

Florida Community College System

2008-09 Chart of Reports

July 1st, 2008

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

JULY, 2008						
Action Req.	Due Date	HCC Contact	OIT Suport	Report Name	Report Description	Division Contact
Yes	8	Barbara Larson		OEF 352*	Twelve Month PECO Capital Outlay Encumbrance Projection and Request for Encumbrance Authorization (monthly per Educational Facilities directions)	Lisa Cook Charlene Waltz
Yes	15	Steve Shields		Local Safety Report	Comprehensive Casualty, Safety, Sanitation, Fire safety standards and Inspection	Lisa Cook/Jack Villagomez
No	18	David Cabeceiras		FAC INV	Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space category, Aggregate Room area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, PECO Sites Report	Linda Wheatcraft-Smith
No	21	Maridru Clark		CRSE MTCH	Course Number Match	Cesar Regazzoni
No	25	Maridru Clark		FETPIP	Data File for FETPIP to match for PBPB, Perkins, Workforce & K-20 Accountability	Joan Roddenberry/Cesar Regazzoni
Yes	29	Maridru Clark		EA-3	Recreation and Leisure Headcount Report/Certification	Joan Roddenberry Cesar Regazzoni
Yes	30	Maridru Clark		GED File	Request GED file from FCCWE	Bill Carman/Joan Roddenberry/Aaron McKinney
Yes	As Req.	David Cabeceiras		OEF 110A	Project Implementation Information	Lisa Cook/John Hamrick
Yes	As Req.	David Cabeceiras		OEF 110B	Certificate of Occupancy	Lisa Cook/John Hamrick
Yes	As Req.	David Cabeceiras		OEF 209	Certificate of Final Inspection	Lisa Cook/John Hamrick
Yes	As Req. Monthly	David Cabeceiras		OEF 442	Public Education Capital Outlay (PECO): Agency Cash Request and Expenditure (Monthly per Educational Facilities directions)	Lisa Cook/Charlene Waltz
* As needed. Three will be new due dates and requirements for college Presidents certification.						

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

AUGUST, 2008						
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
Yes	3	Barbara Larson		AFR	Annual Financial Report	Alisa Golden
No	4	David Cabeceiras	X	IDB	Room/Space Utilization, Faculty Load Distance Learning	Robert Mc Mullen / Gene Kovacs
Yes	5	David Cabeceiras		CIP	Capital Improvement Program	Lisa Cook/Denna Laster
	7	Barbara Larson		Non-PECO Initial Request	Request for Legislative Approval for Non-State Fixed Capital Outlay Projects and Authorization to Extend or Change Certain Projects for Community Colleges- Initial Request	Lisa Cook/Lisa Cook
Yes	7	David Cabeceiras Barbara Larson		OCNF-1	Operating Cost of New Facilities-Initial Request	Lisa Cook
Yes	7	David Cabeceiras		FECGP-1	Facility Enhancement Challenge Grant Program - Initial Request	Lisa Cook
No	8	Karen Griffin		OA2	Student Acceleration	Cesar Regazzoni
No	11	David Cabeceiras		FCPSREN001	Maintenance and Renovation Report (Sum-of-the Digits Report)	Gene Kovacs/Lisa Cook
Yes	11	Jerry Inman	X	PDB	Personnel Data Base Annual Salary and Fringe Submission Load	Robert McMullen/Benita McMillian
Yes	15	Barbara Larson		AFR	Annual Financial Report	Alisa Golden
Yes	18	Liza Stewart Newton Beardsley			2008 Accountability Data Reports - Final Data Review	Judith Thompson/Bill Carman
Yes	19	Maridru Clark		PDB-Cert.	Personnel Data Base Annual Salary and Fringe Benefits (4E) Record Types 6&7 - Certification Forms	Robert McMullen/Benita McMillian
No	22	Maridru Clark		FETPIP	Winter/Spring End-of-Term Enrollment for Continuing Education Follow-up	Cesar Regazzoni
Yes	25	David Cabeceiras	X	FCODB	Facilities Data Base Summer End-of-Term (1E) - Submission Open	Robert McMullen/ Linda Wheatcraft-Smith
Yes	25	Jerry Inman	X	PDB	Personnel Data Base Summer End-of-Term (1E) - Submission Open	Robert McMullen/Benita McMillian
Yes	25	Maridru Clark Jerry Inman David Cabeceiras	X	IDB	Integrated Data Base Summer End of Term (IE) Submission Open	Gene Kovacs/Robert McMullen
Yes	25	Maridru Clark	X	SDB	Student Data Base Summer End-of-Term (1E) - Fall Beginning-of-Term (2B) - Submission Open	Robert McMullen/Cesar Regazzoni
No	27	Maridru Clark Liza Stewart		AA1A, AA1B, AA1C	Annual Enrollment, Pre-Program, Awaiting Limited Access Programs Enrollments, Special Categories, Special Needs, Apprenticeship Enrollments	Joan Roddenberry
Yes	27	Liza Stewart		IPEDS	IPEDS 2007-2008 Registration	Judith Thompson
No	27	Liza Stewart Newton Beardsley		PBPB	Performance Based Program Budgeting Data for Highest Level of College Prep Success	Judith Thompson/Bill Carman
AUGUST, 2008 (continued)						

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
No	27	Liza Stewart Newton Beardsley		PBPB	Performance Based Program Budgeting Data for Measure 1 and 2	Joan Roddenberry/Bill Carman
	27	Maridru Clark			Enrollment File With Completers	Joan Roddenberry/Patti Askins
Yes	28	Adrienne Garcia Barbara Larson			Dr. Phillip Benjamin Matching Program - Expenditure Reports	Alisa Golden

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

					SEPTEMBER, 2008	
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
No	3	Liza Stewart		LRPP	Long Range Program Plan	Chuck Prince
	3	Barbara Larson			Community College Legislative Budget Request	Chuck Prince/Alisa Golden
Yes	15	Barbara Larson			Annual Cost Analysis Report	Alisa Golden/Patti Askins
Yes	15	Jerry Inman	X	PDB	Personnel Data Base Summer End-of-Term (1E) - Records Type 1-5 -Submission Load	Robert McMullen/Benita McMillian
Yes	15	Maridru Clark	X	SDB	Student Data Base Summer End-of-Term (1E) - Fall Beginning-of-Term (2B)-Submission Load	Robert McMullen/Cesar Regazzoni
	15	Maridru Clark Jerry Inman David Cabeceiras		IDB	Integrated Data Base Summer End of Term (1E) Submission Due Date	Gene Kovacs/Robert McMullen
Yes	15	Dave Cabeceiras	X	FCODB	Facilities Data Base Summer End-of-Term (1E) - Submission Load	Robert McMullen/Linda Wheatcraft-Smith
No	16			CO & DS Units Actual Prior Year	Report on Actual CO&DS Instructional Units for Prior Year	Patti Askins/Lisa Cook
Yes	17	Adrienne Garcia Barbara Larson			Dr. Phillip Benjamin Matching Program for Community Colleges - Initial Request for Estimate	Alisa Golden
No	18	Maridru Clark		K-20 Accountability	Enrollment and Completions Adult and Adult Vocational	Joan Roddenberry
Yes	30	Barbara Larson Charlotte Johns			Student Financial Aid Fee Report	Alisa Golden
Yes	30	Barbara Larson Charlotte Johns			Workforce Financial Aid Fee Report	Alisa Golden
Yes	30	Dave Cabeceiras Maridru Clark	X	FCODB-Cert	Facilities Data Base Summer End-of-Term (1E) Certification Form - Submission Close	Robert McMullen/Linda Wheatcraft-Smith
Yes	30	Jerry Inman Maridru Clark	X	PDB-Cert	Personnel Data Base Summer End-of-Term (1E) Certification Form - Submission Close	Robert McMullen/Benita McMillian
Yes	30	Maridru Clark	X	SDB-Cert	Student Data Base Summer End-of-Term (1E) Certification Form - Submission Close Student Data Base Fall End-of-Term (2B) Certification Form - Submission Close	Robert McMullen/Cesar Regazzoni
Yes	30	Maridru Clark Jerry Inman David Cabeceiras	X	IDB	Integrated Database-Summer End of Term (IE) Certification Form	Gene Kovacs/Robert McMullen
Yes	30	Maridru Clark		CC Directory-Cert	Community College Directory Certification Form	Debbie Fitzpatrick

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

OCTOBER, 2008						
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
No	1	Newton Beardsley		IPEDS-1C	Institutional Characteristics of Colleges and Universities - fall Collection	Judith Thompson/Bill Carman
Yes	1	Kathy Cecil	X	PBPB - Excess Hours	Certification Excess Hours Due	Bill Carman/Judith Thompson
No	3	Maridru Clark			Degrees Awarded in Engineering & Related Technologies	Robert McMullen/Linda Wheatcraft-Smith
Yes	6	Jerry Inman	X	APR	Annual Personnel Reports - Submission Open	Robert McMullen/Benita McMillian
Yes	6	Charlotte Johns Maridru Clark	X	Annual SDB	Annual Financial Aid Record Type 8 Submission Open	Robert McMullen/Cesar Regazzoni
No	7	Liza Stewart Newton Beardsley		IPEDS-C	Completions - Fall Collection (Web-Based)	Judith Thompson/Cesar Regazzoni
	7	Liza Stewart Newton Beardsley		IPEDS-E12	12 Month Enrollment - Fall Collection	Judith Thompson/Cesar Regazzoni
Yes	8	Maridru Clark		NRS	NRS Submission Close	Debbie Fitzpatrick
	10	Barbara Larson Ken Ray		ASE	Report of Actual Services and Expenditures to Support Students with Disabilities	Amy Albee/ Craig Winger
	15	Vonda Melchior Barbara Larson		MBR	Minority Business Report	Alisa Golden
No	17	David Cabeceiras	X	FAC INV	Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category, Aggregate Room Area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, PECO Sites Report	Linda Wheatcraft-Smith
No	17	Maridru Clark		CRSE MTCH	Course Number Match	Cesar Regazzoni
Yes	20	Barbara Larson Franklin Babcock	X		Intercollegiate Athletic Financial Report	Maybelle Montford
	20	Charlotte Johns Maridru Clark	X	SDB	Annual Financial Aid Record Type 8 Submission Load	Robert McMullen/Cesar Regazzoni
Yes	20	Jerry Inman	X	APR	Annual Personnel Report- Submission Load	Robert McMullen/Benita McMillian
Yes	28	Maridru Clark		AA-2C,AA-2L	Placement and Follow-Up(Completers/Leavers)	Joan Roddenberry/Bill Carman
College Review ARM SDB	29	Newton Beardsley Paul Nagy	X	FTE-1	(FTE-1) Enrollment Estimates for 2007-2008 Submission Forms	Robert McMullen
	As Req.			USDOE OPE	Crime Statistics (Web-Based)	Judith Thompson

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

						NOVEMBER, 2008
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
Yes	4	Maridru Clark Jerry Inman	X	APR-Cert	Annual Personnel Report Certification Form - Submission Close	Robert McMullen/Benita McMillian
Yes	4	Maridru Clark Charlotte Johns	X	SDB	Annual Financial Aid Record Type 8 Certification Form Submission Close	McMullen/Regazzoni
No	7	Ginger Clark		PERKINS	Carl Perkins Funding Request	Cesar Regazzoni
Yes	10	Jerry Inman	X	APR-2.	Salaries of Selected Positions	Bill Carman
No	13	Maridru Clark		NRS	Adult Performance Measures	Joan Roddenberry/Gene Kovacs
Yes	14	Ken Ray		ALA Report	Students with Disabilities Report	Brian Walsh/Bill Carman
Yes	17	Newton Beardsley	X	GRS	Exceptions Data for Graduate Rate Survey	Judith Thompson/Bill Carman
No	20	Ginger Clark Maridru Clark		PERKINS IV	Carl Perkins Vocational Performance Measures	Joan Roddenberry/Gene Kovacs

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

					DECEMBER, 2008	
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
No	1	Maridru Clark		GED LCP File	Request GED file from DWE	Joan Roddenberry/Arron McKinney
No	18	Maridru Clark		Voc Prog Inv	Vocational Program Inventory File	Joan Roddenberry
No	19	Liza Stewart Maridru Clark		SDB-EQ	SDB Community Colleges Equity Indicators Student Participation Enrollment and Completions	Cesar Regazzoni/Robert McMullen
No	19	Jerry Inman		APR-EQ	APR Historical Report of Personnel Data for the Equity Report	Gene Kovacs/Robert McMullen
Yes	22	Carol Alford		EQ	Equity Program Analysis	Nancy Copa

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

					JANUARY, 2009	
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
Yes	5	Dave Cabeceiras	X	FCODB	Facilities Data Base Fall End-of-Term (2E)- Submission Open	Linda Wheatcraft-Smith/Robert McMullen
Yes	5	Jerry Inman	X	PDB	Personnel Data Base Fall End-of-Term (2E) Submission Open	Robert McMullen/Benita McMillian
Yes	5	Maridru Clark	X	SDB	Student Data Base Fall End-of-Term (2E) Winter/Spring Beginning-of-Term (3B) Submission Open	Robert McMullen/Cesar Regazzoni
	5	?		IDB	Integrated Data Base Fall End-of-Term (2E) Submission Open	Gene Kovacs/Robert McMullen
Yes	13	Newton Beardsley Jerry Inman		IPEDS-HR	Winter Collection -Human Resource Enrollment	Judith Thompson
Yes	14	David Cabeceiras	?	Plant Safety Report	Physical Plant Safety Report for Postsecondary Education	Lisa Cook/Dwight Hyle
No	14	Barbara Larson		PBB	Performance Based Budgeting Funding Report	Patti Askins
Yes	15	Vonda Melchior Barbara Larson		MBR	Minority Business Report	Alisa Golden
Yes	20	Newton Beardsley		GRS	Grad Rate Survey Certification	Judith Thompson
?	26	Maridru Clark		MOA	Method of Administration State Level Review of Vocational Ed Programs (20 or more enrollments)	Dr Adeola Fayeni/Lynda Southwell/Craig Winger
	28	Kathy Cecil Jerry Inman Barbara DeVries		SSN	Report for identities of commercial enteritis having requested social security numbers during the preceding calendar year (along with the specific, legitimate purposes for the data)	Nancy Copa/Sara Harmon
	31	?			High School Feedback Report	Shuti Graf/Heather Sherry

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

FEBRUARY, 2009						
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
Yes	2	David Cabeceiras	X	FCODB	Facilities Data Base - Fall End-of-Term (2E) Submission Load	Robert McMullen/Linda Wheatcraft-Smith
Yes	2	Jerry Inman	X	PDB	Personnel Data Base Fall End-of-Term (2E) Record Types 1-5 - Submission Load	Robert McMullen/Benita McMillian
Yes	2	Maridru Clark	X	SDB	Student Data Base Fall End-of-Term (2E) Winter/Spring Beginning-of-Term (3B) Submission Load	Robert McMullen/ Cesar Regazzoni
	2	Maridru Clark Jerry Inman David Cabeceiras		IDB	Integrated Data Base Fall End-of-Term (2E) Submission Due Date	Robert McMullen/Gene Kovacs
Yes	9	Barbara Larson Adrienne Garcia			Dr. Philip Benjamin Matching Program for Community Colleges - Final Certification	Alisa Golden
Yes	10	Barbara Larson Adrienne Garcia	?	FECGP-1	Facility Enhancement Challenge Grant Program-Final Request	Lisa Cook
Yes	10	Barbara Larson David Cabeceiras		Non-PECO Final Request	Request for Legislative Approval for Non-State Fixed Capital Outlay Projects and Authorization to Extend or Change Certain Projects for Community Colleges-Final Request	Lisa Cook
Yes	10	Barbara Larson David Cabeceiras		OCNF-1	Operating Cost of New Facilities - Final Request	Lisa Cook
Yes	13	Kathy Cecil	X	Antic. AA Grads	Anticipated AA Grad File	Judith Thompson/ Katie Decoteau
Yes	18	Liza Stewart	X	FTE-2	(FTE-2) Estimates for 2008-2009 Submission Form	Robert McMullen
No	25	Liza Stewart		The Fact Book	Report for the Florida Community College System	Brian Walsh
<p>The Articulation Report website is http://www.fldoe.org/cctcmis/pubs/articulation/artic_main.asp</p> <p>The Fact Book website is http://www.fldoe.org/arm/cctcmis/pubs/factbook/factbook_main.asp</p>						

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

						MARCH, 2009
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
No	1*	Karen Griffin		PERFCPT	Performance on Common Placement Test	Heather Sherry/Shruti Graf
No	2	Karen Griffin		Articulation Report	Report for the Florida Community College System	Brian Walsh
No	2	Liza Stewart		System Effectiveness Measures	Various effectiveness measures Req. by the Governor's Office, House and Senate	Nancy Copa
	3	Maridru Clark		CC Directory-Cert	Community College Directory Certification Form	Debbie Fitzpatrick
	3	Maridru Clark	X	FCODB-Cert	Facilities Fall End-of-Term (2E) Certification Forms - Submission Close	Robert McMullen/Linda Wheatcraft-Smith
	3	Maridru Clark	X	PDB-Cert	Personnel Data Base Fall end-or-Term (2E) Certification Form - Submission Close	Robert McMullen/Benita McMillian
Yes	3	Maridru Clark	X	SDB-Cert	Student Data Base Fall End-of-Term (2E) 'Certification Form - Submission Close Student Data 'Base Winter/Spring Beginning-of-Term (3B) Certification Form - Submission Close	Robert McMullen/Cesar Regazzoni
	3	Maridru Clark Jerry Inman David Cabeceiras		IDB-Cert	Integrated Data Base Fall End-of-Term (2E)	Robert McMullen/Gene Kovacs
	4	Karen Griffin		NCES Library	Libraries Survey Web Based Collection (Odd Years Only)	Judith Thompson
No	13	Maridru Clark		FETPIP	Florida Education & Training Placement Information Program (Completers & Leavers)	Robert McMullen/Cesar Regazzoni
No	13	Maridru Clark		CRSE MTCH	Course Number Match Report	Cesar Regazzoni
	13	Maridru Clark			Enrollment in Engineering and Related Technologies	Robert McMullen/Linda Wheatcraft-Smith
Yes	17	Barbara Larson		OEF 564	Report on Cost of Construction (Annual Summary Report from prior year)	Lisa Cook/Charlene Waltz
	17	Newton Beardsley		IPEDS-F1	Finance Survey - Spring Collection (Web Based)	Sophia Gaines/Judith Thompson
	19	Maridru Clark		VOC PROG INV	Vocational Program Inventory File	Joan Roddenberry
No	20	Maridru Clark		FETPIP	Summer/Fall End of Term and Winter/Spring Beginning of Term Enrollment for Continuing Education Follow-up	Cesar Regazzoni
No	20	David Cabeceiras	?	FAC INV	Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category. Aggregate Room Area by Site and Facility Room. Area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, PECO Sites Report	Linda Wheatcraft-Smith
Yes	31	Barbara Larson Adrienne Garcia		DSO	Direct Support Organizations (DSO's) - Audit and Audit Checklist	Alisa Golden

* **PERFCPT** (Performance on Common Placement Test) report due date is approximate

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

					APRIL, 2009	
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
Yes	7	Newton Beardsley Charlotte Johns		IPEDS-SFAID	STUDENT Financial Aid Survey - Spring Collection	Judith Thompson/Bill Carman
Yes	7	Newton Beardsley		IPEDS-EF2	Fall Enrollment Survey-Spring Collection	Cesar Regazzoni/Judith Thompson
No	7	Newton Beardsley		IPEDS-GRS-2	Graduation Rate Survey - Spring Collection	Judith Thompson
No	8	Barbara Larson		CO & DS Units Estimated Final	Report on Estimated Actual CO & DS Instructional Units for Current Year	Patti Askins/Lisa Cook
Yes	15	Vonda Melchior Barbara Larson		MBR	Minority Business Report	Alisa Golden
No	16	Maridru Clark			2009-2010 CIP File	Christine Allen/Joan Roddenberry
	25	Barbara Larson		CC PERF REPT	Community College Performance Report	Patti Askins
Yes	27	Dave Cabeceiras	X	FCODB	Facilities Data Base Winter/Spring End-of-Term (3E) Submission Open	Robert McMullen/Linda Wheatcraft- Smith
Yes	27	Jerry Inman	X	PDB	Personnel Data Base Winter/Spring End-of-Term (3E) Submission Open	Robert McMullen/Benita McMullen
Yes	27	Maridru Clark	X	SDB	Student Data Base Winter/Spring End-of-Term (3E) Submission Open	Robert McMullen/Cesar Regazzoni
Yes	27	Maridru Clark Jerry Inman David Cabeceiras	X	IDB	Integrated Data Base Winter/Spring End-of-Term (3E) Submission Open	Robert McMullen/Gene Kovacs
Yes	30	Maridru Clark Craig Johnson			Concurrent and Joint-use Report	Nancy Copa
Yes	30	Carol Alford	X	EQ	Annual Equity Act Update Draft (Including the Annual Employment Accountability Plans)	Dr Adeola Fayenni/Craig Winger

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

MAY, 2009						
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
No	12	Barbara Larson		CO&DS Units Projected	Report on Projected CO&DS Instructional Units for Next Year	Patti Askins//Lisa Cook
Yes	13	Kathy Cecil Maridru Clark	X		2005-2006 CLAST College Preparatory Information Accountability Report Measure # 5	Judith Thompson/Robert McMullen
	15	?		SREB	Southern Regional Education Board Data Report	Nancy Copa/Judith Thompson
	18	Dave Cabeceiras	X	FCODB	Facilities Data Base Winter/Spring End-of-Term 3E Submission Load	Robert McMullen/Linda Wheatcraft-Smith
	18	Jerry Inman	X	PDB	Personnel Data Base Winter/Spring End of Term (3E) report Types 1-5 Submission Load	Robert McMullen/Benita McMillian
	18	Maridru Clark	X	SDB	Student Data Base Winter/Spring End of Term (3E) Submission Load	Robert McMullen/Cesar Regazzoni
	18	Maridru Clark Jerry Inman David Cabeceiras	X	IDB	Integrated Data Base Winter/Spring End of Term (3E) Submission Load	Robert McMullen/Gene Kovacs
	18	Maridru Clark		GED LCP File	Request GED file from DWE	Joan Roddenberry/Arron McKinney

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

JUNE, 2009						
Action Req.	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
Yes	11	Karen Griffin		PRA-2R	Report of Level II Meeting (AA Programs) (Level II is pending review)	Joan Roddenberry
Yes	16	Maridru Clark Jerry Inman David Cabeceiras	X	FCODB Certificate	Facilities Data Base Winter/Spring End-of-Term (3E) Certification Form Submission Close	Robert McMullen/Linda Wheatcraft-Smith
Yes	16	Maridru Clark Jerry Inman	X	PDB Certificate	Personnel Data Base Winter/Spring End-of-Term (3E) Certification Form - Submission Close	Robert McMullen/Benita McMillian
Yes	16	Maridru Clark	X	SDB Certificate	Student Data Base Winter/Spring End-of-Term (3E) Certification Form - Submission Close	Robert McMullen/Cesar Regazzoni
Yes	16	Maridru Clark		CC Directory-Cert	Community College Directory Certification Form	Debbie Fitzpatrick
Yes	16	Maridru Clark Jerry Inman David Cabeceiras	X	IDB-Cert	Integrated Data Base Winter/Spring End of Term (3E) Certification form	Robert McMullen/Gene Kovacs
Yes	22	Newton Beardsley		FEP	FTE Enrollment Plan and Capital Outlay FTE Projections	Robert McMullen
Yes	25	Ginger Clark		PRV-2R	Report of Completed Level II Vocational Program review Level II is pending review)	Joan Roddenberry/Pat Windham
	29	Carol Alford		EQ	Annual Equity Act Update (Report)	Dr Adeola Fayenni/Craig Winger
Yes	30	Barbara Larson		OB	College Operating Budget	Alisa Golden
Yes	As Req.	Martha K Koehler		OEF 216	Request to Amend Resolution for Issuance of State Board of Education Capital Outlay Bonds (COBIA) (To change authorized projects)	Lisa Cook/Charlene Waltz
	As Req.	Martha K Koehler		SCOA-1	Local Resolution Requesting Issuance of State Board of Education Capital Outlay Bonds (CO & DS)(COBI)	Lisa Cook/Charlene Waltz
Yes	As Req.	Barbara Larson David Cabeceiras		OEF 217	Request to State Board of Education for Approval of Order of Priorities for Expenditures of State Capital Outlay Funds (PAL)	Lisa Cook/Dwight Hyle
Yes	As Req.	David Cabeceiras			Educational Plant Survey (Survey process every five years)	Lisa Cook/Denna Laster

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

JULY, 2009						
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	6	Jerry Inman	X	PDB	Personnel Data Base Annual Salary and Fringe benefits (4E) Record Types 6 & 7 - Submission Open	Robert McMullen/Benita McMillian
Yes	7	Barbara Larson		OEF 352	Twelve Month PECO Capital Outlay Encumbrance Projection and Request for Encumbrance Authorization (by 5th of each month)	Lisa Cook/Charlene Waltz
	14	Steve Shields		Local Safety Report	Comprehensive Casualty, Safety, Sanitation, Fire safety Standards and Inspection	Lisa Cook/Jack Villagomez
No	17	David Cabeceiras	X	FAC INV	Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category, Aggregate Room and Room Area Comparison, PECO Sites Report Difference, Facility and Room Area Difference, Facility Area by Site and Facility, Room Area	Linda Wheatcraft-Smith
	24	Maridru Clark		EA-3	Recreation and Leisure Headcount Report/Certification	Joan Roddenberry/Cesar Regazzoni
	30	Maridru Clark		GED File	Request GED file from DWE	Joan Roddenberry
No	31	Maridru Clark		CRSE MTCH	Course Number Match	Cesar Regazzoni
No	31	Maridru Clark		FETPIP	Data File for FETPIP to match for PBPB, Perkins and Workforce & K-20 Accountability	Joan Roddenberry/Cesar Regazzoni
Yes	As Req.	David Cabeceiras		OEF 110A	Project Implementation Information	Lisa Cook/Jon Hamrick
Yes	As Req.	David Cabeceiras		OEF 110B	Certificate of Occupancy	Lisa Cook/Jon Hamrick
Yes	As Req.	David Cabeceiras		OEF 209	Certificate of Final Inspection	Lisa Cook/Jon Hamrick
Yes	As Req. Mthly	Barbara Larson		OEF 442	Public Education Capital Outlay (PECO): Agency Cash Request and Expenditure (Monthly per EF directions)	Lisa Cook/Charlene Waltz

FLORIDA COMMUNITY COLLEGE SYSTEM - CHART OF REPORTS - 2008-2009

AUGUST, 2009

Action	Due Date	HCC Contact	OIT Support	Report Name	Report Description	Division Contact
	3	Vonda Melchior Barbara Larson		MBR	Minority Business Report	Alisa Golden
	3	David Cabeceiras		CIP	Capital Improvement Program	Lisa Cook
	7	Barbara Larson		Non-PECO Initial Request	Request for Legislative Approval for Non-State Fixed Capital Outlay Projects and Authorization to Extend or Change certain Projects for Community College - Initial Request	Lisa Cook
No	7	David Cabeceiras		FCPSREN001	Maintenance and Renovation Report (Sum-of-the Digits Report)	Linda Wheatcraft-Smith/Lisa Cook
No	10	Karen Griffin	X	OA2	Student Acceleration	Cesar Regazzoni
No	10	David Cabeceiras		IDB	Room/Space Utilization, Faculty Load Distance Learning	Robert McMullen/Gene Kovacs
Yes	10	Barbara Larson David Cabeceiras		OCNF-1	Operating Cost of New Facilities-Initial Request	Lisa Cook
	10	David Cabeceiras		FECGP-1	Facility Enhancement Challenge Grant Program- Initial Request	Lisa Cook
Yes	10	Jerry Inman	X	PDB	Personnel Data Base Annual Salary and Fringe Benefits (4E) Record Types 6 & 7 - Submission Load generated from data submission)	Robert McMullen/Gene Kovacs
Yes	17	Liza Stewart			2009 Accountability Data Reports - Final Data Review	Judith Thompson/Bill Carman
Yes	17	Barbara Larson		AFR	Annual Financial Report	Everett Condry
Yes	18	Jerry Inman	X	PDB-Cert.	Personnel Data Base Annual Salary and Fringe	Robert McMullen/Benita McMillian
No	26	Liza Stewart Maridru Clark	X	PBPB	Performance Based Program Budgeting Data for Highest Level of College Preparatory Success	Judith Thompson/Robert McMullen
No	27	Liza Stewart Maridru Clark		AA1A, AA1B, AA1C	Annual Enrollment, Pre-Program, Awaiting Limited Benefits (4E) Record Types 6 & 7 - Certification Form Submission 'Special Needs, Apprenticeship Enrollments Access Programs Enrollments, Special Categories, Closed	Joan Roddenberry
	28	Maridru Clark		FETPIP	Winter/Spring End-of-Term Enrollment for Continuing Education Follow-up	Cesar Regazzoni
No	28	Maridru Clark			Enrollment File With Completers	Joan Roddenberry/Patti Askins
No	31	Liza Stewart Maridru Clark	X	PBPB	Performance Based Program Budgeting Data for Measure 1 and 2	Joan Roddenberry/Bill Carman
	31	Adrienne Garcia			Dr Phillip Benjamin Matching Program Expenditure Report	Alisa Golden