From: Birgitta Rausch-Montoto [mailto:gmontoto@fiu.edu]
Sent: Wednesday, July 23, 2008 10:28 AM
To: Douglas Wartzok <wartzok@fiu.edu>; Tonja Moore <tonja.moore@fiu.edu>
Subject: Fw: Marco Rubio's assignment

fyi

Gitta Montoto
Chief of Staff - Office of the Provost
Florida International University
Miami, FL 33199
SUNCOM: 441-2151
Tel: 305-348-2151
Fax: 305-348-2994

----- Forwarded by Birgitta Rausch-Montoto/FIU on 07/23/2008 10:26 AM -----

DarMrn@aol.com

07/23/2008 10:16 AM

To berkmanr@fiu.edu
cc
Subject Marco Rubio's assignment

Based on my consultation with Marco Rubio the attach is his assignment for the Fall semester.

Get fantasy football with free live scoring. Sign up for FanHouse Fantasy Football today.

August 24, 2009

Marco Rubio, J.D.
6060 S.W. 13th Street
Miami, FL 33144-5714

Dear Marco,

On behalf of my colleagues, I am pleased to offer you a part-time (.30 FTE), nine month, non-tenure earning faculty position as a Visiting Distinguished Service Professor of The Metropolitan Center at Florida International University effective Friday, September 4, 2009 through May 14, 2010. Your salary for the academic year will be $40,000. It is expected that at least seventy five percent of your salary and fringe benefits will be supported by extramural funding.

As a non-tenure-earning faculty member at the University, your assignment will be in the areas teaching and service. You will participate in team-based teaching of one course each semester (Fall and Spring) in conjunction with Dr. Dario Moreno within the School of International and Public Affairs. You will be responsible for planning and execution of two MetroForum Breakfasts. You will also be required to establish and conduct the inaugural meeting for the Stakeholders' Event Series for the promotion and benefit of the Metropolitan Center of FIU. The Metropolitan Center will be your principal place of employment, although it is possible that you will have assignments at other locations. This appointment will cease on the date indicated and no further notice of cessation of employment is required.

University employees are required to report to any outside activity which might be a conflict of interest with university employment or any outside professional activity for which compensation is received. If you are involved in compensated outside activity, or any other activity which may present a potential conflict of interest, please notify me in advance.

The Immigration Reform and Control Act of 1986, as amended, requires that the University verify your eligibility to work in the United States. Your employment is contingent upon your submitting original documents to verify your identity and your employment eligibility. If you have not completed this verification form within three (3) days of your employment, the University will be required by Federal law to stop your employment. In addition, your employment is contingent upon our receiving an official transcript from the awarding institution of your highest degree and your participation in our direct deposit program.

Please confirm your acceptance of this offer by returning a signed copy of this to my office within the next two weeks.

Your acceptance of this offer shall not be deemed a waiver of the right to process a grievance with respect thereto in compliance with the Board of Trustee-United Faculty of Florida Agreement (BOT-UFF) or a complaint in compliance with the BOT-UFF Process for Neutral, Internal Resolution of Disputes. Upon employment, the BOT-UFF Collective Bargaining Agreement prohibits discrimination against any employee based upon race, color, sex, religious creed, national origin, age, veteran status, disability, political affiliation, marital status, sexual orientation, or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the Board or the university may be presented as grievances pursuant to the Grievance Procedure set forth in the BOT-UFF Collective Bargaining Agreement.

On behalf of The Metropolitan Center, I wish to express our sincere hope that you will accept this offer. Should you have questions about the appointment, please do not hesitate to contact me.

Sincerely,

Dario Moreno, PhD
Director

ACCEPTED_____ DATE_____
Marco Rubio, J.D.

cc: Academic Affairs
College of Arts & Science
School of International & Public Affairs

From: Birgitta Rausch-Montoto
Sent: Thursday, July 14, 2011 9:47 AM
To: Tonja Moore <mooret@fiu.edu>
Subject: Rubio and letter to ethics commission

Who wrote that letter (meaning, who would have a copy of it)? I reminded Isis of it and she asked me for it. It's not in Rubio's file.

Gitta Montoto
Office of the Provost
Florida International University
11200 SW 8 Street, PC 526
Miami, FL 33199
Tel: 305-348-2151
Fax: 305-348-2994

Please be mindful of the environment before printing this e-mail.

From: Ronald Berkman
Sent: Monday, July 7, 2008 9:30 AM
To: Tonja Moore <mooret@fiu.edu>
Subject: Re: rubio letter

lets try for sometime today

----- Original Message -----
From: Tonja Moore
Sent: 07/06/2008 04:30 PM EDT
To: Ronald Berkman; Birgitta Rausch-Montoto
Subject: Fw: rubio letter

Gitta, can you set some time for me to go over this with the Provost? Thanks.
Tonja Moore
Associate Vice President
Academic Affairs
PC 529
11200 SW 8th St
Miami, FL 33199

305-348-2168
mooret@fiu.edu

-----Forwarded by Tonja Moore/FIU on 07/06/2008 04:29PM -----

To: mooret@fiu.edu
From: Kim Cole/FIU
Date: 07/03/2008 09:44AM
cc: darmrn@aol.com
Subject: rubio letter

Tonja,
Dario emailed the Provost who instructed Dario to generate the offer letter for Marco Rubio under Dario's name. Here is a draft version for your review.

Kimberley W. Cole, CPA, MBA, ABD
Deputy Director
The Metropolitan Center
Florida International University
150 SE 2nd Avenue, Suite 500

Miami, FL 33131
Office:(305) 349-1440
Cell: (786) 427-7504
Fax: (305) 577-6338
http://metropolitan.fiu.edu/

From: Kim Cole
Sent: Monday, August 24, 2009 11:09 AM
To: Tonja Moore <mooret@fiu.edu>; Nicol Rae <raen@fiu.edu>; John Stack <stackj@fiu.edu>
Cc: darmrn@aol.com
Subject: Marco Rubio Revised Offer Letter

Please see attached with revisions.

Kim Cole, MBA, CPA, ABD
Deputy Director
The Metropolitan Center at FIU
150 SE 2nd Avenue - Suite 500
Miami, FL 33131
305.349.1440 Fax-305.577.6338
colek@fiu.edu

August 24, 2009

Marco Rubio, J.D.
6060 S.W. 13th Street
Miami, FL 33144-5714

Dear Marco,

On behalf of my colleagues, I am pleased to offer you a part-time (.30 FTE), nine month, non-tenure earning faculty position as a Visiting Distinguished Service Professor of The Metropolitan Center at Florida International University effective Friday, September 4, 2009 through May 14, 2010. Your salary for the academic year will be $40,000. It is expected that at least seventy five percent of your salary and fringe benefits will be supported by extramural funding.

As a non-tenure-earning faculty member at the University, your assignment will be in the areas teaching and service. You will participate in team-based teaching of one course each semester (Fall and Spring) in conjunction with Dr. Dario Moreno within the School of International and Public Affairs. You will be responsible for planning and execution of two MetroForum Breakfasts. You will also be required to establish and conduct the inaugural meeting for the Stakeholders' Event Series for the promotion and benefit of the Metropolitan Center of FIU. The Metropolitan Center will be your principal place of employment, although it is possible that you will have assignments at other locations. This appointment will cease on the date indicated and no further notice of cessation of employment is required.

University employees are required to report to any outside activity which might be a conflict of interest with university employment or any outside professional activity for which compensation is received. If you are involved in compensated outside activity, or any other activity which may present a potential conflict of interest, please notify me in advance.

The Immigration Reform and Control Act of 1986, as amended, requires that the University verify your eligibility to work in the United States. Your employment is contingent upon your submitting original documents to verify your identity and your employment eligibility. If you have not completed this verification form within three (3) days of your employment, the University will be required by Federal law to stop your employment. In addition, your employment is contingent upon our receiving an official transcript from the awarding institution of your highest degree and your participation in our direct deposit program.

Please confirm your acceptance of this offer by returning a signed copy of this to my office within the next two weeks.

Your acceptance of this offer shall not be deemed a waiver of the right to process a grievance with respect thereto in compliance with the Board of Trustee-United Faculty of Florida Agreement (BOT-UFF) or a complaint in compliance with the BOT-UFF Process for Neutral, Internal Resolution of Disputes. Upon employment, the BOT-UFF Collective Bargaining Agreement prohibits discrimination against any employee based upon race, color, sex, religious creed, national origin, age, veteran status, disability, political affiliation, marital status, sexual orientation, or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the Board or the university may be presented as grievances pursuant to the Grievance Procedure set forth in the BOT-UFF Collective Bargaining Agreement.

On behalf of The Metropolitan Center, I wish to express our sincere hope that you will accept this offer. Should you have questions about the appointment, please do not hesitate to contact me.

Sincerely,

Dario Moreno, PhD
Director

ACCEPTED_____ DATE_____
Marco Rubio, J.D.

cc: Academic Affairs
College of Arts & Science
School of International & Public Affairs

From: Rafael Paz
Sent: Wednesday, August 5, 2009 10:08 AM
To: Dario Moreno <morenod@fiu.edu>
Cc: Tonja Moore <mooret@fiu.edu>; Clara Martinez <martincl@fiu.edu>; Stephen Sauls <saulss@fiu.edu>; Cristina Mendoza <mendozac@fiu.edu>
Subject: Marco Rubio public records
Importance: High

Dear Dario-

Attached is a public records request for certain documents relating to Marco Rubio's employment at FIU. Please contact me at your earliest convenience to discuss the production of responsive documents that are not exempt from disclosure under the Public Records Act.

I am at x2103. Thank you.

-Rafael Paz
Associate General Counsel

LAW OFFICE OF
PATRICK J. MCMAHON
SUITE 1111
1828 L STREET, N.W.
WASHINGTON, D.C. 20036

TELEPHONE (202) 466-5006
FACSIMILE (202) 466-4575

July 30, 2009

Cristina L. Mendoza, General Counsel
Florida International University
University Park Campus
11200 South West 8th Street, PC 511
Miami, Florida 33199

Dear Ms. Mendoza:

Pursuant to the State of Florida's Public Records Law, set out in Chapter 119 of the Florida Code, this letter is to respectfully request the following information relating to Mr. Marco Rubio's employment with Florida International University (FIU):

1.) A copy of Mr. Marco Rubio's employment contract with FIU. It is presumed that the terms of the employment contract would specify, among other things, Mr. Rubio's compensation, term of employment and a description of his official duties. If this information is not specified in the employment contract, please provide it separately.

2.) Copies of all letters, faxes, e-mails, phone messages, notes from phone calls or meetings and any other documents addressed to or signed by Mr. Marco in connection with the performance of his contractual duties for FIU.

3.) A December 21, 2008 Miami Herald article noted that "Rubio's contract states that at least half of his salary will be raised through extramural funding, like donations and contracts that Rubio helps to bring in." Please provide any information you have regarding such "extramural funding," with details on donations and contracts that Mr. Rubio "helped to bring in" for FIU.

I understand that there may be costs associated with processing this request, so please let me know your procedures for estimating such costs, deposits required and methods of payment.

Please direct any correspondence or other communication regarding this request to me at (202) 466-5006 or pjmcmahon47@msn.com.

Sincerely,

Patrick J. McMahon

From: Lisa Delatorre
Sent: Monday, July 7, 2008 9:33 AM
To: Tonja Moore <mooret@fiu.edu>
Subject: Re: Fw: rubio letter

Noted. Is thirty minutes enough time? If so, can you come at 3:30 PM?

Lisa de la Torre
Schedule Coordinator - Office of the Provost
Florida International University
11200 SW 8th Street, PC 526
Miami, Florida 33199
Tel: 305-348-2151
Fax: 305-348-2994

Tonja Moore/FIU 07/07/2008 09:30 AM To Lisa Delatorre/FIU@FIU cc
Subject Fw: rubio letter

fyi
Tonja Moore
Associate Vice President
Academic Affairs
PC 529
11200 SW 8th St
Miami, FL 33199

305-348-2168
mooret@fiu.edu

----- Forwarded by Tonja Moore/FIU on 07/07/2008 09:30 AM -----

Ronald Berkman/FIU 07/07/2008 09:29 AM To Tonja Moore/FIU@FIU cc
Subject Re: rubio letter Notes document link
<http://nmail1.fiu.edu/852570fc0055ad0b/38d46bf5e8f08834852564b500129b2c/e1075bdfd44aa8808525747e00709a86/>

lets try for sometime today

From: Kim Cole
Sent: Monday, July 7, 2008 4:11 PM
To: Tonja Moore <mooret@fiu.edu>
Cc: darmrn@aol.com
Subject: Re: rubio letter

Thanks, Tonja. I'll print this on letterhead and get the proper signatures.

Kimberley W. Cole, CPA, MBA, ABD
Deputy Director
The Metropolitan Center
Florida International University
150 SE 2nd Avenue, Suite 500
Miami, FL 33131
Office:(305) 349-1440
Cell: (786) 427-7504
Fax: (305) 577-6338
http://metropolitan.fiu.edu/

-----Tonja Moore/FIU wrote: -----

To: Kim Cole/FIU@FIU
From: Tonja Moore/FIU
Date: 07/07/2008 04:06PM
cc: darmrn@aol.com
Subject: Re: rubio letter

Kim, based on the University's titles, the Provost and I have made the revisions in the attached document. The Provost mentioned that half of his salary support is expected to be generated from outside sources. I have included a statement for that as well. Let me know if you have any questions.

Also, please ensure that he completes a conflict of interest form upon hire.

Tonja Moore
Associate Vice President
Academic Affairs
PC 529
11200 SW 8th St
Miami, FL 33199

305-348-2168
mooret@fiu.edu

July 3, 2008

Marco Rubio, J.D.
6060 S.W. 13th Street
Miami, FL 33144-5714

Dear Marco,

On behalf of my colleagues, I am pleased to offer you a half-time (.50 FTE), nine month, non-tenure earning faculty position as a Visiting Distinguished Service Professor of The Metropolitan Center at Florida International University effective Monday, July 14, 2008 through May 14, 2009. Your salary for the academic year will be $69,000. It is expected that at least half of your salary and fringe benefits will be supported by extramural funding.

As a non-tenure-earning faculty member at the University, your assignment will generally be in the areas research and service. Your specific assignment will be determined in consultation with Dr. Dario Moreno, Director of The Metropolitan Center. The Metropolitan Center will be your principal place of employment, although it is possible that you will have assignments at other locations. This appointment will cease on the date indicated and no further notice of cessation of employment is required.

University employees are required to report to any outside activity which might be a conflict of interest with university employment or any outside professional activity for which compensation is received. If you are involved in compensated outside activity, or any other activity which may present a potential conflict of interest, please notify me in advance.

The Immigration Reform and Control Act of 1986, as amended, requires that the University verify your eligibility to work in the United States. Your employment is contingent upon your submitting original documents to verify your identity and your employment eligibility. If you have not completed this verification form within three (3) days of your employment, the University will be required by Federal law to stop your employment. In addition, your employment is contingent upon our receiving an official transcript from the awarding institution of your highest degree and your participation in our direct deposit program.

Please confirm your acceptance of this offer by returning a signed copy of this letter and a completed HR sign-on package to my office within the next two weeks. You may find this package at http://www.fiu.edu/hr/signon/Orientationreg.html .

Your acceptance of this offer shall not be deemed a waiver of the right to process a grievance with respect thereto in compliance with the Board of Trustee-United Faculty of Florida Agreement (BOT-UFF) or a complaint in compliance with the BOT-UFF Process

for Neutral, Internal Resolution of Disputes. Upon employment, the BOT-UFF Collective Bargaining Agreement prohibits discrimination against any employee based upon race, color, sex, religious creed, national origin, age, veteran status, disability, political affiliation, marital status, sexual orientation, or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the Board or the university may be presented as grievances pursuant to the Grievance Procedure set forth in the BOT-UFF Collective Bargaining Agreement.

On behalf of The Metropolitan Center, I wish to express our sincere hope that you will accept this offer. Should you have questions about the appointment, please do not hesitate to contact me.

Sincerely,

Dario Moreno, PhD
Director

ACCEPTED_____ DATE_____
Marco Rubio, J.D.

cc: Academic Affairs

Items that can be added without Provost approval:

Standard Start up:

You will be provided a computer, printer and a standard office with furniture for University business. You will also be provided a total of $***amount less than $10,000*** in seed money during ***duration***. A $***amount*** allocation will be provided for your use in accordance with University policies to support your instructional and research needs during ***duration***. Any unspent funds at the end of this time will revert back to the department.

Additional Start up (must be funded from college's F&A allocation):

A $***amount*** allocation will be provided for your use in accordance with University policies to support your instructional and research needs during ***duration***. ***Can insert college specific start-up commitments***. Any unspent funds at the end of this time will revert back to the department.

Graduate assistant:

Support for a .5 FTE graduate assistant during ***duration***.

Moving expenses:

Moving expenses, **up to $5,000**, will be paid for by the college in accordance with the policies and procedures of the University. You will receive further information about this process should you accept our offer.

Instructor appointment contingent upon completion of doctoral studies:

Should you fail to complete your doctoral studies by the effective date of your appointment with Florida International University, you would be hired at the rank of Instructor with a nine-month salary reduction of $10,000 pending completion; however, such employment would not extend beyond one academic year from your initial hire date. Upon receipt of documentation from the awarding institution of your doctorate degree that all requirements have been met, your rank would become Assistant Professor and your salary would be restored to the original offer.

Location/expectations of teaching:

College specifics relating teaching commitments can be detailed in the offer letter as long as they comply with University and/or College policies.

Tenure credit:

You will receive **3 years or less** years of credit toward tenure.

From: Kim Cole
Sent: Monday, August 24, 2009 11:09 AM
To: Tonja Moore <mooret@fiu.edu>; Nicol Rae <raen@fiu.edu>; John Stack <stackj@fiu.edu>
Cc: darmrn@aol.com
Subject: Marco Rubio Revised Offer Letter

Please see attached with revisions.

Kim Cole, MBA, CPA, ABD
Deputy Director
The Metropolitan Center at FIU
150 SE 2nd Avenue - Suite 500
Miami, FL 33131
305.349.1440 Fax-305.577.6338
colek@fiu.edu

August 24, 2009

Marco Rubio, J.D.
6060 S.W. 13th Street
Miami, FL 33144-5714

Dear Marco,

On behalf of my colleagues, I am pleased to offer you a part-time (.30 FTE), nine month, non-tenure earning faculty position as a Visiting Distinguished Service Professor of The Metropolitan Center at Florida International University effective Friday, September 4, 2009 through May 14, 2010. Your salary for the academic year will be $40,000. It is expected that at least seventy five percent of your salary and fringe benefits will be supported by extramural funding.

As a non-tenure-earning faculty member at the University, your assignment will be in the areas teaching and service. You will participate in team-based teaching of one course each semester (Fall and Spring) in conjunction with Dr. Dario Moreno within the School of International and Public Affairs. You will be responsible for planning and execution of two MetroForum Breakfasts. You will also be required to establish and conduct the inaugural meeting for the Stakeholders' Event Series for the promotion and benefit of the Metropolitan Center of FIU. The Metropolitan Center will be your principal place of employment, although it is possible that you will have assignments at other locations. This appointment will cease on the date indicated and no further notice of cessation of employment is required.

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Please confirm your acceptance of this offer by returning a signed copy of this to my office within the next two weeks.

Your acceptance of this offer shall not be deemed a waiver of the right to process a grievance with respect thereto in compliance with the Board of Trustee-United Faculty of Florida Agreement (BOT-UFF) or a complaint in compliance with the BOT-UFF Process for Neutral, Internal Resolution of Disputes. Upon employment, the BOT-UFF Collective Bargaining Agreement prohibits discrimination against any employee based upon race, color, sex, religious creed, national origin, age, veteran status, disability, political affiliation, marital status, sexual orientation, or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the Board or the university may be presented as grievances pursuant to the Grievance Procedure set forth in the BOT-UFF Collective Bargaining Agreement.

On behalf of The Metropolitan Center, I wish to express our sincere hope that you will accept this offer. Should you have questions about the appointment, please do not hesitate to contact me.

Sincerely,

Dario Moreno, PhD
Director

ACCEPTED_____ DATE_____
Marco Rubio, J.D.

cc: Academic Affairs
College of Arts & Science
School of International & Public Affairs

From: Birgitta Rausch-Montoto [mailto:gmontoto@fiu.edu]
Sent: Wednesday, July 23, 2008 10:28 AM
To: Douglas Wartzok <wartzok@fiu.edu>; Tonja Moore <tonja.moore@fiu.edu>
Subject: Fw: Marco Rubio's assignment

fyi

Gitta Montoto
Chief of Staff - Office of the Provost
Florida International University
Miami, FL 33199
SUNCOM: 441-2151
Tel: 305-348-2151
Fax: 305-348-2994

----- Forwarded by Birgitta Rausch-Montoto/FIU on 07/23/2008 10:26 AM -----

DarMrn@aol.com

07/23/2008 10:16 AM

To berkmanr@fiu.edu
cc
Subject Marco Rubio's assignment

Based on my consultation with Marco Rubio the attach is his assignment for the Fall semester.

Get fantasy football with free live scoring. Sign up for FanHouse Fantasy Football today.

Memorandum

To: Marco Rubio

CC: Ronald Berkman, Provost & Senior Vice President, Academic Affairs

From: Dr. Dario Moreno, Director, FIU Metropolitan Center

Date: 12/3/2015

Re: Marco Rubio Assignments for the Fall 2008 Semester

As per our conversations, your appointment as a Distinguished Service Professor at Florida International University covers three broad areas of responsibility in: teaching, research, and service.

Teaching responsibilities will include serving as a co-instructor with Political Science Professor, Dr. Dario Moreno, in a special topic Political Science course entitled "Florida and the 2008 Presidential Election." Your responsibilities will include course development, lecture development, and evaluations of students. In the Spring 2009 semester you will serve as co-instructor in the Political Science course entitled Miami Politics.

Service responsibility will include the development of a Metropolitan Center Stakeholder luncheon. This will be a new public service series that will bring key decision makers in government, public service, and business for an "off the record" luncheon discussion with South Florida's leadership. We anticipate at least two of these stakeholder luncheons over the next nine months. You will also assist the Metropolitan Center staff with the very successful MetroForum Breakfast Series. Specifically, you will be responsible for program development of two breakfasts during the Fall 2008 semester in August or September on Hurricane Mitigation and an October breakfast on the 2008 Presidential Election.

Research responsibilities for the Fall 2008 semester include assisting with the policy recommendations in the Metropolitan Center's Regional Affordable Housing project. Specifically, you will help develop policy recommendations with Dr. Ned Murray and his team for the Regional Housing Summit and arrange a follow-up conference in late November between the leadership of the conference and local and state leadership to discuss the recommendations approved by regional stakeholders. As we discussed, you will also develop a proposal for a "demonstration project" on affordable housing that will bring together a private employer, local government, and developers.

Finally, I am reviewing your proposal on thirty-eight (38) possible research projects and will select those that are most appropriate for the development of the Metropolitan Center during the Fall and Spring.

From: Rosa Saez
Sent: Monday, August 17, 2009 7:34 PM
To: Tonja Moore <mooret@fiu.edu>
Cc: Barbara Manzano <bmanzano@fiu.edu>
Subject: Need confirmation that Marco Rubio is to continue, please.
Importance: High

Barbara, when Tonja responds, please make sure that you alert Clara one way or another. The letter can be prepared at a later time but the pay period ends this Thursday and if he is NOT to continue, we need to terminate him before he gets paid.

Thanks.

Rosa M. Saez
Academic Budget & Personnel
Florida International University
Phone: 305/348-6727
Fax: 305/348-2566

From: Rosa Saez
Sent: Wednesday, September 2, 2009 6:49 PM
To: Barbara Manzano <bmanzano@fiu.edu>; Kim Cole <colek@fiu.edu>
Cc: Tonja Moore <mooret@fiu.edu>
Subject: Marco Rubio Renewal

We have not received the letter and CIS as of today.

Please give me an update.

Rosa M. Saez
Academic Budget & Personnel
Florida International University
Phone: 305/348-6727
Fax: 305/348-2566

From: Lori Heermance
Sent: Wednesday, May 5, 2010 6:19 PM
To: Tonja Moore <mooret@fiu.edu>
Cc: Rosa Saez <saezr@fiu.edu>
Subject: RE: Marco Rubio

Okay, I printed up a copy of your email & placed in his folder as a reminder!

Lori E. Heermance
Coordinator, Academic Affairs
Direct line: (305) 348-2378
Main office: (305) 348-2168
Fax: (305) 348-2566

From: Tonja Moore
Sent: Tuesday, May 04, 2010 8:58 AM
To: Rosa Saez; Lori Heermance
Subject: Marco Rubio

Please make sure his appt is not renewed unless I am aware. Thanks.

From: Kim Cole
Sent: Tuesday, August 18, 2009 11:53 AM
To: Tonja Moore <mooret@fiu.edu>
Cc: Barbara Manzano <bmanzano@fiu.edu>; darmrn@aol.com; Rosa Saez <saezr@fiu.edu>
Subject: Continuation of Visiting Distinguished Service Professor

Tonja,
I just spoke to Barbara Manzano regarding the above position held by Marco Rubio. We need some guidance as to how to process as there are changes from last year. Could you call to discuss please?

Thanks.

Regards,
-Kim
Kim Cole, MBA, CPA, ABD
Deputy Director
The Metropolitan Center at FIU
150 SE 2nd Avenue - Suite 500
Miami, FL 33131
305.349.1440 Fax-305.577.6338
colek@fiu.edu

From: Kim Cole
Sent: Monday, August 24, 2009 10:32 AM
To: Tonja Moore <mooret@fiu.edu>; Nicol Rae <raen@fiu.edu>
Cc: darmrn@aol.com
Subject: Rubio Marco offer letter

Here is a draft of the revised offer letter for consideration and approval for Marco Rubio that would cover the 09/10 academic year.

Kim Cole, MBA, CPA, ABD
Deputy Director
The Metropolitan Center at FIU
150 SE 2nd Avenue - Suite 500
Miami, FL 33131
305.349.1440 Fax-305.577.6338
colek@fiu.edu

From: Tonja Moore
Sent: Monday, August 24, 2009 9:49 AM
To: Lori Heermance; darmrn@aol.com
Cc: Douglas Wartzok; Kenneth Furton; Suzanna Rose; Nicol Rae; John Stack; Kim Cole; Barbara Manzano; Neysa Aguirre; Clara Martinez
Subject: RE: Rubio Marco

Dario, we realize you were sending this at Ken's request. I am certain A&S will get us the needed info today. I think we need to reduce his % time if his salary is being reduced.

From: Lori Heermance
Sent: Monday, August 24, 2009 9:42 AM
To: darmrn@aol.com
Cc: Douglas Wartzok; Tonja Moore; Kenneth Furton; Suzanna Rose; Nicol Rae; John Stack; Kim Cole; Barbara Manzano; Neysa Aguirre; Clara Martinez
Subject: RE: Rubio Marco

Dr. Moreno, this response is written with the utmost & all due respect. Our office has a copy of last year's letter. In order to put Mr. Rubio back on payroll, A.A.'s (I) needs a Change in Status (CIS) form – marked "Appt. Renewal" along with a signed copy of a **new** letter with the exact terms (dates of employment, annual salary and specific assignment – per Doug Wartzok). The sooner we receive the appropriate (necessary) documentation, the sooner we can place him back on payroll.

Most sincerely, Lori

Mrs. Lori E. Heermance

Academic Affairs, PC 529
(305) 348-2168
(305) 348-2566 (FAX)

From: darmrn@aol.com [mailto:darmrn@aol.com]
Sent: Friday, August 21, 2009 7:07 PM
To: Tonja Moore; Kenneth Furton; Douglas Wartzok; Lori Heermance; Kim Cole; Clara Martinez
Cc: Neysa Aguirre; Barbara Manzano; Suzanna Rose; Nicol Rae; John Stack
Subject: Re: Rubio Marco

Here is the copy of last year offer letter.

Regards
Dario
-----Original Message-----
From: Tonja Moore <mooret@fiu.edu>
To: Kenneth Furton <furtonk@fiu.edu>; Douglas Wartzok <wartzok@fiu.edu>; LoriHeermance <heermanc@fiu.edu>; Kim Cole <colek@fiu.edu>; Clara Martinez <martincl@fiu.edu>
Cc: Neysa Aguirre <aguirren@fiu.edu>; 'darmrn@aol.com' <darmrn@aol.com>; Barbara Manzano <bmanzano@fiu.edu>; Suzanna Rose <srose@fiu.edu>; Nicol Rae <raen@fiu.edu>; John Stack <stackj@fiu.edu>
Sent: Fri, Aug 21, 2009 7:02 pm
Subject: RE: Rubio Marco

Kim/ Metro Center will prob have it electonically. If not, we will faax on Mon

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From: Kenneth Furton <furtonk@fiu.edu>
Sent: Friday, August 21, 2009 6:40 PM
To: Douglas Wartzok <wartzok@fiu.edu>; Lori Heermance <heermanc@fiu.edu>; Kim Cole <colek@fiu.edu>; Clara Martinez <martincl@fiu.edu>
Cc: Neysa Aguirre <aguirren@fiu.edu>; 'darmrn@aol.com' <darmrn@aol.com>; Barbara Manzano <bmanzano@fiu.edu>; Tonja Moore <mooret@fiu.edu>; Suzanna Rose <srose@fiu.edu>; Nicol Rae <raen@fiu.edu>; John Stack <stackj@fiu.edu>
Subject: Re: Rubio Marco

Absolutely. Since Metro Center was not in the college last year if AA has a copy of last year's letter that would expedite our sending a draft. If not we will draft one and send it right away. Best, Ken

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From: Douglas Wartzok
To: Lori Heermance; Kim Cole; Clara Martinez
Cc: Neysa Aguirre; darmrn@aol.com ; Kenneth Furton; Barbara Manzano; Tonja Moore; Suzanna Rose; Nicol Rae; John Stack
Sent: Fri Aug 21 18:35:04 2009
Subject: RE: Rubio Marco
Ken,

I am sure you recognize that my OK and AA actually processing it is dependent on receiving all the correct paperwork.

From: Lori Heermance
Sent: Friday, August 21, 2009 5:17 PM

To: Kim Cole; Clara Martinez
Cc: Neysa Aguirre; darmrn@aol.com; Kenneth Furton; Barbara Manzano; Tonja Moore; Suzanna Rose; Nicol Rae; John Stack; Douglas Wartzok
Subject: RE: Rubio Marco

Kim, Clara, per my conversation with Dr. Wartzok this afternoon (5:00 p.m.), Marco Rubio will go off payroll until we (A.A.) receive the appropriate paperwork: a CIS form (Appt. Renewal) and a copy of a signed (by Marco Rubio) renewal/continuation letter.

Thanks, Lori

Mrs. Lori E. Heermance
Academic Affairs, PC 529
(305) 348-2168
(305) 348-2566 (FAX)

From: Kim Cole
Sent: Friday, August 21, 2009 4:33 PM
To: Clara Martinez
Cc: Lori Heermance; Neysa Aguirre; darmrn@aol.com
Subject: FW: Rubio

Clara,

Please see the response from Dean Furton - the rate for Marco Rubio is to be $40,000 for 9 month faculty. Will you adjust ADP or shoulcd I approve this with the incorrect rate? Please advise.

Kim Cole, MBA, CPA, ABD
Deputy Director
The Metropolitan Center at FIU
150 SE 2nd Avenue - Suite 500
Miami, FL 33131
305.349.1440 Fax-305.577.6338
colek@fiu.edu

From: Neysa Aguirre
Sent: Friday, August 21, 2009 4:29 PM
To: Kim Cole
Cc: Suzanna Rose; Nicol Rae; John Stack; Barbara Manzano; Kenneth Furton
Subject: RE: Rubio

Kim:

Please see Dean Furton's response below.

Thank You

Neysa V Aguirre

Assistant Director, Human Resources & Operations
College of Arts and Sciences
Florida International University
11200 SW 8 St ECS 465
Miami, FL 33199
Phone: 305.348.1060
Fax: 305.348.4172
Email: aguirren@fiu.edu

Error! Filename not specified.

From: Kenneth Furton
Sent: Friday, August 21, 2009 4:28 PM
To: Neysa Aguirre; Barbara Manzano
Cc: Suzanna Rose; Nicol Rae; John Stack
Subject: RE: Rubio

I just spoke to the Provost and he is OK with the agreed $40K as long there are clear responsibilities and accountability. Best, Ken

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From: Neysa Aguirre
Sent: Friday, August 21, 2009 4:21 PM
To: Barbara Manzano; Kenneth Furton
Cc: Suzanna Rose; Nicol Rae
Subject: RE: Rubio

Ken/Barbara:

I just received a call from Kim Cole from the Metro Center. Rubio is showing up in her ADP list at $69,000 which was his salary last year. Kim's understanding s that he should be at $40,000 this year. Also, she is waiting to here if his renewal was finally approved by the provost. Can we clarify either of these two questions for her. She does not want to approve him on ADP unless she has been given the proper authorization.

Thanks

Neysa V Aguirre
Assistant Director, Human Resources & Operations
College of Arts and Sciences
Florida International University
11200 SW 8 St ECS 465
Miami, FL 33199
Phone: 305.348.1060
Fax: 305.348.4172
Email: aguirren@fiu.edu

Error! Filename not specified.

From: Kim Cole
Sent: Friday, August 21, 2009 3:48 PM

To: Neysa Aguirre
Subject: FW: Rubio

Neysa,
We spoke about this the other day with Barbara - can you help?
Kim Cole, MBA, CPA, ABD
Deputy Director
The Metropolitan Center at FIU
150 SE 2nd Avenue - Suite 500
Miami, FL 33131
305.349.1440 Fax-305.577.6338
colek@fiu.edu

From: Kim Cole
Sent: Friday, August 21, 2009 3:27 PM
To: Barbara Manzano
Cc: darmrn@aol.com; Tonja Moore; Clara Martinez; Rosa Saez
Subject: Rubio

Barbara,
I noticed that Marco Rubio is listed in ADP for me to approve his time. Can I am assume that this has been cleared by the Dean, Provost, etc? Additionally the rate is incorrect. His rate should be $40,000 for the academic year. Please advise.

Regards,
Kim
Kim Cole, MBA, CPA, ABD
Deputy Director
The Metropolitan Center at FIU
150 SE 2nd Avenue - Suite 500
Miami, FL 33131
305.349.1440 Fax-305.577.6338
colek@fiu.edu

August 24, 2009

Marco Rubio, J.D.
6060 S.W. 13th Street
Miami, FL 33144-5714

Dear Marco,

On behalf of my colleagues, I am pleased to offer you a part-time (.30 FTE), nine month, non-tenure earning faculty position as a Visiting Distinguished Service Professor of The Metropolitan Center at Florida International University effective Friday, September 4, 2009 through May 14, 2010. Your salary for the academic year will be $40,000. It is expected that at least seventy five percent of your salary and fringe benefits will be supported by extramural funding.

As a non-tenure-earning faculty member at the University, your assignment will be in the areas teaching, research, and service. You will be required to team-teach one course each semester (Fall and Spring) in conjunction with Dr. Dario Moreno within the School of International and Public Affairs. You will be responsible for promoting the Metropolitan Center of FIU as determined in consultation with Dr. Dario Moreno, Director of The Metropolitan Center. The Metropolitan Center will be your principal place of employment, although it is possible that you will have assignments at other locations. This appointment will cease on the date indicated and no further notice of cessation of employment is required.

University employees are required to report to any outside activity which might be a conflict of interest with university employment or any outside professional activity for which compensation is received. If you are involved in compensated outside activity, or any other activity which may present a potential conflict of interest, please notify me in advance.

The Immigration Reform and Control Act of 1986, as amended, requires that the University verify your eligibility to work in the United States. Your employment is contingent upon your submitting original documents to verify your identity and your employment eligibility. If you have not completed this verification form within three (3) days of your employment, the University will be required by Federal law to stop your employment. In addition, your employment is contingent upon our receiving an official transcript from the awarding institution of your highest degree and your participation in our direct deposit program.

Please confirm your acceptance of this offer by returning a signed copy of this letter and a completed HR sign-on package to my office within the next two weeks. You may find this package at http://www.fiu.edu/hr/signon/Orientationreg.html .

Your acceptance of this offer shall not be deemed a waiver of the right to process a grievance with respect thereto in compliance with the Board of Trustee-United Faculty of Florida Agreement (BOT-UFF) or a complaint in compliance with the BOT-UFF Process for Neutral, Internal Resolution of Disputes. Upon employment, the BOT-UFF Collective Bargaining Agreement prohibits discrimination against any employee based upon race, color, sex, religious creed, national origin, age, veteran status, disability, political affiliation, marital status, sexual orientation, or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the Board or the university may be presented as grievances pursuant to the Grievance Procedure set forth in the BOT-UFF Collective Bargaining Agreement.

On behalf of The Metropolitan Center, I wish to express our sincere hope that you will accept this offer. Should you have questions about the appointment, please do not hesitate to contact me.

Sincerely,

Dario Moreno, PhD
Director

ACCEPTED_____ DATE_____
Marco Rubio, J.D.

cc: Academic Affairs

From: Rosa Saez
Sent: Tuesday, May 19, 2009 12:45 PM
To: Tonja Moore <mooret@fiu.edu>
Subject: FW: Marco Rubio

FYI

Rosa M. Saez
Academic Budget & Personnel
Florida International University
Phone: 305/348-6727
Fax: 305/348-2566

From: Kim Cole
Sent: Tuesday, May 19, 2009 12:10 PM
To: Rosa Saez
Subject: RE: Marco Rubio

Rosa,
Per Dr. Moreno, Marco Rubio will return in the Fall, 2009.

Kim Cole, MBA, CPA, ABD
Deputy Director
The Metropolitan Center at FIU
150 SE 2nd Avenue - Suite 500
Miami, FL 33131
305.349.1440 Fax-305.577.6338
colek@fiu.edu

From: Rosa Saez
Sent: Monday, May 18, 2009 10:03 AM
To: Kim Cole
Subject: Marco Rubio

Kim,

Mr. Rubio's appointment ended as of May 14. We would like to know if he is to continue for the fall. Please let us know as soon as possible.

Rosa M. Saez
Academic Budget & Personnel
Florida International University

Phone: 305/348-6727
Fax: 305/348-2566

From: Ronald Berkman
Sent: Monday, July 7, 2008 9:30 AM
To: Tonja Moore <mooret@fiu.edu>
Subject: Re: rubio letter

lets try for sometime today

----- Original Message -----
From: Tonja Moore
Sent: 07/06/2008 04:30 PM EDT
To: Ronald Berkman; Birgitta Rausch-Montoto
Subject: Fw: rubio letter

Gitta, can you set some time for me to go over this with the Provost? Thanks.
Tonja Moore
Associate Vice President
Academic Affairs
PC 529
11200 SW 8th St
Miami, FL 33199

305-348-2168
mooret@fiu.edu

-----Forwarded by Tonja Moore/FIU on 07/06/2008 04:29PM -----

To: mooret@fiu.edu
From: Kim Cole/FIU
Date: 07/03/2008 09:44AM
cc: darmrn@aol.com
Subject: rubio letter

Tonja,
Dario emailed the Provost who instructed Dario to generate the offer letter for Marco Rubio under Dario's name. Here is a draft version for your review.

Kimberley W. Cole, CPA, MBA, ABD
Deputy Director
The Metropolitan Center
Florida International University
150 SE 2nd Avenue, Suite 500

Miami, FL 33131
Office:(305) 349-1440
Cell: (786) 427-7504
Fax: (305) 577-6338
http://metropolitan.fiu.edu/