

**CONTINUING EDUCATION  
COURSES AND FEES**



May 15, 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 list of Continuing Education courses and fees for May 2012:

**Center for Leadership Development**

Course Area	Course Number	Course Title	Fee
CNB	5557	Are Your SMART Goals Smart Enough?	\$239 Early Registration \$279 Standard

**Other**

Course Area	Course Number	Course Title	Fee
CNP	7878	Drawing for the Absolute Beginner - ONLINE	\$119

**RECOMMENDED ACTION:**

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

  
Sanford C. Shugart  
President

# **HUMAN RESOURCES AGENDA**



May 15, 2012

**TO:** THE DISTRICT BOARD OF TRUSTEES  
OF VALENCIA COLLEGE

**FROM:** SANFORD C. SHUGART  
President

**RE:** HUMAN RESOURCES AGENDA

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the Human Resources Agenda as proposed.

  
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President

# Agenda for Human Resources



Valencia College

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District Board of Trustees

May 15, 2012

# Valencia College Agenda for Human Resources

## Senior Management Service Class Designation

Position Title	Effective Date
Vice President, Marketing/Strategic Communications	07/01/11
Executive Dean, Lake Nona Campus	07/01/11
Executive Dean, Winter Park Campus	07/01/11

## Instructional Personnel – Tenure Earning/Tenured

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Separations</i>				
Griffin, Carol	Professor, Nursing	05/31/12		4.
Volling, Kathleen M.	Professor, Nursing	04/30/12		

## Instructional Personnel – Non-tenure Earning

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Separations</i>				
Gaughan, Catherine M.	Instructor, French	08/02/12		

## Instructional Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Brasseaux Rodgers, Leslie	Instructor, Dance	05/03/12	08/01/12	
Coleman, Elizabeth A.	Instructor, Nursing	05/03/12	08/01/12	
Hickman, Thomas J.	Instructor, EMS	05/03/12	08/01/12	
Hyde, Zachary T.	Instructor, English	05/03/12	08/01/12	
Messenger, Matthew S.	Instructor, Digital Media	05/03/12	08/01/12	
Sartor, Bobbie W.	Instructor, EMS	05/03/12	08/01/12	

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

## Professional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Delfin, Katuska A.	Web/Portal Developer	04/02/12		
<i>Internal Changes</i>				
McKee, Janet M.	Coordinator, Benefits	04/23/12		

## Professional Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Separations</i>				
Gaston, Sharyn E.	Coord, Career Prgm Advis, W	06/30/12		1.

## Career Service Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Fletcher, Grenka B.	Library Specialist	04/09/12		
Hernandez, Eduardo I.	Custodian	04/09/12		
Metz, Ashley R.	Staff Assistant III	04/16/12		
Ocasio, Felix	Custodian	04/09/12		
Taylor, Shardelle R.	Technical Document Specialist	04/09/12		
<i>Internal Changes</i>				
Vivian, Janet S	Purchasing Card Admin Coordinator	04/16/12		
<i>Separations</i>				
Caloza, Roxanne	Financial Aid Clerk	04/10/12		
Redhead, Dorshea	Staff Assistant II	03/30/12		

## Career Service Personnel – Temporary

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
<i>Appointments</i>				
Peredo, Emilio	Custodian	04/16/12		

### Part-time Instructional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Ballou, M. Scott	CJI			
Benjamin, David	Philosophy			
Bledsoe, Stephanie	Horticulture			
Concepcion, Giovanni	CJI			
Edwards, Douglas	Education			
Erbe, Edward	Economics			
Freebern, Robert	CJI			
Hopkins, Jason	Digital Media			
Lerner, Elaine S.	Legal Assisting			
Makowski, Susan	Business			
Ofokansi, Ijeoma E.	Nursing			
Pachota, Nicholas	CJI			
Paige, Barry	Office System Tech			
Perrone, John L.	Horticulture			
Pierce, Luke P.	CE CIE Open Enrollment			
Radecki, Melissa A.	Nursing			
Richardson, Lisa G.	Sonography			
Williamson, Jennifer	CJI			

### Part-time Hourly Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Edmondson, Zeva R.	Security Officer			
Garcia, Matthew E.	Curriculum Assistant			
Inamagua, Laura M.	Curriculum Assistant, Sr.			
Jackson, Jay C.	Security Officer			
Krieger, Bruce H.	Library Assistant			
Mathies, Maurice	Security Officer			
Maurer, Nathan J.	Laboratory Aide I			

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
Mucha, Brian E.	Security Officer			
Reynolds, Michael Z.	Curriculum Assistant			
Rickelman, Mary C.	Librarian			
Souris, Nicholas J.	Groundskeeper			
Walton, Jacqueline L.	Curriculum Assistant			

Notes:

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

**SUBMISSION OF GRANT PROPOSALS**



May 15, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** SUBMISSION OF GRANT PROPOSALS

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the submission of grant proposals as presented.

  
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President

# GRANT SUBMISSIONS

April 2012

GRANT	DESCRIPTION	AMOUNT REQUESTED	MATCH	STATUS
<p><b>Valencia-UCF 2+2 Articulated Program Support</b></p> <p><b>Florida Department of Education Two Plus Two Public and Private Partnerships</b></p> <p><b>Project Director: Karen Borglum</b></p>	<p>Funds will be awarded to public colleges and universities with new and existing partnership articulation agreements to provide 2+2 baccalaureate degree programs.</p> <p>Amount not known at time of application.</p>	TBD	None	Pending notification
<p><b>Perkins - Restored Continuing Resolution Funds</b></p> <p><b>Carl D. Perkins – Postsecondary Programs, Section 132</b></p> <p><b>Florida Department of Education Division of Workforce Education</b></p> <p><b>Project Director: Nasser Hedayat</b></p>	<p>The state has reinstated Perkins Roll Forward funding allocations previously held back pending a federal continuing resolution approval. This proposal will utilize additional restored state funding to supplement the college's 2011-2012 Perkins funds. Funding will cover costs to support targeted technical programs, such as the purchase of educational materials, materials and supplies, and equipment that will be identified based on college and campus priorities.</p>	\$26,305.00	None	Received Funding
<p><b>Perkins - Career and Technical Education</b></p> <p><b>Carl D. Perkins – Postsecondary Programs, Section 132</b></p> <p><b>Florida Department of Education Division of Workforce Education</b></p> <p><b>Project Director: Nasser Hedayat</b></p>	<p>This proposal will continue to support the college's career/technical education efforts by covering the costs associated with strengthening the academics and career and technical skills of students participating in CTE programs. The funding will support services related to recruitment, retention, completion, and placement of students, professional development, career pathways, and will continue to focus on non-traditional student recruitment.</p>	\$2,188,029.00	None	Pending notification

GRANT	DESCRIPTION	AMOUNT REQUESTED	MATCH	STATUS
<p>Hospitality Internship</p> <p>Central Florida Hotel and Lodging Association Foundation (CFHLA)</p> <p>Project Director: Jim Inglis</p>	<p>Valencia is requesting funding to provide computer software for the Hospitality program.</p>	<p>\$2,500.00</p>	<p>None</p>	<p>Pending notification</p>
<p>Title III: Strengthening Institutions Program (SIP)</p> <p>US Dept. of Education Office of Postsecondary Education</p> <p>Project Administrator: Sonya Joseph Project Director: TBD</p>	<p>Valencia College-West Campus will apply for a Title III grant to increase capacity and provide resources to build an infrastructure that will increase student progression and degree completion. There are three targeted populations in the proposal: students who have expressed interest in nursing (pre-nursing), pending nursing students who have been admitted and are waiting for a future start date and Business Administration transfer students.</p>	<p>\$1,884,810 over a five year period, including \$ 232,583 in endowment funding.</p>	<p>None</p>	<p>Pending notification</p>

# **PROPERTY DELETIONS**

May 15, 2012

**TO:** BOARD OF TRUSTEES  
Valencia 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.

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).

Missing

2 assets with an original cost of \$3,328.00 with a current book value of \$0.00

Obsolete

1 asset with an original cost of \$1,863.15 with a current book value of \$0.00

Surplus

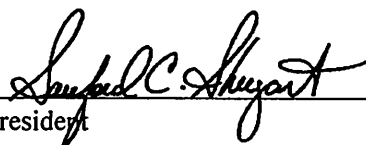
166 assets with an original cost of \$221,590.32 with a current book value of \$0.00

Economically Unrepairable

1 asset with an original cost of \$2,495.00 with a current 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.

  
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President

# Property Deletion Detail

Tuesday, May 15, 2012

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
<b>Missing</b>					
00112441	3/4/1997	96-97	Balance, Ohaus, E04130	\$1,220.00	\$0.00
00201665	9/24/2002	02-03	Laptop, Dell, C610	\$2,108.00	\$0.00
2 detail records				\$3,328.00	\$0.00
<b>Obsolete</b>					
00107681	3/23/1993	92-93	Electron Spin Resonance Interm, Leybold, 32051	\$1,863.15	\$0.00
1 detail record				\$1,863.15	\$0.00
<b>Surplus</b>					
00107971	6/30/1993	92-93	Laserjet Printer, Hewlett Packard, IV	\$1,287.00	\$0.00
00108455	11/2/1993	93-94	Laptop, NEC, ULTRA 25C	\$3,799.00	\$0.00
00110484	1/17/1996	95-96	PC, Apple, G216CD	\$1,752.00	\$0.00
00111708	10/11/1996	96-97	Laptop, Dell, LM P100	\$3,833.00	\$0.00
00112756	5/20/1997	96-97	Data/Video Projector, Sharp, XG E1100U	\$5,425.00	\$0.00
00112887	6/27/1997	96-97	PC, Apple, 6500/225	\$1,799.00	\$0.00
00113844	3/17/1998	97-98	20" Color TV, Mitsubishi,	\$1,047.50	\$0.00
00115268	11/16/1999	99-00	Laptop, Dell,	\$2,449.00	\$0.00
00117354	12/11/2001	01-02	Laptop, Dell, C810	\$3,483.99	\$0.00
00117357	12/4/2001	01-02	Micro-Projector, Proxima, X350	\$3,415.00	\$0.00
00202464	12/12/2002	02-03	Wireless Microphone, Shure,	\$1,237.00	\$0.00
00203271	5/28/2003	02-03	PC, Apple, G4	\$2,643.00	\$0.00
00204191	1/15/2004	03-04	Server, Dell, XEON/533	\$5,362.36	\$0.00
00204741	4/22/2004	03-04	Mic System, Shure, UC124/WL184	\$1,442.25	\$0.00
00206808	5/17/2005	04-05	PC, Dell, GX280	\$1,290.96	\$0.00
00207178	6/30/2005	04-05	PC, Dell, GX280	\$1,126.38	\$0.00
00207179	6/30/2005	04-05	PC, Dell, GX280	\$1,126.38	\$0.00
00207186	6/30/2005	04-05	PC, Dell, GX280	\$1,126.38	\$0.00
00207245	8/9/2005	05-06	PC, Dell, GX520	\$1,046.76	\$0.00
00207255	8/16/2005	05-06	PC, Dell, GX280	\$1,398.70	\$0.00
00207414	9/29/2005	05-06	PC, Dell, GX280	\$1,092.18	\$0.00
00207570	10/13/2005	05-06	PC, Dell, GX520	\$1,050.00	\$0.00
00207579	10/13/2005	05-06	PC, Dell, GX520	\$1,050.00	\$0.00
00207583	10/13/2005	05-06	PC, Dell, GX520	\$1,050.00	\$0.00
00207592	10/13/2005	05-06	PC, Dell, GX520	\$1,050.00	\$0.00
00207604	10/13/2005	05-06	PC, Dell, GX520	\$1,050.00	\$0.00
00207610	10/13/2005	05-06	PC, Dell, GX520	\$1,050.00	\$0.00
00207638	10/27/2005	05-06	PC, Dell, GX520	\$1,053.10	\$0.00
00207922	1/5/2006	05-06	PC, Dell, GX520	\$1,137.61	\$0.00
00207923	1/5/2006	05-06	Laptop, Dell, D610	\$1,845.12	\$0.00
00207971	12/15/2005	05-06	PC, Apple, G5	\$3,583.00	\$0.00
00208049	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208051	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00



VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00208052	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208057	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208059	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208071	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208073	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208075	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208076	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208078	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208079	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208080	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208082	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208084	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208168	2/14/2006	05-06	Laptop, Dell, D610	\$1,699.27	\$0.00
00208181	2/14/2006	05-06	PC, Dell, GX520	\$1,136.44	\$0.00
00208523	4/6/2006	05-06	PC, Dell, GX520	\$1,105.63	\$0.00
00208959	5/24/2006	05-06	PC, Dell, GX520	\$1,064.55	\$0.00
00208981	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208984	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208985	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208986	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208988	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208990	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208991	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00209012	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00209019	5/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00209029	5/30/2006	05-06	PC, Dell, GX520	\$1,082.72	\$0.00
00209031	5/30/2006	05-06	PC, Dell, GX520	\$1,082.72	\$0.00
00209033	5/30/2006	05-06	PC, Dell, GX520	\$1,082.72	\$0.00
00209078	6/15/2006	05-06	PC, Dell, GX520	\$1,105.63	\$0.00
00209085	6/15/2006	05-06	PC, Dell, GX520	\$1,105.63	\$0.00
00209304	6/30/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00209371	8/10/2006	06-07	PC, Dell, 690	\$3,077.55	\$0.00
00209377	9/5/2006	06-07	PC, Dell, GX520	\$1,097.73	\$0.00
00209411	9/14/2006	06-07	PC, Dell, GX520	\$1,074.82	\$0.00
00209417	9/14/2006	06-07	PC, Dell, GX620	\$1,357.64	\$0.00
00209421	9/14/2006	06-07	PC, Dell, GX620	\$1,357.64	\$0.00
00209617	10/5/2006	06-07	PC, Dell, GX520	\$1,074.03	\$0.00
00209618	10/5/2006	06-07	PC, Dell, GX520	\$1,074.03	\$0.00
00209619	10/5/2006	06-07	PC, Dell, GX520	\$1,074.03	\$0.00
00209621	10/5/2006	06-07	PC, Dell, GX520	\$1,074.03	\$0.00
00209697	11/7/2006	06-07	Laptop, Dell, Latitude D620	\$1,958.89	\$0.00
00209930	12/5/2006	06-07	PC, Dell, GX520	\$1,070.85	\$0.00
00209954	12/5/2006	06-07	PC, Dell, GX520	\$1,070.85	\$0.00
00209956	12/5/2006	06-07	PC, Dell, GX520	\$1,070.85	\$0.00
00209961	12/5/2006	06-07	PC, Dell, GX520	\$1,070.85	\$0.00
00210171	2/1/2007	06-07	PC, Dell, 745	\$1,283.36	\$0.00
00210176	2/1/2007	06-07	PC, Dell, 745	\$1,283.36	\$0.00
00210200	2/20/2007	06-07	Laptop, Dell, D620	\$1,838.81	\$0.00
00210298	2/27/2007	06-07	PC, Dell, 745	\$1,550.38	\$0.00

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00210346	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210348	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210349	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210352	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210355	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210356	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210357	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210360	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210361	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210363	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210364	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210365	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210366	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210367	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210369	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210371	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210372	2/27/2007	06-07	PC, Dell, 745	\$1,194.15	\$0.00
00210444	3/27/2007	06-07	PC, Dell, 745	\$1,390.80	\$0.00
00210608	4/17/2007	06-07	PC, Dell, 745	\$1,186.98	\$0.00
00210620	4/17/2007	06-07	PC, Dell, 745	\$1,186.98	\$0.00
00210644	4/19/2007	06-07	PC, Dell, 745	\$1,386.85	\$0.00
00210687	5/1/2007	06-07	PC, Dell, 745	\$1,238.15	\$0.00
00210691	5/1/2007	06-07	PC, Dell, 745	\$1,238.15	\$0.00
00210706	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210707	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210708	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210709	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210710	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210711	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210712	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210713	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210714	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210715	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210716	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210717	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210718	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210719	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210720	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210721	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210722	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210723	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210724	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210725	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210726	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210727	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210729	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210730	5/1/2007	06-07	PC, Dell, 745	\$1,068.48	\$0.00
00210755	5/1/2007	06-07	PC, Dell, 745	\$1,261.24	\$0.00
00210836	5/24/2007	06-07	PC, Dell, 745	\$1,403.20	\$0.00

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00210841	5/24/2007	06-07	PC, Dell, 745	\$1,403.20	\$0.00
00210842	5/24/2007	06-07	PC, Dell, 745	\$1,403.20	\$0.00
00210845	5/24/2007	06-07	PC, Dell, 745	\$1,403.20	\$0.00
00210960	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00211043	6/19/2007	06-07	Server, Dell, 5050	\$1,675.72	\$0.00
00211140	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211152	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211153	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211156	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211158	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211219	8/1/2007	07-08	PC, Dell, 745	\$1,234.38	\$0.00
00211220	8/1/2007	07-08	PC, Dell, 745	\$1,234.38	\$0.00
00211224	8/1/2007	07-08	PC, Dell, 745	\$1,234.38	\$0.00
00211492	10/9/2007	07-08	PC, Dell, 745	\$1,216.90	\$0.00
00211507	10/9/2007	07-08	PC, Dell, 745	\$1,216.90	\$0.00
00211660	11/28/2007	07-08	PC, Dell, 745	\$1,069.27	\$0.00
00211669	11/28/2007	07-08	PC, Dell, 745	\$1,069.27	\$0.00
00211670	11/28/2007	07-08	PC, Dell, 745	\$1,069.27	\$0.00
00211671	11/28/2007	07-08	PC, Dell, 745	\$1,069.27	\$0.00
00211794	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00212299	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212301	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212302	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212303	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212305	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212306	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212307	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212308	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212309	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212310	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212311	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212312	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
00212313	3/25/2008	07-08	Laptop, Dell, D630	\$1,171.98	\$0.00
G00002485	6/12/2001	00-01	Server, Dell, 1400SC	\$2,111.00	\$0.00
G00002944	5/7/2002	01-02	PC, Dell, GX240	\$1,672.00	\$0.00
166 detail records				\$221,590.32	\$0.00
<b>Economically Unrepairable</b>					
00205713	1/13/2005	04-05	Projector, Panasonic, PT-L736U	\$2,495.00	\$0.00
1 detail record				\$2,495.00	\$0.00
<b>Grand Total</b>	170 detail records			\$229,276.47	\$0.00

# REPORTS

# **VALENCIA FOUNDATION REPORT**

# **FACULTY ASSOCIATION REPORT**

# **INTERNAL AUDITOR REPORT**

**Valencia College  
Compliance and Auditing Department  
Follow Up Review – Florida Auditor General  
Report No. CA2012-103**

Report No.	Report Title	Function/Department	Audit Issue	Status
2011-025	Operational Audit	Admissions	The College's procedures for reclassifying out-of-state students to Florida residents for tuition purposes needed improvement.	Resolved. The College believes Valencia's Florida Residency Reclassification procedures meet the required standards.
2011-025	Operational Audit	*Admissions *Human Resources *Procurement	The College did not provide written notification required by Section 119.071(5)(a), Florida Statutes, to individuals at the time their social security numbers were collected.	Resolved.
2011-025	Operational Audit	Human Resources	The College needed to complete its development and implementation of a policy to require personnel evaluations for administrative and professional employees.	Resolved, pending approval by the Valencia College District Board of Trustees in May 2012.
2011-025	Operational Audit	Information Technology	Certain security controls related to user authentication needed improvement.	Resolved. Changes deemed appropriate have been made.
2011-025	Operational Audit	Procurement	The College's monitoring of its purchasing card program needed improvement, specifically credit limits.	Resolved.
2011-067	OMB Circular A-133 (Federal Awards)	Information Technology	Certain access controls protecting the institution's IT resources needed improvement. Note: These issues related to the financial aid process. This finding was deemed a significant deficiency.	Resolved.



**Valencia College  
Compliance and Auditing Department  
Audit Plan 2011-2012**

<b>Financial</b>	<b>Scope</b>	<b>Status</b>
Tuition and Fee Revenue Audit – AY2011	Reconcile tuition and fee revenue to enrollment.	<b>Complete</b> <i>Report No. CA2012-102</i>
<b>Follow Up Reviews</b>		
Florida Auditor General (FLAG) Operational Audit (Report No. 2011-025)	Review audit issues notated within the report to determine the status of corrective measures.	<b>Complete</b> <i>Report No. CA2012-103</i>
Payroll Process (Report No. CA2010-104)	Review audit issues notated within the report to determine the status of corrective measures.	
Student Activity Expenditures (Report No. CA2010-105)	Review processes in place to account for financial management of student activity funds.	In-Progress
Procurement Card System (Report No. CA2010-105)	Review processes in place over the procurement card system.	<b>Complete</b> <i>Report No. CA2012-101</i>
Work Order Process (Report No. CA-2011-111)	Review audit issues notated within the report to determine the status of corrective measures.	
FLAG A-133 Audit (Report No. 2011-167)	Review audit issues notated within the report to determine the status of corrective measures.	<b>Complete</b> <i>Report No. CA2012-103</i>
<b>Other Services</b>		
Unannounced Cash Counts	Perform cash counts of selective locations during the year.	In-Progress
Year-end Bookstore Inventory	Validation of bookstore inventory for financial statement purposes.	
<b>Contingent</b>		
Property Control Process	Review processes in place to safeguard and properly account for furniture, machinery, and equipment.	

*Note: Audit plan is subject to change due to unforeseen high risk projects, whistleblower issues or special administrative projects that require internal audit resources.*

# **CONSTRUCTION REPORT**



## CONSTRUCTION REPORT May 2012

### Osceola Campus – Building 4

Precast is near completion. Windows are being installed. Drywall is being hung. Mechanical, electrical and plumbing are being roughed-in. Additional parking for 300 cars is being paved.

The Guaranteed Maximum Price was submitted in September 2011. Approved: \$35,224,167.  
Change Orders: A reduction of \$8,000,000 resulting from Owner Direct Purchases\*

### Lake Nona Campus – Building 1

The interior wall framing is complete and drywall is approximately 33% hung (some interior areas have been dried-in). Mechanical, electrical and plumbing rough-in is installed. Utilities and IT continue to be installed and are on-schedule. All stairs and the elevator are installed. All roofing is finished except the metal panels, which are 70% installed and will be completed the week of April 23. All brick and stone veneer has been delivered to the site and installation is scheduled for May 16 completion. Glazing continues to be installed and is scheduled for mid-May completion.

The Guaranteed Maximum Price was submitted in May, 2011. Approved: \$ 21,750,000.  
Change Orders: A reduction of \$4,482,680 resulting from Owner Direct Purchases\*

### West Campus - Building 10

Precast panels and concrete slabs for the three floors are completed. Structural steel for roof framing at third floor is in process. Completed interior masonry in first floor and started at the second floor. First floor fire proofing is done. Started installing hangers for HVAC.

The Guaranteed Maximum Price was submitted in December 2011. Approved: \$13,295,988.  
Change Orders: A reduction of \$3,000,000 resulting from Owner Direct Purchases\*

\*See following page to explain Owner Direct Purchases and the resulting savings

## **Change Orders**

### **And Owner Direct Purchases**

At the last Board meeting, it was requested that we provide information on project change orders. To date, all of the change orders for Osceola Building 4, Lake Nona Building 1, and West Building 10 have been reductions from the Board approved Guaranteed Maximum Price (GMP). Any change that would put these or any other project above the Board approved budget would require Board action.

Osceola Building 4 with a GMP of \$35,224,167 has a reduction of \$8,000,000 in change orders.

Lake Nona Building 1 with a GMP of \$21,750,000 has a reduction of \$4,482,680 in change orders.

West Building 10 with a GMP of \$13,295,988 has a reduction of \$3,000,000 in change orders.

These reductions are as a result of the college taking advantage of our ability to purchase items without paying sales taxes, referred to as Owner Direct Purchases. After identifying materials and supplies that we can purchase for a project, we generate change orders to reduce the GMP to the contractor by the amount of those items including the sales taxes they would have paid and then we purchase the items directly, thereby saving on the sales taxes. Cumulative savings for the three projects to the college will exceed \$900,000.