

Address any reply to:

P. O. Box 35045, Jacksonville, Florida 32202

Department of the Treasury

District Director

Internal Revenue Service

Date:

In reply refer to:

July 5 1976 720-2/Timmons

Valencia Community College Foundation,  
1 West Church Street  
Orlando, Florida 32801

5800 37834

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section ~~509(a)(3)~~.

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,

*Charles O. DeWitt*

District Director

**Application for Recognition of Exemption  
 Under Section 501(c)(3) of the Internal Revenue Code**

To be filed in the District  
 in which the organization  
 has its principal office or  
 place of business.

This application, when properly completed, shall constitute the notice required under section 508(a) of the Internal Revenue Code in order that organizations may be treated as described in section 501(c)(3) of the code, and the notice under section 506(b) appropriate to those organizations claiming not to be private foundations within the meaning of section 509(a).

**Part I.—Identification (See instructions)**

1 Full name of organization <b>Valencia Community College Foundation, Inc.</b>		2 Employer identification number (If none, attach Form SS-4) <b>23-7442785</b>	
3(a) Address (number and street) <b>1 West Church Street</b>			
3(b) City or town, State and ZIP code <b>Orlando, Florida 32801</b>		4 Name and phone number of person to be contacted <b>James P. Mulcahy (305) 299-5000</b>	
5 Month the annual accounting period ends <b>June</b>	6 Date incorporated or formed <b>July 1, 1974</b>	7 Activity Codes (see instructions) <b>040      041      043</b>	

**Part II.—Organizational Documents (See instructions)**

- 1 Attach a conformed copy of the organization's creating instruments (articles of incorporation, constitution, articles of association, deed of trust, etc.).
- 2 Attach a conformed copy of the organization's by-laws or other rules for its operation.
- 3 If the organization does not have a creating instrument, check here (See instructions)

**Part III.—Activities and Operational Information (See instructions)**

1 What are or will be the organization's sources of financial support? List in order of magnitude. If a portion of the receipts is or will be derived from the earnings of patents, copyrights, or other assets (excluding stock, bonds, etc.), identify such item as a separate source of receipt. Attach representative copies of solicitations for financial support.

The major sources of financial support is expected to be the contributions of individuals in the greater Orlando area. However, the initial donor, Howard Phillips Foundation, gave \$11,000 which is the largest gift made to the Foundation. No solicitations have been made as the inclusion of Osceola County in the Valencia Community College school district has caused the Foundation to seek new directors from Osceola County.

2 Describe the organization's fund-raising program and explain to what extent it has been put into effect. (Include details of fund-raising activities such as selective mailings, formation of fund-raising committees, use of professional fund raisers, etc.)

The Board of Directors of the Foundation has withheld any specific fund raising activities thus far in the year. It is expected that formal solicitations will begin in 1975.

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and I have examined this application, including the accompanying statements, and to the best of my knowledge it is true, correct and complete.

*James P. Mulcahy*  
 (Signature)

Executive Director  
 (Title or authority of signer)

*October 3, 1974*  
 (Date)

**Part III.—Activities and Operational Information (Continued)**

- 3 Give a narrative description of the activities presently carried on by the organization, and also those that will be carried on. If the organization is not fully operational, explain what stage of development its activities have reached, what further steps remain for the organization to become fully operational, and when such further steps will take place. The narrative should specifically identify the services performed or to be performed by the organization. (Do not state the purposes of the organization in general terms or repeat the language of the organizational documents.) If the organization is a school, hospital, or medical research organization, include sufficient information in your description to clearly show that the organization meets the definition of that particular activity that is contained in the instructions for Part VII-A on page 3 of the instructions.

The Foundation is not yet fully operational. Upon appointing new directors from Osceola County, a fund raising plan will be initiated. A special meeting of the Board of Directors has been called for February 20, 1975.

The Foundation will be primarily involved in raising funds for scholarships and student loans, operational funds to cover operating expenses and a promotional fund.

Part III.—Activities and Operational Information (Continued)

4 The membership of the organization's governing body is:

(a) Names, addresses, and duties of officers, directors, trustees, etc.	(b) Specialized knowledge, training, expertise, or particular qualifications
Officers:	
1. President of the Board of Directors: Raymer F. Maguire, Jr. 2. Vice President of the Board of Directors: Charles M. Potter 3. Secretary/Treasurer: Gordon H. Harris	1. Attorney and Trustee of Valencia Community College 2. Certified Public Accountant 3. Attorney
Addresses for all officers: Orlando, Florida (SEE ATTACHMENT)	

(c) Do any of the above persons serve as members of the governing body by reason of being public officials or being appointed by public officials?  Yes  No  
If "Yes," please name such persons and explain the basis of their selection or appointment.

Raymer Maguire - Trustee of Valencia Community College  
James F. Gollattscheck - President of Valencia Community College

(d) Are any members of the organization's governing body "disqualified persons" with respect to the organization (other than by reason of being a member of the governing body) or do any of the members have either a business or family relationship with "disqualified persons"? (See specific instructions 4(d).)  Yes  No  
If "Yes," please explain.

5 Does the organization control or is it controlled by any other organization?  Yes  No  
Is the organization the outgrowth of another organization, or does it have a special relationship to another organization by reason of interlocking directorates or other factors?  Yes  No  
If either of these questions is answered "Yes," please explain.

6 Is the organization financially accountable to any other organization?  Yes  No  
If "Yes," please explain and identify the other organization. Include details concerning accountability or attach copies of reports if any have been rendered.

7 What assets does the organization have that are used in the performance of its exempt function? (Do not include income producing property.) If any assets are not fully operational, explain what stage of completion has been reached, what additional steps remain to be completed, and when such final steps will be taken.  
None

Part III.—Activities and Operational Information (Continued)

8 (a) What benefits, services, or products will the organization provide with respect to its exempt function?

Scholarships, loan funds, endowments, merit pay, promotional material

(b) Have the recipients been required or will they be required to pay for the organization's benefits, services, or products?  Yes  No

If "Yes," please explain and show how the charges are determined.

9 Does or will the organization limit its benefits, services or products to specific classes of individuals?  Yes  No

If "Yes," please explain how the recipients or beneficiaries are or will be selected.

10 Is the organization a membership organization?  Yes  No

If "Yes," complete the following:

(a) Please describe the organization's membership requirements and attach a schedule of membership fees and dues.

All persons making a contribution to the foundation shall become members and enjoy privileges as determined by Board of Directors of the Foundation.

(b) Are benefits limited to members?  Yes  No

If "No," please explain.

(c) Attach a copy of the descriptive literature or promotional material used to attract members to the organization. None

11 Does or will the organization engage in activities tending to influence legislation or intervene in any way in political campaigns?  Yes  No

If "Yes," please explain.

No substantial part of its activities shall be for the carrying on of propaganda or otherwise attempting to influence legislation, and the Foundation shall not participate in or intervene in (including the publishing or distributing of statements) on behalf of any candidate for public office.

Part IV.—Statement as to Private Foundation Status (See Instructions)

1 Is the organization a private foundation?  Yes  No

2 If question 1 is answered "No," indicate the type of ruling being requested as to the organization's status under section 509 by checking the applicable box below:

Definitive ruling under section 509(a)(1), (2), (3), or (4) — complete Part VII.

Advance or extended advance ruling under section 509(a)(1) or (2) — See instructions.

3 If question 1 is answered "Yes," and the organization claims to be a private operating foundation, check here  and complete Part VIII.

**SCHEDULE A.—Schools, Colleges, and Universities**  
(Answer questions 2 and 3 only if questions 1(a) and 1(b) are answered "No.")

1 Does or will the organization (or any department or division within it) discriminate in any way on the basis of race with respect to:

- (a) Admissions? N/A  Yes  No
- (b) Use of facilities or exercise of student privileges?  Yes  No

If "Yes" for either of the above, please explain.

2 If the organization's governing instruments do not clearly set forth a racially nondiscriminatory policy as to its students, check here . Attach whatever corporate resolutions or other official statements the organization has made on this subject.

3 Has the organization publicized its racially nondiscriminatory policies in a manner that brings such policies to the attention of all members of the community which it serves?  Yes  No

If "Yes," please describe how these policies have been publicized. Also attach a copy of the organization's most current admissions bulletin or catalog and clippings of any relevant advertising.

N/A

**SCHEDULE B.—Organizations Providing Scholarship Benefits, Student Aid, etc. to Individuals**

1 Please describe the nature of the scholarship benefit, student aid, etc. including the terms and conditions governing its use, whether a gift or a loan, and the amount thereof. If the organization has established or will establish several categories of scholarship benefits, identify each kind of such benefit and explain how the organization determines the recipients for each category. Attach a sample copy of any application the organization requires or will require of individuals to be considered for scholarship grants, loans, or similar benefits.

Still being developed

2 How does or will the organization select its recipients and what criteria does or will it use in making such selections?

To be based upon merit and need

3 Does or will the organization have any restrictions or limitations in its selection procedures based upon racial standards?  Yes  No

If "Yes," please explain.

**SCHEDULE B.—Organizations Providing Scholarship Benefits, Student Aid, etc. to Individuals (Continued)**

4 (a) Does or will the organization have any restrictions or limitations in its selection practices based upon the employment status of the recipient or any relative of the recipient?  Yes  No  
If "Yes," please explain.

(b) If the organization has restrictions or limitations based upon employment status, enter the approximate number of the organization's potential grantees or recipients each year \_\_\_\_\_, and the number that will be selected \_\_\_\_\_  
Please explain the basis for these restrictions.

**SCHEDULE C.—Successors to "For Profit" Institutions**

1 What was the name of the predecessor organization and the nature of its activities?

2 Who were the owners or principal stockholders of the predecessor organization? (If more space is needed, attach schedule.)

Name and address	Share or interest

3 Describe the business or family relationship between the owners or principal stockholders and principal employees of the predecessor organization and that of the officers, directors, and principal employees of the applicant organization.

4 (a) Attach a copy of the agreement of sale or other contract that sets forth the terms and conditions of sale of the predecessor organization or of its assets to the applicant organization.

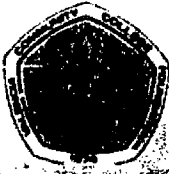
(b) Attach an appraisal by an independent qualified expert of the facilities or property interest sold showing fair market value at time of sale.

5 Has any property or equipment formerly used by the predecessor organization been rented to the applicant organization or will any such property be rented?  Yes  No  
If "Yes," please explain and attach copies of all leases and contracts.

6 Is the organization leasing or will it lease or otherwise make available any space to the owners, principal stockholders, or principal employees of the predecessor organization?  Yes  No  
If "Yes," please explain and attach a list of such tenants and a copy of the lease for each such tenant.

7 Were any new operating policies initiated as a result of the transfer of assets from a profit-making organization to a nonprofit organization?  Yes  No  
If "Yes," please explain.





# VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

1 WEST CHURCH STREET, ORLANDO, FLORIDA 32801

**President**  
Charles M. Potter  
Partner  
Ernst & Ernst

**Vice President**  
Mrs. Elizabeth Storch

**Secretary**  
Gordon Harris  
Attorney  
Gray, Adams, Harris & Robinson

**Treasurer**  
Arthur Dominick  
Attorney  
Fishback, Davis Dominick & Schmitt

**Executive Director**  
James F. Maloney  
Director of Community Relations  
Valencia Community College

**Directors**

Mrs. Marie Caruso

Mrs. Helen Dean

James Dineen  
President  
SUNSTAND

James Oliver  
Mayor of Winter Park

James P. Galatracchia  
President  
Valencia Community College

Judge Alexander Hall, Jr.  
Osceola County Court

Harvey Keller  
President  
Southern Cold Citrus Products

Robert L. Larson  
President  
Larson Contracting, Inc.

Raynor F. Maguire  
Attorney  
Maguire, Voortis & Wate

Charles W. McMillan  
Vice President  
McMillan Brothers, Inc.

John R. McPherson  
President & General Manager  
Lake Butler Groves, Inc.

Harold L. Palmer  
President  
Palmer Electric

Paul C. Perkins  
Attorney

Ruben Pounds  
President  
Pounds Motor Company, Inc.

Jerry L. Rogers, C.P.A.  
Kissimmee

William Watts  
President  
First Federal Savings & Loan Association  
Kissimmee

Joseph Wittenstein  
Partner  
Leventhal & Horvath

December 3, 1975

Dear Friend:

Valencia Community College has served many thousands of students in Orange and Osceola counties in the past several years. The College meets the needs of those desiring to continue their education later at a four-year institution as well as those desiring technical or professional training to better handle job opportunities.

Unfortunately, there are always a number of persons desiring to attend Valencia Community College who, because of financial problems, are unable to do so. To try to meet these needs, the Valencia Community College Foundation, Inc., was created. The Foundation solicits contributions in order that the scholarships and loans may be awarded to worthy and qualified students.

Enclosed is a brochure which describes benefits of year end gifts.

I now ask that you carefully consider making a gift to Valencia Community College Foundation. For your convenience a postage paid return envelope is enclosed.

Your help will be appreciated.

Sincerely,

Charles M. Potter  
President

CMP/jr

Enc.

ARTICLES OF AMENDMENT OF  
VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

1. Article II of the Articles of Incorporation of Valencia Community College Foundation, Inc., a non-profit Florida corporation, is hereby amended by adding thereto paragraph (h) to read as follows:

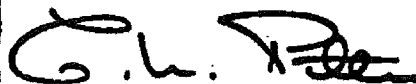
"(h) Notwithstanding any other provisions of the Articles, this corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, or (b) a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law."

2. The foregoing amendment was adopted by the Board of Directors of this corporation on 24<sup>th</sup> day of May, 1976.

IN WITNESS WHEREOF, the undersigned, the President and Secretary of this corporation, have executed these Articles of Amendment this 26<sup>th</sup> day of May, 1976.

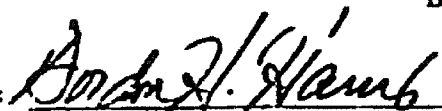
VALENCIA COMMUNITY COLLEGE  
FOUNDATION, INC.

BY:



President

Attest:

  
Secretary

(CORPORATE SEAL)

STATE OF FLORIDA

COUNTY OF ORANGE

Before me, a notary public authorized to take acknowledgments in the State and County set forth above, personally appeared

Carl J. Lyster

and Gordon H. Harris

to me and known to be the persons who executed the foregoing Articles of Amendment and they acknowledged before me that they executed those Articles.

IN WITNESS WHEREOF, I hereunto set my hand and affix my official seal, in the State and County aforesaid, this 26th day of May, 1976.

*Marilyn M. Dyer*  
Notary Public, State of Florida at  
Large

My Commission Expires:

NOTARY PUBLIC, STATE OF FLORIDA AT LARGE  
MY COMMISSION EXPIRES APR. 9, 1978  
BONDED THROUGH MICHIGAN - MCKENZIE

# STATE OF FLORIDA

DEPARTMENT OF STATE



I, RICHARD (DICK) STONE, Secretary of State of the State of Florida, do hereby certify that the following is a true and correct copy of

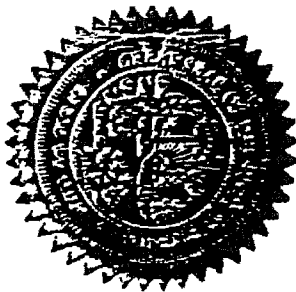
## CERTIFICATE OF INCORPORATION

OF

VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

a corporation not for profit organized and existing under the Laws of the State of Florida, filed on the 1st day of July, A.D. 1974, as shown by the records of this office.

GIVEN under my hand and the Great Seal of the State of Florida, at Tallahassee, the Capital, this the 3rd day of July, A.D. 1974.



*Richard (Dick) Stone*

SECRETARY OF STATE

ARTICLES OF INCORPORATION  
OF  
VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

PREAMBLE

The undersigned subscribers and incorporators hereby associate themselves together for the purpose of forming a non-profit corporation for scientific, educational and charitable purposes under Florida law and do hereby adopt the following Articles of Incorporation:

ARTICLE I

NAME

The name of this non-profit corporation shall be VALENCIA COMMUNITY COLLEGE FOUNDATION, INC., hereinafter referred to as "Foundation".

ARTICLE II

PURPOSE

The purpose for which this Foundation is formed are:

(a) To foster interest in Valencia Community College; to provide leadership in the promotion of its scientific and educational services; to promote its welfare; to assist it in fulfilling its objectives; to implement the total program of activities of the college in appropriate ways; and, to otherwise assist, aid, and advance the activities and services of Valencia Community College as it serves the citizens of Florida.

(b) To enter into, make, and perform contracts and agreements; to purchase or otherwise acquire, hold, lease, encumber, sell, assign, transfer, mortgage, pledge, exchange or otherwise dispose of any real, personal, or intangible personal property in the same manner and to the same extent as a natural person might do.

(c) To encourage, solicit, administer and accept gifts of both real and personal property or money for scientific, educational and charitable purposes, all for the advancement of Valencia Community College; to sue and defend, to lend and borrow money, giving promissory notes or bonds where necessary; and to secure payment thereof by mortgage or deed of trust or to loan money upon or without security.

(d) To receive bequests and devises by will absolutely or in trust to the same extent as a natural person.

(e) To make gifts in the form of scholarships to aid students and to make gifts and grants to Valencia Community College and any of its staff, instructors or departments for the purposes outlined herein.

(f) To carry on or engage in any activity of any nature whatsoever which the Foundation may deem proper or convenient in connection with the stated purposes and to use any and all of its assets from whatever source obtained, either the principal or income therefrom, either immediately or in the future, for the furtherance of the Foundation's purposes.

(g) To use assets and earnings of the Foundation exclusively for the purposes hereinabove set out, including the payment of expenses incident hereto, and to use no part of the net earnings to the benefit of any private

member or individual. No substantial part of its activities shall be for the carrying on of proaganda or otherwise attempting to influence legislation, and the Foundation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

### ARTICLE III

#### MEMBERSHIP

All persons making a contribution to the foundation shall become members of the Foundation and enjoy privileges as determined by the Board of Directors of the Foundation.

### ARTICLE IV

#### TERM OF EXISTENCE

The Foundation shall have perpetual existence.

### ARTICLE V

#### DIRECTORS, EXECUTIVE COMMITTEE AND OFFICERS

##### Section 1. Board of Directors

The affairs of the Foundation shall be managed by a Board of Directors of not less than ten (10) directors. Their number, qualifications, terms of office and manner of selection shall be fixed by the By-Laws. The President of Valencia Community College and a representative of the District Board of Trustees of Valencia Community College shall at all times be members of the Board of Directors.

Section 2. Executive Committee

The By-Laws may provide for the selection of an Executive Committee of not less than five (5) members of the Board of Directors and may authorize such committee to exercise all or part of the powers and authority of the Board of Directors. The President of Valencia Community College and the President of the Board of Directors shall be members of the Executive Committee. The Executive Director shall be a non-voting ex officio member of the Executive Committee.

Section 3. Officers and Executive Director

The officers of the Foundation shall be President, Vice President, Secretary and/or Treasurer as the Board of Directors may from time to time elect. The officers and the Executive Director shall be elected annually by the Board of Directors, each to serve for one (1) year, or until an election of a successor. The offices of President and Vice President of the Board of Directors shall be filled from the membership of the Board of Directors. The offices of Secretary and/or Treasurer may be held by the same person.

ARTICLE VI

NAMES AND RESIDENCE ADDRESSES OF  
THE SUBSCRIBERS AND INCORPORATORS

The names and residence addresses of the subscribers and incorporators of this charter are:

Marie N. Caruso  
Orlando, Florida

William Conomos  
Orlando, Florida

C. Floyd Cooper  
Orlando, Florida

J. Mark Cox, M.D.  
Orlando, Florida



Helen G. Dean  
Orlando, Florida

James B. Dinneen, M. D.  
Winter Park, Florida

Julian K. Dominick  
Orlando, Florida

James Driver  
Winter Park, Florida

James F. Gollattscheck  
Maitland, Florida

Gordon H. Harris  
Orlando, Florida

Harvey R. Heller  
Winter Garden, Florida

Raymer F. Maguire, Jr.  
Orlando, Florida

Charles W. McMillan  
Winter Garden, Florida

John R. McPherson  
Winter Garden, Florida

Howard L. Palmer  
Winter Park, Florida

Paul C. Perkins  
Orlando, Florida

Charles M. Potter  
Orlando, Florida

Russell Pounds  
Winter Garden, Florida

Elizabeth A. Sterchi  
Orlando, Florida

Joseph Wittenstein  
Orlando, Florida

## ARTICLE VII

### INITIAL OFFICERS

The names of the officers who are to manage the affairs of this Foundation for the term of one (1) year are:

President of the Board of Directors: Raymer F. Maguire, Jr.

Vice President of the Board of Directors: Charles M. Potter

Secretary/Treasurer: Gordon H. Harris

ARTICLE VIII

INITIAL BOARD OF DIRECTORS

The following twenty persons shall constitute the initial Board of Directors of the Foundation until the election of their successors pursuant to the By-Laws. They shall serve one (1), two (2), or three (3) year terms as designated below. No Director shall hold more than two (2) three-year terms in succession, except the President of Valencia Community College and the Director representing the Board of Trustees.

**Three (3) Year Term:**

William Conomos  
James B. Dinneen, M. D.  
Julian K. Dominick  
John R. McPherson  
Charles M. Potter  
Elizabeth A. Sterchi

**Two (2) Year Term:**

C. Floyd Cooper  
J. Mark Cox, M. D.  
Helen G. Dean  
Howard L. Palmer  
Russell Pounds  
Joseph Wittenstein

**One (1) Year Term:**

Marie N. Caruso  
James A. Driver  
Gordon H. Harris  
Harvey R. Heller  
Charles W. McMillan  
Paul C. Perkins

**Permanent Director - James F. Gollattscheck**

**Appointed by the Board of Trustees - Raymer F. Maguire, Jr.**

ARTICLE IX

BY-LAWS

This Foundation shall have By-Laws consistent with these Articles of Incorporation. The By-Laws of the Foundation are to be made, amended, or rescinded by the Board of Directors as set forth in the By-Laws.

ARTICLE X

AMENDMENT TO ARTICLES OF INCORPORATION

Amendments to the Articles of Incorporation of the Foundation shall be adopted by two-thirds (2/3) vote of the Board of Directors and become effective upon filing with the Secretary of State of the State of Florida.

ARTICLE XI

DISSOLUTION

In the event of dissolution of this Foundation, all the remaining assets of the Foundation shall be disbursed only to the District Board of Trustees of Valencia Community College for scientific, educational and charitable purposes related to Valencia Community College.

IN WITNESS WHEREOF we have hereunto set our hands and seals as

subscribers and incorporators as of this 1st day of May, 1974

James L. Schlatteck

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

Signed, sealed and delivered  
in our presence as witnesses:

[Signature]  
[Signature]

James A. Driver (LS)  
Elizabeth A. Sterchi (LS)  
J. Mark Cox (LS)  
Julian K. Dominick (LS)  
C. M. Potter (LS)

STATE OF FLORIDA  
COUNTY OF Orange

SS:

BEFORE ME, the undersigned authority, an officer duly authorized in  
the State and County aforesaid to take acknowledgments, personally appeared  
James F. Gollattscheck, Raymer F. Maguire, Jr., Howard L. Palmer,  
James B. Dinneen, James A. Driver, Elizabeth A. Sterchi, J. Mark Cox, M.D.,  
and Julian K. Dominick, and C. M. Potter,

the individuals whose signatures appear on the foregoing Articles of Incorporation, and they acknowledge before me that they executed the foregoing instrument for the purposes contained therein.

WITNESS my hand and seal of office this 1st day of May,  
1974.

Elmer A. Jaska  
Notary Public, State of Florida at Large  
My commission expires: May 16, 1977  
(NOTARY SEAL)

IN WITNESS WHEREOF we have hereunto set our hands and seals as subscribers and incorporators as of this 8<sup>th</sup> day of May, 1974

[Signature]

[Signature]

Signed, sealed and delivered in our presence as witnesses.

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

[Signature] (LS)

STATE OF FLORIDA  
COUNTY OF Orange

SS:

BEFORE ME, the undersigned authority, an officer duly authorized in the State and County aforesaid to take acknowledgments, personally appeared Gordon H. Harris, Helen G. Dean, Marie N. Caruso, Harvey R. Heller, John R. McPherson, Paul C. Perkins, Joseph Wittenstein, Charles W. McMillan, C. Floyd Cooper, and Russell Pounds, the individuals whose signatures appear on the foregoing Articles of Incorporation, and they acknowledge before me that they executed the foregoing instrument for the purposes contained therein.

WITNESS my hand and seal of office this 8<sup>th</sup> day of May

1974.

Elmer A. Teska  
Notary Public, State of Florida at Large

My commission expires: May 16, 1977

(NOTARY SEAL)

BY-LAWS  
OF  
VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

ARTICLE I

BOARD OF DIRECTORS

Section 1. Number, Qualifications, Terms of Office, Manner of Selection,  
Ex Officio Members.

The number, qualifications, terms of office, manner of selection and ex officio members of the Board of Directors of the Foundation shall be as follows:

(a) There shall be a total of not less than ten (10) Directors. The members of the Board of Directors shall constitute the voting members of the Foundation.

(b) A Director must be a member of the Foundation.

(c) The terms of office of the elected members of the Board of Directors shall be three (3) years in length. After completing two (2) full terms of three (3) years each as a member of the Board of Directors, a person will not be eligible for another term until the expiration of one (1) year. Members of the Board of Directors whose initial terms are less than three (3) years may serve two (2) three-year terms before the one (1) year sabbatical shall apply.

(d) There shall be the following non-voting ex officio members of the Board of Directors:

Executive Director

Section 2. Meetings

(a) The Board of Directors shall meet at least annually. The annual meeting shall be held on the day, hour and place as determined by the President of the Board of Directors during April or May. Special Meetings of the Board of Directors may be held at any time or place designated by the President. One-third (1/3) of the members shall constitute a quorum at any meeting of the Board of Directors. All questions shall be determined by a majority vote, except two-thirds (2/3) of all of the members of the Board of Directors must approve amending the By-Laws or amending the Articles of Incorporation. Notice of each meeting, annual or special, shall be mailed to the directors not less than fifteen (15) days preceding the meeting. In the event of notice of a special meeting, the notice shall indicate briefly the objectives of that meeting. The directors may waive notice of any meeting.

(b) Roberts Rules of Order shall govern procedure at all meetings.

Section 3. Executive Committee

(a) The Executive Committee of the Board of Directors shall consist of the following directors: President of Valencia Community College; President of the Foundation; three (3) other directors elected by the Board of Directors; and the Executive Director.

(b) The Executive Committee shall meet at the call of the President of the Foundation. The presence of three (3) members shall constitute a quorum of the committee and the affirmative vote of three (3) members shall be necessary for the adoption of any resolution.



(c) The Executive Committee shall have the authority to

### ARTICLE III

#### POWERS AND DUTIES OF OFFICERS

##### Section 1. President of the Board of Directors

The President shall preside at all meetings of the Board of Directors

Section Secretary/Treasurer

The Secretary/Treasurer shall keep the minutes of all meetings of the Board of Directors and the Executive Committee in a book provided for that purpose. He shall attend to the giving and serving of all notices required by the By-Laws of the Foundation. He may sign with the President in the name of the Foundation all contracts authorized by the Board of Directors, and when so ordered by the Board of Directors shall affix the seal of the Foundation thereto. He shall have charge of all such books and papers as the Board of Directors may direct; all of which shall be open to the examination of any director; and he shall in general perform all the duties incident to the office of Secretary, subject to the control of the Board of Directors.

The Secretary/Treasurer shall receive and keep the funds of the Foundation and pay out the same only in accordance with the directions of the Board of Directors. He shall deposit all moneys, checks, and other credits to the account of the Foundation in such bank or banks or other depository as the Board of Directors may designate. He shall audit all receipts and vouchers for payment made to and all vouchers and checks made by the Foundation. He shall render to the Board of Directors an account and statement of all his transactions prior to each meeting of said Board and at such other times as said Board may from time to time determine. He shall enter regularly in the books of the Foundation to be provided for that purpose a full and accurate account of all moneys received and paid out on account of the Foundation. He shall exhibit his books and accounts to any director of the Foundation, and sh

in general perform all the duties incident to the office of secretary/treasurer, subject to the control of the Board of Directors.

Section 4. Executive Director

The Executive Director shall be responsible for the general, day to day management of the affairs of the Foundation and shall exercise such authority to accept gifts, collect revenues, and make expenditures as may be delegated to him by the Board of Directors or the Executive Committee. He shall be responsible for the maintenance and management of the Foundation's activities as may be required by the Board of Directors.

Section 5. Checks

Checks or drafts on the funds of the Foundation shall be signed by any two (2) persons authorized to do so by the Board of Directors.

Section 6. Audit

The Executive Committee shall arrange for an annual private audit of the books of the Foundation by a certified public accountant.

Section 7. Bond

Each officer who is authorized to collect, hold, or disburse funds of the Foundation shall execute and deliver to the Foundation a bond for the faithful discharge of his duties, the adequacy of which shall be determined by the Executive Committee.

Section 8. Absence or Incapacity of Officers

In the event of absence, inability, or refusal to act on any of the officers of this Foundation, the Board of Directors may appoint any person to perform his or their respective duties.

ARTICLE III

VALENCIA COMMUNITY COLLEGE FOUNDATION, INC. FELLOWS

Section 1.

The persons constituting the Valencia Community College Foundation, Inc. Fellows shall be elected upon the nomination of the Board of Directors of the Foundation and confirmation by the President of Valencia Community College. Their number shall be limited only by the high standards to be used in their selection to assure that this honor be extended to persons of merit and distinction; provided, however, that not more than one third (1/3) shall be alumni of Valencia Community College.

Section 2.

Valencia Community College Foundation, Inc. Fellows shall have no fixed duties, but they may be consulted, individually or collectively, by the President of Valencia Community College, the President of the Foundation, or the Board of Directors upon important matters of policy related to the purposes of the Foundation or the objectives of the College.

Section 3.

Valencia Community College Foundation, Inc. Fellows shall meet annually, upon not less than fifteen (15) days written notice, at a time and place to be agreed upon by the President of the Foundation and the President of Valencia Community College. The President of the Foundation and the President of Valencia Community College may at any time jointly call a special meeting of the Foundation Fellows for the purpose of obtaining their advice and counsel,

but it shall not be mandatory to call any such meeting. The agenda for such meetings shall be prepared jointly by the President of the Foundation and the President of Valencia Community College.

Section 4.

The Chairman of the District Board of Trustees of Valencia Community College shall act as President of the Valencia Community College Foundation Fellows, and in his absence the President of Valencia Community College shall act as President. The Secretary/Treasurer of the Foundation shall act as Secretary of all meetings of the Foundation Fellows, but in the event of his absence the presiding officer may appoint any person to act as Secretary of the meeting.

Section 5.

Valencia Community College Fellows may, subject to the Articles of Incorporation, from time to time, in any manner they deem proper and best for the purpose of carrying out the duties imposed upon them under the Charter and By-Laws of the Foundation. In addition to meetings called pursuant to Section 4 of this article, they may hold meetings at such times and places as they desire and shall at all times communicate their suggestions, advice and counsel to the Board of Directors and to the President of Valencia Community College. Any advice and counsel given by the Foundation Fellows shall be duly considered by the Board of Directors and the President of the Foundation in determining any matters of policy or in the transaction of any business in which the advice and counsel pertains.

ARTICLE IV

ORDER OF BUSINESS

The order of business at all meetings of the Board of Directors shall be as follows unless otherwise determined by the President of the Board of Directors or a majority of the directors present:

1. Roll call
2. Reading of minutes of last meeting
3. Consideration of communications
4. Resignations and elections
5. Reports of officers
6. Reports of committees
7. Unfinished business
8. Original resolutions and new business
9. Adjournment

ARTICLE V

AMENDMENTS

These By-Laws may be altered, amended, rescinded or repealed at any meeting or special meeting of the Board of Directors by the affirmative vote of a majority of the Board.

ARTICLE VI

SEAL

The seal of the Foundation shall be inscribed with the words "Valencia Community College Foundation, Inc.", the figures "1971", and the words, "Corporation Not for Profit".

**DIRECT SUPPORT ORGANIZATIONS AUDIT  
REVIEW CHECK LIST**

DSO NAME: Valencia College Foundation  
FOR THE YEAR ENDING: March 31, 2012

**COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:**

In accordance with Section 1004.70 (2), Florida Statutes, did the chairperson of the board of trustees appoint a representative to the board of directors and the executive committee of each direct support organization established under Section 1004.70, Florida Statutes?

\_\_\_\_\_ YES \_\_\_\_\_ NO

In accordance with Section 1004.70(2), Florida Statutes, did the president or the president's designee serve on the board of directors and the executive committee of the college's direct support organization?

\_\_\_\_\_ YES \_\_\_\_\_ NO

In accordance with Section 1004.70(4)(c), Florida Statutes, did the board of trustees approve all transactions or agreements between one direct support organization and other direct support organizations or between a direct support organization and a center of technology innovation designated under s.1004.77, Florida Statutes?

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A

In accordance with Section 1004.70(5), Florida Statutes, did this direct support organization submit to the board of trustees a copy of its federal IRS Application for Recognition of Exemption form (Form 1023) and its federal IRS Return of Organization Exempt from Income Tax form (Form 990)?

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A

Did the board of trustees review the following issues and accept the annual audit. College support of direct support organization's operating expenses. Annual change in the direct support organization's net assets. Direct Support Organization's ability to cover indebtedness (both current and projected).

\_\_\_\_\_ YES \_\_\_\_\_ NO

PRESIDENT'S SIGNATURE and DATE \_\_\_\_\_

BOARD OF TRUSTEES  
CHAIRMAN'S SIGNATURE and DATE \_\_\_\_\_

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





October 16, 2012

**TO:** BOARD OF TRUSTEES  
Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** ADDITIONS, DELETIONS OR MODIFICATIONS OF COURSES AND PROGRAMS

The President recommends that the Board of Trustees of Valencia College approve the Additions, Deletions or Modifications of Courses and Programs as proposed.

  
\_\_\_\_\_  
President

**COLLEGE CURRICULUM COMMITTEE**  
**June 13, 2012**  
**Electronic Meeting**

**Minutes**

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

**1. Review of Minutes – May 9, 2012**

*The minutes of the May 9, 2012 CCC meeting were approved by consensus.*

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

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

*There are no course outlines for the June Agenda.*

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

PSY 2012      General Psychology

*The Consent Agenda was approved by consensus. One member noted that there was a typo in the prefix of the outline presented (PHY instead of PSY). This correction has been made and is reflected on these minutes.*

**3. Regular Agenda**

**1112-182      Radiography, A.S. Degree, CPM..... Beverly Bond**

**Purpose:** 1) Although BSC 2094C is technically not a program prerequisite, since Radiography is a Limited Access program, it was found that students could not score high enough on the admission ballot to qualify for admission to the program; therefore, it was decided to make it a pre-requisite for the program; 2) Many students have taken the higher-level course of CGS 2100 vs. the required CGS 1060. It was decided to be in the best interest of the students to make this an "either/or" option;

**Effective Date:** Fall 2013 (201410).

*Proposal 1112-182 was approved by consensus.*

**1112-183 COP 2654 iOS App Development, CCA.....Lisa Macon**

**Purpose:** This is a new course in Mobile App Development for iOS devices; **Catalog Course Description:** Hands-on application development for iOS devices including the iPhone, iPod Touch and iPad. Apps will be written in Objective C using Xcode, and execute in an emulator. Topics include the application architecture, user interface, data persistence, graphics, multimedia, and location-based services. Advanced apps will communicate with device sensors including the accelerometer, microphone and camera. The business of app development is explored, including distributing and marketing in App Store. Owning an iOS device is not required. Use of a Macintosh computer for development is required. On-campus computers are available for students who do not own a Macintosh; **Prerequisites:** COP 2224; or COP 2360; or COP 2800; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310).

*Proposal 1112-183 was approved by consensus.*

**1112-184 COP 2660 Android App Development, CCA ..... Colin Archibald**

**Purpose:** This is an elective course in the Computer Programming and Analysis program; **Catalog Course Description:** Hands-on application development for Android devices. Native Android apps will be written in Java, and execute in an emulator. Topics include the application architecture, user interface, data persistence, graphics, multimedia, and location-based services. Advanced apps will communicate with device sensors including the accelerometer, microphone and camera. The business of app development is explored, including distributing and marketing in the Android Market. Owning an Android device is not required; **Prerequisites:** Minimum grade of C in COP 2800; **Co-requisites:** None; **Credit/Class (Lecture)/Lab Hours:** 3/3/0; **Effective Date:** Fall 2012 (201310);

*Proposal 1112-184 was approved by consensus.*

**4. Discussion Items**

*There are no Discussion Items for the May Agenda.*

**5. Information Items**

- **College Curriculum Committee Manual** – The Curriculum Committee was asked to review the Curriculum Committee Manual and provide feedback by not later than June 27, which is the Agenda deadline for the July 11 CCC meeting.
- **College Curriculum Committee Co-Chair for 2012-2013** – John Niss, Professor of Mathematics, has served for several years as the faculty co-chair for the CCC. He has graciously offered to continue in that capacity; before accepting his offer, Karen Borglum is asking that any faculty member who would be interested in serving as the co-chair send her an e-mail. You may also nominate someone as co-chair for the CCC. The decision for the position will be made final at the July 11 meeting.

COLLEGE CURRICULUM COMMITTEE

May 9, 2012

MINUTES

1. **Review of Minutes – April 11, 2012 E-Meeting**

*John Niss opened the meeting by asking for approval of the minutes from the April electronic meeting, which were approved by consensus.*

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

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

MAC 1105                      College Algebra

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

*There are no outlines being presented for approval that are part of the Two-Year Program Review Cycle this month.*

*The Consent Agenda was approved by consensus.*

3. **Regular Agenda**

**1112-181    PHY 1007C    Physics, CCM    .....Irina Struganova**

**Purpose:** Course revision due to Cardiovascular Technology and Respiratory Care program requirements; one of the current catalog math prerequisites is not offered at Valencia anymore;

**Revised Prerequisites:** Minimum grade of C in MAC 1105 or higher; **Revised Catalog Course**

**Description:** One-semester course for health-related majors, primarily those entering Valencia's Cardiovascular Technology and Respiratory Care programs. Survey of topics in physics related to health field. Applications of physics to principles of mechanics, heat, light, sound, electricity and magnetism, and radioactivity as they apply to health field. May not be taken for credit subsequent to receiving grade of C or better in any higher physics course. (Special Fee: \$63);

**Effective Date:** Fall 2013 (201410).

*Proposal numbered 1112-181 was approved by consensus.*

#### 4. Information Items

- **House Bill 7135: Relating to Postsecondary Education** – Karen Borglum will review a PowerPoint presentation from the Florida College System Webinar she attended regarding HB 7135. This bill, among other things, will change the required number of general education hours for students seeking an A.A. degree, beginning for students entering college in 2014/2015.

*The original Agenda had House Bill 7135 as the last item on the Agenda. Karen suggested that it be moved prior to the Discussion Item; some of the CCC members had already been involved in the CLC discussion of the AA/General Education Program Review, and if they wanted to leave prior to that discussion today, this would allow them to do so.*

*Karen said that this bill will be very important over the next year. In particular, due to the changes that will happen within General Education, it will impact the work that we do. The bill was presented to the House in March and was approved; following was approval by the Senate. The governor has, within the past week, signed the bill into law.*

*Karen did a review of each of the pertinent changes. She said that Section 3 is probably in response to certain colleges that gave students an inordinate number of course substitutions. This caused "artificial" degrees to be awarded; "artificial," because the degrees were not based on the courses required for the specific degree, due to the substitutions. The goal seemed to be to raise the number of degrees awarded.*

*Karen summarized Section 10, pertaining to General Education - a faculty committee will be put together by the State Board of Education and the Board of Governors to determine five core courses under each of the main general education subject areas. Students will be required to complete at least one of these courses in each subject area. There will then be a list that can be determined by each college (giving some flexibility) that students can choose from in order to complete the total required number of general education hours. In addition, general education requirements will decrease from 36 hours to 30 hours.*

*Faculty from various colleges will be selected to serve on the committee appointed by the SBE and BOG. It is anticipated that colleges will strongly desire to have faculty serve on this committee, since faculty own the curriculum.*

*Wendy asked if there is something that we can do to be proactive - Karen said that it will be important to look at the college's degree programs and common prerequisites, to begin with; as well as the general education core. She has already begun doing "lead-in" work to prepare for the work to come.*

# COLLEGE CURRICULUM COMMITTEE

April 11, 2012

E-Meeting

## MINUTES

### 1. Minutes

*There were no minutes to be approved for the April 11, 2012 meeting.*

### 2. Consent Agenda

*There were no items for the Consent Agenda.*

### 3. Regular Agenda

**1112-180 Homeland Security Specialist, Technical Certificate, CPA .....James McDonald**

**Purpose:** This certificate is intended for students interested in working for a law enforcement agency, a federal homeland security organization, a private security organization, or in the emergency management field. In particular, students will develop a broad-based knowledge that includes a basic understanding of the structure and mission of homeland security. Additional topics that will be covered include weapons of mass destruction, transportation and border security, legal and ethical issues, sources of terrorist threats and natural hazards, risk assessment and mitigation, the National Incident Command System (NIMS), intelligence and security analysis. Moreover, students will be able to select from prescribed list of criminal justice electives in order to tailor the certificate to their particular interest; **Effective Date:** Spring 2012 (201220). Students currently enrolled in TSA courses will be able to earn this TC for the Spring Term, if this program is approved.

*Proposal 1112-180 was approved by a vote of 13 yes votes and 1 no vote.*

### 4. Discussion Items

*There were no Discussion Items for the April Agenda.*

### 5. Information Items

- **Polysomnography Technology, ATC, CPM (Jamy Chulak)** - Jamy presented the Cardiopulmonary B.S. degree program to the CCC April, 2011. At that time, he obtained approval to re-level the polysomnography courses in the ATC from 1000/2000 level TO 3000/4000 level. In addition, the

program sheet with the markups was included. However, the Credit Program Modification form was inadvertently left out, and it was not noticed at the time.

Since those changes were clearly intended as evidenced by all of the related work done, the changes have already been incorporated into the 2012-13 Catalog, and the CPM form has been done as a matter of record, for the files.

- **Cardiopulmonary Sciences, A.S. to B.S. Degree** – This program was approved April, 2011, and was scheduled to begin Fall 2012. However, due to Valencia being in the midst of its reaffirmation process, SACS will not give final approval. Therefore, the program will not be able to start, as planned, and will be moved to a later start date, to be determined.
- **PHY 2048H (General Physics with Calculus I)** – This course was approved October, 2011, with a prerequisite of MAC 2312; however, it was later noted that the prerequisite for PHY 2048C is MAC 2311. For consistency, the prerequisite for PHY 2048H will be changed to match the non-Honors course.
- **Seneff Honors Program** – The lengthy application process for the Seneff Honors Program has been revised to facilitate the process for those students who wish to earn an Honors Certificate or take Honors Program classes without being admitted into the Seneff Honors College, as stated below: ***(Revised Catalog Template and Revised Honors Online Application attached)***
  - (1) Students who have applied and have been approved to take honors classes may take **up to 12 credit hours** of honors work without being admitted to the James M. and Dayle L. Seneff Honors College. *(Current requirements state that they may take up to 9 credit hours without being admitted.)*
  - (2) Students may **graduate with an Honors Certificate** without being admitted to the James M. and Dayle L. Seneff Honors College. *(Current requirements state that they must apply and be admitted to earn an Honors Certificate.)*
- **Medical Office Support w/Specializations, TC (Betty Wanielista)** – This program modification was approved at the January, 2012 meeting. Previously, there was a Medical Office Support Technical Certificate, and it was determined that course substitutions were being done frequently to allow OST 1467. It was hoped that by adding these specializations, there would be no need for the course substitutions.

However, upon further examination, it was found that the same course was being used for both specializations, so there was nothing unique about them. They will not be placed in the Catalog, and the department will look for another way to resolve the substitution issue.

# **HUMAN RESOURCES AGENDA**





October 16, 2012

**TO:** BOARD OF TRUSTEES  
Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** HUMAN RESOURCES AGENDA

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

  
\_\_\_\_\_  
President

# Agenda for Human Resources



Valencia College

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District Board of Trustees

October 16, 2012

# Valencia College Agenda for Human Resources

## Executive/Administrative Personnel - Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<b>Internal Changes</b>				
Tiller, Barbara J.	Special Assistant to President	10/01/12	06/30/13	

## Instructional Personnel – Tenure Earning/Tenured

Employee Name	Position Title	Effective Date	End Date	Notes
<b>Leave of Absence</b>				
Keller, Paulette A.	Professor, Cardio Technology	08/21/12		

## Professional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<b>Appointments</b>				
Dodge, Jason A.	Coord, Student Development LNC	09/04/12		
Gordon, Richard E.	Web/Portal Developer	08/27/12		
<b>Internal Changes</b>				
Sepulveda Fernandez, Nelson L.	Coord, Student Develop, Osc	09/04/12		
Otero-Olan, Migdalia	Mgr, Faculty & Inst Dev	07/01/12		
Lucia, Leland	Mgr, Faculty & Inst Dev	07/01/12		
Conner, Jenelle	Coord, Faculty & Inst Dev	07/01/12		
Kokaisel, Jr., Gary A.	Mgr, Faculty & Inst Dev	07/01/12		
Charriez, Daniel	Mgr, Faculty & Inst Dev	07/01/12		

## Professional Personnel - Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<b>Internal Changes</b>				
Montague Walker, Danielle L.	Coord, Career Prgm Advis, HS	09/17/12	06/30/13	1.

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

### Career Service Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<b><i>Appointments</i></b>				
Alexander, Audrey K.	Administrative Assistant	08/27/12		
Cummings Bronson, Ona N.	Staff Assistant II	09/17/12		
Fernandez Del Pino, Solange P.	Exec Asst, Policy / Gen Counsel	09/10/12		
Fine, Vicki L.	Administrative Assistant	09/10/12		
Hibbard, Belinda J.	Cashier	09/17/12		
Mendes, Elisabeth J.	Administrative Assistant	09/17/12		
Natalizio Lopez, Nicholas J.	Purchasing Agent	09/17/12		
Rahiem, Adam S.	Cashier	09/17/12		
Reese, Erica M.	Assessment Coordinator	09/04/12		
Tolle, Joe E.	Payroll Specialist	08/27/12		
<b><i>Internal Changes</i></b>				
Felton, Melvin	Custodial Assistant Supervisor	09/06/12		
<b><i>Leave of Absence</i></b>				
Hamilton, Emily J.	Security Clerk	09/12/12	03/10/13	
Haskins, Donna M.	Office Systems Manager	07/22/12		
<b><i>Separations</i></b>				
Beck, James C.	Graphic Designer	08/31/12		
Bell, Denise K.	Administrative Assistant	10/31/12		4.
Cooper, Genelle M.	Word Processing Supervisor	09/14/12		
Drimbea, John M.	Technical Document Specialist	08/24/12		
Gayahan, Alfredo P.	Delivery Courier	10/31/12		4.
Heller, Hank	Student Services Advisor	09/26/12		
Karas, Janice A.	Cashier	12/31/12		4.
Montalvo, Michael	Graphic Designer	08/31/12		
Vera Lozano, Gisela	Staff Assistant III	09/21/12		

### Career Service Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<b><i>Internal Changes</i></b>				
Wesley, Pierline	Security Clerk	09/12/12	03/10/13	

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

### Part-time Hourly Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<b>Appointments</b>				
Ardjoensing, Raveena K.	Support Specialist II			
Campos, Diego A.	Curriculum Assistant			
Cordon, Corrine	Learning Assistant I			
Cortes, Jamie L.	Enrollment Services Advisor			
de Castro Oliveira, Marilia	Learning Assistant II			
DeJesus-Quinones, Maritza	Laboratory Assistant II			
Finkel, Marlon	Learning Assistant I			
Gibbs, Brandaija Y.	Curriculum Assistant			
Guzman, Noraida V.	Financial Aid Specialist			
Maier, Frank L.	Learning Assistant			
McClain, Douglas A.	Learning Assistant I			
Merris, Nichole L.	Curriculum Assistant			
Mollison, Sonja A.	Librarian			
Morales, Manuel A.	Laboratory Assistant I			
Navarro, Maximo A.	Instructional Assistant			
Nuila, Felipe A.	Curriculum Assistant			
Nunez, Daniel F.	Learning Assistant I			
Ortiz, Maria L.	Custodian			
Peguero, Emmanuel G.	Learning Assistant II			
Peterson, Sarah K.	Curriculum Assistant			
Riley, Gabrielle E.	Curriculum Assistant			
Roman Jr, Manuel	Learning Assistant I			
Sabedra, Brandon A.	Curriculum Assistant			
Schwartz, Joshua L.	Curriculum Assistant			
Smith, Darla J.	Office Aide I			
Smith, Melinda M.	Student Services Advisor			
Smith, Shannon K.	Office Aide I			
Still, Brandon D.	Learning Assistant I			
Torres, Sergio A.	Instructional Assistant			
Troncoso, Angel U.	Staff Assistant I			

### Part-time Instructional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<b>Appointments</b>				
Abdelbary, Griselda	Math			

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
Anglero, Carlos	Criminal Justice Institute			
Beg, Sameena	Health Sciences			
Black, Carol	English			
Boren Dumas, Kimberly	Speech			
Branham, Tad	Graphics Tech			
Bronga, Nicole	Reading			
Brophy, Jennifer	English			
Butts, Brian	Chemistry			
Cauley, Adam	Respiratory Therapy			
Choate, Jehad	Theater Tech			
Colon, Jose	Math			
Coverston, Harry	Humanities			
Deel, Gary	Hospitality & Tourism			
Durollari, Rapush	Computer Engineering			
Faulkner, Michael	CJI			
Golphin, Vincent	English			
Gonzalez, Chloe	College Wellness			
Gopalkrishnan, Shalini	Math			
Groover, Jere	Foreign Language			
Guyton, Pamela	Student Life Skills			
Hannon, Debra	CIE Intensive English			
Hawk, Troy	Math			
Hilton, James	Education			
Jack, Mark	Math			
James, Selena	Speech			
Laguer Diaz, Carmen A.	Sociology			
McFarland, Judith A.	Math			
McGinnis, Eric D.	Cardiovascular Tech			
Medina Costa, Daniel A.	English			
Norato, Michael	Math			
Ohwovoriole, Benjamin	English			
Peavy, Mary E.	Office Systems			
Pulkner, Howard	Economics			
Puyana, Marta P.	Math			
Rankin, Terry L.	Math			
Rendle, Lynn E.	Student Life Skills			
Ronco, Donna F.	Music			
Roulhac, Lakeisha Q.	Math			
Smiley, David L.	Hospitality & Tourism			
Steiner, Nancy L.	Math			
Stone, William W.	CJI			
Tchenchana, Hassan	English			
Torres Arroyo, Nelson E.	Biological Science			

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
Veras-Veras, Johann M.	Math			
Voyard-Tadal, Vladimir S.	Student Life Skills			
Waczewski, Joe	Political Science			
Walsh, Robert J.	Math			
Williams, Deyon M.	English			
Wolfe, David R.	Economics			
Yokes, Sherry R.	CJ			

**Notes:**

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

# **PROPERTY DELETIONS**





October 16, 2012

TO: BOARD OF TRUSTEES  
Valencia Community College

FROM: SANFORD C. SHUGART  
President

RE: PROPERTY DELETIONS

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

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

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

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

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

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

Obsolete

5 assets with an original cost of \$23,749.91 with a current book value of \$0.00

Surplus

102 assets with an original cost of \$135,008.39 with a current book value of \$0.00

Economically Unrepairable

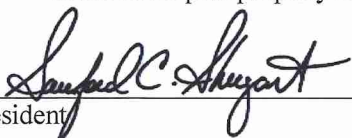
8 assets with an original cost of \$27,913.06 with a current book value of \$0.00

Trade-In

1 asset with an original cost of \$1,784.97 with a book value of \$0.00

RECOMMENDED ACTION:

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

  
\_\_\_\_\_  
President

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

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

# Property Deletion Detail

Tuesday, October 16, 2012

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
<b>Obsolete</b>					
00105106	4/16/1991	90-91	Floor Machine (Convertamatic), Advance, TRAC 280B	\$6,450.00	\$0.00
00114898	9/28/1999	99-00	Color Laserjet Printer, Hewlett Packard, 4500DN	\$3,649.95	\$0.00
00117185	1/29/2001	00-01	Color Laserjet, Macmall, 8550DN	\$7,996.96	\$0.00
G00002179	1/14/2000	99-00	PC, Apple, POWERMAC G	\$2,429.00	\$0.00
G00003663	5/25/2006	05-06	Printer, Hewlett Packard, 5550N	\$3,224.00	\$0.00
5 detail records				\$23,749.91	\$0.00
<b>Surplus</b>					
00100494	2/13/1978	77-78	Shelving (Reference area), ,	\$7,657.38	\$0.00
00117006	12/12/2000	00-01	Utility Trailer for Lift, Hi-Lift, "Custom Trailer"-10T242	\$7,295.00	\$0.00
00200027	12/18/2001	01-02	Food Cutter, Hobart, HCM300	\$3,864.98	\$0.00
00208068	1/24/2006	05-06	PC, Dell, GX520	\$1,113.53	\$0.00
00208514	4/6/2006	05-06	PC, Dell, GX520	\$1,141.97	\$0.00
00209957	12/5/2006	06-07	PC, Dell, GX520	\$1,070.85	\$0.00
00209958	12/5/2006	06-07	PC, Dell, GX520	\$1,070.85	\$0.00
00209959	12/5/2006	06-07	PC, Dell, GX520	\$1,070.85	\$0.00
00210610	4/17/2007	06-07	PC, Dell, 745	\$1,186.98	\$0.00
00210619	4/17/2007	06-07	PC, Dell, 745	\$1,186.98	\$0.00
00210624	4/17/2007	06-07	PC, Dell, 745	\$1,186.98	\$0.00
00210636	4/19/2007	06-07	PC, Dell, 745	\$1,386.85	\$0.00
00210660	5/1/2007	06-07	PC, Dell, 745	\$1,238.15	\$0.00
00210788	5/15/2007	06-07	Laptop, Dell, D620	\$1,563.10	\$0.00
00210928	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210941	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00210961	5/29/2007	06-07	PC, Dell, 745	\$1,167.75	\$0.00
00211115	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211144	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211157	6/30/2007	06-07	PC, Dell, 745	\$1,012.10	\$0.00
00211211	8/1/2007	07-08	Laptop, Dell, D620	\$1,512.54	\$0.00
00211233	8/22/2007	07-08	Laptop, Dell, D630	\$1,442.16	\$0.00
00211293	8/28/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211295	8/28/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211306	8/28/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211337	9/4/2007	07-08	PC, Dell, 745	\$1,202.24	\$0.00
00211716	12/4/2007	07-08	Pressure Washer, Hotsy,	\$8,333.00	\$0.00
00211814	12/13/2007	07-08	PC, Dell, 745	\$1,056.17	\$0.00
00212950	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212951	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212952	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212953	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212954	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212955	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00212956	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212957	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212958	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212959	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212960	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212961	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212962	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212963	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212964	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212965	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212966	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212967	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212968	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212969	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212970	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212971	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212972	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212973	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212974	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212975	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212976	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212977	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212978	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212979	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212980	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212981	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212982	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212983	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212984	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212985	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212986	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212987	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212988	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212989	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212990	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212991	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212993	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212994	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212995	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212996	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00212997	8/7/2008	08-09	PC, Dell, 755	\$1,042.20	\$0.00
00213017	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213018	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213019	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213020	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213021	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213022	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213023	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213024	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00

VCC Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00213025	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213026	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213027	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213028	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213029	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213030	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213031	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213032	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213033	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213034	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213035	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213036	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213037	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213038	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213039	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213040	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213041	8/28/2008	08-09	PC, Dell, 755	\$1,051.20	\$0.00
00213201	10/23/2008	08-09	Laptop, Dell, D630	\$1,271.75	\$0.00
G00003277	9/25/2003	03-04	Laptop, Dell, Inspiron 8500	\$2,746.41	\$0.00
102 detail records				\$135,008.39	\$0.00
<b>Economically Unrepairable</b>					
00116414	8/22/2000	00-01	Free Climber, Stairmaster, 4600 CL	\$2,725.00	\$0.00
00116415	8/22/2000	00-01	Free Climber, Stairmaster, 4600 CL	\$2,725.00	\$0.00
00200036	12/6/2001	01-02	4600CI Eng Step Machine, Stairmaster, 4600	\$2,744.89	\$0.00
00206212	11/16/2004	04-05	Projector, Panasonic, PT-L735U	\$2,475.00	\$0.00
00206227	11/16/2004	04-05	Projector, Panasonic, PT-L735U	\$2,475.00	\$0.00
00206333	2/8/2005	04-05	Printer, Hewlett Packard, CLJ555ON	\$3,547.00	\$0.00
00208488	3/7/2006	05-06	Wrestling Mat, , RSP625	\$9,856.00	\$0.00
00210378	3/6/2007	06-07	Projector, Panasonic, 3200	\$1,365.17	\$0.00
8 detail records				\$27,913.06	\$0.00
<b>Trade-In</b>					
00216547	2/3/2011	10-11	Trike	\$1,784.97	\$0.00
1 detail record				\$1,784.97	\$0.00
<b>Grand Total</b>	116 detail records			\$188,456.33	\$0.00