and, on all college level work attempted at Florida Keys Community College. When a student repeats a course, the most recent grade will be used to determine his/her grade point average. An application for graduation must be submitted to the Enrollment Services Office before the published deadline (see the academic calendar). Commencement will be held twice each year at the end of the fall and spring terms. Students planning to participate in the commencement ceremony must submit an application by the term deadline. Those students, who plan to complete graduation requirements during the summer term III, may participate in the spring commencement ceremony, if they apply for graduation by the spring term deadline.

Criminal Justice Technology Basic Law Enforcement (BLE) Academy

Law Enforcement Officer Basic Recruit Training (Basic Law Enforcement Academy/Minimum Standards)
This program is the 770 hour Florida Law Enforcement Basic Recruit Training Course and meets the training requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of these courses is required to take the State Law Enforcement Officer Certification
Examination.

**Entrance Requirements:**

Compliance with the statutory requirements for law enforcement officers as set forth in Florida Statutes, Chapter 943 (943.13).

Sponsorship by a Florida Law Enforcement Agency or

Successful completion of the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.

Pass criminal history background check (Psychological, CVSA or polygraph exam, and fingerprints).

Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test.

**Courses offered**

- CJK0001 Introduction to Law Enforcement 10hrs
- CJK0012 Legal 62hrs
- CJK0013 Interactions in a Diverse Community 40hrs
- CJK0014 Interviewing and Report Writing 56hrs
- CJK 0064 Fundamentals of Patrol 35hrs
- CJK 0065 Call for Service 36hrs
- CJK0077 Criminal Investigations 50hrs
- CJK0078 Crime Scene to the Courtroom 35hrs
- CJK 0092 Critical Incidents 44hrs
- CJK0087 Traffic Stops 30hrs
- CJK0084 DUI Traffic Stops 24hrs
- CJK 0088 Traffic Crash Investigations 32hrs
- CJK0020 CMS Law Enforcement Vehicle Operations 48hrs
- CJK0031 CMS First Aid for Criminal Justice 40hrs
- CJK0040 CMS Criminal Justice Firearms 80 hours
- CJK0051 CMS Criminal Justice Defensive Tactics 80 hours
- CJK0422 Dart-Firing Stun Gun 8 hours
- CJK0096 Criminal Justice Officer Physical Fitness Training/Law Enforcement 60 hours

**TOTAL:** 770 Hours
Foreign Language Requirement

Beginning with students initially entering a Florida College System institution or state university in 2014-2015 and thereafter, coursework for an associate in arts degree shall include demonstration of competency in a foreign language pursuant to s. 1007.262.

For undergraduate admission to a state university, students must have earned two credits of sequential foreign language at the high school level. If a student did not complete this requirement while in high school, the requirement can be met through successful completion of eight credit hours in one foreign language, or demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test. Satisfaction of this university admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged determine the graduation requirements for the university they plan to attend.

The eleven public universities in Florida have a transfer manual that lists common prerequisites for each university major. The manual is available on-line and recommends pre-professional courses that should be taken at the community college level in order to meet the requirements of these selective admissions programs. Also, some university programs require the second year of a modern foreign language for the baccalaureate degree. Students are advised to meet with an advisor to review these pre-professional requirements. Students should be aware that most university majors, i.e., business administration, engineering, computer science, pre-med programs, education, etc., require specific courses to be taken at the community college as part of the A.A. degree, prior to applying to the university. Failure to meet a university's pre-professional requirements for a limited access program could delay a student's admission to the program of his/her choice.

The institution from which a student wishes to graduate makes the final decision on graduation requirements and the acceptance of transfer credits.

Students are urged to allow themselves plenty of time and thought in which to plan the educational program that will guide the remainder of their lives and influence the quality of their living. Appointments to see an academic advisor at Florida Keys Community College for needed personal assessment and educational guidance should be made early and regularly.

ATTENTION A.A. STUDENTS: For additional information on transferring to a university, please make an appointment to see one of our academic advisors before the beginning of your second year at FKCC.
FTE and Unduplicated Headcount by Academic Year
(includes credit courses, PSAV, workforce development and community instructional)

Summer 2014 Semester
FTE and Unduplicated Headcount
(does not include workforce supplemental and community instructional)

FTE & Revenue as of June 4, 2014
Student Ambassadors Update

2014 Student Ambassadors: Tiara Perry & Alexandria Hoyes

Student Ambassadors are vital to FKCC, they tend to be that first communication and first student connection for many inquiring individuals. Student Ambassadors are required to work 5 hours a week per term through their Student Ambassadors scholarships. That is an average of 75 hours a term per ambassador. Student Ambassadors are also required to participate in recruitment events on campus, such as Open House, Community Day and magnet school tours.

**Fall 2013 Semester Numbers**
- August 2013-December 2013: 569 inquiry packets were mailed
- August 2013-December 2013: 43 scheduled tours were conducted to inquiring individuals

**Spring 2014 Semester Numbers**
- January 2014-April 2014: 974 inquiry packets were mailed
- January 2014-April 2014: 77 scheduled tours were conducted to inquiring individuals

**Summer 2014 Semester Numbers**
- May 2014-June 2014: 215 inquiry packets were mailed
- May 2014-June 2014: 36 scheduled tours were conducted to inquiring individuals

Fall Application Update:

Fall/Spring 2014: 100 Applicants
33 Paid Deposits
75 New, 25 Returning