

# **REPORTS**

# **SPRING ENROLLMENT REPORT**



# Spring 2013 Enrollment Report

Valencia College  
District Board of Trustees  
February 12, 2013

# Report Summary

- This Registration report provides the number of students enrolled (headcount) and credits enrolled (FTE = full time equivalent) for Spring term 2013; for the college overall and by campus. It also shows a comparison to Spring term 2012. The campus student headcount adds to more than the collegewide overall headcount because some students attend classes on more than one campus in the same term.
- The Financial Aid report provides a comparison between last year (11-12) and this year (12-13) at this time, of the number of students on financial aid and the amount of financial aid disbursed to students (overall and by financial aid category).
- The Student Characteristics report provides information about students enrolled in Spring 2013 including student status (new/returning/high school grads), age, race/ethnicity, and degree intent. It also indicates any changes in these characteristics compared to Spring 2012 term students.

Registration Report		Spring 2012	Spring 2013 (1/16/13)	Difference	
				#	%
<b>College-wide</b>	<b>Headcount</b>	<b>40,722</b>	<b>40,238</b>	<b>-484</b>	<b>-1.2</b>
	<b>FTE</b>	<b>12,343</b>	<b>11,931</b>	<b>-412</b>	<b>-3.3</b>
<b>East</b>	<b>Headcount</b>	<b>19,388</b>	<b>19,616</b>	<b>+228</b>	<b>+1.2</b>
	<b>FTE</b>	<b>4,897</b>	<b>4,743</b>	<b>-154</b>	<b>-3.1</b>
<b>Winter Park</b>	<b>Headcount</b>	<b>3,369</b>	<b>3,363</b>	<b>-6</b>	<b>-0.2</b>
	<b>FTE</b>	<b>493</b>	<b>478</b>	<b>-15</b>	<b>-3.0</b>
<b>Osceola</b>	<b>Headcount</b>	<b>10,285</b>	<b>10,136</b>	<b>-149</b>	<b>-1.4</b>
	<b>FTE</b>	<b>2,369</b>	<b>2,286</b>	<b>-83</b>	<b>-3.5</b>
<b>Lake Nona</b>	<b>Headcount</b>	<b>1201</b>	<b>1,802</b>	<b>+601</b>	<b>+50.0</b>
	<b>FTE</b>	<b>159</b>	<b>281</b>	<b>+122</b>	<b>+76.7</b>
<b>West</b>	<b>Headcount</b>	<b>18,080</b>	<b>17,591</b>	<b>-489</b>	<b>-2.7</b>
	<b>FTE</b>	<b>4,425</b>	<b>4,132</b>	<b>-293</b>	<b>-6.6</b>

# Financial Aid Trends

## YTD SUMMARY 2011-12 AFTER 1<sup>ST</sup> SPRING DISBURSEMENT

- 27,773 students with aid
- 51.8% of Spring 2012 enrolled students
- \$146,368,089
  - \$69,003,550 grants
  - \$69,098,014 loans
  - \$7,982,933 scholarships
  - \$283,592 work study
- \$57,623,167 paid to Valencia

## YTD SUMMARY 2012-13 AFTER 1<sup>ST</sup> SPRING DISBURSEMENT

- 26,207 students with aid
- 46% of Spring 2013 enrolled students
- \$133,645,774
  - \$65,408,589 grants
  - \$60,597,029 loans
  - \$7,317,927 scholarships
  - \$322,229 work study
- \$55,462,986 paid to Valencia

# Spring 2013 Student Characteristics

Created 1/16/2013

Changes as Compared to Spring 2012

**College-wide Headcount = 40,099 (-717, -1.8%)**

87.7% Returning students (35,633) = (+0.4%; -447)

12.3% New students (5,183) = (-0.4% ; -270)

16.3% Previous Year HS Grads (6,524) = (+0.7%; +138)

67.9% 24 years of age and younger (27,424) = (+0.7%; -180)

# Spring 2013 Student Characteristics

Created 1/16/2013

Changes as Compared to Spring 2012

## ● **Race/ethnicity diversity enrollment**

- 17.6% African American (same in proportion; -118 in number)
- 4.9% Asian/Pacific Islander (+0.2%; +27 in number)
- 34.4% Caucasian (-1.1% in proportion; -696 in number)
- 31.5% Hispanic (+0.8% in proportion; +79 in number)
- 0.3% Native American (same in proportion; -10 in number)
- 11.1% Other (+0.2% in proportion; +1 in number)

## ● **87% degree/certificate seeking students (+0.7% in proportion; -308 in number)**

- **58.5% AA** (20,432; +1.3% in proportion, +290 in number)
- **41.5% AS/AAS/Certificate** (14,492; -1.3% in proportion, -598 in number)





**VALENCIA'S MINORITY AND  
WOMEN'S BUSINESS ENTERPRISE  
PROGRAM**

# **Minority and Women's Business Enterprise (MWBE) Program and Local Developing Business (LDB) Program**

## **Briefing for the District Board of Trustees of Valencia College February 12, 2013**

### **I. Background**

#### **A. 1992 Consortium Disparity Study**

In 1992, the college, along with the Orange County Board of Commissioners, Orange County Public Schools, and the Greater Orlando Aviation Authority, commissioned a firm (D.J. Miller and Associates) to conduct a predicate study to determine and quantify the possible existence, and adverse effects of, past discrimination in local government contracting against minorities and other socially and economically disadvantaged individuals. The study, which was completed and presented to the College in February, 1993, was conducted in accordance with the United States Supreme Court decision in City of Richmond v. Croson, 109 S.Ct. 706 (1989), and quantified the extent of underutilization of minorities and other socially and economically disadvantaged persons by the agencies in the Orlando Metropolitan Statistical Area.

#### **B. 1995 Valencia MWBE Policies**

In January 1995, the Board adopted policies establishing an MWBE program, based on and implementing recommendations and findings contained in the disparity study. The 1995 Policy set utilization goals of 25% MWBE participation in construction subcontracting (with categorical secondary goals), 17% MWBE participation for the procurement of goods and non-professional services, and 17% MWBE participation for design professional services, chosen in accordance with the Competitive Consultants Negotiation Act.

#### **C. 2000 Valencia Board Resolution**

In early 2000, Governor Jeb Bush challenged Florida's public higher education institutions to achieve equity in education and contracting via the One Florida Initiative. In response the Board approved a Board Resolution March of 2000 that included a commitment to re-engineer the college procurement process to reach minority and women owned businesses more effectively and involve them in higher numbers in the bidding process.

#### **D. 2001 Disparity Study Update**

In 2001, the college independently engaged D.J. Miller and Associates to provide an update to the 1993 consortium Disparity Study. The updated findings and recommendations were presented to the Board in October 2001. The report found that the college “over utilized MWBEs in construction and underutilized MWBEs in the other commodity areas of professional services, goods, supplies and non-professional services.” The study recommended to primarily address MWBE participation through race/gender-neutral efforts, and to rely upon race/gender conscious means when necessary to address entrenched disparity. The study also recommended the establishment of goals in the form of target levels for MWBE participation.

#### **E. 2002 Amendments to Valencia MWBE Policies**

In December, 2002, based on the updated study, the Board amended its MWBE Program and expressed its intent to adopt policies to establish and maintain Programs for Minority and Women Business Enterprises and Local Developing Businesses. The 2002 Policy sets utilization benchmark ranges of 5% - 10% MWBE participation in construction subcontracting, 4% - 9% MWBE participation for the procurement of goods and supplies, 16% - 21% MWBE participation for the procurement of non-professional services, and 5% - 10% MWBE participation for design professional services, chosen in accordance with the Competitive Consultants Negotiation Act.

#### **F. 2002 Developing Business Program Policies**

In December, 2002, the college adopted a Local Developing-Business (LDB) Program policy to promote the development of local businesses and provide full and equal business opportunities to all local developing-businesses in the college’s construction contracting, and procurement. This policy was amended in December 2004.

Copies of the current policies are attached.

## **II. Actions**

**A.** To keep the Board informed as to the how the college has performed against these targets, the Board is provided reports quarterly which monitor spending compared to the target ranges. The reports track spending in four benchmark categories: Construction with Subcontractors; Goods and Supplies; Services; and Professional Services. Each category has established goals, with target ranges that include both a minimum and maximum.

**B.** During the last five years, the college’s total spending for minority suppliers has exceeded the combined minimum goals. Spending for minority suppliers has amounted to \$31.2 million, thereby exceeding the minimum by \$6.6 million. This is nearly 27% above the targeted minimum. Copies of each of the past five year’s reports are included

as well as a chart summarizing the results. On a categorical basis, we have fallen below the minimum target in a specific year five times and have exceeded the maximum target eleven times.

C. A listing of some of the college's outreach efforts are included below:

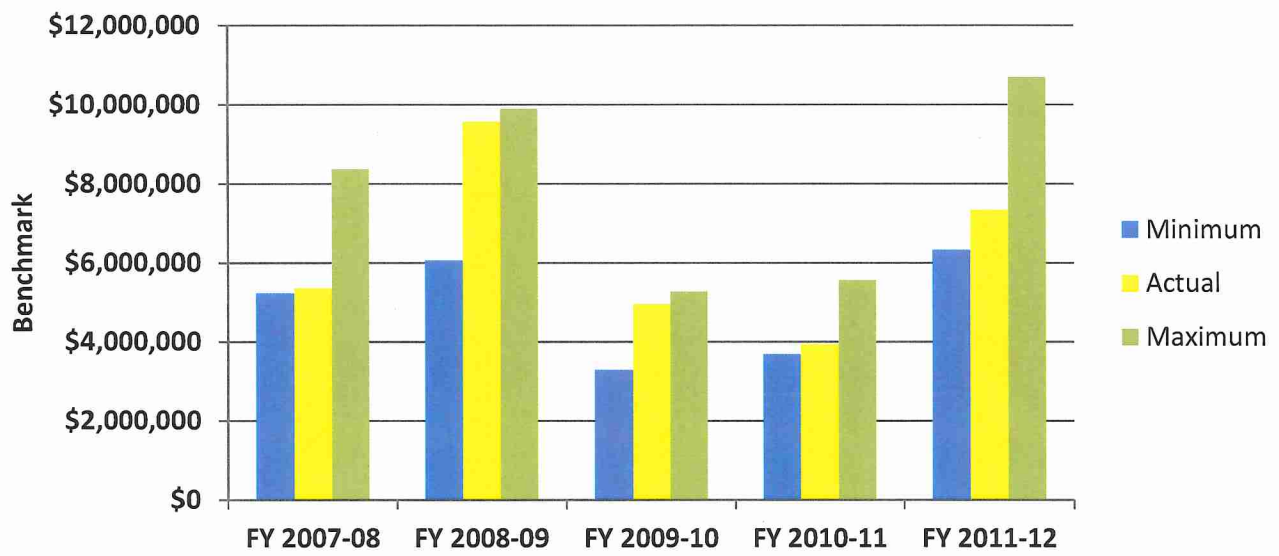
- Specifically encourage the utilization of LDBs and MWBEs in all solicitations.
- Provide pre-submission meetings for all formal solicitations to acquaint LDBs and MWBEs with requirements and possible opportunities.
- Provide educational meetings monthly on "How to do Business with the College."
- Provide instruction to local firms who request assistance in how to respond to bids, proposals and qualifications.
- Categorize construction projects by size to allowing more opportunities for small contractors to serve as primes.
- Freely share winning Request for Proposals and Request for Qualifications with those who express an interest.
- Post on the college's website a "How to Conduct Business with Valencia Booklet."
- Post the construction manager contact information on the college's website to increase subcontractor opportunities for LDBs and MWBEs, when contracts are awarded.
- Make sure all contractors hired by the college are aware of the college's LDB and MWBE goals, and that they are required to provide LDB and MWBE contracting reports quarterly.
- Post solicitations in at least one minority publication as a standard procedure.
- Work with local building and contractor associations to provide bid specifications.
- Utilize other local government agencies to identify and contact LDBs and MWBEs and accept LDB and MWBE Certifications from these entities as well.
- Provide a list of minority vendors to departments within the college for consideration in the purchase of toner cartridges and minor office supplies.

- Host periodic meetings of the Florida Minority Suppliers Development Council including this spring.

**D. Attachments**

- Minority Supplier Expenditures 2007-2008
- Annual College-wide Vendor Payment Reports with Minority Suppliers for Fiscal Years 2007-08 through 2011-12
- Category Definitions
- College-wide Vendor Payment Report with Minority Suppliers July 1, 2012 through December 31, 2012

## Minority Supplier Expenditures 2007-2012



**VALENCIA COMMUNITY COLLEGE  
COLLEGEWIDE VENDOR PAYMENT REPORT WITH MINORITY SUPPLIERS  
FOR THE TWELVE MONTH PERIOD: JULY 1, 2007 TO JUNE 30, 2008**

DISTRIBUTION OF EXPENDITURES						
Benchmark Categories	Goal Percentage	Total Expenditures	Benchmark			Actual FY 06/07
			MIN	MAX	ACTUAL	
Construction with Subcontractors	5%-10%	\$ 36,465,080	\$ 1,823,254	\$ 3,646,508	\$ 3,136,169	\$ 668,722
Goods and Supplies	4%-9%	6,217,089	\$ 248,684	\$ 559,538	634,162	647,783
Services	16%-21%	19,535,927	\$ 3,125,748	\$ 4,102,545	1,447,160	1,034,861
Professional Services	5%-10%	604,711	\$ 30,236	\$ 60,471	138,105	581,649
<b>Subtotal</b>		<b>\$ 62,822,807</b>	<b>\$ 5,227,921</b>	<b>\$ 8,369,062</b>	<b>\$ 5,355,596</b>	<b>\$ 2,933,015</b>
<b>Non-Benchmark Categories</b>						
Purchases for Resale		15,341,478			142,497	1,529,605
Memberships		218,048			275	150
<b>Subtotal</b>		<b>\$ 15,559,526</b>			<b>\$ 142,772</b>	<b>\$ 1,905,359</b>
<b>GRAND TOTAL</b>		<b>\$ 78,382,333</b>			<b>\$ 5,498,368</b>	<b>\$ 4,462,770</b>

DISTRIBUTION BY OWNERSHIP DESIGNATION				
	Amount FY0708	% of Total	Amount FY0607	% of Total
African American	\$ 702,669	0.90%	\$ 264,133	0.60%
Hispanic American	1,149,668	1.47%	807,535	1.80%
Asian American	1,396,202	1.78%	311,111	0.70%
Native American	239,593	0.31%	21,841	0.00%
Woman Owned	2,000,211	2.55%	3,043,016	6.80%
Local Developing	10,025	0.01%	15,134	0.00%
<b>TOTAL</b>	<b>\$ 5,498,368</b>	<b>7.01%</b>	<b>\$ 4,462,770</b>	<b>9.90%</b>



**VALENCIA COMMUNITY COLLEGE**  
**COLLEGEWIDE VENDOR PAYMENT REPORT WITH MINORITY SUPPLIERS**  
**FOR THE TWELVE MONTH PERIOD: JULY 1, 2008 THROUGH JUNE 31, 2009**

DISTRIBUTION OF EXPENDITURES							
Benchmark Categories	Goal Percentage	Total Expenditures	Benchmark			Actual FY 07/08	
			MIN	MAX	ACTUAL		
Construction with Subcontractors	5%-10%	\$ 48,166,078	\$ 2,408,304	\$ 4,816,608	\$ 7,193,650	\$ 3,136,169	
Goods and Supplies	4%-9%	7,214,160	\$ 288,566	\$ 649,274	641,833	634,162	
Services	16%-21%	20,781,653	\$ 3,325,064	\$ 4,364,147	1,548,029	1,447,160	
Professional Services	5%-10%	690,279	\$ 34,514	\$ 69,028	189,052	138,105	
<b>Subtotal</b>		<b>\$ 76,852,170</b>	<b>\$ 6,056,449</b>	<b>\$ 9,899,057</b>	<b>\$ 9,572,564</b>	<b>\$ 5,355,596</b>	
<b>Non-Benchmark Categories</b>							
Purchases for Resale		16,863,556			98,025	142,497	
Memberships		225,318			4,140	275	
<b>Subtotal</b>		<b>\$ 17,088,874</b>			<b>\$ 102,165</b>	<b>\$ 142,772</b>	
<b>GRAND TOTAL</b>		<b>\$ 93,941,044</b>			<b>\$ 9,674,729</b>	<b>\$ 5,498,368</b>	

DISTRIBUTION BY OWNERSHIP DESIGNATION					
	Amount FY0809	% of Total	Amount FY0708	% of Total	
African American	\$ 4,481,651	4.77%	\$ 702,669	0.90%	
Hispanic American	695,402	0.74%	1,149,668	1.47%	
Asian American	2,098,418	2.23%	1,369,202	1.78%	
Native American	19,285	0.02%	239,593	0.31%	
Woman Owned	2,371,845	2.52%	2,000,211	2.55%	
Local Developing	7,998	0.01%	10,025	0.01%	
Disabled Veteran	130	0.00%	N/A	N/A	
<b>TOTAL</b>	<b>\$ 9,674,729</b>	<b>10.30%</b>	<b>\$ 5,498,368</b>	<b>7.01%</b>	

**VALENCIA COMMUNITY COLLEGE**  
**COLLEGEWIDE VENDOR PAYMENT REPORT WITH MINORITY SUPPLIERS**  
**FOR THE TWELVE MONTH PERIOD: JULY 1, 2009 THROUGH JUNE 30, 2010**

DISTRIBUTION OF EXPENDITURES						
Benchmark Categories	Goal Percentage	Total Expenditures	Benchmark			Actual FY 08/09
			MIN	MAX	ACTUAL	
Construction with Subcontractors	5%-10%	\$ 14,191,274	\$ 709,564	\$ 1,419,127	\$ 2,138,780	\$ 48,166,078
Goods and Supplies	4%-9%	11,588,828	\$ 463,553	\$ 1,042,995	1,332,272	7,214,160
Services	16%-21%	12,953,025	\$ 2,072,484	\$ 2,720,135	1,286,645	20,781,653
Professional Services	5%-10%	872,732	\$ 43,637	\$ 87,273	197,785	690,279
<b>Subtotal</b>		<b>\$ 39,605,859</b>	<b>\$ 3,289,237</b>	<b>\$ 5,269,530</b>	<b>\$ 4,955,482</b>	<b>\$ 76,852,170</b>
<b>Non-Benchmark Categories</b>						
Purchases for Resale		\$ 20,280,877			\$ 41,745	16,863,556
Memberships		\$ 241,298			\$ 4,734	225,318
<b>Subtotal</b>		<b>\$ 20,522,175</b>			<b>\$ 46,479</b>	<b>\$ 17,088,874</b>
<b>GRAND TOTAL</b>		<b>\$ 60,128,034</b>			<b>\$ 5,001,961</b>	<b>\$ 93,941,044</b>

DISTRIBUTION BY OWNERSHIP DESIGNATION				
	Amount FY0910	% of Total	Amount FY0809	% of Total
African American	\$ 1,393,969	2.32%	\$ 4,481,651	4.77%
Hispanic American	588,303	0.98%	695,402	0.74%
Asian American	538,085	0.89%	2,098,418	2.23%
Native American	23,950	0.04%	19,285	0.02%
Woman Owned	2,447,829	4.07%	2,371,845	2.52%
Local Developing	9,400	0.02%	7,998	0.01%
Disabled Veteran	425	0.00%	130	0.00%
<b>TOTAL</b>	<b>\$ 5,001,961</b>	<b>8.32%</b>	<b>\$ 9,674,729</b>	<b>10.30%</b>

**VALENCIA COMMUNITY COLLEGE**  
**COLLEGEWIDE VENDOR PAYMENT REPORT WITH WOMEN OWNED, MINORITY & DISABLED VET SUPPLIERS**  
**FOR THE TWELVE MONTH PERIOD: JULY 1, 2010 THROUGH JUNE 30, 2011**

DISTRIBUTION OF EXPENDITURES						
Benchmark Categories	Goal Percentage	Total Expenditures	Benchmark			Actual FY 09/10
			MIN	MAX	ACTUAL	
Construction with Subcontractors	5%-10%	\$ 8,123,482	\$ 406,174	\$ 812,348	\$ 1,461,423	\$ 2,138,780
Goods and Supplies	4%-9%	10,596,034	\$ 423,841	\$ 953,643	969,706	1,332,272
Services	16%-21%	17,517,300	\$ 2,802,768	\$ 3,678,633	1,253,040	1,286,645
Professional Services	5%-10%	1,177,551	\$ 58,878	\$ 117,755	248,869	197,785
<b>Subtotal</b>		<b>\$ 37,414,367</b>	<b>\$ 3,691,661</b>	<b>\$ 5,562,379</b>	<b>\$ 3,933,038</b>	<b>\$ 4,955,482</b>
<b>Non-Benchmark Categories</b>						
Purchases for Resale		20,398,702			31,154	41,745
Memberships		238,028			275	4,734
<b>Subtotal</b>		<b>\$ 20,636,730</b>			<b>\$ 31,429</b>	<b>\$ 46,479</b>
<b>GRAND TOTAL</b>		<b>\$ 58,051,097</b>			<b>\$ 3,964,467</b>	<b>\$ 5,001,961</b>

DISTRIBUTION BY OWNERSHIP DESIGNATION				
	Amount FY1011	% of Total	Amount FY0910	% of Total
African American	\$ 553,395	0.95%	\$ 1,393,969	2.32%
Hispanic American	680,341	1.17%	588,303	0.98%
Asian American	671,047	1.16%	538,085	0.89%
Native American	11,641	0.02%	23,950	0.04%
Woman Owned	2,019,825	3.48%	2,447,829	4.07%
Local Developing	22,822	0.04%	9,400	0.02%
Disabled Veteran	\$ 5,396.00	0.01%	425	0.00%
<b>TOTAL</b>	<b>\$ 3,964,467</b>	<b>6.83%</b>		<b>8.32%</b>

**VALENCIA COLLEGE**  
**COLLEGEWIDE VENDOR PAYMENT REPORT WITH MINORITY SUPPLIERS**  
**FOR THE TWELVE MONTH PERIOD: JULY 1, 2011 THROUGH JUNE 30, 2012**

DISTRIBUTION OF EXPENDITURES							
Benchmark Categories	Goal Percentage	Total Expenditures	Benchmark			Actual FY 10/11	
			MIN	MAX	ACTUAL		
Construction with Subcontractors	5%-10%	\$ 55,386,686	\$ 2,769,334	\$ 5,538,669	\$ 4,858,614	\$ 1,461,423	
Goods and Supplies	4%-9%	12,220,026	488,801	1,099,802	1,093,933	969,706	
Services	16%-21%	18,802,694	3,008,431	3,948,565	1,232,282	1,253,040	
Professional Services	5%-10%	1,109,519	55,476	110,952	150,900	248,869	
<b>Subtotal</b>		<b>\$ 87,518,925</b>	<b>\$ 6,322,042</b>	<b>\$ 10,697,988</b>	<b>\$ 7,335,729</b>	<b>\$ 3,933,038</b>	
<b>Non-Benchmark Categories</b>							
Purchases for Resale		19,975,138			39,045	31,154	
Memberships		255,868			-	275	
<b>Subtotal</b>		<b>\$ 20,231,006</b>			<b>\$ 39,045</b>	<b>\$ 31,429</b>	
<b>GRAND TOTAL</b>		<b>\$ 107,749,931</b>			<b>\$ 7,374,774</b>	<b>\$ 3,964,467</b>	

DISTRIBUTION BY OWNERSHIP DESIGNATION					
	Amount FY1112	% of Total	Amount FY1011	% of Total	
African American	\$ 249,329	0.23%	\$ 553,395	0.95%	
Hispanic American	1,240,779	1.15%	680,341	1.17%	
Asian American	2,167,093	2.01%	671,047	1.16%	
Native American	350	0.00%	11,641	0.02%	
Woman Owned	3,215,085	2.98%	2,019,825	3.48%	
Local Developing	13,440	0.01%	22,822	0.04%	
Disabled Veteran	488,698	0.45%	5,396	0.01%	
<b>TOTAL</b>	<b>\$ 7,374,774</b>	<b>6.84%</b>	<b>\$ 3,964,467</b>	<b>6.83%</b>	

## **Benchmark Categories**

Construction with Subcontractors – includes second tier reporting

- Architect and Engineering Services
- General Construction, Construction Manager at Risk, Design Build, Delivery Order Contract (Terra Firma)
- Remodeling and Renovations

Goods and Supplies – includes second tier reporting

- Equipment
- Tools
- Vehicles
- Software
- Uniforms
- Food
- Materials
- Office Supplies

Services – includes second tier reporting

- Printing Services
- Repairs to Furniture and Equipment
- Maintenance
- Tree Trimming
- Rentals
- Leases
- Advertising

Professional Services – includes second tier reporting

- Consultants
- Honoraria Fees
- Legal Fees
- Performers (disk jockeys, artists)
- Auditors
- Management Consultants

## **Non-Benchmark Categories**

Purchases for Resale – Bookstore purchases such as textbooks and supplies sold in our stores

Memberships – Memberships in organizations such as the Florida Minority Suppliers Development Council (FMSSDC)

**VALENCIA COLLEGE**  
**COLLEGEWIDE VENDOR PAYMENT REPORT WITH MINORITY SUPPLIERS**  
**FOR THE SIX MONTH PERIOD: JULY 1, 2012 THROUGH DECEMBER 31, 2012**

DISTRIBUTION OF EXPENDITURES						
Benchmark Categories	Goal Percentage	Total Expenditures	Benchmark			Actual FY 11/12
			MIN	MAX	ACTUAL	
Construction with Subcontractors	5%-10%	\$ 21,793,506	\$ 1,089,675	\$ 2,179,351	\$ 2,502,658	\$ 407,999
Goods and Supplies	4%-9%	11,566,448	\$ 462,657	\$ 1,040,980	376,621	\$ 499,704
Services	16%-21%	9,115,432	\$ 1,458,469	\$ 1,914,240	628,274	\$ 561,258
Professional Services	5%-10%	513,106	\$ 25,655	\$ 51,311	70,507	\$ 64,504
<b>Subtotal</b>		<b>\$ 42,988,492</b>	\$ 3,036,457	\$ 5,185,881	<b>\$ 3,578,060</b>	\$ 1,533,465
<b>Non-Benchmark Categories</b>						
Purchases for Resale		12,349,902			59,078	\$ 15,909
Memberships		182,255			570	\$ 570
<b>Subtotal</b>		<b>\$ 12,532,157</b>			<b>\$ 59,648</b>	\$ 16,479
<b>GRAND TOTAL</b>		<b>\$ 55,520,649</b>			<b>\$ 3,637,708</b>	\$ 1,549,944

DISTRIBUTION BY OWNERSHIP DESIGNATION				
	Amount FY1213	% of Total	Amount FY1112	% of Total
African American	\$ 67,464	0.12%	\$ 132,787	0.31%
Hispanic American	217,533	0.39%	\$ 271,715	0.64%
Asian American	1,207,304	2.17%	\$ 146,311	0.34%
Native American	6,476	0.01%	\$ -	0.00%
Woman Owned	1,353,325	2.44%	\$ 991,536	2.33%
Local Developing	23,910	0.04%	\$ 4,436	0.01%
Disabled Veteran	761,696	1.37%	\$ 3,156	0.01%
<b>TOTAL</b>	<b>\$ 3,637,708</b>	<b>6.55%</b>	<b>\$ 1,549,944</b>	<b>3.65%</b>



## Policy: 6Hx28:2-05

Authority: 1001.64 and 1001.65, F.S.

Law: 1001.64 and 1001.65, F.S.

Responsible Party: Vice President, Administrative Services

Effective Date: 12/21/2004

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### Volume 2 - Nondiscrimination and Equal Opportunity

## Minority and Women's Business Enterprise Program

### Policy Statement:

- A. In 1992, Valencia College (the "College") along with the Orange County Board of County Commissioners, Orange County Public Schools, and the Greater Orlando Aviation Authority commissioned D.J. Miller and Associates, Inc. to conduct a predicate study (the "Study") to determine and quantify the possible existence, and adverse effects, of past discrimination in local government contracting against minorities and other socially and economically disadvantaged individuals. The Study was conducted in accordance with the United States Supreme Court decision in *City of Richmond v. Croson*, 109 S.Ct 706 (1989), and quantified the extent of underutilization of minorities and other socially and economically disadvantaged persons.
- B. D.J. Miller and Associates, Inc. conducted an update of this study in 2001, and presented its findings and recommendations to the District Board of Trustees in October 2001. Based on the Update Study it is the intent and policy of Valencia College to amend its current Program and establish and maintain Programs for Minority and Women Business Enterprises (MWBE) and Local Developing Businesses (LDB).
- C. In establishing the MWBE benchmark participation goals hereunder, the College intends to take reasonable affirmative steps toward remedying the adverse economic effects of actual past discrimination against certain disadvantaged groups and individuals.
- D. It is the policy of the Board that business concerns owned and controlled by socially and economically disadvantaged individuals, referred to by the College as Minority and Woman Business Enterprises (MWBEs), shall have the maximum opportunity to participate in the performance of contracts lending themselves to MWBE participation. In addition, all entities performing work for the College under its MWBE Program shall take all necessary and reasonable steps to ensure that MWBEs have the maximum opportunity to participate in contracts without discrimination. The Program shall employ the following remedial efforts:
  1. Encourage appropriate utilization of MWBEs in all aspects of the College's procurement activities.
  2. Eliminate barriers to the award of contracts to MWBEs by ensuring greater participation by MWBEs through the use of various procurement techniques, if consistent with the best interests of the College.
  3. Distribute information and provide training relating to how to do business with the College.
  4. Periodically review and revise utilization goals and related affirmative implementation action to promote participation by MWBEs in procurement opportunities at the College.
  5. Phase out the MWBE Assistance Program when an evaluation of the College's procurement activities indicates that the Program has fulfilled its primary objectives.
  6. Award of contracts for construction and procurement of goods and non-professional services (all services excluding health services as defined in Section 287.057(3)(f), Florida Statutes, attorneys, legal services, auditors, management consultants, architects, engineers, and land surveyors) based upon the lowest, responsive and/or best bid or proposal.

### Policy History

Adopted 1-18-95; Amended 12-10-02; Amended 12-21-04

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**Procedure Effective Date:** 12/21/2004

**Procedure Statement:**

A. Definitions

When used herein, the following terms will apply, unless otherwise indicated:

1. "Contract" means: Any agreement with the College for construction projects or for the purchase, lease or disposal of supplies or other goods, or maintenance, installation or other services, but not including leases of real property, space use licenses, employee benefits, taxes, judgments, dues, pensions, utilities, subscriptions, insurance, items purchased for resale, or postage.
2. "Vice President for Administrative Services" means: The Vice President for Administrative Services of the College or the person or persons designated by the Vice President for Administrative Services to act on his/her behalf with respect to issues delegated to the Vice President for Administrative Service's responsibilities in this program.
3. "Goods" means: Personal property of all types, including, without limitation, equipment, tools, vehicles, materials and office supplies.
4. "Minority and Women Business Enterprise" or "MWBE" means: A business concern that is owned and controlled by one or more socially and economically disadvantaged individuals.
5. "Ownership and control" means:
  - a. At least 51 % owned by one or more socially and economically disadvantaged individuals, or, in the case of a publicly owned business, at least 51 % of the stock of which is owned by one or more socially and economically disadvantaged individuals; and,
  - b. Whose management and daily business operations are controlled by one or more such individuals.
6. "Services" means: The furnishing of labor, time, expertise or effort but does not include the rendition of professional services (health services as defined in Section 287.057(3)(f), Florida Statutes, attorneys, legal services, auditors, management consultants, architects, engineers, and land surveyors), employment or collective bargaining agreements, or the providing of a tangible end product.
7. "Socially and economically disadvantaged individual" means: Persons who are citizens or lawful permanent residents of the United State and who are African Americans (persons having origins in any of the Black racial groups of Africa); Hispanic Americans (persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race); Asian-Pacific Americans (persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); Native Americans (persons having origins in any of the original peoples of that part of North America that has become the United States); or women.
8. The "Program" shall mean the College's MWBE Assistance Policies and Procedures.

B. MWBE Certification

1. In order to ensure that only bona fide MWBEs, and joint ventures involving MWBEs, benefit from the College's program, certain information must be provided to the College prior to award of the contract, and updated upon request during contract performance. This information will be used to certify the eligibility of MWBEs who are named by the apparent successful bidder/proposer, and joint ventures involving MWBEs who are the apparent successful bidders/proposers. Specifically, proposed MWBEs must submit to the College a completed application for certification promulgated by the College's MWBE department. Firms who enter into contracts with the College should note that the College reserves the right to approve all substitutions of subcontractors before award and during contract performance.
2. The College's MWBE Director will determine prior to the award of each contract which is subject to the procedures set forth in this Policy whether each firm claiming MWBE status and submitting its bid, proposal or quotation to the College shall be recognized as a MWBE firm. In making such determination, the MWBE Director will accept an unexpired MWBE certification issued by the College, GOAA, the City of Orlando, Orange County, any agency of the State of Florida which regularly certifies MWBEs or the National Minority Suppliers Development Council (NMSDC certification will be accepted only for firms supplying goods), provided that the MWBE firm certifies to the College that since the date of its MWBE certification it has not experienced a change which would affect the firm's eligibility as a MWBE. If a firm has been certified by one of the agencies listed above, but has been denied certification by another, the College's Director of MWBE shall make a separate determination of eligibility for certification. In the event a firm cannot be recognized as a MWBE on the basis of an existing MWBE certification, then the College shall determine if the firm should be recognized as a MWBE by evaluating the firm's duly completed and executed certification application. A denial of MWBE certification by the College's MWBE Director shall be communicated in writing to the firm being denied certification.



3. Any firm, which believes that it has been wrongfully denied certification as a MWBE or joint venture involving MWBEs, may appeal the MWBE office's determination to the Vice President for Administrative Services. The appeal must be filed in writing and within five (5) working days after receipt of the written explanation of the basis for rejection.

C. Program Management and Designation of a Program Director for MWBE Programs

1. The Vice President for Administrative Services has been designated as the College's MWBE Director. The MWBE Director will be responsible for managing the College's MWBE Policy. The MWBE Director will conduct periodic surveys to determine whether the College's MWBE Policy is achieving its objectives. Reports of surveys will be the basis for appropriate action to correct deficiencies. Where action is prescribed, the MWBE Director will make appropriate recommendations to the College.
2. A Business Opportunity Council may be established by the College to review and suggest Program elements and implementation efforts and make recommendations to the College for the improvement and refinement of the Program.
3. The MWBE Director will also be responsible for:
  - a. Providing information to MWBEs on the College's contractual needs and future plans;
  - b. Providing assistance in resolving major procurement and contracting issues affecting MWBEs;
  - c. Scheduling seminars to acquaint MWBEs with information on College bid specifications, procurement policies, and general bidding requirements;
  - d. Providing bid specifications and plans to MWBE contractor associations;
  - e. Evaluating the effectiveness of the MWBE program;
  - f. Ensuring that only MWBEs benefit from the MWBE program;
  - g. Ensuring that the MWBE directories utilized by the College accurately reflect MWBEs available to compete for contracts.
  - h. Developing, where reasonable, on-the-job technical assistance and participation programs for MWBEs;
  - i. Assist in monitoring contractors' and subcontractors' compliance with MWBE commitments throughout the performance period of contracts;
  - j. Attending Pre-Bid, Pre-Proposal and Pre-Construction Conferences to explain MWBE requirements and respond to questions;
  - k. Assisting in monitoring mentoring relationship;
  - l. Participating on Bid and Proposal Review Panels, and;
  - m. Performing related duties, as assigned.

D. Benchmark Ranges for Utilization of MWBEs in Contracts for Construction and Procurement of Goods and Services

1. In order to comply with the Disparity Study results and findings, the College will set benchmark ranges for the dollar value of work to be awarded to certain Minority and Women Business Enterprises. In addition to the annual overall Program benchmark ranges established by the College, the Executive Director may set contract goals for individual projects, for which there are known available MWBEs with capabilities consistent with the requirements of a specific contract. The College's overall benchmark ranges will be reviewed at least annually.
2. By adoption of this amended Policy, the College will set overall benchmark ranges for the dollar value of work to be awarded to MWBEs. In setting overall benchmark ranges, the College considered the availability of MWBEs in the relevant market, the capacity of MWBE firms to complete the job, the past results of efforts to contract with MWBEs, and MWBEs firms that indicated they were ready, willing and able to perform work on College projects. These benchmark ranges may be amended or adopted from time to time.
3. To address the Study findings of underutilization, the College hereby establishes an overall benchmark range of 5%-10% MWBE subcontractor participation for all construction projects.

4. The MWBE Director will review these benchmark ranges on a periodic basis and make any adjustments needed to meet the Program objectives.
5. To address the Study findings of underutilization, the College hereby establishes an overall benchmark range of 4% - 9% MWBE subcontractor participation for procurement of goods and supplies, an overall benchmark range of 16%-21% for the procurement of non-professional services (all services excluding health services as defined in Section 287.057(3)(f), Florida Statutes, attorneys, legal services, auditors, management consultants, architects, engineers, and land surveyors), the following procedures shall be used to meet the benchmark range:
  - a. Formal Written Bids and Proposals-\$25,000 or more. For each purchase of \$25,000 or more, Invitations to Bid or Requests for Proposals shall be sent to no less than three MWBE vendors, if available, and no less than one minority-focused newspaper.
  - b. Quotations - \$3,500-\$24,999. Competitive quotations shall be requested from MWBE vendors where available.
  - c. Subcontracting - Vendors of goods and non-professional services are encouraged to utilize, to the maximum extent feasible, MWBE subcontractors and/or suppliers.
6. To address the Study findings of underutilization, an overall benchmark range of 5%-10% for the procurement MWBE prime and/or subconsultants is established for design professional services (architects, engineers, landscape architects and land surveyors), as defined under Florida Statutes '287.055(2)(a). The College shall comply with the Consultant's Competitive Negotiation Act (CCNA), Florida Statutes '287.055, to facilitate achieving the aforementioned goals. The College shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is the most highly qualified, the College may consider such factors, including, but not limited to, the ability of professional personnel; whether a firm is a MWBE; the extent to which MWBE subconsultants will be utilized; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the College, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

#### E. Enforcement of MWBE Policies

1. Any individual or entity that engages in fraud, misrepresentation, or other wrongful conduct, whether by act or omission, related to his/her/its participation or eligibility to participate in the College's Program, shall be in violation of the Program. This determination shall be solely the decision of College.
2. Violators of the College's MWBE Program may be subject to, on an individual and/or entity basis:
  - a. Suspension from bidding on the College's contracts for up to three (3) years.
  - b. Permanent debarment from bidding on the College's contracts.
  - c. Termination or rescission of any present contracts with the College.
  - d. Suspension or permanently withholding of contract payments.
  - e. A negative evaluation of good faith effort on future contracts for up to three (3) years.

#### F. Support Initiatives and Procedures to Ensure that MWBEs Have an Equitable Opportunity to Compete for Contracts and Subcontracts.

1. The College shall participate in technical assistance and other support initiatives developed in the community for the purpose of assisting the growth and development of MWBE firms, subject to approval of the President and Board of Trustees, as necessary.
2. In order to ensure that MWBEs have an equitable opportunity to compete for contracts and subcontracts, the College may take affirmative steps to facilitate their involvement. These steps include:
  - a. Notification to MWBE community organizations that College contracting and subcontracting opportunities are available.
  - b. Providing plans and specifications to MWBE community organizations at reduced cost.
  - c. Conducting pre-bid/pre-proposal conferences to provide firms with an opportunity to ask questions about

MWBE requirements; MWBE firms will be encouraged to attend these conferences.

- d. Upon request, providing MWBEs with lists of firms bidding as prime contractors.
- e. Specific and continuing recruitment efforts directed at MWBEs.
- f. Disseminating the College's MWBE Policy by advertising in news media, specifically including minority-focus news media, and by notifying and discussing this policy with all firms who seek to be awarded contracts by the College.
- g. Subdividing as many trade items as reasonable and prudently possible into small contractual work elements which will enable MWBE firms to compete effectively.
- h. Assisting bidders/proposers in efforts to obtain the names and addresses of MWBE firms that may be utilized as subcontractors

**G. Severability**

If any part of this Policy or the application thereof to any person or circumstance is deemed invalid, the invalidity shall not affect other provisions or applications of the this Policy which can be given either without the invalid provision or application, and to this end the provision or application of this Policy are declared severable.

**Procedure History**

Adopted 1-18-95; Amended 12-10-02; Amended 12-21-04



## Policy: 6Hx28:2-06

Authority: 1001.64 and 1001.65, F.S.

Law: 1001.64 and 1001.65, F.S.

Responsible Party: Vice President, Administrative Services

Effective Date: 12/21/2004

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### Volume 2 - Nondiscrimination and Equal Opportunity

#### Developing Business Program

##### Policy Statement:

The College recognizes the importance of small businesses to the economic vitality of the Orlando SMSA. The College further recognizes the contribution of small businesses to employment opportunities in the local area. The Local Developing-Business ("LDB") Program ("Program") of the College shall be designed to promote the development of local businesses to ensure availability of firms to compete for upcoming work. The Program shall also be designed to promote the economic vitality and employment opportunities in the Orlando SMSA. The Program will seek to provide full and equal business opportunities to all local developing-businesses in the College's construction contracting, and procurement.

##### Policy History

Adopted 12-10-02; Amended 12-21-04

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**Procedure Effective Date:** 12/21/2004

##### Procedure Statement:

###### A. Definitions

1. "Certification" means: The process by which an applicant is determined to be a bona fide local developing-business.
2. "Contract" means: Any agreement with the College for construction projects or for the purchase, lease or disposal of supplies or other goods, or maintenance, installation or other services, but not including leases of real property, space use licenses, employee benefits, taxes, judgments, dues, pensions, utilities, subscriptions, insurance, items purchased for resale, or postage.
3. "Domicile" means: A firm whose principal place of business is in the Orlando SMSA or a firm which is at least fifty percent (50%) owned by a person or persons whose primary residence is in the Orlando SMSA.
4. "Vice President for Administrative Services" means: The Vice President for Administrative Services of the College or the person or persons designated by the Vice President for Administrative Services to act on his/her behalf with respect to issues delegated to the Vice President for Administrative Services' responsibilities in this program.
5. "Goods" means: Personal property of all types without limitation, including office supplies, equipment, tools, vehicles, and materials.
6. "Local Area" means: The Orlando Standard Metropolitan Statistical Area (Orlando SMSA). This area, according to the United States Department of Census, includes the counties of Orange, Seminole, Osceola and Lake.
7. "Local Developing-Business" or "LDB" means: A business concern that is domiciled in the Local Area and that meets the Revenue Limitations, and that is owned and controlled by one or more individuals whose personal net worth does not exceed the Net Worth Limitation.
8. "LDB Direct Contract" means: A request or invitation for bids or proposals which is limited exclusively to LDBs.
9. "Net Worth" means: The sum of the fair market value of the interests owned by the individual in all assets {if an asset is owned jointly as husband and wife, then fifty percent (50%) of the fair market value for that asset will be counted if only one spouse participates in the firm being reviewed} minus the debt of the individual {if debt is attributable to an asset owned jointly as husband and wife then fifty percent (50%) of the debt will be counted if only one spouse participates in the firm being reviewed}. For purposes of establishing Net Worth, the following items will be excluded: 1) the equity in the individual's primary residence up to \$500,000; and 2) any businesses in which the individual is actively involved in the management and day to day operation.

10. "Net worth Limitation" means: Two Hundred Fifty Thousand and No/100 Dollars (\$250,000.00). The Net worth Limitation will be reviewed annually by the LDB Director and recommendations for adjustment presented to the College.
11. "Ownership and Control" means: Individuals who do not exceed the Net worth Limitation, must own at least fifty-one percent (51 %) of the business, and they must control and manage the operations of the business on a daily basis.
12. "Principal place of business" means: The LDB's headquarters, or the place where the chief or principal affairs and business of the firm are transacted as of the date the Request for Proposal, Request for Bids or Request for Letters of Interest is published. This is the office where the LDB's books are and where the partners, directors, officers, or managers assemble to discuss and transact the important day-to-day business of the firm.
13. "Revenue limitations" means: Construction contracting services and consulting services related to planning, design, and construction related improvements and architectural and engineering services - \$2,500,000 in annual gross revenues averaged over the preceding three (3) years.

Procurement of goods and services not including construction related services included above - \$1,000,000 annual gross revenues averaged over the preceding three (3) years.

The revenue limitation amount will be reviewed annually by the LDB Director and recommendations for adjustments presented to the College.

14. "Primary Residence" means: A place of abode which is recognized and intended to be maintained as the person's principal residence. Persons maintaining other places of abode in some other state, or other county within Florida, may manifest evidence of their primary residence to the College by submitting a certified copy of a sworn statement, filed pursuant to § 222.17, Florida Statutes, as to what residence constitutes their predominant and principal residence and that they intend to continue it permanently as such.
15. "Services" means: The furnishing of labor, time, expertise or effort, but does not include the rendition of professional services, employment or collective bargaining agreements, or the providing of a tangible end product.

#### B. Establishment of Goals

In order to promote the utilization of LDBs, the College has set annual percentage goals for the dollar value of work to be awarded to LDBs. In addition to the annual overall Program goals established by the College, the College may set contract goals for individual projects. The College's overall goals will be reviewed at least annually. The initial annual overall goals are: for Construction 2.5% and for Procurement 1.7%.

#### C. Designation of a Program Director for LDB Programs.

1. The Vice President for Administrative Services has been designated as the College's LDB Director. The LDB Director will be responsible for managing the College's LDB Policy. The LDB Director will conduct periodic surveys to determine whether the College's LDB Policy is achieving its objectives. Reports of surveys will be the basis for appropriate action to correct deficiencies. Where action is prescribed, the LDB Director will make appropriate recommendations to the College.
2. A Business Opportunity Council may be established by the College to review and suggest Program elements and implementation efforts and make recommendations to the College for the improvement and refinement of the Program.
3. The LDB Director will also be responsible for:
  - a. Providing information to LDBs on the College's contractual needs and future plans;
  - b. Providing assistance in resolving major procurement and contracting issues affecting LDBs;
  - c. Scheduling seminars to acquaint LDBs with information on College bid specifications, procurement policies, and general bidding requirements;
  - d. Providing bid specifications and plans to LDB contractor associations;
  - e. Evaluating the effectiveness of the LDB program;

- f. Ensuring that only LDBs benefit from the LDB program;
- g. Ensuring that the LDB directories utilized by the College accurately reflect LDBs available to compete for contracts.
- h. Developing, where reasonable, on-the-job technical assistance and participation programs for LDBs;
- i. Assist in monitoring contractors' and subcontractors' compliance with LDB commitments throughout the performance period of contracts;
- j. Attending Pre-Bid, Pre-Proposal and Pre-Construction Conferences to explain LDB requirements and respond to questions;
- k. Assisting in monitoring mentoring relationship;
- l. Participating on Bid and Proposal Review Panels, and;
- m. Performing related duties, as assigned.

D. Procedures to ensure that LDBs have an Equitable Opportunity to Compete for Contracts and Subcontracts.

1. In order to ensure that LDBs have an equitable opportunity to compete for contracts and subcontracts, the College will take affirmative steps to facilitate their involvement. These steps include:
  - a. Notification to small business assistance organizations that College contracting and subcontracting opportunities are available.
  - b. Providing plans and specifications to small business assistance organizations at reduced cost.
  - c. Conducting pre-bid/pre-proposal conferences to provide firms with an opportunity to ask questions about LDB requirements; LDB firms will be encouraged to attend these conferences.
  - d. Upon request, providing LDBs with lists of firms bidding as prime contractors.
  - e. Specific and continuing recruitment efforts directed at LDBs.
  - f. Disseminating the College's LDB policy by advertising in news media, specifically including small business news letters and other publications, and by notifying and discussing this policy with all firms who seek to be awarded contracts by the College.
  - g. Subdividing as many trade items as reasonable and prudently possible into small contractual work elements which will enable small firms to compete effectively.
  - h. Assisting bidders/proposers in efforts to obtain the names and addresses of LDB firms that may be utilized as subcontractors.

E. Procedures to Ascertain the Eligibility of LDBs

1. In order to ensure that only bona fide LDBs, and joint ventures involving LDBs, benefit from the College's program, certain information must be provided to the College prior to award of the contract, and updated upon request during contract performance. This information will be used to certify the eligibility of LDBs who are named by the apparent successful bidder/proposer, and joint ventures involving LDBs who are the apparent successful bidders/proposers. Specifically, proposed LDBs must submit to the College a completed application for certification promulgated by the College's LDB office and upon request, submit such additional information and documentation as the LDB office may request.
2. Financial information to verify personal Net worth Limitation compliance will only be requested from the apparent low bidder or apparent successful proposer and LDBs subcontractors to an apparent low bidder or apparent successful proposer. Firms who enter into contracts with the College should note that the College reserves the right to approve all substitutions - of subcontractors before award and during contract performance.
3. The College's LDB Director will determine prior to the award of each contract which is subject to the procedures set forth in this Policy whether each firm claiming LDB status and submitting its bid, proposal or quotation to the College shall be recognized as a LDB firm.

4. Any firm which believes that it has been wrongfully denied certification as a LDB or joint venture involving LDBs, may file an appeal in accordance with this policy.
5. In the event a firm is denied LDB certification, the College's LDB office shall promptly provide a written explanation of the basis for denial. A firm denied certification may appeal the LDB office's determination to the Vice President for Administrative Services. The appeal must be filed in writing and within five (5) working days after receipt of the written explanation of the basis for rejection.

#### F. Support and Technical Assistance Initiatives

The College has determined that technical assistance shall be focused in the following areas:

1. Providing or furnishing information regarding industry specific and general information education programs which include, but are not limited to the following areas:
  - a. Estimating the cost of performance and preparing schedules for completion;
  - b. Submitting accurate and timely bids/proposals;
  - c. Contract law and contract requirements;
  - d. Money management and projecting cash flow requirements;
  - e. Obtaining access to and maintaining credit relationships with lending institutions;
  - f. Obtaining access to and maintaining relationships with corporate sureties for contract bonds;
  - g. Securing rights to payment;
  - h. Risk management and obtaining adequate insurance coverage;
  - i. Project management controls and percentage of completion analysis;
  - j. Efficient processing of contract close-out requirements;
  - k. Managing the growth of a small business.
2. The College shall participate in technical assistance and other support initiatives developed in the community for the purpose of assisting the growth and development of LDB firms, subject to approval of the President and Board of Trustees, as necessary.

#### G. Other Initiative for Procurement of Goods and Services

1. Discretionary purchasing limits shall be increased to permit small purchases of goods and services in an amount up to a maximum of \$4,000.00 from LDB firms without requiring competitive bidding by the Purchasing Manager or his designee. The Purchasing Manager or designee shall have the authority to issue purchase orders to LDB firms through this non-competitive method when the dollar value of the purchase order does not exceed \$4,000.00 and a properly executed and authorized requisition is received.
2. In the discretion of the Vice President for Administrative Services, direct contracts may be utilized to increase LDB participation in the procurement of goods and services.

#### Procedure History

Adopted 12-10-02; Amended 12-21-04

# **CAMPUS SAFETY AND SECURITY BRIEFING**



**Safety, Security & Risk Management**  
**Briefing for the District Board of Trustees of Valencia College**  
**February 12, 2013**

The purpose of this document is to provide the Board a description of the college's state of emergency preparedness. The college works very closely with local law enforcement agencies and other first responders to provide a safe and secure environment for students, employees and visitors.

**Staffing, Qualifications & Training**

All security personnel are required to have a minimum of a State of Florida class "D" security license. They are certified in CPR, Basic First Aid, Automated External Defibrillator, and participate in ongoing training. They are not sworn officers, and therefore do not carry weapons or have arrest authority. Security personnel are supported by local off-duty law enforcement officers.

There are 38 full time officers and 52 part-time officers in the Security Department. The three larger campuses (East, Osceola and West) operate with security coverage 24 hours a day, seven days a week. Officers are assigned both foot and mobile (golf carts). These same campuses each have an SUV for specific assignments.

The three larger campuses operate three shifts per day Monday through Friday with five security officers and a security supervisor on both the day and evening shifts and two officers on the overnight shift. The college also utilizes off-duty law enforcement officers from 8:00 a.m. - 10 p.m. Monday through Thursday and 8:00 a.m. - 5:00 p.m. on Fridays. For weekend coverage, these campuses have two college security officers per shift.

Lake Nona and Winter Park campuses are covered with two shifts per day with two security officers on each shift. There is no night or weekend coverage. The Downtown Center has coverage from 7:00 a.m. until 7:00 p.m. Monday through Friday, with one security officer on duty. We do not have off-duty officers at these smaller locations.

**Emergency Plans**

The college has developed Emergency Management Plan & Administrative Guide, which establishes policies, procedures and the organizational structure for responses to emergencies. It includes protocols for plan activation based on the level of an incident. It defines the roles, responsibilities and logistics for crisis management team members. In addition, campus-based plans have been developed to respond to a variety of campus-specific incidents. These plans have been reviewed by local emergency responders.

The college is compliant with the state's requirement to have a Continuity of Operations Plan (COOP). This plan establishes the policy and guidance to ensure the continuation of mission-essential functions of the college in the event that an emergency threatens or incapacitates college operations.

### **Behavioral Assessment Team and Support**

The college has a formalized Behavioral Assessment Team (BAT) to address behaviors of concern. The primary purpose of the BAT is to identify and assess potential threats to our learning community and its members. The threat assessment process is centered on analysis of the facts and evidence of behavior in a given situation. BAT members have been trained using the US Department of Justice, Campus Threat Assessment Model for Higher Education. The team has developed resources for the college community including the Classroom Behavioral Intervention Support Guide, which is distributed through the Deans and is archived online.

The college provides behavioral health services to both employees and students. There is an Employee Assistance Program for employees, which provides counseling services 24 hours a day, seven days a week. A similar service, BayCare is provided free of charge to students 24 hours a day, seven days a week.

### **College Preparedness**

The college provides various training programs to empower a large number of its employees with the knowledge and skills to respond to a variety of situations. Training modules have been developed for both security department members as well as our Campus Emergency Response Training (CERT) volunteers.

Following the Virginia Tech slayings, a Shelter In Place (SHIP) training module was developed and presented to hundreds of faculty and employees in an effort to increase awareness and instruct the college community in their roles during hazards and threats. In addition to face-to-face training, many of these programs can be accessed online.

Critical incident plan guidelines have been developed and are placed in each classroom and cluster office. The guidelines serve as a quick reference for emergency response for use as needed when an incident occurs. A similar document, Faculty/Staff Emergency Procedures was designed and is used as a handout through Human Resources during employee orientation (on-boarding). Telephones are outfitted with a red sticker displaying the campus specific number for Security and 911.

To facilitate building specific or campus-wide evacuations, Campus Emergency Response Teams (CERT) consisting of volunteers from each floor of each building have been formed. Members are trained and provided floor plans, a first aid kit, a flashlight, a campus-specific emergency

response guide and a high impact green vest to identify CERT members during an evacuation. Training includes the hands-on use of Emergency Evacuation Chairs.

### **Incident Response and Training**

We have adopted the National Incident Management System (NIMS) for our response foundation. The NIMS includes Incident Command System (ICS) training which provides for seamless integration with the professional emergency responders and is the universal national method of incident management. The security leadership team has taken all of the advanced multi-day training covering expanding complex incidents.

The college uses electronic access controls for all exterior building doors college-wide. The advantage to this technology is that the software will allow the exterior doors to be locked remotely and simultaneously if the need arises.

As noted earlier, there is a preliminary orientation on safety for faculty and staff that takes place during the employee on-boarding. A second phase of on-boarding focused specifically on emergencies has been designed and is near implementation. The principal parts of that phase are the SHIP and CERT components. These efforts promote college-wide awareness.

### **Mass Communications**

The college uses a variety of technology to support these plans. We partnered with UCF to implement Valencia Alert as our Emergency Mass Notification primary platform. This provides a single system to notify both Valencia and UCF populations utilizing our campuses. We built a library of pre-scripted messages to help expedite emergency messaging. We created notification groups for Administration, CERT, Security, Faculty and staff, and students by campus.

To provide redundancy for emergency notifications we were successful in obtaining grant funding to acquire an outdoor speaker public address messaging system and now have it as a standard for new construction. The college is also adding Fireworks, a mass notification system that uses the infrastructure of the existing fire control panels. There are 12 buildings that have the system in use. The fire panel standard for the college has been upgraded to include Fireworks Emergency Messaging Notification capability in new construction and remodels.

A last note on technology is about the creation of a Valencia phone app and web page design of a "Safety" specific button link to bring emergency guide resources to the user in minimum time and through a common media.

Emergency communications were expanded to include pushing messaging to Twitter and Facebook.

Call boxes (emergency telephones) are strategically located throughout the campuses.

### **Continued Efforts**

We are currently soliciting for an Emergency Plan Consultant to assist with a full integration of our emergency plans, including individual campus-based plans, and to develop desktop exercises.

### **Attachments**

- Copies of the Historical Crime Statistics
- A zone map of West Campus
- Florida College System Security Spending

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## Campus Security

### Campus Crime Statistics

Each security office maintains a "crime log" which provides the most current crime information and all reported offenses of the preceding ninety days. You are invited to review these statistics by visiting your campus security office and simply asking to see the "crime log."

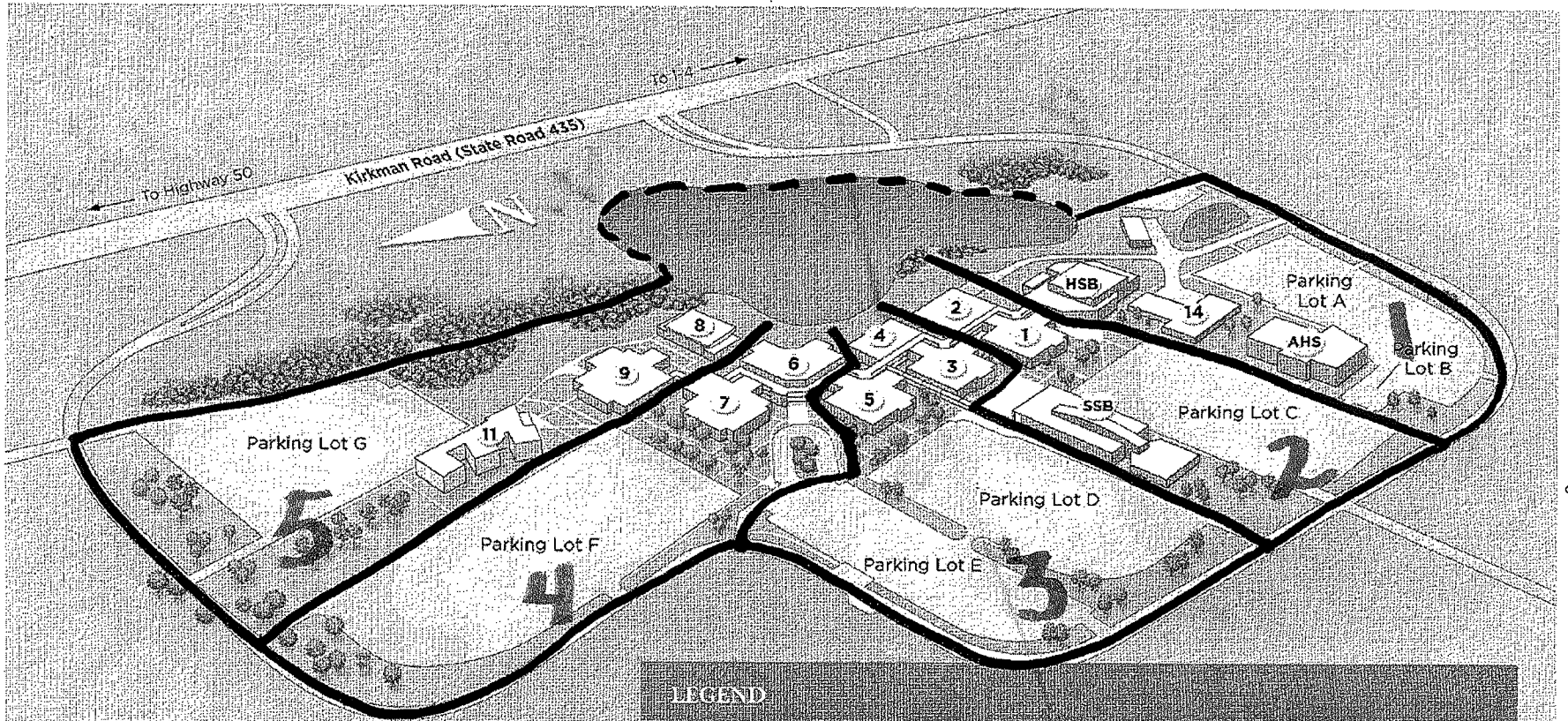
#### CLERY CRIME STATISTICS, DRUG, ALCOHOL & WEAPON VIOLATIONS

OFFENSE	2007	2008	2009	2010
Homicide Offenses	-	-	-	-
Sex Offenses	-	-	-	-
Robbery	-	2	1	1
Aggravated Assault	-	-	-	-
Burglary (B & E)	-	-	1	-
Motor Vehicle Theft	4	1	4	6
Arson	-	-	-	-
Liquor Law Violation	-	-	1	-
Drug Abuse Violation	-	-	3	2
Weapon Possession	-	-	-	-
TOTALS	4	3	10	9



# VALENCIA COLLEGE

# WEST CAMPUS



LEGEND			
Bldg-Rm	Bldg-Rm		
1 & 2	Bookstore	9	Architecture Studios (2nd Floor)
2	Cafeteria	11	University Center/Engineering
3-136	Honors Office	11-104	UCF at Valencia
3-147	Student Development Office	AHS	Dental Hygiene, Radiography, Sonography, Respiratory, Cardiovascular Technology and Science
3-242	EMS Paramedic Program	HSB	Nursing and Fitness Center
4-110	Student Lounge	SSB	Paul Mears, Sr. Student Services Building
5-155	Communication Center	SSB	Information Station
6	Raymer F. Maguire, Jr. Library	SSB-106	Answer Center
6-201B	Honors Resource Center		
7-240	Math Center and Tutoring Center		
8	Special Events Center		
9	Walt Disney World Center for Hospitality and Culinary Arts		

**Campus Security Spending  
Florida College System FY 2011-12**

<b>College</b>	<b>FTE</b>	<b>Security Spending</b>	<b>\$ per FTE</b>
Brevard	13,395.2	\$1,267,026	\$94.59
Broward	31,151.7	\$3,322,723	\$106.66
Central Florida	6,514.2	\$642,731	\$98.67
Chipola	1,646.3	\$120,662	\$73.29
Daytona	13,844.4	\$1,432,419	\$103.47
Edison	11,842.9	\$1,283,795	\$108.40
FL State @ Jacksonville	25,181.8	\$4,136,783	\$164.28
FL Keys	909.5	*	*
Gulf Coast	4,844.7	\$278,598	\$57.51
Hillsborough	21,357.6	\$3,596,713	\$168.40
Indian River	13,744.5	\$1,225,097	\$89.13
FL Gateway	2,339.2	\$186,680	\$79.81
Lake-Sumter	3,237.7	\$149,028	\$46.03
State College Manatee	8,462.6	\$814,238	\$96.22
Miami Dade	59,702.3	\$8,062,695	\$135.05
North Florida	962.9	\$146,416	\$152.06
Northwest Florida	5,589.3	\$206,432	\$36.93
Palm Beach	20,985.6	\$2,328,358	\$110.95
Pasco Hernando	7,824.6	\$310,112	\$39.63
Penscola	9,484.0	\$954,554	\$100.65
Polk	7,667.4	\$684,729	\$89.30
St. Johns River	5,046.5	\$65,360	\$12.95
St. Petersburg	22,429.7	\$1,977,702	\$88.17
Santa Fe	12,549.9	\$1,188,579	\$94.71
Seminole	15,169.9	\$1,447,139	\$95.40
South Florida	2,416.1	\$223,543	\$92.52
Tallahassee	12,219.3	\$1,419,560	\$116.17
Valencia	31,530.6	\$3,200,962	\$101.52
<b>TOTAL</b>	<b>372,050.4</b>	<b>\$40,672,634</b>	<b>\$109.32</b>

\*This information was not included in the Cost Analysis Report



# **FACULTY COUNCIL REPORT**

# **SEMI-ANNUAL FINANCIAL REPORT**

**VALENCIA COLLEGE**  
**FINANCIAL SUMMARY**  
**FISCAL YEAR 2012-13**  
**As of December 31, 2012**

	Budgeted Annual Revenue	Collected Year To Date	% Collected Of Annual
Student Fees	91,886,867	73,568,311	80%
State Funding	68,034,188	34,498,804	51%
Other Revenues	4,575,938	1,398,583	31%
<b>Total Revenues</b>	<b>164,496,993</b>	<b>109,465,698</b>	<b>67%</b>

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended Of Annual
Salaries	125,595,132	56,272,893	45%
Current Expense	32,653,164	11,125,875	34%
Capital Outlay	12,299,334	2,917,367	24%
<b>Total Expenditures</b>	<b>170,547,630</b>	<b>70,316,135</b>	<b>41%</b>

**Valencia College**  
**Fund Balance Summary Projection**  
**2012 - 2013 Fiscal Year**

<b>Fund Balance Carryforward from Fiscal Year 2011-12</b>		
Actual Unallocated Fund Balance		\$14,352,935
Reserve for Encumbrances and Board Designations		9,146,326
<b>Total Actual Fund Balance Available for FY 2012-13</b>		<b>\$23,499,261</b>
<b>Plus</b>		
Actual Revenues To Date	109,465,698	
Projected Additional Revenues	55,031,295	
<b>Total Revenues</b>		<b>\$164,496,993</b>
<b>Total Projected Funds Available</b>		<b>\$187,996,254</b>
<b>Minus</b>		
Actual Expenditures To Date	70,316,135	
Projected Additional Expenditures	100,231,495	
<b>Total Projected Expenditures</b>		<b>170,547,630</b>
<b>Total Projected Fund Balance Available for FY 2012-13</b>		<b>\$17,448,624</b>
<b>Less: Encumbrances and Board Designations</b>		<b>\$7,915,000</b>
<b>Total Projected Fund Balance Unallocated for FY 2013-14</b>		<b>\$9,533,624</b>
<b>Projected Unallocated Fund Balance Percentage:</b>		<b>5.07%</b>

# VALENCIA COLLEGE

Budget to Actual  
Fiscal Year 2012-13 and Fiscal Year 2011-12  
As of December 31, 2012

	Budget FY 12-13	Collected 12/31/12	% Collect	Budget FY 11-12	Collected 12/31/11	% Collect
<b>Revenue:</b>						
Tuition	67,545,734	55,674,463	82%	74,848,364	55,857,989	75%
Out of State Fees	13,557,381	9,819,747	72%	10,442,396	8,708,098	83%
Other Student Fees	10,783,752	8,074,102	75%	11,610,574	7,628,928	66%
State Support - CCPF Recurring	51,100,510	28,568,261	56%	52,771,488	26,335,549	50%
State Support - CCPF NonRecurring	6,036,296	0	0%	0	0	N/A
State Support - Lottery	10,897,382	5,930,543	54%	7,814,525	3,907,263	50%
Other Revenues	4,575,938	1,398,583	31%	3,314,942	1,533,581	46%
<b>Total Revenues</b>	<b>164,496,993</b>	<b>109,465,698</b>	<b>67%</b>	<b>160,802,289</b>	<b>103,971,408</b>	<b>65%</b>
<b>Expenses:</b>						
	<b>Budget FY 12-13</b>	<b>Expended 12/31/12</b>	<b>% Expend</b>	<b>Budget FY 11-12</b>	<b>Expended 12/31/11</b>	<b>% Expend</b>
<b>Personnel Expenses:</b>						
Full Time	83,958,138	37,022,932	44%	81,954,787	36,508,089	45%
Part Time	21,781,484	9,935,284	46%	23,497,787	10,640,666	45%
Fringe Benefits	19,855,510	9,314,676	47%	19,238,776	9,032,271	47%
<b>Sub Total</b>	<b>125,595,132</b>	<b>56,272,893</b>	<b>45%</b>	<b>124,691,350</b>	<b>56,181,025</b>	<b>45%</b>
<b>Other Expenses:</b>						
Travel	994,673	370,838	37%	922,233	347,541	38%
Postage & Telephone	1,075,436	527,766	49%	1,073,965	453,414	42%
Printing	755,144	240,301	32%	805,318	276,829	34%
Repairs & Maintenance	1,298,818	783,222	60%	1,193,431	770,004	65%
Rental & Insurance	3,012,587	1,681,837	56%	3,604,943	1,809,422	50%
Utilities	5,482,237	1,898,069	35%	5,368,672	2,036,726	38%
Services	7,553,243	2,805,211	37%	7,188,033	2,827,879	39%
Supplies & Subscriptions	6,433,472	2,642,437	41%	6,351,663	2,620,690	41%
Scholarship & Waivers	83,937	75,803	90%	83,937	72,000	86%
Other Expenses	5,963,617	100,392	2%	16,556,397	9,063,859	55%
<b>Sub Total:</b>	<b>32,653,164</b>	<b>11,125,875</b>	<b>34%</b>	<b>43,148,592</b>	<b>20,278,365</b>	<b>47%</b>
<b>Capital Outlay</b>	<b>12,299,334</b>	<b>2,917,367</b>	<b>24%</b>	<b>7,066,654</b>	<b>2,325,084</b>	<b>33%</b>
<b>Total Expenses</b>	<b>170,547,630</b>	<b>70,316,135</b>	<b>41%</b>	<b>174,906,596</b>	<b>78,784,475</b>	<b>45%</b>
<b>Revenue Over (Under) Expenses</b>	<b>(6,050,637)</b>	<b>39,149,563</b>	<b>N/A</b>	<b>(14,104,307)</b>	<b>25,186,933</b>	<b>N/A</b>

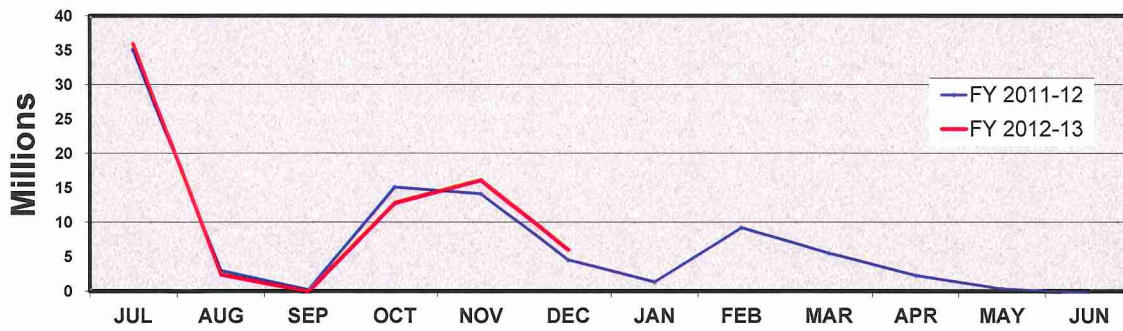
**Reconciliation of Original Operating Budget to Current Budget**

General Renovation & Repair Allocation	450,000
FY 1112 Encumbrances Expensed FY 1213	956,404
FY 1112 Prepaid Software Expensed FY 1213	486,095
FY 1112 Strategic Equipment Expensed FY 1213	158,138
MetroWest Renovations-Board Designated	4,000,000
Total Adjustments	6,050,637
Projected Expenses Over Revenues	(6,050,637)
Difference \$	-

### STUDENT FEES MONITOR

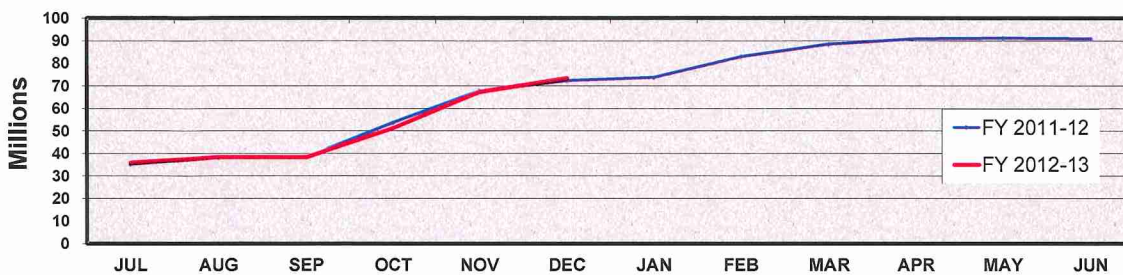
#### MONTHLY STUDENT FEES

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 2011-12	35,074,199	3,028,730	203,854	15,142,386	14,154,425	4,591,421	1,357,294	9,247,121	5,545,060	2,305,420	386,845	(290,149)
FY 2012-13	35,918,811	2,446,452	(6,290)	12,846,699	16,127,775	6,052,159						



#### CUMULATIVE STUDENT FEES

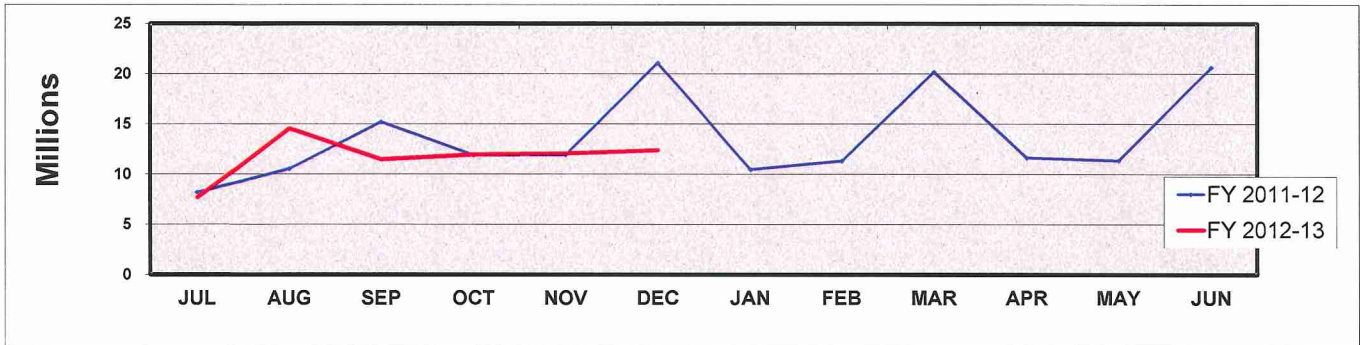
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 2011-12	35,074,199	38,102,929	38,306,783	53,449,169	67,603,594	72,195,015	73,552,309	82,799,430	88,344,490	90,649,910	91,036,755	90,746,606
FY 2012-13	35,918,811	38,365,263	38,358,973	51,205,672	67,333,447	73,385,607						



## EXPENSE MONITOR

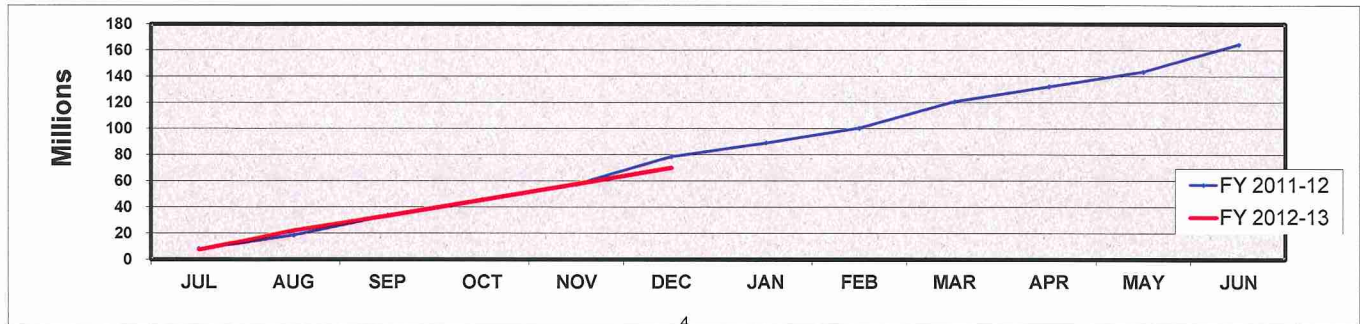
### MONTHLY EXPENSES

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 2011-12	8,150,794	10,509,136	15,195,447	11,899,025	11,934,687	21,095,386	10,454,031	11,303,304	20,196,999	11,622,848	11,350,496	20,636,227
FY 2012-13	7,686,672	14,574,536	11,487,327	11,983,896	12,104,142	12,405,053						



### CUMULATIVE EXPENSES

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 2011-12	8,150,794	18,659,930	33,855,377	45,754,402	57,689,089	78,784,475	89,238,506	100,541,810	120,738,809	132,361,657	143,712,153	164,348,380
FY 2012-13	7,686,672	22,261,208	33,748,535	45,732,431	57,836,573	70,241,626						



**SUMMARY OF INVESTMENT RESULTS  
VALENCIA COLLEGE  
FY 2012-13 (ALL FUNDS)**

FY 2012-13 REVENUE/RATES OF RETURN			
Period	Investment Income \$	Investment Income %	Average Principal Invested
July	\$ 23,837	0.344%	\$ 83,261,943
August	\$ 18,295	0.279%	\$ 78,705,462
September	\$ 16,372	0.235%	\$ 83,500,111
October	\$ 18,917	0.274%	\$ 82,859,272
November	\$ 16,998	0.256%	\$ 79,592,512
December	\$ 16,477	0.271%	\$ 72,931,934
January			
February			
March			
April			
May			
June			
<b>TOTAL</b>	<b>\$ 110,896</b>	<b>0.277%</b>	

FISCAL YEAR 2011-12 REVENUE/RATES OF RETURN			
Period	Investment Income \$	Investment Income %	Average Principal Invested
July	\$ 22,357	0.299%	\$ 89,675,414
August	\$ 22,652	0.314%	\$ 86,450,605
September	\$ 22,312	0.278%	\$ 96,345,298
October	\$ 23,864	0.335%	\$ 85,404,902
November	\$ 24,695	0.327%	\$ 90,571,790
December	\$ 25,286	0.333%	\$ 91,216,306
January	\$ 26,073	0.323%	\$ 96,932,982
February	\$ 24,674	0.253%	\$ 116,887,640
March	\$ 28,914	0.316%	\$ 109,885,534
April	\$ 27,226	0.320%	\$ 102,104,874
May	\$ 26,306	0.332%	\$ 95,185,445
June	\$ 24,295	0.312%	\$ 93,396,967
<b>TOTAL</b>	<b>\$ 298,653</b>	<b>0.312%</b>	

RATES OF RETURN AS OF 12/31/2012				
1 Yr Treasury	5/3 Bank	B of A	SBA	Money Market
0.16%	0.28%	N/A (see below)	0.25%	0.56%

INVESTMENT MIXTURE AS OF 12/31/2012				
1 Yr Treasury	5/3 Bank	B of A	SBA	Money Market
0.0%	11.5%	31.2%	26.5%	30.8%

**Note:** The College's benchmark (per our investment policy) for our investment return is the 1 year US Treasury constant maturity rate, as shown above.

**SBA:** State Board of Administration Local Govt. Investment Pool

**Bank of America:** Converted to earned credit rate of .40% instead of interest rate on bank balance. Savings realized this fiscal year total \$43,287 versus interest that would have been earned of \$1,662.

As a result the Troubled Asset Relief Program (TARP), banks began charging government clients a Federal Deposit Insurance Corporation (FDIC) assessment fee, based on the rate charged to the bank and client's average monthly bank balance. Fifth Third has elected to waive this fee for Valencia, resulting in an average monthly savings of \$2,240. Bank of America does not waive this fee, which averages \$2,562 per month. Staff monitors the balance with Bank of America closely in an effort to maximize the earned credit rate savings versus the FDIC assessment.

**SUMMARY OF MAJOR CONSTRUCTION PROJECTS  
VALENCIA COLLEGE  
FY 2012-2013 (ALL FUNDS)**

**CONSTRUCTION: PROJECT TO DATE (PTD)**

Project Description	Estimated Completion Date	Cost Estimate	State Funding		Fund 1 Funding Source	Local Funding Sources			Expended or Encumbered to Date
			State Funding Appropriate	State Funding Not Available		Student Capital Improvement Fee	CO & DS (Bonds)	Fund 7 from other College Sources	
S/W land acquisition	Unknown	8,000,000	6,900,000			-	-	-	6,840,936
Library Hi Tech Bldg Osc	Dec. 2012	45,656,698	27,974,466	(3,772,431)		-	-	21,873,822	43,412,912
S/E Lake Nona Bldg 1	Aug. 2012	26,393,466	3,238,966			14,926,846	8,227,654	-	26,250,783
Cont Ed (VE) Bldg 10 WEC	Dec. 2012	15,500,000	-			11,900,000	-	3,600,000	15,363,568
Ren Rem (General FY1213)	Jun. 2013	2,144,644	2,053,944	(246,018)		336,718	-	-	1,368,666
Ren Rem (SSB, Bldg 2, MW)	Apr. 2013	9,800,000	-		4,000,000	1,200,000	-	4,600,000	832,191

**Summary:** Cost estimates above include furniture and equipment, landscaping, parking and other costs to complete the project. There is still a hold back on 3.77M 1011 PECO OSC B4 funds. In addition, there is a restriction on the amount of funds to be disbursed of less than \$18,000 per month on average for the PECO dollars. Of

**LOCAL FUNDS FISCAL YEAR 2012-2013 (YTD)**

Funding Source	Beginning Fund Balance	Projected Revenue	FY 1213 Construction Commitment and Expense					Funds Available (Needed)
			Lk. Nona Bldg 1	Osc. Bldg 4	Cont. Ed Bldg 10	GEN Ren/Rep/Rem Committed or Expended	SSB, Bldg 2, MW Ren/Rep/Rem Committed or Expended	
Student Capital Improvement Fee	12,429,835	5,844,148	4,232,613	-	5,695,973	1,694,644	1,200,000	5,450,753
CO & DS	74,701	400,000	-	-	-	-	-	474,701
UCF Donation/Pledge Receivable	3,750,000	-	-	3,750,000	-	-	-	-
Funding from Fund 1	-	4,000,000	-	-	-	-	4,000,000	-
Local 7 Fund (Other Sources)	13,050,000	6,480,000	-	8,750,000	3,600,000	-	4,600,000	2,580,000

**Summary:** Local funds are available at the discretion of the Board of Trustees. The columns "Committed" includes current expenditures,



VALENCIA COLLEGE  
RESTRICTED, AUXILIARY AND PLANT FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND OTHER CHANGES  
FOR THE PERIOD ENDING DECEMBER 31, 2012

	Current Fund Restricted	Bookstore	Other Auxiliary	Quasi Endowments	Scholarship	Unexpended Plant	Debt Service
<b>REVENUES</b>							
Student Fees	\$ 4,997,097		\$ 28,800		\$ 3,129,903	\$ 4,636,575	
State Support	308,178				4,977,078	4,899,516	
Federal Support	2,032,335				43,763,639		
Gifts & Contracts	97,357				438,788		
Sales		9,387,917	584,046				
Bond Proceeds							
Other Revenues	40,977	44,134	(4,130)	27,700	16,972	13,628	
Transfers from Other Funds	89,924		105,128		353,056	6,600,000	
<b>TOTAL REVENUES</b>	<b>\$ 7,565,869</b>	<b>\$ 9,432,050</b>	<b>\$ 711,844</b>	<b>\$ 27,700</b>	<b>\$ 52,679,635</b>	<b>\$ 16,149,719</b>	<b>\$ -</b>
<b>EXPENDITURES</b>							
<b>Personnel Expenditures</b>							
Full Time	\$ 822,346	\$ 509,097					
Part Time	1,210,647	32,240	430				
Fringe Benefits	249,154	152,614	6				
<b>Subtotal</b>	<b>\$ 2,282,147</b>	<b>\$ 693,951</b>	<b>\$ 436</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Expenses</b>							
Travel	\$ 227,179	\$ 14,107	\$ 5,141				
Postage & Telephone		21,139					
Printing	46,267	17,934	13,714				
Repairs & Maintenance	1,707	9,541	15,528			170,067	
Rental & Insurance	20,731	13,158	29,350			450	
Utilities		164	2,032				
Services	467,353	279,743	16,254			76,756	
Materials & Supplies	633,094	38,616	86,728			188,083	
Cost of Goods Sold		10,504,246					
Scholarships & Waivers	35,349				49,826,569		
Transfers to Other Funds	420,830	4,800,128	2,605,000		22,150		
Other Expenses	64,124				10,755		
<b>Subtotal</b>	<b>\$ 1,916,633</b>	<b>\$ 15,698,776</b>	<b>\$ 2,773,747</b>	<b>\$ -</b>	<b>\$ 49,859,474</b>	<b>\$ 435,337</b>	<b>\$ -</b>

VALENCIA COLLEGE  
 RESTRICTED, AUXILIARY AND PLANT FUNDS  
 STATEMENT OF REVENUES, EXPENDITURES, AND OTHER CHANGES  
 FOR THE PERIOD ENDING DECEMBER 31, 2012

	Current Fund Restricted	Bookstore	Other Auxiliary	Quasi Endowments	Scholarship	Unexpended Plant	Debt Service
<b>Capital Outlay</b>							
Furniture & Equipment	\$ 944,201	\$ 74,805	\$ 29,267			5,367,118	
Architect & Engineering Services						448,733	
General Construction						18,619,997	
Renovation & Remodeling		5,546				599,042	
Land						37,721	
Structures & Improvements						108,261	
<b>Subtotal</b>	<b>\$ 944,201</b>	<b>\$ 80,351</b>	<b>\$ 29,267</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,180,872</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,142,982</b>	<b>\$ 16,473,078</b>	<b>\$ 2,803,450</b>	<b>\$ -</b>	<b>\$ 49,859,474</b>	<b>\$ 25,616,209</b>	<b>\$ -</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ 2,422,887</b>	<b>\$ (7,041,028)</b>	<b>\$ (2,091,605)</b>	<b>\$ 27,700</b>	<b>\$ 2,820,161</b>	<b>\$ (9,466,490)</b>	<b>\$ -</b>

VALENCIA COLLEGE  
RESTRICTED, AUXILIARY AND PLANT FUNDS BALANCE SHEET  
AS OF DECEMBER 31, 2012

	Current Fund Restricted	Bookstore	Other Auxiliary	Quasi Endowments	Scholarship	Unexpended Plant	Debt Service	Investment in Plant
<b>ASSETS</b>								
Cash	\$ 3,775,025	\$ 3,396,520	\$ 1,840,870	\$ 14,558,693	\$ 3,624,641	\$ 17,745,336		
Accounts Receivable, Net	7,246	1,464,471	(1,441)		27,214	5,677,459		
Investments							123,795	
Inventories		2,687,763						
Prepaid Expenses		71,300				2,397,335		
Capital Leases, Net								
Land								29,154,247
Buildings, Net								132,542,018
Other Structures & Improvements, Net								8,974,464
Furniture & Equipment, Net								23,696,030
Construction in Progress								55,245,592
<b>TOTAL ASSETS</b>	<b>\$ 3,782,271</b>	<b>\$ 7,620,054</b>	<b>\$ 1,839,429</b>	<b>\$ 14,558,693</b>	<b>\$ 3,651,855</b>	<b>\$ 25,820,130</b>	<b>\$ 123,795</b>	<b>\$ 249,612,351</b>
<b>LIABILITIES AND FUND BALANCE</b>								
<b>Liabilities:</b>								
Accounts Payable	\$ 15		\$ -			\$ (88)		
Retainage Payable						2,260,777		
Salaries & Benefits Payable								
Sales Tax Payable		41,571						
Bonds Payable								5,520,000
Leases Payable								
<b>Total Liabilities</b>	<b>\$ 15</b>	<b>\$ 41,571</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,260,689</b>	<b>\$ -</b>	<b>\$ 5,520,000</b>
<b>Fund Balance:</b>								
Funds Restricted for Encumbrances	1,728,176	688,387	62,123			6,499,321		
Investment in Plant								244,092,351
Unallocated Fund Balance	2,054,081	6,890,096	1,777,306	14,558,693	3,651,855	17,060,120	123,795	
<b>Total Fund Balance</b>	<b>\$ 3,782,256</b>	<b>\$ 7,578,483</b>	<b>\$ 1,839,429</b>	<b>\$ 14,558,693</b>	<b>\$ 3,651,855</b>	<b>\$ 23,559,441</b>	<b>\$ 123,795</b>	<b>\$ 244,092,351</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 3,782,271</b>	<b>\$ 7,620,054</b>	<b>\$ 1,839,429</b>	<b>\$ 14,558,693</b>	<b>\$ 3,651,855</b>	<b>\$ 25,820,131</b>	<b>\$ 123,795</b>	<b>\$ 249,612,351</b>
	-	(0)	-	-	-	(0)	-	-

**VALENCIA COLLEGE**  
**COLLEGEWIDE VENDOR PAYMENT REPORT WITH MINORITY SUPPLIERS**  
**FOR THE SIX MONTH PERIOD: JULY 1, 2012 THROUGH DECEMBER 31, 2012**

DISTRIBUTION OF EXPENDITURES						
Benchmark Categories	Goal Percentage	Total Expenditures	Benchmark			Actual FY 11/12
			MIN	MAX	ACTUAL	
Construction with Subcontractors	5%-10%	\$ 21,793,506	\$ 1,089,675	\$ 2,179,351	\$ 2,502,658	\$ 407,999
Goods and Supplies	4%-9%	11,566,448	\$ 462,657	\$ 1,040,980	376,621	\$ 499,704
Services	16%-21%	9,115,432	\$ 1,458,469	\$ 1,914,240	628,274	\$ 561,258
Professional Services	5%-10%	513,106	\$ 25,655	\$ 51,311	70,507	\$ 64,504
<b>Subtotal</b>		<b>\$ 42,988,492</b>	<b>\$ 3,036,457</b>	<b>\$ 5,185,881</b>	<b>\$ 3,578,060</b>	<b>\$ 1,533,465</b>
<b>Non-Benchmark Categories</b>						
Purchases for Resale		12,349,902			59,078	\$ 15,909
Memberships		182,255			570	\$ 570
<b>Subtotal</b>		<b>\$ 12,532,157</b>			<b>\$ 59,648</b>	<b>\$ 16,479</b>
<b>GRAND TOTAL</b>		<b>\$ 55,520,649</b>			<b>\$ 3,637,708</b>	<b>\$ 1,549,944</b>

DISTRIBUTION BY OWNERSHIP DESIGNATION				
	Amount FY1213	% of Total	Amount FY1112	% of Total
African American	\$ 67,464	0.12%	\$ 132,787	0.31%
Hispanic American	217,533	0.39%	\$ 271,715	0.64%
Asian American	1,207,304	2.17%	\$ 146,311	0.34%
Native American	6,476	0.01%	\$ -	0.00%
Woman Owned	1,353,325	2.44%	\$ 991,536	2.33%
Local Developing	23,910	0.04%	\$ 4,436	0.01%
Disabled Veteran	761,696	1.37%	\$ 3,156	0.01%
<b>TOTAL</b>	<b>\$ 3,637,708</b>	<b>6.55%</b>	<b>\$ 1,549,944</b>	<b>3.65%</b>

# **CONSTRUCTION REPORT**

## **CONSTRUCTION REPORT**

### **February 2013**

#### **Osceola Campus – Building 4**

Faculty moved in on January 2. Classes started on January 7. The contractor is completing the punch list and handling warranty items. We have not made the final payment to the contractor.

#### **West Campus - Building 10**

The building is substantially completed. Valencia staff moved into the building as scheduled before Christmas break and resumed work after the first of the year in their new offices. The punch list should be finished by the end of January. We have not made the final payment to the contractor.

#### **District Office**

Schematic design drawings are complete and the construction manager will provide an initial estimate by January 18. The architect started working on the design development drawings. Permit documentation for the additional parking lot has been submitted. A project budget will be provided to the Board.

#### **West Campus - Student Services Building Renovation**

Final construction documents have been submitted by DLR Architects. The Construction Manager, Arellano, has provided the Guaranteed Maximum Price, which is being submitted to the Board. The renovated area is 31,600 square feet and the current construction budget is \$2,400,000. Affected departments are: Answer Center, Admissions, Atlas Lab, Bridges, Assessment, International Student Suite, Dual Enrollment, Business Office, Financial Aid, Graduation, Career Center, Internships, Call Center, and Functional Technicians.

Construction is scheduled to start in February and have a duration of six-to-seven months.

#### **Osceola Campus – Building 2 Renovation**

The Schematic Package has been submitted by Rhodes + Brito Architects. The initial construction cost estimate is due January 31 from Johnson Laux, the Construction Manager. Final drawings are scheduled to be submitted April 4, with the Guaranteed Maximum Price submitted April 25. Construction is scheduled to start in late May and have a duration of approximately six months.

The renovated area is approximately 22,000 square feet and the current construction budget is \$2,000,000. Affected departments are: Answer Center, Admissions/Graduation, Atlas Lab, Bridges/Transitions, Office for Students with Disabilities, Business Office, Counseling/Financial Aid, Career Center/Internship, Student Development/Government and Security.

# **VALENCIA CJI REPORT**