



STATE COLLEGE OF FLORIDA<sup>SM</sup>  
MANATEE - SARASOTA

DISTRICT BOARD OF TRUSTEES

## SCF Mission Statement

State College of Florida, Manatee-Sarasota guided  
by measurable standard of institutional excellence,  
Provides engaging and accessible learning  
environments that result in student success and  
community prosperity.

## **AGENDA**

The District Board of Trustees  
State College of Florida, Manatee - Sarasota  
Regular Meeting  
SCF Bradenton – Board of Trustee Room 7/160  
AND Virtual Meeting via TEAMS  
September 28, 2021 5:30 pm

- 1. Meeting Call to Order – Ms. Knight**
- 2. Invocation and Pledge of Allegiance**
- 3. Public Comment - Ms. Knight**
- 4. Organizational Meeting as required by 1001.61(4) Florida Statutes, for the purpose of electing a Chair and Vice Chair of the District Board of Trustees - Dr. Probstfeld**
- 5. President’s Report - Dr. Probstfeld, Dashboards - Ryan Hale**
- 6. Meet the Mission: Kim Richmond - 26 West**
- 7. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of June 29, 2021 BOT Meeting - Page 5
Exhibit B:	Minutes of July 22, 2021 TSI Advisory Quarterly Meeting - Page 8
Exhibit C:	Amended Fall 2021 Lifelong Learning & Workforce Development Schedule - Page 10
Exhibit D:	HR Personnel Actions Report June - August 2021 - Page 13
Exhibit E:	College Affordability Report - Page 17
Exhibit F:	Annual State College of Florida Foundation Facilities Use - Page 24
Exhibit G:	SCFCS Annual Florida School Safety Risk Assessment - Page 26
Exhibit H:	Grant No. 21-07 Entrepreneur Grant - Page 27

### **8. Approval of Financial Consent Agenda Items (“Consent Agenda B”)**

Exhibit I:	Monthly Financial Report May 2021 - Page 29
Exhibit J:	Budget Amendment FY 2020-21 May 2021 #42-45 - Page 34
Exhibit K:	SCFCS Financial Report(s) May 2021 - Page 38
Exhibit L:	Acceptance of Gifts and Grants May 2021 - Page 40
Exhibit M:	Monthly Financial Report June 2021 - Page 41
Exhibit N:	Budget Amendment FY 2020-21 June 2021 #46-49 - Page 46
Exhibit O:	SCFCS Financial Report(s) June 2021 - Page 50
Exhibit P:	Acceptance of Gifts and Grants June 2021 - Page 52
Exhibit Q:	Property Disposals - Page 53
Exhibit R:	Fund Balance Spending Plan - Page 56

**9. Public Notice, Public Hearing and Final Action for Revised Fee Schedule - Board Chair**

Exhibit S: Spring 2022 SCF Fee Schedule Changes - Page 59

**10. Facilities**

**Construction Projects & Updates - Chris Wellman**

Exhibit T: Contractor Requalification - Page 70

Exhibit U: Venice Science Building Architect Selection - Page 72

Exhibit V: Venice Science Building CM Selection - Page 73

Exhibit W: Venice Science Building Budget - Page 74

Exhibit X: Revised Capital Improvement Programs CIP 2 and CIP 3 - Page 75

Exhibit Y: Miscellaneous Capital Projects - Page 80

**11. Goals**

President's 2020-21 Completed Goals - Board Chair

**12. Old Business**

**13. New Business**

**14. Board Comments/Updates & Adjournment**

**MINUTES****THE DISTRICT BOARD OF TRUSTEES -- STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA  
REGULAR MEETING****Date:** June 29, 2021, 5:30 p.m.**Location:** SCF Bradenton/ TEAMS**Proceedings:**

The District Board of Trustees of State College of Florida, Manatee – Sarasota held a Regular Meeting on June 29, 2021, at SCF Bradenton and virtually via TEAMS.

**Board Members Present:** Jaymie Carter, Dominic DiMaio, Mark Goodson, Tracy Knight, and Rod Thomson.

**Administrators Present:** President Carol Probstfeld, Vice Presidents Todd Fritch Julie Jakway, and Brittany Nielsen.

**1. Public Comment**

None

**2. President's Report**

Dr. Probstfeld welcomed and introduced Brittany Nielsen, SCF Vice President of Student Services and Enrollment Management to her first board meeting.

**3. Approval of Non-Financial Consent Agenda Items (Consent Agenda A)**

Exhibit A:	Minutes of May 25, 2021, BOT Meeting - Page 5
Exhibit B:	Amended Schedule for CCD Summer 2021 - Page 8
Exhibit C:	HR Personnel Actions Report May 2021 - Page 11
Exhibit D:	Annual SCFCS Salary Allocation Framework - Page 12
Exhibit E:	Annual SCFCS Charter School Assurances 2021-22 - Page 15
Exhibit F:	Annual SCFCS Mental Health Services Plan - Page 18

After due discussion and consideration, Mr. Goodson motioned to approve the Non-Financial Consent Agenda, Mr. Thomson seconded, and the Board unanimously approved.

**4. Approval of Financial Consent Agenda Items (Consent Agenda B)**

Exhibit G:	Monthly Financial Report April 2021 - Page 25
Exhibit H:	Budget Amendment FY 2020-21 April 2021 #38-41 - Page 30
Exhibit I:	SCFCS Financial Report(s) April 2021 - Page 34
Exhibit J:	Acceptance of Gifts and Grants April 2021 - Page 36
Exhibit K:	Property Disposal Report May 2021 - Page 37
Exhibit L:	BrenCo, Disaster Program and Operations, Inc Debris Removal Contracts – Page 38
Exhibit M:	Southern Disaster Recovery, TRF Enterprises Debris Removal Contracts - Page 51
Exhibit N:	Belfor USA, Pro Construction LLC dba Complete DKI Debris Removal Contracts – Page 62
Exhibit O:	Allied Security Services Contract - Page 75
Exhibit P:	Grant No. 21-02 Child Care Access Means Parents in School (CCAMPIS) - Page 90
Exhibit Q:	Grant No. 21-03 CARES Act Funding - Page 92
Exhibit R:	Grant No. 21-04 Perkins FY 2021-22 - Page 94
Exhibit S:	Grant No. 21-05 College Reach-Out Program (CROP) - Page 96

After due discussion and consideration, Mr. Thomson motioned to approve the Financial Consent Agenda, Mr. Goodson seconded, and the Board unanimously approved.

## 5. Facilities

### Construction Projects & Updates - Chris Wellman

Exhibit T: Construction Management Firms - Page 98

Mr. Wellman requested Board approval to enter into continuing contracts with the committee's four top ranked construction management firms: Halfacre, Jon F. Swift, Tandem, and Willis Smith. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit T, Mr. Thomson seconded, and the Board unanimously approved.

## 6. 2021-2022 Operating Budget - Julie Jakway

Exhibit U: Fee Schedule - Page 99

Tracked Changes - Page 102

Exhibit Clean Copy - Page 110

*Note: a revised Exhibit U was distributed and posted on the website.*

Ms. Jakway shared with the Board a first look at the revised Fee Schedule highlighting the following: Tuition and Mandatory Fees: No changes are proposed to tuition and mandatory fees for 2021/22. Course Fees: Effective July 1, 2021, course fees for four courses, FIL 2100, MAT 0018, MAT 0028, and OST 1100 are recommended to be removed from the fee schedule. Additionally, the course number for Microcomputer Hardware & Maintenance is revised.

Application Fees: Effective October 1, 2021, for the Spring 2022 semester, the College admissions application fee is recommended to be changed to non-refundable and the graduation fee is recommended for elimination. Effective October 1, 2021, for the Spring 2022 semester, the application fees for all health professions programs are recommended to become \$35.

Credit Card Convenience Fee: Effective January 1, 2022, a nonrefundable credit card convenience fee of 1.25% is recommended for all payments using credit cards for tuition and fee payments.

At the September 29, 2021, Board Meeting Ms. Jakway will return with the proposed fee schedule for final action.

Exhibit V: Salary Schedule - Page 118

Tracked Changes - Page 119

Clean Copy - Page 148

Ms. Jakway presented to the Board the updated Salary Schedule, highlighting a variety of position changes. Ms. Jakway requested Board approval of the SCF 2021-22 Salary Schedule. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit V, Mr. Thomson seconded, and the Board unanimously approved.

Exhibit W: Retirement Contributions - Page 173

*Note: a revised Exhibit W was distributed and posted on the website.*

Ms. Jakway requested approval by the Board of Trustees of an adjustment to the employer contribution rate for the Senior Management Local Annuity of +1.89% for 2021/22 and annual increases parallel to the state's uniform blended rate for the state retirement system Senior Management Service Class. After due discussion and consideration, Mr. Thomson motioned to approve revised Exhibit W, Mr. Goodson seconded, and the Board unanimously approved

*Note: a revised Exhibit X was distributed and posted on the website.*

Ms. Jakway presented to the Board the revised 2021-2022 proposed Annual Budget and Operating Plan. Ms. Jakway highlighted the adjustments to revenue and expense for all fund sources for 2021 - 2022, including authority to expend federal relief funds as appropriated in the Higher Education Emergency Relief Funds (HEERF) sections I, II and III. Ms. Jakway requested the Board's approval of the revised 2021-2022 operating budget. After due discussion and consideration, Mr. DiMaio motioned to approve revised Exhibit X, Mr. Thomson second the motion, and the Board unanimously approved.

**7. Public Notice, Public Hearing and Final Action for Revised Rule – Acting Board Chair  
Exhibit Y: 6HX14-1.16 Emergency Procedures, Revised Rule - Page 185**

Dr. Probstfeld provided the board with a synopsis of the rule revisions for Board action. Ms. Knight opened and closed the public hearing. After due discussion and consideration of the board, Mr. DiMaio motioned to approve Exhibit Y, Mr. Goodson seconded, and the Board unanimously approved.

**8. Old Business**

None

**9. New Business**

None

**10. Board Comments/Updates & Adjournment**

Mr. Thomson expressed his reservations of the Exhibit W Retirement Contributions. Mr. Goodson commended the Board for their support of Construction Management. Mr. DiMaio applauded the great job that was done on the Studio of Performing Arts building. Mr. DiMaio provided a SCF Foundation update. Ms. Knight expressed the need for every trustee to attend the board meetings in order to make quorum.

The meeting adjourned at 6:10 p.m.

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Acting Chair, Board of Trustees

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Carol Probstfeld, Secretary, Board of Trustees

## State College of Florida, Manatee-Sarasota | Traffic Safety Institute Advisory Committee Quarterly Meeting – 6/22/2021 12:00 pm

**ATTENDING:** Dana McMahon, Manatee County Probation; Sgt. William Coleman, Manatee County Sheriff's Office; Vicki Gillerin, TSI Director

The meeting was called to order by TSI Director Gillerin at 12:05 pm.

**OLD BUSINESS:** A motion was made by Sgt. Coleman to approve the minutes of the 3/30/2021 TSI Advisory Committee meeting and was seconded by Dana McMahon. Motion passed.

### OUTPUT-TSI Report:

- A. Director Gillerin presented TSI's student enrollment numbers/contacts for FY 20-21. Compared to FY 19-20, the total number of student contacts has risen by 1466. Some growth was expected since TSI was shut down for six weeks in FY 19-20 due to the COVID-19 pandemic. Additional growth has occurred because of an increase in DUI arrests in Manatee, Sarasota and DeSoto counties. TSI has also increased the number of DUI Victim Panel classes since Manatee County Probation, who provided a free Victim Impact Panel to its clients, was not able to offer that class to their clients during the pandemic. Driver improvement student numbers remained low during FY 20-21, but over the last two months the numbers for Basic Driver Improvement have been steadily increasing. TSI continues to make efforts to get the Advanced Driver Improvement class running again; however, that program has been struggling as the Courts have not been ordering individuals to the program at the same level as they did before the pandemic.

<b>TSI student enrollments/contacts</b>	<b>7/1/2019 – 6/21/2020</b>	<b>7/1/2020 – 6/21/2021</b>	<b>Difference</b>
ADI	67	12	-55
BDI	558	217	-341
<b>DUI Evaluations</b>	<b>1,521</b>	<b>1,944</b>	<b>+423</b>
<b>DUI Level One</b>	<b>738</b>	<b>1284</b>	<b>+546</b>
<b>DUI Level Two</b>	<b>362</b>	<b>674</b>	<b>+312</b>
<b>DUI Victim Panel</b>	<b>251</b>	<b>770</b>	<b>+519</b>
<b>IID Updates</b>	<b>499</b>	<b>514</b>	<b>+15</b>
<b>SSS Periodic Updates</b>	<b>820</b>	<b>867</b>	<b>+47</b>
<b>Totals:</b>	<b>4,816</b>	<b>6,282</b>	<b>+1,466</b>

- B. Director Gillerin updated the committee members on the FY 20-21 revenue to date for the DUI fund, the Special Supervision fund, and the Driver Improvement fund. Based on the increased revenue in the DUI fund, TSI was able to purchase new computers for all staff and make upgrades to the Sarasota classroom to include new tables, a smart TV, and a microbial reduction system for occupied spaces.



## State College of Florida, Manatee-Sarasota | Traffic Safety Institute Advisory Committee Quarterly Meeting – 6/22/2021 12:00 pm

- C. Director Gillerin reminded the group that the Florida Department of Highway Safety and Motor Vehicles is committed to making a safer Florida. They strive to provide high-visibility, relevant safety education and consumer awareness campaigns to their 19 million Florida customers and approximately 100 million annual Florida visitors. The calendar of planned safety messages/campaigns for July, August, and September 2021 was distributed. For more information visit [www.flhsmv.gov/news/campaign-calendar/](http://www.flhsmv.gov/news/campaign-calendar/)

### **INPUT**

**Law Enforcement:** Sgt. Coleman reports that Manatee County DUI arrests continue at a steady pace. They conducted a “DUI Saturation” over the Memorial Day weekend that netted 8 arrests, and another is planned for the 4<sup>th</sup> of July weekend. The Sheriff’s office has also been partnering with Florida Fish and Wildlife Commission (FWC) around boating under the influence (BUI) issues which included participation in a class where deputies were taught how to administer the seated field sobriety exercises commonly used for suspected BUI cases. For BUI, no probable cause is needed, as FWC can stop a boater to conduct a safety inspection at any time.

**Misdemeanor Probation:** Dana McMahon reports that probation caseloads continue to rise in Manatee County. New cases so far this month are the highest they’ve been in the last 5 years.

**Treatment:** No treatment representative present.

**Citizen/Business Representative:** No citizen/business representative present.

With no further business the meeting adjourned at 1:00 pm.

**NEXT MEETING: Tuesday, September 14, 2021, at 12:00 pm (Lunch will be provided)**

Traffic Safety Institute  
5840 26<sup>th</sup> St. W.  
Building 18, Classroom 112  
Bradenton, FL 34207

**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 2021**

Class ID	Class Name	Tuition			Instructor	
		Start Date	End Date	Fee		
13517	TOP - Techniques to Improve Your Memory	9/22/21	9/22/21	\$0.00	SCF Bradenton (26 West Center)	Roth
13518	TOP - Disability 101	10/14/21	10/14/21	\$0.00	SCF Venice (Building 800)	Lakey
13521	TOP - Stress Management Workshop - Stress Stations	11/19/21	11/19/21	\$0.00	SCF Bradenton (26 West Center)	Roth
13522	TOP - Developing Rapport & Trust	12/1/21	12/1/21	\$0.00	Zoom	Roth
13524	TOP - Excel 2019 - Level 1	12/3/21	12/3/21	\$0.00	SCF Bradenton (Building 18)	Devine
13525	TOP - Shattering the Typical Customer Service Experience	12/10/21	12/10/21	\$0.00	Zoom	Roth
13526	TOP - Etiquette in the Workplace	12/10/21	12/10/21	\$0.00	SCF Lakewood Ranch (CIT)	Williams
13528	TOP - How To's from CAM	12/7/21	12/7/21	\$0.00	SCF Bradenton (26 West Center)	Smith
13558	TOP - An Introduction to Student Veteran/Military Population	9/28/21	9/28/21	\$0.00	Microsoft Teams	Goss
13560	TOP - Body Language - What You Say Without Uttering a Word	11/5/21	11/5/21	\$0.00	Zoom	Hawk
13561	TOP - Change Your Attitude & Change Your Life	10/27/21	10/27/21	\$0.00	Zoom	Roth
13562	TOP - Culture Eats Strategy for Breakfast	10/21/21	10/21/21	\$0.00	SCF Bradenton (26 West Center)	Roth
13567	TOP - Effective Team Communication - From Scream Team to	11/19/21	11/19/21	\$0.00	Zoom	Hawk
13569	TOP - Ethical Leadership & Communication	10/27/21	10/27/21	\$0.00	Zoom	Hawk
13577	TOP - Learning to Listen	9/21/21	9/21/21	\$0.00	Zoom	Hawk
13579	TOP - Outlook - Tips & Tricks	12/14/21	12/14/21	\$0.00	SCF Lakewood Ranch (CIT)	Devine
13583	TOP - PowerPoint - Your Class, Your Topics	11/16/21	11/16/21	\$0.00	SCF Bradenton (Building 18)	Devine
13584	TOP - Teamwork & Team Roles	10/8/21	10/8/21	\$0.00	SCF Bradenton (26 West Center)	Roth
13585	TOP - Word - Mail Merge	12/14/21	12/14/21	\$0.00	SCF Lakewood Ranch (CIT)	Devine
13586	TOP - Word - Working with Large Documents	11/16/21	11/16/21	\$0.00	SCF Bradenton (Building 18)	Devine
13588	TOP - Snagit / Stream / Bit Locker / OneDrive	11/4/21	11/4/21	\$0.00	Microsoft Teams	Smyk
13706	Leadership Boot Camp	11/5/21	11/5/21	\$249.00	Zoom	Van Dyke
13768	Sales Simplified	9/22/21	9/22/21	\$299.00	SCF Lakewood Ranch (CIT)	Van Dyke
13876	Behavioral Interviews	10/7/21	10/7/21	\$0.00	SCF Bradenton (Building 3)	TBD
13912	Savvy Social Security Planning	9/14/21	9/14/21	\$0.00	SCF Lakewood Ranch (MTSC)	Korsch
13913	Savvy Social Security Planning	9/16/21	9/16/21	\$0.00	SCF Lakewood Ranch (MTSC)	Korsch
13920	Excel - Level 2	9/15/21	9/15/21	\$109.00	SCF Lakewood Ranch (CIT)	Devine
13922	Excel - Level 3	9/29/21	9/29/21	\$109.00	SCF Lakewood Ranch (CIT)	Devine
13928	Word - Level 1	9/23/21	9/23/21	\$109.00	SCF Lakewood Ranch (CIT)	Devine
13932	Computer Basics	9/18/21	9/18/21	\$109.00	SCF Venice (Building 400)	Miscik
13938	Contract Training	12/31/21	12/31/21	\$0.00	Zoom	*
13946	English for College and Communication	9/20/21	12/16/21	\$750.00	SCF Lakewood Ranch (CIT)	Werner
13957	Parent Education and Family Stabilization	9/18/21	9/18/21	\$55.00	SCF Lakewood Ranch (CIT)	Bates-Buchanan
13958	Parent Education and Family Stabilization	9/29/21	9/29/21	\$55.00	SCF Lakewood Ranch (CIT)	Doran
13961	Parent Education and Family Stabilization (Spanish)	9/25/21	9/25/21	\$55.00	SCF Lakewood Ranch (CIT)	Straight
13962	In Person Real Estate Sales Associate Pre-Licensing	9/7/21	11/18/21	\$299.00	SCF Lakewood Ranch (CIT)	Repassy

**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 2021**

Class ID	Class Name	Tuition			Instructor	
		Start Date	End Date	Fee		Location
13966	Leadership Boot Camp	9/17/21	9/17/21	\$249.00	SCF Lakewood Ranch (CIT)	Van Dyke
14037	General Knowledge Test - Math Prep Workshop	9/11/21	10/2/21	\$119.00	SCF Lakewood Ranch (CIT)	Martin
14038	General Knowledge Test - Essay Writing Workshop	10/16/21	10/30/21	\$89.00	SCF Lakewood Ranch (CIT)	TBD
14039	Retirement Planning Today	9/21/21	9/28/21	\$49.00	SCF Lakewood Ranch (CIT)	Pope
14040	Retirement Planning Today	9/23/21	9/30/21	\$49.00	SCF Lakewood Ranch (CIT)	Pope
14074	Personal Trainer Certification Hybrid	9/25/21	11/6/21	\$849.00	Online	W.I.T.S.
14075	Private Investigator 40-Hour Course	10/22/21	10/31/21	\$395.00	SCF Bradenton (Building 18)	Jones
14082	Financial Strategies for Successful Retirement	10/14/21	10/28/21	\$89.00	SCF Venice (Building 800)	Dunlap
14083	Hidden Taxes in Retirement	9/21/21	9/21/21	\$29.00	SCF Bradenton (Building 3)	Sherrill
14084	Women's Self-Defense Workshop	11/2/21	11/2/21	\$35.00	SCF Venice (Building 800)	McMurray
14085	Self-Defense Workshop for Seniors	11/4/21	11/4/21	\$35.00	SCF Venice (Building 800)	McMurray
14086	Basic Self-Defense Workshop	11/9/21	11/9/21	\$35.00	SCF Venice (Building 800)	McMurray
14087	Hidden Taxes in Retirement	9/23/21	9/23/21	\$29.00	SCF Bradenton (Building 3)	Sherrill
14100	Nursing Career Fair - Employer Registration	9/13/21	9/13/21	\$50.00	SCF Lakewood Ranch (MTSC)	*
14101	Nursing Career Fair - Premium Employer Registration	9/13/21	9/13/21	\$150.00	SCF Lakewood Ranch (MTSC)	*
14110	Beginning Tennis	9/3/21	12/17/21	\$150.00	SCF Bradenton (Building 19)	Murphy
14111	Manatee Community Concert Band (Fall A)	9/14/21	11/13/21	\$0.00	SCF Bradenton (Building 11)	Cleary
14112	Manatee Community Concert Band (Fall B)	11/16/21	12/14/21	\$0.00	SCF Bradenton (Building 11)	Cleary
14114	TOP - I Have DIBs (Diversity, Inclusion, & Belonging)	11/4/21	11/4/21	\$0.00	SCF Bradenton (26 West Center)	Pinkney
14116	TOP - Positive Intelligence	12/14/21	12/14/21	\$0.00	Zoom	Roth
14117	Women in Technology - Career Builders Series	10/4/21	10/21/21	\$299.00	SCF Bradenton (26 West Center)	Skivers
14145	TOP - Bid Requirements & Federal Purchasing Guidelines	11/9/21	11/9/21	\$0.00	Microsoft Teams	Ferda
14146	TOP - #SCFProud Brand Ambassador	9/21/21	9/21/21	\$0.00	Microsoft Teams	Smith
14153	TOP - Argos User Training	11/12/21	11/12/21	\$0.00	Microsoft Teams	O'Donovan
14155	Computer Basics Private Tutoring	9/3/21	9/3/21	\$150.00	SCF Lakewood Ranch (CIT)	Miscik
14164	CERT Basic Training for Beginners	10/5/21	10/16/21	\$0.00	SCF Lakewood Ranch (CIT)	Garcia
14165	Leadership Boot Camp	9/24/21	9/24/21	\$199.00	Zoom	Van Dyke
14166	Excel - Level 1	10/5/21	10/5/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14167	Outlook	10/8/21	10/8/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14169	Word - Level 2	10/21/21	10/21/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14170	Computer Basics	10/27/21	10/27/21	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14171	Power Point - Level 2	10/29/21	10/29/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14172	Excel - Level 3	11/2/21	11/2/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14173	Excel - Level 3	12/16/21	12/16/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14174	Excel - Level 2	10/19/21	10/19/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14175	Word - Level 1	11/17/21	11/17/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine

**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 2021**

Class ID	Class Name	Tuition			Instructor	
		Start Date	End Date	Fee		
14176	Excel - Level 1	11/18/21	11/18/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14177	Power Point - Level 1	12/1/21	12/1/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14178	Excel - Level 2	12/2/21	12/2/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14179	Computer Basics	12/4/21	12/4/21	\$129.00	SCF Venice (Building 400)	Miscik
14180	Word - Level 2	12/15/21	12/15/21	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14189	Entrepreneurship Essentials	10/12/21	11/9/21	\$199.00	SCF Bradenton (26 West Center)	TBD
14190	Networking Made Easy	10/13/21	10/27/21	\$99.00	SCF Bradenton (26 West Center)	TBD
14191	Digital Marketing for Entrepreneurs	11/3/21	11/17/21	\$199.00	SCF Bradenton (26 West Center)	TBD
14195	Python Essentials with PCEP Industry Certification	9/13/21	10/25/21	\$499.00	SCF Bradenton (26 West Center)	TBD
14196	General Knowledge Test - Math Prep Workshop (Hybrid)	11/13/21	12/11/21	\$119.00	Microsoft Teams, SCF Lakewood Ranch (CIT)	Peltier
14197	ELA Essentials of Business Writing	9/2/21	9/2/21	\$0.00	Zoom	Roth
14198	CNA	9/7/21	11/13/21	\$0.00	SCF Lakewood Ranch (MTSC)	Sawmelle
14199	Leadership Session 7	9/9/21	9/9/21	\$0.00	Zoom	Marco
14200	State Childcare Testing	9/11/21	9/11/21	\$0.00	SCF Lakewood Ranch (CIT)	*
14201	Adult Learning Principles	9/16/21	10/7/21	\$0.00	SCF Lakewood Ranch (CIT)	Roth
14202	Your Emotional Impact	9/16/21	9/16/21	\$0.00	SCF Bradenton (Building 3)	Johnson
14204	TOP- Project Management Fundamentals	11/5/21	11/5/21	\$0.00	SCF Bradenton (26 West Center)	Hollingsworth
14206	Basic Manufacturing Skills	9/13/21	9/15/21	\$0.00	Off-site Sarasota (contract training)	Pingalore
14207	Strengths Finder Workshop 1	9/17/21	9/17/21	\$0.00	SCF Bradenton (Building 18)	Marco
14208	ELA Dealing with Difficult People	9/20/21	9/20/21	\$0.00	Microsoft Teams	Marco
14209	Change Your Attitude, Change Your Life	9/28/21	9/28/21	\$0.00		Marco

(\$0.00 denotes paid by corporate.)

Human Resources Office Personnel Actions Board Exhibits: June, July, and August 2021

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b>Appointments</b>					
Christopher Collins	6/2/2021	Professional	Coordinator, Grants	Foundation	Bradenton
Megan Flood	6/28/2021	Career	Site Coordinator, TASC	Tutoring and Academic Success Center	Venice
Kara De-Cato Flaherty	7/6/2021	Professional	Certified School Counselor	Collegiate School	Venice
Heather Deitrick	7/6/2021	Career	Office Supervisor	Collegiate School	Venice
Cody Hoffman	7/6/2021	Professional	Pearson Testing Center Coordinator and Lifelong Learning Specialist	Lifelong Learning and Workforce Development	Lakewood Ranch
Priscilla Tsantilas	7/6/2021	Career	Executive Assistant III, VP/ED	Foundation	Bradenton
Stephen Breisford	7/19/2021	Career	Simulation Center Technician	Nursing	Bradenton
Anastasia Suddeth	7/19/2021	Career	Staff Assistant II	Traffic Safety Institute	Bradenton
Thomas Tenhundfeld	7/19/2021	Career	Tradesworker II	Facilities, Planning and Maintenance	Bradenton
Kenisha Roney	7/27/2021	Professional	Coordinator, Talent Acquisition	Human Resources	Bradenton
Alexis Klendworth	7/29/2021	Faculty	Instructor, Math	Collegiate School	Venice
Shawna Sanzo	7/29/2021	Faculty	Instructor, English	Collegiate School	Venice
Julia Sawmelle-Hathaway	7/29/2021	Faculty	Instructor, STEM/PE Electives	Collegiate School	Bradenton
John Snoad	7/29/2021	Faculty	Instructor, Social Studies	Collegiate School	Bradenton
Shiloh Reeves	7/29/2021	Faculty	Instructor, Chemistry	Collegiate School	Bradenton
Sean Sell	7/29/2021	Faculty	Instructor, ESE Specialist	Collegiate School	Bradenton
Katherine Chalarca Vega	8/2/2021	Professional	Coordinator, Assessment and Evaluation	Nursing	Lakewood Ranch
Deborah Green	8/2/2021	Professional	Senior Finance Manager	Foundation	Bradenton
Randin Miller	8/2/2021	Career	Collegiate School Resource Officer/Behavior Specialist	Collegiate School	Venice
Paul Berkle	8/9/2021	Administrator	Director, Human Resources	Human Resources	Bradenton
Meredith Butulis	8/12/2021	Faculty	Assistant Professor, Physical Therapy	Physical Therapy Assistant	Bradenton
Robert Coppala	8/12/2021	Faculty	ASN/BSN Instructor	Nursing	Lakewood Ranch
Crystal Genser	8/12/2021	Faculty	ASN/BSN Instructor	Nursing	Bradenton
Kathleen Gibson-Dee	8/12/2021	Faculty	Assistant Professor, Mathematics	Mathematics	Bradenton
Christine Lingard	8/12/2021	Career	Skills Lab Technician	Nursing	Bradenton
Toni Machuga	8/12/2021	Faculty	ASN/BSN Instructor	Nursing	Bradenton
Catherine Quadir	8/12/2021	Faculty	ASN/BSN Instructor	Nursing	Venice
Kim Schroeder	8/12/2021	Career	Skills Lab Technician	Nursing	Venice
Jeanie Thompson	8/12/2021	Career	Skills Lab Technician	Nursing	Lakewood Ranch
Melissa Miller	8/16/2021	Career	Simulation Center Technician	Nursing	Bradenton
Kimberly Richmond	8/16/2021	Administrator	Director, 26 West Entrepreneurship Center	26 West Entrepreneurship Center	Bradenton
Carrolline Butler	8/18/2021	Career	Specialist, Recruitment and New Student	Enrollment Management	Bradenton
Jeanette Colon	8/30/2021	Career	College and Career Success Coach	Office of College and Career Success	Venice
Derrin Gottlieb	8/30/2021	Career	Supplemental Instruction Specialist	Tutoring and Academic Success Center	Bradenton
Quinton Ming	8/30/2021	Faculty	ASN/BSN Instructor	Nursing	Lakewood Ranch
Tracy Myers	8/30/2021	Career	College and Career Success Coach	Office of College and Career Success	Bradenton
Carmen Purpus	8/30/2021	Career	College and Career Success Coach	Office of College and Career Success	Bradenton
Ryan Suarez	8/30/2021	Career	College and Career Success Coach	Office of College and Career Success	Bradenton
Steven Williams	8/30/2021	Career	Tradesworker II	Facilities, Planning and Maintenance	Bradenton
<b>Changes</b>					
Jennifer Leal	6/21/2021	Career	Staff Assistant III	Office of the Registrar	Bradenton
	To	Career	Office Supervisor, Facilities	Facilities, Planning and Maintenance	Bradenton
Marci Smith	6/21/2021	Career	Staff Assistant II	Traffic Safety Institute	Bradenton
	To	Career	Specialist, Technical Support	Information Technology Services	Bradenton

Human Resources Office Personnel Actions Board Exhibits: June, July, and August 2021

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Julie Damer	7/1/2021	Career Professional	Specialist, Health Professions Coordinator, Admissions	Nursing Nursing	Bradenton Bradenton
Victor de Oliveira	7/1/2021	Professional Professional	Manager, Application Support Associate Director, IT Operations	Information Technology Services Information Technology Services	Bradenton Bradenton
Ryan Hale	7/1/2021	Administrator Administrator	Dean, Institutional Effectiveness and Research Acting VP, Institutional Effectiveness and Research	Institutional Effectiveness and Research Institutional Effectiveness and Research	Bradenton Bradenton
Paul Fendrick	7/1/2021	Professional Professional	Manager, Facilities Operations Assistant Director, Facilities Management	Facilities, Planning and Maintenance Facilities, Planning and Maintenance	Bradenton Bradenton
Amy Hollingsworth	7/1/2021	Career Professional	IT Project Coordinator Manager, IT Projects	Information Technology Services Information Technology Services	Bradenton Bradenton
Grant Kayashima	7/1/2021	Career Professional	Lead, Help Desk Specialist Lead Help Desk Office 365 Specialist	Information Technology Services Information Technology Services	Bradenton Bradenton
Dilcia Navarro Godoy	7/1/2021	Career Career	Staff Assistant III Executive Assistant II	Collegiate School Collegiate School	Bradenton Bradenton
Stephanie Purington	7/1/2021	Career Career	Specialist, Clinical Compliance Compliance Coordinator and Clinical Liaison	Nursing Nursing	Bradenton Bradenton
Robertta Reed	7/1/2021	Professional Professional	Coordinator, HRIS Manager, HRIS	Human Resources Human Resources	Bradenton Bradenton
Megan Renner	7/1/2021	Professional Professional	Coordinator, Retention Coordinator, Retention and Assessment and Testing	Retention Retention and College & Career Planning	Bradenton Bradenton
14 Tammy Sawmelle	7/1/2021	Administrator Administrator	Director, Nursing Assistant Dean, Nursing	Nursing Nursing	Lakewood Ranch Lakewood Ranch
Heather Shehorn	7/1/2021	Professional Professional	Coordinator, Special Academic Programs Assistant Dean, Institutional Effectiveness, Campus Administrator	Academics Institutional Effectiveness	Venice Venice
Melanie Wallace	7/1/2021	Professional Professional	Coordinator Operations Associate Registrar	Office of the Registrar Office of the Registrar	Bradenton Bradenton
Chris Wardman	7/1/2021	Professional Professional	Assistant Manager, Public Safety Assistant Director, Public Safety	Public Safety and Emergency Management Public Safety and Emergency Management	Bradenton Bradenton
Emmanuel Acheampong	7/26/2021	Professional Professional	Coordinator, Facilities Planning Design and Construction Manager, Facilities, Planning and Maintenance	Facilities Planning and Maintenance Facilities Planning and Maintenance	Bradenton Bradenton
Amber Filipiak	7/29/2021	Faculty Faculty	Instructor, World History Instructor, World History	Collegiate School Collegiate School	Bradenton Venice
Malia Rowland	7/29/2021	Faculty Faculty	Instructor, Biology Instructor, Biology	Collegiate School Collegiate School	Bradenton Venice

Human Resources Office Personnel Actions Board Exhibits: June, July, and August 2021

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Sherril Skojec	8/2/2021	Career Career	Staff Assistant III Academic Department Secretary	Office of College and Career Success Natural Sciences	Bradenton Bradenton
Suzanne Anderson	8/12/2021	Faculty Faculty	Lecturer, General Business Assistant Professor, General Business	Business Business	Bradenton Bradenton
Jennifer Bieselin	8/12/2021	Faculty Faculty	Associate Professor, Language & Literature Professor, Language & Literature	Language & Literature Language & Literature	Bradenton Bradenton
Derek Borton	8/12/2021	Faculty Faculty	Lecturer, Mathematics Instructor, Mathematics	Mathematics Mathematics	Bradenton Bradenton
Nicolette Mason	8/12/2021	Faculty Faculty	Instructor, Language & Literature Assistant Professor, Language & Literature	Language & Literature Language & Literature	Venice Venice
Justin McDonald	8/12/2021	Faculty Faculty	Lecturer, Economics Instructor, Economics	Business Business	Bradenton Bradenton
Jorge Funez	8/16/2021	Career Professional	Supervisor, Facilities & Maintenance Manager, Facilities Management	Facilities, Planning & Maintenance Facilities, Planning & Maintenance	Venice Bradenton
Trevor Harvey	8/16/2021	From To	Advisor III Coordinator, Student Support Services	College and Career Planning Student Services	Bradenton Bradenton
Lori King	8/25/2021	From To	Assistant, Office of the Registrar Staff Assistant III	Office of the Registrar Office of the Registrar	Bradenton Bradenton
Rose Aragao 15	8/30/2021	From To	Advisor II College and Career Success Coach	College and Career Planning Office of College and Career Success	Venice Venice
Jaime Boseman	8/30/2021	From To	Advisor II College and Career Success Coach	College and Career Planning Office of College and Career Success	Bradenton Bradenton
Erica Hampson	8/30/2021	From To	Advisor II College and Career Success Coach	College and Career Planning Office of College and Career Success	Venice Venice
Kelli Howerton	8/30/2021	From To	Advisor II College and Career Success Coach	College and Career Planning Office of College and Career Success	Bradenton Bradenton
Heather Mills	8/30/2021	From To	Advisor II College and Career Success Coach	College and Career Planning Office of College and Career Success	Bradenton Bradenton
Leah Nusman	8/30/2021	From To	Advisor II College and Career Success Coach	College and Career Planning Office of College and Career Success	Bradenton Bradenton
Angela Powell	8/30/2021	From To	Advisor II Staff Assistant III	College and Career Planning College and Career Planning	Bradenton Bradenton

Human Resources Office Personnel Actions Board Exhibits: June, July, and August 2021

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Natalie Singer	8/30/2021	Career	Advisor II	College and Career Planning	Bradenton
		Career	College and Career Success Coach	Office of College and Career Success	Bradenton
Denise Turcotte	8/30/2021	Professional	Advisor III	College and Career Planning	Lakewood Ranch
		Career	Specialist, Transfer Credit	Office of the Registrar	Bradenton
<b><u>Separations</u></b>					
Donna Darling	6/1/2021	Professional	Simulation Center Technician Specialist	Nursing	Lakewood Ranch
Teresa Hanlon	6/4/2021	Professional	Coordinator, BSN Program	Nursing	Lakewood Ranch
Rebecca Shafer	6/4/2021	Career	Coordinator, Technology	Collegiate School	Bradenton
Trisha Hurley	6/28/2021	Career	Specialist, Transfer Credit	Office of the Registrar	Bradenton
Kristley Richardson	6/30/2021	Professional	Manager, Business and Student Engagement	Lifelong Learning and Workforce Development	Lakewood Ranch
Virginia Odoardi	7/1/2021	Career	Specialist, Processor	Financial Aid	Bradenton
Allison Baker	7/9/2021	Professional	Manager, Neel Performing Arts Center	Neel Performing Arts Center	Bradenton
Heidi Walley	7/10/2021	Career	Assistant, Library	Library	Lakewood Ranch
Amy Goman	7/16/2021	Professional	Advancement Associate, Corporate & Community Partnerships	Foundation	Bradenton
Melanie Wallace	7/21/2021	Professional	Associate Registrar	Office of the Registrar	Bradenton
Christopher Lepper	7/23/2021	Professional	Senior Project Manager, Planning Design & Construction	Facilities, Planning and Maintenance	Bradenton
Rosemarie Grebe	7/30/2021	Faculty	ASN/BSN Instructor	Nursing	Bradenton
Robert Ziesemer	7/30/2021	Career	Tradesworker II	Facilities, Planning and Maintenance	Bradenton
Melissa Holmes	8/2/2021	Career	Assistant Student Services - Call Center	Call Center	Bradenton
Dorothy Nully	8/2/2021	Faculty	BSN Nursing Faculty	Nursing	Lakewood Ranch
Jaime Hampton	8/5/2021	Career	Supplemental Instruction Specialist	Tutoring and Academic Success Center	Bradenton
Noema Santos	8/11/2021	Faculty	Professor, Business	Business	Bradenton
Mark Menezes	8/13/2021	Professional	Advisor III	College and Career Planning	Venice
Thomas Tenhundfeld	8/17/2021	Career	Tradesworker II - General Maintenance (Evening Shift)	Facilities, Planning and Maintenance	Bradenton
Andre Grant	8/20/2021	Career	Advisor II, Veterans Benefits	Financial Aid	Bradenton
Lauren Bennett	8/24/2021	Career	Assistant Student Services - Call Center	Call Center	Bradenton
Stephanie Purington	8/24/2021	Career	Compliance Coordinator and Clinical Liaison	Nursing	Bradenton
Tina Renaud	8/27/2021	Career	Advisor I	Office of College and Career Success	Bradenton
<b><u>Retirements</u></b>					
Linda Baxter-Plank	6/30/2021	Career	Specialist, Education Programs	Education Programs	Venice
Jennifer LaHurd	6/30/2021	Administrator	Director, Human Resources	Human Resources	Bradenton
Faye Vidulich	6/30/2021	Career	Site Coordinator, ARC	Academic Resource Center	Venice
Kathy Doran	7/31/2021	Career	Academic Department Secretary	Natural Science	Bradenton
Del Carr	8/2/2021	Faculty	Associate Professor, Physical Therapy	Physical Therapy Assistant Program	Bradenton
Susan Finlay	8/10/2021	Faculty	Professor	Social and Behavioral Sciences	Venice
Frank Clements	8/11/2021	Faculty	Professor, Business	Business	Bradenton



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

College Affordability Report

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of the attached College Affordability Report, in accordance with Florida Statutes 1004.084 and 1004.085.**

**STAFF ANALYSIS:**

The State College of Florida Manatee-Sarasota is required to submit an update on initiatives and strategies to promote college affordability to the Florida College System each September. For fiscal year 2020/21, SCF met the requirements for textbook affordability for the report as it has since the Statute was enacted. SCF is also reporting the decrease several fees including elimination of the Graduation Fee and 4 Course Fees and the redirection of revenues from the Application Fee to cover costs associated with graduation. The College will adjust Health Professions program application fees to create equity for all Health Professions programs. The College will also create a 1.25% credit card convenience fee in alignment with FS 1109.23(15), equal to the average amount charged by vendors to the College.

**FISCAL IMPACT** Yes

Funding Source: Tuition and Fees, Auxiliary Funds

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: \$ N/A

**REQUESTED BY:** Julie Jakway

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

## EXHIBIT A

Each Florida College System institution board of trustees is required by s. 1004.085(8), Florida Statutes to respond to the following four categories:

**1. Textbook and Course Material Selection Process**

- Previously used textbooks are automatically pre-approved for continuous use, as this helps maintain a strong used and rental market for those textbooks.
- Any new adoption (change in title, new edition, additional material) must be accompanied by a certification from the faculty member submitting the adoption or the department, followed by an approval for the change by the appropriate Dean or Department Head.

**2. Cost Saving Initiatives**

- 26.16% of all General Education Courses had free textbooks/course materials.
- The SCF College Store permits book warehousing on the campus to increase used book titles and decrease county school district warehousing needs.
- The SCF College Store buys back reusable texts at no less than 50% of purchase price.
- The SCF College Store provides a price matching guarantee through Follett to Amazon and other book retailers.
- SCF encourages faculty members to utilize open source (free) materials, and creative resources to keep text costs low. SCF and Follett have partnered with numerous free/low cost textbook publishers, and adoption rates on these textbooks continue to grow.
- SCF has maintained over 47% of textbooks from Fall 2020 semester with no change, decreasing used and rental costs to students.
- SCF library carries multiple copies of many low and high cost textbooks to provide students with a borrow option at no cost.

**3. Textbooks that met Adoption Posting Deadline 2020-2021 School Year (Requirement: 95%)**

- All adopted textbooks are available in real-time both on the SCF College Store website, as well as the College's registration page, connected to the specific course for which a textbook is adopted.
- The textbook adoption list generated at the 45-day deadline is posted on the College's website.
- Textbook information available by the Summer 2020, Fall 2020, and Spring 2021 Textbook Adoption Deadline: 98.13% (4,042 of 4,119 Total Adoptions)

**4. Courses that did not meet the Adoption Posting Deadline 2020-2021 School Year**

- 77 total adoptions were submitted after the 45-day website posting deadline.
- Adoption delays can be caused by factors including but not limited to: adoptions submitted for editions that are no longer available and need to be updated, communication challenges, last minute change(s) to course structure(s), error in adoption entry.
- The courses with late adoptions were as follows:

- BCN1512CZO1 Fall 2020
- BCN2230ZO1 Fall 2020
- BSC2011CB01 Fall 2020
- BSC2011LB03 Fall 2020
- BSC2086CB02 Fall 2020
- BSC2086CV01 Fall 2020
- BSC2086LB01 Fall 2020
- BSC2086LB19 Fall 2020
- CCJ2010V01 Fall 2020
- CJE3361ZO6 Fall 2020
- CJL2100V01 Fall 2020
- ENC1101O02 Fall 2020
- ENC1101O22 Fall 2020
- ENC1101O24 Fall 2020
- ENC1101O25 Fall 2020
- ENC1101O28 Fall 2020
- ENC1101O37 Fall 2020
- ENC1101O73 Fall 2020
- ENC1101O75 Fall 2020
- ENC1101O78 Fall 2020
- ENC1101Z04 Fall 2020
- ENC1101Z10 Fall 2020
- ENC1101Z27 Fall 2020
- ENC1102O26 Fall 2020
- ENC1102O35 Fall 2020
- ENC1102O57 Fall 2020
- ENC1102Z25 Fall 2020
- ENC1102ZO0 Fall 2020
- ENL2010V01 Fall 2020
- ENT2120ZV1 Fall 2020
- ETI1420CZO1 Fall 2020
- ETM1010CZV1 Fall 2020
- FIL1030ZB9 Fall 2020
- HLP1081ZO3 Fall 2020
- HSA3430ZO1 Fall 2020
- HSC1132O01 Fall 2020
- IDH2930V01 Fall 2020
- INP1390O01 Fall 2020
- ISM3541ZO1 Fall 2020
- LIT2000O10 Fall 2020
- MAN4720ZO1 Fall 2020
- MAR2011V01 Fall 2020
- MAR4354ZL1 Fall 2020
- MAR4354ZO1 Fall 2020
- MNA1345O01 Fall 2020
- NUR2703CL05 Fall 2020
- PHI2010V02 Fall 2020
- PLA2763O16 Fall 2020
- POS1041B01 Fall 2020
- POS1041V05 Fall 2020
- REL2210B01 Fall 2020
- REL2300L01 Fall 2020
- RMI1201O01 Fall 2020
- SPC1608O03 Fall 2020
- SPC1608O17 Fall 2020
- SPC1608O29 Fall 2020
- SPC1608O39 Fall 2020
- AMH1020O10 Spring 2021
- BCN1597O40 Spring 2021
- BSC1020L01 Spring 2021
- BSC2010LV01 Spring 2021
- BSC2011LV01 Spring 2021
- BSC2086LV01 Spring 2021
- BSC2930DXV1 Spring 2021
- BSC2930DZV2 Spring 2021
- DEH2702O01 Spring 2021
- ETI1628ZO1 Spring 2021
- ETI1644O40 Spring 2021
- MMC2000O01 Spring 2021
- NUR1730LL04 Spring 2021
- NUR1730LL05 Spring 2021
- NUR3826FO3 Spring 2021
- PEM2104O01 Spring 2021
- PHI2600O03 Spring 2021
- POS1041Z01 Spring 2021
- SPC1608B51 Spring 2021
- CJL2100Z01 Summer 2021

Affordability remains a top priority for all 28 Florida College System (FCS) institutions. The Division of Florida Colleges requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.). By September 30, 2021, each college must input institutional responses for the 2021 FCS Affordability Report via <https://www.research.net/r/2021FCSAffordability>. If you have any questions about completing the report, please contact Hayley Spencer, Director of Research and Analytics, at [Hayley.Spencer@fldoe.org](mailto:Hayley.Spencer@fldoe.org).

This Word template is provided for planning purposes only. All responses must be uploaded in the survey instrument.

Contact Information

1. College Name  
State College of Florida, Manatee-Sarasota

2. Contact Information

Table with 2 columns: Field (Name, Title, Email Address) and Value (Julie Jakway, Vice President, Finance and Administration, jakwayj@scf.edu)

Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?  
 Yes  
 No

If you answered "no," provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.  
Click or tap here to enter text.

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service and technology.  
 Yes  
 No

If you answered "no," provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.  
Click or tap here to enter text.

5. Did your institution eliminate administrative fees over the prior year?  
 Yes  
 No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

- Yes  
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

SCF Manatee-Sarasota eliminated the Graduation Fee for 21/22, and redirected funds from the Application Fee to fund graduation-related costs. SCF also increased the Application Fee for some Health Professions programs to make the fee consistent across all Health Professions programs. SCF created a Credit Card Convenience Fee per FS 1009.33(15) to offset the costs associated with rebates at 1.25%, the actual amount of the cost of the fees to the College.

7. Did your institution eliminate user fees over the prior year?

- Yes  
 No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

SCF Manatee-Sarasota eliminated the following user fees: FIL 2100 Screenwriting; MAT 0018 Pre-Algebra; MAT 0028 Elementary Algebra; OST 1100 Elementary Keyboarding.

### Textbook Affordability

8. Describe your institution’s selection process for textbook and instructional materials for all high-enrollment courses and any general education courses with a wide cost variance.

SCF Manatee-Sarasota has separate requirements for used and new textbooks and materials, as follows:

1. Ongoing working groups comprised of faculty and administration have eliminated previously identified wide cost variances in general education and high enrollment courses.
2. Previously used textbooks are automatically pre-approved for continuous use, helping to preserve a strong used and rental market for those textbooks.
3. New text adoptions (including change in title, new edition, additional material) require written certification from the faculty member submitting the adoption or the department, followed by an approval for the change by the appropriate Dean or Department head.

9. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

- Adoption of Open Educational Resources
- Usage of digital textbooks and learning objects
- Textbook affordability committees
- Mechanisms to assist in buying, renting, selling and sharing textbooks and instructional materials
- Program(s) with no textbook costs
- Faculty grants for development of textbooks
- Bulk textbook purchasing
- Offering students opt-in provisions for the purchase of materials
- Offering students opt-out provisions for the purchase of materials
- Consideration of the length of time that textbooks and instructional materials remain in use
- Course-wide adoption, specifically for high enrollment general education courses
- Other (please specify) Additional cost-saving measures by SCF Manatee-Sarasota include: 1) Price matching through the college bookstore; 2) Initiative for the continual use of previous textbooks to grow third party sale and rental market; 3) The SCF Library carries multiple copies of low and high-cost textbooks to provide students with a borrow option at no cost; 4) Expansion of pilots of Open Educational Resources in courses as a partnership with Follett/Lumen Learning; 5) Implementation of Follett Access program that provides access to texts and courseware at a negotiated, lower than publisher direct price.

10. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

SCF has developed the following procedures to ensure the appropriate notification of texts and materials:

1. All textbooks must be adopted at least 75 days prior to the start of the semester in which the textbook will be used to ensure the bookstore has adequate time to procure the content at the lowest price.
2. A list of all required textbooks is posted to the college website at least 45 days prior to the start of the following term.
3. As faculty adopt books using the bookstore system of adoption, the adoption simultaneously appears in SCF's course registration system. Enabling students to have real time notification of required materials as they choose their classes.
4. Departments must submit written certification with dean/department head's approval to the bookstore considering the following factors when adopting new materials:
  - Is the textbook part of a bundle?
  - If the textbook is bundled with supplemental materials, will all components of the bundle be used?
  - Is the text a new edition?
  - Is the old edition available?
  - If the old edition is available, to what extent is the new edition different and more valuable for instructional purposes?
  - Were open access textbooks considered during the selection process?

11. Report the number and the total percentage of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year.

Fall 2020 Number	57 of 1740
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Fall 2020 Percent	3.28%
Spring 2021 Number	19 of 1713
Spring 2021 Percent	1.11%

12. Identify examples of why the posting deadlines were not met, if applicable. Select all that apply.

- Changes in accreditation standards that required curricular changes
- Errors made by the third-party bookstore vendor
- Teaching assignments given to faculty members after the 45-day window passed
- Course schedules changed for some faculty after the posting deadline
- Course sections changed instructional modality
- Other (please specify) [Click or tap here to enter text.](#)

### Financial Aid Policies

13. Identify specific institutional financial aid policies or programs that promote affordability. Select all that apply.

- Targeted aid to students close to completing
- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency financial aid grant to students (HEERF)
- Emergency student aid fund for students in emergency financial situations with unplanned costs (non-HEERF)
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations
- Other (please specify) [Financial Aid awards based on Expected Family Contributions arrange to ensure if a student applies for aid, they will be awarded a financial aid package designed to meet tuition, fees, and books.](#)

### Other Affordability Strategies

14. Provide any additional information about any innovative or new affordability strategies. Optional.  
[Click or tap here to enter text.](#)

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Annual State College of Florida Foundation Facilities Use

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of facilities use by the SCF Foundation for 2021/22.**

**STAFF ANALYSIS:**

The SCF Foundation, the College's direct-support organization, raises funds on behalf of SCF for scholarships, capital projects, equipment needs and other operating expenses. The College provides space for these fundraising activities. A list of anticipated usages for 2021/22 is attached.

**FISCAL IMPACT**   No  

Funding Source:   N/A  

Will this action result in a Budget Amendment?   No  

If yes, indicate the dollar amount: \$   N/A  

**REQUESTED BY:** Julie Jakway, Vice President, Finance and Administrative Services

**FUNDING VERIFIED AND APPROVED BY:**                     Julie Jakway                      
**Vice President, Finance and Administrative Services**



**SCF Foundation Space and Events 2021/22**

9/28/2021

#	Event	Location	Date	Booked Times	Total Cost
20210722	SCFF Asset Management Committee Meeting	CIT 134 Conference Room	10/21/2021	8:00 AM - 1:00 PM	\$ 140
		CIT 134 Conference Room	2/3/2022	8:00 AM - 1:00 PM	\$ 140
		CIT 134 Conference Room	4/28/2022	8:00 AM - 1:00 PM	\$ 140
		CIT 134 Conference Room	7/26/2022	8:00 AM - 1:00 PM	\$ 140
20210817	SCFF Board of Directors Meeting	Full Selby 116/117	12/16/2021	4:00 PM - 9:00 PM	\$ 300
		Full Selby 116/117	2/17/2022	4:00 PM - 9:00 PM	\$ 300
		Full Selby 116/117	4/14/2022	4:00 PM - 9:00 PM	\$ 300
		Full Selby 116/117	6/16/2022	4:00 PM - 9:00 PM	\$ 300
		Full Selby 116/117	9/22/2022	4:00 PM - 9:00 PM	\$ 300
TBA	Avenues to the Future	11-121 SCF Neel PAC	2/19/2022	6:00 AM - 11:59 PM	\$ 2,970
		3-101 Lobby	2/19/2022	6:00 AM - 11:59 PM	\$ -
		3-108 Library Forum	2/19/2022	6:00 AM - 11:59 PM	\$ 990
		3-143/146 Community Room Whole	2/19/2022	6:00 AM - 11:59 PM	\$ 1,980
		Art Gallery	2/19/2022	6:00 AM - 11:59 PM	\$ 720
		Neel Lobby	2/19/2022	6:00 AM - 11:59 PM	\$ -
TBA	Evening Under the Stars	Performance Pavillion	4/9/2022	9:00 AM - 11:00 PM	\$ 560
		Performance Pavillion	4/9/2022	9:00 AM - 11:00 PM	\$ 560
		Performance Pavillion	4/9/2022	9:00 AM - 11:00 PM	\$ 560
<b>Subtotal Anticipated Event Cost</b>					<b>\$ 10,400</b>
	Office Space	Building 7	Permanent	1213 gsf x \$15/gsf*	\$ 20,000
<b>Total 2021/22 Cost</b>					<b>\$ 30,400</b>

\* Square footage per the Foundation 990 form, \$15/gsf. Rounded to \$20,000.



September 8, 2021

District Board of Trustees  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, FL 34207

The Florida School Safety Risk Assessment Tool (FSSAT) is part of the Marjory Stoneman Douglas High School Public Safety Act that was signed into law March 9, 2018. The FSSAT is the tool used to conduct a school security risk assessment.

SCF Collegiate School's Bradenton campus safety risk assessment was completed with the SCF Director of Public Safety and the Manatee County Sheriff's Office on June 4, 2021. The report did not make required recommendations for the SCF Collegiate School. The Collegiate School on the Venice campus scheduled its safety risk assessment on September 16, 2021, following the completion of building renovations.

SCF Collegiate School continues to follow SCF Public Safety for all safety and security recommendations as well as safety for Collegiate School staff and students. The charter also collaborates with Manatee County School District for best practices for safety and security which includes keeping the Student Code of Conduct updated as well as related policies to be consistent with the district's threat assessment procedures.

Regards,

A handwritten signature in black ink that reads 'Kelly Monozel'.

Senior Head of Collegiate Schools  
State College of Florida, Manatee-Sarasota

**STATE COLLEGE OF FLORIDA  
GRANT PROPOSAL**

NO: 21-07	TITLE: <b>“Think Like an Entrepreneur...and Change the World” Entrepreneurship, Education and Training Grant</b>	FUNDS REQUESTED: <b>\$ 50,000</b>
SPONSORING AGENCY: <b>Office of Workforce Education – Florida Department of Education</b>		SCF CASH MATCH: <b>\$ 0</b>
PROPOSER: <b>Terri Clark, Dean, Lifelong Learning and Workforce Development and Kim Richmond, Director, 26 West Entrepreneurship Center</b>		SCF IN-KIND MATCH: <b>\$ 0</b>

*College departments and participating personnel:* Dr. Ryan Hale, Acting VP, Institutional Effectiveness and Research; Gary Baker, Director, Online Learning; Terri Clark, Dean, Lifelong Learning and Workforce Development and Kim Richmond, Director, 26 West Entrepreneurship Center.

**GRANT SUMMARY:**

Entrepreneurship education and training (EET) refer to both academic education and formal training interventions or activities that share the broad objective of providing individuals with the knowledge and skills necessary to start, operate, or scale an enterprise. For this one-year grant, proposes to develop the following in its career and technical education (CTE) students:

The main purpose of the grant project *Think Like an Entrepreneur...and Change the World* is to foster an entrepreneurial mindset and capabilities in State College of Florida, Manatee-Sarasota (SCF) career and technical education (CTE) students to enhance their ability to 1) start a small business of their own, or 2) make them more competitive in the workplace by demonstrating the 21<sup>st</sup> Century skills that employers value. These initiatives are designed to educate, inspire, and motivate both CTE faculty and students to develop an entrepreneurial mindset and apply it to every aspect of life both on and off-campus. These are also designed to demonstrate entrepreneurial possibilities in every career path. All activities reflect an entrepreneurial approach to the target audiences with the use of key entrepreneurial concepts including design thinking, customer journey maps, and personas to engage faculty and students where they are and help them see the possibilities of entrepreneurship and entrepreneurial thinking.

This purpose-driven initiative is planned to begin in Fall 2021 with faculty surveys and a campus-wide awareness campaign, and then the implementation of activities will occur in the Spring 2022 semester. The grant period will end on June 30, 2022.

SCF will leverage its existing partnerships with SCORE (Service Corps of Retired Executives, area SBDCs (Small Business Development Centers), local Chambers of Commerce, Economic Development Corporations, and other institutions of higher education through the Cross College Alliance.

Signature Page  
 Proposal # 21-07

	9.9.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Area Administrator	Date	Approved	Disapproved
	9/9/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource Development	Date	Approved	Disapproved
	9/10/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acting VP, Institutional Effectiveness and Research	Date	Approved	Disapproved
	9/10/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Associate Provost for Academic and Faculty Affairs	Date	Approved	Disapproved
	9/9/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Student Services & Enrollment Management	Date	Approved	Disapproved
	9/9/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Finance and Administrative Services	Date	Approved	Disapproved
	9/9/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Executive VP & Provost	Date	Approved	Disapproved
	9-9-21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Human Resources	Date	Approved	Disapproved
	9/13/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President	Date	Approved	Disapproved
Submitted to Board of Trustees	Date	Approved	Disapproved

**OFFICE OF THE VICE PRESIDENT OF  
FINANCE AND ADMINISTRATIVE SERVICES**

***Julie Martin Jakway, Vice President***

**TO:** State College of Florida, Manatee – Sarasota  
District Board of Trustees

**FROM:** Julie Martin Jakway  
Vice President of Finance and Administrative Services

**SUBJECT:** *Monthly Financial Report – May 2021*

**Two Year Programs**

The report for Two Year Programs presents the Budget and Year-To-Date Revenue and Expense for this fiscal year compared to last fiscal year, as of May 31.

Student Fees revenue for the current year decreased 1% from the same period last year. Other Student Fees revenue decreased by 10% over Other Student Fees reported through May of last year, resulting from lower current year enrollment compared to last year. Support from Local Government decreased by 5% over Support from Local Government through May of last year. This decrease is due to a decrease in number of students and credit hours enrolled in dual enrollment programs. State Support decreased by 11% over State Support through May of last year. This decrease is due to the loss of non-recurring revenue for the Nursing Center for Excellence and a 6% State appropriation holdback, which will be returned in June.

In the category of Expenses, overall Personnel costs are 1% higher as compared to last May. Services expense decreased 10% and Materials and Supplies expense decreased 6% compared to May of last year. Other Current Charges increased \$912,793 over Other Current Charges through May of last year due to a change of fee waivers classification from contra-revenue to expense. Capital Outlay in May was \$61,518 compared to \$114,261 last May.

With this fiscal year 92% complete, personnel costs are at 79% of the amount budgeted for the current year, less than the three-year average of 85% for this time of year. Current expenses represent 57% of the amount budgeted, less than the three-year average of 66% for this time of year.

***In summary, with the year 92% complete:***

- Year-To-Date Actual Revenue is 86% of the Adjusted Budget, which is less than the three-year average of 91% for this time of year.
- Year-To-Date Actual Expense is 72% of the Adjusted Budget, which is less than the three-year average of 78% for this time of year.
- Revenues and expenses are less than what would be expected as a percentage of budget basis.

**Baccalaureate Programs**

Total Revenue for Baccalaureate Programs consists of Student Fees, Other Student Fees, and Other Revenue. Total Revenue as of May 31, 2021, totaled \$1,499,228, comparing to the three-year average of \$1,423,002. Student Fees revenue is \$1,361,145 and Other Student Fees is \$135,562, comparing to the three-year average of \$1,205,691 and \$133,354, respectively, for this time of year. Other Revenue is \$2,251 comparing to the three-year average of \$24,569 for this time of year. This decline is the result of less interest earned on cash holdings.

Total Expense for Baccalaureate Programs consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$1,116,160 with Personnel totaling \$1,002,256 and Current Expense totaling \$112,205, comparing to the three-year average of \$1,193,773, \$1,108,232, and \$85,541, respectively, for this time of year. Capital Outlay expenses through the month of May 2021 were \$1,699.

On a percentage basis, Total Revenue is 89% of that budgeted comparing to the three-year average of 85% for this time of year. Total Expense is 65% of that budgeted comparing to the three-year average of 76% for this time of year.

### **Collegiate School – Bradenton Campus**

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of May 31, 2021, totaled \$3,723,172 comparing to the three-year average of \$3,561,184. Support from Local Government is \$3,474,056 comparing to the three-year average of \$3,159,989 for this time of year. State support is \$235,179 comparing to the three-year average of \$319,220 for this time of year. Federal Support is \$5,745 comparing to the three-year average of \$3,477 for this time of year. Other Revenue is \$8,192 comparing to the three-year average of \$78,498 for this time of year. The decrease in Other Revenue is due to the County's elimination of the Best and Brightest scholarship for the teachers and a decrease in interest rate.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$2,990,937, with Personnel totaling \$1,950,229 and Current Expense totaling \$920,220. Capital Outlay expenses during the period were \$120,488. These figures compare to the three-year averages of \$2,885,201, \$1,820,967, \$916,426, and \$147,807, respectively, for this time of year.

On a percentage basis, Total Revenue is 90% of that budgeted, less than the three-year average of 92% for this time of year. Total Expense is 69% of that budgeted, slightly less than the three-year average of 70% for this time of year.

### **Collegiate School – Venice Campus**

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, Federal Support, and Other Revenue. Total Revenue as of May 31, 2021, totaled \$1,211,317 comparing to \$376,342 during the same period last year. Through May 31, 2021, Support from Local Government is \$806,321 and Federal Support is \$404,942. Last year's figures were \$375,170 and \$1,172, respectively.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$834,320, with Personnel totaling \$255,293 and Current Expense totaling \$402,560. Capital Outlay expenses totaled \$176,467 during the period. These figures compare to prior year figures of \$234,992, \$172,738, \$58,349, and \$3,905, respectively.

On a percentage basis, Total Revenue is 82% of that budgeted, prior year Total Revenue was 89% for this time of year. Total Expense is 50% of that budgeted, prior year was 49% for this time of year.

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2020-21 vs. FY 2019-20  
Lower Level Programs - Fund 11000

AC Type Description	May 31, 2021				May 31, 2020				Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual / PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget			
<b>Revenue</b>											
41 Student Fees	15,244,019	15,244,019	14,659,176	96%	14,355,032	14,690,173	14,746,553	100%		-1%	
42 Other Student Fees	3,061,538	3,061,538	2,847,864	93%	3,063,367	3,320,948	3,173,534	96%		-10%	
43 Support From Local Government [1]	1,749,600	1,749,600	1,528,207	87%	1,458,000	1,800,000	1,602,419	89%		-5%	
44 State Support	26,063,878	26,063,878	22,283,308	85%	27,517,406	27,517,406	25,019,108	91%		-11%	
45 Federal Support	67,764	458,764	476,293	104%	52,173	52,173	44,701	86%		-64%	
46 Gifts, Private Grants & Contracts	27,790	27,790	9,629	35%	32,284	32,284	26,642	83%		-26%	
47 Sales and Services Department	588,377	589,377	386,307	66%	568,481	572,881	524,757	92%		-51%	
49 Other Revenue [2]	243,804	178,804	109,966	62%	235,400	235,400	223,225	95%		-51%	
4A Non-Revenue Receipts [3]	374,128	4,174,128	1,790,940	43%	328,212	328,212	(798)	0%		-3%	
<b>Total : Revenue</b>	<b>47,420,898</b>	<b>51,547,898</b>	<b>44,091,691</b>	<b>86%</b>	<b>47,610,355</b>	<b>48,549,477</b>	<b>45,360,141</b>	<b>93%</b>		<b>-3%</b>	
<b>Grand Total : Revenue</b>	<b>47,420,898</b>	<b>51,547,898</b>	<b>44,091,691</b>	<b>86%</b>	<b>47,610,355</b>	<b>48,549,477</b>	<b>45,360,141</b>	<b>93%</b>		<b>-3%</b>	
<b>Expense</b>											
<b>Personnel</b>											
51 Salaries-Full Time & Perm Part Time	24,372,958	24,145,805	20,803,757	86%	23,150,490	23,353,131	20,514,119	88%		1%	
52 Other Personnel Exp P/T (Non-Perm)	3,909,273	3,895,298	2,898,268	74%	3,331,600	3,625,901	3,426,423	94%		-15%	
53 Personnel Benefits	9,650,374	10,960,736	7,153,949	65%	8,312,316	8,526,642	6,572,957	77%		9%	
<b>Total : Personnel</b>	<b>37,932,605</b>	<b>39,001,839</b>	<b>30,855,974</b>	<b>79%</b>	<b>34,794,406</b>	<b>35,505,674</b>	<b>30,513,500</b>	<b>86%</b>		<b>1%</b>	
<b>Current Expense</b>											
61 Services [4]	9,582,284	9,607,971	5,733,610	60%	9,089,655	9,467,864	6,345,413	67%		-10%	
62 Materials and Supplies	3,685,237	3,664,701	2,192,229	60%	3,470,449	3,638,623	2,330,188	64%		-6%	
63 Other Current Charges [5]	2,810,635	2,720,271	1,184,269	44%	1,285,386	937,317	271,476	29%		2%	
<b>Total : Current Expense</b>	<b>16,078,157</b>	<b>15,992,942</b>	<b>9,110,108</b>	<b>57%</b>	<b>13,845,490</b>	<b>14,043,804</b>	<b>8,947,077</b>	<b>64%</b>		<b>2%</b>	
<b>Transfers</b>											
69 Other Transfers	805,975	805,975	0	0%	2,150,000	1,143,877	0	0%		0%	
<b>Total : Transfers</b>	<b>805,975</b>	<b>805,975</b>	<b>0</b>	<b>0%</b>	<b>2,150,000</b>	<b>1,143,877</b>	<b>0</b>	<b>0%</b>		<b>0%</b>	
<b>Capital</b>											
71 Capital Outlay	10,000	169,628	61,518	36%	12,135	162,630	114,261	70%		-46%	
<b>Total : Capital</b>	<b>10,000</b>	<b>169,628</b>	<b>61,518</b>	<b>36%</b>	<b>12,135</b>	<b>162,630</b>	<b>114,261</b>	<b>70%</b>		<b>-46%</b>	
<b>Grand Total : Expense</b>	<b>54,826,737</b>	<b>55,970,384</b>	<b>40,027,600</b>	<b>72%</b>	<b>50,802,031</b>	<b>50,855,985</b>	<b>39,574,837</b>	<b>78%</b>		<b>1%</b>	

[1] Dual enrollment revenue  
 [2] Includes interest and dividends, fines and penalties, bad debt recoveries and miscellaneous revenue  
 [3] Includes non-mandatory transfers in, proceeds from fixed asset sales, over and short, lost revenue recovery from CARES  
 [4] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
 [5] Includes central store, scholarships, fee waivers, bad debt expense, unemployment comp and uninsured losses



State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2020-21 vs. FY 2019-20  
Upper Level Programs - Fund 12000

AC Type Description	May 31, 2021				May 31, 2020				Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	Adj Budget	Percent YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	
<b>Revenue</b>									
41 Student Fees	1,316,515	1,366,647	1,361,145	1,237,330	100%	1,237,330	1,237,330	1,172,205	95%
42 Other Student Fees	133,699	133,699	135,562	133,699	101%	133,699	133,699	135,143	101%
44 State Support	178,164	178,164	0	178,164	0%	178,164	178,164	0	0%
47 Sales and Services Dept	0	0	135	0		0	0	0	
49 Other Revenue [1]	34,523	9,523	2,521	34,523	26%	34,523	34,523	26,200	76%
<b>Total : Revenue</b>	<b>1,662,901</b>	<b>1,688,033</b>	<b>1,499,363</b>	<b>1,583,716</b>	<b>89%</b>	<b>1,583,716</b>	<b>1,583,716</b>	<b>1,333,548</b>	<b>84%</b>
<b>Grand Total : Revenue</b>	<b>1,662,901</b>	<b>1,688,033</b>	<b>1,499,363</b>	<b>1,583,716</b>	<b>89%</b>	<b>1,583,716</b>	<b>1,583,716</b>	<b>1,333,548</b>	<b>84%</b>
<b>Expense</b>									
<b>Personnel</b>									
51 Salaries-Full Time & Perm Part Time	785,061	785,061	515,907	761,247	66%	761,247	761,247	613,785	81%
52 Other Personnel Exp P/T (Non-Perm)	357,000	357,000	351,778	344,944	99%	344,944	344,944	310,797	90%
53 Personnel Benefits	386,645	386,645	134,571	344,886	35%	344,886	340,886	141,704	42%
<b>Total : Personnel</b>	<b>1,528,706</b>	<b>1,528,706</b>	<b>1,002,256</b>	<b>1,451,077</b>	<b>66%</b>	<b>1,451,077</b>	<b>1,447,077</b>	<b>1,066,286</b>	<b>74%</b>
<b>Current Expense</b>									
61 Services [2]	29,650	26,174	5,326	25,650	20%	25,650	26,407	11,181	42%
62 Materials and Supplies	84,545	84,765	74,859	86,989	88%	86,989	89,932	65,350	73%
63 Other Current Charges [3]	20,000	70,000	32,020	20,000	46%	20,000	20,000	9,187	46%
<b>Total : Current Expense</b>	<b>134,195</b>	<b>180,939</b>	<b>112,205</b>	<b>132,639</b>	<b>62%</b>	<b>132,639</b>	<b>136,339</b>	<b>85,718</b>	<b>63%</b>
<b>Capital</b>									
Capital Outlay	0	3,256	1,699	0	52%	0	0	0	
<b>Total : Capital</b>	<b>0</b>	<b>3,256</b>	<b>1,699</b>	<b>0</b>	<b>52%</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Grand Total : Expense</b>	<b>1,662,901</b>	<b>1,712,901</b>	<b>1,116,160</b>	<b>1,583,416</b>	<b>65%</b>	<b>1,583,716</b>	<b>1,583,416</b>	<b>1,152,004</b>	<b>73%</b>

[1] Includes interest and dividends, fines and penalties, bad debt recoveries and miscellaneous revenue  
[2] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
[3] Includes central store, scholarships, fee waivers and bad debt expense

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Forty-two (42)  
AMENDMENT NUMBER: Forty-two (42)

FISCAL YEAR: 2020-21  
May 2021

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 7,964,495	\$	\$	\$ 7,964,495
REVENUES	51,547,898			51,547,898
TOTAL TO BE ACCOUNTED FOR	\$ 59,512,393	\$ 0	\$ 0	\$ 59,512,393
SALARIES	\$ 39,001,839	\$	\$	\$ 39,001,839
CURRENT EXPENSES	16,881,241		82,323 <a>	16,798,918
CAPITAL OUTLAY	87,305	82,323 <b>		169,628
ENDING FUND BALANCE	3,542,008			3,542,008
TOTAL ACCOUNTED FOR	\$ 59,512,393	\$ 82,323	\$ 82,323	\$ 59,512,393

JUSTIFICATION:

<a> The \$82,323 decrease in Current Expenses is due to:

Purchase of laptop for Art, Design, and Humanities	\$ (2,208)
Purchase of laptop for the Dental Hygiene Clinic	(6)
Purchase of laptops for the College Registrar, Title III Coordinator, and Office Supervisor	(15)
Purchase of dark room timers, laptops for Dental Hygiene Clinic and Business Services, printing supplies	(2,972)
Purchase of a neonatal simulator and laptops for the College Registrar, Title III Coordinator and Office Supervisor	(21,050)
Purchase of a new Surface Pro for Nursing and Health Professions	(848)
Purchase of CAM computer, camera and recording equipment, elevator license renewal fees and equipment for Simulator Lab	(55,224)
	<u>\$ (82,323)</u>

<b> The \$82,323 increase in Capital Outlay is due to:

Purchase of laptop for Art, Design, and Humanities	2,208
Purchase of laptop for the Dental Hygiene Clinic	6
Purchase of laptops for the College Registrar, Title III Coordinator, and Office Supervisor	15
Purchase of dark room timers, laptops for Dental Hygiene Clinic and Business Services, printing supplies	2,972
Purchase of a neonatal simulator and laptops for the College Registrar, Title III Coordinator and Office Supervisor	21,050
Purchase of a new Surface Pro for Nursing and Health Professions	848
Purchase of CAM computer, camera and recording equipment, elevator license renewal fees and equipment for Simulator Lab	55,224
	<u>\$ 82,323</u>

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Forty-three (43)  
AMENDMENT NUMBER: Forty-three (43)

FISCAL YEAR: 2020-21  
May 2021

FUND NAME: Upper Division Fund

FUND NUMBER: 12000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 253,797	\$	\$	\$ 253,797
REVENUES	1,688,033			1,688,033
TOTAL TO BE ACCOUNTED FOR	\$ 1,941,830	\$ 0	\$ 0	\$ 1,941,830
SALARIES	\$ 1,528,706	\$	\$	\$ 1,528,706
CURRENT EXPENSES	182,394		1,455 <a>	180,939
CAPITAL OUTLAY	1,801	1,455 <b>		3,256
ENDING FUND BALANCE	228,929			228,929
TOTAL ACCOUNTED FOR	\$ 1,941,830	\$ 1,455	\$ 1,455	\$ 1,941,830

JUSTIFICATION:

<a> The \$1,455 decrease in Current Expenses is due to:  
Purchase laptop and docking station for Nursing

\$ (1,455)  
\$ (1,455)

<b> The \$1,455 increase in Capital Outlay is due to:  
Purchase laptop and docking station for Nursing

\$ 1,455  
\$ 1,455

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Forty-four (44)  
AMENDMENT NUMBER: Forty-four (44)

FISCAL YEAR: 2020-21  
May 2021

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 0	\$	\$	\$ 0
REVENUES	43,599,410	25,496 <a>		43,624,906
TOTAL TO BE ACCOUNTED FOR	\$ 43,599,410	\$ 25,496	\$ 0	\$ 43,624,906
SALARIES	\$ 4,741,704	\$ 16,479 <b>	\$	\$ 4,758,183
CURRENT EXPENSES	36,655,078		(12,950) <c>	36,668,028
CAPITAL OUTLAY	1,919,335	21,967 <d>		1,941,302
ENDING FUND BALANCE	283,293			283,293
TOTAL ACCOUNTED FOR	\$ 43,599,410	\$ 38,446	\$ (12,950)	\$ 43,650,806

JUSTIFICATION:

<a> The \$25,496 increase in Revenue is due to: Establish Perkins grant roll forward funds	25,496
	\$ 25,496
<b> The \$16,479 net increase in Salaries is due to: Re-allocate Title III funds in anticipation of grant ending Re-allocate budget for TRIO grant instruction specialists paid through temp agency Re-allocate budget for supplemental wages of faculty summer work/orientations	31,879 (16,000) 600
	\$ 16,479
<c> The \$12,950 net decrease in Current Expenses is due to: Re-allocate Title III funds in anticipation of grant ending Re-allocate funds for Music Dept's equipment purchases Upgrade streaming equipment for Music dept performances Establish Perkins grant roll forward funds Re-allocate budget for TRIO grant instruction specialists paid through temp agency Purchase of updated equipment for DUI program Re-allocate budget for supplemental wages of faculty summer work/orientations	(30,170) (6,661) (4,016) 25,496 16,000 (13,000) (600)
	\$ (12,950)
<d> The \$21,967 increase in Capital Outlay is due to: Re-allocate Title III funds in anticipation of grant ending Re-allocate funds for Music Dept's equipment purchases Upgrade streaming equipment for Music dept performances Purchase of updated equipment for DUI program	(1,709) 6,661 4,016 13,000
	\$ 21,967

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

**RESOLUTION NUMBER: Forty-five (45)  
AMENDMENT NUMBER: Forty-five (45)**

**FISCAL YEAR: 2020-21  
May 2021**

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: SEVEN

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 24,648,796	\$	\$	\$ 24,648,796
REVENUES	3,499,849			3,499,849
TOTAL TO BE ACCOUNTED FOR	\$ 28,148,645 =====	\$ 0 =====	\$ 0 =====	\$ 28,148,645 =====
SALARIES	\$ (82,885) <a>	\$	\$	\$ (82,885)
CURRENT EXPENSES	1,012,933		672 <b>	1,012,261
CAPITAL OUTLAY	17,456,668		11,114 <c>	17,445,554
ENDING FUND BALANCE	9,761,929 -----	11,786 <d> -----		9,773,715 -----
TOTAL ACCOUNTED FOR	\$ 28,148,645 =====	\$ 11,786 =====	\$ 11,786 =====	\$ 28,148,645 =====

JUSTIFICATION:

<p>&lt;a&gt; The \$82,885 negative beginning Salaries balance is due to: Budget adjustment to utilize the remaining available PECO SYD Maintenance fund (approved by the Board of Trustees in March 2021).</p>	<p>\$ (82,885)</p>
<p>&lt;b&gt; The \$672 decrease in Current Expenses is due to: Purchase Building 11A furniture</p>	<p>\$ (672) \$ (672) -----</p>
<p>&lt;c&gt; The \$206,242 net decrease in Capital Outlay is due to: Increase College Wayfinding project budget Close out CIF capital projects Purchase Building 11A furniture</p>	<p>\$ 1,000 (12,786) 672 \$ (11,114) -----</p>
<p>&lt;d&gt; The \$189,314 net increase in Ending Fund Balance is due to: Increase College Wayfinding project budget Close out CIF capital projects</p>	<p>\$ (1,000) 12,786 \$ 11,786 -----</p>

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2020-21 vs. FY 2019-20  
Collegiate School - Bradenton Campus

AC Type Description	May 31, 2021				May 31, 2020				Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget			
<b>Revenue</b>											
43 Support From Local Government [1]	3,834,031	3,834,031	3,474,056	91%	3,712,442	3,918,690	3,417,509	87%	2%		
44 State Support [2]	40	265,040	235,179	89%	0	252,000	223,084	89%	5%		
45 Federal Support [3]	11,268	20,598	5,745	28%	11,000	11,000	2,516	23%	128%		
49 Other Revenue [4]	2,141	10,141	8,192	81%	0	51,758	74,031	143%	-89%		
<b>Total : Revenue</b>	<b>3,847,480</b>	<b>4,129,810</b>	<b>3,723,172</b>	<b>90%</b>	<b>3,723,442</b>	<b>4,233,448</b>	<b>3,717,140</b>	<b>88%</b>	<b>0%</b>		
<b>Grand Total : Revenue</b>	<b>3,847,480</b>	<b>4,129,810</b>	<b>3,723,172</b>	<b>90%</b>	<b>3,723,442</b>	<b>4,233,448</b>	<b>3,717,140</b>	<b>88%</b>	<b>0%</b>		
<b>Expense</b>											
<b>Personnel</b>											
51 Salaries-Full Time & Perm Part Time	1,641,483	1,616,483	1,386,297	86%	1,606,655	1,704,536	1,342,693	79%	3%		
52 Other Personnel Exp P/T (Non-Perm)	59,200	82,650	90,313	109%	59,200	59,200	64,521	109%	40%		
53 Personnel Benefits	713,946	713,946	473,619	66%	676,085	676,085	417,676	62%	13%		
<b>Total : Personnel</b>	<b>2,414,629</b>	<b>2,413,079</b>	<b>1,950,229</b>	<b>81%</b>	<b>2,341,940</b>	<b>2,439,821</b>	<b>1,824,890</b>	<b>75%</b>	<b>7%</b>		
<b>Current Expense</b>											
61 Services [5]	1,055,796	1,043,736	638,693	61%	1,011,594	1,184,644	618,104	52%	3%		
62 Materials and Supplies	367,119	363,578	281,527	73%	366,955	314,530	267,621	85%	5%		
<b>Total : Current Expense</b>	<b>1,422,915</b>	<b>1,427,314</b>	<b>920,220</b>	<b>64%</b>	<b>1,378,549</b>	<b>1,499,174</b>	<b>885,726</b>	<b>59%</b>	<b>4%</b>		
<b>Capital</b>											
Capital Outlay	25,000	486,155	120,488	25%	18,335	519,085	212,021	41%	-43%		
<b>Total : Capital</b>	<b>25,000</b>	<b>486,155</b>	<b>120,488</b>	<b>25%</b>	<b>18,335</b>	<b>519,085</b>	<b>212,021</b>	<b>41%</b>	<b>-43%</b>		
<b>Grand Total : Expense</b>	<b>3,862,544</b>	<b>4,326,548</b>	<b>2,990,937</b>	<b>69%</b>	<b>3,738,824</b>	<b>4,458,080</b>	<b>2,922,637</b>	<b>66%</b>	<b>2%</b>		

[1] Includes revenue from Manatee County school district  
 [2] Includes capital funding from Manatee County school district  
 [3] Includes grant revenue  
 [4] Includes interest and dividend, teacher supply funds and Best & Brightest Scholarships awarded by Manatee County school board.  
 [5] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2020-21 vs. FY 2019-20  
Collegiate School - Venice Campus

AC Type Description	May 31, 2021				May 31, 2020					
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent
<b>Revenue</b>										
43 Support From Local Government [1]	758,684	758,684	806,321	106%	315,805	315,805	375,170	119%		
45 Federal Support [2]	547,823	635,997	404,942	64%	0	1,420	1,172	83%		
49 Other Revenue [3]	0	0	54		0	0	0			
4A Non-Revenue Receipts	114,013	239,013	125,000	52%	114,013	164,013	50,000	30%		
<b>Total : Revenue</b>	<b>1,420,520</b>	<b>1,633,694</b>	<b>1,336,317</b>	<b>82%</b>	<b>429,818</b>	<b>481,238</b>	<b>426,342</b>	<b>89%</b>		
<b>Grand Total : Revenue</b>	<b>1,420,520</b>	<b>1,633,694</b>	<b>1,336,317</b>	<b>82%</b>	<b>429,818</b>	<b>481,238</b>	<b>426,342</b>	<b>89%</b>		
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	232,283	278,858	191,827	69%	127,187	127,187	133,217	105%		
52 Other Personnel Exp P/T (Non-Perm)	6,000	0	0		6,000	0	0			
53 Personnel Benefits	81,914	91,757	63,467	69%	39,197	39,197	39,521	101%		
<b>Total : Personnel</b>	<b>320,197</b>	<b>370,615</b>	<b>255,293</b>	<b>69%</b>	<b>172,384</b>	<b>166,384</b>	<b>172,738</b>	<b>104%</b>		
<b>Current Expense</b>										
61 Services [4]	456,246	429,773	164,235	38%	189,434	196,604	13,903	7%		
62 Materials and Supplies	383,854	418,526	238,326	57%	68,000	66,250	44,446	67%		
<b>Total : Current Expense</b>	<b>840,100</b>	<b>848,299</b>	<b>402,560</b>	<b>47%</b>	<b>257,434</b>	<b>262,854</b>	<b>58,349</b>	<b>22%</b>		
<b>Capital</b>										
Capital Outlay	308,606	463,163	176,467	38%	0	52,000	3,905	8%		
<b>Total : Capital</b>	<b>308,606</b>	<b>463,163</b>	<b>176,467</b>	<b>38%</b>	<b>0</b>	<b>52,000</b>	<b>3,905</b>	<b>8%</b>		
<b>Grand Total : Expense</b>	<b>1,468,903</b>	<b>1,682,077</b>	<b>834,321</b>	<b>50%</b>	<b>429,818</b>	<b>481,238</b>	<b>234,992</b>	<b>49%</b>		

[1] Includes revenue from Sarasota County school district

[2] Includes grant revenue

[3] Includes interest and dividends revenue

[4] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

## ACCEPTANCE OF GIFTS AND GRANTS

It is respectfully requested the District Board of Trustees of State College of Florida, Manatee-Sarasota accept and approve the following gifts and grants.

### May 2021

<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>Gifts:</u></b>		
No gifts received		
<b><u>Grants:</u></b>		
United States Department of Education		
May YTD Revenue	686,770	Pell Grant 2019-2020
April YTD Revenue	687,532	2019-2020
Change for Month of May	(762)	
May YTD Revenue	11,200,755	Pell Grant 2020-2021
April YTD Revenue	11,160,103	2020-2021
Change for Month of May	40,652	
<b>Total Received - Gifts</b>	-	
<b>Total Received (Returned) - Pell Grant 2018-2019</b>	-	
<b>Total Received (Returned) - Pell Grant 2019-2020</b>	<b>(762)</b>	
<b>Total Received (Returned) - Pell Grant 2020-2021</b>	<b>40,652</b>	



**OFFICE OF THE VICE PRESIDENT OF  
FINANCE AND ADMINISTRATIVE SERVICES**

***Julie Martin Jakway, Vice President***

**TO:** State College of Florida, Manatee – Sarasota  
District Board of Trustees

**FROM:** Julie Martin Jakway  
Vice President of Finance and Administrative Services

**SUBJECT:** *Monthly Financial Report – June 2021*

**Two Year Programs**

The report for Two Year Programs presents the Budget and Year-To-Date Revenue and Expense for this fiscal year compared to last fiscal year, as of June 30.

Student Fees revenue for the current year decreased 8% from the same period last year. Other Student Fees revenue decreased by 10% over Other Student Fees reported through June of last year resulting from lower current year enrollment compared to last year. Support from Local Government decreased by 4% over Support from Local Government through June of last year. This decrease is due to a decrease in number of students and credit hours enrolled in dual enrollment programs. State Support decreased by 6% over State Support through June of last year. This decrease is due to the loss of non-recurring revenue for the Nursing Center for Excellence.

In the category of Expenses, overall Personnel costs are 2% higher as compared to last June. Services expense decreased 7% and Materials and Supplies expense decreased 6% compared to June of last year. Other Current Charges decreased 28% compared to the same category through June of last year. Fee waivers comprise a significant portion of Other Current Expenses, with decreased in enrollment there is a corresponding decrease in waiver expense. Capital Outlay in June was \$118,963 compared to \$158,597 last June.

With this fiscal year 100% complete, personnel costs are at 99% of the amount budgeted for the current year, slightly more than the three-year average of 98% for this time of year. Current expenses represent 64% of the amount budgeted, less than the three-year average of 81% for this time of year.

***In summary, with the year 100% complete:***

- Year-To-Date Actual Revenue is 96% of the Adjusted Budget, which is less than the three-year average of 97% for this time of year.
- Year-To-Date Actual Expense is 87% of the Adjusted Budget, which is less than the three-year average of 92% for this time of year.
- Revenues and expenses are less than what would be expected as a percentage of budget basis.

### **Baccalaureate Programs**

Total Revenue for Baccalaureate Programs consists of Student Fees, Other Student Fees, and Other Revenue. Total Revenue as of June 30, 2021, totaled \$1,673,895, comparing to the three-year average of \$1,544,333. Student Fees revenue is \$1,357,474 and Other Student Fees is \$135,647, comparing to the three-year average of \$1,206,300 and \$133,456, respectively, for this time of year. Other Revenue is \$2,610 comparing to the three-year average of \$26,414 for this time of year. This decline is the result of less interest earned on cash holdings.

Total Expense for Baccalaureate Programs consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$1,223,139 with Personnel totaling \$1,107,614 and Current Expense totaling \$112,450, comparing to the three-year average of \$1,351,224, \$1,247,881, and \$103,343, respectively, for this time of year. Capital Outlay expenses through the month of June 2021 were \$3,075.

On a percentage basis, Total Revenue is 99% of that budgeted comparing to the three-year average of 93% for this time of year. Total Expense is 71% of that budgeted comparing to the three-year average of 85% for this time of year.

### **Collegiate School – Bradenton Campus**

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of June 30, 2021, totaled \$3,943,695 comparing to the three-year average of \$3,892,869. Support from Local Government is \$3,647,620 comparing to the three-year average of \$3,505,953 for this time of year. State support is \$272,331 comparing to the three-year average of \$296,614 for this time of year. Federal Support is \$15,477 comparing to the three-year average of \$11,378 for this time of year. Other Revenue is \$8,267 comparing to the three-year average of \$78,923 for this time of year. The decrease in Other Revenue is due to the County's elimination of the Best and Brightest scholarship for the teachers and a decrease in interest rate.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$3,749,431, with Personnel totaling \$2,273,433 and Current Expense totaling \$1,281,674. Capital Outlay expenses during the period were \$194,324. These figures compare to the three-year averages of \$3,444,329, \$2,096,802, \$1,208,521, and \$139,006, respectively, for this time of year.

On a percentage basis, Total Revenue is 95% of that budgeted, less than the three-year average of 101% for this time of year. Total Expense is 87% of that budgeted, slightly more than the three-year average of 83% for this time of year.

### **Collegiate School – Venice Campus**

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, Federal Support, and Other Revenue. Total Revenue as of June 30, 2021, totaled \$1,275,947 comparing to \$405,186 during the same period last year. Through June 30, 2021, Support from Local Government is \$879,621 and Federal Support is \$396,268. Last year's figures were \$403,703 and \$1,483, respectively.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$1,149,078, with Personnel totaling \$312,457 and Current Expense totaling \$644,377. Capital Outlay expenses totaled \$192,244 during the period. These figures compare to prior year figures of \$515,262, \$211,846, \$299,511, and \$3,905, respectively.

On a percentage basis, Total Revenue is 86% of that budgeted, prior year Total Revenue was 106% for this time of year. Total Expense is 68% of that budgeted, prior year was 85% for this time of year.

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2020-21 vs. FY 2019-20  
Lower Level Programs - Fund 11000

AC Type Description	June 30, 2021					June 30, 2020					Percent YTD Actual / CY YTD Actual / PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	Percent		Orig Budget	Adj Budget	YTD Actual	Percent		
				YTD Actual / Adj Budget	YTD Actual / Adj Budget				YTD Actual / Adj Budget	YTD Actual / Adj Budget	
41 Student Fees	15,244,019	15,244,019	14,711,998	97%	14,355,032	16,033,100	16,033,099	100%	100%	-8%	
42 Other Student Fees	3,061,538	3,061,538	2,900,796	95%	3,063,367	3,320,948	3,211,792	97%	97%	-10%	
43 Support From Local Government [1]	1,749,600	1,749,600	1,527,991	87%	1,458,000	1,800,000	1,599,324	89%	89%	-4%	
44 State Support	26,063,878	26,063,878	26,130,790	100%	27,517,406	27,722,660	27,722,654	100%	100%	-6%	
45 Federal Support	67,764	458,764	2,055,924	448%	52,173	88,539	88,539	100%	100%	-67%	
46 Gifts, Private Grants & Contracts	27,790	27,790	9,629	35%	32,284	32,284	29,168	90%	90%	-26%	
47 Sales and Services Department	588,377	589,377	426,657	72%	568,481	572,881	575,775	101%	101%	-49%	
49 Other Revenue [2]	243,804	178,804	118,609	66%	235,400	235,400	233,625	99%	99%	0%	
4A Non-Revenue Receipts [3]	374,128	4,174,128	1,812,797	43%	328,212	328,212	134,299	41%	41%	0%	
<b>Total : Revenue</b>	<b>47,420,898</b>	<b>51,547,898</b>	<b>49,695,193</b>	<b>96%</b>	<b>47,610,355</b>	<b>50,134,024</b>	<b>49,628,276</b>	<b>99%</b>	<b>99%</b>	<b>0%</b>	
<b>Grand Total : Revenue</b>	<b>47,420,898</b>	<b>51,547,898</b>	<b>49,695,193</b>	<b>96%</b>	<b>47,610,355</b>	<b>50,134,024</b>	<b>49,628,276</b>	<b>99%</b>	<b>99%</b>	<b>0%</b>	
<b>Expense</b>											
<b>Personnel</b>											
51 Salaries-Full Time & Perm Part Time	24,372,958	24,430,024	24,223,185	99%	23,150,490	23,122,326	23,046,315	100%	100%	5%	
52 Other Personnel Exp P/T (Non-Perm)	3,909,273	4,007,022	3,229,306	81%	3,331,600	3,605,327	3,605,327	100%	100%	-10%	
53 Personnel Benefits	9,650,374	10,564,793	10,979,394	104%	8,312,316	10,944,964	10,944,964	100%	100%	0%	
<b>Total : Personnel</b>	<b>37,932,605</b>	<b>39,001,839</b>	<b>38,431,885</b>	<b>99%</b>	<b>34,794,406</b>	<b>37,672,617</b>	<b>37,596,606</b>	<b>100%</b>	<b>100%</b>	<b>2%</b>	
<b>Current Expense</b>											
61 Services [4]	9,582,284	9,809,479	6,558,249	67%	9,089,655	9,456,896	7,075,221	75%	75%	-7%	
62 Materials and Supplies	3,685,237	3,661,285	2,524,046	69%	3,470,449	3,661,019	2,677,562	73%	73%	-6%	
63 Other Current Charges [5]	2,810,635	2,521,500	1,170,588	46%	1,285,386	922,636	1,627,718	176%	176%	-28%	
<b>Total : Current Expense</b>	<b>16,078,157</b>	<b>15,992,263</b>	<b>10,252,884</b>	<b>64%</b>	<b>13,845,490</b>	<b>14,040,550</b>	<b>11,380,501</b>	<b>81%</b>	<b>81%</b>	<b>-10%</b>	
<b>Transfers</b>											
69 Other Transfers	805,975	805,975	0	0%	2,150,000	6,000,000	6,000,000	100%	100%	-100%	
<b>Total : Transfers</b>	<b>805,975</b>	<b>805,975</b>	<b>0</b>	<b>0%</b>	<b>2,150,000</b>	<b>6,000,000</b>	<b>6,000,000</b>	<b>100%</b>	<b>100%</b>	<b>-100%</b>	
<b>Capital</b>											
71 Capital Outlay	10,000	170,307	118,963	70%	12,135	165,884	158,597	96%	96%	-25%	
<b>Total : Capital</b>	<b>10,000</b>	<b>170,307</b>	<b>118,963</b>	<b>70%</b>	<b>12,135</b>	<b>165,884</b>	<b>158,597</b>	<b>96%</b>	<b>96%</b>	<b>-25%</b>	
<b>Grand Total : Expense</b>	<b>54,826,737</b>	<b>55,970,384</b>	<b>48,803,731</b>	<b>87%</b>	<b>50,802,031</b>	<b>57,879,051</b>	<b>55,135,703</b>	<b>95%</b>	<b>95%</b>	<b>-11%</b>	

[1] Dual enrollment revenue  
[2] Includes interest and dividends, fines and penalties, bad debt recoveries and miscellaneous revenue  
[3] Includes non-mandatory transfers in, proceeds from fixed asset sales, over and short, lost revenue recovery from CARES  
[4] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
[5] Includes central store, scholarships, fee waivers, bad debt expense, unemployment comp and uninsured losses

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2020-21 vs. FY 2019-20  
Upper Level Programs - Fund 12000

AC Type Description	June 30, 2021				June 30, 2020				Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	Adj Budget	Orig Budget	Adj Budget	YTD Actual	Adj Budget		
	Percent		Percent		Percent		Percent			
<b>Revenue</b>										
41 Student Fees	1,316,515	1,366,647	1,357,474	99%	1,237,330	1,237,330	1,188,628	96%	14%	
42 Other Student Fees	133,699	133,699	135,647	101%	133,699	133,699	135,661	101%	0%	
44 State Support	178,164	178,164	178,164	100%	178,164	178,164	178,164	100%	0%	
49 Other Revenue [1]	34,523	9,523	2,610	27%	34,523	34,523	26,932	78%	-90%	
<b>Total : Revenue</b>	<b>1,662,901</b>	<b>1,688,033</b>	<b>1,673,895</b>	<b>99%</b>	<b>1,583,716</b>	<b>1,583,716</b>	<b>1,529,384</b>	<b>97%</b>	<b>9%</b>	
<b>Grand Total : Revenue</b>	<b>1,662,901</b>	<b>1,688,033</b>	<b>1,673,895</b>	<b>99%</b>	<b>1,583,716</b>	<b>1,583,716</b>	<b>1,529,384</b>	<b>97%</b>	<b>9%</b>	
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	785,061	785,061	531,446	68%	761,247	761,247	665,279	87%	-20%	
52 Other Personnel Exp P/T (Non-Perm)	357,000	357,000	430,001	120%	344,944	379,123	379,123	100%	13%	
53 Personnel Benefits	386,645	386,645	146,167	38%	344,886	340,886	161,864	47%	-10%	
<b>Total : Personnel</b>	<b>1,528,706</b>	<b>1,528,706</b>	<b>1,107,614</b>	<b>72%</b>	<b>1,451,077</b>	<b>1,481,256</b>	<b>1,206,267</b>	<b>81%</b>	<b>-8%</b>	
<b>Current Expense</b>										
61 Services [2]	29,650	25,574	5,332	21%	25,650	26,407	11,929	45%	-55%	
62 Materials and Supplies	84,545	85,365	75,097	88%	86,989	89,932	71,044	79%	6%	
63 Other Current Charges [3]	20,000	70,000	32,020	46%	20,000	33,867	33,867	100%	-4%	
<b>Total : Current Expense</b>	<b>134,195</b>	<b>180,939</b>	<b>112,450</b>	<b>62%</b>	<b>132,639</b>	<b>150,206</b>	<b>116,840</b>	<b>78%</b>	<b>-4%</b>	
<b>Capital</b>										
71 Capital Outlay	0	3,256	3,075	94%	0	0	0	0		
<b>Total : Capital</b>	<b>0</b>	<b>3,256</b>	<b>3,075</b>	<b>94%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Grand Total : Expense</b>	<b>1,662,901</b>	<b>1,712,901</b>	<b>1,223,139</b>	<b>71%</b>	<b>1,583,716</b>	<b>1,631,462</b>	<b>1,323,107</b>	<b>81%</b>	<b>-8%</b>	

[1] Includes interest and dividends, fines and penalties, bad debt recoveries and miscellaneous revenue  
[2] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
[3] Includes central store, scholarships, fee waivers and bad debt expense

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

**RESOLUTION NUMBER: Forty-six (46)  
AMENDMENT NUMBER: Forty-six (46)**

**FISCAL YEAR: 2020-21  
June 2021**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 7,964,495	\$	\$	\$ 7,964,495
REVENUES	51,547,898			51,547,898
TOTAL TO BE ACCOUNTED FOR	\$ 59,512,393	\$ 0	\$ 0	\$ 59,512,393
SALARIES	\$ 39,001,839	\$ 0	\$	\$ 39,001,839
CURRENT EXPENSES	16,798,918		679 <a>	16,798,239
CAPITAL OUTLAY	169,628	679 <b>		170,307
ENDING FUND BALANCE	3,542,008			3,542,008
TOTAL ACCOUNTED FOR	\$ 59,512,393	\$ 679	\$ 679	\$ 59,512,393

JUSTIFICATION:

<a> The \$679 net decrease in Current Expenses is due to:

Purchase computer equipment for Art, Design, and Humanities	\$ 121
Purchase Survey Gizmo annual subscription for Health Sciences	600
Increase equipment needs for larger Physical Therapy cohort	(1,400)
	<u>\$ (679)</u>

<b> The \$679 net increase in Capital Outlay is due to:

Purchase computer equipment for Art, Design, and Humanities	(121)
Purchase Survey Gizmo annual subscription for Health Sciences	(600)
Increase equipment needs for larger Physical Therapy cohort	1,400
	<u>\$ 679</u>

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

RESOLUTION NUMBER: Forty-seven (47)  
AMENDMENT NUMBER: Forty-seven (47)

FISCAL YEAR: 2020-21  
June 2021

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 0	\$	\$	\$ 0
REVENUES	43,624,906	11,862 <a>		43,636,768
TOTAL TO BE ACCOUNTED FOR	\$ 43,624,906	\$ 11,862	\$ 0	\$ 43,636,768
SALARIES	\$ 4,758,183	\$	\$ 45,304 <b>	\$ 4,712,879
CURRENT EXPENSES	36,668,028		181,867 <c>	36,486,161
CAPITAL OUTLAY	1,941,302	235,034 <d>		2,176,336
ENDING FUND BALANCE	283,293	4,000 <e>		287,293
TOTAL ACCOUNTED FOR	\$ 43,650,806	\$ 239,034	\$ 227,172	\$ 43,662,669

JUSTIFICATION:

<a> The \$11,862 increase in Revenue is due to: Establish FY2020-21 carry forward budget	\$ 11,862 \$ 11,862
<b> The \$45,304 decrease in Salaries is due to: Establish FY2020-21 carry forward budget Purchase TRIO-SSS grant computers, staff travel, educational and office supplies Purchase DEO grant contract services for 26 West	\$ (6,304) (18,000) (21,000) \$ (45,304)
<c> The \$181,867 net decrease in Current Expenses is due to: Establish FY2020-21 carry forward budget Purchase TRIO-SSS grant computers, staff travel, educational and office supplies Purchase DEO grant contract services for 26 West Cares Act laptop and computer upgrades for faculty and staff Purchase minor equipment for Coding Academy	\$ 14,167 18,000 21,000 (252,034) 17,000 \$ (181,867)
<d> The \$235,034 net increase in Capital Outlay is due to: Cares Act laptop and computer upgrades for faculty and staff Purchase minor equipment for Coding Academy	\$ 252,034 (17,000) \$ 235,034
<e> The \$4,000 increase in Fund Balance is due to: Establish FY2020-21 carry forward budget	\$ 4,000 \$ 4,000

**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

**RESOLUTION NUMBER: Forty-eight (48)  
AMENDMENT NUMBER: Forty-eight (48)**

**FISCAL YEAR: 2020-21  
June 2021**

FUND NAME: COLLEGIATE SCHOOL-VC

FUND NUMBER: 23001

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 0	\$	\$	\$ 0
REVENUES	1,633,694			1,633,694
TOTAL TO BE ACCOUNTED FOR	\$ 1,633,694	\$ 0	\$ 0	\$ 1,633,694
SALARIES	\$ 370,615	\$	\$	\$ 370,615
CURRENT EXPENSES	848,299		10,100 <a>	838,199
CAPITAL OUTLAY	463,163	10,100 <b>		473,263
ENDING FUND BALANCE	(48,383)			(48,383)
TOTAL ACCOUNTED FOR	\$ 1,633,694	\$ 10,100	\$ 10,100	\$ 1,633,694

JUSTIFICATION:

<a> The \$10,100 decrease in Current Expense is due to: Re-allocate budget for SCFCS-VC shelving purchase Re-allocate budget for SCFCS-VC furniture purchase	\$ (1,000)
	\$ (9,100)
	\$ (9,100)
<b> The \$10,100 increase in Capital Outlay is due to: Re-allocate budget for SCFCS-VC shelving purchase Re-allocate budget for SCFCS-VC furniture purchase	\$ 1,000
	\$ 9,100
	\$ 10,100



**BUDGET AMENDMENT REQUEST  
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA**

**RESOLUTION NUMBER: Forty-nine (49)  
AMENDMENT NUMBER: Forty-nine (49)**

**FISCAL YEAR: 2020-21  
June 2021**

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: SEVEN

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 24,648,796	\$	\$	\$ 24,648,796
REVENUES	3,499,849			3,499,849
TOTAL TO BE ACCOUNTED FOR	\$ 28,148,645	\$ 0	\$ 0	\$ 28,148,645
SALARIES	\$ (82,885) <a>	\$ 136,000 <b>	\$	53,115
CURRENT EXPENSES	1,012,261		2,783 <c>	1,009,478
CAPITAL OUTLAY	17,445,554		16,457 <d>	17,429,097
ENDING FUND BALANCE	9,773,715		116,760 <e>	9,656,955
TOTAL ACCOUNTED FOR	\$ 28,148,645	\$ 136,000	\$ 136,000	\$ 28,148,645

JUSTIFICATION:

<a> The \$82,885 negative beginning Salaries balance is due to:

Budget adjustment to utilize the remaining available PECO SYD Maintenance fund (approved by the Board of Trustees in March 2021).

\$ (82,885)

<b> The \$136,000 increase in Salaries is due to:

Establish new CIF payroll fund to replace prior PECO-SYD funds

\$ 136,000  
\$ 136,000

<c> The \$2,783 net decrease in Current Expenses is due to:

Close out CIF capital projects  
Re-allocate budget for technology refresh  
Purchase Building 1 furniture  
Re-allocate budget for Building 11A moving expenses  
Re-allocate budget for furniture purchases  
Purchases minor equipment for Building 11A  
Re-allocate budget for North Wing renovations

\$ 2,202  
(14,836)  
11,478  
(3,625)  
(10,000)  
15,000  
(3,002)  
\$ (2,783)

<d> The \$16,457 net decrease in Capital Outlay is due to:

Close out CIF capital projects  
Re-allocate budget for technology refresh  
Purchase Building 1 furniture  
Re-allocate budget for Building 11A moving expenses  
Re-allocate budget for furniture purchases  
Purchases minor equipment for Building 11A  
Re-allocate budget for North Wing renovations

(21,442)  
14,836  
(11,478)  
3,625  
10,000  
(15,000)  
3,002  
\$ (16,457)

<e> The \$116,760 net decrease in Ending Fund Balance is due to:

Establish new CIF payroll fund to replace prior PECO-SYD funds  
Close out CIF capital projects

(136,000)  
19,240  
\$ (116,760)

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2020-21 vs. FY 2019-20  
Collegiate School - Bradenton Campus

AC Type Description	June 30, 2021				June 30, 2020				Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget			
<b>Revenue</b>											
43 Support From Local Government [1]	3,834,031	3,834,031	3,647,620	95%	3,712,442	3,918,690	3,897,939	99%		-6%	
44 State Support [2]	40	265,040	272,331	103%	0	273,405	273,405	100%		0%	
45 Federal Support [3]	11,268	20,598	15,477	75%	11,000	12,254	12,254	100%		26%	
49 Other Revenue [4]	2,141	10,141	8,267	82%	0	63,258	63,236	100%		-87%	
<b>Total : Revenue</b>	<b>3,847,480</b>	<b>4,129,810</b>	<b>3,943,695</b>	<b>95%</b>	<b>3,723,442</b>	<b>4,267,607</b>	<b>4,246,835</b>	<b>100%</b>		<b>-7%</b>	
<b>Grand Total : Revenue</b>	<b>3,847,480</b>	<b>4,129,810</b>	<b>3,943,695</b>	<b>95%</b>	<b>3,723,442</b>	<b>4,267,607</b>	<b>4,246,835</b>	<b>100%</b>		<b>-7%</b>	
<b>Expense</b>											
<b>Personnel</b>											
51 Salaries-Full Time & Perm Part Time	1,641,483	1,616,483	1,604,965	99%	1,606,655	1,704,536	1,532,820	90%		5%	
52 Other Personnel Exp P/T (Non-Perm)	59,200	82,650	90,326	109%	59,200	68,038	67,725	100%		33%	
53 Personnel Benefits	713,946	713,946	578,142	81%	676,085	676,085	464,449	69%		24%	
<b>Total : Personnel</b>	<b>2,414,629</b>	<b>2,413,079</b>	<b>2,273,433</b>	<b>94%</b>	<b>2,341,940</b>	<b>2,448,659</b>	<b>2,064,993</b>	<b>84%</b>		<b>10%</b>	
<b>Current Expense</b>											
61 Services [5]	1,055,796	1,043,736	977,570	94%	1,011,594	1,184,644	983,203	83%		-1%	
62 Materials and Supplies	367,119	380,576	304,103	80%	366,955	314,530	289,187	92%		5%	
<b>Total : Current Expense</b>	<b>1,422,915</b>	<b>1,424,312</b>	<b>1,281,674</b>	<b>90%</b>	<b>1,378,549</b>	<b>1,499,174</b>	<b>1,272,392</b>	<b>85%</b>		<b>1%</b>	
<b>Capital</b>											
Capital Outlay	25,000	482,494	194,324	40%	18,335	457,559	213,796	47%		-9%	
<b>Total : Capital</b>	<b>25,000</b>	<b>482,494</b>	<b>194,324</b>	<b>40%</b>	<b>18,335</b>	<b>457,559</b>	<b>213,796</b>	<b>47%</b>		<b>-9%</b>	
<b>Grand Total : Expense</b>	<b>3,862,544</b>	<b>4,319,885</b>	<b>3,749,431</b>	<b>87%</b>	<b>3,738,824</b>	<b>4,405,392</b>	<b>3,551,180</b>	<b>81%</b>		<b>6%</b>	

[1] Includes revenue from Manatee County school district  
 [2] Includes capital funding from Manatee County school district  
 [3] Includes grant revenue  
 [4] Includes interest and dividend, teacher supply funds and Best & Brightest Scholarships awarded by Manatee County school board.  
 [5] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2020-21 vs. FY 2019-20  
Collegiate School - Venice Campus

AC Type Description	June 30, 2021				June 30, 2020					
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent
<b>Revenue</b>										
43 Support From Local Government [1]	758,684	758,684	879,621	116%	315,805	403,703	403,703	100%		
45 Federal Support [2]	547,823	635,997	396,268	62%	0	1,420	1,483	104%		
49 Other Revenue [3]	0	0	57		0	0	0			
4A Non-Revenue Receipts	114,013	239,013	125,000	52%	114,013	164,013	199,895	122%		
<b>Total : Revenue</b>	<b>1,420,520</b>	<b>1,633,694</b>	<b>1,400,947</b>	<b>86%</b>	<b>429,818</b>	<b>569,136</b>	<b>605,081</b>	<b>106%</b>		
<b>Grand Total : Revenue</b>	<b>1,420,520</b>	<b>1,633,694</b>	<b>1,400,947</b>	<b>86%</b>	<b>429,818</b>	<b>569,136</b>	<b>605,081</b>	<b>106%</b>		
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	232,283	278,858	220,477	79%	127,187	161,643	161,643	100%		
52 Other Personnel Exp P/T (Non-Perm)	6,000	0	0		6,000	0	0			
53 Personnel Benefits	81,914	91,757	91,980	100%	39,197	50,203	50,203	100%		
<b>Total : Personnel</b>	<b>320,197</b>	<b>370,615</b>	<b>312,457</b>	<b>84%</b>	<b>172,384</b>	<b>211,846</b>	<b>211,846</b>	<b>100%</b>		
<b>Current Expense</b>										
61 Services [4]	456,246	428,773	389,475	91%	189,434	278,786	252,275	90%		
62 Materials and Supplies	383,854	409,426	254,903	62%	68,000	61,648	47,236	77%		
<b>Total : Current Expense</b>	<b>840,100</b>	<b>838,199</b>	<b>644,377</b>	<b>77%</b>	<b>257,434</b>	<b>340,434</b>	<b>299,511</b>	<b>88%</b>		
<b>Capital</b>										
71 Capital Outlay	308,606	473,263	192,244	41%	0	52,000	3,905	8%		
<b>Total : Capital</b>	<b>308,606</b>	<b>473,263</b>	<b>192,244</b>	<b>41%</b>	<b>0</b>	<b>52,000</b>	<b>3,905</b>	<b>8%</b>		
<b>Grand Total : Expense</b>	<b>1,468,903</b>	<b>1,682,077</b>	<b>1,149,079</b>	<b>68%</b>	<b>429,818</b>	<b>604,280</b>	<b>515,263</b>	<b>85%</b>		

[1] Includes revenue from Sarasota County school district

[2] Includes grant revenue

[3] Includes interest and dividends revenue

[4] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

## ACCEPTANCE OF GIFTS AND GRANTS

It is respectfully requested the District Board of Trustees of State College of Florida, Manatee-Sarasota accept and approve the following gifts and grants.

### June 2021

<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>Gifts:</u></b>		
No gifts received		
<b><u>Grants:</u></b>		
United States Department of Education		
June YTD Revenue	688,030	Pell Grant 2019-2020
May YTD Revenue	686,770	2019-2020
Change for Month of June	1,260	
June YTD Revenue	12,389,322	Pell Grant 2020-2021
May YTD Revenue	11,200,755	2020-2021
Change for Month of June	1,188,567	
<b>Total Received - Gifts</b>	-	
<b>Total Received (Returned) - Pell Grant 2018-2019</b>	-	
<b>Total Received (Returned) - Pell Grant 2019-2020</b>	<b>1,260</b>	
<b>Total Received (Returned) - Pell Grant 2020-2021</b>	<b>1,188,567</b>	

## PROPERTY DISPOSAL

(Complete and route to Vice President, Finance & Administrative Services)



Proposed by Nathan Wellman  
Name

Date 9/3/2021

Manager, Business Operations  
Title

DESCRIPTION OF ITEM	DECAL	PURCHASE PRICE	PURCHASE DATE	REASON FOR DISPOSAL	METHOD OF DISPOSAL
Olympus Microscope	020652	\$1,372.09	12/17/1996	Obsolete	E-Scrap
Mediatech Lectern	023848	\$1,439.00	6/12/2002	Building Refresh	GovDeals
Film Processor	022533	\$3,995.00	6/29/2000	Obsolete	E-Scrap
Mediatech Lectern	025316	\$1,578.48	3/31/2004	Building Refresh	GovDeals
Mediatech Lectern	025712	\$1,650.34	2/7/2005	Building Refresh	GovDeals
2007 Chrysler PT Cruiser	027151	\$14,375.00	12/13/2007	Replaced	Trade-in
Film Processor	022024	\$1,575.00	9/2/1999	Obsolete	E-Scrap
Nikon Microscope	018258	\$1,611.14	3/13/1989	Obsolete	E-Scrap
Film Processor	022534	\$3,995.00	6/29/2000	Obsolete	E-Scrap
Nikon Microscopes	018502	\$1,684.72	9/18/1989	Obsolete	E-Scrap
Smart Sympodium	026471	\$1,721.88	5/2/2006	Obsolete	E-Scrap
Optiplex 790	030167	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030267	\$819.00	3/19/2012	Obsolete	E-Scrap
OptiPlex 7010	030747	\$941.37	4/23/2013	Obsolete	E-Scrap
Microsoft Surface 2	030985	\$549.99	1/14/2014	Obsolete	E-Scrap
Latitude Laptop	031241	\$966.78	4/28/2014	Obsolete	E-Scrap
Latitude Laptop	031259	\$1,101.33	4/28/2014	Obsolete	E-Scrap
Latitude Laptop	031346	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031382	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031705	\$1,196.16	2/16/2015	Obsolete	E-Scrap
Latitude Laptop	031707	\$1,196.16	2/16/2015	Obsolete	E-Scrap
Crestron AV System	029393	\$2,276.62	7/29/2010	Obsolete	E-Scrap
Optiplex 790	030185	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030187	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030217	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030219	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030268	\$819.00	3/19/2012	Obsolete	E-Scrap
OptiPlex 790	030494	\$986.70	7/24/2012	Obsolete	E-Scrap
Latitude Laptop	032123	\$1,180.22	11/5/2015	Obsolete	E-Scrap
Crestron AV System	029391	\$2,276.62	7/29/2010	Obsolete	E-Scrap
OptiPlex 790	030502	\$986.70	7/24/2012	Obsolete	E-Scrap
Microsoft Surface 2	030984	\$549.99	1/14/2014	Obsolete	E-Scrap
Latitude Laptop	031349	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031364	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031366	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031381	\$966.78	6/17/2014	Obsolete	E-Scrap

## PROPERTY DISPOSAL

(Complete and route to Vice President, Finance & Administrative Services)

Latitude Laptop	031383	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031706	\$1,196.16	2/16/2015	Obsolete	E-Scrap
Microsoft Surface Pro	030720	\$1,103.98	5/5/2013	Obsolete	E-Scrap
OptiPlex 7010	031274	\$1,011.16	6/5/2014	Obsolete	E-Scrap
Latitude Laptop	031341	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031356	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031373	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031374	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031391	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031717	\$1,196.16	2/16/2015	Obsolete	E-Scrap
OptiPlex 780	029694	\$717.05	3/27/2011	Obsolete	E-Scrap
OptiPlex 780	029696	\$717.05	3/27/2011	Obsolete	E-Scrap
OptiPlex 780	029695	\$717.05	3/27/2011	Obsolete	E-Scrap
Optiplex 790	030215	\$819.00	3/19/2012	Obsolete	E-Scrap
Ford 2010 Trans Connect Van	030315	\$19,232.00	1/18/2012	Replaced	Trade-in
OptiPlex 790 Computer	030489	\$986.70	7/24/2012	Obsolete	E-Scrap
OptiPlex 790 Computer	030507	\$986.70	7/24/2012	Obsolete	E-Scrap
Microsoft Surface Pro	030829	\$999.00	10/31/2013	Obsolete	E-Scrap
Latitude Laptop	031351	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031362	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031387	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031257	\$1,101.33	4/28/2014	Obsolete	E-Scrap
MediaTech Lectern	027350	\$3,135.66	6/4/2008	Building Refresh	GovDeals
MacBook Pro 15"	028430	\$1,507.16	5/13/2010	Obsolete	E-Scrap
Optiplex 790	030207	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030214	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030216	\$819.00	3/19/2012	Obsolete	E-Scrap
OptiPlex 790 Computer	030506	\$986.70	7/24/2012	Obsolete	E-Scrap
OptiPlex 790 Computer	030505	\$986.70	7/24/2012	Obsolete	E-Scrap
OptiPlex 7010	031006	\$1,106.46	12/15/2013	Obsolete	E-Scrap
Latitude Laptop	031239	\$966.78	4/28/2014	Obsolete	E-Scrap
Latitude Laptop	031337	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031376	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031254	\$966.78	4/28/2014	Obsolete	E-Scrap
Latitude Laptop	031352	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031370	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031395	\$966.78	6/17/2014	Obsolete	E-Scrap
OptiPlex 7020	031777	\$979.21	2/18/2015	Obsolete	E-Scrap
Latitude Laptop	032125	\$1,180.22	11/5/2015	Obsolete	E-Scrap
Optiplex 790	030108	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030194	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030212	\$819.00	3/19/2012	Obsolete	E-Scrap
Optiplex 790	030226	\$819.00	3/19/2012	Obsolete	E-Scrap
OptiPlex 7010	030770	\$931.92	5/21/2013	Obsolete	E-Scrap
Latitude Laptop	031357	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031358	\$966.78	6/17/2014	Obsolete	E-Scrap
Latitude Laptop	031372	\$966.78	6/17/2014	Obsolete	E-Scrap

## PROPERTY DISPOSAL

(Complete and route to Vice President, Finance & Administrative Services)

Latitude Laptop	031375	\$966.78	6/17/2014	Obsolete	E-Scrap
HP Printer	031441	\$1,017.54	7/29/2013	Obsolete	E-Scrap
Latitude Laptop	031854	\$986.42	4/27/2015	Obsolete	E-Scrap
Surface Pro Tablet	033806	\$1,472.07	6/14/2018	Obsolete	E-Scrap
Microsoft Surface Pro 4	032858	\$1,139.05	3/26/2017	Obsolete	E-Scrap
OptiPlex 7010	031071	\$981.34	3/26/2014	Obsolete	E-Scrap
Latitude Laptop	034190	\$1,288.77	4/1/2019	Obsolete	E-Scrap
Latitude Laptop	032288	\$1,168.70	3/23/2016	Obsolete	E-Scrap
MacBook Pro 13"	033318	\$1,249.00	11/5/2017	Obsolete	E-Scrap
Latitude Laptop	031124	\$972.72	4/15/2014	Obsolete	E-Scrap
Latitude Laptop	033750	\$1,233.05	5/20/2018	Obsolete	E-Scrap
OptiPlex 3040	032433	\$669.90	7/11/2016	Obsolete	E-Scrap
Microsoft Surface Pro 4	032896	\$1,139.05	4/5/2017	Obsolete	E-Scrap
Latitude Laptop	032373	\$1,168.70	5/25/2016	Obsolete	E-Scrap
OptiPlex Computer	033785	\$850.00	5/30/2018	Obsolete	E-Scrap
Dell Latitude	032468	\$1,068.19	8/7/2016	Obsolete	E-Scrap
Dell Latitude	032465	\$1,068.19	8/7/2016	Obsolete	E-Scrap

\_\_\_\_\_  
Proposer Date

\_\_\_\_\_  
Business Services Administrator Date

\_\_\_\_\_  
Signature of Vice President, Finance & Administrative Services Date

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Carry Forward/Fund Balance Spending Plan

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of the attached Carry Forward Spending Plan pursuant to FS 1013.841 for the Fund Balance ending June 30, 2021.**

**STAFF ANALYSIS:**

Enacted Fall 2020 and postponed by Executive Order due to COVID to September 2021, the State College of Florida Manatee-Sarasota must submit a spending plan for the use of excess funds over 5% for colleges whose FTE is less than 15,000. The SCF fund balance was inflated at year end due to the return of the 6% holdback in state funding in late June, and the allowed indirect cost and lost revenue payments from HEERF (Higher Education Emergency Relief Funds) funded in January and resolved at year end, totaling \$14,049,413.

The Board of Trustees approved a spending plan for 2021/22 for a portion of these funds as follows:

## Board of Trustees Approved Commitments 6/28/21

Nursing Grant Remainder	\$ 882,000
Contingency/Non-recurring Equipment and Operating Expenses	<u>\$ 2,662,954</u>
Subtotal	\$ 3,544,954

Additional items proposed for future commitments from these funds include:

College & Career Success Coaching and Outreach, including Customer Relations Management (CRM) System	\$ 2,150,000
Renovation/Repair Funding to replace PECO allocations	<u>\$ 2,409,904</u>
Subtotal	\$ 4,559,904

The College reserves funds to facilitate the recovery from a major storm:

Hurricane Deductible (3% of insured value, x 30%)	\$ 2,129,593
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Commitments for encumbrances:

Purchase Orders that rolled from 2020/21 to 2021/22	<u>\$ 685,669</u>
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Statutory Reserve Requirement:

5% Reserve Required for Colleges under 15,000 FTE	<u>\$ 3,129,294</u>
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<b>Total Fund Balance</b>	<b>\$14,049,414</b>
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**FISCAL IMPACT** Yes

Funding Source: State Appropriations and Tuition

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$ 4,559,904

**REQUESTED BY:** Julie Jakway

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

State College of Florida, Manatee-Sarasota  
 2021-22 Florida College System Carryforward Spending Plan  
 Pursuant to 1013.841, Florida Statutes  
 July 1, 2021

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY22	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(e) Nonrecurring expenditures for operations	Reserve for Encumbrances	685,669	1	2021-22	2021-22	Encumbrances from 2020-21 paid in 2021-22
2.	(e) Nonrecurring expenditures for operations	Board Approved Commitments	3,544,954	1	2021-22	2021-22	Board Approved Items: Nursing Grant Remainder, One-Time Salary Increment, Nonrecurring Equipment
3.	(e) Nonrecurring expenditures for operations	Nursing Program Expansion Continuation	2,150,000	2	[1]	[1]	Continue the expanded Nursing Program of an additional 60+ students for the highest demand occupation in Florida.
4.	(e) Nonrecurring expenditures for operations	Renovation/Repair Funding to replace PECO allocations	2,409,904	3	[1]	[1]	Ongoing renovation and repair of 903,164 gross square feet and 288 acres. Previously funded by PECO allocations.
5.	(g) Commitment to contingency reserve related to state declared emergency	Hurricane Insurance Deductible	2,129,593	N/A	N/A	N/A	1/3 of the College's 3% deductible for storm-related damage.
6.							
<b>Total as of July 1, 2021: *</b>			<b>\$ 10,920,120</b>				

[1] Per FS 1013.841, Colleges with FTE less than 15,000 are not required to include a timeline for expenditures.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Spring 2022 Fee Changes

**RECOMMENDATION:**

**The College recommends approval by the District Board of Trustees for the following fee changes.**

**STAFF ANALYSIS:**

**Course Fees:** Effective July 1, 2021, course fees for four courses, FIL 2100, MAT 0018, MAT 0028, and OST 1100 are recommended to be removed from the fee schedule. Additionally, the course number for Microcomputer Hardware & Maintenance is revised.

**Application Fees and Graduation Fees:** Effective October 1, 2021, for the Spring 2022 semester, the College application fee is recommended to be changed to non-refundable and the graduation fee is recommended for elimination. Effective October 1, 2021, for the Spring 2022 semester, the application fees for all health professions programs are recommended to become \$35.

**Credit Card Convenience Fee:** Effective January 1, 2022, a nonrefundable credit card convenience fee of 1.25% is recommended for all payments using credit cards for tuition and fee payments.

**FISCAL IMPACT**       Yes      

Funding Source: Tuition and Fees

Will this action result in a Budget Amendment?       N/A      

If yes, indicate the dollar amount:

**Attachment**

**REQUESTED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

## USER (Special) FEES

Following are the user (special) fees for the courses listed below. If approved, the fees will be effective for the Fall Semester, 2021. This is a complete, comprehensive list of special fees.

### Schedule of Course Fees

State College of Florida, Manatee-Sarasota fees are governed by the Florida Legislature and the State College of Florida, Manatee-Sarasota District Board of Trustees.

### Special Fees

Certain courses offered by SCF carry an additional special fee. This special fee is in addition to course fees, and is due and payable on the assigned pay date at the beginning of each term.

#### ART

ART 1201C, 1205C, 1300C, 1301C.....	\$10.00
ART 1203C, 2701C, 2702C .....	50.00
ART 2330C, 2331C.....	20.00
ART 2500C, 2501C.....	25.00
ART 2715C.....	75.00
ART 2750C, 2752C, 2753C, 2771C.....	60.00
ART 2751C.....	68.00
ART 2930 (Special Topics: Figure Studies in Clay).....	50.00

#### BUSINESS

APA 2141.....	\$20.00
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#### COMPUTER SCIENCE

CET 1600, 1610.....	\$30.00
CGS 1000, 1543, 1570, 2820C.....	25.00
CIS 1355.....	50.00
CIS 2321, 2352.....	25.00
COP 2170, 2228C, 2333.....	25.00
CTS 1150€.....	25.00
CTS 2390, 2391, 2392, 2433.....	50.00
<del>OST 1100.....</del>	<del>15.00</del>

#### DENTAL HYGIENE

DEH 1002C.....	\$55.00
DEH 1800C*.....	113.00
DEH 2802C.....	100.00
DEH 2804C*.....	191.00
DEH 2806C*.....	163.00
DEH 2900* (Dental Hygiene Competency Review -1 credit).....	73.00
DEH 2900* (Dental Hygiene Competency Review -3 credits).....	103.00
DES 1020C*.....	13.00
DES 1100C.....	35.00
DES 1200C.....	100.00

\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)

**ENGINEERING TECHNOLOGY**

EET 1033C, 1141C, 2142C.....	\$25.00
ETD 1320C, 1350C, 1395C.....	50.00
ETD 1340C, 1390C, 2392... ..	25.00
ETD 2364C, 2368C... ..	20.00

**FILM**

FIL 1000, 1030, 1537.....	\$15.00
FIL 1420, <del>2100</del> .....	10.00
FIL 2423.....	40.00
FIL 2552, 2571.....	35.00
FIL 2580.....	25.00

**GRAPHIC DESIGN**

GRA 1100C, 1206C, 2121C, 2122C, 2152C, 2160C, 2950C.....	\$20.00
GRA 2190C.....	5.00

**HEALTH SCIENCES**

HSC 2401.....	\$35.00
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**JOURNALISM**

JOU 2602.....	\$25.00
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**MATHEMATICS**

<del>MAT 0018, 0028.....</del>	<del>\$10.00</del>
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**MUSIC**

MUC 1211, 1211B, 2221, 2221B.....	\$240.00
MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....	240.00
MVK 1011A, 1011B, 1013A, 1013B, 1311, 1311B, 1313, 1313B, 2321, 2321B, 2323, 2323B.....	240.00
MVP 1011A, 1011B, 1311, 1311B, 2321, 2321B.....	240.00
MVS 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1016A, 1016B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 1316, 1316B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B, 2326, 2326B.....	240.00
MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B.....	240.00
MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....	240.00

**NATURAL SCIENCE**

BSC 1005C, 2419C, 2420C, 2426C, 2427C.....	\$40.00
BSC 1007L.....	35.00
BSC 1421.....	12.50
BSC 2010L, 2011L, 2086L.....	50.00
BSC 2085L.....	45.00
BSC 2435.....	15.00
CHM 1020C, 1032L.....	40.00
CHM 1025L, 2045L.....	35.00
CHM 2046L.....	45.00
CHM 2210L, 2211L.....	60.00
ESC 1000C.....	25.00
MCB 2010L.....	70.00
OCB 1000C.....	30.00
PHY 1020C.....	30.00
PHY 2048L, 2053L.....	35.00
PHY 2049L, 2054L.....	45.00

**NURSING**

NSP 4275C.....	\$225.00
NUR 1023*, 2731C*.....	145.50
NUR 1730, 2732C.....	130.00
NUR 2703C*.....	275.50
NUR 4636L*.....	15.50

\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)

**OCCUPATIONAL THERAPY ASSISTANT**

OTH 1001C, 2300C.....	\$22.00
OTH 1014C*.....	15.50
OTH 1114C.....	25.00
OTH 1520C, 2840L, 2841L.....	12.00
OTH 2261C.....	96.00
OTH 2420C.....	21.00
OTH 2802L*.....	39.50

\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)

**PHOTOGRAPHY**

PGY 1800C, 2401C, 2404C, 2405C, 2801C.....	\$40.00
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**PHYSICAL EDUCATION**

LEI 1263.....	\$10.00
PEL 2111.....	85.00
PEM 1130.....	24.00
PEN 2251.....	15.00

**PHYSICAL THERAPIST ASSISTANT**

PHT 1007C, 1211C.....	\$20.00
PHT 1124C*, 2321C*.....	15.50

**PHYSICAL THERAPIST ASSISTANT (continued)**

PHT 2337C.....	\$7.00
PHT 2931.....	50.00

*\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)*

**POLITICAL SCIENCE**

INR 2500, 2500A, 2500B.....	\$100.00
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**PSYCHOLOGY**

SLS 1301 (Includes Career & Affective Testing).....	\$30.00
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**RADIOGRAPHY**

RTE 1002*.....	\$15.50
RTE 1418.....	23.00
RTE 1458.....	7.00
RTE 1804L.....	35.00
RTE 1814L, 2844L.....	10.00
RTE 1824C*.....	25.00
RTE 2834L.....	20.00

*\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)*

<b>ADDITIONAL FEES</b>
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<b>Access Fee:</b>	\$40.00 per term, nonrefundable
<b>Credit for Experiential Learning (C.E.L.) Application Fee:</b>	\$5.00 nonrefundable
<b><u>Credit Card Convenience Fee:</u></b>	<u>1.25% nonrefundable<sup>1</sup></u>
<b>College <u>Admission</u> Application Fee:</b>	\$20.00 <u>nonrefundable<sup>2</sup></u> <u>applicable toward</u> <u>tuition</u>
<b>Duplicate Diploma Fee:</b>	\$15.00 nonrefundable
<b>Graduation Fee:</b>	\$20/ <del>\$0.00</del> nonrefundable <sup>3</sup>
(Payable before the application for graduation is processed, for each degree.)	
<b>Health Professions Programs</b>	
<b>Application Fee:</b>	\$20.00/ <del>\$0</del> / <u>\$35</u> nonrefundable <sup>4</sup>
(One-time fee, payable before application can be processed for admittance to each health professions program, with exception of ASN-Nursing.)	
<b>Health Occupations Basic Entrance Test (HOBET V):</b>	\$50.00 nonrefundable
<b>Insurance Fee:</b>	\$15.50 nonrefundable
<b>Nursing (ASN) Application Fee:</b>	\$35.00 nonrefundable
<b>Test of Essential Academic Skills (TEAS):</b>	\$50.00 nonrefundable
<b>International Student Application for Admission Fee:</b>	\$75.00 nonrefundable
<b>Late Fee:</b>	\$50.00 nonrefundable
<b>Inactive OneCard Replacement Fee:</b>	\$10.00 nonrefundable
<b>Parking Violations:</b>	
Improperly parked in a handicapped space or blocking handicapped ramp:	\$250.00
Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over line:	\$30.00
No current SCF decal, improper decal or no decal showing:	\$20.00
Parking in reserved or visitors space or parked in a motorcycle space:	\$30.00
Moving violations (College student court):	\$20.00 minimum
<b>Reinstatement Fee:</b>	\$50.00 nonrefundable
<b>Returned Check Fee:</b>	\$20.00 nonrefundable
A minimum of \$20.00 will be charged for NSF (insufficient) checks. The maximum charge permitted by law is the greater of \$40.00 or 5 percent of the face amount of the Check. The check writer also is responsible for costs associated with collection.	
<b>Student ID Card Replacement Fee:</b>	\$10.00 nonrefundable

<sup>1</sup> Effective January 1, 2022.

<sup>2</sup> Effective for Spring 2022 application submitted on and after October 1, 2021. Prior application fees are applicable toward tuition.

<sup>3</sup> Effective Spring 2022, graduation fee will be eliminated.

<sup>4</sup> Effective for Spring 2022 application submitted on and after October 1, 2021, the application fee for all health professions program will be \$35.00.



## **USER (Special) FEES**

Following are the user (special) fees for the courses listed below. If approved, the fees will be effective for the Fall Semester, 2021. This is a complete, comprehensive list of special fees.

### **Schedule of Course Fees**

State College of Florida, Manatee-Sarasota fees are governed by the Florida Legislature and the State College of Florida, Manatee-Sarasota District Board of Trustees.

### **Special Fees**

Certain courses offered by SCF carry an additional special fee. This special fee is in addition to course fees, and is due and payable on the assigned pay date at the beginning of each term.

#### **ART**

ART 1201C, 1205C, 1300C, 1301C.....	\$10.00
ART 1203C, 2701C, 2702C .....	50.00
ART 2330C, 2331C.....	20.00
ART 2500C, 2501C.....	25.00
ART 2715C.....	75.00
ART 2750C, 2752C, 2753C, 2771C.....	60.00
ART 2751C.....	68.00
ART 2930 (Special Topics: Figure Studies in Clay).....	50.00

#### **BUSINESS**

APA 2141.....	\$20.00
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#### **COMPUTER SCIENCE**

CET 1600, 1610.....	\$30.00
CGS 1000, 1543, 1570, 2820C.....	25.00
CIS 1355.....	50.00
CIS 2321, 2352.....	25.00
COP 2170, 2228C, 2333.....	25.00
CTS 1150.....	25.00
CTS 2390, 2391, 2392, 2433.....	50.00

#### **DENTAL HYGIENE**

DEH 1002C.....	\$55.00
DEH 1800C*.....	113.00
DEH 2802C.....	100.00
DEH 2804C*.....	191.00
DEH 2806C*.....	163.00
DEH 2900* (Dental Hygiene Competency Review -1 credit).....	73.00
DEH 2900* (Dental Hygiene Competency Review -3 credits).....	103.00
DES 1020C*.....	13.00
DES 1100C.....	35.00
DES 1200C.....	100.00

*\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)*

**ENGINEERING TECHNOLOGY**

EET 1033C, 1141C, 2142C.....	\$25.00
ETD 1320C, 1350C, 1395C.....	50.00
ETD 1340C, 1390C, 2392... ..	25.00
ETD 2364C, 2368C... ..	20.00

**FILM**

FIL 1000, 1030, 1537.....	\$15.00
FIL 1420.....	10.00
FIL 2423.....	40.00
FIL 2552, 2571.....	35.00
FIL 2580.....	25.00

**GRAPHIC DESIGN**

GRA 1100C, 1206C, 2121C, 2122C, 2152C, 2160C, 2950C.....	\$20.00
GRA 2190C.....	5.00

**HEALTH SCIENCES**

HSC 2401.....	\$35.00
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**JOURNALISM**

JOU 2602.....	\$25.00
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**MUSIC**

MUC 1211, 1211B, 2221, 2221B.....	\$240.00
MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....	240.00
MVK 1011A, 1011B, 1013A, 1013B, 1311, 1311B, 1313, 1313B, 2321, 2321B, 2323, 2323B.....	240.00
MVP 1011A, 1011B, 1311, 1311B, 2321, 2321B.....	240.00
MVS 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1016A, 1016B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 1316, 1316B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B, 2326, 2326B.....	240.00
MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B.....	240.00
MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....	240.00

**NATURAL SCIENCE**

BSC 1005C, 2419C, 2420C, 2426C, 2427C.....	\$40.00
BSC 1007L.....	35.00
BSC 1421.....	12.50
BSC 2010L, 2011L, 2086L.....	50.00
BSC 2085L.....	45.00
BSC 2435.....	15.00
CHM 1020C, 1032L.....	40.00
CHM 1025L, 2045L.....	35.00
CHM 2046L.....	45.00
CHM 2210L, 2211L.....	60.00
ESC 1000C.....	25.00
MCB 2010L.....	70.00
OCB 1000C.....	30.00
PHY 1020C.....	30.00
PHY 2048L, 2053L.....	35.00
PHY 2049L, 2054L.....	45.00

**NURSING**

NSP 4275C.....	\$225.00
NUR 1023*, 2731C*.....	145.50
NUR 1730, 2732C.....	130.00
NUR 2703C*.....	275.50
NUR 4636L*.....	15.50

*\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)*

**OCCUPATIONAL THERAPY ASSISTANT**

OTH 1001C, 2300C.....	\$22.00
OTH 1014C*.....	15.50
OTH 1114C.....	25.00
OTH 1520C, 2840L, 2841L.....	12.00
OTH 2261C.....	96.00
OTH 2420C.....	21.00
OTH 2802L*.....	39.50

*\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)*

**PHOTOGRAPHY**

PGY 1800C, 2401C, 2404C, 2405C, 2801C.....	\$40.00
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**PHYSICAL EDUCATION**

LEI 1263.....	\$10.00
PEL 2111.....	85.00
PEM 1130.....	24.00
PEN 2251.....	15.00

**PHYSICAL THERAPIST ASSISTANT**

PHT 1007C, 1211C.....	\$20.00
PHT 1124C*, 2321C*.....	15.50

**PHYSICAL THERAPIST ASSISTANT (continued)**

PHT 2337C.....	\$7.00
PHT 2931.....	50.00

*\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)*

**POLITICAL SCIENCE**

INR 2500, 2500A, 2500B.....	\$100.00
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**PSYCHOLOGY**

SLS 1301 (Includes Career & Affective Testing).....	\$30.00
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**RADIOGRAPHY**

RTE 1002*.....	\$15.50
RTE 1418.....	23.00
RTE 1458.....	7.00
RTE 1804L.....	35.00
RTE 1814L, 2844L.....	10.00
RTE 1824C*.....	25.00
RTE 2834L.....	20.00

*\*(Includes nonrefundable Liability Insurance fee. See Additional Fees. If Background Check and/or Drug Screening are required, fees will be paid to outside sources.)*

<b>ADDITIONAL FEES</b>
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<b>Access Fee:</b>	\$40.00 per term, nonrefundable
<b>Credit for Experiential Learning (C.E.L.) Application Fee:</b>	\$5.00 nonrefundable
<b>Credit Card Convenience Fee:</b>	1.25% nonrefundable <sup>1</sup>
<b>College Admission Application Fee:</b>	\$20.00 nonrefundable <sup>2</sup>
<b>Duplicate Diploma Fee:</b>	\$15.00 nonrefundable
<b>Graduation Fee:</b>	\$20/\$0 nonrefundable <sup>3</sup>
(Payable before the application for graduation is processed, for each degree.)	
<b>Health Professions Programs</b>	
<b>Application Fee:</b>	\$20/\$35 nonrefundable <sup>4</sup>
(One-time fee, payable before application can be processed for admittance to each health professions program, with exception of ASN-Nursing.)	
<b>Health Occupations Basic Entrance Test (HOBET V):</b>	\$50.00 nonrefundable
<b>Insurance Fee:</b>	\$15.50 nonrefundable
<b>Nursing (ASN) Application Fee:</b>	\$35.00 nonrefundable
<b>Test of Essential Academic Skills (TEAS):</b>	\$50.00 nonrefundable
<b>International Student Application for Admission Fee:</b>	\$75.00 nonrefundable
<b>Late Fee:</b>	\$50.00 nonrefundable
<b>Inactive OneCard Replacement Fee:</b>	\$10.00 nonrefundable
<b>Parking Violations:</b>	
Improperly parked in a handicapped space or blocking handicapped ramp:	\$250.00
Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over line:	\$30.00
No current SCF decal, improper decal or no decal showing:	\$20.00
Parking in reserved or visitors space or parked in a motorcycle space:	\$30.00
Moving violations (College student court):	\$20.00 minimum
<b>Reinstatement Fee:</b>	\$50.00 nonrefundable
<b>Returned Check Fee:</b>	\$20.00 nonrefundable
A minimum of \$20.00 will be charged for NSF (insufficient) checks. The maximum charge permitted by law is the greater of \$40.00 or 5 percent of the face amount of the Check. The check writer also is responsible for costs associated with collection.	
<b>Student ID Card Replacement Fee:</b>	\$10.00 nonrefundable

<sup>1</sup> Effective January 1, 2022.

<sup>2</sup> Effective for Spring 2022 application submitted on and after October 1, 2021. Prior application fees are applicable toward tuition.

<sup>3</sup> Effective Spring 2022, graduation fee will be eliminated.

<sup>4</sup> Effective for Spring 2022 application submitted on and after October 1, 2021, the application fee for all health professions program will be \$35.00.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Approval of the Attached List of Pre-Qualified Contractors

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees of the attached list of contractors for the annual pre-qualification for SCF general construction projects costing \$50,000 to \$1,000,000.**

**STAFF ANALYSIS:**

Per SREF, an RFQ was advertised for the annual contractor pre-qualification. Concurrently, existing pre-qualified contractors were requested to provide their current insurance, license, and bonding ability for renewal of their existing pre-qualification. No new contractors responded to the RFQ and the attached list of 21 existing pre-qualified contractors submitted their updated information.

**FISCAL IMPACT**   No  

Funding Source:   N/A  

Will this action result in a Budget Amendment?   No  

If yes, indicate the dollar amount: \$   N/A  

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

## 2021-2022 Re-Qualification and New Contractor List

Vendor Name	Address
Allstate Construction, Inc.	4509 North Nebraska Ave, Tampa, FL 33603
Berglund Construction Company, Inc.	4616 Eagle Falls Place, Tampa, FL 33619
Burke Construction Group, Inc.	3042 University Pkwy, Sarasota, FL 34243
Creative Contractors, Inc	5212 Station Way, Sarasota, FL 34233
Chris-Tel Construction	2534-A Edison Ave, Fort Myers, FL 33901
DeLesline Construction, Inc.	320 7th Street West, Palmetto, FL 34221
EnviroStruct, LLC	2701 Dublin Woods Circle, Bonita Springs, FL 34135
GATES Group, LLC	2 North Tamiami Trail, Suite 204, Sarasota, FL 34236
Gilbane Building Company, Inc.	1950 Ringling Blvd, Suite 301, Sarasota, FL 34236
Hodge Management, LLC.	8800 Seminole Blvd, Seminole, FL 33772
Johnson-Laux Construction, LLC	650 Garden Commerce Pkwy, Ste 100, Winter Garden, FL 34787
KB3 Group, Inc.	P.O. Box 421, Palmetto, FL 34221
Manasota Commercial Construction	1310 4th Ave W, Bradenton, FL 34205
McIntyre, Elwell & Strammer GC, Inc.	1645 Barber Road, Sarasota, FL 34240
Specialized Property Services	9605 E. US Highway 92, Tampa, FL 33610
Stellar Development	59 Sarasota Center Blvd, Sarasota, FL 34240
Tandem Construction, Inc.	5391 Lakewood Ranch Blvd, Suite 200, Sarasota, FL 34240
Walbridge	100 South Ashley Drive, Suite 350, Tampa, FL 33602
Wharton-Smith, Inc.	750 Monroe Road, Sanford, FL 32771
Willis A. Smith Construction, Inc.	5001 Lakewood Ranch Blvd. N, Sarasota, FL 34240
Jon F. Swift Construction, Inc.	2221 8th Street, Sarasota, FL 34237
<b>New Contractors for Prequalification</b>	
None Submitted for 2021-2022	

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Board Approval to negotiate with the top ranked Architect for the Venice Science & Technology Building design.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to negotiate with Hepner Architects for the Venice Science & Technology Building design.**

**STAFF ANALYSIS:**

Per SREF and Florida Statute, the college followed the Consultant Competitive Negotiation Act. An RFQ was issued and firms were evaluated and ranked based on screening criteria such as experience, past performance, ability, office staff and presence in the community. An evaluation committee was formed, including Trustee Goodson. Below is the ranked order from the committee scoring.

Requesting approval to negotiate with the top ranked Architectural firm, Hepner Architects, for design services. The design contract will be brought to the Board for approval.

Shortlisted Firms	Ranking
Hepner Architects	1
Fawley Bryant	2
Rowe Architects	3

**FISCAL IMPACT** Yes

Funding Source: State Funds, Fund Balance

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: TBD

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Board Approval to negotiate with the top ranked Construction Management Firm for the Venice Science & Technology Building.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to negotiate with Tandem Construction for the Venice Science & Technology Building.**

**STAFF ANALYSIS:**

Per SREF and Florida Statute, the college followed the Consultant Competitive Negotiation Act. An RFQ was issued, and firms were evaluated and ranked based on screening criteria such as experience, past performance, ability, office staff and presence in the community. An evaluation committee was formed, including Trustee Goodson. Below is the ranked order from the committee scoring.

Requesting approval to negotiate with the top ranked CM firm, Tandem Construction, for pre-construction services and construction. The construction GMP contract will be brought to the Board for approval upon design completion.

Shortlisted Firms	Ranking
Tandem Construction	1
Willis Smith Construction	2
Jon F Swift Construction	3

**FISCAL IMPACT** Yes

Funding Source: State Funds, Fund Balance

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: TBD

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Board Approval to increase the Venice Science & Technology Building project budget.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to increase the project budget from \$3,946,543 to \$4,500,000 for the Venice Science & Technology Building.**

**STAFF ANALYSIS:**

Due to COVID, construction materials and labor costs have increased 15% in the past year. The current project budget of \$3,945,543 was established July 1, 2020, as part of the DOE Capital Improvement Program process. Subcontractor Bidding for this project will occur at the completion of design in late Spring or Early Summer 2022. Over 1-1/2 years will have passed from the initial development of the project budget to the time of receiving subcontractor bids.

Staff is requesting a 14% or \$553,457 increase in project budget to account for the instability and rise in cost of construction. The new total project budget will be \$4,500,000 including design, construction, furniture, fixtures, equipment, and contingency. The project design effort will pursue a \$4,000,000 project budget with \$500,000 set aside for uncontrolled cost escalation in the industry. The construction contract will be brought to the Board for approval along with all other project related contracts exceeding \$65,000.

**Funding Sources:**

Received From the State:	\$2,408,515
Additional State Funds Requested:	\$1,091,485
SCF Local Fund Balance Transfer:	<u>\$1,000,000</u>
	\$4,500,000

**FISCAL IMPACT** Yes

Funding Source: State Funds, Fund Balance Transfer

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$4,500,000

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Approval of the Revised CIP 2 and CIP 3 within the FY 2022-23 through FY2026-2027 Capital Improvement Program (CIP)

**RECOMMENDATION:**

**The College recommends approval of the Revised CIP 2 and CIP 3 within the FY2022-23 through FY2026-2027 Capital Improvement Program (CIP)**

**STAFF ANALYSIS:**

Revising the FY2022-23 Capital Improvement Program pages CIP2 & CIP3. The DOE reduced the amount of State provided funding for the Venice Science Building project from \$2,946,543 to \$2,408,515. Also included in the revised pages is the increase in the overall project budget by \$553,457 (14%) to account for the cost of construction inflation due to COVID.

Summary:

- DOE reduced funding by \$538,028,
- the overall project budget has been increased \$553,457, from \$3,946,543 to \$4,500,000 (14%), due to the rise in cost of construction from COVID impacts.
- increased the PECO funding request for next year to \$1,091,485 (\$538,028+\$553,457)
- funding from SCF local fund balance remains at \$1,000,000

**FISCAL IMPACT**   Yes  

Funding Source:   State Funds and local Fund Balance Transfer  

Will this action result in a Budget Amendment?   Yes  

If yes, indicate the dollar amount:   \$ 4,500,000  

**REQUESTED BY:**   Chris Wellman, AVP, Facilities Management  

**FUNDING VERIFIED AND APPROVED BY:**   Julie Jakway    
**Vice President, Business and Administrative Services**



FLORIDA COLLEGE SYSTEM  
 CIP 2 SUMMARY  
 CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
 2022-2023 through 2026-2027

COLLEGE: State College of Florida, Manatee-Sarasota

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2022-23	2023-24	2024-25	2025-26	2026-27	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2016	New Const	Construct Science & Technology Building, Venice Campus	2		\$1,091,485					\$1,091,485	\$2,408,515	\$1,000,000	\$4,500,000	
2	2021	New Const	Health and Human Performance Center, Bradenton Campus	1			14,778,601				14,778,601			14,778,601	
3	2010	New Const	New Student Services and Union, Venice Campus	2				16,447,679			16,447,679			16,447,679	
<b>TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT &amp; ACQUISITION PROJECTS</b>						<b>\$1,091,485</b>	<b>\$14,778,601</b>	<b>\$16,447,679</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,317,765</b>	<b>\$0</b>	<b>\$32,317,765</b>	
<b>GRAND TOTAL OF ALL PROJECTS</b>						<b>\$5,884,485</b>	<b>\$16,649,101</b>	<b>\$18,815,679</b>	<b>\$2,430,000</b>	<b>\$1,312,000</b>	<b>\$45,091,265</b>				

\*Total Project Cost includes funding from all sources

**FLORIDA COLLEGE SYSTEM  
CIP 3A PROJECT EXPLANATION  
2022-23 through 2026-27**

<b>College Name</b>	State College of FL, Manatee-Sarasota			
<b>Project Title</b>	Construct Science and Technology Building			
<b>Budget Entity Priority</b>	1			
<b>Statutory Authority</b>	Sec. 1013.64(4)(a)			
<b>Type of Project (*)</b>	<b>Renovation</b>	<b>Remodel</b>	<b>New Construction</b>	<b>Acquisition</b>
			X	

**GEOGRAPHIC LOCATION**      8000 S. Tamiami Trail, Venice FL.      **COUNTY:** Sarasota  
 Site street address, City

**Official College Site Number**      2

**PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)**  
 In order to improve the quality and quantity of science labs to support SCF's Science, Nursing, Technology and Engineering Programs. SCF is planning to construct a new building. SCF is currently partnered with the University of Florida to bring UF's curriculum to SCF. This programming allows students the ability to start in a 4-year degree without the financial burden of moving away. The University of Florida and SCF have already begun an UF Engineering feeder program that started in the fall of 2017. These programs along with SCF's Science, Technology and Nursing programs are projected to have significant growth over the next five years. In preparation for this collaborative effort, this new 8,913 s.f. laboratory building will ensure that SCF is postured to support current and future needs of the students. Currently our building #200 contains (2) two general purpose labs, (1) one physics lab and (1) chemistry lab. This limits the coursework and number of students in a given semester that can take a specific class. With the additional lab spaces, we can expand our course offerings in both availability and convenience with regards to scheduling. The additional lab spaces generated with the new building will allow us to serve another 100 Student Stations

**RESERVE ESCROW 0.5% (per s. 1001.03(18)(c) , F.S.)**

Building value	\$	3,096,013	
Source of valuation for remodel or renovation			
1st year escrow deposit amount	\$	15,480	
Escrow funding source			

Comments:

**Initial Year Requested:**      2016      **Has this project ever been vetoed? If so, list year(s):**

**List All Proposed Sources of Funding:**  
 PECO (73%)  
 SCF Local Funds (27%)

**Projected Bid Date/Start of Construction (Month, Year):**      January-22  
**Projected Occupancy Date (Month, Year):**      January-23

**Funding Educational Specifications Section (must be completed for all first-year priority construction)**

Date of Survey	Survey Recommendation #	Survey Recommended Total NSF	NSF Used	Student Stations Used
July 2016				
	2.001-2.008	<b>New Construction:</b>		
	2.009	Teaching Labs: 6275	6275	100

**CIP 3B COST WORKSHEET**

State College of FL, Manatee-Sarasota

Construct Science and Technology Building

<b>NEW CONSTRUCTION</b>					
CATEGORY	NSF	GSF	\$/GSF	Local Factor	Const. Cost
Classrooms		0	325.93	1.01	\$0
Teaching Labs	6,275	8913	343.92	1.01	\$3,096,013
Library		0	263.74	1.01	\$0
Vocational Labs		0	343.92	1.01	\$0
Offices		0	351.27	1.01	\$0
Auditorium - Exhibits		0	364.44	1.01	\$0
Instructional Media		0	238.91	1.01	\$0
Gymnasium		0	257.70	1.01	\$0
Student Services		0	327.36	1.01	\$0
Support Services		0	235.61	1.01	\$0
<b>TOTAL</b>	6,275	8,913	Wt. Avg. 321.08		
<b>New Construction Cost</b>					\$3,096,013
<b>REMODELING/RENOVATION*</b>					
NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost	
			1.01	align="right">\$0	
			1.01	align="right">\$0	
<b>Remodeling/Renovation Cost*</b>					\$0

\*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.

Base Construction - New & Rem/Ren	\$3,096,013
Site development/improvement** (2.6%)	\$80,496
<b>Total Base Construction Costs</b>	<b>\$3,176,509</b>

\*\*Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

SCHEDULE OF PROJECT COMPONENTS	ESTIMATED EXPENDITURES				
	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
<b>1. CONSTRUCTION COSTS</b>					
a. Base Construction Cost (from above)	\$538,028				
Add'l Extraordinary Construction Costs					
b. Environmental Impacts/Mitigation					
c. Site preparation					
d. Landscape/Irrigation					
e. Plaza/Walks					
f. Roadway improvements					
g. Parking spaces:					
h. Telecommunication					
i. Electrical service					
j. Water distribution					
k. Sanitary sewer system					
l. Chilled water system					
m. Storm water system					
n. Energy efficient equipment					
o. Other: <b>Construction Cost Inflation</b>	\$553,457				
<b>Subtotal: CONSTRUCTION COSTS</b>	\$1,091,485	\$0	\$0	\$0	\$0
PECO Funds	\$1,091,485				
Other Funds:					
<b>2. OTHER PROJECT COSTS</b>					
a. Land/existing facility acquisition***					
b. Professional Fees					
1) Planning/programming (1%)					
2) A/E fees (7.8%)					
3) Inspection Services*** (sugg. 0.5%)					
4) On-site representation (1.3%)					
5) Other prof. services*** (sugg. 0.5%)					
c. Testing/surveys (2.2%)					
d. Permit/Environmental Fees***					
e. Miscellaneous cost*** (sugg. 1-3%)					
f. Movable equipment/furnishings (10.2%)					
<b>Subtotal: OTHER PROJECT COSTS</b>	\$0	\$0	\$0	\$0	\$0
PECO Funds					
Other Funds:					
<b>TOTAL: COSTS BY YEAR (1+2)</b>	\$1,091,485	\$0	\$0	\$0	\$0
PECO Funds	\$1,091,485	\$0	\$0	\$0	\$0
Other Funds:	\$1,000,000	\$0	\$0	\$0	\$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date	
Source/Year	Amount	Year	Amount
SCF Local	1,000,000	FY 21-22	2,408,515
<b>TOTAL:</b>	1,000,000	<b>TOTAL:</b>	2,408,515

Projected Costs	
Year	Amount
FY 27-28	
FY 28-29	
FY 29-30	
FY 30-31	
<b>TOTAL:</b>	0

\*\*\* As needed

**TOTAL PROJECT COSTS** \$4,500,000

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 28, 2021

**AGENDA ITEM:**

Approval of Miscellaneous Capital Projects

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees the listed FY22 Miscellaneous Capital Projects.**

**STAFF ANALYSIS:**

At the May meeting, the Board approved a list of proposed FY22 capital projects. Since that time, additional CARES and DOE Deferred Maintenance funds have become available. Below are additional capital projects staff is requesting project approval. The plan is to utilize the Architects/Engineers & Construction Managers that were selected through the continuing contract CCNA process, per Florida Statute.

Note: Current construction industry cost instability may impact project scopes.

<b>FY22 Misc. Capital Projects</b>	<b>Budget</b>	<b>Funding</b>	<b>Delivery</b>	<b>Comments</b>
Deferred Maintenance, Various Equip.	\$1.9m	DOE	CM	From Capital Improvement Program, CIP2
Various HVAC, Indoor Air Quality	\$4.5m	CARES	CM	May Board Approved \$3.3m.
Dental Hygiene Remodel	\$1.0m	CARES	CM	
Radiography X-Ray Machine and Utilities	\$450K	CARES	CM	

**FISCAL IMPACT:** Yes

Funding Source: DOE, CARES Act

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$7,850,000

**REQUESTED BY:** Chris Wellman, AVP, Facilities Management

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway  
**Vice President, Finance and Administrative Services**



