

NEW BUSINESS

**MECHANICAL ENGINEERING
CONSULTANT SERVICES
REQUEST FOR QUALIFICATIONS
(RFQ 12/13-03)**



November 07, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: Mechanical Engineering Consultant Services - Request for Qualifications (RFQ 12/13-03)

The mechanical engineering consultant becomes an extension of the Facilities team to consult on ventilation and air conditioning issues. In the past three years, the cost of these services has averaged \$20,000 annually and is projected to increase to \$40,000 to \$50,000 per year as we concentrate on energy savings projects in aging buildings.

The following nine (9) firms submitted qualifications to provide mechanical engineering consultant services:

- John J. Christine & Associates
- C&S Companies
- Cape Design Engineering
- GRAEF
- Matern Professional Engineering
- OCI
- SGM Engineering
- SIMS Wilkerson Carter Engineering
- Volt Air

A public evaluation meeting was held on Tuesday, October 2, 2012, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the four highest ranked firms and scheduled them for presentations/interviews. The four firms were: GRAEF, Matern Professional Engineering, OCI, and SGM Engineering.

On Friday, November 2, 2012, a public meeting was held to evaluate the shortlisted firms' presentations/interviews and to finalize the scoring. The master score sheet was updated to reflect the combined scores and the firms were ranked in the following order:

1. Matern Professional Engineering
2. OCI
3. SGM Engineering
4. GRAEF

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College select two firms and begin negotiations with the two highest ranked firms for five-year agreements: Matern Professional Engineering and OCI to provide mechanical engineering consultant services. Should the College not be able to negotiate a satisfactory contract with these two firms, then negotiations will commence with the next highest ranked firm and so on until a fair, competitive and reasonable agreement is reached with two firms.



President

**ELECTRICAL ENGINEERING
CONSULTANT SERVICES
REQUEST FOR QUALIFICATIONS
(RFQ 12/13-04)**



November 15, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: Electrical Engineering Consultant Services - Request for Qualifications (RFQ 12/13-04)

The electrical engineering consultant will be an extension of the Facilities team to assist in resolving electrical issues. In the past three years, the college has spent approximately \$30,000 or \$10,000 per year for these services. The services are used on an as needs basis and we project the same level of need during the five years of this agreement.

The following eight (8) firms submitted qualifications to provide electrical engineering consultant services:

- C&S Engineers
- GRAEF
- John J. Christie & Assoc.
- John Searcy & Associates
- Matern Professional Engineering
- OCI
- SGM Engineering
- Volt Air

A public evaluation meeting was held on Friday, November 2, 2012, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the three highest ranked firms and scheduled them for presentations/interviews. The three firms were: Matern Professional Engineering, OCI and SGM Engineering.

On Friday, November 9, 2012, a public meeting was held to evaluate the shortlisted firms' presentations/ interviews and to finalize the scoring. The master score sheet was updated to reflect the combined scores and the firms were ranked in the following order:

1. Matern Professional Engineering
2. SGM Engineering
3. OCI

RECOMMENDED ACTION:

Due to the limited need projected for these services, the President recommends that the Board of Trustees of Valencia College contracts with no more than two firms and begin negotiations with the two highest ranked firms: Matern Professional Engineering and SGM Engineering to provide electrical engineering consultant services for the next five years. Should the College not be able to negotiate a satisfactory contract with these two firms, then negotiations will commence with the next highest ranked firm.



President

**EAST CAMPUS AIR CONDITIONING
CONTROLS UPGRADE**



December 18, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: EAST CAMPUS AIR CONDITIONING CONTROLS UPGRADE

When we did the energy Performance Contract with Siemens a couple of years ago on East Campus, they installed their proprietary controls. While actual savings are exceeding the required savings from the Performance Contract, we have found at our West Campus that other controls and processes can generate additional energy savings. By replacing the Siemens controls, we can increase the efficiency of the air conditioning for the East Campus buildings and reduce the college's ongoing service obligation with Siemens.

Project cost is \$830,000 with an ongoing service contract of \$20,000 per year. In addition to the projected energy savings of \$75,000 per year, we would eliminate the continuing cost of the Performance Contract with Siemens, which would save the college an additional \$163,000 in year one. Since the 20-year contract with Siemens has a 4% escalator, the savings would grow annually by that percentage for the remaining 18 years to \$326,000 in the final year. The energy savings are based on our findings from similar changes on West Campus.

The combined savings would produce an annual return of 26% on the investment in the first year, which would grow to a 52% rate of return by the eighteenth year. The rate of return could grow even more in future years if energy costs increase by more than 4% each year

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the replacement of the Siemens controls with ALC controls on the East campus.



President

POLICIES ADOPTION



VALENCIA

POLICY: 6Hx28:2-01

Responsible Office: ~~ial:~~
Vice President, Human Resources and Diversity

Specific Authority: 1001.64-65, F.S.
Law Implemented: 1001.64-6;5 F.S.

Effective Date: ~~12-21-2004~~ 12/18/2012

Nondiscrimination and Equal Opportunity

Policy Statement:

- A. Valencia College strives to be a learning community in which all members can participate fully and equally in an atmosphere free from all forms of harassment, including sexual harassment, discrimination, or intimidation. Valencia College is an equal opportunity institution, and it is the policy of the District Board of Trustees to provide equal opportunity for employment and educational opportunities to all applicants for employment, employees, applicants for admission, students, and others affiliated with the College without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, gender, genetic information, sexual orientation and any other factor protected under applicable federal state, and local civil rights laws, rules and regulations (“the Protected Categories”).
- B. Respect for the rights and privileges of each other is essential in preserving the learning environment at the College. Actions that make the atmosphere intimidating, threatening, or hostile to individuals are, therefore, regarded as serious offenses. Valencia College prohibits discrimination and harassment on the basis of the Protected Categories in educational services and activities and in employment policies and practices. Additionally, no member of the Valencia College community will be retaliated against, intimidated, or coerced for making a good faith report of alleged discrimination or harassment or for participating in an investigation, proceeding or hearing conducted by the College or by a state or federal agency.
- C. Socially and economically disadvantaged businesses, and local developing businesses, as defined in this Policy, shall have an opportunity to participate in College contracts in a non-discriminatory environment. All employees involved in College procurement activities shall adhere to this policy of nondiscrimination. Similarly, all vendors and/or contractors who do business with the College shall do so subject to this policy, to the extent that it requires that vendors and/or contractors do not discriminate against or harass members of the College community.
- D. Any employee, student, student organization, business entity or person privileged to work or study in or for the Valencia College community who violates this policy will be subject to disciplinary action up to and including periodic or permanent exclusion from the College or College business. The College shall implement grievance procedures for filing a complaint regarding discrimination or harassment in violation of this policy which may be found on the College website, in any Learning Resource Center, or in the office of any Dean, Campus President, or Vice President.

- E. The person designated for general coordination and compliance with this policy is the Vice President for Human Resources and Diversity who can be contacted at Valencia College, Post Office Box 3028, Orlando, Florida 32802, 407-582-5000.
- F. Applicants for employment, employees, applicants for admission, and students shall be notified of this policy in appropriate College publications, documents and the College website.

Procedures:

None

Related Documents/Policies:

Policy History:

Formerly 6Hx28:07-01 Equal Opportunity Employment; 6Hx28:04-18 Civil Rights Discrimination Grievances; Hx28:04-39 AIDS; Hx28:04-44 Sexual Harassment; 6Hx28:05-14 Substitute Admission and Graduation Requirements for Disabled Students; Amended 12-10-02; Amended 12-21-04;

| [Amended 12-18-12](#)



VALENCIA

POLICY: 6Hx28:02-02

Responsible Office: Vice President
Human Resources and Diversity

Specific Authority: 1001.64-65 F.S.
Law Implemented: 1001.64-65 F.S.

Effective Date: ~~12/21/2004~~ 12/18/2012

Harassment/Sexual Harassment

Policy Statement:

- A. It is the policy of Valencia Community College that all employees and students should be able to learn and work in an educational environment free from any discriminatory harassment, including sexual harassment, and retaliation. Harassment in any form, based on race, ethnicity, color, national origin, age, religion, disability, marital status, gender, genetic information, sexual orientation and any other factor protected under applicable federal state, and local civil rights laws, rules and regulations (“the Protected Categories”), including sexual harassment, is prohibited, as are all forms of sexual intimidation and exploitation. All faculty, students, and staff should be aware that the College will not tolerate any conduct that constitutes harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Any employee, student, student organization, or person privileged to study in, work in or for, or visit the Valencia Community College community who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the College.
- B. Faculty, students, staff, and other parties on College premises are responsible for maintaining an appropriate environment for study and work. This includes conducting themselves in a professional manner, actively discouraging harassment, and taking appropriate corrective action to prevent and eliminate harassment.
- C. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation. Any faculty, student, or staff who feels that he/she has been harassed should review the procedures implementing the policy on Investigating and Resolving Discrimination, Harassment and Sexual Harassment Complaints and immediately bring the matter to the attention of his/her supervisor or any of the Vice Presidents, Provosts, Deans, or the Director, Office of Employee Relations, Diversity, and Compliance. They will handle matters brought to their attention with sensitivity and discretion.
- D. Any member of the Valencia community who believes he/she has been a witness to or a target of harassment is urged to report promptly the facts of the incident(s) to any of the above individuals. Delay in reporting may impede the College’s ability to take appropriate action. No member of the Valencia community will be retaliated against for making a good faith report of alleged harassment to, or for participating in an investigation, proceeding, or hearing conducted by, the college or a state or federal agency.
- E. Harassment is the creation of a hostile or intimidating environment in which verbal or physical

conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education. Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of any of the Protected Categories and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

- F. In addition, sexual harassment is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. submission to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program, or activity.
 2. submission to or rejection of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by an employee or student is used as the basis for employment or academic decisions affecting that employee or student.
 3. unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an employee's work performance or a student's academic performance or creating an intimidating, hostile, or offensive employment or educational environment.
- G. All College Vice Presidents, Provosts, Deans, and other managerial staff should take appropriate steps to disseminate this policy statement and inform employees and students of procedures for lodging complaints. All members of the student body, faculty, and staff are expected to assist in implementing this policy.
- H. The scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this Policy. It is the intent of this paragraph that academic freedom be allowed to all members of the academic community. Accordingly, this provision shall be liberally construed but shall not be used as a pretext for violation of this Policy.

Procedures:

None

Related Documents/Policies:

History:

| Adopted 12-10-02; Amended 12-21-04; [Amended 12-18-12](#)



VALENCIA

POLICY: 6Hx28:2-03

Responsible Official:
Vice President, Human Resources and Diversity

Specific Authority: 1001.64-65, F.S.
Law Implemented: 1001.64-65, F.S.

Effective Date: 12-21-2004 12-18-2012

Investigating and Resolving Discrimination, Harassment and Sexual Harassment Complaints

Policy Statement:

- A. Each employee and student of the College and each applicant for employment and/or admission to the College shall be free to register a complaint of discrimination or harassment based on the factors set forth below.
- B. It is a goal of this policy to encourage, at the earliest possible time, equitable solutions to allegations of discrimination or harassment through procedures by which complaints may be presented free from coercion, interference, restraint, discrimination, or reprisal and by which students, employees, and applicants are afforded adequate opportunity to resolve their differences. The College encourages any victim of discrimination or harassment to report the incident immediately. The College is firmly committed to investigating and resolving allegations of discrimination or harassment fairly and quickly. To ensure that open and forthright dialog occurs, attorneys are not permitted to accompany individuals during interviews, nor are interview sessions recorded in any manner. Those interviewed are always entitled to submit a written statement if they so choose or to consult with others regarding the interview, keeping in mind that these proceedings must be kept as confidential as possible. Complainants, respondents and witnesses who participate in this process are bound by confidentiality, and any breach of this confidentiality may be sanctioned by disciplinary action.
- C. It is a violation of this policy to file a discrimination or harassment complaint in bad faith. The College recognizes that injury can be done to both the victim of discrimination or harassment and the person accused of discrimination or harassment. The accused also has rights that this policy must preserve and protect. Any person who abuses this policy by filing a frivolous complaint will be subject to discipline if it is determined that the complaint was filed in bad faith. This provision is not meant in any way to discourage legitimate complaints.
- D. Complaints of discrimination shall be based on race, color, national origin, age, ethnicity, religion, disability, marital status, gender, genetic information, sexual orientation and any other factor protected under applicable federal state, and local civil rights laws, rules and regulations ("the Protected Categories"), sexual harassment or harassment based on any Protected Categories, related to admission to the College, admission to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment.
- E. It is contrary to College policy for any individual to engage, directly or indirectly, in retaliatory conduct against a person who files a discrimination or harassment complaint or who gives

information or testimony during an investigation of such complaint. Any student or employee who believes that retaliatory actions have been taken against him or her for having filed a complaint or provided information or testimony in an investigation of a complaint should seek redress through any of the Vice Presidents, Provosts, Deans, or the Director, Office of Employee Relations, Diversity, and Compliance.

- F. The president shall adopt procedures implementing this policy.

Procedures:

I. INTRODUCTION

- A. Investigating and Resolving Discrimination, Harassment and Sexual Harassment Complaints
- B. Valencia College recognizes and accepts its responsibilities to act in accordance with the College's policy, federal and state laws and regulations of the State Board of Education. Therefore, the College establishes these Nondiscrimination and Equal Opportunity Dispute Resolution Procedures to review, investigate, and resolve allegations of harassment and discrimination on the basis of race, ethnicity, color, national origin, age, religion, disability, marital status, gender, genetic information, sexual orientation and any other factor protected under applicable federal state, and local civil rights laws, rules and regulations ("the Protected Categories"). The College may, from time to time, amend these procedures as necessary.
- C. These internal procedures provide mechanisms for aggrieved students, faculty and staff to receive a fair hearing on issues of harassment and discrimination. Complainants, accused and witnesses who participate in these processes are bound by rules of confidentiality. Employees are not required to exhaust these procedures with regard to any complaint before pursuing remedies outside the College with any external enforcement agencies including, the Equal Employment Opportunity Commission, the Florida Commission on Human Relations, and the Office of Civil Rights of the Department of Education and the Department of Labor.

II. JURISDICTION OF THE OFFICE OF EMPLOYEE RELATIONS, DIVERSITY, AND COMPLIANCE AND THE VICE PRESIDENT FOR HUMAN RESOURCES AND DIVERSITY OFFICE

- A. Complaint by Student, Faculty, or Staff against Faculty or Staff

In carrying out the applicable College policies, any of the Vice Presidents, Campus Presidents, Deans, or the Director, Office of Employee Relations, Diversity, and Compliance receives complaints of harassment and discrimination at Valencia, and refers the matter to the Office of Employee Relations, Diversity, and Compliance to investigate or facilitate investigation and make recommendations following such investigations. Consistent with federal and state law and the State Board of Education's and College policies related to harassment and nondiscrimination, these offices will investigate (or facilitate investigation) complaints of harassment and discrimination on the basis of any Protected Category. These offices may also conduct investigations (or facilitate investigations) based upon requests for Administrative Reviews from Deans, Directors, Department Heads, Campus Presidents, Vice Presidents, and the President

when those administrators believe that harassment and/or discrimination in violation of federal or state law or the State Board of Education's and College policies may be occurring in their units.

B. Complaint by Student against Student

Upon receipt of a complaint by a student against another student charging harassment or discrimination, the Office of Employee Relations, Diversity, and Compliance shall refer the complaint to the appropriate Dean of Student Services Office. The Office of Employee Relations, Diversity, and Compliance may assist the Dean of Student Services Office with such complaints upon request to do so.

C. It is a violation of this policy to file a harassment and/or discrimination complaint for the purpose of injuring the reputation or causing harm to another person. Without minimizing the injury that can be suffered by the victim of harassment and/or discrimination, the College also recognizes that the filing of a harassment and/or discrimination complaint can have serious consequences for the person accused of harassment or discrimination. That person, too, has rights that the policy on Nondiscrimination must preserve and protect. A person who abuses this policy by filing a frivolous complaint will himself or herself be subject to discipline if it is determined that the complaint was filed in bad faith. This provision is not meant in any way to discourage legitimate complaints.

III. PRINCIPLE OF NON-RETALIATION

The College strongly encourages any victims of harassment and/or discrimination to report the incident and seek redress, if s/he is unable to resolve it satisfactorily and completely through informal means. The College recognizes the unusual burden that the alleged harassing or discriminatory conduct places on the recipient and acknowledges the necessity for a thorough and careful resolution of all reported cases. It is illegal and contrary to College policy for any individual to engage, whether directly or indirectly, in retaliatory conduct against a person who files a harassment and/or discrimination complaint or gives testimony during an investigation of such a complaint. As used in this paragraph, "retaliatory conduct" means conduct that adversely and unjustifiably affects another's terms and conditions of employment, educational experience, or quality of life, and that is motivated by an intent to cause harm because of the targeted individual's involvement in the filing or investigation of a harassment and/or discrimination complaint. Any student or employee who believes that retaliatory actions have been taken against him or her for having filed a complaint or provided testimony in an investigation of harassment and/or discrimination may seek redress through the Office of the Vice President of Human Relations and Diversity, or the Office of Employee Relations, Diversity, and Compliance.

IV. GENERAL INFORMATION

A. Consultation

Anyone may seek advice, information or counseling on matters related to harassment and/or discrimination without having to lodge an informal or formal complaint. Persons who feel they are being harassed or discriminated against, or are uncertain as to whether what they are experiencing is harassment and/or discrimination, and/or desire information as to their options in dealing with harassment and/or discrimination are

encouraged to talk with any of the Vice Presidents, Campus Presidents, Deans, the Director, Office of Employee Relations, Diversity, and Compliance.

B. External Resources

Complainant(s) may also contact external agencies such as the Florida Commission on Human Relations; Equal Employment Opportunity Commission (Miami Office); and the Office of Civil Rights, U.S. Department of Education. The phone numbers for these agencies can be found in the "Government" section (blue pages) of your local phone book.

V. RESOLUTION PROCESS (When the Accused is Faculty or Staff)

A. First Steps: Informal Dispute Resolution

1. The aim of the informal dispute resolution process is not to determine whether there was intent to harass and/or discriminate but to ensure that the alleged harassing and/or discriminatory conduct ceases and that the matter is resolved promptly at the lowest possible level.
2. No disciplinary action is taken in resolving informal complaints. Hence, informal dispute resolution procedures should not be used for severe cases of harassment and/or discrimination, nor should they be used when the Accused has been the subject of a previous formal complaint.
3. Additionally, there is no requirement that informal procedures be used before filing a formal complaint, or that the complaint be put into writing before informal resolution procedures are utilized. Likewise, the Complainant is free to withdraw from informal procedures altogether and file formally with the College.
4. In severe cases of harassment and/or discrimination or instances when the Accused is a repeat offender(s), the College may conduct a College-generated investigation if there is sufficient reason to believe that harassment and/or discrimination could have or does exist.
5. An initial course of action for any faculty member, staff member, or student who feels that s/he is being harassed or discriminated against is for that individual to tell or otherwise inform the Accused that the harassing and/or discriminatory conduct is unwelcome or offensive and must stop. However, in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner.
6. To encourage individuals to come forward, the College provides several channels of communication, information, and both informal and formal dispute resolution procedures. The College is committed to ensuring that harassment/discrimination ceases. If the problems do not cease after taking any of these informal actions, you are encouraged to immediately contact any of the Vice Presidents, Campus Presidents, Deans, or the Director, Office of Employee Relations, Diversity, and Compliance and to proceed with the negotiated procedure or the formal procedure, as deemed appropriate by the Complainant.
7. Some informal actions that may be appropriate are:

- a. Talk personally with or write a confidential (no third person receives a copy) letter to the Accused informing him/her of the alleged harassing and/or discriminatory conduct, the resulting impact on the Complainant, and what the Complainant wants next, usually "I want the harassing/discriminatory conduct to stop," or "I want to be treated the way a student or fellow employee should be treated." This is a personal step taken solely among the parties.
- b. Contact the Office of Employee Relations, Diversity, and Compliance to resolve the complaint informally with the help of a third party, to be identified by the Office of Employee Relations, Diversity, and Compliance, or an external person identified by the College. The goal here is to allow the parties to resolve complaints without an investigation and without elevating the complaint within the College. However, persons in these positions are obligated to follow up to be sure the situation has been resolved. This action might include referring to an appropriate individual within the College or sharing some of this information with other persons holding positions of responsibility at the College. The third party may:
 - i. Speak to the Accused on behalf of the Complainant;
 - ii. Meet with the Accused and the Complainant together to facilitate communication and explain the College's policy.
 - iii. Request through the Office of Employee Relations, Diversity, and Compliance that a workshop be conducted for the department/ area for purposes of education and/or sensitivity training.

B. Negotiated Procedure

1. This is a more formal procedure which can be chosen by contacting the Office of Employee Relations, Diversity, and Compliance which will assign a negotiator to handle your matter. By this procedure, the Complainant formally requests remedial action on the part of the Accused. If the Accused agrees to participate, both parties work towards resolution with the help of a negotiator.
2. The negotiator may be a member of the Office of Employee Relations, Diversity, and Compliance, another member of the faculty or staff trained for this purpose, or an outside person.
3. A Complainant is not required to seek a negotiated solution, but may bring the matter directly to a formal complaint for resolution by contacting any of the Vice Presidents, Campus Presidents, Deans, or the Director, Office of Employee Relations, Diversity, and Compliance.

a. Initiating the Negotiations

The Complainant gives a statement through the Office of Employee Relations, Diversity, and Compliance which includes the names of the Complainant and the Accused, and the details of the conduct which s/he alleges as harassing and/or discriminatory. The negotiator promptly

forwards the report to the Accused, provides the Accused with a copy of the College's complaint policies and procedures, and requests participation in negotiations. The Accused must reply within seven (7) calendar days of receiving the notice.

b. Negotiation Sessions

Meetings are held as quickly as possible and, normally, no more than one (1) week apart. Every effort should be made to reach resolution within one (1) month.

c. Outcomes

The negotiations end when a resolution has been reached or when the Complainant or the Accused has terminated the process. Some examples of possible resolutions include discussion of the feelings and perceptions of the Complainant and the Accused; agreement to terminate the harassing and/or discriminatory conduct; letter to the file; withdrawal of the complaint. (The complaint is resolved to the satisfaction of both parties). Or, the complaint is not resolved: In cases where resolution of the complaint is not possible, the Director, Office of Employee Relations, Diversity, and Compliance, or the negotiator will advise the Complainant of the option of filing a formal complaint within the College.

C. Formal Dispute Resolution

1. The Complainant files a written or verbal complaint with any of the Vice Presidents, Campus Presidents, Deans, or the Director, Office of Employee Relations, Diversity, and Compliance in order to initiate a formal investigation and determine whether a violation of College policy has occurred. The procedure and person handling formal complaints depends on the College community status of the Complainant and the College community status of the Accused. "College community status" refers to whether a person is a student, faculty member, or staff member. Accordingly, formal complaints are filed as follows: (Please note that for purposes of this discussion "student" is defined to include all students whether credit or noncredit.) If the Accused is a student, file the complaint with the Campus Dean of Student Services. If the Accused is a Faculty or Staff member, file the grievance with any of the Vice Presidents, Campus Presidents, Deans, or the Director, Office of Employee Relations, Diversity, and Compliance.
2. All formal investigating officials will conduct prompt investigations. Investigating officials will provide the Accused with the allegations, to which s/he will be required to respond in a timely manner. During the course of the investigation, the formal investigating officials normally will interview the Complainant, the Accused, and witnesses identified by each party. As previously indicated herein, to the extent possible, complaints will be handled confidentially, with the facts made available only to those who have a need to know for purposes of investigation, resolution, or legal compliance. At any time during the formal process, the investigating officials (or designee) may work to negotiate or mediate resolution between the Complainant and the Accused.

- a. **Some possible outcomes of a formal investigation include:**
 - i. a negotiated or mediated resolution; or
 - ii. a finding that there is a reasonable basis for believing that inappropriate conduct or a violation of College policy occurred; or
 - iii. a finding that there is no reasonable basis for believing that inappropriate conduct or a violation of College policy occurred; or
 - iv. if the investigator finds there is a reasonable basis for believing that inappropriate conduct or a violation of College policy occurred, the investigator may also issue a separate recommendation to the Assistant Vice president or Campus President, or next layer of management, as may be appropriate, regarding sanctions up to and including termination and/or other corrective action deemed appropriate, such as education and training.

- b. **Harassment and Discrimination Formal Complaint Procedures**
 - i. **Who May File a Complaint.** Employees, applicants for employment, applicants for admission to College programs, participants in College-sponsored activities, other persons affiliated with the College, and students (if the complaint is against an employee or affiliate of the College, but not another student) may file a complaint alleging harassment and/or discrimination with the Office of Employee Relations, Diversity, and Compliance in accordance with these procedures.
 - ii. **Time for Filing a Complaint.** To be timely, a Complainant must submit a complaint to the Office of Employee Relations, Diversity, and Compliance within ninety (90) days of the most recent alleged harassing and/or discriminatory conduct.
 - iii. **Requirements of a Complaint.** Although not required to be accepted for filing, the complaint should be on a form provided by the Office of Employee Relations, Diversity, and Compliance.
 - a) **Elements.** Each complaint shall include the following:
 - aa) The full name and address of the Complainant, who must be the individual claiming to be harmed by the alleged harassment and/or discrimination;
 - ab) The full name of the Accused;
 - ac) A clear and concise statement of the facts that constitute the alleged harassing and/or discriminatory conduct, including pertinent dates and sufficient information to identify any other individuals who may provide information during the course of an investigation conducted under these procedures and to bring the matter

within the jurisdiction of the Office of Employee Relations, Diversity, and Compliance to investigate;

ad) A statement by the Complainant verifying that the information supporting the allegations of harassment and/or discrimination is true and accurate to the best of the Complainant's knowledge;

ae) Information that establishes that both the Complainant and the Accused have a sufficient relationship to the College to require application of the State Board of Education's or College policies as to the alleged harassing and/or discriminatory conduct.

(b) Intake Interview. At or after the time a Complainant initiates a complaint, a representative from the Office of Employee Relations, Diversity, and Compliance shall conduct an interview with the Complainant.

c. Complaint Processing.

- i. Notice to the Accused. The Accused shall be given reasonable notice of the complaint and the allegations contained therein, as well as the opportunity to provide information and to be heard concerning the allegations of the complaint.
- ii. Notice to Others Regarding Complaint. With the exception of the Accused, who is entitled to a summary of the complaint, only those persons with a legitimate need to know will be apprised of the filing of and final disposition of a complaint. Those persons may include, but are not necessarily limited to, appropriate organizational unit administrators (Deans, Department Heads, Directors, Campus Presidents or Vice Presidents), who may have an obligation to monitor the workplace to ensure that retaliatory action does not occur during or after the investigative process concludes, and who may be required to implement recommendations of the Vice President for Human Resources and Diversity Office and/or Office of Employee Relations, Diversity, and Compliance when it completes its investigation.
- iii. Access to Information Regarding the Investigation. The Complainant(s) and the Accused, upon inquiry and during the course of an investigation, shall be advised of the status of the investigation.
- iv. Amending a Complaint. If, during the course of an investigation, a staff member from the Vice President for Human Resources and Diversity Office and/or Office of Employee Relations, Diversity, and Compliance determines that more information is required to enable a meaningful investigation, s/he may request Complainant to clarify or amplify allegations in the complaint. Complainants may also be allowed to add a new Accused or a new charge of

harassment and/or discrimination related to the original complaint, so long as the addition falls within the time limits otherwise applicable to the filing of a complaint.

- v. Investigation of Allegations in Complaint. Following receipt of a complaint, the Vice President for Human Resources and Diversity Office and/or Office of Employee Relations, Diversity, and Compliance investigator will act as a neutral fact-finder. The investigator (who may also be a trained/qualified College Faculty or Staff member or outside person) shall assemble statements, documents, and other relevant evidence from the Complainant, the Accused, witnesses, and other identified individuals who have or may have information concerning the allegations set forth in the complaint.

d. Appeal of Finding.

The issues raised on appeal shall be limited to those issues raised during the investigation by the Vice President for Human Resources and Diversity and/or Office of Employee Relations, Diversity, and Compliance. Any issues not raised during the investigation or new issues that could have been raised, but were not, shall be precluded on appeal.

- i. By Accused or by Complainant. Following receipt of a final report, which will identify the Appeals Officer (an Executive Officer of the College) for the matter, the Accused may seek to have a "cause" finding reviewed by the Appeals Officer. Following receipt of a final report, the Complainant may seek to have a "no cause" finding reviewed by the Appeals Officer.
- ii. To secure an appeal, the Complainant or the Accused must file a written request with the designated Appeals Officer no later than thirty (30) days from the date on which the Complainant or the Accused receives a copy of the final report, seeking to have such finding reviewed.
- iii. Upon acceptance of an appeal, the Appeals Officer shall notify the Complainant or the Accused, the Vice President for Human Resources and Diversity and the Office of Employee Relations, Diversity, and Compliance, and those individuals who received a copy of the final investigative report.
- iv. The Appeals Officer shall consider the facts in support of the request and develop any additional facts deemed necessary. The Appeals Officer may request that the Vice President for Human Resources and Diversity and the Office of Employee Relations, Diversity, and Compliance investigator do additional investigation or address particular issues. If the Appeals Officer receives new information pursuant to his/her request for further investigation that s/he believes may change the outcome, the Appeals Officer shall ask the Vice President for Human Resources and Diversity

and the Office of Employee Relations, Diversity, and Compliance investigator to reconsider his/her findings in light of the new information. The investigator shall inform the Appeals Officer of his/her reconsidered finding. The Appeals Officer shall apprise the Accused and the Complainant of the new information and the reconsidered finding so that each has an opportunity to review and refute any such additional information before the Appeals Officer renders a final decision.

- v. The Appeals Officer shall complete the review in a timely manner and shall prepare and provide a written decision to the Accused, the Complainant, the Vice President for Human Resources and Diversity and the Office of Employee Relations, Diversity, and Compliance, and to those individuals who received a copy of the final investigative report.
- vi. The Appeals Officer may endorse or reject the findings of the investigator.
- vii. The decision by the Appeals Officer shall be final.

e. Closure.

An investigation shall be considered complete and the investigation shall be closed after the period has passed within which either party may take an appeal if none has been taken, or following a final decision by the Appeals Officer, if either the Accused or the Complainant has requested an appeal. A matter also may be closed administratively when the Vice President for Human Resources and Diversity or the Office of Employee Relations, Diversity, and Compliance decides that further investigation is either impossible or unnecessary.

f. Withdrawal of Complaints.

Once filed, the Vice President for Human Resources and Diversity or the Office of Employee Relations, Diversity, and Compliance has an obligation to investigate complaints raising significant claims of harassment and/or discrimination. However, in appropriate circumstances, and in the discretion and judgment of either the Vice President for Human Resources and Diversity or Office of Employee Relations, Diversity, and Compliance the College may agree, upon a written and signed request to do so by the Complainant, to withdraw a complaint. A Complainant seeking to withdraw a complaint must set forth reasons in the request that support withdrawal. The Vice President for Human Resources and Diversity or the Office of Employee Relations, Diversity, and Compliance shall notify both the Complainant and the Accused of such withdrawal.

g. Further Provisions on Time Limits

Any of the time limits contained within this formal complaint procedure or within the procedures for dispute resolution (all stages) may be extended.

Related Documents/Policies:

Policy History:

| Adopted 12-10-02; Amended 12-21-04; [Amended 12-18-12](#)

Procedure History:

| Adopted 12-10-02; Amended 12-21-04; [Amended 12-18-12](#)



VALENCIA

POLICY: 6Hx28:5-13

Responsible ~~Official Office:~~
Vice President, ~~Administrative Services~~
~~Operations and Finance~~

Specific Authority: 116.34, ~~668.004~~, F.S.
Law Implemented: 116.34, ~~668.004~~, F.S.

Effective Date: ~~2-15-2011~~ 12/18/2012

Facsimile Signatures

Policy Statement:

The District Board of Trustees authorizes the Chair and the Secretary of the Board (President) and/or their designees, to use facsimile or electronic signatures with the same legal effect as a manual signature in accordance with Florida Statute.

Procedures:

- A. After the July District Board of Trustees meeting at which the new Chair is elected, the Chair and the Secretary (President), and their designees, as may be appropriate, will each sign a Certificate of Facsimile Signature form. The signature on the forms will be notarized and sent by certified mail to:
 - 1. Responsible Person
 - 2. Department of State
 - 3. 500 South Bronough Street
 - 4. Tallahassee, FL 32301
- B. The Chair and Secretary will also sign any applicable financial institution's forms to change the authorized signatures on all financial accounts held in the name of the District Board of Trustees of Valencia College to the newly elected Chair of the Board and Secretary.
- C. Financial Services will be responsible for obtaining manual signatures from the Chair and Secretary that can be used to convert to a facsimile signature for checks, employment contracts, and any other College document that may require a facsimile signature of the Valencia's District Board of Trustee Chair and/or Secretary.

Related ~~Documents/Policies/Items:~~

~~See Policy 6Hx28:6-03.2 "Signatures on Checks and Human Resource Contracts"~~ None

Policy History:

| Adopted 2-15-11; Amended 12-18-12

Procedure History:

| Adopted 2-15-11; Amended 12-18-12



VALENCIA

POLICY: 6Hx28:6-01.1

Responsible Official:
Vice President, Administrative Services Operations and Finance

Specific Authority: 1001.64, F.S.
Law Implemented: 215.85 668, 1001.64, F.S.,
1010.11, F.S.

Effective Date: ~~11-18-1992~~ 12/18/2012

Receipt and Deposit of Funds Receipts, Deposits, and Withdrawal of Funds

Policy Statement:

A. All funds will be receipted and deposited in appropriate accounts. The college bank depositories shall be in the name of the District Board of Trustees and shall be approved by the District Board of Trustees. ~~All money drawn from a depository shall be upon a prenumbered check signed by two persons authorized by the District Board of Trustees who are adequately bonded.~~

B. The District Board of Trustees ~~may~~ authorizes by electronic or other medium, as provided in Section 215.85 Florida Statutes or Rule 6A-14.0752 Florida Administrative Code, the receipt or transfer of public funds to, from, or within its established bank accounts for purposes of investment or direct deposit of funds, or payments of expenditures provided that adequate internal control measures are established and maintained as provided by the policy. Electronic or facsimile signatures may be utilized whenever deemed most efficient means of conducting College business.

C. To promote the primary objective of the college to safeguard the funds of the college, and in accordance with section 1010.11, Florida Statutes, and pursuant to chapter 668 and section 215.85, Florida Statutes, the District Board of Trustees directs the college to develop and implement control procedures and accounting procedures deemed necessary and appropriate to protect college funds which are moved by electronic transactions for any purpose including direct deposit, wire transfer, withdrawal, investment, or payment.

Policy Related Items:

- See Policy 6Hx28: 6-05.13 "Signatures"

Procedures:

- A. All collections, deposits, and expenditures of the College shall be the responsibility of the vice president for administrative services or a designee.
- B. Negotiable checks and approved credit cards may be accepted in payment of fees and or bookstore purchases.
- C. A record shall be maintained of all funds received by the College. Such record of receipt shall

identify the payer and the purpose for which the funds were received. All funds received shall be deposited intact in a bank daily or as soon as practicable.

- D. The District Board of Trustees authorizes the College to use the most efficient method of transmittal and investment of funds on a timely basis.

Related Documents/Policies:

Policy History:

Adopted 12-11-74; Formerly 6Hx28:6-04; Amended 1-21-81; Amended 12-15-82; Formerly 6Hx28:6-03; Amended 11-18-92; Formerly 6Hx28:06-02, [Amended 12-18-12](#)

Procedure History:

Adopted 12-11-74; Formerly 6Hx28:6-04; Amended 1-21-81; Amended 12-15-82; Formerly 6Hx28:6-03; Amended 11-18-92; Amended 8-18-08; Formerly 6Hx28:06-02, [Amended 12-18-12](#)

**ADDITIONS, DELETIONS OR
MODIFICATIONS OF
COURSES & PROGRAMS**

COLLEGE CURRICULUM COMMITTEE
October 10, 2012

Minutes

Members Present: Colin Archibald, Melody Boeringer, Chris Borglum, Karen Borglum (Co-Chair), Ana Caldero, Dan Dutkofski (for Wendy Givoglu), Marie Howard, Suzanne Johnson, Anita Kovalsky, Mabel Machin, Adrian Manley, Robert McCaffrey (for Debra Holmes Dubois), John Niss (Co-Chair), Bonnie Oliver, Pam Sandy, Jackie Starren, Lee Thomas, Raul Valery (for Kristy Pennino)

Alternates Present: Armira Shkemi

Ex-Officio Present: Krystal Cortez, Darnell Purcell, George Ruiz, Edwin Sanchez

Staff Present: Kim Adams, Krissy Brissett

Guests Present: Beverly Bond

1. Welcome and Introduction of New Members and Alternates

John Niss opened the meeting with a welcome and introductions.

2. Review of Minutes – July 11, 2012 E-Meeting

The minutes were approved by consensus.

- 3. Consent Agenda** – Course modifications or deletions involving minor editing of course descriptions or level changes which do not impact other departments are eligible for placement on the consent agenda. Any members of the committee may request to remove a proposal from the consent agenda for the purpose of discussion.

The following course(s) have outlines in Course Outline Builder which may be viewed in ATLAS:

BCN 1272	Construction Blueprint Reading
BCN 2563	Building Service Systems
BCT 1705	Contracts, Codes, Specifications, and Office Practices
BCT 2770	Building Construction Estimating
ETC 1251	Engineering Materials and Processes
TAR 2033C	Architectural Design

The following outlines are being presented as part of the Two-Year Program Review Cycle

OST 2450	ICD-9 Coding
OST 2452	Advanced ICD-9 Coding
OST 2454	Advanced CPT-4 Medical Coding

The Consent Agenda was approved by consensus.

4. Regular Agenda

1213-001 Radiography, A.S. Degree, CPM Beverly Bond

Purpose: Objectives/outcomes are being revised to match those required by the JRCERT, the accrediting body for the Radiography program; **Effective Date:** Fall 2013 (201410).

There was some discussion about the revision of the outcomes to become more generic. The committee generally felt that the prior outcomes were more specific and useful. Anita Kovalsky said the outcomes align more with the accrediting body. Beverly Bond, who presented the proposal, said that the new outcomes are required by JRCERT, which is the "gold-standard" accrediting agency.

Proposal 1213-001 was approved by consensus.

1213-002 OST 2453 CPT-4 Medical Coding, CCM Betty Wanielista

Purpose: Simply the last sentence of the course description has changed; **Revised Course Description:** Teaches the importance of the relationship between ICD-9 CM codes and CPT 4 (Current Procedural Terminology) in assuring accurate coding and reimbursement. Also examines medical records to determine primary and secondary procedures; teaches ICD-9-CM codes and CPT 4 codes unique to medical specialty areas; introduces students to RBRVS codes and their importance in billing. (Special Fee: \$23.00); **Effective Date:** Fall 2013 (201410).

Proposal 1213-002 was approved by consensus.

1213-003 SPC 1017H Interpersonal Communication-Honors, CCA Suzette Dohany

Purpose: Honors section for Interpersonal Communication Course; **Catalog Course Description:** Students explore a range of communication concepts and topics from interpersonal communication, to small group communication, to public speaking. Students develop skills to put the communication principles to work; **Pre-and/or Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Spring 2013 (201320).

Proposal 1213-003 was approved by consensus.

1213-004 General Education for A.A. /A.S. /A.A.S. Degree, CPM Suzette Dohany

Purpose: SPC 1017 was recently added to the General Education Program. The honors section is a natural addition to accommodate honors program students; **Effective Date:** Spring 2013 (201320).

Proposal 1213-004 was approved by consensus.

1213-005 Courses for Provisional Students.....Karen Borglum

Purpose: Course list for provisional students has been revised to reflect course deletions and course number and title modifications. The committee is asked to review this list with their department and email additional changes to the Curriculum Office. Final approval will be done at the November meeting.

Karen: The list was originally provided to us in 2008 for review. Krissy removed any courses that had been deleted. Karen asked if CCC could review the list for additions and deletions. The following criteria should be considered when reviewing the list:

- 1. Course should have no pre-requisites*
- 2. Course should be introductory.*
- 3. Student cannot earn a college issued credential.*
- 4. The course should be general interest in nature.*

For the next meeting, each discipline is to review the courses that apply to them and let us know what should be included on the list and what should be removed.

Also, it might be of benefit to review the list each year, and the list should probably be made smaller.

5. Discussion Items

- **Course Substitution Lists** – As co-chair of the Course Substitution Committee, Karen Borglum is requesting a review of the courses that are currently available for Mathematics and Foreign Language substitutions, to determine if they should remain on or be deleted from the list.

Karen explained the course substitution procedure to the CCC. Prior to the meeting, Krissy went through the mathematics list and checked each course to see if there was 1) A math component; 2) A course outline in COB; and 3) If the course has been deleted. Karen asked if the CCC feels that courses must have a math component, and is the list acceptable.

John Niss said it is important to address the areas of critical thinking and quantitative reasoning – both of which are general education outcomes. Karen added computation skills to that list.

It was determined that the criteria for a course being on the list are: 1) the course must have a course outline. If there is no outline then there are no outcomes, and it will be impossible to determine if the criteria established have been met and 2) the outcomes need to use words such as computation, critical thinking and quantitative reasoning.

For foreign languages, Krissy looked at the list to determine if there was 1) A cultural component; 2) A course outline in COB; and 3) If the course has been deleted.

Karen said that, based upon feedback from the CCC, she will go back to the Course Substitution Committee and have a discussion regarding courses that should stay on the list or be removed. She will then bring the final list back to the CCC for approval.

- **General Education Steering Committee update** – Karen Borglum will present an update on the progress of the State’s General Education Steering Committee, with regard to House Bill 7135.

Karen said that the work with the State General Education Steering Committee is progressing. Valencia has three representatives that were chosen for this committee: Kevin Mulholland, Karen Borglum and John Niss. The first meeting with the state faculty work teams will be on October 25th to discuss the principles, and how the work will go forward.

The College General Education Communications and Planning Work Team has already met, and a website has been created as a repository for related materials. As the work goes forward, draft recommendations will come back to the CCC for discussion regarding core courses to be put in General Education. Karen asked that representatives or their alternates be sure to be in attendance each month.

- **Valencia General Education Follow-Up Discussion** – Karen Borglum will present an update on the activities of Valencia’s General Education Planning and Communication Team.

Karen said that a plan will be put together for what we want our 15 hours of General Education to look like. Four conversations will be scheduled to answer questions such as, what is the intent of Gen. Ed. and what courses should be included. They will be facilitated by Rob McCaffrey, Lee Thomas, Mayra Holzer, Jenni Campbell, Diana Ciesko, Dan Dutkofski and Irina Struganova. They will be one meeting scheduled on each campus at various times. There will also be a Go-To option for these meetings. Karen encouraged the group to go to the HB7135 link, which is part of the Curriculum Committee website. It will be important for A.S. degree faculty to be engaged and involved.

Kim showed the link to find the information to the group.

- **A.A. Program Review** – Karen Borglum requested the addition of this discussion item as it is time sensitive.

The College Learning Council has requested that the work move forward on the A.A. program review. Karen Borglum will chair a task force that will be established. The timeline is one year to complete the work; it is anticipated that there will be one meeting per month; and the hope is to finish by the end of summer 2013. The final work will be taken back to the CLC in the fall of 2013.

Karen asked for volunteers to serve on the task force. The following people offered to serve – Raul Valery, Rob McCaffrey, Anita Kovalsky, Dan Dutkofski, Michael Shugg and Wendy Givoglu. It was noted that someone is needed from the Computer Engineering Technology area.

6. Information Items

There were no information items this month.

The next meeting of the College Curriculum Committee is scheduled for November 14, 2012, and will be held on the West Campus, Room 6-202. The deadline for submission of agenda items and related materials for the November meeting is *October 31st (*agenda items will not be accepted after that date).

COLLEGE CURRICULUM COMMITTEE

July 11, 2012

Electronic Meeting

Minutes

Members Voting via E-Mail Ballot: Colin Archibald, Joe Bivins, Chris Borglum, George Brooks, Ana Caldero, Wendy Givoglu, Celeste Henry, Deidre Holmes DuBois, Marie Howard, Suzanne Johnson, Anita Kovalsky, Mabel Machin, John Niss (co-chair), Kristy Pennino, Pam Sandy

1. Review of Minutes – June 13, 2012

The minutes of the June 13, 2012 electronic meeting were approved by consensus, with one minor change. Deidre Holmes DuBois' name was alphabetized incorrectly, so the adjustment was made and is reflected in these minutes.

2. **Consent Agenda** – Course modifications or deletions involving minor editing of course descriptions or level changes which do not impact other departments are eligible for placement on the consent agenda. Any members of the committee may request to remove a proposal from the consent agenda for the purpose of discussion.

The following course(s) have outlines in Course Outline Builder which may be viewed in ATLAS:

CJK 0300	Introduction to Corrections
CJK 0305	Communications
CJK 0310	Officer Safety
CJK 0315	Facility and Equipment
CJK 3020	Intake and Release
CJK 0325	Supervising in a Correctional Facility
CJK 0330	Supervising Special Populations
CJK 0335	Responding to Incidents and Emergencies

The following outlines are being presented as part of the Two-Year Program Review Cycle

There are no outlines being presented for a Two-Year Program Review Cycle.

The Consent Agenda was approved by consensus.

3. Regular Agenda

1112-185 CJK 0300 Introduction to Corrections, CCA..... Jeff Goltz

Purpose: This course is being added as a Florida Department of Law Enforcement mandate; **Catalog Course Description:** This course provides an overview of the correctional academy program and the Criminal Justice system in Florida; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** 1.067/32/0; **Effective Date:** *Fall 2012 (201310).

1112-186 CJK 0305 Communications, CCA..... Jeff Goltz

Purpose: This course is being added as a Florida Department of Law Enforcement mandate; **Catalog Course Description:** The student will learn the report writing process from the interview, statement taking, note taking, and the final report product. Interpersonal communication skills are covered along with use of telecommunications; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** 1.333/40/0; **Effective Date:** *Fall 2012 (201310).

1112-187 CJK 0310 Officer Safety, CCA Jeff Goltz

Purpose: This course is being added as a Florida Department of Law Enforcement mandate; **Catalog Course Description:** This course covers potential situations that may occur in a correctional facility and which action should be taken. Topics such as location and control of contraband and facility identification policies will be discussed; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .533/16/0; **Effective Date:** *Fall 2012 (201310).

1112-188 CJK 0315 Facility and Equipment, CCA Jeff Goltz

Purpose: This course is being added as a Florida Department of Law Enforcement mandate; **Catalog Course Description:** An overview of daily operations within a correctional facility. Topics include: security and hazardous equipment identification; and storage procedures; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .267/8/0; **Effective Date:** *Fall 2012 (201310).

1112-189 CJK 0320 Intake and Release, CCA Jeff Goltz

Purpose: This course is being added as a Florida Department of Law Enforcement mandate; **Catalog Course Description:** This course provides instruction on topics not limited to intake procedures, fingerprinting, inmate security levels, and legal issues involved in criminal history information; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .600/18/0; **Effective Date:** *Fall 2012 (201310).

1112-190 CJK 0325 Supervising in a Correctional Facility, CCA..... Jeff Goltz

Purpose: This course is being added as a Florida Department of Law Enforcement mandate; **Catalog Course Description:** This course is designed to provide an overview of the supervisory role within a correctional facility, including aspects of daily operations, the disciplinary process, safety, security, and treatment of inmates; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** 1.333/40/0; **Effective Date:** *Fall 2012 (201310).

1112-191 CJK 0330 Supervising Special Populations, CCA..... Jeff Goltz

Purpose: This course is being added as a Florida Department of Law Enforcement mandate; **Catalog Course Description:** This course is designed to provide an overview of the supervisory role in a correctional facility among inmates categorized as special population. Topics include: supervising a housing unit, officer safety and professionalism, and inmate care, custody, and control; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .667/20/0; **Effective Date:** *Fall 2012 (201310).

- 1112-192 CJK 0335 Responding to Incidents and Emergencies, CCA..... Jeff Goltz**
Purpose: This course is being added as a Florida Department of Law Enforcement mandate; **Catalog Course Description:** This course prepares students for potential types of emergency situations that may occur within a correctional facility and examines the actions that should be taken. Topics include but are not limited to: hazardous materials, riots, bomb threats, and man-made and natural disasters; **Pre- and/or Co-requisites:** None; **PSAV/Class (Lecture)/Lab Hours:** .533/16/0; **Effective Date:** *Fall 2012 (201310).
- 1112-193 CJK 0280 Criminal Justice Officer Physical Fitness Training, CCM Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated curriculum change. The following modifications are being made: 1) course number; 2) course title; 3) contact hours; 4) PSAV hours; **Revised Official Course Number:** CJK 0340 (previously, CJK 0280); **Revised Official Course Title:** Officer Wellness and Physical Abilities for Correctional Officers (previously, Criminal Justice Officer Physical Fitness Training); **Revised PSAV/Class (Lecture)/Lab Hours:** 1.000/30/0 (previously, 1.333/40/0); **Effective Date:** *Fall 2012 (201310).
- 1112-194 CJK 0100 Interpersonal Skills I, CCD Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated curriculum change; **Effective Date:** *Fall 2012 (201310).
- 1112-195 CJK 0101 Interpersonal Skills II, CCD Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated curriculum change; **Effective Date:** *Fall 2012 (201310).
- 1112-196 CJK 0102 Correctional Operations, CCD Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated curriculum change; **Effective Date:** *Fall 2012 (201310).
- 1112-197 CJK 0270 Criminal Justice Legal I, CCD..... Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated curriculum change; **Effective Date:** *Fall 2012 (201310).
- 1112-198 CJK 0285 Criminal Justice Legal II, CCD..... Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated curriculum change; **Effective Date:** *Fall 2012 (201310).
- 1112-199 CJK 0286 Criminal Justice Communications, CCD..... Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated curriculum change; **Effective Date:** *Fall 2012 (201310).
- 1112-200 CJK 0480 Emergency Preparedness, CCD..... Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated curriculum change; **Effective Date:** *Fall 2012 (201310).
- 1112-201 Criminal Justice Institute, Correctional Officer, Career Certificate, CPM Jeff Goltz**
Purpose: Florida Department of Law Enforcement mandated change of curriculum; **Effective Date:** *Fall 2012 (201310).

**The justification for a Fall 2012 effective date is as follows: the program and course changes have been mandated by the Florida Department of Law Enforcement (FDLE). The changes went into effect on July 1, 2012; however, the CJI currently does not have a cohort class for the program. They must be prepared, because at any time the Orange County Department of Corrections could inform them that they have a class for the program.*

Proposals 1112-185 through 1112-201 were all approved by consensus.

4. Discussion Items

There are no Discussion Items for the May Agenda.

5. Information Items

- **College Curriculum Committee Manual** – The Curriculum Committee was asked to review the Curriculum Committee Manual and provide feedback by June 27. This feedback has been incorporated into the Manual; the final document is being presented. There may be minor changes prior to being printed, i.e., location of meetings (based on availability of requested rooms); otherwise, the Manual is in final form.
- **College Curriculum Committee New and Returning Representatives and Alternates** – A number of representative and alternate slots have been filled for terms expiring July 31, as well as for vacant positions; a list of those faculty members and deans, as well as the positions that still need to be filled is attached.
- **Recognition of Joe Bivins' Service and Retirement** – The College Curriculum Committee would like to express its appreciation to Joe Bivins for his longtime service and dedication to the College Curriculum Committee and to Valencia College. We wish him well on his upcoming retirement!

*The next meeting of the College Curriculum Committee is scheduled for September 12, 2012, and will be held on the West Campus, Room 6-202. The deadline for submission of agenda items and related materials for the September meeting is *August 29, 2012 (*agenda items will not be accepted after that date).*

**CONTINUING EDUCATION
COURSES & FEES**



December 18, 2012

TO: DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: CONTINUING EDUCATION COURSES AND FEES

The President recommends that the Board of Trustees approve the following Continuing Education course and fee for December 2012:

Course Area	Course Number	Course Title	Fee
CNP	7890	Creating K-12 Learning Materials - ONLINE	\$119

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the Continuing Education course and fee as presented.


Sanford C. Shugart
President

HUMAN RESOURCES AGENDA

Agenda for Human Resources



Valencia College

District Board of Trustees

December 18, 2012

Valencia College

Agenda for Human Resources

Executive/Administrative Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Internal Changes</i>				
Charriez, Daniel	Dir, Campus Technology Svcs O	10/01/12		
Gordon, Carin M.	Dean, Bus, Info Tech/Pub Svc, E	11/01/12		
La Pietra, Carmine L.	Dir, Campus Technology Svcs W	10/01/12		
<i>Separations</i>				
Johnson, Tyron S.	Dean of Students – West	01/31/13		4.

Executive/Administrative Personnel - Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Internal Changes</i>				
Danser, Jeff	Dir, Web and Portal Services	11/01/12	02/28/13	

Instructional Personnel – Tenure Earning/Tenured

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Mittag, Benjamin J.	Librarian	09/24/12		
White Sparks, Kathy	Professor, Nursing	09/24/12		

Instructional Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Separations</i>				
Smith, Todd	Instructor, Mathematics	12/16/12		

Professional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Asenjo, Kirsys R.	Coord, College Transition	11/12/12		
Csercsevits, Martin F.	Senior Art Director	11/05/12		
Lue, Celena T.	Mgr, Student Svcs & Outreach	10/01/12		
Olsen-Oliver, Tracey	Dir, Student Development	10/22/12		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Palau, Jose A.	Programmer Analyst	11/05/12		
<i>Internal Changes</i>				
Fox II, Charles A.	Asst Dir, Faculty & Inst Dev	07/01/12		
Pande, Jyoti S.	Asst Dir, Faculty & Inst Dev	07/01/12		
Renteria, David	IT Mgr, Inst Design Svcs	10/01/12		
Trujillo, Angela E.	Mgr, Student Services, E	10/15/12		
Valladares, Jorge A.	Coord, Disability Support Svcs	11/19/12		
<i>Separations</i>				
Boles, Sonja M.	Dir, Admissions/Registration	12/18/12		
Ferenc, Natalie M.	Coord, Conf & College Events	11/16/12		
Maurer, Matthew S.	Web/Portal Developer	10/25/12		
Rosa, Sandra	Technical Support Specialist	10/24/12		

Professional Personnel - Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Penford Navarro, Catherine M.	Dir, Title III Project	11/05/12	06/30/13	1.

Career Service Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Ambridge, Susan A.	Financial Aid/Scholarship Clrk	11/05/12		
Arazas, Ricardo C.	Maintenance Technician	11/05/12		
Aviles, Jose L.	Custodian	11/12/12		
Bouddy, Alex V.	Custodian	11/12/12		
Burrowes, Ethan P.	Contractor Liaison Specialist	10/01/12		
Cintron, Eva	Administrative Assistant	11/05/12		
Collier, Ed	Financial Aid Clerk	11/05/12		
Garcia Morales, Jose A.	Groundskeeper	11/12/12		
Gibson III, Donald W.	Financial Aid Specialist	10/29/12		
Hair, Michelle L.	Tutorial Center Coordinator	09/24/12		
Infante, Michelyn G.	Student Services Advisor	10/29/12		
Jocson, Carlito S.	Custodian	11/05/12		
Laverdure, Ross	Student Services Advisor	11/05/12		
Lopez, Neyda M.	Custodian	10/01/12		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Lyons, Katrina R.	Staff Assistant II	11/12/12		
McGowan, Mary E.	Student Services Advisor	09/24/12		
Naranjo, Miguel	Student Services Advisor	10/29/12		
Noto, Yariela	Custodian	10/15/12		
Oldroyd, Laura	Executive Assistant	11/12/12		
Parangan, Jr., Benjamin P.	Custodian	11/12/12		
Parrales, Angelica M.	Financial Aid Clerk	10/29/12		
Payette, Justin C.	Technical Document Spec, Sr	11/05/12		
Pierre, Marc H.	Custodian	11/12/12		
Rosa, Ruben D.	Delivery Courier	10/29/12		
Santore, Carrie	Academic Advisor	09/24/12		
Short, Anthony D.	Groundskeeper	10/29/12		
Teumer, Phyllis A.	Staff Assistant II	11/05/12		
Thomas, Gene	Maintenance Technician	10/22/12		
Williams, Winston	Custodian	10/01/12		
Zern, Chelsea A.	Staff Assistant II	11/05/12		
Internal Changes				
Cruz, Jasmin	Student Services Advisor	11/05/12		
Dela Cruz, Jaime S.	Custodial Working Supervisor	10/01/12		
Feijoo, Boris	Trades/Maintenance Supervisor	10/29/12		
Kien, Thi S.	Instructional Assistant, Sr	11/19/12		
Rivera, Arcadio J.	Trades/Maintenance Supervisor	10/15/12		
Sealey, Shalini	Business Office Specialist	11/12/12		
Shadik, Abdool A.	Custodial Working Supervisor	10/22/12		
Silva, Rosa E.	Student Services Advisor	10/01/12		
Volley, Henry A.	Custodial Working Supervisor	11/05/12		
Leave of Absence				
Martinez-Del Castillo, Maria S.	Custodian	09/02/12	11/12/12	
McCollom, Stephen R.	Shipping/Receiving Clerk	09/16/12		
Mercado-Padilla, Ileana	Custodian	08/19/12		
Taylor, Shardelle R.	Technical Document Specialist	09/30/12		
Separations				
Adams-Long, Kim A.	Administrative Assistant	12/31/12		4.
Chastain, Nancy M.	Administrative Assistant	01/31/13		4.
Cochran, Jerry K.	Custodial Services Supervisor	01/31/13		4.
Cochran, Patsy A.	Business Office Specialist	01/31/13		4.
Cofield, Celica	Scholarship Coordinator	10/12/12		
Perrigan, Cynthia D.	Staff Assistant II	10/16/12		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Powers, Darlene H.	Administrative Assistant	12/31/12		4.
Robinson, John C.	Custodian	10/12/12		
Stepahin, Erica E.	Administrative Assistant	01/11/13		
Stuckey, Jeffrey	Staff Assistant III	10/18/12		
Wood, Janice M.	Administrative Assistant	10/24/12		
Woodruff, Ronald G.	Testing Center Specialist	10/31/12		4.

Career Service Personnel - Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Leadbeater, Leslie A.	Administrative Assistant	11/12/12	04/01/13	
Strobbe, Rob E.	Data Management Specialist	11/12/12	06/30/13	1.

Part-time Hourly Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Alvarez, Christopher A.	Technical Document Specialist			
Angol, Alvin	Curriculum Assistant, Sr			
Delp, Austin K.	Groundskeeper			
Dorman, Chekesha N.	Academic Advisor			
Freeland, Dillon J.	Learning Assistant II			
Hernandez, Patricia E.	Laboratory Assistant II			
Johnson, Andrew L.	Film Production Driver			
Keene, Benjamin J.	Curriculum Assistant			
Krawczyk, Robin	Student Assistant			
McAndrew, Tamara D.	Staff Assistant II			
Melnick, Patricia A.	Laboratory Assistant I			
Monarrez, Michael D.	Learning Assistant I			
Monroe II, Gregory T.	Music Accompanist			
Morgan, Jr., Gary	Staff Assistant I			
Navarro, Stephanie V.	Curriculum Assistant			
Peckham IV, John M.	Curriculum Assistant			
Phillips, Natalie E.	Testing Center Specialist			
Pollock, Bonita M.	Librarian			
Reyes Torres, Naren J.	Laboratory Assistant I			
Rivera Rey, Xavier L.	Learning Assistant I			
Robinson-Banks, Cody R.	Curriculum Assistant			
Rodriguez, America	Support Specialist I			
Rodriguez, Melanie J.	Academic Advisor			

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Rooprai, Ravinder K.	Laboratory Assistant I			
Selby, Ryan M.	Learning Assistant II			
Severo, Liana M.	Curriculum Assistant			
Smail, Tamara	Learning Assistant II			
Thevenin, Harryson	Film Production Driver			
Thorburn, Michelle L.	Testing Center Specialist			
Zuluaga, Julio G.	Curriculum Assistant			

Part-time Instructional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Benfatti, Jason	Respiratory Therapy			
Bisogno, Janet	Biology			
Brennan, Cynthia	Math			
Bridges, William	Cardiovascular Tech			
Butcher, Steven	Physical Education			
Bynes, Chiquita P.	CJI			
Chabot, Evan	Sociology			
Collins, Kristin	Speech			
Crisona, Christopher	Education			
Davidson-Gordon, Pamela	Nursing			
Davis, P M	Music			
DeLoach Jr., Earnest	Legal Assisting			
Engineer, Amita	Biology			
Faulcon, Elizabeth	Humanities			
Ferraro, Michael	English			
Ferrero, Sunny	Biology			
Fesselmeyer, George	CJI			
Fleming, James	English			
Gibson, Anna L.	Nursing			
Graber, Jared	Political Science			
Hanchi, Hugo	CJI			
Heaney, Kristin	Speech			
Hogan, Angela	Math			
Isadas, Raviprabha	Biology			
Kapoor, Kapil	Biology			
Lengyel, Darren T.	Business			
Louvar, Deborah	English			
Mayer, Jeffrey L.	CJI			
Morehead, Kelly N.	English			

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Morgan, Tina M.	English			
Murphy, Maiken R.	English			
Nadler, Kourtni R.	Sonography			
Novelli Spina, Mariagrazia A.	Foreign Languages			
Parra Bonilla, Glenda Z.	Biology			
Pate, Brian W.	Speech			
Pearl, Rachel C.	Business			
Perez Gonzalez, Sheyla M.	Sign Languages			
Ravela, Christian G.	Speech			
Reynoso, Erica J.	CE CIE Intensive English			
Ring, Matthew S.	CJI			
Shackelford, Ray A.	Math			
Thompson, Carol L.	Math			
Troyer, Cheryl N.	CJI			
Unger, Kathryn A.	Education			
Ward, Sarah E.	Math			
Wilson, Kalysa M.	Computer Program			
Wood, Bruce M.	Film Production Tech			
Young, Lisa E.	Biological Sciences			

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

PROPERTY DELETIONS



December 18, 2012

TO: BOARD OF TRUSTEES
Valencia Community College

FROM: SANFORD C. SHUGART
President

RE: PROPERTY DELETIONS

Surplus, trade-in, obsolete, economically unrepairable, or missing equipment items are periodically deleted from the property records of the College. Equipment which is surplus, obsolete or not economically repairable may be donated to local school systems, non-profit organizations or other governmental entities (see attached list). The remainder of the items are disposed of through recyclers or to trash, depending on the type of equipment. All electronic equipment is disposed of through recyclers.

For your information, we have also attached a list of organizations that have benefited from equipment the college has disposed of in recent months.

Per Florida Statute 274.02, equipment with a cost or fair market value of \$1,000 or more and a projected useful life of more than one year must be recorded in the financial records as property for inventory purposes. Therefore, original cost reflects the cost of the item at the date of acquisition, or the estimated fair market value at the date received, in the case of gifts.

Equipment is depreciated on a straight-line basis over the following estimated useful lives:

- Computers – three years
- Vehicles, office machines, educational equipment – five years
- Furniture – seven years

Therefore, current book value reflects the net depreciated value (acquisition cost or fair market value less depreciation).

Obsolete

13 assets with an original cost of \$73,907.80 with a current book value of \$0.00

Surplus

153 assets with an original cost of \$247,262.03 with a current book value of \$0.00

Economically Unrepairable

2 assets with an original cost of \$5,851.26 with a current book value of \$0.00

Trade-In

2 assets with an original cost of \$35,318.00 with a book value of \$0.00

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the disposition and deletion of equipment from the property records as requested and authorize the College to exchange, dispose of, or trade in the items as surplus property according to Board Policy 6Hx28:06-26.



President

A Gift for Teaching
A1Assets, Inc.
Accept Pregnancy Center
Accessible Solutions at Avalon Park
Aisha Home Inc.
American Society of Training and Development
BETA Center
Bishop Moore Catholic High School
Boys & Girls Club of Central Florida
Braille Association of Mid-Florida
Bread of Life Fellowship
Calvary Assembly
Center for Independence
Center of Faith Church
Central Care Mission of Orlando
Central Florida Children's Home
Central Florida Community Breadbasket
Charity & Love, Inc.
Chrysalis, Inc.
Church in the Sun
Church of God
Church of God Cathedral of Hope
Circle of Faith Ministries
Community Vision
Diocese of Orlando
Downey Christian School
Early Learning Coalition of Osceola County
El Calvario Christian Academy
Epilepsy Association of Central Florida
Faith United Church of God
Final Freedom After Care
First Baptist Church of St. Cloud
Florida Baptist Convention
Florida Dept. of Corrections
Foundation Academy
Freedom Drive for Kids
Freedom Outreach Center
Forman Family Life Center
Guardian Care, Inc.
Habitat for Humanity
Haitian Coalition of Central Florida
Hands of Central Florida
Help Now of Osceola
Heritage Christian School
Hindu University of America
Home Builders Institute
Hope for All Crisis, Inc.
Hope for the Poor International
House Blend Café

Interfaith Humanitarian Services
King of Kings Evangelical Church/School
Life Academy
Lighthouse Tabernacle of Prayer
Lions Roar International
Mary Lee Depugh Nursing Center
Men of Destiny Ministries
Mending Hearts Charities
Messiah Christian Center
Minority Women Enterprise Alliance
Missionary Computer Fellowship
Monster Club Foundation Services
Montverde Academy
Mustard Seed of Central Florida
New Life Ministries World Outreach Center
Oakland Nature Preserve
Ocoee Lions Club and Foundation
Orange County Public Schools
Orange County Sherriff's Office
Orange County Work Release
Orlando Christian Prep
Orlando Neighborhood Improvement Corp.
Orlando Power Stars Cultural Assoc.
Orlando Recycles
Orlando Union Rescue Mission
Osceola County Council on Aging
Osceola County Health Department
Osceola County Public School District
Pace Center for Girls
Pathways School
Quest, Inc.
Reach Back Foundation
Restore Orlando
Southeastern Data
Spirit of Joy Lutheran Church
St. Andrew Catholic Church
St. Matthew Holiness Church
St. Paul's Presbyterian Church
The Branch Christian Church
The Russell House
The Transition House
Threshold, Inc.
Trinity Christian School
Trinity Downtown Lutheran School
Vision Educational Learning Center
Way of Grace Ministries
Windermere Elementary School
Winter Park Public Library
Yashua International Assembly Ministries

Property Deletion Detail

Tuesday, December 18, 2012

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
Surplus					
00209968	12/19/2006	06-07	Projector, Panasonic, PT-LB60U	\$1,605.00	\$0.00
1 detail record				\$1,605.00	\$0.00
Obsolete					
00103644	5/22/1989	88-89	Dry Foam Extraction System, Von Schrader, VSI	\$2,295.00	\$0.00
00104796	9/14/1990	90-91	Lateral File System 8', Kardex, SERIES 80	\$10,473.50	\$0.00
00109924	5/9/1995	94-95	20" Buffer Machine, Advance, 20	\$1,249.00	\$0.00
00110190	6/30/1995	94-95	Time Lapse VCR, JVC, SRL900U	\$1,346.00	\$0.00
00111003	5/31/1996	95-96	Lektriever File, Kardex, KL-S80M	\$12,403.50	\$0.00
00111004	5/31/1996	95-96	Lektriever File, Kardex, KL-S80M	\$12,403.50	\$0.00
00112913	6/27/1997	96-97	Electronic File System, Kardex, LEKTRIEVER	\$12,042.50	\$0.00
00112914	6/27/1997	96-97	Electronic File System, Kardex, LEKTRIEVER	\$12,042.50	\$0.00
00114582	2/26/1999	98-99	Projector, Proxima, DP5800	\$3,599.00	\$0.00
00205204	8/10/2004	04-05	Powersure, Emerson, PSI 2200	\$1,044.41	\$0.00
00205519	12/7/2004	04-05	Laptop, Dell, D400	\$2,617.16	\$0.00
00211649	11/26/2007	07-08	PC, Dell, 745	\$1,092.18	\$0.00
00212198	3/27/2008	07-08	Laptop, Dell, D630	\$1,299.55	\$0.00
13 detail records				\$73,907.80	\$0.00
Surplus					
00108172	8/10/1993	93-94	Croma 20" Camera, CCTv, Telesensory, Chroma CCD	\$3,495.00	\$0.00
00113915	4/3/1998	97-98	Laserjet Printer, Hewlett Packard, 4000	\$1,149.99	\$0.00
00113980	4/15/1998	97-98	Laserjet Printer, Hewlett Packard, E3950	\$2,510.87	\$0.00
00114999	9/16/1999	99-00	24 Port 10/100 Switch, , 2900	\$2,376.60	\$0.00
00115000	9/16/1999	99-00	24 Port 10/100 Switch, , 2900	\$2,376.60	\$0.00
00115129	10/6/1999	99-00	24 Port 10/100 Switch, Cisco, 2900	\$2,376.60	\$0.00
00115295	12/9/1999	99-00	Laserjet Printer, Hewlett Packard, 4050N	\$1,243.30	\$0.00
00115634	1/25/2000	99-00	Digital Camcorder, Canon, Elura	\$1,609.90	\$0.00
00115947	6/20/2000	99-00	Catalyst, Cisco, 3584 XL	\$3,566.60	\$0.00
00115952	6/20/2000	99-00	Catalyst, Cisco, 3584 XL	\$3,566.60	\$0.00
00115954	6/20/2000	99-00	Catalyst, Cisco, 3584 XL	\$3,566.60	\$0.00
00115959	6/20/2000	99-00	Catalyst, Cisco, 3584 XL	\$3,566.60	\$0.00
00118040	3/27/2001	00-01	Scanner, Microwarehouse, 4000	\$1,716.67	\$0.00
00118252	11/13/2001	01-02	PC, Dell, GX150	\$1,472.77	\$0.00
00118761	9/7/2001	01-02	PC, Dell, GX150	\$1,077.00	\$0.00
00118939	9/18/2001	01-02	Digital Camcorder, Canon, Elura	\$1,169.00	\$0.00
00119166	10/18/2001	01-02	Laserjet Printer, Hewlett Packard, 4100TN	\$1,519.16	\$0.00
00119887	12/4/2001	01-02	Test Scoring Scanner, NCS Pearson, OpSCAN 3	\$3,348.00	\$0.00
00202189	11/21/2002	02-03	Printer, Hewlett Packard, 4600DN	\$2,432.00	\$0.00
00203028	4/15/2003	02-03	PC, Apple, G4	\$3,405.00	\$0.00
00203188	5/13/2003	02-03	PC, Dell, GX260T	\$1,197.04	\$0.00
00203340	6/10/2003	02-03	LaserJet Printer, Hewlett Packard, 4200N	\$1,303.00	\$0.00

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00204097	12/11/2003	03-04	PC, Apple, G5	\$1,643.60	\$0.00
00204218	1/20/2004	03-04	PC, Apple, G5	\$4,360.00	\$0.00
00206448	3/3/2005	04-05	CCTV, handheld, Telesensory, Olympia	\$2,320.00	\$0.00
00207006	6/14/2005	04-05	DigiDelivery Server, Digidesign, ServLT	\$2,367.47	\$0.00
00207530	10/11/2005	05-06	PC, Dell, GX520	\$1,109.96	\$0.00
00207601	10/13/2005	05-06	PC, Dell, GX520	\$1,050.00	\$0.00
00207816	11/29/2005	05-06	Control, Digidesign, Focusrite 24	\$5,430.00	\$0.00
00208486	3/21/2006	05-06	PC, Apple, G5	\$2,839.00	\$0.00
00208855	4/25/2006	05-06	Printer, Dell, 5100CN	\$1,171.00	\$0.00
00209668	11/7/2006	06-07	PC, Apple, IMAC	\$1,328.33	\$0.00
00209768	11/28/2006	06-07	PC, Dell, GX520	\$1,050.33	\$0.00
00209781	11/28/2006	06-07	PC, Dell, GX520	\$1,050.33	\$0.00
00209933	12/5/2006	06-07	PC, Dell, GX520	\$1,070.85	\$0.00
00210181	2/1/2007	06-07	PC, Dell, 745	\$1,527.47	\$0.00
00210182	2/1/2007	06-07	PC, Dell, 745	\$1,527.47	\$0.00
00210185	2/1/2007	06-07	PC, Dell, 745	\$1,472.17	\$0.00
00210186	2/1/2007	06-07	PC, Dell, 745	\$1,472.17	\$0.00
00210189	2/20/2007	06-07	Laptop, Dell, D620	\$1,751.12	\$0.00
00210326	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210393	3/20/2007	06-07	PC, Dell, 745	\$1,495.08	\$0.00
00210401	3/20/2007	06-07	PC, Dell, 745	\$1,435.83	\$0.00
00210405	3/20/2007	06-07	PC, Dell, 745	\$1,491.13	\$0.00
00210407	3/20/2007	06-07	PC, Dell, 745	\$1,491.13	\$0.00
00210410	3/20/2007	06-07	PC, Dell, 745	\$1,491.13	\$0.00
00210445	3/27/2007	06-07	PC, Dell, 745	\$1,390.80	\$0.00
00210447	3/27/2007	06-07	PC, Dell, 745	\$1,390.80	\$0.00
00210449	3/27/2007	06-07	PC, Dell, 745	\$1,390.80	\$0.00
00210451	3/27/2007	06-07	PC, Dell, 745	\$1,390.80	\$0.00
00210452	3/27/2007	06-07	PC, Dell, 745	\$1,390.80	\$0.00
00210640	4/19/2007	06-07	PC, Dell, 745	\$1,386.85	\$0.00
00210645	4/19/2007	06-07	PC, Dell, 745	\$1,386.85	\$0.00
00210646	4/19/2007	06-07	PC, Dell, 745	\$1,386.85	\$0.00
00210647	4/19/2007	06-07	PC, Dell, 745	\$1,386.85	\$0.00
00210657	5/1/2007	06-07	PC, Dell, 745	\$1,238.15	\$0.00
00210698	5/1/2007	06-07	PC, Dell, 745	\$1,238.15	\$0.00
00210791	5/15/2007	06-07	Laptop, Dell, D620	\$1,563.10	\$0.00
00210854	5/31/2007	06-07	Laptop, Dell, D620	\$1,563.10	\$0.00
00210871	5/24/2007	06-07	PC, Dell, 745	\$1,107.19	\$0.00
00210872	5/24/2007	06-07	PC, Dell, 745	\$1,107.19	\$0.00
00210874	5/24/2007	06-07	PC, Dell, 745	\$1,107.19	\$0.00
00210875	5/24/2007	06-07	PC, Dell, 745	\$1,107.19	\$0.00
00210878	5/24/2007	06-07	PC, Dell, 745	\$1,107.19	\$0.00
00210882	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210887	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210889	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210891	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210893	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210905	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210906	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00210907	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210913	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210914	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210918	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210920	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210982	6/27/2007	06-07	Test Scoring Scanner, Clarity, Clarity 280i	\$5,027.94	\$0.00
00211112	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211113	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211117	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211120	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211121	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211123	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211128	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211129	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211130	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211132	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211134	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211135	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211136	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211206	8/1/2007	07-08	Laptop, Dell, D620	\$1,512.54	\$0.00
00211303	8/28/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211307	8/28/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211310	8/28/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211311	8/30/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211324	8/30/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211333	9/4/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211342	9/4/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211551	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211553	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211554	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211555	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211556	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211559	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211561	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211562	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211564	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211567	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211569	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211570	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211571	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211572	10/18/2007	07-08	PC, Dell, 745	\$1,192.56	\$0.00
00211637	11/26/2007	07-08	PC, Dell, 745	\$1,092.18	\$0.00
00211641	11/26/2007	07-08	PC, Dell, 745	\$1,092.18	\$0.00
00211751	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211752	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211755	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211757	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211758	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211759	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00211760	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211761	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211762	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211763	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211765	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211767	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211771	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211772	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211774	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211779	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211822	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00211845	12/13/2007	07-08	PC, Dell, 745	\$1,220.63	\$0.00
00211853	12/13/2007	07-08	PC, Dell, 745	\$1,396.33	\$0.00
00211863	12/20/2007	07-08	PC, Dell, 755	\$1,162.61	\$0.00
00211884	1/15/2008	07-08	Control Desk, Argosy, 70-C24-R	\$1,534.00	\$0.00
00212144	2/14/2008	07-08	Laptop, Dell, D630	\$1,441.72	\$0.00
00212778	6/24/2008	07-08	PC, Dell, 755	\$1,042.20	\$0.00
00213062	9/2/2008	08-09	Laptop, Dell, D630	\$1,278.48	\$0.00
00213087	9/16/2008	08-09	PC, Dell, 755	\$1,264.00	\$0.00
00213088	9/16/2008	08-09	PC, Dell, 755	\$1,264.00	\$0.00
00213089	9/16/2008	08-09	PC, Dell, 755	\$1,264.00	\$0.00
00213090	9/16/2008	08-09	PC, Dell, 755	\$1,264.00	\$0.00
00213925	5/14/2009	08-09	Laptop, Dell, E6400	\$1,695.67	\$0.00
00214395	8/13/2009	09-10	Laptop, Dell, E6400	\$1,230.59	\$0.00
00215313	1/26/2010	09-10	Laptop, Dell, E6400	\$1,589.97	\$0.00
00215316	1/26/2010	09-10	Wireless LAN Controller, Cisco, 2106	\$1,860.00	\$0.00
G00002984	10/23/2003	03-04	Projector, Dukane, 28A8746	\$2,415.00	\$0.00
G00003038	6/30/2002	01-02	Life Pac, Physio-Control,	\$5,250.00	\$0.00
G00003319	5/4/2004	03-04	Defibrillator/Monitor, Medtronic, Lifepak 12	\$15,879.70	\$0.00
G00003728	8/22/2006	06-07	PC, Apple, Imac	\$1,735.64	\$0.00
G00003736	8/22/2006	06-07	Laptop, Apple, CTO	\$2,869.00	\$0.00
G00003742	10/3/2006	06-07	PC, Dell, GX520	\$1,213.47	\$0.00
152 detail records				\$245,657.03	\$0.00
Economically Unrepairable					
00208556	4/11/2006	05-06	Projector, Panasonic, PTLB30U	\$1,765.00	\$0.00
00211623	11/13/2007	07-08	Projector, Panasonic, PT-LB60U	\$4,086.26	\$0.00
2 detail records				\$5,851.26	\$0.00
Trade-In					
00116528	10/5/2000	00-01	Vehicle, Jeep FCC/RMC #35, Jeep, CHEROKEE	\$17,659.00	\$0.00
00116529	10/5/2000	00-01	Vehicle, Jeep FCC/RMC #34, Jeep, Cherokee	\$17,659.00	\$0.00
2 detail records				\$35,318.00	\$0.00
Grand Total	170 detail records			\$362,339.09	\$0.00