



**District Board of Trustees
Valencia Community College**

OPERATING BUDGET

**For the Fiscal Year
Beginning July 1, 2009 – Ending June 30, 2010**

**Valencia Community College
OPERATING BUDGET
Fiscal Year 2009-2010**

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**THE FLORIDA COLLEGE SYSTEM
OPERATING BUDGET
ANNUAL BUDGET SUMMARY FOR FISCAL YEAR 2009-2010**

EXHIBIT A

COMMUNITY COLLEGE: VALENCIA

	CURRENT FUND - UNRESTRICTED
BEGINNING FUND BALANCE - JULY 1, 2009:	
ESTIMATED AFR FUND BALANCE - JUNE 30, 2009 <i>(IF DEBIT BALANCE USE "MINUS SIGN")</i>	\$7,285,261
ADD RESERVE FOR COMPENSATED ABSENCES <i>(USE PLUS SIGN)</i>	6,665,275
TOTAL RESERVE AND UNALLOCATED FUND BALANCE - JULY 1, 2009	\$13,950,536
ADD: REVENUES	\$138,481,837
TRANSFERS IN	2,853,468
TOTAL RECEIPTS	\$141,335,305
TOTAL ESTIMATED AVAILABLE	\$155,285,841
DEDUCT: EXPENDITURES	\$141,335,305
TRANSFERS OUT	0
TOTAL DISBURSEMENTS	\$141,335,305
ESTIMATED FUND BALANCE - JUNE 30, 2010:	
TOTAL AVAILABLE LESS DISBURSEMENTS	\$13,950,536
ADD COMPENSATED ABSENCES EXPENDITURES (GLC 59300)	310,856
TOTAL ESTIMATED RESERVE AND UNALLOCATED FUND BALANCE - JUNE 30, 2010	\$14,261,392
LESS ESTIMATED RESERVE FOR COMPENSATED ABSENCES (GLC 30800)	6,976,131
TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2010	\$7,285,261
ESTIMATED UNALLOCATED FUND BALANCE - JUNE 30, 2010	\$10,161,392
PERCENT OF ESTIMATED UNALLOCATED FUND BALANCE AS OF JUNE 30, TO ESTIMATED FUNDS AVAILABLE	6.54%

APPROVED BY BOARD OF TRUSTEES:



 PRESIDENT (AS SECRETARY OF THE BOARD)

June 16, 2009

 DATE

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

APPROVED: _____
 CHANCELLOR, THE FLORIDA COLLEGE SYSTEM

CHECKED BY: _____

 DATE

2009-2010 OPERATING BUDGET STUDENT FEE RATES

COLLEGE: VALENCIA

RESIDENT STUDENTS FEE PER CREDIT HOUR							
PROGRAMS	TUITION	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	FEEES FOR ACADEMIC YEAR (30 HOURS)
CREDIT (A & P, PSV, COLLEGE PREP AND EPI)	67.60	3.38	6.24	6.76	3.38	87.36	2,620.80
POSTSECONDARY ADULT VOCATIONAL VOCATIONAL PREPARATORY	60.17	0.00	N/A	3.01	3.01	66.19	1,985.70
CONTINUING WORKFORCE EDUCATION ADULT BASIC & SECONDARY	0.00	0.00	N/A	0.00	0.00	0.00	0.00
	34.18	0.00	0.00	0.00	0.00	34.18	1,025.40
	0.00	0.00	N/A	0.00	0.00	0.00	0.00

(1) These Fees Not Required

NON-RESIDENT STUDENTS FEE PER CREDIT HOUR								
PROGRAMS	TUITION	OUT-OF-STATE	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	FEEES FOR ACADEMIC YEAR (30 HOURS)
CREDIT (A & P, PSV, COLLEGE PREP AND EPI)	67.60	202.93	13.53	6.24	27.05	13.53	330.88	9,926.40
POSTSECONDARY ADULT VOCATIONAL VOCATIONAL PREPARATORY	60.17	180.50	0.00	N/A	12.03	12.03	264.73	7,941.90
CONTINUING WORKFORCE EDUCATION ADULT BASIC & SECONDARY	0.00	0.00	0.00	N/A	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	N/A	0.00	0.00	0.00	0.00

(1) These Fees Not Required

BUDGET WORKSHEET
FISCAL YEAR 2009-2010

COLLEGE: VALENCIA

I. ESTIMATED BUDGET WORKSHEET FOR STUDENT FEES

STUDENT FEES	DISCIPLINE	GL CODE	TOTAL PLANNED CREDIT HOURS	FEE EXEMPT DUAL ENROLLMENT/ APPRENTICESHIP, ETC.	TOTAL FEE PAYING	CHARGE PER STUDENT CREDIT HOUR	BUDGETED FEE REVENUES
TUITION	ADVANCED & PROFESSIONAL	40110	559,097	27,612	531,485	67.60	35,928,386
TUITION	POSTSECONDARY VOCATIONAL	40120	179,673	3,064	176,609	67.60	11,938,768
TUITION	POSTSECONDARY ADULT VOCATIONAL	40130	7,963	0	7,963	60.17	479,134
TUITION	CONTINUING WORKFORCE EDUCATION	40140	72,645	0	72,645	34.18	2,483,006
TUITION	COLLEGE PREPARATORY	40150	75,868	694	75,174	67.60	5,081,762
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	3,736	0	3,736	67.60	252,554
TUITION	VOCATIONAL PREPARATORY	40180	0	0	0	0.00	0
TUITION	ADULT BASIC & SECONDARY	40190	0	0	0	0.00	0
	SUBTOTAL		898,982	31,370	867,612		56,163,610
STUDENT FEES	DISCIPLINE	GL CODE	EST. FEE PAYING OUT-OF-STATE CREDIT HOURS	CHARGE PER STUDENT CREDIT HOUR	BUDGETED FEE REVENUES		
OUT OF STATE	ADVANCED & PROFESSIONAL	40310	22,197	202.93	4,504,437		
OUT OF STATE	POSTSECONDARY VOCATIONAL	40320	5,471	202.93	1,110,230		
OUT OF STATE	POSTSECONDARY ADULT VOCATIONAL	40330	133	180.50	24,007		
OUT OF STATE	COLLEGE PREPARATORY	40350	3,292	202.93	668,046		
OUT OF STATE	EDUCATOR PREPARATION INSTITUTES	40360	33	202.93	6,697		
OUT OF STATE	VOCATIONAL PREPARATORY	40380	0	0.00	0		
OUT OF STATE	ADULT BASIC & SECONDARY	40390	0	0.00	0		
	SUBTOTAL		31,126		6,313,417		
GRAND TOTAL CCPF STUDENT FEES							62,477,027

II. TRANSFER IN AND OUT INFORMATION:

EXHIBIT C (Continued)

PLEASE DO NOT LEAVE THE PURPOSE OF TRANSFER CELLS BLANK.

PURPOSE OF TRANSFER	AMOUNT	FUND TRANSFERRED FROM	FUND TRANSFERRED TO
TRANSFERS OUT:			
TOTAL TRANSFERS OUT	0		
TRANSFERS IN:			
General Revenues	2,653,468	Fund 3	Fund 1
General Revenues	200,000	Fund 4	Fund 1
TOTAL TRANSFERS IN	2,853,468		
TOTAL ALL TRANSFERS	2,853,468		

EXHIBIT C(1)

2009-2010 ENROLLMENT PLAN OPERATING BUDGETS

COLLEGE: VALENCIA

	TOTAL PLANNED CREDIT HOURS	FEE EXEMPT DUAL ENROLLMENT/ APPRENTICESHIP, ETC.	TOTAL FEE PAYING	OUT-OF-STATE CREDIT HOURS
Advanced & Professional	559,097	27,612	531,485	22,197
Postsecondary Vocational	179,673	3,064	176,609	5,471
College Preparatory	75,868	694	75,174	3,292
College Preparatory - EAP	0	0	0	0
Educator Preparation Institutes	3,736	0	3,736	33
Postsecondary Adult Vocational	7,963	0	7,963	133
Vocational Preparatory	0	0	0	0
Apprenticeship	0	0	0	0
Continuing Workforce Education	72,645	0	72,645	0
Adult Literacy	0	0	0	0
Adult - EAP Literacy	0	0	0	0
Adult Secondary	0	0	0	0
GED Prep	0	0	0	0
TOTAL	898,982	31,370	867,612	31,126

NOTE:

Exhibit C(1) allow the College to further breakdown the College Preparatory and Adult Basic and Secondary Disciplines. **Exhibit C(1)** Total Planned Credit Hours, Total Fee Exempt Dual Enrollment and Apprenticeship, Total Fee Paying and Total Out-of-State Credit Hours should agree with Exhibit C. If not, the difference should be in the Apprenticeship discipline.

Source: Exhibit C, 2009-2010 College Operating Budgets

EXHIBIT D

COLLEGE: VALENCIA
**SCHEDULE OF BUDGETED REVENUE, EXPENDITURES, AND FUND BALANCE
 BY GENERAL LEDGER CODE
 FOR THE FISCAL YEAR 2009-2010**

ACCOUNT TITLE	G.L. CODE	CURRENT FUND-UNRESTRICTED PROPOSED
STUDENT FEES		
TUITION	ADVANCED & PROFESSIONAL 40110	\$35,928,386
TUITION	POSTSECONDARY VOCATIONAL 40120	11,938,768
TUITION	POSTSEC. ADULT VOCATIONAL 40130	479,134
TUITION	CONTINUING WORKFORCE™ 40140	2,483,006
TUITION	COLLEGE PREPARATORY 40150	5,081,762
TUITION	EDUCATOR PREPARATION INSTITUTES 40160	252,554
TUITION	VOCATIONAL PREPARATORY 40180	0
TUITION	ADULT BASIC & SECONDARY 40190	0
SUBTOTAL TUITION		\$56,163,610
OUT-OF-STATE	ADVANCED & PROFESSIONAL 40310	\$4,504,437
OUT-OF-STATE	POSTSECONDARY VOCATIONAL 40320	1,110,230
OUT-OF-STATE	POSTSEC. ADULT VOCATIONAL 40330	24,007
OUT-OF-STATE	COLLEGE PREPARATORY 40350	668,046
OUT-OF-STATE	EDUCATOR PREPARATION INSTITUTES 40360	6,697
OUT-OF-STATE	VOCATIONAL PREPARATORY 40380	0
OUT-OF-STATE	ADULT BASIC & SECONDARY 40390	0
SUBTOTAL OUT-OF-STATE		\$6,313,417
SUBTOTAL CCPF STUDENT FEES		\$62,477,027
TUITION - LIFELONG LEARNING	40210	\$1,694,994
TUITION - SELF-SUPPORTING	40270	0
LABORATORY FEES	40400	3,998,100
APPLICATION FEES	40500	1,103,711
GRADUATION FEES	40600	0
TRANSCRIPT FEES	40700	150,000
FINANCIAL AID FUND FEES	40800	3,217,769
TECHNOLOGY FEE	40870	0
OTHER STUDENT FEES	40900	1,565,000
TOTAL STUDENT FEES		\$74,206,601
SUPPORT FROM LOCAL GOVERNMENT		
GRANTS & CONTRACTS FROM CITIES	41500	\$0
GRANTS & CONTRACTS FROM COUNTIES	41600	0
INDIRECT COSTS RECOVERED - CITY AND COUNTY	41900	0
TOTAL SUPPORT FROM LOCAL GOVERNMENT		\$0
STATE SUPPORT		
COMMUNITY COLLEGE PROGRAM FUND	42110	50,528,297
SPECIAL APPROPRIATION - OTHER	42130	0
PERFORMANCE BASED INCENTIVE FUNDING - CCPF	42150	0
INCENTIVE GRANTS FOR EXPANDED PROGRAMS	42160	0

LICENSE TAG FEES	42210	15,000
PERFORMANCE BASED INCENTIVE PROGRAM	42510	0
LOTTERY FUNDS - COMMUNITY COLLEGE PROGRAM FUND	42610	7,128,558
GRANTS & CONTRACTS FROM STATE	42700	0
INDIRECT COST RECOVERED - STATE	42900	10,000
TOTAL STATE SUPPORT		\$57,681,855
FEDERAL SUPPORT		
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT	43500	\$0
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT (EDUCATION)	43518	4,200,556
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT (DISCRETIONARY)	43519	833,145
INDIRECT COST RECOVERED - FEDERAL	43900	140,000
TOTAL FEDERAL SUPPORT		\$5,173,701
GIFTS, PRIVATE GRANTS AND CONTRACTS		
CASH CONTRIBUTIONS	44100	\$474,000
NON-CASH CONTRIBUTIONS	44200	0
GIFTS, GRANTS AND CONTRACTS - PRIVATE	44400	0
INDIRECT COSTS RECOVERED - PRIVATE SOURCES	44900	0
TOTAL GIFTS, PRIVATE GRANTS AND CONTRACTS		\$474,000
SALES AND SERVICES DEPARTMENT		
COMMISSIONS	46200	\$0
USE OF COLLEGE FACILITIES	46400	40,000
OTHER SALES AND SERVICES	46600	180,000
TAXABLE SALES	46700	0
INTERDEPARTMENTAL SALES	46900	20,000
TOTAL SALES AND SVCS. DEPT.		\$240,000
ENDOWMENT INCOME	47100	\$0
TOTAL ENDOWMENT INCOME		\$0
OTHER REVENUES		
INTEREST AND DIVIDENDS	48100	\$408,000
GAIN OR LOSS ON INVESTMENTS	48200	0
FINES AND PENALTIES	48700	12,675
MISCELLANEOUS REVENUE	48900	235,005
TOTAL OTHER REVENUES		\$655,680
NON-REVENUE RECEIPTS		
MANDATORY TRANSFERS IN	49110	\$0
NON MANDATORY TRANSFERS IN	49210	0
NON MANDATORY TRANSFERS IN	49230	2,653,468
NON MANDATORY TRANSFERS IN	49240	200,000
PROCEEDS FROM SALE OF PROPERTY	49500	50,000
INSURANCE RECOVERY	49520	
PRIOR YEAR CORRECTIONS	49600	0
OVER AND SHORT	49900	0
TOTAL NON-REVENUE RECEIPTS		\$2,903,468
GRAND TOTAL REVENUES		\$141,335,305

PERSONNEL COSTS		
EXECUTIVE MANAGEMENT	51000	\$2,095,708
INSTRUCTIONAL MANAGEMENT	51100	2,267,815
INSTITUTIONAL MANAGEMENT	51200	3,289,733
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL SABBATICAL	51400	0
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL REGULAR PART-TIME	51500	0
INSTRUCTIONAL	52000	29,005,588
INSTRUCTIONAL - OVERLOAD	52100	3,246,065
INSTRUCTIONAL - SUBSTITUTION	52200	35,182
INSTRUCTIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	52300	1,283,401
INSTRUCTIONAL - SABBATICAL	52400	0
INSTRUCTIONAL (PHASED RETIREMENT) - INSTRUCTOR/PROF.	52501	122,780
INSTRUCTIONAL (PHASED RETIREMENT) - LIBRARIAN	52502	105,210
INSTRUCTIONAL (PHASED RETIREMENT) - COUNSELOR	52503	0
INSTRUCTIONAL (PHASED RETIREMENT) - REGULAR PART-TIME	52504	0
OTHER PROFESSIONAL	53000	12,009,529
OTHER PROFESSIONAL - OVERLOAD	53100	259,598
OTHER PROFESSIONAL - SUBSTITUTION	53200	0
OTHER PROFESSIONAL - PARA-PROFESSIONAL/ASSOC./ASSIST.	53300	0
OTHER PROFESSIONAL - REGULAR PART-TIME	53500	36,632
TECHNICAL, CLERICAL, TRADE AND SERVICE	54000	16,232,192
TECHNICAL, CLERICAL, TRADE AND SERVICE - OVERTIME	54100	225,071
TECHNICAL, CLERICAL, TRADE AND SERVICE - REGULAR PART-TIME	54500	2,160,783
OPS - EXECUTIVE, ADMINISTRATIVE, MANAGERIAL	55000	0
OPS- INSTRUCTIONAL	56000	13,997,102
OPS - INSTRUCTIONAL /ADJUNCT INSTRUCTOR	56100	61,134
OPS - OTHER PROFESSIONAL PART-TIME	56500	289,325
OPS - TECHNICAL, CLERICAL, TRADE AND SERVICE	57000	2,704,605
STUDENT EMPLOYMENT - INSTITUTIONAL WORK STUDY	58000	50,540
STUDENT EMPLOYMENT - COLLEGE WORK STUDY PROGRAM	58100	0
STUDENT EMPLOYMENT - COLLEGE WORK EXPERIENCE PROG.	58200	0
STUDENT EMPLOYMENT - STUDENT ASSISTANTS	58300	29,972
STUDENT EMPLOYMENT - OTHER GOVERNMENTAL SOURCES	58400	0
EMPLOYEE AWARDS	58500	0
SOCIAL SECURITY CONTRIBUTIONS	59100	5,686,885
RETIREMENT CONTRIBUTIONS	59200	6,472,103
ACCRUED LEAVE EXPENSE (COMPENSATED ABSENCES)	59300	310,856
ACCRUED SEVERANCE PAY EXPENSE	59400	18,513
OTHER BENEFITS - TAXABLE	59500	0
INSURANCE BENEFITS	59700	6,430,244
TUITION BENEFITS & REIMBURSEMENT	59800	288,000
PERSONNEL EXPENSE CONTINGENCY (BUDGET ONLY)	59900	(1,200,000)
TOTAL PERSONNEL COSTS		\$107,514,566
CURRENT EXPENSE		
TRAVEL	60500	\$700,206
FREIGHT AND POSTAGE	61000	324,382
TELECOMMUNICATIONS	61500	744,334
PRINTING	62000	562,256
REPAIRS & MAINTENANCE	62500	1,035,704
RENTALS	63000	1,664,262
INSURANCE	63500	2,040,880
UTILITIES (NOT DESIGNATED BELOW)	64000	0
HEATING FUELS	64001	242,951
WATER & SEWER	64002	244,664
ELECTRICITY	64003	4,281,962
GARBAGE COLLECTIONS	64004	135,636
FUEL, VEHICULAR	64005	96,062
HAZARDOUS WASTE REMOVAL	64006	13,250
STORM WATER RUNOFF FEES	64007	27,599
OTHER SERVICES	64500	5,461,999
WORKFORCE/WAGES	64600	0

SERVICE PROVIDER CONTRACTS - WORKFORCE/WAGES	64700	0
PROFESSIONAL FEES	65000	1,159,137
EDUCATIONAL, OFFICE/DEPARTMENT MATERIALS & SUPPLIES	65500	1,924,673
DATA SOFTWARE - NON-CAPITALIZED	65700	1,722,823
MAINTENANCE AND CONSTRUCTION MATERIALS & SUPPLIES	66000	765,682
OTHER MATERIALS AND SUPPLIES	66500	315,117
SUBSCRIPTIONS, PERIODICALS AND VIDEO DISKS	67000	428,274
PURCHASES FOR RESALE	67500	0
INDIRECT COST EXPENSE	67600	0
ADMINISTRATIVE COST POOL ALLOCATION	67700	0
SCHOLARSHIPS AND WAIVERS	68000	70,000
INTEREST ON DEBT	68500	0
PAYMENT ON DEBT PRINCIPAL	69000	0
MANDATORY TRANSFERS OUT	69110	0
MANDATORY TRANSFERS OUT	69120	0
MANDATORY TRANSFERS OUT	69180	0
NONMANDATORY TRANSFERS OUT	69210	0
NONMANDATORY TRANSFERS OUT	69270	0
OTHER EXPENSES	69500	642,852
PRIOR YEAR CORRECTIONS	69600	0
CURRENT EXPENSE CONTINGENCY (BUDGET ONLY)	69900	3,772,745
TOTAL CURRENT EXPENSE		\$28,377,450
CAPITAL OUTLAY		
MINOR EQUIPMENT - LESS THAN \$750	70500	\$974,979
MINOR EQUIPMENT - NON-CAPITALIZED (>= \$750, but < \$5,000)	70600	3,420,235
FURNITURE AND EQUIPMENT	71000	721,871
DATA SOFTWARE	72000	0
LIBRARY BOOKS AND FILMS	73000	0
BUILDINGS AND FIXED EQUIPMENT	75000	0
NON-CAPITALIZED REPAIRS, MAINTENANCE, REMOD AND RENOV.	76000	326,204
LAND	77000	0
OTHER STRUCTURES, LAND IMPROVEMENTS	79000	0
CAPITAL OUTLAY CONTINGENCY (BUDGET ONLY)	79900	0
TOTAL CAPITAL OUTLAY		\$5,443,289
GRAND TOTAL EXPENDITURES		\$141,335,305
FUND BALANCE		
RESERVED FOR ENCUMBRANCES	30100	\$600,000
RESERVED FOR PERFORMANCE BASED INCENTIVE FUNDING (VOC.)	30200	0
RESERVED FOR ACADEMIC IMPROVEMENT TRUST FUNDS	30300	0
RESERVED FOR OTHER REQUIRED PURPOSES	30400	0
RESERVED FOR STAFF AND PROGRAM DEVELOPMENT	30500	0
RESERVED FOR STUDENT ACTIVITY FUNDS	30600	0
RESERVED FOR MATCHING GRANTS	30700	0
FUND BALANCE - BOARD DESIGNATED	30900	3,500,000
FUND BALANCE - COLLEGE - UNALLOCATED	31100	10,161,392
TOTAL ESTIMATED RESERVE AND UNALLOCATED FUND BALANCE		\$14,261,392
AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS	30800	(\$6,976,131)
TOTAL ESTIMATED FUND BALANCE		\$7,285,261

EXHIBIT E

COLLEGE: VALENCIA
SUMMARY OF BUDGETED EXPENDITURES BY FUNCTION
CURRENT FUND-UNRESTRICTED
FISCAL YEAR 2009-2010

FUNCTION	PERSONNEL GLC 500s	CURRENT EXPENSE GLC 600s	CAPITAL OUTLAY GLC 700s	TOTAL
INSTRUCTION	\$55,490,242	\$6,342,334	\$1,439,746	\$63,272,322
RESEARCH	0	0	0	0
PUBLIC SERVICE	0	0	0	0
ACADEMIC SUPPORT:				
STAFF/PROGRAM DEVELOPMENT	1,448,816	583,581	0	2,032,397
ACADEMIC SUPPORT - OTHER	8,928,781	872,696	140,933	9,942,410
STUDENT SUPPORT	12,176,471	334,465	10,933	12,521,869
INSTITUTIONAL SUPPORT	20,562,343	7,507,180	1,387,272	29,456,795
PLANT OPERATION AND MAINTENANCE	8,907,913	8,697,145	2,464,405	20,069,463
STUDENT AID	0	70,000	0	70,000
TRANSFERS, CONTINGENCIES, ETC.	0	3,970,049	0	3,970,049
TOTAL	\$107,514,566	\$28,377,450	\$5,443,289	\$141,335,305

VALENCIA COMMUNITY COLLEGE

**SALARY SCHEDULES
2009-10**

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

RANGE A
MINIMUM \$34,464 MID-POINT \$54,882 MAXIMUM \$75,300

Administrative Manager
Coordinator
Grants Coordinator
Professional Counselor
News Copywriter
Operations Manager
Paralegal
Producer
Specialist
Superintendent

RANGE B
MINIMUM \$39,908 MID-POINT \$62,796 MAXIMUM \$85,684

Assistant Director
Assistant to the Provost
Creative Director
Manager
Scenarios Developer

RANGE C
MINIMUM \$46,211 MID-POINT \$71,857 MAXIMUM \$97,503

Grant Director
Director
Bursar
Planner

RANGE D
MINIMUM \$53,510 MID-POINT \$82,230 MAXIMUM \$110,950

Managing Director
Internal Auditor

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

RANGE E
MINIMUM \$74,657 MID-POINT \$98,365 MAXIMUM \$122,073

Director

RANGE F
MINIMUM \$81,498 MID-POINT \$110,204 MAXIMUM \$138,909

Assistant Chief Information Officer
Assistant Vice President
Assistant Provost
Dean
Dean of Students

RANGE G – EXECUTIVE MANAGEMENT
MINIMUM \$101,582 MID-POINT \$129,824 MAXIMUM \$158,066

Chief Information Officer
Provost
Special Assistant to the President, Strategic Initiatives & Executive Dean,
Economic Development

RANGE H – EXECUTIVE MANAGEMENT
MINIMUM \$117,627 MID-POINT \$148,747 MAXIMUM \$179,866

Executive VP and CLO
Foundation President and CEO
Vice President

**VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

IT SALARY RANGES				
Grade	Position Class	Level I	Level II	Level III
100	Banner DBA	\$65,000 - \$90,000	\$75,000 - \$110,000	N/A
200	IT Manager	N/A	\$45,000 - \$85,000	\$55,000 - \$95,000
300	Network Server Specialist	\$35,000 - \$60,000	\$45,000 - \$85,000	\$55,000 - \$95,000
400	Programmer/Analyst	\$35,000 - \$60,000	\$45,000 - \$85,000	\$55,000 - \$95,000
500	System Administrator	\$65,000 - \$90,000	\$75,000 - \$110,000	N/A
600	Technical Support Specialist	\$35,000 - \$60,000	N/A	N/A
700	Web/Portal Developer	\$35,000 - \$60,000	\$45,000 - \$85,000	\$55,000 - \$95,000

TECHNICAL SALARY RANGES			
Grade	MINIMUM \$43,749	MID-POINT \$57,096	MAXIMUM \$70,443
T-20	Technical Manager Technical Specialist		
Grade	MINIMUM \$50,659	MID-POINT \$65,409	MAXIMUM \$80,159
T-30	Database Administrator Data Warehouse Specialist Technical Coordinator		
Grade	MINIMUM \$58,660	MID-POINT \$74,937	MAXIMUM \$91,213
T-40	Technical Director		

VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN

Notes:

1. These are Non-Tenure earning, annual contract positions.
2. The President is authorized to assign administrative and professional employees a salary between the minimum and the maximum of the appropriate pay range. Individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry level without credit for experience. This is done in conjunction with the Vice President, Human Resources and Diversity.
3. Full-time personnel assigned to the Downtown Center will be paid a supplemental allowance of \$20.00 per pay period, if the college does not pay for parking. Part-time employees assigned to the Downtown Center will be paid a supplemental allowance of 75 cents for each hour worked.
4. An administrative or professional employee performing special assignments outside his/her normal working hours may be paid a salary supplement for the extra duties. The pay rate for such extra duties shall be at a minimum rate of \$7.25 per hour to a maximum rate of \$25.00 per hour. An administrative or professional employee may not receive payment when exceeding his/her normal working hours by more than ten (10) hours per week unless approved by the president or his designate in conjunction with the Vice President, Human Resources and Diversity.
5. Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.
6. For twelve (12) calendar month personnel, the annual salary will be divided into twenty-seven (27) payments. For personnel beginning or terminating during the year, the salary will be prorated based on a 261-day work year from July 1, 2009, through June 30, 2010.

VALENCIA COMMUNITY COLLEGE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN

Notes Continued:

7. Full-time administrative and professional employees on a twelve-month contract who worked one day more than six months during the 2008-2009 fiscal year will receive a 1.89% increase. Employees who worked less than six months with salaries above the minimum of the applicable pay range will not receive an increase. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve a salary increase that exceeds the maximum.
8. An administrative or professional employee who attains an advanced job-related degree from a regionally accredited institution beyond the minimum required for the position is eligible for a salary increase in accordance with policy 6Hx28:08-23 and based upon the recommendation of the supervisor and approval of the President or his designate.
9. Effective July 1, 1991, executive management employees shall accumulate seven (7) days of administrative incentive credit each year; such credit to be prorated for each month worked, with a maximum accrual of thirty-five (35) days. Payment for such credited service will be made at the time of his/her termination from full-time executive management service for any reason other than for cause. Payment will be made in accordance with Policy 6Hx28:07-32.
10. Position Classification and Salaries for employees transitioning from SunGard Higher Education (SGHE) to college employees are being studied during fiscal year 09-10. Salaries were established based on the best information available from SGHE and may be below the minimum represented in this salary schedule while we are in transition.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
FACULTY SALARY PLAN**

MASTER'S DEGREE			MASTER'S DEGREE		
STEP	10 MONTH	12 MONTH	STEP	10 MONTH	12 MONTH
1	42000	50400	16	58050	69660
2	43070	51684	17	59120	70944
3	44140	52968	18	60190	72228
4	45210	54252	19	61260	73512
5	46280	55536	20	62330	74796
6	47350	56820	21	63400	76080
7	48420	58104	22	64470	77364
8	49490	59388	23	65540	78648
9	50560	60672	24	66610	79932
10	51630	61956	25	67680	81216
11	52700	63240	26	68750	82500
12	53770	64524	27	69820	83784
13	54840	65808	28	70890	85068
14	55910	67092	29	71960	86352
15	56980	68376	30	73030	87636

Notes:

1. For twelve (12) month faculty, the annual salary will be distributed in the same manner as other (12) month employees. For personnel beginning or terminating during the year, the salary will be prorated based on 261-days from July 1, 2009, through June 30, 2010. For ten (10) month faculty, the annual salary will be divided into twenty-two (22) or twenty-six (26) equal payments at the election of the faculty member. For ten (10) month faculty beginning or terminating during the year, the salary will be prorated based on 194 days.

VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
FACULTY SALARY PLAN

Notes Continued:

2. Faculty on a supplemental contract who teach less than a normal teaching load for Summer A or B may be paid based on a corresponding percentage of the normal full-time salary if regularly required office and student engagement hours are maintained. Staff and Program Development salaries will not vary from approved salary schedules. Salaries of personnel employed under federal projects may not exceed board-approved salaries. Personnel assigned to the Downtown Center will be paid a supplemental allowance of \$20.00 per pay period if the college does not pay for parking.

3. A new employee may receive up to a maximum of 15 years of credit for relevant prior professional experience as a component of a faculty member's base salary. A year's credit is allowed if an employee was employed for more than one-half the duty days in an academic year as a full-time employee. Minor fractions of a year cannot be added to obtain experience credit on the salary schedule. New employees will be placed on the salary schedule as follows:

Years of Experience	Step
Less than 1	1
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9
9	10
10	11
11	12
12	13
13	14
14	15
15	16

**VALENCIA COMMUNITY COLLEGE
2009- 2010 ACADEMIC YEAR
FACULTY SALARY PLAN**

Notes Continued:

4. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, shall have the authority to accept, for salary purposes in lieu of educational experience, an individual's full-time employment that is deemed appropriately related to the individual's assignment. Placement on the salary schedule may be made at a level other than as described when deemed necessary by the President and in conjunction with the Vice President, Human Resources and Diversity. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to approve a salary supplement for faculty members who are performing additional duties. As an exception to the provisions of this paragraph, individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry-level salary without credit for experience.

5. Education component: The Faculty Compensation Plan salary amount shown in steps 0 – 30 are based on a Master's degree. The following amounts will be added to or subtracted from (reflected in parenthesis) an employee's 10 - month base salary according to degree level at the time of employment:

Associate's	(4,900)	Bachelor's	(3,500)	Master's +30	3,500	Doctorate	7,000
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6. Professional development: Faculty members who meet the requirements outlined in the Faculty Compensation Plan Professional Development Component Plan will be eligible for one payment level described below upon approval by the President or his designee.

Level I	750	Level II	1,500
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7. Institutional effectiveness: Payments under this component of the Faculty Compensation Plan will be based on established criteria and paid upon the approval of the President or his designee.

8. Board approved salary increases will not be processed for personnel employed under federal/state grants unless money for these increases have been budgeted in the grants.

VALENCIA COMMUNITY COLLEGE
2009- 2010 ACADEMIC YEAR
FACULTY SALARY PLAN

Notes Continued:

9. Individuals returning to the college within two (2) years of separation will be placed on the salary schedule at a step with a salary that is closest, but not lower than their salary when they terminated employment. Individuals returning to the college after two (2) years of separation will be credited with relevant prior professional experience in accordance with paragraph four (4) above of the Faculty Compensation Plan.
10. Full-time Non-Tenure earning instructional employees will be paid in accordance with the Salary Schedule for Full-Time Non-Tenure earning Faculty.
11. A faculty member performing extra, non-teaching duties outside his/her normal working hours may be paid a salary supplement for the additional duties. The pay rate for such extra duties shall be at a minimum rate of \$7.25 per hour to a maximum of \$25.00 per hour. For additional teaching duties see the credit overload and/or continuing education schedules. A faculty member may not receive payment for hours worked which exceed his/her normal working hours by more than ten (10) hours per week unless approved by the President or his designate and in conjunction with the Vice President, Human Resources and Diversity.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
SALARY SCHEDULE FOR FULL-TIME NON-TENURE EARNING FACULTY**

DEGREE	FALL	SPRING	SUMMER TERM A	SUMMER TERM B	SUMMER FULL TERM
BACHELOR'S	15,004	15,004	6,001	6,001	12,002
MASTER'S	17,155	17,155	6,863	6,863	13,726
MASTER'S +30	18,480	18,480	7,392	7,392	14,784
DOCTORATE	19,915	19,915	7,967	7,967	15,934

Note:

Full-time Non-Tenure earning faculty will be paid a flat rate that does not correlate to the regular faculty salary schedule. The compensation, listed above, is based on a full teaching load and the associated office and student engagement hours. For personnel beginning or terminating during the session, the salary will be prorated based on a ratio of the number of actual days worked and the number of work days in the academic session.

VALENCIA COMMUNITY COLLEGE

2009-2010 ACADEMIC YEAR

CREDIT COURSES TAUGHT BY FULL-TIME FACULTY, NON-FACULTY FULL-TIME STAFF WHO HAVE FEWER THAN 60 FACULTY DEVELOPMENT HOURS AND ADJUNCT FACULTY.

	1 CONTACT HOUR COURSE		3 CONTACT HOUR COURSE		4 CONTACT HOUR COURSE		5 CONTACT HOUR COURSE		6 CONTACT HOUR COURSE	
EARNED DOCTORATE	\$610.00	(\$916.00)	\$1,830.00	(\$2,748.00)	\$2,440.00	(\$3,664.00)	\$3,050.00	(\$4,580.00)	\$3,660.00	(\$5,496.00)
MASTER'S DEGREE	\$557.00	(\$837.00)	\$1,671.00	(\$2,511.00)	\$2,228.00	(\$3,348.00)	\$2,785.00	(\$4,185.00)	\$3,342.00	(\$5,022.00)
BACHELOR'S DEGREE	\$510.00	(\$766.00)	\$1,530.00	(\$2,298.00)	\$2,040.00	(\$3,064.00)	\$2,550.00	(\$3,830.00)	\$3,060.00	(\$4,596.00)

CREDIT COURSES TAUGHT BY NON-FACULTY FULL-TIME STAFF AND FULL-TIME NON-TENURE EARNING FACULTY WHO HAVE 60 OR MORE FACULTY DEVELOPMENT HOURS AND ASSOCIATE FACULTY.

	1 CONTACT HOUR COURSE		3 CONTACT HOUR COURSE		4 CONTACT HOUR COURSE		5 CONTACT HOUR COURSE		6 CONTACT HOUR COURSE	
EARNED DOCTORATE	\$646.00	(\$969.00)	\$1,938.00	(\$2,907.00)	\$2,584.00	(\$3,876.00)	\$3,230.00	(\$4,845.00)	\$3,876.00	(\$5,814.00)
MASTER'S DEGREE	\$593.00	(\$889.00)	\$1,779.00	(\$2,667.00)	\$2,372.00	(\$3,556.00)	\$2,965.00	(\$4,445.00)	\$3,558.00	(\$5,334.00)
BACHELOR'S DEGREE	\$546.00	(\$819.00)	\$1,638.00	(\$2,457.00)	\$2,184.00	(\$3,276.00)	\$2,730.00	(\$4,095.00)	\$3,276.00	(\$4,914.00)

CREDIT COURSES TAUGHT BY SENIOR TEACHING FELLOWS

	1 CONTACT HOUR COURSE		3 CONTACT HOUR COURSE		4 CONTACT HOUR COURSE		5 CONTACT HOUR COURSE		6 CONTACT HOUR COURSE	
EARNED DOCTORATE	\$991.00	(\$1,488.00)	\$2,973.00	(\$4,464.00)	\$3,964.00	(\$5,952.00)	\$4,955.00	(\$7,440.00)	\$5,946.00	(\$8,928.00)
MASTER'S DEGREE	\$936.00	(\$1,405.00)	\$2,808.00	(\$4,215.00)	\$3,744.00	(\$5,620.00)	\$4,680.00	(\$7,025.00)	\$5,616.00	(\$8,430.00)
BACHELOR'S DEGREE	\$891.00	(\$1,336.00)	\$2,673.00	(\$4,008.00)	\$3,564.00	(\$5,344.00)	\$4,455.00	(\$6,680.00)	\$5,346.00	(\$8,016.00)

Note: Amounts in parenthesis are for off-campus dual enrollment credit classes.

VALENCIA COMMUNITY COLLEGE

2009-2010 ACADEMIC YEAR

HOURLY RATES OF PAY FOR SPECIALIZED SERVICES

HEALTH AND PUBLIC SERVICE:

Associate's Degree	\$21.83 PER HOUR	\$23.14 PER HOUR	(\$33.91) PER HOUR
Bachelor's Degree	\$23.82 PER HOUR	\$25.47 PER HOUR	(\$37.50) PER HOUR
Master's Degree	\$25.54 PER HOUR	\$27.16 PER HOUR	(\$40.74) PER HOUR
Earned Doctorate	\$28.84 PER HOUR	\$30.51 PER HOUR	(\$46.61) PER HOUR

APPLIED PRIVATE MUSIC

\$35.66 PER HOUR

PHYSICIANS, DENTISTS AND CRIMINAL JUSTICE

\$66.23 PER CLOCK HOUR MAXIMUM

VALENCIA ENTERPRISE

UP TO \$100 PER CLASSROOM CLOCK HOUR

(Fee includes development, preparation, coordination and instruction)

Notes:

1. A maximum of six (6) one-hour private lessons may be included within the normal fifteen (15) hour workload. Additional private lessons to students may be taught on an overload basis (over and above the required thirty-five [35] hours per week) with the approval of the Dean.
2. Where other specialized services are necessary and/or where contracts at different rates of pay are necessary, the President or his designate, in conjunction with the Vice President, Human Resources and Diversity may approve these. This would include services of temporary part-time professional and career personnel involved in the instructional process or program development, and contracting with career service employees for services that are not under the Career Service Salary Plan.
3. A part-time employee assigned to the Downtown Center will be paid a supplemental allowance of 75 cents for each hour worked if the college does not pay for parking.
4. Part-time employees are hired by the session or on an hourly basis. A part-time instructional employee teaching credit classes will not be hired in excess of one session at a time unless specifically approved by the President or his designate and in conjunction with the Vice President, Human Resources and Diversity.
5. The bolded amount represents the Associate Faculty rates. Amount in parenthesis represents Senior Teaching Fellows' rates.

Valencia Community College Deaf/Hard of Hearing Service Provider Pay Scale
Effective January 2, 2007

Credentials	With C-Print	Base Rate per hr	AA or 5 yrs exp	BA or 10 yrs exp	MA or 15 yrs exp	PhD
NIC Master	\$ 36.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
NIC Advanced	\$ 34.00	\$ 33.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
NIC	\$ 33.00	\$ 32.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
CI & CT	\$ 33.00	\$ 32.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
CI or CT	\$ 31.00	\$ 30.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
QA 3	\$ 24.00	\$ 23.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50
QA 2/EIE 2	\$ 22.00	\$ 21.00	base + \$.25	base + \$.75	base + \$1	base + \$1.50

Speech to Text Only	Base Rate per hr	5 yrs exp
C-print only	\$ 18.00	\$ 22.00
SR only	\$ 16.00	\$ 17.00

Key:	NIC	National Interpreter Certification
	CI	Certificate of Interpreting (National)
	CT	Certificate of Transliterating (National)
	QA	Quality Assurance Certificate (FL)
	EIE	Educational Interpreter Evaluation
	SR	Speech Recognition

VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
***SUBSTITUTE TEACHING SALARY SCHEDULE**

Earned Doctorate	\$23.48 per hour
Master's Degree	\$20.23 per hour
Bachelor's Degree	\$17.70 per hour
Associate's Degree	\$13.71 per hour

Note: Full-time faculty, when teaching day or evening classes for other instructors who are absent from campus on sick leave, personal leave or professional leave without pay, will be paid in accordance with policy 6Hx28:08-17.

*The rate for dual enrollment substitute teaching is 1.5 times the standard substitute teaching salary schedule rate.

INTERNSHIP PROGRAM

The rate of pay for supervising a student intern is \$100.00 per student.

INDEPENDENT STUDY COURSES

The rate of pay for independent study courses is \$25.00 per student credit hour.

STUDENT ORIENTATION/MENTORING

The rate of pay for student orientation/mentoring is \$25.00 per student per term.

Note: The instructor will be eligible for pay at the end of the term.

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
FLAT RATES FOR SPECIALIZED SERVICES**

Alternative Delivery Contract Rates	
Quality Matters Review	\$150
Quality Matters Team Chair	\$250
Master Course Shell Leadership	\$500
Course Development	\$1,611
Faculty Development Contract Rates	
Participant	\$500
Workshop Facilitator	\$300
Online Faculty Development Workshop/Course Developer	\$500
Online Faculty Development Course Facilitator (4 weeks)	\$500
Online Faculty Development Course Facilitator (6 weeks)	\$700
Achieving the Dream/Lumina Contract Rates	
LinC Implementation Contract Description	\$800
Academic College-wide LinC Coordinator	\$3,222
Campus LinC Coordinator	\$1,900
College-wide SL Coordinator	\$1,611
Campus SL Coordinator	\$1,611
SPA/Comp-House Coordinator	\$1,611

**VALENCIA COMMUNITY COLLEGE
2009-2010 ACADEMIC YEAR
CAREER SERVICE SALARY PLAN**

<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>
1	\$22,207 - \$28,375	Custodian Groundskeeper	6	\$25,876 - \$36,216	Accounting Clerk Audio Visual Specialist Bookstore Specialist Equipment Mechanic Financial Records Specialist Lead Reprographic Equipment Operator Physical Education Equipment Manager Placement Services Technician Program Support Specialist Records Specialist Staff Assistant II Supplies Assistant Technical Document Specialist Testing Center Specialist Word Processing Specialist, Senior
2	\$22,457 - \$29,795	Irrigation Specialist Lead Custodian Lead Groundskeeper			
3	\$22,707 - \$31,284	Cashier Cashier/Stock Clerk Communications Operator Security Clerk Security Officer	7	\$27,041 - \$38,026	Accounting Clerk II Business Office Specialist Communications Operations Supervisor Database Specialist Library Technician, Senior Office Supervisor I
4	\$23,696 - \$32,849	Delivery Courier Financial Aid Clerk Financial Aid/Scholarship Clerk Maintenance Assistant Reprographic Equipment Operator Shipping/Receiving Clerk Staff Assistant I	8	\$28,257 - \$39,928	Accounting Clerk Senior Accounts Payable Specialist Administrative Assistant Assessment Specialist Equipment Mechanic, Senior Fiscal Assistant Foundation Accounts Assistant Maintenance Technician Staff Assistant III Supplier Specialist Supplies Specialist Technical Support Specialist Training Support Specialist Tutorial Center Coordinator Assistive Technology Specialist
5	\$24,761 - \$34,492	Asst Supervisor Enrollment Services Bookstore Supervisor I Custodial Working Supervisor Delivery Courier, Senior Groundskeeper Working Supervisor Library Assistant Master Security Officer Textbook Assistant Word Processing Specialist	9	\$29,529 - \$41,924	

<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>
		Career Advisor Custodial Assistant Supervisor Instructional Assistant Property Records Specialist P-Card Administrator Advisor Purchasing Agent Security Field Supervisor Word Processing Supervisor			Instructional Support Spec Library Operations Supervisor Master Control Technician Photographer Program/Equipment Specialist Technical Specialist Trades/Maintenance Assistant Supervisor
10	\$30,858 - \$44,021	Accounts Assistant Air Conditioning Technician Classroom Technology Specialist Computer Support Specialist I Executive Assistant Honors Program Assistant Human Resources Specialist International Technical Specialist CJI Technology Support Spec ITS Technical Supervisor ITS Technician Supervisor Library Operations Assistant Library Services Supervisor Library Specialist Office Supervisor III Payroll Specialist Technical Document Spec, Senior	12	\$33,698 - \$48,532	Academic Advisor Accounts Payable Coordinator Admin Tech Support Specialist Assessment Coordinator ATLAS Student Access Coordinator Bookstore Manager (all) Business Office Coordinator Executive Assistant, Senior Financial Aid Specialist Human Resources Specialist, Senior Instructional Technical Supp Spec Library Office Systems Manager Operational Assets Coordinator Performing Arts Center Manager Purchasing Agent, Senior Research Analyst Scholarship Coordinator Security Supervisor Student Services Specialist
11	\$32,247 - \$46,221	Alumni Relations Specialist Budget Specialist Computer Support Specialist II Employee Relations/Diversity Specialist Grants Accounting Specialist Graphic Designer	13	\$35,215 - \$50,958	Compliance Inspector Contractor Liaison Specialist CADD Technician Facilities Specialist ICL Instructional Support Supervisor Graphic Designer, Senior Trades/Maintenance Supervisor Grounds Maintenance Supervisor Custodial Services Supervisor

<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>JOB TITLE</u>
14	\$36,800 - \$53,507	Admissions/Records Coordinator Fiscal Manager ICL Instructional Support Supervisor, Senior Instructional Assistant, Senior Offices Systems Manager Technical Director Theater/Entertainment Technology			
15	\$38,455 - \$56,181	Procurement Operations Manager Computer Labs Manager Courier Services Manager Security Manager			

Notes:

1. New Career Service employees in Grades 1 – 9 will be paid at the minimum salary of the applicable pay grade. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to hire new Career Service employees in Grades 10 and above between the minimum and maximum of the applicable salary range.

2. Individuals returning to the college within two (2) years of separation will be given a salary level commensurate with a promotion, reassignment or reduction in grade appointment as appropriate. After two (2) years of separation, the individual will be paid at the entry level salary of the applicable pay grade. As an exception to the provisions of this paragraph, individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry-level salary without credit for experience.
3. A promotion is an appointment of a Career Service employee to a position in a job classification that has a higher pay grade than his/her current position. An employee being promoted will receive either an increase in salary to the minimum of the new pay grade or a 5% increase in salary, whichever is higher, up to but not exceeding the maximum of the salary range.
4. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve a salary that exceeds this schedule.
5. A reassignment is the appointment of a full-time Career Service employee to a position in a job classification with the same pay grade as his/her current position. An employee who is reassigned will retain his/her current salary.
6. A reduction in grade is an appointment of a full-time Career Service employee to a position in a job classification with a lower pay grade than his/her current position. An employee who is reduced in grade will have his/her salary determined on an individual basis by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
7. A full-time Career Service employee will be paid a night differential in accordance with policy 6Hx28:09-07. The differential will be an additional \$20.00 each pay period and will be paid to employees who regularly work 50% or more of their shift between 5:00 p.m. and 8:00 a.m.

Notes Continued:

8. For twelve calendar month employees, the annual salary will be divided into twenty-seven (27) payments. For personnel beginning or terminating during the year, the salary will be prorated on a 261-day work year from July 1, 2009, through June 30, 2010.
9. Personnel assigned to the Downtown Center will be paid a supplemental allowance of \$20.00 per pay period if the college does not pay for parking.
10. Placement on the Career Service salary schedule may be made at a level other than as described above when deemed necessary by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
11. Board approved salary increases will not be processed for personnel employed under federal/state grants unless money for these increases have been budgeted in the grants.
12. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may authorize overtime or the hiring of part-time or temporary employees as necessary to meet peak workloads or for emergency reasons.
13. OVERTIME: A Career Service employee may not work in excess of ten (10) hours per week beyond forty (40) unless approved by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
14. Employees who worked one day more than six months in the 2008-2009 fiscal year and are within the current salary range will receive a 1.89% increase. Employees who have worked less than six months in the 2008-2009 fiscal year will not receive a raise, unless they are at the minimum of the salary range, in which case they will be placed at the new minimum. No one will be paid less than the minimum of the salary range.

<u>PAY GRADE</u>	<u>HOURLY RATE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>HOURLY RATE</u>	<u>JOB TITLE</u>
S	\$7.25	Student Assistant Student Escort			Staff Assistant I Support Specialist I Testing Assistant
S1	\$7.59	Entertainment Specialist I Laboratory Aide I Learning Assistant I Office Aide I	5	\$11.86	Assistant Tutoring Coordinator Box Office Manager Internet Technology Assistant I Intramurals Supervisor Library Assistant Nautilus Supervisor Support Specialist II Technology Resource Center Assistant Media Processing Specialist
1	\$10.64	Art Department Assistant Custodian Curriculum Assistant Dance Assistant Enrollment Specialist I Film Department Assistant Film Production Driver Groundskeeper Laboratory Aide II Learning Assistant II Nautilus Assistant Office Aide II Photo Laboratory Assistant Recreational Monitor	6	\$12.39	Accounting Clerk Atlas Technical Assistant Audio Visual Specialist Laboratory Assistant II Staff Assistant II Studio Technician Technical Document Specialist Testing Center Specialist
2	\$10.76	Enrollment Specialist II Entertainment Specialist II			
3	\$10.88	Cashier Communications Operator Event Planning Assistant Gallery Assistant Registration Clerk Security Clerk Security Officer	7	\$12.95	Business Office Specialist
			8	\$13.53	Assessment Specialist Software Support Specialist Human Resources Assistant Maintenance Technician Non-Instruct Program Coordinator Staff Assistant III Training Support Specialist Technical Records Specialist
4	\$11.35	Curriculum Assistant, Senior Delivery Courier Laboratory Assistant I Library Support Specialist Reprographic Equipment Operator			

<u>PAY GRADE</u>	<u>HOURLY RATE</u>	<u>JOB TITLE</u>	<u>PAY GRADE</u>	<u>HOURLY RATE</u>	<u>JOB TITLE</u>
9	\$14.14	Career Advisor Dance Performance Production Coord Instructional Assistant ITS Computer Support Technician LT Training Support Technician Performing Arts Center Technician Student Development Advisor	15	\$18.42	Lighting Design Technician Manager
			----	\$11.94	Testing Proctor
			----	\$14.02	Testing Supervisor
			----	\$18.67	Reference Assistant
			----	\$21.36	Counselors
			----	\$21.36	Librarians
10	\$14.78	Classroom Technology Specialist Dance Accompanist Gallery Director Human Resources Specialist Library Specialist Payroll Specialist	A	\$16.51	Coordinator, College Transition Coordinator, Educational Technology Svcs Program Advisor
			C	\$22.13	Director, Employ FL Banner Ctr, H.S.
11	\$15.44	Photographer Graphic Designer			
12	\$16.14	Academic Advisor Assessment Coordinator Financial Aid Specialist Laboratory Technician Performing Arts Center Manager Student Services Specialist			
13	\$16.87	Business Development Coordinator Music Accompanist			
14	\$17.62	Electronics Technician Instructional Assistant, Senior			

Notes:

1. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve an hourly rate that exceeds the Schedule.

VALENCIA COMMUNITY COLLEGE

2009- 2010 FISCAL YEAR

PART-TIME HOURLY SALARY PLAN

2. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to hire part-time employees as necessary. A part-time employee who is performing the equivalent work of a full-time administrative or professional employee will be paid an hourly rate determined by the President or his designate.
3. Part-time employees assigned to the Downtown Center will be paid a supplemental allowance of 75 cents for each hour worked if the college does not pay for parking.
4. Part-time employees will be paid a night shift differential of 25 cents per hour if 50% or more of their shift is between 5:00 p.m. and 8:00 a.m.
5. As part of the instructional process, Part-time Instructional Support employees are generally contracted on a session-by-session basis. The hourly rates for these employees (indicated on previous page) are effective at the beginning of the 2009-2010 academic year.

Instructional Assistants are classified as non-exempt positions and are subject to the provisions of the Fair Labor Standards Act.

VALENCIA COMMUNITY COLLEGE

2009 - 2010 FISCAL YEAR

STUDENT ASSISTANTS AND WORK-STUDY SALARY SCHEDULE

Students working part-time on college funds will be paid according to the rate of pay on the Student Assistants and Work Study Schedule.

The rate of pay for a student employed under these programs is \$7.25 per hour.

VALENCIA ENTERPRISE SALARY SCHEDULES

**VALENCIA ENTERPRISE
2009- 2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN**

PROFESSIONAL VEP1		
MINIMUM \$34,464	MID-POINT \$54,882	MAXIMUM \$75,300

Corporate Account Manager	- Manager Implement/Logistics
Corporate Meeting Services Manager	- International Program Manager
Operations Coordinator	
Operations Manager	
Program Manager	
Technical Course Manager	

PROFESSIONAL VEP2		
MINIMUM \$39,908	MID-POINT \$62,796	MAXIMUM \$85,684

Sales Support Specialist
Systems Support Specialist
Senior Performance Consultant
Assistant Director
Senior Corporate Account Manager

ADMINISTRATIVE VEP3		
MINIMUM \$53,510	MID-POINT \$82,230	MAXIMUM \$110,950

Enterprise Director

EXECUTIVE MANAGEMENT VEP4		
MINIMUM \$101,582	MID-POINT \$129,824	MAXIMUM \$158,066

Chief Operating Officer

Notes:

1. These are Non-Tenure earning positions.
2. The President or his designate is authorized to assign administrative and professional employees a salary between the minimum and the maximum of the appropriate pay range. Individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry level without credit for experience. This is done in conjunction with the Vice President, Human Resources and Diversity.

VALENCIA ENTERPRISE
2009-2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN

Notes Continued:

3. An administrative or professional employee performing special assignments outside his/her normal working hours may be paid a salary supplement for the extra duties. The pay rate for such extra duties shall be at a minimum rate of \$7.25 per hour to a maximum rate of \$25.00 per hour. An administrative or professional employee may not receive payment when exceeding his/her normal working hours by more than ten (10) hours per week unless approved by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
4. Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.
5. For twelve (12) calendar month personnel, the annual salary will be divided into twenty-seven (27) payments. For personnel beginning or terminating during the year, the salary will be prorated based on a 261-day work year from July 1, 2009 through June 30, 2010.
6. Full-time administrative and professional employees on a twelve-month contract who worked one day more than six months during the 2008-2009 fiscal year will receive a 1.89% increase. Employees who worked less than six months with salaries above the minimum of the applicable pay range will not receive an increase. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve a salary increase that exceeds the maximum.
7. An administrative or professional employee who attains an advanced job-related degree from a regionally accredited institution beyond the minimum required for the position is eligible for a salary increase in accordance with policy 6Hx28:08-23 and based upon the recommendation of the supervisor and approval of the President or his designate.

VALENCIA ENTERPRISE
2009- 2010 FISCAL YEAR
ADMINISTRATIVE AND PROFESSIONAL SALARY PLAN

Notes Continued:

8. Effective July 1, 1991, executive management employees shall accumulate seven (7) days of administrative incentive credit each year; such credit to be prorated for each month worked, with a maximum accrual of thirty-five (35) days. Payment for such credited service will be made at the time of his/her termination from full-time executive management service for any reason other than for cause. Payment will be made in accordance with Policy 6Hx28:07-32.
9. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to create, implement and administer performance based compensation programs for administrative and professional employees.

VALENCIA ENTERPRISE

2009- 2010 FISCAL YEAR

CAREER SERVICE SALARY PLAN

PAY GRADE VE1		
MINIMUM \$28,257	MID-POINT \$34,093	MAXIMUM \$39,928

Training Support Specialist

PAY GRADE VE2		
MINIMUM \$29,529	MID-POINT \$35,727	MAXIMUM \$41,924

Client Service Consultant
Corporate Meeting Services Assistant

- Client Service Consultant,
Bilingual

PAY GRADE VE3		
MINIMUM \$30,858	MID-POINT \$37,440	MAXIMUM \$44,021

Account Assistant, VE
Project Coordinator

PAY GRADE VE4		
MINIMUM \$32,247	MID-POINT \$39,234	MAXIMUM \$46,221

Continuing Education Program Coordinator
Implementation Coordinator
Intensive English Program Coordinator
Language Program Coordinator

PAY GRADE VE5		
MINIMUM \$33,698	MID-POINT \$41,115	MAXIMUM \$48,532

Operations Bill/Collect Coordinator

PAY GRADE VE6		
MINIMUM \$35,215	MID-POINT \$43,087	MAXIMUM \$50,958

NO POSITIONS

PAY GRADE VE7		
MINIMUM \$36,800	MID-POINT \$45,154	MAXIMUM \$53,507

Business Office Manager

Notes:

1. New Career Service employees in Grades VE1 and VE2 will be paid at the minimum salary of the applicable pay grade. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to hire new Career Service employees in Grades VE3 and above between the minimum and maximum of the applicable salary range.

VALENCIA ENTERPRISE

2009- 2010 FISCAL YEAR

CAREER SERVICE SALARY PLAN

Notes Continued:

2. Individuals returning to the college within two (2) years of separation will be given a salary level commensurate with a promotion, reassignment or reduction in grade appointment as appropriate. After two (2) years of separation, the individual will be paid at the beginning salary. As an exception to the provisions of this paragraph, individuals returning to the college after having received benefits under the Retirement Incentive Program shall be reemployed at the entry-level salary without credit for experience.
3. A promotion is an appointment of a Career Service employee to a position in a job classification that has a higher pay grade than his/her current position. An employee being promoted will receive either an increase in salary to the minimum of the new pay grade or a 5% increase in salary, whichever is higher, up to but not exceeding the maximum of the salary range.
4. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may approve a salary that exceeds this schedule.
5. A reassignment is the appointment of a full-time Career Service employee to a position in a job classification with the same pay grade as his/her current position. An employee who is reassigned will retain his/her current salary.
6. A reduction in grade is an appointment of a full-time Career Service employee to a position in a job classification with a lower pay grade than his/her current position. An employee who is reduced in grade will have his/her salary determined on an individual basis by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.
7. A full-time Career Service employee will be paid a night differential in accordance with policy 6Hx28:09-07. The differential will be an additional \$20.00 each pay period and will be paid to employees who regularly work 50% or more of their shift between 5:00 p.m. and 8:00 a.m. Part-time employees will be paid a night shift differential of 25 cents per hour if 50% or more of their shift is between 5:00 p.m. and 8:00 a.m.
8. For twelve calendar month employees, the annual salary will be divided into twenty-seven (27) payments. For personnel beginning or terminating during the year, the salary will be prorated on a 261- day work year from July 1, 2009, through June 30, 2010. Personnel assigned to the Downtown Center will be paid a supplemental allowance of \$20.00 per pay period if the college does not pay parking. Placement on the Career Service salary schedule may be made at a level other than as described above when deemed necessary by the President or his designate in conjunction with the Vice President, Human Resources and Diversity. Board approved salary increases will not be processed for personnel employed under federal/state grants unless money for these increases have been budgeted in the grants.

VALENCIA ENTERPRISE
2009- 2010 FISCAL YEAR
CAREER SERVICE SALARY PLAN

Notes Continued:

9. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, may authorize overtime or the hiring of part-time or temporary employees as are necessary to meet peak workloads or for emergency reasons.

OVERTIME -- A Career Service employee may not work in excess of ten (10) hours per week beyond forty (40) unless approved by the President or his designate in conjunction with the Vice President, Human Resources and Diversity.

10. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity, is authorized to hire part-time employees as necessary. A part-time employee who is performing the equivalent work of a full-time administrative or professional employee will be paid an hourly rate determined by the President or his designate.
11. Employees who worked one day more than six months in the 2008-2009 fiscal year will receive a 1.89% increase. Employees who have worked less than six months in the 2008-2009 fiscal year will not receive a raise, unless they are at the minimum of the salary range, in which case they will be placed at the new minimum. No employee will be paid less than the minimum of the salary range.
12. The President or his designate, in conjunction with the Vice President, Human Resources and Diversity is authorized to create, implement and administer performance based compensation programs for career service employees.