



**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 standards 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  
Library & Learning Center: SCF Bradenton  
AND Virtual Meeting via TEAMS  
February 22, 2022 5:30 pm

- 1. Meeting Call to Order – Ms. Knight**
- 2. Invocation and Pledge of Allegiance**
- 3. Public Comment - Board Chair**
- 4. President’s Report - Dr. Probstfeld**
- 5. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of January 25, 2022 BOT Meeting - Page 5
Exhibit B:	Minutes of January 25, 2022 TSI Advisory Quarterly Meeting - Page 8
Exhibit C:	CDR: Curriculum Revision - Page 10
Exhibit D:	Amended Spring 2022 Lifelong Learning & Workforce Development Schedule - Page 13
Exhibit E:	HR Personnel Actions Report January 2022 - Page 19
Exhibit F:	Grant No. 22-01 Rapid Credentialing Expansion to include CDL Training - Page 20
Exhibit G:	SCFCS / SCF Dual Enrollment Agreement - Page 22
Exhibit H:	SCFCS Bradenton Annual School Improvement Plan - Page 39
Exhibit I:	SCFCS Venice Annual School Improvement Plan - Page 55

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

Exhibit J:	Change Order Batting Cages - Page 64
Exhibit K:	Monthly Financial Report December 2021 - Page 65
Exhibit L:	Budget Amendment FY 2021-22 December 2021 #21-23 - Page 70
Exhibit M:	SCFCS Financial Report(s) December 2021 - Page 73
Exhibit N:	Acceptance of Gifts and Grants December 2021 - Page 75
Exhibit O:	Property Disposals - Page 76

### **7. Presentations:**

- Fund Balance – Julie Jakway
- Projects - Chris Wellman

## **8. Facilities**

### **Construction Projects & Updates - Chris Wellman**

Exhibit P: Batting Cage Roof Covers, Contract Approval - Page 77

Exhibit Q: Restroom Facility, Bradenton Sports Area, Contract Approval - Page 78

Exhibit R: Venice Collegiate School Modular Relocation, Contract Approval - Page 79

Exhibit S: Fire Sprinkler & Stage Clouds, Neel Auditorium, Contract Approval - Page 80

## **9. Old Business**

## **10. New Business**

## **11. Board Comments/Updates & Adjournment**

**MINUTES****THE DISTRICT BOARD OF TRUSTEES -- STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA  
REGULAR MEETING**

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**Date:** January 25, 2022, 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 January 25, 2022, at SCF Bradenton and virtually via TEAMs.

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

**Administrators Present:** President Carol Probstfeld, Vice Presidents Todd Fritch, Julie Jakway and Brittany Nielsen, Acting Vice President Ryan Hale, and General Counsel Steve Prouty.

**1. Meeting Call to Order - Ms. Knight**

Ms. Knight called the meeting to order at 5:30 pm.

**2. Invocation and Pledge of Alliance**

Ms. Nielsen delivered the invocation and led the pledge.

**3. Public Comment**

None

**4. President's Report**

Dr. Probstfeld provided the Board with her monthly report along with her midterm 2021-22 goals report, the SCF 2021 Annual Report and the SCF 2021 Fast Facts. Dr. Probstfeld highlighted the \$900,000. Workforce Award SCF received from the Governor for the expansion of the CDL training in partnership with FleetForce. Additionally, Dr. Probstfeld shared, another \$300,000 was awarded to SCF's workforce development Open Door Grant that the board approved in December for \$450,000 to be used for SCF's Coding Academy. Ms. Knight praised the work SCF is doing with FleetForce, a nationally recognized company.

**5. Meet the Mission: SCF Foundation - Cassandra Holmes & Dorothy Korszen**

Ms. Holmes introduced SCF Music Student Nathan Reid who shared with the Board his SCF experience and appreciation for the financial and academic support he has received from SCF. Next, Ms. Dorothy Korszen, SCFF Board of Directors President and MCC/SCF Alumna, spoke of her passion for the College and the Foundation. Ms. Holmes, SCFF Executive Director, finished the presentation by highlighting the SCFF great successes and many points of pride for the 2020-21 fiscal year. Ms. Holmes shared with the Board various ways that the SCF Trustees can support the Foundation. Lastly, Ms. Holmes reviewed the 2022 SCFF fundraising initiatives.

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

Exhibit A:	Minutes of December 14, 2021 BOT Meeting - Page 4
Exhibit B:	Amended Spring 2022 Lifelong Learning & Workforce Development Schedule - Page 7
Exhibit C:	HR Personnel Actions Report December 2021 - Page 12

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

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

Exhibit D:	Monthly Financial Report November 2021 - Page 13
Exhibit E:	Budget Amendment FY 2021-22 November 2021 #16-20 - Page 18
Exhibit F:	SCFCS Financial Report(s) November 2021 - Page 23
Exhibit G:	Acceptance of Gifts and Grants November 2021 - Page 25
Exhibit H:	Property Disposals - Page 26
Exhibit I:	SCFF Annual Audit and 990 - Page 27

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

**8. Facilities: Construction Projects & Updates - Chris Wellman**

Exhibit J: Dental Hygiene Upgrade, Additional Equipment Contract - Page 100

Mr. Wellman requested Board approval to contract with Patterson Dental for the purchase of the additional Dental Hygiene equipment in the amount of \$94,157.70.

After due discussion and consideration, Mr. DiMaio motioned to approve Exhibit J, Ms. Collins seconded, and the Board unanimously approved.

Exhibit K: Venice Collegiate School Modular Decking & Ramps Contract - Page 101

Mr. Wellman requested Board approval to contract with RE Johnson for the modular decking and ramps for the Venice Collegiate School project in the amount of \$141,050.00.

After due discussion and consideration, Mr. Goodson motioned to approve Exhibit K, Mr. Thomson seconded, and the Board unanimously approved.

Ms. Knight requested that Mr. Wellman prepare a presentation for the next Board meeting to review the upcoming large SCF projects – priorities, budgets, and timelines. In addition, Ms. Knight requested a review of auxiliary funds. Mr. Thomson agreed and requested the information to be provided to the Trustees in advance of the meeting.

**9. Old Business**

None

**10. New Business**

Ms. Collins shared with the Board the recent Sarasota County School District initiative to help relieve the teacher shortage by encouraging parents to be substitute teachers. Dr. Probstfeld highlighted the two new proposed bachelor’s degree programs that SCF has submitted for approval to the State that would address the teacher shortage.

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

Ms. Carter commended Ms. Jakway and her teams for another clean financial audit and for their cooperation with the State auditors.

Mr. Fuller thanked Ms. Holmes for the SCFF presentation and for bringing Nathan Reid to share his story with the SCF Board of Trustees.

Mr. DiMaio echoed Ms. Carter’s comments and congratulations to Ms. Jakway and her team.

Ms. Knight praised the efforts of SCF to help alleviate the workforce shortages in our community.

Mr. Thomson encouraged SCF to continue to look for additional ways to address the workforce shortage in the community.

Ms. Collins reminded the Board of the March 8<sup>th</sup> referendum vote that will include Charter School funding.

The meeting adjourned at 6:35 p.m.

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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 – 1/25/22 (2021 4<sup>th</sup> quarter meeting-rescheduled)

**ATTENDING:** Dana McMahon, Manatee County Probation; Jennifer Burgh, Manatee County Probation/Pretrial; Sgt. William Coleman, Manatee County Sheriff's Office; Deputy Jimmy Adams, Sarasota County Sheriff's Office; Darlene Ragoonanan, State Attorney's Office; Vicki Gillerin, TSI Director

The meeting was called to order by TSI Director Gillerin at 12:00 pm.

**OLD BUSINESS:** A motion was made by Jennifer Burgh to approve the minutes of the 9/14/2021 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 the 4<sup>th</sup> quarter of 2021. During the first half of this fiscal year DUI programming has remained steady accounting for 87.5% of TSI's total revenue. Special Supervision accounted for 8.8% of total revenue and the BDI course and Victim Program accounted for 3.7% of total revenue.

TSI student enrollments/contacts	9/1/2021 – 12/31/2021
<b>BDI</b>	<b>103</b>
<b>DUI Evaluations</b>	<b>628</b>
<b>DUI Level One</b>	<b>357</b>
<b>DUI Level Two</b>	<b>206</b>
<b>DUI Victim Panel</b>	<b>368</b>
<b>IID Updates</b>	<b>119</b>
<b>SSS Periodic Updates</b>	<b>292</b>
<b>Totals:</b>	<b>2073</b>

- B. Director Gillerin provided an update on TSI staffing. A contracted DUI evaluator resigned in September and efforts to hire were initiated at that time. Two individuals have been granted temporary certification by the Department of Highway Safety and Motor Vehicles (DHSMV) and have completed the onboarding process at SCF. Both individuals are training with our full-time evaluator, Andrew Saputo, and we hope to have both on the schedule to see clients on their own in February. In addition to her regular duties, Director Gillerin has been seeing clients since September and will continue to do so until the new evaluators are up to full speed.
- C. Director Gillerin advised the committee that the Florida Association of DUI Programs, the professional organization that represents multiple DUI programs in Florida, has submitted a formal request to the Florida Department of Highway Safety and Motor Vehicles requesting that the methodology of annual review for DUI registration fee increases be applied to Special Supervision Services Program (SSSP) and Ignition Interlock Device (IID) program fees. Fees for SSSP clients have not been increased since 1997 and fees for IID clients have not been increased since 2004. A progress update will be provided at the next quarterly meeting.



# State College of Florida, Manatee-Sarasota | Traffic Safety Institute

## Advisory Committee Quarterly Meeting – 1/25/22 (2021 4<sup>th</sup> quarter meeting-rescheduled)

- D. 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 campaigns for January, February and March was distributed.

### INPUT

**Law Enforcement:** Sgt. Coleman reported that the number of DUI arrests in Manatee County has increased steadily since 2019, as have the number of traffic fatalities in the area:

MSO Traffic Unit DUI Arrests:	Traffic Fatalities (#'s include non-alcohol/drug related fatalities):
2019 – 398	2019 – 57
2020 – 408	2020 – 65
2021 – 474	2021 – 74

Dep. Adams has noticed an increased number of drivers on the road and historically that tends to result in an increase in DUI arrests.

**Misdemeanor Probation:** Dana McMahon reports that the number of DUI and DETER probation cases continues at a steady pace those cases make up the majority of probation caseloads. Staffing issues continue to impact the Probation and Pretrial Units. Probation caseloads are currently over 200 clients per officer. There is a need for more line staff. Probation continues working closely with the State Attorney's Office.

**State Attorney's Office:** Darlene Ragoonanan reports that her attorneys are busy, and their average caseloads have been around 500 per attorney during COVID-19. Director Gillerin has provided Darlene with updated information on TSI services and programs, and that information will be incorporated into the DETER contracts that defendant's sign when they enter the program. Darlene will forward information about the Basic Driver Improvement (BDI) program to the coordinator of the Criminal Traffic Pretrial Intervention program so the BDI program can be considered as an option for their PTI clients to satisfy court-ordered requirements.

**Treatment:** No treatment representative present.

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

With no further business the meeting adjourned at 12:55 pm.

**NEXT MEETING: Tuesday, March 29, 2022, at 12:00 pm (Lunch will be provided)**

Traffic Safety Institute  
2074 Ringling Blvd, Ste. 200  
Sarasota, FL 34237

**RECOMMENDATION TO  
STATE COLLEGE OF FLORIDA  
MANATEE-SARASOTA  
DISTRICT BOARD OF TRUSTEES**

**Title:** Curriculum Revision

**Background:**

In order to ensure that the requirements are current and responsive to student needs, the Curriculum Development and Review Committee has taken action on requests from various departments to revise selected courses and programs, and to establish new courses and programs.

**Objective:**

To approve actions of the Curriculum Development and Review Committee and the recommendations of the President to manage curriculum changes as necessary.

**Legal Authority:**

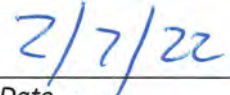
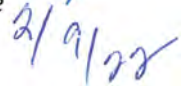
Rule 6HX14-1.07 Responsibility and Authority of the President

**Recommendation:**

The President recommends that the Board of Trustees approve the recommendations of the Curriculum Development and Review Committee to establish/revise/delete programs and courses as described. (See Attachment)

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\_\_\_\_\_  
Executive Vice President & Provost

  
\_\_\_\_\_  
Date  


  
\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, District Board of Trustees

\_\_\_\_\_  
Date

**PROGRAMS: NEW, REVISED, DELETED**

**Programs: New**

Hospitality & Tourism..... Associate in Science

**Programs: Revised**

Advanced Technical Certificate. Education Preparation Institute [4005] .....Revise Program Requirements  
Certificate. Business Operations [3036] .....Revise Program Requirements  
A.S. Accounting Technology [2005] .....Revise Program Requirements  
A.S. Business Administration, Management [2006] .....Revise Program Requirements  
B.A.S. Supervision & Management [8020] .....Revise Program Requirements

**Programs: Deleted**

Database Administrator [3025] .....Certificate  
Web Development [3026] .....Certificate

**COURSES: NEW, REVISED, DELETED**

**Courses: New**

EDF 3214 Child/Adolescent Development & Learning .....(3) (B.S.)  
EDF 3940 Clinical Field Experience .....(3) (B.S.)  
EDG 3620 Curriculum & Instruction .....(3) (B.S.)  
EDG 4410 Classroom Management & Communication .....(2) (B.S.)  
EEX 3084 Differentiated Instruction of Exceptional & Diverse Learners ..... (3) (B.S.)  
GEB 3213 Business Writing & Communications ..... (3) (B.A.S.)  
GEB 3356 Foundations of International Business ..... (3) (B.A.S.)  
LIT 2330 Introduction to Children’s Literature .....*Gen Ed. And Gordon Rule* (3) (A.A.)  
MUC 2000 Introduction to Song Writing ..... (3) (A.A.)  
MUM 1621 Sound and Stage ..... (3) (A.S.)  
MUM 2600 Professional Audio Workstation.....(3) (A.A.)  
MUM 2602 Collaborative Music Production & Recording Studio Techniques .....(3) (A.A.)  
MUM 2609 Advanced Music Studio Production ..... (3) (A.A.)  
MUM 2630 Sound for Media ..... (3) (A.S.)  
MUM 2661 Sound Recording ..... (3) (A.S.)  
MUM 2949 Music Production Internship ..... (3) (A.S.)  
RED 3309 Teaching Early & Emergent Literacy .....(3) (B.S.)  
RED 4318 Teaching Reading in Intermediate Grades .....(3) (B.S.)  
RED 4940 Reading Internship .....(3) (B.S.)

**Courses: Revised**

AMH 1020 1877 to Present (3) (A.A.) ..... Revised Student Learning Outcomes  
BSC 1421 Introduction to Biotechnology (1) (A.A.) ..... Revised Course Description, Student Learning Outcomes  
BSC 2419 Plant & Animal Cell Culture (4) (A.S.) ..... Revised Student Learning Outcomes  
BSC 2420C Introduction to Biotechnology Methods (4) (A.A.) ..... Revised Student Learning Outcomes  
BSC 2426C Biotechnology Methods I (4) (A.A.) ..... Revised Student Learning Outcomes  
BSC 2427C Biotechnology Methods II (4) (A.A.) ..... Revised Student Learning Outcomes  
BSC 2435 Introduction to Bioinformatics (3) (A.A.) ..... Revised Student Learning Outcomes  
CGS 2820C Web Page (3) (A.S.) ..... Removed “C”, Revised Student Learning Outcomes  
COP 2170 Visual Basic Programming (3) (A.A.) ..... Revised Prerequisites, Student Learning Outcomes  
COP 2224 C++ Programing I (3) (A.A.) ..... Removed “C” component, Revised Course Description, Student Learning Outcomes  
COP 2228 C++ Programing II (3) (A.A.) ..... Removed “C” component  
COP 2250 Java Programing I (3) (A.A.) ..... Removed “C” component  
COP 2805 Java Programing II (3) (A.A.) ..... Removed “C” component  
ECP 3009 Economic Problems & Policy (3) (B.A.S.) ..... Revised Course description, Prerequisites

EDF 3430 Measurement, Evaluation, & Assessment in Education (3) (B.S.) ..... Revised Course description, Student Learning Outcomes  
 FIN 3400 Financial Management (3) (B.A.S.) ..... Revised Course description, Prerequisites  
 MAC 2233 Applied Calculus (3) (A.A.) ..... Revised Prerequisite(s)  
 MAD 2104 Discrete Mathematics (3) (A.A.) ..... Revised Prerequisite(s)  
 MAN 3240 Applied Organizational Behavior (3) (BA.S.) ..... Revised Course description  
 MAN 3503 Managerial Risk Analysis & Decision Making (3) (B.A.S.) Revised Course description, Prerequisites, Student Learning Outcomes  
 MAN 3593 Logistics Management (3) (B.A.S.) ..... Revised Course Title from **Logistics & Supply Chain Management**  
 ..... Revised Course description, Prerequisites, Student Learning Outcomes  
 MAN 4442 International Business Negotiations (3) (BA.S.) ..... Removed Prerequisite(s)  
 MAN 4720 Strategic Management (3) (BA.S.) ..... Revised Course description, Prerequisites  
 MAP 2302 Differential equations (3) (A.A.) ..... Revised Prerequisite(s)  
 MAR 4354 Marketing and Today's Job Market (3) (BA.S.) ..... Revised Prerequisite(s), Student Learning Outcomes  
 MAS 2103 Linear Algebra (3) (A.A.) ..... Revised Prerequisite(s)  
 MAT 0028 Elementary Algebra Developmental (3) (D ..... Revised Prerequisite(s)  
 MAT 1033 Intermediate Algebra (4) (A.A.) ..... Revised Prerequisite(s)  
 MGF 1106 Topics in Math (3) (A.A.) ..... Revised Prerequisite(s)  
 MGF 1107 Liberal Arts Mathematics (3) (A.A.) ..... Revised Prerequisite(s)  
 MNA 4404 HR: Employee Relations & Employment Regulations (3) (BA.S.) ..... Removed Prerequisite(s)  
 STA 1001 Pathways to Statistics (3) (A.A.) ..... Revised Prerequisite(s)  
 STA 2023 Elementary Statistics (3) (A.A.) ..... Revised Prerequisite(s)

**Courses: Deleted**

EPI 0001 Classroom Management ..... (3) (I.C.)  
 EPI 0002 Instructional Strategies ..... (3) (I.C.)  
 EPI 0004 The Teaching & Learning Process ..... (3) (I.C.)  
 EPI 0010 Foundations of Research-Based Practices in Reading ..... (3) (I.C.)  
 EPI 0011 Foundations of assessment & Differentiation ..... (3) (I.C.)  
 EPI 0020 Professional Foundations ..... (2) (I.C.)  
 EPI 0030 Diversity in the Classroom ..... (2) (I.C.)  
 EPI 0950 Classroom Field Experience ..... (3) (I.C.)  
 COP 2333 Advanced Visual Basic ..... (3) (A.S.)  
 CTS 1437 SQL Administration ..... (3) (A.S.)  
 MAN 4934 Senior Capstone Project in International Business ..... (3) (B.A.S.)  
 MAN 4941 Capstone Project, Internship or Practicum ..... (3) (B.A.S.)

**State Common Course Numbering System Changes (SCNS) – Information Item**

MUM 1620 Sound and Stage ..... Formerly MUM 1621  
 EEX 3242 Differentiated Instruction of Exceptional & Diverse Learners ..... Formerly EEX 3084

## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2022

| Class ID | Class Name                                                   | Start Date | End Date | Tuition Fee | Location                       | Instructor |
|----------|--------------------------------------------------------------|------------|----------|-------------|--------------------------------|------------|
| 13530    | TOP - Emotional Intelligence                                 | 1/14/22    | 1/14/22  | \$0.00      | Zoom                           | Roth       |
| 13531    | TOP - Grueling Grammar                                       | 2/17/22    | 2/17/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | Carr       |
| 13532    | TOP - Difficult Conversations                                | 1/19/22    | 1/19/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | Williams   |
| 13534    | TOP - Accessing the SCF Virtual Library                      | 1/20/22    | 1/20/22  | \$0.00      | Microsoft Teams                | Hawkins    |
| 13535    | TOP - Excel 2019- Level 2                                    | 1/27/22    | 1/27/22  | \$0.00      | SCF Bradenton (Building 18)    | Miscik     |
| 13537    | TOP - Diving into Degree Works - Level 1                     | 1/14/22    | 1/14/22  | \$0.00      | SCF Bradenton (Building 18)    | Morgan     |
| 13538    | TOP - Service Animals in the Workplace                       | 2/1/22     | 2/1/22   | \$0.00      | SCF Bradenton (26 West Center) | Lakey      |
| 13539    | TOP - Outlook 2019 - Level 2                                 | 2/9/22     | 2/9/22   | \$0.00      | SCF Bradenton (Building 18)    | Miscik     |
| 13540    | TOP - Excel - Pivot Tables                                   | 2/3/22     | 2/3/22   | \$0.00      | SCF Bradenton (Building 18)    | Miscik     |
| 13543    | TOP - Diving into Degree Works - Level 1                     | 2/22/22    | 2/22/22  | \$0.00      | Microsoft Teams                | Morgan     |
| 13544    | TOP - Excel 2019- Level 3                                    | 2/23/22    | 2/23/22  | \$0.00      | SCF Bradenton (Building 18)    | Devine     |
| 13546    | TOP -Coaching for Performance                                | 3/3/22     | 3/3/22   | \$0.00      | SCF Bradenton (26 West Center) | Roth       |
| 13547    | TOP - Bullying in the Workplace                              | 3/9/22     | 3/9/22   | \$0.00      | Zoom                           | Roth       |
| 13549    | TOP - Word - Level 2                                         | 3/15/22    | 3/15/22  | \$0.00      | SCF Bradenton (Building 18)    | Devine     |
| 13550    | TOP - Trust in the Workplace                                 | 3/23/22    | 3/23/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | Williams   |
| 13551    | TOP - PowerPoint - Level 2                                   | 3/29/22    | 3/29/22  | \$0.00      | SCF Bradenton (Building 18)    | Devine     |
| 13553    | TOP - High Performance Does Not Require a Tightrope          | 4/13/22    | 4/13/22  | \$0.00      | Zoom                           | Summers    |
| 13554    | TOP - Continuously Improving with Ease                       | 4/19/22    | 4/19/22  | \$0.00      | SCF Bradenton (26 West Center) | Summers    |
| 13559    | TOP - An Introduction to Student Veteran/Military Population | 2/15/22    | 2/15/22  | \$0.00      | Microsoft Teams                | Goss       |
| 13564    | TOP - Discovering Your Work Style & Optimizing Impact        | 3/11/22    | 3/11/22  | \$0.00      | Zoom                           | Roth       |
| 13566    | TOP - Diving into Degree Works - Level 2                     | 3/17/22    | 3/17/22  | \$0.00      | SCF Bradenton (Building 18)    | Morgan     |
| 13570    | TOP - Excel - Charts                                         | 2/3/22     | 2/3/22   | \$0.00      | SCF Bradenton (Building 18)    | Miscik     |
| 13571    | TOP - Excel - Filtering                                      | 2/3/22     | 2/3/22   | \$0.00      | SCF Bradenton (Building 18)    | Miscik     |
| 13572    | TOP - Excel - Formulas                                       | 2/22/22    | 2/22/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | Devine     |
| 13573    | TOP - Excel - Your Class, Your Topics                        | 2/22/22    | 2/22/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | Devine     |
| 13578    | TOP - Organizing Your Computer's Files & Folders             | 3/17/22    | 3/17/22  | \$0.00      | SCF Bradenton (Building 18)    | Devine     |
| 13579    | TOP - Outlook - Tips & Tricks                                | 2/22/22    | 2/22/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | Devine     |
| 13580    | TOP - P Card Purchases from A-Z                              | 2/24/22    | 2/24/22  | \$0.00      | Microsoft Teams                | Weber      |
| 13583    | TOP - PowerPoint - Your Class, Your Topics                   | 3/17/22    | 3/17/22  | \$0.00      | SCF Bradenton (Building 18)    | Devine     |
| 13586    | TOP - Word - Working with Large Documents                    | 3/17/22    | 3/17/22  | \$0.00      | SCF Bradenton (Building 18)    | Devine     |
| 13947    | TOP - Disability 101                                         | 3/2/22     | 3/2/22   | \$0.00      | SCF Bradenton (26 West Center) | Lakey      |
| 13964    | TOP - Netiquette                                             | 4/13/22    | 4/13/22  | \$0.00      | SCF Bradenton (26 West Center) | Smith      |
| 13965    | HR Management Program                                        | 3/9/22     | 4/27/22  | \$575.00    | SCF Lakewood Ranch (CIT)       | Hamilton   |
| 14115    | TOP - I Have DIBs (Diversity, Inclusion, & Belonging)        | 4/5/22     | 4/5/22   | \$0.00      | Microsoft Teams                | Pinkney    |
| 14150    | Manatee Community Concert Band (April Concert)               | 2/8/22     | 4/2/22   | \$0.00      | SCF Bradenton (Building 11)    | Cleary     |

(\$0.00 denotes paid by corporate.)

## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2022

| Class ID | Class Name                                                           | Start Date | End Date | Tuition Fee | Location                    | Instructor     |
|----------|----------------------------------------------------------------------|------------|----------|-------------|-----------------------------|----------------|
| 14151    | TOP - Argos User Training                                            | 4/19/22    | 4/19/22  | \$0.00      | Microsoft Teams             | O'Donovan      |
| 14152    | TOP - Achieving Institutional Effectiveness: A Step-by-Step Approach | 4/19/22    | 4/19/22  | \$0.00      | Microsoft Teams             | Hale           |
| 14158    | TOP - Annual CAREER Performance Evaluations                          | 3/3/22     | 3/3/22   | \$0.00      | Microsoft Teams             | Tracy          |
| 14159    | TOP - Annual ADMIN / PROFESSIONAL / FACULTY Performance Evaluations  | 3/3/22     | 3/3/22   | \$0.00      | Microsoft Teams             | Tracy          |
| 14181    | Outlook                                                              | 1/11/22    | 1/11/22  | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine         |
| 14182    | Excel - Level 1                                                      | 1/7/22     | 1/7/22   | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine         |
| 14184    | Power Point - Level 2                                                | 1/26/22    | 1/26/22  | \$129.00    | SCF Lakewood Ranch (CIT)    | Miscik         |
| 14185    | Computer Basics                                                      | 1/20/22    | 1/20/22  | \$129.00    | SCF Lakewood Ranch (CIT)    | Miscik         |
| 14187    | Excel - Level 2                                                      | 1/28/22    | 1/28/22  | \$129.00    | SCF Lakewood Ranch (CIT)    | Miscik         |
| 14205    | TOP - FLAC for Academic Secretaries                                  | 3/2/22     | 3/2/22   | \$0.00      | SCF Bradenton (Building 18) | DiTaranto      |
| 14235    | Theatre Production Involvement I                                     | 1/12/22    | 2/20/22  | \$25.00     | SCF Bradenton (Building 11) | Smith          |
| 14236    | Theatre Production Involvement II                                    | 2/22/22    | 4/17/22  | \$25.00     | SCF Bradenton (Building 11) | Smith          |
| 14239    | Parent Education and Family Stabilization                            | 1/18/22    | 1/18/22  | \$55.00     | Zoom                        | Bates-Buchanan |
| 14242    | Parent Education and Family Stabilization                            | 1/29/22    | 1/29/22  | \$55.00     | SCF Lakewood Ranch (CIT)    | Doran          |
| 14246    | Parent Education and Family Stabilization (Spanish)                  | 1/22/22    | 1/22/22  | \$55.00     | SCF Lakewood Ranch (CIT)    | Straight       |
| 14260    | English for College and Communication                                | 1/24/22    | 4/21/22  | \$750.00    | SCF Lakewood Ranch (CIT)    | Carr           |
| 14262    | Retirement Planning Today                                            | 1/20/22    | 1/27/22  | \$49.00     | SCF Lakewood Ranch (CIT)    | Pope           |
| 14263    | Retirement Planning Today                                            | 1/25/22    | 2/1/22   | \$49.00     | SCF Lakewood Ranch (CIT)    | Pope           |
| 14274    | In Person Real Estate Sales Associate Pre-Licensing                  | 1/31/22    | 4/11/22  | \$349.00    | SCF Lakewood Ranch (CIT)    | Repassy        |
| 14278    | Financial Strategies for Successful Retirement                       | 2/16/22    | 3/2/22   | \$89.00     | SCF Venice (Building 800)   | Dunlap         |
| 14280    | General Knowledge Test - Math Prep Workshop                          | 1/15/22    | 2/5/22   | \$119.00    | SCF Lakewood Ranch (CIT)    | Peltier        |
| 14281    | General Knowledge Test - Essay Writing Workshop                      | 2/12/22    | 3/5/22   | \$89.00     | SCF Lakewood Ranch (CIT)    | Zickafoose     |
| 14282    | General Knowledge Test - Math Prep Workshop (Hybrid)                 | 3/26/22    | 4/16/22  | \$119.00    | SCF Lakewood Ranch (CIT)    | Peltier        |
| 14286    | Leadership Boot Camp                                                 | 2/11/22    | 2/11/22  | \$199.00    | Zoom                        | Van Dyke       |
| 14290    | Leadership Boot Camp                                                 | 3/4/22     | 3/4/22   | \$299.00    | SCF Lakewood Ranch (CIT)    | Van Dyke       |
| 14298    | Acting II                                                            | 1/11/22    | 5/5/22   | \$50.00     | SCF Bradenton (Building 11) | Schlachter     |
| 14299    | Stage Movement for the Actor                                         | 1/11/22    | 5/5/22   | \$50.00     | SCF Bradenton (Building 11) | Schlachter     |
| 14300    | Bradenton Symphony Orchestra                                         | 1/12/22    | 4/27/22  | \$50.00     | SCF Bradenton (Building 11) | Bell           |
| 14301    | Chamber Choir                                                        | 1/11/22    | 4/28/22  | \$50.00     | SCF Bradenton (Building 11) | Dickerson      |
| 14302    | Concert Choir                                                        | 1/11/22    | 4/28/22  | \$50.00     | SCF Bradenton (Building 11) | Dickerson      |
| 14303    | Guitar Ensemble                                                      | 1/10/22    | 4/27/22  | \$50.00     | SCF Bradenton (Building 11) | Willis         |
| 14304    | Jazz Combo                                                           | 1/10/22    | 4/27/22  | \$50.00     | SCF Bradenton (Building 11) | Carney         |
| 14305    | Jazz Ensemble                                                        | 1/11/22    | 4/28/22  | \$50.00     | SCF Bradenton (Building 11) | Carney         |
| 14306    | Symphonic Band                                                       | 1/11/22    | 4/28/22  | \$50.00     | SCF Bradenton (Building 11) | Bell           |

(\$0.00 denotes paid by corporate.)

**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2022**

| <b>Class ID</b> | <b>Class Name</b>                                                  | <b>Start Date</b> | <b>End Date</b> | <b>Tuition Fee</b> | <b>Location</b>                | <b>Instructor</b> |
|-----------------|--------------------------------------------------------------------|-------------------|-----------------|--------------------|--------------------------------|-------------------|
| 14308           | Music Theatre Ensemble                                             | 1/10/22           | 4/27/22         | \$50.00            | SCF Bradenton (Building 11)    | Dickerson         |
| 14309           | Community Emergency Response Team (CERT) Basic Training (Hybrid)   | 2/12/22           | 2/19/22         | \$0.00             | SCF Lakewood Ranch (CIT)       | Garcia            |
| 14311           | Venice Community Orchestra                                         | 1/15/22           | 5/7/22          | \$75.00            | SCF Venice (Building 800)      | O'Fallon          |
| 14312           | Private Investigator 40-Hour Course                                | 2/25/22           | 3/6/22          | \$395.00           | SCF Bradenton (Building 18)    | Jones             |
| 14314           | Anime Drawing                                                      | 1/11/22           | 5/17/22         | \$30.00            | SCF Bradenton (Building 19)    | Brown             |
| 14316           | Beginner Guitar                                                    | 1/11/22           | 5/19/22         | \$60.00            | SCF Bradenton (Building 19)    | Wicks             |
| 14317           | Broadway Club / Voice                                              | 1/10/22           | 5/16/22         | \$30.00            | SCF Bradenton (Building 19)    | Vannucci          |
| 14318           | Coding Club                                                        | 1/13/22           | 5/19/22         | \$30.00            | SCF Bradenton (Building 19)    | Geary             |
| 14319           | Craft Club                                                         | 1/12/22           | 5/18/22         | \$30.00            | SCF Bradenton (Building 19)    | Collins           |
| 14320           | Digital Photography                                                | 1/11/22           | 5/17/22         | \$30.00            | SCF Bradenton (Building 19)    | Mueller           |
| 14321           | Fitness                                                            | 1/12/22           | 5/18/22         | \$30.00            | SCF Bradenton (Building 19)    | Evans             |
| 14322           | Games Club                                                         | 1/14/22           | 5/20/22         | \$0.00             | SCF Bradenton (Building 19)    | Monod             |
| 14323           | Traditional Illustration                                           | 1/12/22           | 5/18/22         | \$30.00            | SCF Bradenton (Building 19)    | Brown             |
| 14325           | Word - Level 2                                                     | 2/17/22           | 2/17/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14326           | Excel - Level 3                                                    | 2/25/22           | 2/25/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14331           | Computer Basics                                                    | 3/2/22            | 3/2/22          | \$129.00           | SCF Venice (Building 400)      | Miscik            |
| 14333           | Excel - Level 1                                                    | 3/9/22            | 3/9/22          | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14334           | Excel - Level 2                                                    | 3/30/22           | 3/30/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14335           | Power Point - Level 1                                              | 3/16/22           | 3/16/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14336           | Outlook                                                            | 3/22/22           | 3/22/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14337           | Word - Level 1                                                     | 3/31/22           | 3/31/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14338           | Power Point - Level 2                                              | 4/12/22           | 4/12/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14339           | Excel - Level 3                                                    | 4/13/22           | 4/13/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14340           | Word - Level 2                                                     | 4/28/22           | 4/28/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14341           | Excel - Level 4                                                    | 3/11/22           | 3/11/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14342           | Excel - Level 4                                                    | 4/27/22           | 4/27/22         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 14343           | Spring Break Tech Camp 2022                                        | 3/14/22           | 3/18/22         | \$399.00           | SCF Bradenton (26 West Center) | TBD               |
| 14344           | SCF Coding Academy - Digital Executive Assistant                   | 3/1/22            | 4/8/22          | \$1,250.00         | SCF Bradenton (26 West Center) | Skivers           |
| 14348           | Personal Trainer Certification Hybrid                              | 3/29/22           | 4/30/22         | \$849.00           | Online                         | W.I.T.S.          |
| 14350           | Nursing and Health Professions Career Fair - Employer Registration | 2/7/22            | 2/7/22          | \$50.00            | SCF Bradenton (Building 3)     | TBD               |
| 14351           | Behavior-Based Interviews                                          | 1/12/22           | 1/12/22         | \$0.00             | SCF Bradenton (Building 3)     | Hamilton          |
| 14352           | Whole Leadership                                                   | 1/18/22           | 1/18/22         | \$0.00             | SCF Lakewood Ranch (CIT)       | Johnson           |
| 14353           | Goal Setting and Goal Getting                                      | 1/27/22           | 1/27/22         | \$0.00             |                                | Roth              |

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## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2022

| Class ID | Class Name                                                       | Instructor     | Start Date | End Date | Tuition Fee | Location                       |
|----------|------------------------------------------------------------------|----------------|------------|----------|-------------|--------------------------------|
| 14355    | Community Emergency Response Team (CERT) Train the Trainer (TTT) | Murphy         | 3/21/22    | 4/4/22   | \$0.00      | SCF Lakewood Ranch (CIT)       |
| 14356    | Gardening Club                                                   | Monod          | 1/14/22    | 5/20/22  | \$30.00     | SCF Bradenton (Building 19)    |
| 14359    | Strengths Finder Workshop 3                                      | Marco          | 2/16/22    | 2/16/22  | \$0.00      | SCF Bradenton (Building 3)     |
| 14360    | Life on Purpose - The Power of Mindfulness                       | Johnson        | 2/15/22    | 2/15/22  | \$0.00      | SCF Lakewood Ranch (CIT)       |
| 14361    | Teamwork and Team Building                                       | Baldwin        | 2/16/22    | 2/16/22  | \$0.00      | Zoom                           |
| 14363    | Wealth Creation Today                                            | TBD            | 2/8/22     | 2/15/22  | \$49.00     | SCF Lakewood Ranch (CIT)       |
| 14364    | Wealth Creation Today                                            | TBD            | 2/10/22    | 2/17/22  | \$49.00     | SCF Lakewood Ranch (CIT)       |
| 14371    | Parent Education and Family Stabilization                        | Doran          | 2/7/22     | 2/7/22   | \$55.00     | Zoom                           |
| 14372    | Parent Education and Family Stabilization                        | Bates-Buchanan | 2/22/22    | 2/22/22  | \$55.00     | Zoom                           |
| 14373    | Parent Education and Family Stabilization                        | Doran          | 3/3/22     | 3/3/22   | \$55.00     | Zoom                           |
| 14374    | Parent Education and Family Stabilization                        | Bates-Buchanan | 3/17/22    | 3/17/22  | \$55.00     | Zoom                           |
| 14375    | Parent Education and Family Stabilization                        | Bates-Buchanan | 3/31/22    | 3/31/22  | \$55.00     | Zoom                           |
| 14376    | Parent Education and Family Stabilization                        | Bates-Buchanan | 4/12/22    | 4/12/22  | \$55.00     | Zoom                           |
| 14377    | Parent Education and Family Stabilization                        | Bates-Buchanan | 2/12/22    | 2/12/22  | \$55.00     | SCF Lakewood Ranch (CIT)       |
| 14378    | Parent Education and Family Stabilization                        | Doran          | 2/26/22    | 2/26/22  | \$55.00     | SCF Lakewood Ranch (CIT)       |
| 14379    | Parent Education and Family Stabilization                        | Bates-Buchanan | 3/12/22    | 3/12/22  | \$55.00     | SCF Lakewood Ranch (CIT)       |
| 14380    | Parent Education and Family Stabilization                        | Doran          | 3/26/22    | 3/26/22  | \$55.00     | SCF Lakewood Ranch (CIT)       |
| 14381    | Parent Education and Family Stabilization                        | Bates-Buchanan | 4/9/22     | 4/9/22   | \$55.00     | SCF Lakewood Ranch (CIT)       |
| 14382    | Parent Education and Family Stabilization                        | Doran          | 4/23/22    | 4/23/22  | \$55.00     | SCF Lakewood Ranch (CIT)       |
| 14383    | Parent Education and Family Stabilization (Spanish)              | Straight       | 2/19/22    | 2/19/22  | \$55.00     | SCF Bradenton (Building 18)    |
| 14384    | Parent Education and Family Stabilization (Spanish)              | Straight       | 3/19/22    | 3/19/22  | \$55.00     | SCF Lakewood Ranch (CIT)       |
| 14385    | Parent Education and Family Stabilization (Spanish)              | Straight       | 4/16/22    | 4/16/22  | \$55.00     | SCF Bradenton (Building 18)    |
| 14389    | Python Data Specialist with Certification                        | Taylor         | 1/10/22    | 3/19/22  | \$3,500.00  | SCF Bradenton (26 West Center) |
| 14390    | Python Data Specialist with Certification                        | Taylor         | 4/4/22     | 6/11/22  | \$3,500.00  | SCF Bradenton (26 West Center) |
| 14392    | BOOTCAMP: Software Engineering Deposit                           | Taylor         | 3/22/22    | 9/3/22   | \$500.00    | SCF Bradenton (26 West Center) |
| 14394    | Cyber Security BOOTCAMP Deposit                                  | Green          | 2/7/22     | 7/21/22  | \$500.00    | SCF Bradenton (26 West Center) |
| 14396    | SCF Coding Academy - Drone Safety                                | TBD            | 2/16/22    | 3/2/22   | \$499.00    | SCF Bradenton (26 West Center) |
| 14399    | SCF Coding Academy – Python: Data Coding                         | TBD            | 4/5/22     | 6/7/22   | \$1,250.00  | SCF Bradenton (26 West Center) |
| 14400    | SCF Coding Academy – Python: Data Coding                         | Bagley         | 2/21/22    | 4/28/22  | \$1,250.00  | SCF Bradenton (26 West Center) |
| 14404    | Retreat                                                          | Roth           | 1/12/22    | 1/12/22  | \$0.00      | SCF Bradenton (26 West Center) |
| 14405    | Art of Coaching Part 1                                           | Face           | 2/1/22     | 2/1/22   | \$0.00      | SCF Lakewood Ranch (MTSC)      |
| 14406    | Art of Coaching Part 2                                           | Face           | 2/8/22     | 2/8/22   | \$0.00      | SCF Lakewood Ranch (MTSC)      |
| 14407    | Mindfulness in the Workplace                                     | Johnson        | 2/16/22    | 2/16/22  | \$0.00      | Zoom                           |
| 14410    | Creating Entrepreneurial Opportunity                             | TBD            | 2/15/22    | 2/15/22  | \$50.00     | SCF Bradenton (26 West Center) |
| 14411    | 01 Entrepreneurship Essentials                                   | TBD            | 2/15/22    | 4/19/22  | \$349.00    | SCF Bradenton (26 West Center) |

(\$0.00 denotes paid by corporate.)



## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2022

| Class ID | Class Name                                                                       | Start Date | End Date | Tuition Fee | Location                       | Instructor |
|----------|----------------------------------------------------------------------------------|------------|----------|-------------|--------------------------------|------------|
| 14412    | Build a Website                                                                  | 2/16/22    | 3/2/22   | \$199.00    | SCF Bradenton (26 West Center) | Seither    |
| 14413    | Public Speaking / Presenting                                                     | 2/17/22    | 3/10/22  | \$199.00    | SCF Bradenton (26 West Center) | TBD        |
| 14414    | Customer Discovery                                                               | 2/22/22    | 2/22/22  | \$50.00     | SCF Bradenton (26 West Center) | TBD        |
| 14416    | Market Research                                                                  | 3/1/22     | 3/1/22   | \$50.00     | SCF Bradenton (26 West Center) | TBD        |
| 14418    | Legal Considerations for Entrepreneurs                                           | 3/8/22     | 3/8/22   | \$50.00     | SCF Bradenton (26 West Center) | TBD        |
| 14419    | Sales Training 101                                                               | 2/16/22    | 2/16/22  | \$30.00     | SCF Bradenton (26 West Center) | TBD        |
| 14420    | How to Start an Online Business                                                  | 3/9/22     | 3/23/22  | \$199.00    | SCF Bradenton (26 West Center) | TBD        |
| 14421    | Business Planning                                                                | 3/15/22    | 3/15/22  | \$50.00     | SCF Bradenton (26 West Center) | TBD        |
| 14422    | Building Business Credit                                                         | 2/24/22    | 2/24/22  | \$30.00     | SCF Bradenton (26 West Center) | TBD        |
| 14423    | Building the Team                                                                | 3/22/22    | 3/22/22  | \$50.00     | SCF Bradenton (26 West Center) | TBD        |
| 14424    | Digital Marketing for Entrepreneurs                                              | 3/9/22     | 3/23/22  | \$199.00    | SCF Bradenton (26 West Center) | McNulty    |
| 14425    | Business Taxes for Startups                                                      | 3/3/22     | 3/3/22   | \$30.00     | SCF Bradenton (26 West Center) | Seither    |
| 14426    | Entrepreneurial Finance for Beginners                                            | 3/29/22    | 3/29/22  | \$50.00     | SCF Bradenton (26 West Center) | TBD        |
| 14427    | Startup Compliance (Taxes, Bookkeeping)                                          | 4/5/22     | 4/5/22   | \$50.00     | SCF Bradenton (26 West Center) | Seither    |
| 14428    | Design Thinking: How to create the perfect everything, every time.               | 3/17/22    | 3/17/22  | \$30.00     | SCF Bradenton (26 West Center) | TBD        |
| 14429    | Marketing and Sales for Entrepreneurs                                            | 4/12/22    | 4/12/22  | \$50.00     | SCF Bradenton (26 West Center) | TBD        |
| 14430    | Digital Marketing for Entrepreneurs (Advanced)                                   | 3/30/22    | 4/20/22  | \$199.00    | SCF Bradenton (26 West Center) | McNulty    |
| 14431    | The Power of PR                                                                  | 3/24/22    | 3/24/22  | \$30.00     | SCF Bradenton (26 West Center) | TBD        |
| 14432    | Raising Capital and Working with Investors                                       | 4/19/22    | 4/19/22  | \$50.00     | SCF Bradenton (26 West Center) | Seither    |
| 14433    | Creating Killer Presentations & Pitch Deck                                       | 3/31/22    | 3/31/22  | \$30.00     | SCF Bradenton (26 West Center) | TBD        |
| 14434    | 3 Steps to Make 2022 Your Year for a New Job                                     | 2/15/22    | 2/15/22  | \$0.00      | SCF Bradenton (26 West Center) | TBD        |
| 14435    | Resume and Cover Letter Makeover                                                 | 2/23/22    | 2/23/22  | \$59.00     | SCF Bradenton (26 West Center) | TBD        |
| 14436    | 8 Places to Look for Your Dream Job                                              | 3/2/22     | 3/2/22   | \$59.00     | SCF Bradenton (26 West Center) | TBD        |
| 14437    | 8 Secrets to Interview Success                                                   | 3/9/22     | 3/9/22   | \$59.00     | SCF Bradenton (26 West Center) | TBD        |
| 14438    | How to Negotiate and Accept the Right Job Offer                                  | 3/16/22    | 3/16/22  | \$59.00     | SCF Bradenton (26 West Center) | TBD        |
| 14439    | 7 Best Social Media Platforms to Build Your Personal Brand                       | 4/5/22     | 4/5/22   | \$0.00      | SCF Bradenton (26 West Center) | TBD        |
| 14440    | How to Create an Impressive Personal Brand and Grow Your Connections on LinkedIn | 4/12/22    | 4/12/22  | \$79.00     | SCF Bradenton (26 West Center) | TBD        |
| 14441    | Create a Website to Power Your Personal Brand and Business                       | 4/19/22    | 4/19/22  | \$79.00     | SCF Bradenton (26 West Center) | TBD        |
| 14442    | Gain a Following by Telling Stories on Instagram                                 | 4/26/22    | 4/26/22  | \$79.00     | SCF Bradenton (26 West Center) | TBD        |
| 14443    | How to Network, Even if You're an Introvert                                      | 4/5/22     | 4/5/22   | \$0.00      | SCF Bradenton (26 West Center) | TBD        |
| 14444    | Networking Secrets to Help Make You a Master Networker                           | 4/13/22    | 4/13/22  | \$79.00     | SCF Bradenton (26 West Center) | TBD        |

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**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2022**

| Class ID | Class Name                                                    | Start Date | End Date | Tuition Fee | Location                       | Instructor |
|----------|---------------------------------------------------------------|------------|----------|-------------|--------------------------------|------------|
| 14445    | How to Leverage LinkedIn to Build Your Professional Network   | 4/20/22    | 4/20/22  | \$79.00     | SCF Bradenton (26 West Center) | TBD        |
| 14446    | Live Networking Event with Industry Professionals and Debrief | 4/27/22    | 4/27/22  | \$79.00     | SCF Bradenton (26 West Center) | TBD        |
| 14447    | 001 Job Search Masterclass                                    | 2/22/22    | 3/15/22  | \$199.00    | SCF Bradenton (26 West Center) | TBD        |
| 14448    | 01 Digital Personal Branding                                  | 4/12/22    | 4/26/22  | \$199.00    | SCF Bradenton (26 West Center) | TBD        |
| 14449    | Introduction to Dance                                         | 1/11/22    | 5/5/22   | \$50.00     | SCF Bradenton (Building 11)    | Burnette   |
| 14450    | Fundamentals of Music                                         | 1/11/22    | 5/5/22   | \$50.00     | SCF Bradenton (Building 11)    | Bryn       |
| 14451    | 01 Networking Made Easy                                       | 4/12/22    | 4/26/22  | \$199.00    | SCF Bradenton (26 West Center) | TBD        |
| 14452    | Painting                                                      | 2/3/22     | 2/3/22   | \$25.00     | SCF Venice (Building 800)      | Sinclair   |
| 14453    | Painting                                                      | 2/24/22    | 2/24/22  | \$25.00     | SCF Venice (Building 800)      | Sinclair   |
| 14454    | Painting                                                      | 3/24/22    | 3/24/22  | \$25.00     | SCF Venice (Building 800)      | Sinclair   |
| 14455    | Painting                                                      | 4/21/22    | 4/21/22  | \$25.00     | SCF Venice (Building 800)      | Sinclair   |
| 14458    | Computer Basics Tutoring                                      | 1/18/22    | 1/18/22  | \$150.00    | SCF Lakewood Ranch (CIT)       | Miscik     |
| 14459    | SLP- Recruiting a Multi-Generational Workforce                | 2/10/22    | 2/10/22  | \$0.00      | Zoom                           | Roth       |
| 14460    | Leadership Session                                            | 1/28/22    | 1/28/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | Roth       |
| 14461    | SLP-The Foundation of Leadership                              | 2/17/22    | 2/17/22  | \$0.00      | Zoom                           | Marco      |
| 14462    | SLP-Coaching Session                                          | 2/23/22    | 2/23/22  | \$0.00      | Zoom                           | Marco      |
| 14463    | Leadership Session                                            | 2/25/22    | 2/25/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | Roth       |
| 14464    | FIRST LEGO League Regional Championship                       | 3/5/22     | 3/5/22   | \$125.00    | SCF Bradenton (26 West Center) | *          |
| 14467    | TOP - Active Shooter                                          | 1/26/22    | 1/26/22  | \$0.00      | MS Teams (BC)                  | *          |
| 14468    | Meeting Facilitation                                          | 1/20/22    | 1/20/22  | \$0.00      | SCF Lakewood Ranch (CIT)       | *          |
| 14469    | Clinicals                                                     | 1/1/22     | 6/30/22  | \$0.00      |                                | *          |
| 14470    | Online Course Extension                                       | 1/31/22    | 6/30/22  | \$75.00     |                                | *          |
| 14471    | BOOTCAMP: Software Engineering Payment in Full                | 3/22/22    | 9/3/22   | \$6,555.00  | SCF Bradenton (26 West Center) | Taylor     |
| 14472    | Nest Egg Masterclass                                          | 3/17/22    | 3/24/22  | \$49.00     | SCF Bradenton (Building 3)     | Sherrill   |
| 14473    | CPR/Basic Life Skills Training                                | 3/19/22    | 3/19/22  | \$65.00     | SCF Lakewood Ranch (CIT)       | TBD        |

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## Human Resources Office Personnel Actions Board Exhibits: January 2022

| <u>Name</u>                | <u>Effective Date</u> | <u>Classification</u> | <u>Classification Title</u>                | <u>Department</u>                           | <u>Site</u>    |
|----------------------------|-----------------------|-----------------------|--------------------------------------------|---------------------------------------------|----------------|
| <b><u>Appointments</u></b> |                       |                       |                                            |                                             |                |
| Nicholas Scardina          | 1/5/2022              | Career                | Specialist, Technical Support              | Information Technology Services             | Bradenton      |
| Aaron Summers              | 1/5/2022              | Career                | Specialist, Technical Support              | Information Technology Services             | Lakewood Ranch |
| Nikolay Onishchuk          | 1/5/2022              | Career                | Testing Technician                         | Testing Center                              | Venice         |
| Coleen Curtlett            | 1/5/2022              | Faculty               | Instructor                                 | Collegiate School                           | Bradenton      |
| Dawn McCarthy-Hale         | 1/5/2022              | Faculty               | Instructor                                 | Collegiate School                           | Bradenton      |
| Aida Gallardo              | 1/6/2022              | Career                | Staff Assistant III                        | Collegiate School                           | Bradenton      |
| Carley Parkison            | 1/6/2022              | Faculty               | Lecturer                                   | Natural Sciences                            | Lakewood Ranch |
| Lorrie Kison               | 1/6/2022              | Faculty               | ASN/BSN Instructor                         | Nursing                                     | Venice         |
| Michele Tomaino            | 1/6/2022              | Faculty               | ASN/BSN Instructor                         | Nursing                                     | Bradenton      |
| Melanie Le Clairinche      | 1/6/2022              | Career                | Supplemental Instruction Specialist        | Tutoring and Academic Success Center        | Bradenton      |
| Heather Ligas              | 1/10/2022             | Faculty               | Instructor                                 | Collegiate School                           | Venice         |
| Maria Ontiveros            | 1/18/2022             | Career                | Specialist, Payroll                        | Accounting and Payroll                      | Bradenton      |
| Kyle Sorice                | 1/18/2022             | Professional          | Coordinator, 26 West Digital Content       | 26 West Entrepreneurship Center             | Bradenton      |
| <b><u>Changes</u></b>      |                       |                       |                                            |                                             |                |
| Cathryn Andrews            | 1/3/2022              | Career                | Specialist, Payroll                        | Accounting and Payroll                      | Bradenton      |
|                            |                       | To                    | Specialist II, Human Resources             | Human Resources                             | Bradenton      |
| Jie Sun                    | 1/6/2022              | Faculty               | Lecturer                                   | Natural Sciences                            | Bradenton      |
|                            |                       | To                    | Assistant Professor                        | Natural Sciences                            | Bradenton      |
| <b><u>Separations</u></b>  |                       |                       |                                            |                                             |                |
| Veronica O'Neal            | 1/3/2022              | Career                | Staff Assistant III                        | Lifelong Learning and Workforce Development | Lakewood Ranch |
| Brian Collins              | 1/6/2022              | Career                | Executive Assistant III - VPIED            | Finance and Administrative Services         | Bradenton      |
| Christina Bail             | 1/6/2022              | Career                | Lab Instructor, Ceramics                   | Art, Design, and Humanities                 | Bradenton      |
| Karen Armstrong            | 1/14/2022             | Career                | Specialist, Degree Evaluation and Projects | Office of the Registrar                     | Bradenton      |
| Linette Victor             | 1/14/2022             | Professional          | Coordinator, Student Success, B2B          | Natural Sciences                            | Bradenton      |
| Kyle Sorice                | 1/21/2022             | Professional          | Coordinator, 26 West Digital Content       | 26 West Entrepreneurship Center             | Bradenton      |
| Kelly Bender               | 1/24/2022             | Career                | College and Career Success Coach           | Office of College and Career Success        | Venice         |
| Jodi Doman                 | 1/28/2022             | Career                | Staff Assistant III                        | Financial Aid                               | Bradenton      |
| <b><u>Retirements</u></b>  |                       |                       |                                            |                                             |                |
| Rick Dolson                | 1/31/2022             | Career                | Printing Equipment Operator                | Central Services, Mail and Copy Shop        | Bradenton      |

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
GRANT PROPOSAL**

|                                                                                                                                                                                                                        |                                                                        |                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------|
| NO: 22-01                                                                                                                                                                                                              | <b>TITLE:</b><br>Rapid Credentialing Expansion to include CDL Training | <b>FUNDS REQUESTED:</b><br>\$ 930,000 |
| <b>SPONSORING AGENCY:</b><br>Governor’s Emergency Education Relief (GEER) Fund under the Coronavirus Response and Relief Supplemental Appropriations - Office of Workforce Education – Florida Department of Education |                                                                        | SCF Cash Match:<br>\$ 0               |
| <b>PROPOSERS:</b> Dr. Todd Fritch, Executive Vice President & Provost                                                                                                                                                  |                                                                        | SCF In-Kind Match:<br>\$ 0            |

*College departments and participating personnel:* Dr. Todd Fritch, Executive VP & Provost; Ms. Terri Clark, Dean, Lifelong Learning and Workforce Development; Dr. Ryan Hale, Acting VP Institutional Effectiveness

**GRANT SUMMARY:**

The purpose of this grant is to assist Florida College System (FCS) institutions to enroll and complete students in short-term, in-demand workforce/career and technical education (CTE) credit and non-credit programs. Funds are directed to connecting those unemployed, underemployed, or furloughed with training in an in-demand area. Funds may be used to purchase necessary equipment, and underwrite costs associated with administering in-demand industry certification preparation or CTE courses/programs.


Workforce training and industry credentials remain a high priority for the State College of Florida, Manatee-Sarasota (SCF). A private/public educational collaboration has yielded an innovative solution to the current shortage of Class A and B Commercial Driver Licensees (CDL) in Florida. In anticipation of enormous demand, FleetForce is currently expanding throughout central and southwest Florida with their latest location on SCF’s Bradenton campus. This proposal allows for program expansion by adding another CDL location on SCF’s Venice campus and doubling the current training capacity at SCF.

With thousands of vacant truck driving jobs across Florida, the importance of certifying new CDL drivers to support regional and national supply chains has never been more evident. Local labor market statistics indicate more than 400 drivers are needed to simply maintain the current staffing levels in the two-county service region. Attrition due to retirement in the trucking profession combined with economic expansion and shifting population trends have created a rapidly increasing number of available jobs.

On January 20, 2022, Governor Ron DeSantis announced that SCF will receive \$930,000 to support an expansion of CDL training in our region. Grant funds will be used for scholarships for 60 students enrolled in the program, administrative and logistical support of the program, rental and maintenance of additional trucks; classroom and testing space, and access to additional driving range for hands-on instruction.

Signature Page

Proposal # 22-01

|                                                                                     |        |                                     |                          |
|-------------------------------------------------------------------------------------|--------|-------------------------------------|--------------------------|
|    | 2/3/22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Area Administrator                                                                  | Date   | Approved                            | Disapproved              |
|    | 2/1/22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Resource Development                                                                | Date   | Approved                            | Disapproved              |
|    | 2/1/22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Acting VP for Institutional Effectiveness                                           | Date   | Approved                            | Disapproved              |
|    | 2/1/22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Associate Provost for Academic and Faculty Affairs                                  | Date   | Approved                            | Disapproved              |
|    | 2/1/22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| VP Student Services & Enrollment Management                                         | Date   | Approved                            | Disapproved              |
|   | 2/1/22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| VP Finance and Administrative Services                                              | Date   | Approved                            | Disapproved              |
|  | 2/3/22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Executive VP & Provost                                                              | Date   | Approved                            | Disapproved              |
|   | 2-1-22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Director Human Resources                                                            | Date   | Approved                            | Disapproved              |
|  | 2/3/22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| President                                                                           | Date   | Approved                            | Disapproved              |
| Submitted to Board of Trustees                                                      | Date   | Approved                            | Disapproved              |

**State College of Florida  
Collegiate School  
Dual Enrollment Program**

**Bradenton and Venice Collegiate  
Schools**



**STATE COLLEGE OF FLORIDA,  
MANATEE-SARASOTA**

**2022-2023**

## INTRODUCTION

The State College of Florida Collegiate School (SCFCS) Charter defines the mission and goals for the school as follows:

The mission of the Collegiate School is to equip students to concurrently earn a high school diploma and an Associate of Arts Degree upon graduation through a cooperative agreement with the **State College of Florida, Manatee-Sarasota**.

The goal of the collegiate program is to provide a nurturing and supportive accelerated academic environment. Student needs are met by implementation of an innovative collegiate school model that individualizes student academic paths, promotes academic excellence, removes traditional transition barriers and infuses technology into an integrated curriculum. With a recruitment focus on students and families that lack knowledge of the college process, SCFCS reaches into the community to bring awareness and opportunity to these families.

The purpose of this articulation document is to define eligibility requirements, program expectations, and SCF/SCFCS Accelerated College Program policies and operating procedures.

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## **Qualifying Test Scores**

### **College Level Reading**

Required for all courses excluding Math

PERT: 106+

ACT: 19+

SAT: 24+

Accuplacer: 245+

### **College Level Writing**

PERT: 103+

ACT: 17+ (English)

SAT: 24+ (Read)

Accuplacer 237+ (Reading)

### **College Level Math**

PERT: 114+

ACT: 19+

SAT: 460+

Accuplacer: 242+ (QAS)

*\*Please note math scores above meet the minimum college-level math requirement—higher scores are required for upper level math courses*

Students scoring 105-113 on the PERT math section may be eligible for an alternative math path with a remediation course prerequisite to MAT 1033. This path is advised upon a case-by-case basis with the certified school counselor and SCFCS college advisor.

### **SCF Placement Test Retake Policy**

SCFCS Dual Enrollment applicants may take the PERT Test only one time per term not to exceed a maximum of two attempts per calendar year, from January to December.

### **SCF Test Score Acceptance Policy**

SCF will accept SAT, ACT, and PERT test scores for eligibility into the accelerated college program. Test score reports must have the student's full name (first and last), test date, and test score results in order to be accepted. These test score reports will be accepted via e-mail, mail, fax, or hand delivery for processing. SCFCS will require SAT writing for admission.

## **Eligibility Criteria for SCFCS Dual Enrollment**

### **Qualifications**

SCFCS Dual Enrollment high school students must:

1. Have a minimum high school unweighted 3.0 cumulative grade point average (GPA).
2. Achieve a qualifying score on the SAT, ACT, or PERT. SAT and ACT test scores are valid for 2 years from the date of testing. PERT Reading and Writing scores do not expire.
3. The student must meet all SCFCS published deadlines.
4. The student must satisfy any course prerequisites as required by the current SCF catalog.

### **Academic Impact**

In the collegiate program the student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, SCFCS Dual Enrollment Program courses are weighted the same as IB, AP and Honors courses. Since college credit is awarded, this grade will remain a part of the college academic transcript as well as the high school academic transcript.

### **Student Responsibilities**

During program planning, the student is expected to:

1. Meet with the SCFCS college advisor regarding the selection of SCF college courses.
2. Follow the process to receive and return textbooks and supplies.
3. Maintain required attendance in all courses.
4. Work with the SCFCS college advisor to complete the scheduling process for the approved SCF courses by the registration deadline.
5. Follow the drop/add and grading policies outlined in the current SCF catalog, with the approval of the college advisor and head of school.
6. Seek permission from the SCFCS college advisor for any schedule changes. Students may not withdraw from a course without approval of the SCFCS administration.
7. Students on academic probation [s.1007.271(3)] after one semester and/or have not received credit for a course will sign an academic contract to remediate during the following semester, with conditional continuation of enrollment, agreeing to meet with the advisor weekly.

## **College Advisor Responsibilities**

During program planning, the SCFCS college advisor will:

1. Assist the student with his/her SCF application process.
2. Assist the student in making SCF course selections and enter course registration numbers.
3. Share important enrollment deadlines and academic calendar information.
4. Share information as permitted with parents regarding the progress of the student, and set up parent conferences when necessary.
5. Enroll students in a high school junior and senior seminar to communicate college readiness and life skills and to monitor student progress.

## **Costs Associated with the SCFCS Dual Enrollment Program**

SCF will invoice SCFCS after each semester, prior to fiscal year end. SCFCS adheres to the SCF Standard Tuition Fee - \$71.98/hr. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog.

## **Textbook Policies and Procedures**

SCFCS will provide Dual Enrollment Program students with all required textbooks and materials throughout their enrollment at the Collegiate School.

The procedure for acquiring textbooks each semester will be communicated by the college advisor.

Books and materials, such as lab coats, goggles, and calculators must be returned within one week after the last final exam day of each semester listed in the SCF academic calendar. Textbooks for successive terms will not be issued until all textbook materials from previous semesters have been returned.

Students will be responsible for the full replacement cost for any textbook or other purchased materials not returned or deemed in unacceptable condition by the SCF bookstore.

## **General Procedures for SCFCS**

### **Application Process**

All students interested in the SCFCS Accelerated College Program must complete an application. Information sessions are held in the spring and will continue on an as-needed basis through the summer. Applicants will be issued SCF college identification numbers so that they may complete the PERT at SCF. Applicants qualify with a 3.0 unweighted GPA and a passing score on the SAT, ACT, PERT or Accuplacer when appropriate. After testing, scores and transcripts will be reviewed by SCFCS in order to determine eligibility for the program. The qualified candidates' applications will be entered into a random drawing and pulled March 1 annually. Students will be contacted by phone and/or letter and advised accordingly, in addition to the lottery software automatic communications. Selected candidates meeting all criteria will then be notified and asked to schedule a face-to-face interview with the SCFCS counselor.

### **Testing Procedures**

SCFCS college advisor will recommend early test dates for group testing of SCFCS students for the PERT in 9<sup>th</sup> and 10<sup>th</sup> grade, to facilitate a timely completion of the registration process. Should students test independently, they must report scores to the counselor.

### **Course Registration Process**

Students are required to meet with the SCFCS college advisor to complete course selection and online registration. Students will be registered on the campus on which their school is located. Students who enroll in an online course or at another campus will be approved on a case-by-case basis, or as part of the implementation of the SCFCS Instructional Continuity Plan. Students must register with the assistance of the SCFCS college advisor as they will not have access to the online registration.

The SCFCS college advisor will work with students who need to make schedule changes and will have final approval for a student withdrawing from or adding courses. This will allow SCFCS to track student transcripts more accurately.

## SCFCS Dual Enrollment Program Guidelines and Policies

1. To receive high school and college course credit in the SCFCS Dual Enrollment Program, students must earn a “C” or better in core college courses. Students who do not earn a C may be required to remediate by taking the same course or a course substitution. The initial attempted grade will remain on the student transcript.
2. Students must maintain a 2.0 SCF GPA and a 3.0 SCFCS (high school) unweighted GPA. Those who earn below a 2.0 SCF GPA and/or a 3.0 SCFCS unweighted GPA will be advised by the SCFCS college advisor and administration regarding required remediation and/or 2<sup>nd</sup> attempt course enrollment requirements and eligibility, per Florida State Statute 100.271(3). Students who do not maintain the required GPA for high school and college may not be permitted to continue in the Dual Enrollment Program, nor to transfer to, or enroll in, any other SCF dual enrollment program.
3. Students who must repeat a course due to failure or withdrawal must pay full tuition and fees to retake the class.
4. SCFCS reserves the right to follow SCF student academic standing procedures as a whole or with modifications that serve in the best interest of the student.
5. Students who wish to withdraw or are withdrawn from an SCF course must notify the SCFCS college advisor immediately. The college advisor must approve any schedule change and/or withdrawal.
6. Not all college courses offered by State College of Florida, Manatee-Sarasota are available through the SCFCS Dual Enrollment Program.

### Restrictions include, but are not limited to:

- a. Remedial level and enrichment courses are not available for credit. This includes applied art and music courses, which carry special fees—please see restricted course list.
  - b. Flex start classes will be rarely approved, and on an individual basis.
  - c. Upper-level baccalaureate courses will not be available as part of SCF’s early college programs.
  - d. Certain nursing and health science courses will not be available due to age restrictions. These courses will be clarified by the appropriate Provost when necessary.
  - e. All college courses should carry transfer (Associate in Arts degree) credit and must meet guidelines from the Florida Department of Education secondary schools accelerated credit agreement.
8. Students who qualify for the SCFCS Dual Enrollment Program before 11<sup>th</sup> grade may take two additional courses, one course per semester, or 6 credit hours. Any student qualified to attend must have all permissions and scheduling completed by the SCFCS college advisor.

9. Students beginning in their junior year are scheduled 60 credit hours over the course of four semesters to earn the AA degree. Additional courses, such as during the summer, must not conflict with the student's academic plan.

10. A student's academic plan must allow them to graduate simultaneously with a high school and Associate of Arts degree.

## **Student Information**

### **Campus Resources**

SCFCS Dual Enrollment students are entitled and encouraged to use SCF resources including libraries, computer labs, and tutorial labs.

### **Transportation**

Transportation to the SCF campus, via the Collegiate School charter transportation contracts, is provided with other k12 students.

### **Parking Decals**

SCFCS Dual Enrollment students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their class schedule in order to obtain their parking decal.

### **SCF Student I.D.**

SCFCS Dual Enrollment students must obtain an SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.

### **Maximum Age Enrollment Eligibility**

In order to participate in the SCFCS accelerated college program, eligible students must be enrolled in SCFCS no later than grade 11 provided they meet criteria.

### **Maximum Course Load and Enrollment Policy**

Students in grades 11 and 12 follow SCF guidelines related to maximum course load and enrollment policies.

### **Repeat Policy**

Students needing to repeat a course due to failing grades are required to conference with the SCFCS college advisor and request permission to re-take a required course. Participating students may be eligible for SCF's grade forgiveness policy (see SCF catalog for grade forgiveness policy). However, the original grade will continue to appear on the student's high school and college transcripts.

Repeat policy with the third course attempt follows SCF procedures:

Should students not successfully complete a course on the 2<sup>nd</sup> attempt during the SCFCS Dual Enrollment Program, students may not be enrolled in a 3<sup>rd</sup> attempt. Students and parents must appeal for the permission to enroll for a 3<sup>rd</sup> attempt and to participate in the request for in-state tuition. The committee reviews the student history and reasons for wanting to continue in the program. SCF guidelines outline the consequences of failing the third course attempt.

### **Withdraw Policy**

As stated previously, a student may withdraw, with SCFCS college advisor approval, from any course without academic penalty prior to the withdraw deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar. The SCFCS college advisor will advise the student of the consequences of the 2<sup>nd</sup> and 3<sup>rd</sup> attempt law. This action may result in required credit recovery during the summer.

**It is the responsibility of the student to initiate the withdraw procedure with the SCFCS counselor.** Prior to withdrawing from a college course, the collegiate school student must speak with the SCFCS college advisor. Failure to follow procedure could result in a grade of “WF” being recorded for the student and “F” calculated in the grade point average [GPA]. Courses mandatory for AA credits that are marked with a WF must be taken again. SCFCS students follow the SCF procedure to appeal withdraws.

### **Grading Policy**

In accordance with F.S. 1007.235, it is the responsibility of SCF for assigning letter grades for courses and the responsibility of SCFCS for posting dual enrollment course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the SCFCS Dual Enrollment program will become part of the student’s permanent college and high school transcript and GPA.

### **Transcripts**

Students may request an official transcript from the SCF Educational Records Office for a fee of \$7.00 USD. Students may print out their unofficial transcript from the SCF website and FLVC.org. A high school transcript will be provided upon request by the SCFCS registrar.

### **Student Code of Conduct**

Students taking dual enrollment courses are subject to the rules and regulations of State College of Florida, Manatee-Sarasota as established in the SCF Catalog and the Student Handbook Planner. SCFCS adheres to additional requirements established and distributed to students by the Manatee County School District’s Code of Conduct.

### **Collegiate Environment**

While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of diverse viewpoints and the ability to think critically on controversial issues. Students are expected to, and will assume, a more independent role as mature college students.

Juniors and seniors are welcome in the SCF Collegiate School building during the school day as volunteers and during school functions, but are welcome to and highly encouraged to embrace the clubs, organizations, activities, and support services on the SCF campus. Students who are interested in volunteer hours may work with the SCFCS certified school counselor and instructors as tutors and/or during events with pre-collegiate students.



### **Impact on Future College/University Admissions and Scholarships**

SCFCS collegiate students who receive a failing grade in a college course may have difficulty remaining in the SCFCS Dual Enrollment Program. Furthermore, they may not meet future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

## **Administrative Policies and Procedures**

### **Assurance of Transfer and Credit Policies**

Associate in Arts (A.A.) received upon satisfactory completion of college courses offered through this agreement shall be transferable in the State of Florida as described in Rule 6A-10.024, FAC. [Articulation between Universities, Community Colleges and School Districts] Associate in Applied Science (A.A.S.) credits are not included in this rule and are not intended for transfer in the State University System.

### **Assurance of High School Credit**

Upon satisfactory completion of accelerated college courses, students will be awarded high school credit. Credit will be noted on high school transcript as well as official SCF transcript. Students may need to fulfill high school requirements not offered as college courses at SCFCS pre-collegiate program, or online utilizing Florida Virtual School.

### **Relationship of Responsibilities**

Due to the parallel nature of enrollment, administrative and procedural responsibilities must be shared between SCFCS and SCF. Students must adhere to registration, attendance, and withdraw policies as determined by SCFCS and State College of Florida, Manatee-Sarasota.

### **College Credit Dual Enrollment Rule**

Pursuant to Rule 6A-14.064, the College Credit Dual Enrollment Rule clarifies the responsibility of the colleges in providing rigorous academic oversight for all dual enrollment courses, faculty credentials, exams, grades, and the awarding of postsecondary credit. This rule is in keeping with the Southern Association of Colleges and Schools accreditation requirements. The policies and procedures outlined in this agreement reflect the provisions of Rule 6A-14.064

### **Student Complaint/Conflict Resolution**

SCF provides students an appropriate means to resolve conflicts or complaints concerning college rules, procedures, and/or course policies at the lowest level possible. The complete process can be found at:

[http://scf.edu/content/PDF/Rules/6HX14\\_4\\_14\\_VPSA\\_StudentComplaintConflictResolution.pdf](http://scf.edu/content/PDF/Rules/6HX14_4_14_VPSA_StudentComplaintConflictResolution.pdf)

### **Statement of Nondiscrimination**

SCF is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules, and regulations in any of its educational programs, services, or activities, including admission and employment. To report or discuss equity concerns, contact the SCF Equity Officer at 941-752-5323.

State College of Florida, Manatee-Sarasota conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA). No student grades are posted in any public manner; no grades are provided by telephone. Students obtain their grades by conferring in person with their instructors or by accessing them online via SCF Connect.

## SCF Courses not Approved for Dual Enrollment

|          |           |           |
|----------|-----------|-----------|
| MUC1211  | MVB 1311  | MVB 1312  |
| MVS1313  | MVB 1313  | MVB 1314  |
| MVS1314  | MVB 1315  | MVB 2321  |
| MVS1316  | MVB 2322  | MVB 2323  |
| MVS2321  | MVB 2324  | MVB 2325  |
| MVS2321  | MVK 1011A | MVK 1011B |
| MVS2322  | MVK 1013A | MVK 1013B |
| MVS2323  | MVK 1311  | MVK 1313  |
| MVS2324  | MVK 2321  | MVP 1011A |
| MVS2326  | MVP 1011B | MVP 1311  |
| MVV1011A | MVP 2321  | MVS 1011A |
| MVV1011B | MVS 1011B | MVS 1012A |
| MVV1311  | MVS 1012B | MVS 1013A |
| MVV2321  | MVS 1013B | MVS 1014A |
| MVW1011A | MVS 1014B | MVS 1016A |
| MVW1011B | MVS 1016B | MVS 1311  |
| MVW1012A | MVS 1312  | MVS 1313  |
| MVW1012B | MVB 1011A | MUC 2221  |
| MVW1013A | MVB 1011B | MVW1314   |
| MVW1013B | MVB 1012A | MVW 1315  |
| MVW1014A | MVB 1012B | MVW 2321  |
| MVW1014B | MVB 1013A | MVW 2322  |
| MVW1015A | MVB 1013B | MVW 2324  |
| MVW1015B | MVB 1014A | MVW 2325  |
| MVW1311  | MVB 1014B |           |
| MVW1312  | MVB 1015A |           |
| MVW1313  | MVB 1015B |           |

***\*\*Physical education is approved for the SCFCS Dual Enrollment Program .***

***\*\* Remedial courses are not applicable for SCFCS Dual Enrollment Program without SCF review and approval of specific requests.***

**APPENDIX A**  
**DUAL ENROLLMENT/ACCELERATED COLLEGE COURSE EQUIVALENCY**  
**INFORMATION**

Please refer to the Dual Enrollment Course Equivalency List for the latest information on high school credit awarded for dual enrollment courses.

For the most up to date list, please go to [www.fldoe.org/articulation/pdf/DEList.pdf](http://www.fldoe.org/articulation/pdf/DEList.pdf)

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local inter-institutional articulation agreement.

## APPENDIX B

### CALCULATING COURSE CREDIT EQUIVALENCE FOR DUAL CREDIT AT THE HIGH SCHOOL AND COMMUNITY COLLEGE

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at [www.facts.org](http://www.facts.org).

According to the list, all three-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career / technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 elective credits toward high school graduation.

Three (3) college credits equal 0.5 high school credits or 1 high school credit for academic dual enrollment courses.

Community college certificate programs are separated into courses, which makes transfer and articulation easier. As a guideline, 135 instructional hours is equivalent to one secondary credit (120 with block scheduling), however, the determination of equivalency should be based on content, not "seat time." Instructional hours in career education programs are also known as "clock hours." Career certificate programs are broken into discrete sets of competencies called occupational completion points (OCPs). Most OCPs are divisible by 75 clock hours, so, for example, **a 150-clock hour OCP (or community college career-technical course) should be equivalent to one high school credit.**

#### **Bright Futures Eligibility**

The Bright Futures Comprehensive Course Table (CCT) lists the secondary and dual enrollment postsecondary courses and programs used to determine Bright Futures eligibility. If there is a program or course specified in an inter-institutional articulation agreement that is not in the CCT, one should contact the Standards, Benchmarks, and Frameworks Section at 850-245-9020 for review and approval of the equivalency.

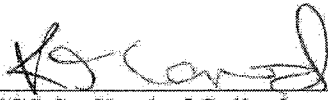
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND  
STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL  
DUAL ENROLLMENT PROGRAM  
AGREEMENT  
2022-2023**

The purpose of this agreement is to define the acceleration mechanisms available between State College of Florida Collegiate School and State College of Florida, Manatee-Sarasota and to specify the details of the day-to-day operations of Dual Enrollment/Early Admission programs.

This agreement is pursuant to and in furtherance of the provisions of F.S. 1007.235 and 1007.271.

The term of this agreement shall remain in effect for the 2022-2023 academic year, which includes Fall 2022, Spring 2023, and Summer 2023 terms. An executed and signed letter of intent will constitute annual renewal.

**STATE COLLEGE COLLEGIATE SCHOOL APPROVAL:**

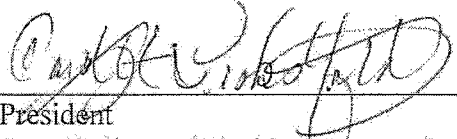
  
\_\_\_\_\_  
SCFCS Sr. Head of Collegiate Schools

2/9/22  
Date

**Todd Fritch** Digitally signed by Todd Fritch  
Date: 2022.02.10 09:38:35 -05'00'  
\_\_\_\_\_  
SCF Executive Vice President and Provost

\_\_\_\_\_  
Date

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:**

  
\_\_\_\_\_  
President  
State College of Florida, Manatee-Sarasota

2/9/22  
Date

\_\_\_\_\_  
Chairman, District Board of Trustees  
State College of Florida, Manatee-Sarasota

\_\_\_\_\_  
Date

Manatee County Public Schools

# State College Of Florida Collegiate School



## 2021-22 Schoolwide Improvement Plan

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# State College Of Florida Collegiate School

5840 26TH ST W, Bradenton, FL 34207

scfcs.scf.edu

## Demographics

**Principal: Kelly Monod**

Start Date for this Principal: 11/29/2010

|                                                                                                                                            |                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2019-20 Status</b><br>(per MSID File)                                                                                                   | Active                                                                                                                                                                               |
| <b>School Type and Grades Served</b><br>(per MSID File)                                                                                    | High School<br>6-12                                                                                                                                                                  |
| <b>Primary Service Type</b><br>(per MSID File)                                                                                             | K-12 General Education                                                                                                                                                               |
| <b>2018-19 Title I School</b>                                                                                                              | No                                                                                                                                                                                   |
| <b>2018-19 Economically Disadvantaged (FRL) Rate</b><br>(as reported on Survey 3)                                                          | <i>[Data Not Available]</i>                                                                                                                                                          |
| <b>2018-19 ESSA Subgroups Represented</b><br>(subgroups with 10 or more students)<br>(subgroups in orange are below the federal threshold) | Asian Students<br>Black/African American Students<br>Economically Disadvantaged Students<br>English Language Learners<br>Hispanic Students<br>Multiracial Students<br>White Students |
| <b>School Grades History</b>                                                                                                               | 2018-19: A (76%)<br>2017-18: A (78%)<br>2016-17: A (76%)<br>2015-16: A (74%)                                                                                                         |
| <b>2019-20 School Improvement (SI) Information*</b>                                                                                        |                                                                                                                                                                                      |
| <b>SI Region</b>                                                                                                                           | Southwest                                                                                                                                                                            |
| <b>Regional Executive Director</b>                                                                                                         | <a href="#">Lucinda Thompson</a>                                                                                                                                                     |
| <b>Turnaround Option/Cycle</b>                                                                                                             | N/A                                                                                                                                                                                  |
| <b>Year</b>                                                                                                                                |                                                                                                                                                                                      |
| <b>Support Tier</b>                                                                                                                        |                                                                                                                                                                                      |
| <b>ESSA Status</b>                                                                                                                         | [not available]                                                                                                                                                                      |
| * As defined under Rule 6A-1.099811, Florida Administrative Code. For more information, <a href="#">click here</a> .                       |                                                                                                                                                                                      |

## SIP Authority

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a Schoolwide Improvement Plan (SIP) for each school in the district that has a school grade of D or F. This plan is also a requirement for Targeted Support and Improvement (TS&I) and Comprehensive Support and Improvement (CS&I) schools pursuant to 1008.33 F.S. and the Every Student Succeeds Act (ESSA).

To be designated as TS&I, a school must have one or more ESSA subgroup(s) with a Federal Index below 41%. This plan shall be approved by the district. There are three ways a school can be designated as CS&I:

1. have a school grade of D or F
2. have a graduation rate of 67% or lower
3. have an overall Federal Index below 41%.

For these schools, the SIP shall be approved by the district as well as the Bureau of School Improvement.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F, or a graduation rate 67% or less. Districts may opt to require a SIP using a template of its choosing for schools that do not fit the aforementioned conditions. This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at [www.floridacims.org](http://www.floridacims.org).

## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Florida Department of Education encourages schools to use the SIP as a "living document" by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the "Date Modified" listed in the footer.

## Part I: School Information

### School Mission and Vision

#### Provide the school's mission statement.

State College of Florida Collegiate School's mission is to guide and mentor student achievement by equipping them to attain a high school diploma and an Associate in Arts Degree concurrently upon graduation. Beginning in 6th grade, SCFCS students' progress in a rigorous academic environment, supported with 1:1 technology. The program utilizes demanding and innovative initiatives to establish a system that encourages independent learning, preparing students for success in a full-time college schedule beginning their junior year.

#### Provide the school's vision statement.

The following tenets guide the operation of the SCF Collegiate School:

- Pursue innovation in teaching and learning.
- Engage in continuous assessment to measure success for positive change.
- Partner with other schools and institutions locally, nationally and internationally.
- Infuse curriculum with characteristics necessary to build student awareness of the international community, and their role as global citizens.
- Instill a 'going to college' culture at an early age, specifically for students who are first generation college students.
- Educate families and the community about the benefits of a college education, and the importance of early preparation.
- Eliminate transitions in education with a continuum from sixth grade to college, while providing academic advising for college at SCF and beyond.
- Using technology to increase interest, and to teach and learn with relevant tools needed for today's "digital natives".
- Increase rigor and curricular relevance, with enrichment utilizing college resources.
- Create a home base for accelerated college students enrolled in SCFCS.

Innovative teaching and creative leadership will accomplish this mission. Each student is encouraged to learn to work independently, with other students, and with instructors to meet their goals.

**Number of teachers with a 2019 3-year aggregate or a 1-year Algebra state VAM rating of Highly Effective.** *Note: For UniSIG Supplemental Teacher Allocation, teachers must have at least 10 student assessments.*

0

**Number of teachers with a 2019 3-year aggregate or a 1-year Algebra state VAM rating of Effective.** *Note: For UniSIG Supplemental Teacher Allocation, teachers must have at least 10 student assessments.*

1

**Total number of teacher positions allocated to the school**

20

**Total number of students enrolled at the school**

500

**Identify the number of instructional staff who left the school during the 2020-21 school year.**

4

**Identify the number of instructional staff who joined the school during the 2021-22 school year.**

4

**Demographic Data**

**Early Warning Systems**

**2021-22**

**The number of students by grade level that exhibit each early warning indicator listed:**

| Indicator                                                | Grade Level |   |   |   |   |   |    |    |    |    |    |    |    | Total |
|----------------------------------------------------------|-------------|---|---|---|---|---|----|----|----|----|----|----|----|-------|
|                                                          | K           | 1 | 2 | 3 | 4 | 5 | 6  | 7  | 8  | 9  | 10 | 11 | 12 |       |
| Number of students enrolled                              | 0           | 0 | 0 | 0 | 0 | 0 | 66 | 68 | 69 | 73 | 75 | 73 | 76 | 500   |
| Attendance below 90 percent                              | 0           | 0 | 0 | 0 | 0 | 0 | 1  | 1  | 3  | 2  | 3  | 0  | 0  | 10    |
| One or more suspensions                                  | 0           | 0 | 0 | 0 | 0 | 0 | 1  | 2  | 2  | 6  | 0  | 0  | 0  | 11    |
| Course failure in ELA                                    | 0           | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 3  | 0  | 2  | 0  | 0  | 5     |
| Course failure in Math                                   | 0           | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 9  | 9  | 1  | 0  | 0  | 19    |
| Level 1 on 2019 statewide FSA ELA assessment             | 0           | 0 | 0 | 0 | 0 | 0 | 8  | 5  | 5  | 3  | 0  | 0  | 0  | 21    |
| Level 1 on 2019 statewide FSA Math assessment            | 0           | 0 | 0 | 0 | 0 | 0 | 4  | 5  | 1  | 1  | 2  | 0  | 0  | 13    |
| Number of students with a substantial reading deficiency | 0           | 0 | 0 | 0 | 0 | 0 | 8  | 2  | 3  | 2  | 2  | 0  | 0  | 17    |

**The number of students with two or more early warning indicators:**

| Indicator                            | Grade Level |   |   |   |   |   |   |   |   |   |    |    |    | Total |
|--------------------------------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                      | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| Students with two or more indicators | 0           | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 1 | 1 | 0  | 0  | 0  | 6     |

**The number of students identified as retainees:**

| Indicator                           | Grade Level |   |   |   |   |   |   |   |   |   |    |    |    | Total |
|-------------------------------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                     | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| Retained Students: Current Year     | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| Students retained two or more times | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |

**Date this data was collected or last updated**

Monday 11/1/2021

**2020-21 - As Reported**

**The number of students by grade level that exhibit each early warning indicator:**

| Indicator                                 | Grade Level |   |   |   |   |   |    |    |    |    |    |    |    | Total |
|-------------------------------------------|-------------|---|---|---|---|---|----|----|----|----|----|----|----|-------|
|                                           | K           | 1 | 2 | 3 | 4 | 5 | 6  | 7  | 8  | 9  | 10 | 11 | 12 |       |
| Number of students enrolled               | 0           | 0 | 0 | 0 | 0 | 0 | 67 | 67 | 67 | 74 | 71 | 83 | 79 | 508   |
| Attendance below 90 percent               | 0           | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0     |
| One or more suspensions                   | 0           | 0 | 0 | 0 | 0 | 0 | 3  | 1  | 5  | 6  | 2  | 1  | 0  | 18    |
| Course failure in ELA                     | 0           | 0 | 0 | 0 | 0 | 0 | 11 | 2  | 2  | 2  | 7  | 0  | 0  | 24    |
| Course failure in Math                    | 0           | 0 | 0 | 0 | 0 | 0 | 6  | 2  | 2  | 15 | 1  | 6  | 2  | 34    |
| Level 1 on 2019 statewide ELA assessment  | 0           | 0 | 0 | 0 | 0 | 0 | 6  | 6  | 5  | 4  | 2  | 1  | 0  | 24    |
| Level 1 on 2019 statewide Math assessment | 0           | 0 | 0 | 0 | 0 | 0 | 4  | 5  | 1  | 0  | 0  | 0  | 0  | 10    |

**The number of students with two or more early warning indicators:**

| Indicator                            | Grade Level |   |   |   |   |   |   |   |   |   |    |    |    | Total |
|--------------------------------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                      | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| Students with two or more indicators | 0           | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 0  | 0  | 0  | 4     |

**The number of students identified as retainees:**

| Indicator                           | Grade Level |   |   |   |   |   |   |   |   |   |    |    |    | Total |
|-------------------------------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                     | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| Retained Students: Current Year     | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| Students retained two or more times | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |

**2020-21 - Updated**

**The number of students by grade level that exhibit each early warning indicator:**

| Indicator                                 | Grade Level |   |   |   |   |   |    |    |    |    |    |    |    | Total |
|-------------------------------------------|-------------|---|---|---|---|---|----|----|----|----|----|----|----|-------|
|                                           | K           | 1 | 2 | 3 | 4 | 5 | 6  | 7  | 8  | 9  | 10 | 11 | 12 |       |
| Number of students enrolled               | 0           | 0 | 0 | 0 | 0 | 0 | 67 | 67 | 67 | 74 | 71 | 83 | 79 | 508   |
| Attendance below 90 percent               | 0           | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  |       |
| One or more suspensions                   | 0           | 0 | 0 | 0 | 0 | 0 | 2  | 7  | 1  | 2  | 0  | 0  | 0  | 12    |
| Course failure in ELA                     | 0           | 0 | 0 | 0 | 0 | 0 | 11 | 2  | 2  | 2  | 7  | 0  | 0  | 24    |
| Course failure in Math                    | 0           | 0 | 0 | 0 | 0 | 0 | 6  | 2  | 2  | 15 | 1  | 6  | 2  | 34    |
| Level 1 on 2019 statewide ELA assessment  | 0           | 0 | 0 | 0 | 0 | 0 | 6  | 6  | 5  | 4  | 2  | 1  | 0  | 24    |
| Level 1 on 2019 statewide Math assessment | 0           | 0 | 0 | 0 | 0 | 0 | 4  | 5  | 1  | 0  | 0  | 0  | 0  | 10    |

**The number of students with two or more early warning indicators:**

| Indicator                            | Grade Level |   |   |   |   |   |   |   |   |   |    |    |    | Total |
|--------------------------------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                      | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| Students with two or more indicators | 0           | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 0  | 0  | 0  | 4     |

**The number of students identified as retainees:**

| Indicator                           | Grade Level |   |   |   |   |   |   |   |   |   |    |    |    | Total |
|-------------------------------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                     | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| Retained Students: Current Year     | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  |       |
| Students retained two or more times | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  |       |

**Part II: Needs Assessment/Analysis**

**School Data Review**

Please note that the district and state averages shown here represent the averages for similar school types (elementary, middle, high school, or combination schools).

| School Grade Component      | 2021   |          |       | 2019   |          |       | 2018   |          |       |
|-----------------------------|--------|----------|-------|--------|----------|-------|--------|----------|-------|
|                             | School | District | State | School | District | State | School | District | State |
| ELA Achievement             | 81%    |          |       | 78%    | 49%      | 56%   | 83%    | 50%      | 56%   |
| ELA Learning Gains          | 62%    |          |       | 64%    | 47%      | 51%   | 69%    | 51%      | 53%   |
| ELA Lowest 25th Percentile  | 55%    |          |       | 54%    | 37%      | 42%   | 58%    | 45%      | 44%   |
| Math Achievement            | 85%    |          |       | 92%    | 51%      | 51%   | 89%    | 51%      | 51%   |
| Math Learning Gains         | 59%    |          |       | 71%    | 47%      | 48%   | 75%    | 49%      | 48%   |
| Math Lowest 25th Percentile | 64%    |          |       | 64%    | 45%      | 45%   | 61%    | 49%      | 45%   |
| Science Achievement         | 81%    |          |       | 75%    | 67%      | 68%   | 90%    | 71%      | 67%   |
| Social Studies Achievement  | 92%    |          |       | 96%    | 69%      | 73%   | 93%    | 69%      | 71%   |

**Subgroup Data Review**

| 2021 SCHOOL GRADE COMPONENTS BY SUBGROUPS |          |        |             |           |         |              |          |         |           |                   |                     |
|-------------------------------------------|----------|--------|-------------|-----------|---------|--------------|----------|---------|-----------|-------------------|---------------------|
| Subgroups                                 | ELA Ach. | ELA LG | ELA LG L25% | Math Ach. | Math LG | Math LG L25% | Sci Ach. | SS Ach. | MS Accel. | Grad Rate 2019-20 | C & C Accel 2019-20 |
| SWD                                       | 73       | 82     |             | 82        | 91      |              |          |         |           |                   |                     |
| ELL                                       | 52       | 47     | 41          | 70        | 53      | 56           | 46       |         |           |                   |                     |
| ASN                                       | 86       | 77     |             | 100       | 82      |              |          |         |           |                   |                     |
| BLK                                       | 71       | 57     |             | 88        | 54      |              | 69       |         |           |                   |                     |
| HSP                                       | 73       | 58     | 45          | 76        | 53      | 59           | 71       | 86      |           | 100               | 100                 |
| MUL                                       | 91       | 64     |             | 90        | 50      |              |          |         |           |                   |                     |
| WHT                                       | 88       | 65     | 73          | 88        | 63      | 68           | 90       | 97      | 28        | 100               | 100                 |
| FRL                                       | 76       | 57     | 46          | 81        | 54      | 57           | 73       | 93      | 12        | 100               | 100                 |
| 2019 SCHOOL GRADE COMPONENTS BY SUBGROUPS |          |        |             |           |         |              |          |         |           |                   |                     |
| Subgroups                                 | ELA Ach. | ELA LG | ELA LG L25% | Math Ach. | Math LG | Math LG L25% | Sci Ach. | SS Ach. | MS Accel. | Grad Rate 2017-18 | C & C Accel 2017-18 |
| ELL                                       | 35       | 41     | 42          | 74        | 59      | 61           | 36       | 83      |           |                   |                     |
| ASN                                       | 84       | 65     |             | 100       | 87      |              |          |         |           |                   |                     |
| BLK                                       | 73       | 63     | 64          | 90        | 68      | 60           | 42       |         |           |                   |                     |
| HSP                                       | 65       | 63     | 55          | 88        | 67      | 64           | 67       | 90      | 38        | 100               | 100                 |
| MUL                                       | 91       | 64     |             |           |         |              |          |         |           |                   |                     |
| WHT                                       | 87       | 64     | 33          | 93        | 72      | 65           | 87       | 97      | 50        | 98                | 100                 |
| FRL                                       | 69       | 66     | 60          | 89        | 68      | 65           | 74       | 95      | 39        | 100               | 100                 |
| 2018 SCHOOL GRADE COMPONENTS BY SUBGROUPS |          |        |             |           |         |              |          |         |           |                   |                     |
| Subgroups                                 | ELA Ach. | ELA LG | ELA LG L25% | Math Ach. | Math LG | Math LG L25% | Sci Ach. | SS Ach. | MS Accel. | Grad Rate 2016-17 | C & C Accel 2016-17 |
| ELL                                       | 25       | 45     | 38          | 58        | 50      | 38           |          |         |           |                   |                     |
| ASN                                       | 95       | 71     |             | 100       | 82      |              | 100      |         |           |                   |                     |
| BLK                                       | 70       | 63     | 45          | 77        | 77      |              | 85       |         |           |                   |                     |
| HSP                                       | 70       | 60     | 50          | 85        | 71      | 58           | 80       | 85      | 46        | 100               | 100                 |
| MUL                                       | 91       | 50     |             | 100       |         |              |          |         |           |                   |                     |
| WHT                                       | 92       | 78     | 77          | 92        | 77      | 63           | 95       | 97      | 41        | 98                | 100                 |
| FRL                                       | 72       | 61     | 50          | 84        | 70      | 61           | 81       | 89      | 35        | 93                | 100                 |

**ESSA Data Review**

This data has been updated for the 2021-22 school year as of 10/19/2021.

| ESSA Federal Index                                                              |                 |
|---------------------------------------------------------------------------------|-----------------|
| ESSA Category (TS&I or CS&I)                                                    | [not available] |
| OVERALL Federal Index – All Students                                            | 74              |
| OVERALL Federal Index Below 41% All Students                                    | NO              |
| Total Number of Subgroups Missing the Target                                    | 0               |
| Progress of English Language Learners in Achieving English Language Proficiency | 89              |
| Total Points Earned for the Federal Index                                       | 892             |

| <b>ESSA Federal Index</b>                                                      |     |
|--------------------------------------------------------------------------------|-----|
| Total Components for the Federal Index                                         | 12  |
| Percent Tested                                                                 | 98% |
| <b>Subgroup Data</b>                                                           |     |
| <b>Students With Disabilities</b>                                              |     |
| Federal Index - Students With Disabilities                                     | 82  |
| Students With Disabilities Subgroup Below 41% in the Current Year?             | NO  |
| Number of Consecutive Years Students With Disabilities Subgroup Below 32%      | 0   |
| <b>English Language Learners</b>                                               |     |
| Federal Index - English Language Learners                                      | 57  |
| English Language Learners Subgroup Below 41% in the Current Year?              | NO  |
| Number of Consecutive Years English Language Learners Subgroup Below 32%       | 0   |
| <b>Asian Students</b>                                                          |     |
| Federal Index - Asian Students                                                 | 86  |
| Asian Students Subgroup Below 41% in the Current Year?                         | NO  |
| Number of Consecutive Years Asian Students Subgroup Below 32%                  | 0   |
| <b>Black/African American Students</b>                                         |     |
| Federal Index - Black/African American Students                                | 68  |
| Black/African American Students Subgroup Below 41% in the Current Year?        | NO  |
| Number of Consecutive Years Black/African American Students Subgroup Below 32% | 0   |
| <b>Hispanic Students</b>                                                       |     |
| Federal Index - Hispanic Students                                              | 67  |
| Hispanic Students Subgroup Below 41% in the Current Year?                      | NO  |
| Number of Consecutive Years Hispanic Students Subgroup Below 32%               | 0   |
| <b>Multiracial Students</b>                                                    |     |
| Federal Index - Multiracial Students                                           | 74  |
| Multiracial Students Subgroup Below 41% in the Current Year?                   | NO  |
| Number of Consecutive Years Multiracial Students Subgroup Below 32%            | 0   |
| <b>Native American Students</b>                                                |     |
| Federal Index - Native American Students                                       |     |
| Native American Students Subgroup Below 41% in the Current Year?               | N/A |



| Native American Students                                                           |     |
|------------------------------------------------------------------------------------|-----|
| Number of Consecutive Years Native American Students Subgroup Below 32%            | 0   |
| Pacific Islander Students                                                          |     |
| Federal Index - Pacific Islander Students                                          |     |
| Pacific Islander Students Subgroup Below 41% in the Current Year?                  | N/A |
| Number of Consecutive Years Pacific Islander Students Subgroup Below 32%           | 0   |
| White Students                                                                     |     |
| Federal Index - White Students                                                     | 78  |
| White Students Subgroup Below 41% in the Current Year?                             | NO  |
| Number of Consecutive Years White Students Subgroup Below 32%                      | 0   |
| Economically Disadvantaged Students                                                |     |
| Federal Index - Economically Disadvantaged Students                                | 70  |
| Economically Disadvantaged Students Subgroup Below 41% in the Current Year?        | NO  |
| Number of Consecutive Years Economically Disadvantaged Students Subgroup Below 32% | 0   |

## Analysis

### Data Analysis

Answer the following analysis questions using the progress monitoring data and state assessment data, if applicable.

#### What trends emerge across grade levels, subgroups and core content areas?

Trends across grade levels show that the level of students earning a passing score of 3/5 or above on the standardized tests is roughly the same. There was a dip in progress for math but English Language Arts remained within a few percentage points of the previous years.

#### What data components, based off progress monitoring and 2019 state assessments, demonstrate the greatest need for improvement?

The progress in math has decreased, however, the percentage of successful students is traditionally above the district and state comparisons.

#### What were the contributing factors to this need for improvement? What new actions would need to be taken to address this need for improvement?

The factors for the decline include virtual school at the end of 2019, and virtual students for the 2019-20 school year. SCFCS continued to work to bring students to the school during the option of virtual education. Teachers worked on a dual platform in a synchronous setting to continue curriculum at the normal pace.

#### What data components, based off progress monitoring and 2019 state assessments, showed the most improvement?

The most improved was in English Language Arts, specifically for the 6th grade.

**What were the contributing factors to this improvement? What new actions did your school take in this area?**

The factors for improvement were to continue in a high rigor environment, even with virtual students, and to have a strong ELA team, and a strong 6th grade team working together for student academic improvement.

**What strategies will need to be implemented in order to accelerate learning?**

Strategies will include additional teacher supports after school, targeting tutoring and small groups in class.

**Based on the contributing factors and strategies identified to accelerate learning, describe the professional development opportunities that will be provided at the school to support teachers and leaders.**

SCFCS teachers work together to identify whole school goals and plan for improvement. Additionally, new supports, such as paraprofessionals, will have online and in school training regarding reading and math strategies for students working in small targeted learning groups.

**Provide a description of the additional services that will be implemented to ensure sustainability of improvement in the next year and beyond.**

- \*Additional teacher supports in the classrooms and pull outs
- \*After school tutoring, study hall and enrichment clubs
- \*Planning for summer school support
- \*Additional administrative supports for planning and organizing after school and summer programming

**Part III: Planning for Improvement**

**#1. Instructional Practice specifically relating to Standards-aligned Instruction**

**Area of Focus Description and Rationale:** Incorporating the United Nations Development Goals to curriculum. The goal meets the charter school's tenet of "infusing curriculum with characteristics necessary to build awareness of the international community, and their role as global citizens." <https://sdgs.un.org/goals>

**Measureable Outcome:** The incorporation of the development goals brings awareness to issues at home and internationally, provides a springboard for critical thinking and goals weave into every subject area. The goal includes each teacher referencing the goals once a quarter, and the outcomes include students referring to the goals in their assignments/general writing and/or on exams.

**Monitoring:** The area of focus is monitored by the teachers.

**Evidence-based Strategy:** The strategy is Problem Based Learning (PBL). PBL promotes individual interests for students, helps them learn to research, promotes interdisciplinary learning and helps students understand how each subject area they learn independently weaves together in real world issues. Focuses on public speaking, writing and reading to interpret and create solutions for problems.

PBL is a complicated strategy for teachers, but allows flexibility and showcases students in areas where they excel, leading to an increase in academic confidence and risk-taking. It's infinitely rewarding as its impact affects all levels of curriculum and skills attainment.

**#2. Instructional Practice specifically relating to Small Group Instruction**

**Area of Focus**  
**Description and Rationale:** Students at SCFCS are chosen in a lottery and are diverse in their academic abilities. Small group learning presented in different ways will help students who are academically behind and ahead of their grade level benchmarks.

**Measurable Outcome:** SCFCS is working in 2022, 2023 and through the end of the school year in 2024 with the ESSER II and III (ARP) grants to provide additional teacher supports in the classroom, after school and during the summer. The support to assist the individual student will be measured by the increased Lexile scores and ability to complete assignments in a thorough and thoughtful manner. Student FSA and EOC scores should also increase in academic ability annually.

**Monitoring:** The monitoring will be completed by the teacher supports, the teachers and managed through the guidance office based on the school Response to Intervention methods and procedures.

**Evidence-based Strategy:** Individual learning plans created for students may be normally reserved for special education, including gifted students. However, the plans benefits all students as they are made aware of their progress and abilities. Students discuss and have input into their academic plans for success. Additional supports in the classrooms, after school and during the summer will allow the opportunity for any student to receive the opportunity to benefit from an individual plan for their academics.

The rational for this strategy includes taking the opportunity to provide more support to all students. The SCFCS tenet to "increase rigor and curricular relevance, with enrichment utilizing college resources," depends on also providing supports for students who are working ahead of their academic levels. As a charter with a mission to assist students in the dual enrolled program in 11th grade, students must operate independently and also feel comfortable asking for help. Additional supports will provide students opportunities to learn these and other techniques for academic success.



**#3. Culture & Environment specifically relating to Positive Behavior Intervention and Supports**

**Area of Focus**  
**Description and Rationale:** With students returning from virtual school, and the year of working during a global pandemic, teachers and staff worked to align the academic coaching curriculum to address behaviors and expectations in the academic environment.

**Measureable Outcome:** The outcomes include a monthly/quarterly focus on behaviors that are presented in the coaching classrooms and adhered to by all teachers in all classrooms. For example, semester 1 is focused on stress management, time management, coping skills, academic honesty, integrity, resilience, preparing for student-led conferences and preparing for midterms. The second semester begins with student accountability and consistent behavior expectations, while preparing for the student led progress conferences with academic coaches and parents.

**Monitoring:** The area of focus is monitored by the teachers and academic coaches.

**Evidence-based Strategy:** The academic coaching curriculum is meeting expectations to help students learn executive functioning skills and meeting standards for the coursework in the personal development and career planning course.

The academic coaching course is part of the tenets of the charter school, to provide support with the rigorous academics.

**Additional Schoolwide Improvement Priorities**

Using the [SafeSchoolsforAlex.org](https://www.safeschoolsforalex.org), compare the discipline data of the school to discipline data across the state and provide primary or secondary areas of concern that the school will monitor during the upcoming school year. Include how the school culture and environment will be monitored through the lens of behavior or discipline data.

**SafeSchoolsforAlex.org said that SCFCS reported .4 incidents per 100 students, thus the schools falls into a low incident rate category. The average at or the state is 3.3.**

## Part IV: Positive Culture & Environment

A positive school culture and environment reflects: a supportive and fulfilling environment, learning conditions that meet the needs of all students, people who are sure of their roles and relationships in student learning, and a culture that values trust, respect and high expectations. Consulting with various stakeholder groups to employ school improvement strategies that impact the positive school culture and environment are critical. Stakeholder groups more proximal to the school include teachers, students, and families of students, volunteers, and school board members. Broad stakeholder groups include early childhood providers, community colleges and universities, social services, and business partners.

Stakeholders play a key role in school performance and addressing equity. Consulting various stakeholder groups is critical in formulating a statement of vision, mission, values, goals, and employing school improvement strategies.

### Describe how the school addresses building a positive school culture and environment.

All school initiative:

- Parents are included in student conferences at least two times per year, and communication with coaches is ongoing. Students may lead conferences and discuss goal setting and achievements or coaches may address grade levels at one time for common questions.
- Instructors are also academic coaches, assigned 22-25 students, so parents can have a go-to person for increased communication .
- Students email parents academic updates weekly.
- Administration emails parents newsletter every week.
- Volunteer opportunities at school and field trips.
- Academic events sponsored by student clubs.
- PTO and SAC every month.
- Efforts to welcome Spanish speaking parents with translator available for conferences. SCFCS offers an information session presented in Spanish. Spanish speaking volunteers and staff are available, and important documents are often translated.
- Guidance office is working with academic coaches and students to bring in a culture of kindness, using Sandy Hook Promise as a curriculum guide.
- The SRO works with D-FY Manatee to host a club that promotes anti-drug culture and team building. The clubs hosts Stomp Out Bullying Day.
- Juniors and seniors working with freshman to model social and academic priorities when fully dual enrolled on the Venice campus.

Sarasota County Schools

# State College of Florida Collegiate School Venice



## 2021-22 Schoolwide Improvement Plan

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# State College Of Florida Collegiate School-Venice

8000 S TAMIAMI TRAIL, Venice, FL 34293

<https://scfcs.scf.edu/>

## Demographics

**Principal: Karen Peck**

Start Date for this Principal: 7/1/2020

|                                                                                                                                            |                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>2019-20 Status</b><br>(per MSID File)                                                                                                   | Active                                                                           |
| <b>School Type and Grades Served</b><br>(per MSID File)                                                                                    | High School<br>9-12                                                              |
| <b>Primary Service Type</b><br>(per MSID File)                                                                                             | K-12 General Education                                                           |
| <b>2018-19 Title I School</b>                                                                                                              | No                                                                               |
| <b>2018-19 Economically Disadvantaged (FRL) Rate</b><br>(as reported on Survey 3)                                                          | <i>[Data Not Available]</i>                                                      |
| <b>2018-19 ESSA Subgroups Represented</b><br>(subgroups with 10 or more students)<br>(subgroups in orange are below the federal threshold) |                                                                                  |
| <b>School Grades History</b>                                                                                                               | 2018-19: No Grade<br>2017-18: No Grade<br>2016-17: No Grade<br>2015-16: No Grade |
| <b>2019-20 School Improvement (SI) Information*</b>                                                                                        |                                                                                  |
| <b>SI Region</b>                                                                                                                           | Southwest                                                                        |
| <b>Regional Executive Director</b>                                                                                                         | <a href="#">Lucinda Thompson</a>                                                 |
| <b>Turnaround Option/Cycle</b>                                                                                                             | N/A                                                                              |
| <b>Year</b>                                                                                                                                |                                                                                  |
| <b>Support Tier</b>                                                                                                                        |                                                                                  |
| <b>ESSA Status</b>                                                                                                                         |                                                                                  |
| * As defined under Rule 6A-1.099811, Florida Administrative Code. For more information, <a href="#">click here</a> .                       |                                                                                  |

## SIP Authority

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a Schoolwide Improvement Plan (SIP) for each school in the district that has a school grade of D or F. This plan is also a requirement for Targeted Support and Improvement (TS&I) and Comprehensive Support and Improvement (CS&I) schools pursuant to 1008.33 F.S. and the Every Student Succeeds Act (ESSA).

To be designated as TS&I, a school must have one or more ESSA subgroup(s) with a Federal Index below 41%. This plan shall be approved by the district. There are three ways a school can be designated as CS&I:

1. have a school grade of D or F
2. have a graduation rate of 67% or lower
3. have an overall Federal Index below 41%.

For these schools, the SIP shall be approved by the district as well as the Bureau of School Improvement.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F, or a graduation rate 67% or less. Districts may opt to require a SIP using a template of its choosing for schools that do not fit the aforementioned conditions. This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at [www.floridacims.org](http://www.floridacims.org).

## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Florida Department of Education encourages schools to use the SIP as a "living document" by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the "Date Modified" listed in the footer.

## Part I: School Information

### School Mission and Vision

#### Provide the school's mission statement.

Provide the school's mission statement.

State College of Florida Collegiate School's mission is to guide and mentor student achievement by equipping them to attain a high school diploma and an Associate in Arts Degree concurrently upon graduation. Beginning in 6th grade, SCFCS students' progress in a rigorous academic environment, supported with 1:1 technology. The program utilizes demanding and innovative initiatives to establish a system that encourages independent learning, preparing students for success in a full-time college schedule beginning their junior year.

#### Provide the school's vision statement.

Provide the school's vision statement.

The following tenets guide the operation of the SCF Collegiate School:

- Pursue innovation in teaching and learning.
  - Engage in continuous assessment to measure success for positive change.
  - Partner with other schools and institutions locally, nationally and internationally.
  - Infuse curriculum with characteristics necessary to build student awareness of the international community, and their role as global citizens.
  - Instill a 'going to college' culture at an early age, specifically for students who are first generation college students.
  - Educate families and the community about the benefits of a college education, and the importance of early preparation.
  - Eliminate transitions in education with a continuum from sixth grade to college, while providing academic advising for college at SCF and beyond.
  - Using technology to increase interest, and to teach and learn with relevant tools needed for today's "digital natives".
  - Increase rigor and curricular relevance, with enrichment utilizing college resources.
  - Create a home base for accelerated college students enrolled in SCFCS.
- Innovative teaching and creative leadership will accomplish this mission. Each student is encouraged to learn to work independently, with other students, and with instructors to meet their goals.

### Demographic Information

#### Principal start date

7/1/2020, Karen Peck

#### Total number of teacher positions allocated to the school 5

Total number of students enrolled at the school 150

Identify the number of instructional staff who left the school during the 2020-21 school year. 1

Identify the number of instructional staff who joined the school during the 2021-22 school year. 6

## Demographic Data

### Early Warning Systems

2021-22

#### The number of students by grade level that exhibit each early warning indicator listed:

| Indicator                                                | Grade Level |   |   |   |   |   |   |   |   |    |    |    |    | Total |
|----------------------------------------------------------|-------------|---|---|---|---|---|---|---|---|----|----|----|----|-------|
|                                                          | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11 | 12 |       |
| Number of students enrolled                              | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 75 | 0  | 18 | 50 | 143   |
| Attendance below 90 percent                              | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0     |
| One or more suspensions                                  | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0     |
| Course failure in ELA                                    | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5  | 0  | 0  | 0  | 5     |
| Course failure in Math                                   | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6  | 0  | 0  | 0  | 6     |
| Level 1 on 2019 statewide FSA ELA assessment             | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0  | 0  | 0  | 12    |
| Level 1 on 2019 statewide FSA Math assessment            | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1  | 0  | 0  | 0  | 1     |
| Number of students with a substantial reading deficiency | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0     |

#### The number of students with two or more early warning indicators:

| Indicator                            | Grade Level |   |   |   |   |   |   |   |   |   |    |    |    | Total |
|--------------------------------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                      | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| Students with two or more indicators | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |

#### The number of students identified as retainees:

| Indicator                           | Grade Level |   |   |   |   |   |   |   |   |   |    |    |    | Total |
|-------------------------------------|-------------|---|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                     | K           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| Retained Students: Current Year     | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |
| Students retained two or more times | 0           | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0     |

Date this data was collected or last updated December 2021

## Part III: Planning for Improvement

### Areas of Focus:

#### #1. Culture & Environment specifically relating to Social Emotional Learning

|                                                 |                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area of Focus Description and Rationale:</b> | To ensure that the school culture is reflecting an attitude of professionalism, kindness, high academic expectations and the importance of individual student improvement goals as they advance through each grade. A focus on school culture reiterates values and assesses and addresses student needs. |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                             |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Measureable Outcome:</b> | <p>Specific student goal setting in coaching, with follow up and parent participation, identifies professionalism.</p> <p>Behavior interventions measure overall expectation of kindness and positive problem solving and respect with peers. An overall curriculum in the academic coaching class to discuss and aspire to shared school values, designed by all stakeholders at the school.</p> |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## #2. Instructional Practice specifically relating to Small Group Instruction

**Area of Focus Description and Rationale:**

As a school with its first year of the freshman class, the charter will develop a system for identifying students who are not working at grade level. With the goal of college readiness for full time dual enrollment by the 11th grade, students will benefit with individual and small group supports. The teachers and administration will utilize data-based problem-solving processes for the implementation and monitoring of the Multi-Tiered System of Supports (MTSS) to address effectiveness of core instruction, teacher support systems, and small group and individual student needs.

**Measureable Outcome:**

Using MTSS, the school will formalize a Response to Interventions for students who need support to excel in the rigorous academic environment. Interventions include, reading and math remediation, small group support in class, after school tutoring and homework assistance and supports from the guidance office and informal individual academic plans with the coaching teacher, if needed.

### Part IV: Positive Culture & Environment

A positive school culture and environment reflects: a supportive and fulfilling environment, learning conditions that meet the needs of all students, people who are sure of their roles and relationships in student learning, and a culture that values trust, respect and high expectations. Consulting with various stakeholder groups to employ school improvement strategies that impact the positive school culture and environment are critical. Stakeholder groups more proximal to the school include teachers, students, and families of students, volunteers, and school board members. Broad stakeholder groups include early childhood providers, community colleges and universities, social services, and business partners.

Stakeholders play a key role in school performance and addressing equity. Consulting various stakeholder groups is critical in formulating a statement of vision, mission, values, goals, and employing school improvement strategies.

#### Describe how the school addresses building a positive school culture and environment.

All school initiative:

- Parents are included in student conferences at least two times per year, and communication with coaches is ongoing. Students may lead conferences and discuss goal setting and achievements or coaches may address grade levels at one time for common questions.
- Instructors are also academic coaches, assigned 22-25 students, so parents can have a go-to person for increased communication.
- Students email parents academic updates weekly.
- Administration emails parents newsletter every week.
- Volunteer opportunities at school and field trips.
- Academic events sponsored by student clubs.
- PTO and SAC every month.
- Guidance office is working with academic coaches and students to bring in a culture of kindness with positive whole school grade level initiatives.
- Juniors and seniors working with freshman to model social and academic priorities when fully dual enrolled on the Venice campus.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
February 22, 2022

**AGENDA ITEM:**

Change Orders, Batting Cages Upgrades Project

**RECOMMENDATION:**

Accept Report

**STAFF ANALYSIS:**

According to SCF Rule 6HX14-6.14, Change Orders to Construction Contracts, the President is authorized to approve change orders not exceeding \$30,000 for construction contracts valued less than \$500,000. The Board shall be informed at its next regularly scheduled meeting of the change orders approved by the President pursuant to this Rule.

This project’s contract value is \$142,124.00 and the change orders total value is \$4,278.00. Including the change orders, the new total contract value is \$146,402.00. The change order scope of work included upgrades to the gauge of the roof and wall panels and to the finish color.

**FISCAL IMPACT** Yes

Funding Source: CIF

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$4,278.00.

**REQUESTED BY:** Chris Wellman, Director, Facilities Management and Public Safety

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



**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 – December 2021*

**Two Year Programs**

The report for Two Year Programs presents the Budget and Year-To-Date Revenue and Expense for this fiscal year and last fiscal year as of December 31, 2021.

Student Fees revenue for the current year decreased 4% from the same period last year. Other Student Fees revenue increased by 7% over Other Student Fees reported through December of last year. Support from Local Government decreased by 11% over Support from Local Government through December of last year. This decrease is due to a decrease in number of students and credit hours enrolled in dual enrollment programs. State Support increased by 6% over State Support through December of last year. Last year, State Support at this point in the year was unusually low due to a 6% State appropriation holdback.

In the category of Expenses, overall Personnel costs are 6% lower as compared to last December. Services expense increased 25% and Materials and Supplies expense decreased 2% compared to December of last year. Other Current Charges decreased 9% compared to the same category through December of last year. This decrease is due to a reduction of Fee Waivers (due to decreased enrollment) and reclassified CARES Act expenses. Capital Outlay in December was \$103,379 compared to \$32,250 last December. Most of this increase is due to purchase of a new passenger van and a new cargo van.

With this fiscal year 50% complete, personnel costs are at 39% of the amount budgeted for the current year, less than the three-year average of 43% for this time of year. Current expenses represent 35% of the amount budgeted, equal to the three-year average for this time of year.

***In summary, with the year 50% complete:***

- Year-To-Date Actual Revenue is 57% of the Adjusted Budget, which is less than the three-year average of 58% for this time of year.
- Year-To-Date Actual Expense is 38% of the Adjusted Budget, which is less than the three-year average of 41% for this time of year.
- Revenues are greater 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 December 31, 2021, totaled \$1,070,836, comparing to the three-year average of \$1,055,930. Student Fees revenue is \$980,122 and Other Student Fees is \$89,395, comparing to the three-year average of \$945,392 and \$98,233, respectively, for this time of year. Other Revenue is \$1,319 comparing to the three-year average of \$12,305 for this time of year.

Total Expense for Baccalaureate Programs consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$507,799 with Personnel totaling \$432,189 and Current Expense totaling \$75,610, comparing to the three-year average of \$566,053, \$539,702, and \$26,352, respectively, for this time of year. There were no Capital Outlay expenses through the month of December 2021.

On a percentage basis, Total Revenue is 64% of that budgeted, equal to the three-year average for this time of year. Total Expense is 30% of that budgeted comparing to the three-year average of 35% 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 December 31, 2021, totaled \$2,131,584 comparing to the three-year average of \$2,006,204. Support from Local Government is \$1,969,500 comparing to the three-year average of \$1,789,003 for this time of year. State Support is \$136,643 comparing to the three-year average of \$186,573 for this time of year. Federal Support is \$18,291 comparing to the three-year average of \$1,561 for this time of year. Other Revenue is \$7,150 comparing to the three-year average of \$29,067 for this time of year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$1,913,584, with Personnel totaling \$1,036,257, Current Expense totaling \$582,267, and Capital Outlay expenses totaling \$295,059 during the period. These figures compare to the three-year averages of \$1,432,573, \$873,764, \$485,295, and \$73,514, respectively, for this time of year.

On a percentage basis, Total Revenue is 49% of that budgeted, equal to the three-year average for this time of year. Total Expense is 43% of that budgeted, higher than the three-year average of 34% for this time of year.

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

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of December 31, 2021, totaled \$619,780 comparing to \$501,641 during the same period last year. Through December 31, 2021, Support from Local Government is \$552,084, State Support is \$24,431, Federal Support is \$41,551, and Other Revenue is \$1,714. Last year's figures were \$380,498, \$0, \$121,116, and \$27, respectively.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense are \$702,399, with Personnel totaling \$347,056 and Current Expense totaling \$191,592. Capital Outlay expenses totaled \$163,752 during the period. These figures compare to \$389,904, \$138,890, \$202,915, and \$48,099, respectively, during the same period last year.

On a percentage basis, Total Revenue is 39% of that budgeted, prior year Total Revenue was 35% for this time of year. Total Expense is 26% of that budgeted, prior year was 27% for this time of year.

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Lower Level Programs - Fund 11000

| AC<br>Type Description                 | December 31, 2021 |                   |                   |            |                   | December 31, 2020 |                   |            |            |            | Percent<br>YTD Actual /<br>Adj Budget | Percent Change<br>CY YTD Actual/<br>PY YTD Actual |
|----------------------------------------|-------------------|-------------------|-------------------|------------|-------------------|-------------------|-------------------|------------|------------|------------|---------------------------------------|---------------------------------------------------|
|                                        | Revenue           |                   | Percent           |            |                   | Expense           |                   | Percent    |            |            |                                       |                                                   |
|                                        | Orig Budget       | Adj Budget        | YTD Actual        | Adj Budget | YTD Actual        | Orig Budget       | Adj Budget        | YTD Actual | Adj Budget | YTD Actual |                                       |                                                   |
| 41 Student Fees                        | 14,900,550        | 14,900,550        | 11,290,541        | 76%        | 15,244,019        | 15,244,019        | 11,748,455        | 77%        |            |            | -4%                                   |                                                   |
| 42 Other Student Fees                  | 2,800,718         | 2,825,718         | 2,157,701         | 76%        | 3,061,538         | 3,061,538         | 2,015,047         | 66%        |            |            | 7%                                    |                                                   |
| 43 Support From Local Government [1]   | 1,879,686         | 1,879,686         | 1,379,616         | 73%        | 1,749,600         | 1,749,600         | 1,551,241         | 89%        |            |            | -11%                                  |                                                   |
| 44 State Support                       | 26,325,874        | 26,325,874        | 11,295,307        | 43%        | 26,063,878        | 26,063,878        | 10,695,344        | 41%        |            |            | 6%                                    |                                                   |
| 45 Federal Support                     | 3,900,000         | 3,900,000         | 1,077,911         | 28%        | 67,764            | 67,764            | 206,818           | 305%       |            |            | -100%                                 |                                                   |
| 46 Gifts, Private Grants & Contracts   | 0                 | 0                 | 0                 |            | 27,790            | 27,790            | 9,629             | 35%        |            |            | 21%                                   |                                                   |
| 47 Sales and Services Department       | 456,972           | 456,972           | 239,250           | 52%        | 588,377           | 588,377           | 197,069           | 33%        |            |            | 36%                                   |                                                   |
| 49 Other Revenue [2]                   | 110,455           | 110,455           | 66,266            | 60%        | 243,804           | 243,804           | 48,709            | 20%        |            |            | 1%                                    |                                                   |
| 4A Non-Revenue Receipts [3]            | 1,255,548         | 1,257,048         | 2,129,422         | 169%       | 374,128           | 374,128           | 2,154             | 56%        |            |            | 12%                                   |                                                   |
| <b>Total : Revenue</b>                 | <b>51,629,803</b> | <b>51,656,303</b> | <b>29,636,013</b> | <b>57%</b> | <b>47,420,898</b> | <b>47,420,898</b> | <b>26,474,467</b> | <b>56%</b> |            |            | 12%                                   |                                                   |
| <b>Grand Total : Revenue</b>           | <b>51,629,803</b> | <b>51,656,303</b> | <b>29,636,013</b> | <b>57%</b> | <b>47,420,898</b> | <b>47,420,898</b> | <b>26,474,467</b> | <b>56%</b> |            |            | 12%                                   |                                                   |
| <b>Expense</b>                         |                   |                   |                   |            |                   |                   |                   |            |            |            |                                       |                                                   |
| <b>Personnel</b>                       |                   |                   |                   |            |                   |                   |                   |            |            |            |                                       |                                                   |
| 51 Salaries-Full Time & Perm Part Time | 24,527,543        | 24,529,393        | 10,464,055        | 43%        | 24,372,958        | 24,407,958        | 11,428,583        | 47%        |            |            | -8%                                   |                                                   |
| 52 Other Personnel Exp P/T (Non-Perm)  | 3,809,109         | 3,812,609         | 1,383,819         | 36%        | 3,909,273         | 3,915,298         | 1,569,790         | 40%        |            |            | -12%                                  |                                                   |
| 53 Personnel Benefits                  | 11,556,591        | 11,556,591        | 3,780,339         | 33%        | 9,650,374         | 9,615,374         | 3,669,792         | 38%        |            |            | 3%                                    |                                                   |
| <b>Total : Personnel</b>               | <b>39,893,243</b> | <b>39,898,593</b> | <b>15,628,213</b> | <b>39%</b> | <b>37,932,605</b> | <b>37,938,630</b> | <b>16,668,165</b> | <b>44%</b> |            |            | -6%                                   |                                                   |
| <b>Current Expense</b>                 |                   |                   |                   |            |                   |                   |                   |            |            |            |                                       |                                                   |
| 61 Services [4]                        | 10,251,215        | 10,201,405        | 4,133,593         | 41%        | 9,582,284         | 9,635,781         | 3,302,717         | 34%        |            |            | 25%                                   |                                                   |
| 62 Materials and Supplies              | 3,776,456         | 3,757,600         | 1,169,365         | 31%        | 3,685,237         | 3,642,688         | 1,196,406         | 33%        |            |            | -2%                                   |                                                   |
| 63 Other Current Charges [5]           | 3,012,667         | 2,987,426         | 673,281           | 23%        | 2,810,635         | 2,746,967         | 743,038           | 27%        |            |            | -9%                                   |                                                   |
| <b>Total : Current Expense</b>         | <b>17,040,338</b> | <b>16,946,431</b> | <b>5,976,240</b>  | <b>35%</b> | <b>16,078,157</b> | <b>16,025,435</b> | <b>5,242,160</b>  | <b>33%</b> |            |            | 14%                                   |                                                   |
| <b>Transfers</b>                       |                   |                   |                   |            |                   |                   |                   |            |            |            |                                       |                                                   |
| 69 Other Transfers                     | 0                 | 0                 | 0                 |            | 805,975           | 805,975           | 0                 | 0%         |            |            | 0%                                    |                                                   |
| <b>Total : Transfers</b>               | <b>0</b>          | <b>0</b>          | <b>0</b>          |            | <b>805,975</b>    | <b>805,975</b>    | <b>0</b>          | <b>0%</b>  |            |            |                                       |                                                   |
| <b>Capital</b>                         |                   |                   |                   |            |                   |                   |                   |            |            |            |                                       |                                                   |
| 71 Capital Outlay                      | 26,845            | 141,902           | 109,379           | 77%        | 10,000            | 59,000            | 32,250            | 55%        |            |            |                                       |                                                   |
| <b>Total : Capital</b>                 | <b>26,845</b>     | <b>141,902</b>    | <b>109,379</b>    | <b>77%</b> | <b>10,000</b>     | <b>59,000</b>     | <b>32,250</b>     | <b>55%</b> |            |            |                                       |                                                   |
| <b>Grand Total : Expense</b>           | <b>56,960,426</b> | <b>56,986,926</b> | <b>21,713,832</b> | <b>38%</b> | <b>54,826,737</b> | <b>54,829,040</b> | <b>21,942,575</b> | <b>40%</b> |            |            | -1%                                   |                                                   |

[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 2021-22 vs. FY 2020-21  
Upper Level Programs - Fund 12000

| AC Type | Description                         | December 31, 2021 |                  |            |                  | December 31, 2020 |            |            |            | Percent Change<br>CY YTD Actual/<br>PY YTD Actual |                                      |
|---------|-------------------------------------|-------------------|------------------|------------|------------------|-------------------|------------|------------|------------|---------------------------------------------------|--------------------------------------|
|         |                                     | Orig Budget       |                  | Adj Budget |                  | Orig Budget       |            | Adj Budget |            |                                                   | Percent<br>YTD Actual/<br>Adj Budget |
|         |                                     | YTD Actual        | YTD Actual       | YTD Actual | YTD Actual       | YTD Actual        | YTD Actual | YTD Actual | YTD Actual |                                                   |                                      |
|         | <b>Revenue</b>                      |                   |                  |            |                  |                   |            |            |            |                                                   |                                      |
| 41      | Student Fees                        | 1,368,210         | 980,122          | 72%        | 1,316,515        | 1,047,504         | 80%        |            |            |                                                   | -6%                                  |
| 42      | Other Student Fees                  | 126,173           | 89,395           | 71%        | 133,699          | 99,725            | 75%        |            |            |                                                   | -10%                                 |
| 44      | State Support                       | 178,164           | 0                | 0%         | 178,164          | 0                 | 0%         |            |            |                                                   |                                      |
| 49      | Other Revenue [1]                   | 2,897             | 1,319            | 46%        | 34,523           | 1,908             | 6%         |            |            |                                                   | -31%                                 |
|         | <b>Total : Revenue</b>              | <b>1,675,444</b>  | <b>1,070,836</b> | <b>64%</b> | <b>1,662,901</b> | <b>1,149,137</b>  | <b>69%</b> |            |            |                                                   | -7%                                  |
|         | <b>Grand Total : Revenue</b>        | <b>1,675,444</b>  | <b>1,070,836</b> | <b>64%</b> | <b>1,662,901</b> | <b>1,149,137</b>  | <b>69%</b> |            |            |                                                   | -7%                                  |
|         | <b>Expense</b>                      |                   |                  |            |                  |                   |            |            |            |                                                   |                                      |
|         | <b>Personnel</b>                    |                   |                  |            |                  |                   |            |            |            |                                                   |                                      |
| 51      | Salaries-Full Time & Perm Part Time | 826,011           | 173,431          | 21%        | 785,061          | 254,590           | 32%        |            |            |                                                   | -32%                                 |
| 52      | Other Personnel Exp P/T (Non-Perm)  | 367,000           | 212,713          | 58%        | 357,000          | 195,218           | 55%        |            |            |                                                   | 9%                                   |
| 53      | Personnel Benefits                  | 305,502           | 46,044           | 15%        | 386,645          | 68,867            | 18%        |            |            |                                                   | -33%                                 |
|         | <b>Total : Personnel</b>            | <b>1,498,513</b>  | <b>432,189</b>   | <b>29%</b> | <b>1,528,706</b> | <b>518,675</b>    | <b>34%</b> |            |            |                                                   | -17%                                 |
|         | <b>Current Expense</b>              |                   |                  |            |                  |                   |            |            |            |                                                   |                                      |
| 61      | Services [2]                        | 30,650            | 3,511            | 11%        | 29,650           | 4,115             | 14%        |            |            |                                                   | -15%                                 |
| 62      | Materials and Supplies              | 83,545            | 36,575           | 44%        | 84,545           | (167)             | 0%         |            |            |                                                   |                                      |
| 63      | Other Current Charges [3]           | 62,736            | 35,523           | 57%        | 20,000           | 27,231            | 136%       |            |            |                                                   | 30%                                  |
|         | <b>Total : Current Expense</b>      | <b>176,931</b>    | <b>75,610</b>    | <b>43%</b> | <b>134,195</b>   | <b>31,179</b>     | <b>23%</b> |            |            |                                                   | 143%                                 |
|         | <b>Grand Total : Expense</b>        | <b>1,675,444</b>  | <b>507,799</b>   | <b>30%</b> | <b>1,662,901</b> | <b>549,854</b>    | <b>33%</b> |            |            |                                                   | -8%                                  |

[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: Twenty-one (21)  
AMENDMENT NUMBER: Twenty-one (21)**

**FISCAL YEAR: 2021-22  
December 2021**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

| CATEGORY                  | PRESENT       | INCREASE  | DECREASE  | REVISED       |
|---------------------------|---------------|-----------|-----------|---------------|
|                           | BUDGET        |           |           | BUDGET        |
| Beginning Fund Balance    | \$ 11,417,698 | \$        | \$        | \$ 11,417,698 |
| REVENUES                  | 51,656,303    |           |           | 51,656,303    |
| TOTAL TO BE ACCOUNTED FOR | \$ 63,074,001 | \$ 0      | \$ 0      | \$ 63,074,001 |
| SALARIES                  | \$ 39,898,593 | \$        | \$        | \$ 39,898,593 |
| CURRENT EXPENSES          | 16,951,710    |           | 5,279 <a> | 16,946,431    |
| CAPITAL OUTLAY            | 136,623       | 5,279 <b> |           | 141,902       |
| ENDING FUND BALANCE       | 6,087,075     |           |           | 6,087,075     |
| TOTAL ACCOUNTED FOR       | \$ 63,074,001 | \$ 5,279  | \$ 5,279  | \$ 63,074,001 |

JUSTIFICATION:

<a> The \$5,279 decrease in Current Expenses is due to:  
Laptop purchases for Financial Aid Director and Student Development

\$ (5,279)  
\$ (5,279)

<b> The \$5,279 increase in Capital Outlay is due to:  
Laptop purchases for Financial Aid Director and Student Development

5,279  
\$ 5,279

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

RESOLUTION NUMBER: Twenty-two (22)  
AMENDMENT NUMBER: Twenty-two (22)

FISCAL YEAR: 2021-22  
December 2021

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

| CATEGORY                  | PRESENT BUDGET | INCREASE   | DECREASE   | REVISED BUDGET |
|---------------------------|----------------|------------|------------|----------------|
| Beginning Fund Balance    | \$ 1,637,477   | \$         | \$         | \$ 1,637,477   |
| REVENUES                  | 25,661,148     |            |            | 25,661,148     |
| TOTAL TO BE ACCOUNTED FOR | \$ 27,298,625  | \$ 0       | \$ 0       | \$ 27,298,625  |
| SALARIES                  | \$ 3,964,637   | \$         | \$         | \$ 3,964,637   |
| CURRENT EXPENSES          | 20,060,808     | 13,000 <a> |            | 20,073,808     |
| CAPITAL OUTLAY            | 1,770,246      |            | 13,000 <b> | 1,757,246      |
| ENDING FUND BALANCE       | 1,502,935      |            |            | 1,502,935      |
| TOTAL ACCOUNTED FOR       | \$ 27,298,626  | \$ 13,000  | \$ 13,000  | \$ 27,298,626  |

JUSTIFICATION:

<a> The \$13,000 increase in Current Expense is due to:  
Furniture purchases for the Coding Academy - Innovation Station

13,000  
\$ 13,000

<b> The \$13,000 decrease in Capital Outlay is due to:  
Furniture purchases for the Coding Academy - Innovation Station

(13,000)  
\$ (13,000)

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

**RESOLUTION NUMBER: Twenty-three (23)  
AMENDMENT NUMBER: Twenty-three (23)**

**FISCAL YEAR: 2021-22  
December 2021**

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: SEVEN

|                           | PRESENT       |               |           | REVISED       |
|---------------------------|---------------|---------------|-----------|---------------|
| CATEGORY                  | BUDGET        | INCREASE      | DECREASE  | BUDGET        |
| Beginning Fund Balance    | \$ 19,041,695 | \$            | \$        | \$ 19,041,695 |
| REVENUES                  | 16,013,363    | 2,408,515 <a> |           | 18,421,878    |
| TOTAL TO BE ACCOUNTED FOR | \$ 35,055,058 | \$ 2,408,515  | \$ 0      | \$ 37,463,573 |
| SALARIES                  | \$ 0          | \$            | \$        | 0             |
| CURRENT EXPENSES          | 739,067       |               |           | 739,067       |
| CAPITAL OUTLAY            | 25,664,439    | 2,415,660 <b> |           | 28,080,099    |
| ENDING FUND BALANCE       | 8,651,552     |               | 7,145 <c> | 8,644,407     |
| TOTAL ACCOUNTED FOR       | \$ 35,055,058 | \$ 2,415,660  | \$ 7,145  | \$ 37,463,573 |

JUSTIFICATION:

<a> The \$2,415,660 net increase in Revenue is due to:  
Establish PECO fund for SCFCS\_VC Science building

\$ 2,408,515  
\$ 2,408,515

<b> The \$2,415,660 increase in Capital Outlay is due to:  
Establish PECO fund for SCFCS\_VC Science building  
Establish fund for SCFCS\_BC canopy repairs

\$ 2,408,515  
7,145  
\$ 2,415,660

<c> The \$7,145 decrease in Ending Fund Balance is due to:  
Establish fund for SCFCS\_BC canopy repairs

(7,145)  
\$ (7,145)



State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Collegiate School - Bradenton Campus

| AC<br>Type Description                 | December 31, 2021 |                  |                  |                            | December 31, 2020 |                  |                  |                            | Percent<br>CY YTD Actual/<br>PY YTD Actual |
|----------------------------------------|-------------------|------------------|------------------|----------------------------|-------------------|------------------|------------------|----------------------------|--------------------------------------------|
|                                        | Orig Budget       | Adj Budget       | YTD Actual       | YTD Actual /<br>Adj Budget | Orig Budget       | Adj Budget       | YTD Actual       | YTD Actual /<br>Adj Budget |                                            |
|                                        |                   |                  |                  |                            |                   |                  |                  |                            |                                            |
| <b>Revenue</b>                         |                   |                  |                  |                            |                   |                  |                  |                            |                                            |
| 43 Support From Local Government [1]   | 3,773,276         | 3,971,889        | 1,969,500        | 50%                        | 3,834,031         | 3,834,031        | 1,737,300        | 45%                        | 13%                                        |
| 44 State Support [2]                   | 271,540           | 271,540          | 136,643          | 50%                        | 40                | 40               | 144,729          | 7%                         | -6%                                        |
| 45 Federal Support [3]                 | 11,268            | 11,268           | 18,291           | 162%                       | 11,268            | 20,598           | 1,465            | 359%                       | -7%                                        |
| 49 Other Revenue [4]                   | 79,430            | 79,430           | 7,150            | 9%                         | 2,141             | 2,141            | 7,678            | 49%                        | 13%                                        |
| <b>Total : Revenue</b>                 | <b>4,135,514</b>  | <b>4,334,127</b> | <b>2,131,584</b> | <b>49%</b>                 | <b>3,847,480</b>  | <b>3,856,810</b> | <b>1,891,172</b> | <b>49%</b>                 | <b>13%</b>                                 |
| <b>Grand Total : Revenue</b>           | <b>4,135,514</b>  | <b>4,334,127</b> | <b>2,131,584</b> | <b>49%</b>                 | <b>3,847,480</b>  | <b>3,856,810</b> | <b>1,891,172</b> | <b>49%</b>                 | <b>13%</b>                                 |
| <b>Expense</b>                         |                   |                  |                  |                            |                   |                  |                  |                            |                                            |
| <b>Personnel</b>                       |                   |                  |                  |                            |                   |                  |                  |                            |                                            |
| 51 Salaries-Full Time & Perm Part Time | 1,672,826         | 1,672,826        | 732,551          | 44%                        | 1,641,483         | 1,641,483        | 686,834          | 42%                        | 7%                                         |
| 52 Other Personnel Exp P/T (Non-Perm)  | 74,520            | 74,520           | 44,674           | 60%                        | 59,200            | 59,200           | 43,003           | 73%                        | 4%                                         |
| 53 Personnel Benefits                  | 752,885           | 752,885          | 259,032          | 34%                        | 713,946           | 713,946          | 234,068          | 33%                        | 11%                                        |
| <b>Total : Personnel</b>               | <b>2,500,231</b>  | <b>2,500,231</b> | <b>1,036,257</b> | <b>41%</b>                 | <b>2,414,629</b>  | <b>2,414,629</b> | <b>963,905</b>   | <b>40%</b>                 | <b>8%</b>                                  |
| <b>Current Expense</b>                 |                   |                  |                  |                            |                   |                  |                  |                            |                                            |
| 61 Services [5]                        | 1,113,477         | 1,132,977        | 403,330          | 36%                        | 1,055,796         | 1,029,996        | 350,994          | 34%                        | 15%                                        |
| 62 Materials and Supplies              | 367,342           | 329,042          | 178,938          | 54%                        | 367,119           | 386,949          | 185,505          | 48%                        | -4%                                        |
| <b>Total : Current Expense</b>         | <b>1,480,819</b>  | <b>1,462,019</b> | <b>582,267</b>   | <b>40%</b>                 | <b>1,422,915</b>  | <b>1,416,945</b> | <b>536,500</b>   | <b>38%</b>                 | <b>9%</b>                                  |
| <b>Capital</b>                         |                   |                  |                  |                            |                   |                  |                  |                            |                                            |
| 71 Capital Outlay                      | 292,241           | 516,799          | 295,059          | 57%                        | 25,000            | 465,300          | 5,923            | 1%                         | 27%                                        |
| <b>Total : Capital</b>                 | <b>292,241</b>    | <b>516,799</b>   | <b>295,059</b>   | <b>57%</b>                 | <b>25,000</b>     | <b>465,300</b>   | <b>5,923</b>     | <b>1%</b>                  | <b>27%</b>                                 |
| <b>Grand Total : Expense</b>           | <b>4,273,290</b>  | <b>4,479,048</b> | <b>1,913,584</b> | <b>43%</b>                 | <b>3,862,544</b>  | <b>4,296,874</b> | <b>1,506,328</b> | <b>35%</b>                 | <b>27%</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 2021-22 vs. FY 2020-21  
Collegiate School - Venice Campus

| AC<br>Type Description                 | December 31, 2021 |                  |                |                         | December 31, 2020 |                  |                |                         |
|----------------------------------------|-------------------|------------------|----------------|-------------------------|-------------------|------------------|----------------|-------------------------|
|                                        | Orig Budget       | Adj Budget       | YTD Actual     | YTD Actual / Adj Budget | Orig Budget       | Adj Budget       | YTD Actual     | YTD Actual / Adj Budget |
| <b>Revenue</b>                         |                   |                  |                | Percent                 |                   |                  |                | Percent                 |
| 43 Support From Local Government [1]   | 1,408,550         | 1,408,550        | 552,084        | 39%                     | 758,684           | 758,684          | 380,498        | 50%                     |
| 44 State Support [2]                   | 0                 | 0                | 24,431         |                         | 0                 | 0                | 0              |                         |
| 45 Federal Support [3]                 | 128,674           | 180,125          | 41,551         | 23%                     | 547,823           | 547,823          | 121,116        | 22%                     |
| 49 Other Revenue [4]                   | 0                 | 0                | 1,714          |                         | 0                 | 0                | 27             | 0%                      |
| 4A Non-Revenue Receipts                | 0                 | 0                | 0              |                         | 114,013           | 114,013          | 0              | 35%                     |
| <b>Total : Revenue</b>                 | <b>1,537,224</b>  | <b>1,588,675</b> | <b>619,780</b> | <b>39%</b>              | <b>1,420,520</b>  | <b>1,420,520</b> | <b>501,641</b> | <b>35%</b>              |
| <b>Grand Total : Revenue</b>           | <b>1,537,224</b>  | <b>1,588,675</b> | <b>619,780</b> | <b>39%</b>              | <b>1,420,520</b>  | <b>1,420,520</b> | <b>501,641</b> | <b>35%</b>              |
| <b>Expense</b>                         |                   |                  |                |                         |                   |                  |                |                         |
| <b>Personnel</b>                       |                   |                  |                |                         |                   |                  |                |                         |
| 51 Salaries-Full Time & Perm Part Time | 620,775           | 620,775          | 248,489        | 40%                     | 232,283           | 278,858          | 105,990        | 38%                     |
| 52 Other Personnel Exp P/T (Non-Perm)  | 6,000             | 18,000           | 13,821         | 77%                     | 6,000             | 0                | 0              |                         |
| 53 Personnel Benefits                  | 246,162           | 246,162          | 84,746         | 34%                     | 81,914            | 91,757           | 32,900         | 36%                     |
| <b>Total : Personnel</b>               | <b>872,937</b>    | <b>884,937</b>   | <b>347,056</b> | <b>39%</b>              | <b>320,197</b>    | <b>370,615</b>   | <b>138,890</b> | <b>37%</b>              |
| <b>Current Expense</b>                 |                   |                  |                |                         |                   |                  |                |                         |
| 61 Services [5]                        | 400,328           | 417,453          | 121,501        | 29%                     | 456,246           | 419,773          | 146,209        | 35%                     |
| 62 Materials and Supplies              | 250,478           | 336,042          | 70,091         | 21%                     | 383,854           | 360,909          | 56,706         | 16%                     |
| <b>Total : Current Expense</b>         | <b>650,806</b>    | <b>753,495</b>   | <b>191,592</b> | <b>25%</b>              | <b>840,100</b>    | <b>780,682</b>   | <b>202,915</b> | <b>26%</b>              |
| <b>Capital</b>                         |                   |                  |                |                         |                   |                  |                |                         |
| 71 Capital Outlay                      | 240,346           | 1,048,978        | 163,752        | 16%                     | 308,606           | 317,606          | 48,099         | 15%                     |
| <b>Total : Capital</b>                 | <b>240,346</b>    | <b>1,048,978</b> | <b>163,752</b> | <b>16%</b>              | <b>308,606</b>    | <b>317,606</b>   | <b>48,099</b>  | <b>15%</b>              |
| <b>Grand Total : Expense</b>           | <b>1,764,089</b>  | <b>2,687,410</b> | <b>702,399</b> | <b>26%</b>              | <b>1,468,903</b>  | <b>1,468,903</b> | <b>389,904</b> | <b>27%</b>              |

[1] Includes revenue from Sarasota County school district  
[2] Includes capital funding from Sarasota County school district  
[3] Includes grant revenue  
[4] Includes interest and dividends revenue  
[5] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

|                                       |
|---------------------------------------|
| <b>ACCEPTANCE OF GIFTS AND GRANTS</b> |
|---------------------------------------|

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

**December 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         |                |                      |
| December YTD Revenue                          | 761,751        |                      |
| November YTD Revenue                          | 766,814        | (Summer 2021)        |
| Change for Month of December                  | (5,062)        | Pell Grant 2020-2021 |
| December YTD Revenue                          | 5,509,358      |                      |
| November YTD Revenue                          | 5,509,358      |                      |
| Change for Month of December                  | -              | Pell Grant 2021-2022 |
| <b>Total Received - Gifts</b>                 | -              |                      |
| <b>Total Received (Returned) - Pell Grant</b> | <b>(5,062)</b> |                      |

# PROPERTY DISPOSAL

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



Proposed by Nathan Wellman  
Name

Date 1/28/2022

Manager, Business Operations  
Title

| DESCRIPTION OF ITEM            | DECAL  | PURCHASE PRICE | PURCHASE DATE | REASON FOR DISPOSAL | METHOD OF DISPOSAL |
|--------------------------------|--------|----------------|---------------|---------------------|--------------------|
| Chattanooga Ultrasound         | 024825 | \$1,000.00     | 5/31/2003     | Obsolete            | E-Scrap            |
| Treatment Table                | 020968 | \$2,039.97     | 6/29/1997     | Furniture Refresh   | GovDeals           |
| Cold Vacuum Press              | 026905 | \$2,864.95     | 6/12/2007     | Obsolete            | E-Scrap            |
| Ultrasound Transducer          | 020843 | \$1,040.00     | 2/19/1997     | Obsolete            | E-Scrap            |
| iMac 21.5"                     | 029157 | \$1,149.00     | 12/9/2010     | Obsolete            | E-Scrap            |
| Optiplex 790                   | 030084 | \$819.00       | 3/19/2012     | Obsolete            | E-Scrap            |
| E6520                          | 029915 | \$1,132.94     | 12/11/2011    | Obsolete            | E-Scrap            |
| iMac 21.5"                     | 029162 | \$1,149.00     | 12/9/2010     | Obsolete            | E-Scrap            |
| Mobile Traction Unit           | 020757 | \$1,892.00     | 3/7/1997      | Furniture Refresh   | GovDeals           |
| Ultrasound Electric Stimulator | 020844 | \$2,430.00     | 2/19/1997     | Obsolete            | E-Scrap            |
| iMac 21.5"                     | 029733 | \$1,307.00     | 4/11/2011     | Obsolete            | E-Scrap            |
| MacBook Air 13.3" Laptop       | 031625 | \$1,132.00     | 1/4/2015      | Obsolete            | E-Scrap            |
| Latitude 15 Laptop             | 031258 | \$1,101.33     | 4/28/2014     | Obsolete            | E-Scrap            |
| Latitude 15 Laptop             | 031726 | \$1,196.16     | 2/16/2015     | Obsolete            | E-Scrap            |
| MacBook Pro Laptop             | 031693 | \$1,899.00     | 2/16/2015     | Obsolete            | E-Scrap            |
| Microsoft Surface Pro 3        | 031968 | \$839.99       | 8/4/2015      | Obsolete            | E-Scrap            |
| iMac 27"                       | 030323 | \$2,169.00     | 4/11/2012     | Obsolete            | E-Scrap            |
| iMac 21.5"                     | 029743 | \$1,307.00     | 4/11/2011     | Obsolete            | E-Scrap            |
| iMac 21.5"                     | 029166 | \$1,149.00     | 12/9/2010     | Obsolete            | E-Scrap            |
| iMac 21.5"                     | 029734 | \$1,307.00     | 4/11/2011     | Obsolete            | E-Scrap            |
| OptiPlex 9020 Computer         | 030793 | \$1,066.58     | 7/29/2013     | Obsolete            | E-Scrap            |
| Latitude 15 Laptop             | 031716 | \$1,196.16     | 2/16/2015     | Obsolete            | E-Scrap            |
| iMac 27"                       | 031939 | \$2,018.00     | 5/31/2015     | Obsolete            | E-Scrap            |
| Latitude 3470 Laptop           | 033222 | \$666.99       | 7/13/2017     | Obsolete            | E-Scrap            |
| Latitude E6540 Laptop          | 032205 | \$1,355.90     | 12/13/2015    | Obsolete            | E-Scrap            |
| Dell OptiPlex 5040             | 032645 | \$879.73       | 10/31/2016    | Obsolete            | E-Scrap            |
| Dell Latitude E5570            | 032470 | \$1,068.19     | 8/7/2016      | Obsolete            | E-Scrap            |
| iPad Air 2                     | 032265 | \$519.99       | 3/8/2016      | Obsolete            | E-Scrap            |
| Latitude E5470 Laptop          | 032817 | \$1,063.38     | 1/18/2017     | Obsolete            | E-Scrap            |
| Latitude 3470 Laptop           | 032442 | \$884.24       | 7/17/2016     | Obsolete            | E-Scrap            |
| Latitude E6540 Laptop          | 032299 | \$1,168.70     | 4/10/2016     | Obsolete            | E-Scrap            |

Nathan Wellman Digitally signed by Nathan Wellman  
Date: 2022.01.28 11:07:20 -05'00'

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

Rebecca Ferda DN: cn=Rebecca Ferda, o=State College of Florida, Manatee-Sarasota, ou=Business Services, email=Ferdar@SCF.edu, c=US  
Date: 2022.02.01 20:38:40 -05'00'

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

Julie Jakway Digitally signed by Julie Jakway  
Date: 2022.02.02 08:43:15 -05'00'

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
February 22, 2022

**AGENDA ITEM:**

Contract Approval for the Batting Cage Roof Covers

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Tandem Construction to provide and install the Batting Cage Roof Covers**

**STAFF ANALYSIS:**

The Board previously approved this project, the early release of the pre-engineered metal buildings and the use of Construction Management as the project delivery method. Design was completed and bid documents prepared. Through the Consultant Competitive Negotiation Act process, Tandem Construction was selected for Construction Management Continuing Contract. Tandem Construction advertised and obtained competitive bids per Florida Statute. The cost of construction, totaling \$394,226.63, including general conditions, subcontractor costs, overhead and profit have been evaluated by SCF College Staff and are found to be fair and reasonable. This amount is also within the established project budget of \$600,000. Therefore, requesting Board approval to contract with Tandem Construction for \$394,226.63.

**FISCAL IMPACT** Yes

Funding Source: CIF, Foundation, Athletics

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$394,226.63

**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  
February 22, 2022

**AGENDA ITEM:**

Budget Increase Approval and Contract Approval for the Restroom Facility, Bradenton Sports Area.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to increase the project budget and for the contract with Willis Smith Construction to provide and install the Restroom Facility, Bradenton Sports Area.**

**STAFF ANALYSIS:**

The Board previously approved this project and the use of Construction Management as the project delivery method. Design was completed and bid documents prepared. Through the Consultant Competitive Negotiation Act process, Willis Smith Construction was selected for Construction Management Continuing Contract. Willis Smith Construction advertised and obtained competitive bids per Florida Statute. The cost of construction, totaling \$204,599, including general conditions, subcontractor costs, overhead and profit have been evaluated by SCF College Staff and are found to be fair and reasonable. Therefore, requesting Board approval to contract with Willis Smith Construction for \$204,599.

The Project Budget is \$198,613 and of that the Construction budget is \$181,249.72. Requesting Board approval to increase the project budget by \$23,350.28 from \$198,613 to \$221,963.28. There is adequate Collegiate School Fund Balance to cover the increase.

**FISCAL IMPACT** Yes

Funding Source: Collegiate School Sales Tax Grant, Collegiate School Fund Balance

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$204,599

**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  
February 22, 2022

**AGENDA ITEM:**

Budget Increase Approval and Contract Approval for the Venice Collegiate School Modular Relocation

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the Budget Increase and contract with Willis Smith Construction for the Venice Collegiate School Modular Relocation**

**STAFF ANALYSIS:**

The Board previously approved this project, the early release of the deck and ramps and the use of Construction Management as the project delivery method. Design was completed and bid documents prepared. Through the Consultant Competitive Negotiation Act process, Willis Smith Construction was selected for Construction Management Continuing Contract. Willis Smith Construction advertised and obtained competitive bids per Florida Statute. The cost of construction, totaling \$750,858, including general conditions, subcontractor costs, overhead and profit have been evaluated by SCF College Staff and are found to be fair and reasonable. Therefore, requesting Board approval to contract with Willis Smith Construction for \$750,858.

As discussed at the January Board meeting, there is a budget issue with this project. The Board approved a project budget of \$900,000. Of that, \$526,916.63 was set aside for the construction. However, for those reasons discussed at the prior Board meeting, the Willis Smith GMP is \$750,858. Requesting Board Approval to increase the budget by \$223,941.37 for a total of 1,123,941.37. There is adequate Auxiliary Funds to cover the increase, which will be refunded to the College as revenue permits.

**FISCAL IMPACT** Yes

Funding Source: Auxiliary Funds

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$750,858

**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  
February 22, 2022

**AGENDA ITEM:**

Budget Increase and Contract Approval for the Fire Sprinklers & Stage Clouds, Neel Auditorium

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Willis Smith to provide and install the Fire Sprinklers & Stage Clouds at Neel Auditorium including an increase in the Project Budget.**

**STAFF ANALYSIS:**

The entire Building 11 including the Neel Auditorium currently has an advanced fire detection system. The fire detection system ensures that building occupants are vacated well in advance of any fire hazards. To compliment the Fire Detection System and as part of the Studio for the Performing Arts Project Development, SCF and the Fire Marshal agreed to install Fire Sprinklers in the East side of the Neel building. Upon, engineering analysis, the fire sprinkler installation will occur in two phases. Phase 1 will encompass all exit corridors and adjacent areas. Phase 2 will install Fire Sprinklers within the seating area of the auditorium. Phase 2 will occur at some point in the future when the entire auditorium HVAC and ceiling infrastructure is removed and reinstalled. A performance-based engineering analysis was performed and approved by the Fire Marshal. The analysis determined fire sprinklers installed in the current auditorium configuration would be ineffective.

The Board approved the use of Construction Management as the project delivery method. Design was completed and bid documents prepared. Through the Consultant Competitive Negotiation Act process, Willis Smith Construction was selected for Construction Management Continuing Contract. Willis Smith Construction advertised and obtained competitive bids per Florida Statute. The cost of the Phase 1 construction, totaling \$1,171,883 including general conditions, subcontractor costs, overhead and profit has been evaluated by SCF College Staff and is found to be fair and reasonable. Therefore, requesting Board approval to contract with Willis Smith Construction for \$1,171,883.

The Board previously approved this project as the Neel Auditorium Upgrades for \$1,194,100. The scope includes the Fire Sprinklers, Stage Cloud Replacement, Stage Lift Replacement and Stage Restroom Remodel. The first two items are addressed in this Board Memo. The Stage Lift and Stage Restrooms will be implemented next year, and the contract will be brought to the Board for approval at a future date. The Fire Sprinklers and Stage Cloud construction budget is \$444,562. Based on Willis Smith's GMP, requesting Board approval to increase the budget by \$727,322 utilizing Fund Balance. There is adequate Fund Balance to cover the increase.

**FISCAL IMPACT**     Yes



Funding Source: CIF, Fund Balance

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$1,171,883

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

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

