



STATE COLLEGE OF FLORIDASM
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.

<p>AGENDA</p> <p>The District Board of Trustees</p> <p>State College of Florida, Manatee - Sarasota</p> <p>Regular Meeting</p> <p>Board Room 7/160 SCF Bradenton</p> <p>AND Virtual Meeting via TEAMS</p> <p>June 28, 2022 5:30 pm</p>

- 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. Mission Moment: 26 West - Dr. Todd Fritch**
- 6. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of May 24, 2022 BOT Meeting - Page 5
Exhibit B:	Amended Summer 2022 Lifelong Learning & Workforce Development Schedule - Page 7
Exhibit C:	HR Personnel Actions Report May 2022 - Page 12
Exhibit D:	Manatee County 2022-23 Early College Articulation Agreement - Page 14
Exhibit E:	Sarasota County 2022-23 Early College Articulation Agreement - Page 52
Exhibit F:	Charlotte County 2022-23 Early College Articulation Agreement - Page 86
Exhibit G:	Annual SCFCS Salary Allocation Framework - Page 121
Exhibit H:	Annual SCFCS Mental Health Services Plan - Page 124
Exhibit I:	Perkins CTE 2022-23 Grant No. 22-03 - Page 131
Exhibit J:	College Reach Out Program Grant No. 22-04 - Page 133

7. Approval of Financial Consent Agenda Items (“Consent Agenda B”)

Exhibit K:	Monthly Financial Report April 2022 - Page 135
Exhibit L:	Budget Amendment FY 2021-22 April 2022 #39-43 - Page 140
Exhibit M:	SCFCS Financial Report(s) April 2022 - Page 145
Exhibit N:	Acceptance of Gifts and Grants April 2022 - Page 147
Exhibit O:	Property Disposals - Page 148
Exhibit P:	3H Custodial 2022-25 Contract - Page 150
Exhibit Q:	Compass Group Food Service 2022-25 Contract - Page 166

8. Facilities Project List (Informational Only)

Exhibit R: Project List - Page 226

9. Facilities: Construction Projects & Updates - Chris Wellman

Exhibit S: Capital Improvement Program FY 2023-24 through FY 2027-28 (revised sheet) - Page 227

Exhibit T: FCS Deferred Building Maintenance Project List - Page 230

10. FY 2022-2023 Operating Budget - Julie Jakway

Exhibit U: Fee Schedule - Page 231

Tracked Changes - Page 232

Exhibit Clean Copy - Page 236

Exhibit V: Salary Schedule - Page 240

Tracked Changes - Page 241

Clean Copy - Page 267

Exhibit W: Budget - Page 290

11. Old Business

12. New Business

- Summer Schedule

13. Board Comments/Updates & Adjournment

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

Date: May 24, 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 May 24, 2022, at SCF Bradenton and virtually via TEAMs.

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

Faculty members: Bill Culver, Philip Travis, Matt Thomas, and Claire Geiger made public comment regarding faculty compensation and succession planning.

4. President's Report

Dr. Probstfeld referred members of the Board to her May report.

5. Mission Moment - SCF's Proposed FCS Distribution Model - Dr. Probstfeld & Dr. Hale

Dr. Probstfeld along with Dr. Hale presented their proposed FCS distribution model.

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

Exhibit A:	Minutes of April 26, 2022, BOT Meeting - Page 5
Exhibit B:	Minutes of April 12, 2022, TSI Advisory Committee Meeting - Page 7
Exhibit C:	Amended Summer 2022 Lifelong Learning & Workforce Development Schedule - Page 9
Exhibit D:	HR Personnel Actions Report April 2022 - Page 13
Exhibit E:	Annual SCF & Suncoast Technical College Articulation Agreement - Page 14
Exhibit F:	Annual SCFCS Bradenton & Venice Financial Audit Engagement Letters - Page 17
Exhibit G:	SCF Cyber/IT Pathway Grant No. 22-02 - Page 38

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

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

Exhibit H:	Monthly Financial Report March 2022 - Page 40
Exhibit I:	Budget Amendment FY 2021-22 March 2022 #34-38 - Page 45
Exhibit J:	SCFCS Financial Report(s) March 2022 - Page 50
Exhibit K:	Acceptance of Gifts and Grants March 2022 ⁵ - Page 52

Exhibit L:	Property Disposals - Page 53
Exhibit M:	Write Offs - Page 58

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

8. Facilities Project List (Informational Only) - Julie Jakway

Exhibit N: Project List - Page 116

There were no questions concerning the projects report.

9. Facilities: Annual Capital Improvement Plan - Chris Wellman

Exhibit O: FY 2023-24 through 2027-28 Capital Improvement Plan (CIP) - Page 72

Mr. Wellman presented the 2023/24 - 2027/28 CIP to the Trustees.

After due discussion and consideration, Mr. Goodson motioned to approve the CIP, Mr. Fuller seconded, and the Board unanimously approved.

10. FY 2022-2023 Draft Budget Preview - Julie Jakway

Ms. Jakway shared highlights of the FY 2022-2023 Proposed Budget with the Board. The budget is scheduled for Board approval at the June meeting.

11. President's Annual Evaluation - Board Chair, Tracy Knight

Ms. Knight provided a recap of the 2021-2022 General Performance of Dr. Probstfeld as President.

Board Members rated Dr. Probstfeld as outstanding and highly skilled in all seven categories.

12. Old Business

none

13. New Business

none

14. Board Comments/Updates & Adjournment

Mr. Fuller provided a SCFF update and thanked all that participated in the 24-hour Giving Challenge

Mr. DiMaio recognized Dr. Hale for the excellent job on the Distribution Model

Mr. Goodson expressed a desire for a budget workshop

Ms. Knight agreed that a budget workshop was a good idea

Ms. Collins thanked the faculty that made public comment for being polite and professional

Dr. Probstfeld thanked the members of the Board for their support and confidence

The meeting adjourned at 6:45 p.m.

Chair, Board of Trustees

Carol Probstfeld, Secretary, Board of Trustees

AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2022

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
14288	Leadership Boot Camp	7/29/22	7/29/22	\$199.00	Zoom	Van Dyke
14345	Digital Foundations for the Modern Workforce - Women in Tech Series	7/12/22	7/28/22	\$50.00	SCF Bradenton (26 West Center)	Link
14386	Python Bridge Method with PCEP Industry Certification	7/4/22	7/8/22	\$800.00	SCF Bradenton (26 West Center)	TBD
14387	Python CROP with PCEP Industry Certification	7/11/22	7/15/22	\$800.00	SCF Bradenton (26 West Center)	TBD
14388	Python Coding Essentials with PCAP Industry Certification	7/18/22	7/22/22	\$800.00	SCF Bradenton (26 West Center)	TBD
14397	SCF Coding Academy - Drone Safety	5/9/22	6/17/22	\$499.00	SCF Bradenton (26 West Center)	TBD
14398	SCF Coding Academy - Drone Safety	8/1/22	9/9/22	\$499.00	SCF Bradenton (26 West Center)	TBD
14440	How to Create an Impressive Personal Brand and Grow Your Connections on LinkedIn	7/19/22	7/19/22	\$79.00	SCF Bradenton (26 West Center)	TBD
14441	Create a Website to Power Your Personal Brand and Business	7/26/22	7/26/22	\$79.00	SCF Bradenton (26 West Center)	TBD
14442	Gain a Following by Telling Stories on Instagram	8/2/22	8/2/22	\$79.00	SCF Bradenton (26 West Center)	TBD
14448	01 Creating Your Online Personal Brand	7/19/22	8/2/22	\$199.00	SCF Bradenton (26 West Center)	TBD
14498	SLP Roundtable	5/18/22	5/18/22	\$0.00	Zoom	Marco
14500	26 West - Week 1 - Robotics and Engineering Camp - Middle School - 8:00AM-4:00PM	6/13/22	6/17/22	\$299.00	SCF Bradenton (26 West Center)	Link
14501	2022 Elementary STEM Camp - Week 2 - LWR - 8am - 12noon - Goin' Green""	6/13/22	6/17/22	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
14502	2022 Elementary STEM Camp - Week 3 - LWR - 8am - 12noon - Moovin' and Groovin'""	6/20/22	6/24/22	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
14503	WEEK NO CAMP!! - 4th of July Holiday Week! - NO CAMP!!	7/4/22	7/8/22	\$0.00	SCF Lakewood Ranch (CIT)	TBD
14505	2022 Elementary STEM Camp - Week 4 - LWR - 8am - 12noon - Space is the Place""	6/27/22	7/1/22	\$175.00	SCF Lakewood Ranch (CIT)	TBD
14515	English for College and Communication	5/23/22	8/9/22	\$687.50	SCF Lakewood Ranch (CIT)	Carr
14523	(BLS/CPR) Basic Life Support for Health Care Providers	5/13/22	5/13/22	\$60.00	SCF Lakewood Ranch (CIT)	Crea
14524	(BLS/CPR) Basic Life Support for Health Care Providers	5/16/22	5/16/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14525	(BLS/CPR) Basic Life Support for Health Care Providers	5/21/22	5/21/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14526	(BLS/CPR) Basic Life Support for Health Care Providers	6/11/22	6/11/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14527	(BLS/CPR) Basic Life Support for Health Care Providers	6/18/22	6/18/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14528	(BLS/CPR) Basic Life Support for Health Care Providers	6/25/22	6/25/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14529	(BLS/CPR) Basic Life Support for Health Care Providers	6/13/22	6/13/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14530	(BLS/CPR) Basic Life Support for Health Care Providers	6/15/22	6/15/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14531	(BLS/CPR) Basic Life Support for Health Care Providers	6/20/22	6/20/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14532	(BLS/CPR) Basic Life Support for Health Care Providers	6/23/22	6/23/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes

(\$0 denotes paid by corporate.)

AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2022

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
14533	(BLS/CPR) Basic Life Support for Health Care Providers	6/30/22	6/30/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14534	(BLS/CPR) Basic Life Support for Health Care Providers	6/28/22	6/28/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14538	Computer Basics	6/29/22	6/29/22	\$129.00	SCF Venice (Building 400)	Miscik
14539	Excel - Level 1	5/5/22	5/5/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14540	Excel - Level 2	5/19/22	5/19/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14541	Excel - Level 3	6/9/22	6/9/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14542	Excel - Level 4	6/23/22	6/23/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14544	Power Point - Level 2	6/28/22	6/28/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14547	Word - Level 2	6/15/22	6/15/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14549	In Person Real Estate Sales Associate Pre-Licensing	8/29/22	11/7/22	\$349.00	SCF Lakewood Ranch (CIT)	Repassy
14560	26 West - Week 2 - Drones and Engineering Camp - Middle School - 8:00AM-4:00PM	6/20/22	6/24/22	\$299.00	SCF Bradenton (26 West Center)	Link
14561	26 West - Week 3 - All Girls Camp Manufacturing and Design Camp - 5th-9th Grade Girls - 8:00AM-4:00PM	6/27/22	7/1/22	\$299.00	SCF Bradenton (26 West Center)	Link
14562	26 West - Week 5 - Emerging Technology Camp - Middle & High School - 8:00AM-4:00PM	7/18/22	7/22/22	\$299.00	SCF Bradenton (26 West Center)	Link
14563	2022 Elementary STEM Camp - Week 1 - LWR - 8am - 12noon - Amazing Race ""	6/6/22	6/10/22	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
14564	2022 Elementary STEM Camp - Week 5 - LWR - 8am - 12noon - Eureka! - Inventors Camp ""	7/11/22	7/15/22	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
14565	2022 Elementary STEM Camp - Week 6 - LWR - 8am - 12noon - Earth, Wind and Fire""	7/18/22	7/22/22	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
14566	26 West - Week 4 - Manufacturing and Engineering Camp - High School - 8:00AM-4:00PM	7/11/22	7/15/22	\$299.00	SCF Bradenton (26 West Center)	Link
14570	Private Investigator 40-Hour Course	5/13/22	5/22/22	\$395.00	SCF Venice (Building 800)	Jones
14576	Enrolled Agent	7/23/22	12/10/22	\$1,149.00		Groff
14578	SLP Roundtable	5/4/22	5/4/22	\$0.00	Zoom	Marco
14579	ELP- Navigating Difficult Conversations	5/5/22	5/5/22	\$0.00	SCF Bradenton (Building 3)	Marco
14580	SLP Behavioral Interviews	5/5/22	5/5/22	\$0.00	SCF Lakewood Ranch (CIT)	Hamilton
14581	SLP-Coaching Session	5/10/22	5/10/22	\$0.00	Zoom	Marco
14582	SLP Advanced Business Writing	5/12/22	5/12/22	\$0.00	SCF Bradenton (Building 3)	Roth
14583	Perspective, Perception and Feedback	5/17/22	5/17/22	\$0.00	SCF Lakewood Ranch (CIT)	Johnson
14584	Interpersonal Skills	5/17/22	5/17/22	\$0.00	SCF Bradenton (Building 3)	Connell
14585	Emotional Intelligence	5/18/22	5/18/22	\$0.00	Zoom	Johnson
14586	Leadership Session 3	5/18/22	5/18/22	\$0.00	Zoom	Marco

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AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2022

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
14587	ELP - Presenting with Confidence	5/19/22	5/19/22	\$0.00	SCF Bradenton (Building 3)	Marco
14588	Leadership May 2022	5/20/22	5/20/22	\$0.00	SCF Bradenton (Building 3)	Roth
14589	SLP-Coaching Session	5/25/22	5/25/22	\$0.00	Zoom	Marco
14590	Follow-up Healthcare Collaborative Leadership	5/20/22	5/20/22	\$0.00	Zoom	Marco
14591	ELP - Problem Solving/Decision Making	5/26/22	5/26/22	\$0.00	SCF Bradenton (Building 3)	Baldwin
14592	SLP-Coaching to Behaviors	5/26/22	5/26/22	\$0.00	SCF Lakewood Ranch (CIT)	Marco
14595	Sales Simplified	8/19/22	8/19/22	\$299.00	Zoom	Van Dyke
14602	Parent Education and Family Stabilization	5/3/22	5/3/22	\$55.00	Zoom	Bates-Buchanan
14603	Parent Education and Family Stabilization	5/18/22	5/18/22	\$55.00	Zoom	Doran
14604	Community Emergency Response Team (CERT) Basic Training	6/6/22	6/18/22	\$0.00	SCF Lakewood Ranch (MTSC)	Garcia
14605	Children & Divorce	6/7/22	6/7/22	\$55.00	Zoom	Bates-Buchanan
14606	Children & Divorce	6/16/22	6/16/22	\$55.00	Zoom	Doran
14608	Children & Divorce	7/7/22	7/7/22	\$55.00	Zoom	Bates-Buchanan
14609	Children & Divorce	7/19/22	7/19/22	\$55.00	Zoom	Doran
14610	Children & Divorce	8/9/22	8/9/22	\$55.00	Zoom	Bates-Buchanan
14611	Children & Divorce	8/31/22	8/31/22	\$55.00	Zoom	Bates-Buchanan
14612	Parent Education and Family Stabilization (Spanish)	5/21/22	5/21/22	\$55.00	SCF Lakewood Ranch (CIT)	Straight
14613	Children & Divorce (Spanish)	6/18/22	6/18/22	\$55.00	SCF Bradenton (Building 18)	Straight
14614	Children & Divorce (Spanish)	7/16/22	7/16/22	\$55.00	SCF Lakewood Ranch (CIT)	Straight
14615	Children & Divorce (Spanish)	8/13/22	8/13/22	\$55.00	SCF Bradenton (Building 18)	Straight
14617	Children & Divorce	6/25/22	6/25/22	\$55.00	SCF Lakewood Ranch (CIT)	Doran
14618	Children & Divorce	7/30/22	7/30/22	\$55.00	SCF Bradenton (Building 18)	Doran
14619	Children & Divorce	8/20/22	8/20/22	\$55.00	SCF Lakewood Ranch (CIT)	Doran
14623	Acting I	5/10/22	6/23/22	\$50.00	SCF Bradenton (Building 11)	Schlachter
14624	ELP- Advanced Business Writing	6/2/22	6/2/22	\$0.00	SCF Bradenton (Building 3)	Roth
14625	CNA	6/7/22	7/28/22	\$0.00		Sawmelle
14626	SLP- Creating a WOW Team Culture	6/9/22	6/9/22	\$0.00	SCF Bradenton (Building 3)	Marco
14627	Leadership June 2022	6/10/22	6/10/22	\$0.00	SCF Bradenton (26 West Center)	Roth
14628	State Childcare Testing	6/11/22	6/11/22	\$0.00	SCF Lakewood Ranch (CIT)	*
14629	Public Speaking will not Kill You	6/15/22	6/15/22	\$0.00	SCF Bradenton (Building 3)	Williams
14630	Leadership Session Session 4	6/15/22	6/15/22	\$0.00	Zoom	Marco
14631	Creating a Culture of Accountability	6/21/22	6/21/22	\$0.00	SCF Lakewood Ranch (MTSC)	Johnson
14632	ELP - Planning and Organizing	6/23/22	6/23/22	\$0.00	SCF Bradenton (Building 3)	Baldwin

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AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2022

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
14638	BOOTCAMP: March Cohort Software Engineering Payment - Payment Plan	5/7/22	5/31/22	\$1,280.00	SCF Bradenton (26 West Center)	Taylor
14641	Social Security 101	6/7/22	6/7/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
14643	Excel - Level 1	7/12/22	7/12/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14644	Outlook	7/14/22	7/14/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14645	Power Point - Level 1	7/19/22	7/19/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14646	Excel - Level 1	7/20/22	7/20/22	\$129.00	SCF Venice (Building 400)	Devine
14647	Word - Level 1	7/22/22	7/22/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14648	Excel - Level 2	7/26/22	7/26/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14649	Computer Basics	7/28/22	7/28/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14650	Excel - Level 2	8/3/22	8/3/22	\$129.00	SCF Venice (Building 400)	Devine
14651	Excel - Level 3	8/9/22	8/9/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14652	Computer Basics	8/13/22	8/13/22	\$129.00	SCF Venice (Building 400)	Miscik
14653	Power Point - Level 2	8/16/22	8/16/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14654	Excel - Level 3	8/17/22	8/17/22	\$129.00	SCF Venice (Building 800)	Devine
14655	Word - Level 2	8/19/22	8/19/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14656	Excel - Level 4	8/23/22	8/23/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14657	Excel - Level 4	8/31/22	8/31/22	\$129.00	SCF Venice (Building 800)	Devine
14658	Outlook	8/26/22	8/26/22	\$129.00	SCF Venice (Building 400)	Devine
14659	Computer Basics	8/30/22	8/30/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14660	Cyber Security: BOOTCAMP Monthly Payment 4	5/2/22	6/6/22	\$667.00	SCF Bradenton (26 West Center)	Green
14663	Parent Education and Family Stabilization	5/19/22	5/19/22	\$55.00	SCF Lakewood Ranch (CIT)	Doran
14667	Social Security 101	8/9/22	8/9/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
14668	Social Security 101	8/11/22	8/11/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
14669	Social Security 101	6/9/22	6/9/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
14670	Social Security 101	7/12/22	7/12/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
14671	Social Security 101	7/14/22	7/14/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
14672	Language Verification - Spanish	5/19/22	5/19/22	\$0.00	Off-site Sarasota (contract training)	Straight
14673	Voice and Diction	8/16/22	12/1/22	\$50.00	SCF Bradenton (Building 11)	Schlachter
14674	Acting I	8/16/22	12/1/22	\$50.00	SCF Bradenton (Building 11)	Schlachter
14675	SCF Coaching May 2022	5/20/22	5/20/22	\$0.00	SCF Bradenton (Building 3)	Roth
14677	General Knowledge Test - Math Prep Workshop	6/14/22	6/23/22	\$119.00	SCF Lakewood Ranch (CIT)	Peltier
14678	(BLS/CPR) Basic Life Support for Health Care Providers	7/30/22	7/30/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
14679	(BLS/CPR) Basic Life Support for Health Care Providers	8/5/22	8/5/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes

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AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2022

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
14680	(BLS/CPR) Basic Life Support for Health Care Providers	8/11/22	8/11/22	\$60.00	SCF Lakewood Ranch (CIT)	Crea
14681	01 Entrepreneurship Essentials	6/28/22	7/26/22	\$199.00	SCF Bradenton (26 West Center)	Seither
14682	Creating Entrepreneurial Opportunity - Entrepreneurship Essentials Week 1	6/28/22	6/28/22	\$50.00	SCF Bradenton (26 West Center)	Seither
14683	Customer Discovery & Design Thinking - Entrepreneurship Essentials Week 2	7/5/22	7/5/22	\$50.00	SCF Bradenton (26 West Center)	Seither
14684	Legal Considerations for Entrepreneurs - Entrepreneurship Essentials Week 3	7/12/22	7/12/22	\$50.00	SCF Bradenton (26 West Center)	Seither
14685	Business Planning - Entrepreneurship Essentials Week 4	7/19/22	7/19/22	\$50.00	SCF Bradenton (26 West Center)	Seither
14686	Building the Team - Entrepreneurship Essentials Week 5	7/26/22	7/26/22	\$50.00	SCF Bradenton (26 West Center)	Seither
14687	Membership - Entrepreneurship Academy	6/1/22	6/30/22	\$99.00	SCF Bradenton (26 West Center)	Seither
14690	Leading a Hybrid Workforce (The Road to Effective Leadership in the New Normal)	7/22/22	7/22/22	\$299.00	Zoom	Van Dyke
14691	Business Etiquette	7/13/22	7/13/22	\$0.00	Zoom	Baldwin
14692	State Childcare Testing	7/16/22	7/16/22	\$0.00	SCF Lakewood Ranch (CIT)	*
14693	Priority and Time Management	7/19/22	7/19/22	\$0.00	Zoom	Roth
14694	Leadership Session Session 5	7/20/22	7/20/22	\$0.00	Zoom	Marco
14695	Your Emotional Impact	7/27/22	7/27/22	\$0.00	SCF Lakewood Ranch (CIT)	Johnson
14696	Dealing with Difficult Situations Through Generations	7/27/22	7/27/22	\$0.00	SCF Lakewood Ranch (CIT)	Roth
14697	Recapturing Your Joy	7/27/22	7/27/22	\$0.00	SCF Lakewood Ranch (CIT)	Johnson
14698	Meeting Facilitation	7/27/22	7/27/22	\$0.00	SCF Lakewood Ranch (CIT)	*
14699	Meeting Facilitation	8/1/22	8/2/22	\$0.00	SCF Lakewood Ranch (CIT)	*
14700	Facilitated Discussion	8/8/22	8/8/22	\$0.00	SCF Lakewood Ranch (CIT)	Johnson
14701	Interpersonal Skills	8/10/22	8/10/22	\$0.00	SCF Bradenton (Building 3)	Hamilton
14702	Leadership Session Session 5	8/10/22	8/10/22	\$0.00	Zoom	Marco
14703	Email Writing	8/16/22	8/16/22	\$0.00	Zoom	Roth
14704	Teamwork and Team Building	8/25/22	8/25/22	\$0.00	SCF Bradenton (Building 3)	Roth
14708	SCF Coaching June 2022	6/10/22	6/10/22	\$0.00	Zoom	Roth

(\$0 denotes paid by corporate.)

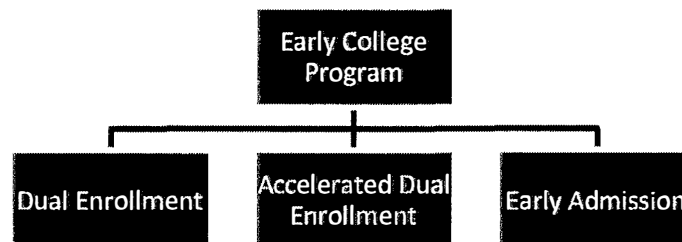
Human Resources Office Personnel Actions Board Exhibits: May 2022

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<u>Appointments</u>					
Yi Liu	5/9/2022	Career	Supplemental Instruction Specialist	Tutoring and Academic Success Center	Bradenton
Cameron Catalani	5/9/2022	Career	Assistant, Library (PT)	Library	Bradenton
Shaun Landry	5/23/2022	Career	Staff Assistant III - Student Life	Athletics and Student Activities	Bradenton
Lisa Copenhaver	5/23/2022	Career	Staff Assistant III	Athletics and Student Activities	Bradenton
Whitley Bolden	5/23/2022	Career	Staff Assistant II	Nursing	Lakewood Ranch
<u>Changes</u>					
Thomas Kirrane	5/9/2022	Career	Assistant, Office of the Registrar	Office of the Registrar	Bradenton
Alissa Kashdin	5/23/2022	Career	Financial Aid Officer, Student Employment	Financial Aid	Bradenton
		Career	Staff Assistant III	Disability Resource Center	Bradenton
		Career	Specialist, Technology Access	Disability Resource Center	Bradenton
<u>Separations</u>					
Justice Boateng	5/6/2022	Faculty	Instructor	Mathematics	Bradenton
Joseph DiMartino	5/6/2022	Faculty	Assistant Professor, Economics	Business	Bradenton
Christine Haywood	5/6/2022	Professional	Manager, Marketing	Communications and Marketing	Bradenton
Cristen Curley-Edwards	5/6/2022	Faculty	Instructor	Collegiate School	Bradenton
Natalie Boulanger	5/6/2022	Professional	Librarian, Reference and Instruction	Library	Bradenton
Crystal Genser	5/6/2022	Faculty	ASNBSN Instructor	Nursing	Venice
John Flanzer	5/6/2022	Faculty	Lecturer	Natural Sciences	Bradenton
Michelle Morgan	5/20/2022	Professional	Coordinator, Degree Audit and Graduation	Office of the Registrar	Bradenton
Elaine Castro	5/26/2022	Career	Accounting Clerk III	Cashiering and Fee Payment	Venice
Jessica Grubbs	5/27/2022	Career	Assistant, Laboratory	Natural Sciences	Bradenton
Kristen Goulet	5/27/2022	Faculty	Instructor	Collegiate School	Bradenton
<u>Retirements</u>					
Linda Foxwell	5/6/2022	Faculty	Dental Hygiene Clinic Manager	Dental Hygiene	Bradenton
<u>Deceased</u>					
Jeremy Moran	5/9/2022	Administrator	Director, Data Analytics	Information Technology Services	Bradenton
<u>Faculty Promotions</u>					
Frances Auld	8/11/2022	Faculty	Associate Professor	Language and Literature	Venice
Donald Bryn	8/11/2022	Faculty	Professor	Language and Literature	Venice
		Faculty	Instructor	Music	Bradenton
Eric Cintron	8/11/2022	Faculty	Assistant Professor	Music	Bradenton
		Faculty	Assistant Professor	Language and Literature	Bradenton
William Culver	8/11/2022	Faculty	Associate Professor	Language and Literature	Bradenton
		Faculty	Associate Professor	Business and Technology	Bradenton
Kim Ghiselin	8/11/2022	Faculty	Associate Professor	Business and Technology	Bradenton
		Faculty	Associate Professor	Mathematics	Bradenton
Julie Jelinek	8/11/2022	Faculty	Professor	Mathematics	Bradenton
		Faculty	Instructor	Language and Literature	Bradenton
Joshua Schulte	8/11/2022	Faculty	Assistant Professor	Language and Literature	Bradenton
		Faculty	Assistant Professor	Natural Sciences	Bradenton
		Faculty	Associate Professor	Natural Sciences	Bradenton

Human Resources Office Personnel Actions Board Exhibits: May 2022

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Philip Travis	8/1/2022	From Faculty	Associate Professor	Social and Behavioral Sciences	Bradenton
Anna Wasilewska	8/1/2022	To Faculty	Professor	Social and Behavioral Sciences	Bradenton
Rebecca Williams	8/1/2022	From Faculty	Associate Professor	Mathematics	Bradenton
		To Faculty	Professor	Mathematics	Bradenton
		From Faculty	Associate Professor	Mathematics	Bradenton
		To Faculty	Professor	Mathematics	Bradenton
Kristen Zaborski	8/1/2022	From Faculty	Associate Professor	Business and Technology	Venice
		To Faculty	Professor	Business and Technology	Bradenton

EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT



**MANATEE COUNTY SCHOOL BOARD
&
STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA**

2022-2023

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Introduction

The Dual Enrollment Program is authorized under s. 1007.271, Florida Statutes. This program is a cooperative effort between the **Manatee County School Board** and **State College of Florida, Manatee-Sarasota (SCF)**, and is designed to provide accelerated learning mechanisms for qualified high school students on an individual basis. The Florida Legislature has defined a variety of options intended to shorten the time necessary to complete the requirements of a high school diploma, postsecondary certificate or degree and broaden the scope of curricular options available for secondary students.

Through dual enrollment, public secondary students may enroll in postsecondary courses creditable toward high school graduation, a career certificate, and an associate or baccalaureate degree. Dual enrollment students are required to be enrolled on a full-time basis with their high school in a combination of dual enrollment and high school courses (a total of 7 high school credits – 3.5 per semester).

Early College Programs Defined

Dual enrollment (DE)

DE refers to academic or college credit coursework at the postsecondary level that leads to a college credit certificate or degree. Early college dual enrollment is available through community colleges and universities.

Early Admission (EA)

EA a form of dual enrollment through which eligible secondary students enroll, during grade 12, in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

Accelerated Dual Enrollment program (ADE)

ADE is a form of dual enrollment through which eligible high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school and college credits by attending classes at SCF. This program will provide students with the opportunity to simultaneously earn an Associate's in Arts degree.

Career Dual Enrollment (CDE)

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma.

Career Early Admission (CEA)

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

College Enrichment

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses

to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Purpose

The purpose of this Agreement is to define the acceleration opportunities available between Local School Boards and State College of Florida, Manatee-Sarasota (SCF) and to specify the details of the day-to-day operations of College Dual Enrollment (DE), Early Admission (EA), and Accelerated Dual Enrollment program (ADE).

Through this formal inter-institutional agreement, the school district accepts college-level courses that fulfill high school graduation requirements. After high school graduation, these credits can also be used for degree and certificate programs at SCF and other regionally accredited colleges universities, and technical education centers.

Most costs associated with tuition and fees for DE, EA, and ADE courses are waived. Students enrolled in these programs can also participate in both the academic and extracurricular student functions of the college and have full library privileges.

The district encourages students to seek opportunities for academic advancement, and upon completion of DE, EA, and ADE courses, the students can submit transcripts from SCF that may be used for other college admissions.

Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction. Additional requirements included in the agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses or limit the number of dual enrollment courses in which a student may enroll based solely upon enrollment by the student at an independent postsecondary institution. §1007.271, Florida Statutes (2020).

In accordance with this statutory language, State College of Florida, and Manatee County schools have carefully considered the admissions criteria which are best suited to ensuring students have the opportunity to be successful in their dual enrollment coursework.

Early College Deadlines

Enrollment deadlines include submission of an Application for Early College, placement testing on an SCF campus, Dual Enrollment Contract, online Orientation, and Registration. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the dual enrollment /early college/accelerated dual enrollment programs.

- Summer and Fall Deadline—May 15th
- Spring Deadline—December 1st

Deadlines for each term will remain constant as defined above.

No exceptions will be made after these published deadlines.

Eligibility, Responsibilities, and Impact

Dual Enrollment

Students enrolled in county district schools, including charter schools, may enroll in DE coursework on an SCF campus, while also taking at least one course on their high school campus. This coursework may not exceed 11 credit hours per semester.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admissions Accelerated Programs. The student has maintained a college term GPA of at least 2.0.
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

Student Enrollment Responsibilities

The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college enrichment/non-degree program will need to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student may schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
2. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and taking the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

Early Admission

Students enrolled in Grade 12 in County district schools, including charter schools, may enroll in DE coursework on an SCF campus, and must enroll in at least 12 credits, but may not exceed 15 credit hours per term. If a student does not maintain their credit load, they need communicate with their counselor regarding a return to the high school for enrollment in additional courses.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted). The student has maintained a college term GPA of at least 2.0.
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college

enrichment/non-degree program will need to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
2. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy

Accelerated Dual Enrollment

Accelerated Dual Enrollment is a form of dual enrollment through which eligible public high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school graduation requirements and college AA degree by attending classes, and receiving guidance related to college course work, at the State College of Florida.

Initial Eligibility

1. The student is entering 11th grade and has completed coursework which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher).
2. The student has a minimum unweighted 3.3 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT (reading, writing, and math) by the published deadlines (Appendix A) in mathematics, reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student must have completed the following high school courses:
 - a. English I-or equivalent.
 - b. English II-or equivalent.
 - c. Algebra I and passed Algebra I end of course exam, earned a concordant SAT/ACT or PERT score, or met this requirement to the satisfaction of the high school through a waiver.
 - d. Geometry
 - e. Passed Grade 10 English Language Assessment or ACT/SAT with concordant score or has met this requirement to the satisfaction of the high school through a waiver, or other concordant score.
6. The student has satisfied the course prerequisites as required by the current SCF catalog.
7. The student must register for at least 12 college credits and should register for 15 college credits each full-term semester in order to remain on track to receive an Associate in Arts Degree.
8. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted).
2. The student has maintained a college term GPA of at least 2.0.
3. The student must obtain permission of the high school counselor in order to repeat a course for grade forgiveness (in which a D, W or F was earned). This coursework at SCF is considered College Enrichment, not Dual Enrollment. This course repeat will be at the student's expense for tuition and books and other associated fees.

Academic Impact

The Accelerated Dual Enrollment (ADE) student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. The Accelerated Dual Enrollment (ADE) students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.

4. Provide information regarding policies and procedures for one time use online access and picking up and returning required DE textbooks.

Career Dual Enrollment

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, Florida Statutes, which count as credits toward the high school diploma. This will not be accepted as a route to the Associate in Arts Degree.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal, and their parent or legal guardian.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The Career Dual Enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Career Early Admissions

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A). Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The career early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of

testing. The student schedule testing using this link:

<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the approval of the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

College Enrichment

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Academic Impact

Credits earned may be applicable to an associate degree, but will not be creditable towards a high school diploma with an exception of a grade forgiveness (retake of a SCF course) in which the student received a D or F. Please see your high school counselor.

Costs

Tuition

For students enrolled in Early Admissions/DE Programs, School District shall pay per hour tuition at the standard tuition rate of \$71.98 per credit hour from funds provided in the Florida Education Finance Program to SCF when such instruction takes place on the SCF campus or online (E-Campus).

SCF will invoice the School District for the Fall and Spring terms (final settlement within thirty (30) days of receipt). SCF shall provide the School District records adequate to reconcile costs, including student name, hours attended, courses taken, and fees to be assessed. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog.

As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional costs/tuition.

Note. College Enrichment is not included in DE, thus the student is responsible for all tuition, fees, and textbook expenses.

Textbooks

1. Instructional materials dollars can only be used to pay for the “Required” or “Alternate” not “Optional” texts. The purchase of lab supplies (protective equipment) and/or hardware (graphing calculators) are the responsibility of the students.
2. The School Board will be responsible to SCF for the purchase/rental and replacement costs for all instructional materials obtained through SCF for the Fall and Spring Terms. **As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional materials.**
3. The student is responsible to follow all procedures outlined by the County relative to acquisition and return of textbooks.
4. The SCF Store will charge retail price for required textbooks provided for all dual enrollment students. Purchases solely from the SCF Store are not required. Charges for any one-time use access codes are the responsibility of the school district.

Special Notes and Requirements

General Notes

- 1) Dual Enrollment students are permitted to take courses on all SCF campus, which includes online, blended, and lecture courses.
- 2) Students are required to take full term (16 week) courses only during Fall and Spring semesters. **Students interested in Summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.**
- 3) Dual Enrollment Students are allowed one attempt per course as a part of dual enrollment. Any courses a student wishes to repeat must be taken as a part of the College Enrichment Program

by applying to SCF as a non-degree seeking student as described above. (A grade of W is considered an attempt).

- 4) Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a “W” on their transcript. Fees will still be charged to the district.
- 5) Students who earn a W, D, or F will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the school district representative, and the college representative.
- 6) Students who withdraw or who are withdrawn from SCF must notify the high school counselor immediately.
- 7) Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during the Spring and Fall semesters. Summer dual enrollment will be allowed contingent upon available funding from the state. **Any courses registered for by a student outside of the parameters described in this agreement shall not be considered dual enrollment.**
- 8) Students may **not** be classified as both Dual Enrollment and College Enrichment in the same semester.
- 9) Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:
 - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses and the high school credit awarded for those courses. This listing is updated annually on www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf (Appendix B).
 - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
 - c. Upper-level baccalaureate courses will not be available as part of SCF’s early college programs.
 - d. Certain nursing and health science courses are not available as part of limited access programs. These courses will be clarified by the appropriate Administrator when necessary.
 - e. Courses eligible for Dual Enrollment must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.
- 10) Courses must be worth 3 or more college credits in order to earn high school credit.

Student Information

Campus Resources

Early College students are entitled and encouraged to use SCF resources including libraries, academic resource center, computer labs, and tutorial labs.

Parking Decals

Dual Enrollment and Early Admissions 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. Any fees accrued on campus due to parking violations are the responsibility of the student.

SCF Student I.D.

All Early College students may obtain a free 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.

SCF Policies

Academic Policies

College-Level Course Expectations

The student will receive a syllabus from the instructor during the first week of class outlining college-level course expectations. This syllabus is to be shared by the student with their parents, as a reference to the expectations of each course.

Students Requesting Accommodation for a Documented Disability

SCF provides reasonable academic accommodations to qualified DE students with disabilities enrolled in dual enrollment courses on SCF and SCF e-Campuses. The SCF Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors. Students must take an active role in the accommodation process and are responsible for requesting accommodations each semester.

Repeat Policy

SCF will not waive the tuition for a second attempt on a dual enrollment course. Students wishing to repeat a course are required to pay all tuition and fees associated with the second attempt as well as meet all residency requirements and published deadlines as part of the college enrichment program. Participating students will be eligible for SCF's grade forgiveness policy (see SCF catalog for grade forgiveness policy).

Withdrawal Policy

A student may withdraw from any/all coursework without the academic penalty of an "F" grade by the withdrawal deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar. SCF encourages students to discuss withdrawal with the instructor or SCF Success Coach and the high school counselor prior to withdrawing.

It is the responsibility of the student to initiate the withdrawal procedure. Prior to withdrawing from a dual enrollment course, the student must speak with his/her school counselor. For students taking DE courses on an SCF campus or online, they would log into their MySCF Portal and withdraw online. Failure to follow this procedure could result in a grade of "F" being recorded for the student and "F" calculated in the grade point average [GPA]. Students seeking a full withdrawal must complete a hard copy withdrawal form with the Office of the Registrar.

Withdrawals occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student's control. All such requests must be made directly to the Associate Provost for Faculty and Academic Affairs, who has the final approval/disapproval authority. In such approved cases, the "F" would be changed to a "W" grade, with no GPA consequences.

Grading Policy

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts 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 Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs.

Transcripts

SCF does not send grade reports to students. **Students are responsible for submitting their official transcripts each semester to their high schools.**

- Final grades for high school credit will be awarded on high school academic transcripts.
- Students must request a transcript from SCF to be sent to their high school registrar for posting on the high school transcript. A fee is charged for the transcript.

<https://scf.edu/StudentServices/Registrar/OfficialTranscripts.asp>

SCF will send a copy of each student's grades to the high school following each semester, per statute these are the grades that must appear in the student's high school transcript.

Student Services Policies

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 and County School Board Policies.

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 divergent viewpoints and the ability to think critically on controversial issues.

Impact on Future College/University Admissions and Scholarships

Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

Attendance Policy

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. There is a general attendance policy available in the SCF Catalog; however, each instructor will communicate a specific attendance policy that notes consequences in their syllabus (deduction of points for late arrival, early departure, or complete absence.)

Academic Misconduct

Should any instance of academic misconduct arise, the instructor will confer with the Department Chair on the proper manner in which to proceed. Additional information on the

student code of conduct can be found in the current SCF Catalog.
<https://catalog.scf.edu/content.php?catoid=11&navoid=796> and the Student Handbook/Planner.

Statement of Plagiarism Policy

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Administrative Policies and Procedures

Career Pathways Articulation

Career Pathways is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Career Pathways Consortium consists of State College of Florida Manatee- Sarasota, Manatee County Schools, and Manatee County Schools. This organization is supported by the Carl D. Perkins Grant to carry on activities including yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the transfer of credits from secondary to postsecondary Career and Technical Programs.

Students who complete a secondary Career Pathway and meet the eligibility requirements have the opportunity to receive college or technical school credit. The students must choose to continue in the same area of study at the postsecondary level in order to receive credit through articulation agreements with partner postsecondary schools. All Career Pathways are based on the course progression identified by the Florida Department of Education; the articulation agreements support more than 150 programs of study in the consortium.

Assurance of High School Credit

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credit will be noted on the high school transcript as well as the official SCF transcript.

Procedure to Inform Students and Parents

The County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Early College programs. In a cooperative effort, SCF Outreach and Early College staff will be available to assist in providing information and answering specific questions. All requirements, deadlines, and other information pertaining to the dual enrollment program have been made available on SCF's website at: <https://www.scf.edu/StudentServices/Registrar/EarlyCollege/default.asp>

Exercise of Options to Participate

Students and their parents may exercise their option to participate in dual enrollment by choosing from among any of the above programs for which the student meets the eligibility requirements.

Excess Hours and Acceleration Mechanisms

All twelve (12) of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment or College Level Examination Programs, that do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.

Relationship of Responsibilities

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between the County School Board and SCF. Students must adhere to registration, attendance, and withdraw policies as determined by County School Board and State College of Florida, Manatee-Sarasota.

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

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.

APPENDIX A

Early College Qualifying Test Scores

College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

SAT scores: 24+

College Level Math

ACT: 20+

PERT: 123+

SAT scores: 27-28.5+

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

College Level Reading

Required for all courses excluding Math

ACT: 19+

PERT: 106+

SAT scores: 24+

It is preferred that students meet criteria in all 3 assessment categories. For courses other than math, students must meet criteria in both College Level English and College Level Reading.

SCF Placement Test Retake Policy

Dual Enrollment students may take the SCF Placement Test only one time per semester not to exceed a maximum of two attempts per academic year including summer semester. This includes testing administered at SCF and on the high school campus.

SEMESTER ENROLLMENT ELIGIBILITY		
Fall Semester Testing	Spring Semester Testing	Summer Semester Testing
Enrollment <i>following Spring semester</i>	Enrollment <i>following Fall semester</i>	Enrollment <i>following Spring semester</i>

SCF Test Score Acceptance Policy

SCF accepts SAT, ACT and PERT test scores for early college program eligibility. Test score reports must have the student's full name (first and last), test date, and test score results in order to be accepted. Test score reports received by SCF directly from the testing agency. SCF school codes are:

ACT--0741

SAT—5427

APPENDIX B

Dual Enrollment 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/core/fileparse.php/5421/urlt/0078394-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, either as an elective or subject area credit as designated in the local inter-institutional articulation.

Calculating Course Credit Equivalency for Dual Credit

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.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf.

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.

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.

Gold Seal Eligibility

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

This articulation agreement between the SCF and the County School Board provides for eligibility of DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward for Bright Futures eligibility may be accessed at:
https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx

APPENDIX C

State College of Florida Collegiate School

SCF Collegiate Schools (SCFCS) are tuition-free charter schools on the SCF Bradenton and SCF Venice campuses that serves students in grade 6-12, and 9-12 respectively. Upon the student's junior year, SCFCS students dual enroll with the opportunity to earn an Associate in Arts degree upon their high school graduation. The intention of SCFCS is to offer a full-time dual enrollment program where students are supported, coached, and mentored by their school counselor and their college advisor to help students' success. This program's policies are outlined by SCF Collegiate School's Principals of Participation.

- Tenth grade SCF Collegiate School students must meet dual enrollment criteria before being admitted into the ACP in 11th grade. SCF Collegiate School will also accept additional applicants through a random drawing process, but these prospective students must qualify for dual enrollment before they are allowed to be placed into the drawing.
- Students in their junior and senior years are full-time dual enrolled on the college campus, with the option to take summer courses after their junior year.
- SCF Collegiate School is a high achieving charter and will replicate the high school on the SCF Venice campus in fall 2019, beginning with students their junior year.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND
MANATEE COUNTY SCHOOL BOARD
ARTICULATION AGREEMENT
2022- 2023**

The purpose of this agreement is to define the acceleration mechanisms available between Manatee County School Board 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 provision of 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. An executed and signed letter of intent will constitute annual renewal.

E-VERIFY # 1401210

MANATEE COUNTY SCHOOL BOARD APPROVAL:

Rev. J. D. Bell

Chairman
Manatee County School Board

4/29/2022

Date

[Signature]
(Apr 30 2022 10:17 EDT)

Superintendent
Manatee County School Board

Date

Mitchell Teitelbaum

Legal Counsel
Manatee County School Board

4/28/22

Date

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:

President
State College of Florida, Manatee-Sarasota

Date

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

Date

School District of Manatee County and State College of Florida
2022-2023 Inter-institutional Articulation Agreement (IAA)
Change Summary

State College of Florida developed and provided the School District of Manatee County the 2022-2023 Inter-institutional Articulation Agreement, including any changes per their discretion.

The only policy changes are:

- Requiring dual enrollment student to maintain a college term GPA of at least 2.0 for continuing eligibility. *Page 8/Eligibility, Responsibilities, and Impact*
- Requiring early admission student to maintain a college term GPA of at least 2.0 for continuing eligibility. *Page 10/Eligibility, Responsibilities, and Impact*
- Requiring accelerated dual enrollment student to obtain permission of the high school counselor to repeat a course for grade forgiveness in which a D, W or F was earned. This coursework at SCF is considered College Enrichment, not Dual Enrollment. *Page 12/Eligibility, Responsibilities, and Impact*
- As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional costs/tuition. *Page 20/Costs*
- Students interested in Summer coursework may select 5, 6, 8, 10, or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours. *Page 20/General Notes*
- Students seeking a full withdraw must complete a hard copy withdrawal form with the Office of the Registrar. *Page 23/SCF Policies*

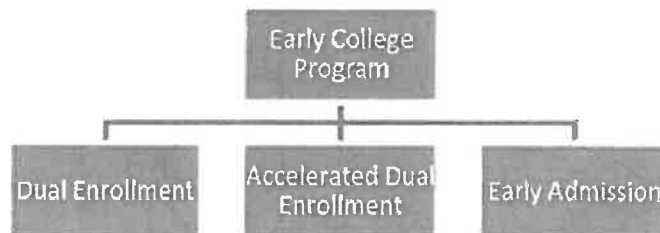
The chart below is a summary of the overall document changes that were made by SCF. These changes include those made for clarity and alignment to statute. Formatting and editorial changes are not included in the summary.

2022-2023 Inter-institutional Articulation Agreement (IAA) Change Summary	Page
<p>Early College Programs Defined (Purpose):</p> <p><u>Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction. Additional requirements included in the agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses or limit the number of dual enrollment courses in which a student may enroll based solely upon enrollment by the student at an independent postsecondary institution. (Florida K-12 Education Code §1007.271, 2020)</u></p> <p><u>In accordance with this statutory language, State College of Florida, and</u></p>	6

<u>Manatee county schools have carefully considered the admissions criteria which are best suited to ensuring students have the opportunity to be successful in their dual enrollment coursework.</u>	
Continuing Eligibility (This appears in both the Dual Enrollment and Early Admissions sections): <u>The student has maintained a college term GPA of at least 2.0</u>	8 and 10
Accelerated Dual Enrollment (Continuing Eligibility): 3. The student must obtain permission of the high school counselor in order to repeat a course for grade forgiveness (in which a D, <u>W</u> , or F was earned). <u>This coursework at SCF is considered College Enrichment, not Dual Enrollment.</u> This course repeat will be at the student's expense for tuition and books and other associated fees.	12
Costs (Tuition): <u>As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional costs/tuition.</u>	20
Costs (Textbooks): <u>2. As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional materials.</u>	20
Special Notes and Requirements (General Notes): 2. Students are required to take full term (16 week) courses during Fall and Spring semesters. <u>Students interested in Summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.</u>	20
Special Notes and Requirements (General Notes): 7. Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during Spring and Fall semesters. <u>Summer dual enrollment will be allowed contingent upon available funding from the state.</u>	21

<u>Any courses registered for by a student outside of the parameters described in this agreement shall not be considered dual enrollment.</u>	
SCF Policies (Withdrawal Policy): <u>Students seeking a full withdraw must complete a hard copy withdrawal form with the Office of the Registrar.</u>	23

EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT



**SARASOTA COUNTY SCHOOL BOARD
&
STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA**

2022-2023

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Introduction

The Dual Enrollment Program is authorized under s. 1007.271, Florida Statutes. This program is a cooperative effort between the Sarasota County School Board and State College of Florida, Sarasota-Sarasota (SCF), and is designed to provide accelerated learning mechanisms for qualified high school students on an individual basis. The Florida Legislature has defined a variety of options intended to shorten the time necessary to complete the requirements of a high school diploma, postsecondary certificate or degree and broaden the scope of curricular options available for secondary students.

Through dual enrollment, public secondary students may enroll in postsecondary courses creditable toward high school graduation, a career certificate, and an associate or baccalaureate degree. Dual enrollment students are required to be enrolled on a full-time basis with their high school in a combination of dual enrollment and high school courses (a total of 7 high school credits – 3.5 per semester).

Early College Programs Defined

Dual enrollment (DE)

DE refers to academic or college credit coursework at the postsecondary level that leads to a college credit certificate or degree. Early college dual enrollment is available through community colleges and universities.

Early Admission (EA)

EA a form of dual enrollment through which eligible secondary students enroll, during grade 12, in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

Accelerated Dual Enrollment program (ADE)

ADE is a form of dual enrollment through which eligible high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school and college credits by attending classes at SCF. This program will provide students with the opportunity to simultaneously earn an Associate's in Arts degree.

Career Dual Enrollment (CDE)

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma.

Career Early Admission (CEA)

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

College Enrichment

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses to add depth to their high school academic program. To take part in College Enrichment a

student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Purpose

The purpose of this Agreement is to define the acceleration opportunities available between Local School Boards and State College of Florida, Sarasota-Sarasota (SCF) and to specify the details of the day-to-day operations of College Dual Enrollment (DE), Early Admission (EA), and Accelerated Dual Enrollment program (ADE).

Through this formal inter-institutional agreement, the school district accepts college-level courses that fulfill high school graduation requirements. After high school graduation, these credits can also be used for degree and certificate programs at SCF and other regionally accredited colleges universities, and technical education centers.

Most costs associated with tuition and fees for DE, EA, and ADE courses are waived. Students enrolled in these programs can also participate in both the academic and extracurricular student functions of the college and have full library privileges.

The district encourages students to seek opportunities for academic advancement, and upon completion of DE, EA, and ADE courses, the students can submit transcripts from SCF that may be used for other college admissions.

Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction. Additional requirements included in the agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses or limit the number of dual enrollment courses in which a student may enroll based solely upon enrollment by the student at an independent postsecondary institution. (Florida K-12 Education Code §1007.271, 2020)

In accordance with this statutory language, State College of Florida, and Sarasota county schools have carefully considered the admissions criteria which are best suited to ensuring students have the opportunity to be successful in their dual enrollment coursework,

Early College Deadlines

Enrollment deadlines include submission of an Application for Early College, placement testing on an SCF campus, Dual Enrollment Contract, online Orientation, and Registration. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the dual enrollment /early college/accelerated dual enrollment programs.

- Summer and Fall Deadline—May 15th
- Spring Deadline—December 1st

Deadlines for each term will remain constant as defined above.

No exceptions will be made after these published deadlines.

Eligibility, Responsibilities, and Impact

Dual Enrollment

Students enrolled in county district schools, including charter schools, may enroll in DE coursework on an SCF campus, while also taking at least one course on their high school campus. This coursework may not exceed 11 credit hours per semester.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admissions Accelerated Programs. The student has maintained a college term GPA of at least 2.0.
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

Student Enrollment Responsibilities

The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. *Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college enrichment/non-degree program will need to submit a new application by the published deadline.*

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID)

in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student may schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

2. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and taking the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

Early Admission

Students enrolled in Grade 12 in County district schools, including charter schools, may enroll in DE coursework on an SCF campus, and must enroll in at least 12 credits, but may not exceed 15 credit hours per term. If a student does not maintain their credit load, they need communicate with their counselor regarding a return to the high school for enrollment in additional courses.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted) The student has maintained a college term GPA of at least 2.0.
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college enrichment/non-degree program will need to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
2. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy

Accelerated Dual Enrollment

Accelerated Dual Enrollment is a form of dual enrollment through which eligible public high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school graduation requirements and college AA degree by attending classes, and receiving guidance related to college course work, at the State College of Florida.

Initial Eligibility

1. The student is entering 11th grade and has completed coursework which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher).
2. The student has a minimum unweighted 3.3 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT (reading, writing, and math) by the published deadlines (Appendix A) in mathematics, reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student must have completed the following high school courses:
 - a. English I-or equivalent.
 - b. English II-or equivalent.
 - c. Algebra I and passed Algebra I end of course exam, earned a concordant SAT/ACT or PERT score, or met this requirement to the satisfaction of the high school through a waiver.
 - d. Geometry
 - e. Passed Grade 10 English Language Assessment or ACT/SAT with concordant score or has met this requirement to the satisfaction of the high school through a waiver, or other concordant score.
6. The student has satisfied the course prerequisites as required by the current SCF catalog.
7. The student must register for at least 12 college credits and should register for 15 college credits each full-term semester in order to remain on track to receive an Associate in Arts Degree.
8. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted).
2. The student has maintained a college term GPA of at least 2.0.
3. The student must obtain permission of the high school counselor in order to repeat a course for grade forgiveness (in which a D, W or F was earned). This coursework at SCF is considered College Enrichment, not Dual Enrollment. This course repeat will be at the student's expense for tuition and books and other associated fees.

Academic Impact

The Accelerated Dual Enrollment (ADE) student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. The Accelerated Dual Enrollment (ADE) students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link: <http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning required DE textbooks.

Career Dual Enrollment

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, Florida Statutes, which count as credits toward the high school diploma. This will not be accepted as a route to the Associate in Arts Degree.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal, and their parent or legal guardian.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The Career Dual Enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.

4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Career Early Admissions

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A). Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a "C" or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The career early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of

testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the approval of the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

College Enrichment

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Academic Impact

Credits earned may be applicable to an associate degree, but will not be creditable towards a high school diploma with an exception of a grade forgiveness (retake of a SCF course) in which the student received a D or F. Please see your high school counselor.

Costs

Tuition

For students enrolled in Early Admissions/DE Programs, School District shall pay per hour tuition at the standard tuition rate of \$71.98 per credit hour from funds provided in the Florida Education Finance Program to SCF when such instruction takes place on the SCF campus or online (E-Campus).

SCF will invoice the School District for the Fall and Spring terms (final settlement within thirty (30) days of receipt). SCF shall provide the School District records adequate to reconcile costs, including student name, hours attended, courses taken, and fees to be assessed. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog.

As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional costs/tuition.

Note: College Enrichment is not included in DE, thus the student is responsible for all tuition, fees, and textbook expenses.

Textbooks

1. Instructional materials dollars can only be used to pay for the "Required" or "Alternate" not "Optional" texts. The purchase of lab supplies (protective equipment) and/or hardware (graphing calculators) are the responsibility of the students.
2. The School Board will be responsible to SCF for the purchase/rental and replacement costs for all instructional materials obtained through SCF for the Fall and Spring Terms. As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional materials.
3. The student is responsible to follow all procedures outlined by the County relative to acquisition and return of textbooks.
4. The SCF Store will charge retail price for required textbooks provided for all dual enrollment students. Purchases solely from the SCF Store are not required. Charges for any one-time use access codes are the responsibility of the school district.

Special Notes and Requirements

General Notes

- 1) Dual Enrollment students are permitted to take courses on all SCF campus, which includes online, blended, and lecture courses.
- 2) Students are required to take full term (16 week) courses only during Fall and Spring semesters. Students interested in Summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.
- 3) Dual Enrollment Students are allowed one attempt per course as a part of dual enrollment. Any courses a student wishes to repeat must be taken as a part of the College Enrichment Program by applying to SCF as a non-degree seeking student as described above. (A grade of W is considered an attempt).

- 4) Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a "W" on their transcript. Fees will still be charged to the district.
- 5) Students who earn a W, D, or F will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the school district representative, and the college representative.
- 6) Students who withdraw or who are withdrawn from SCF must notify the high school counselor immediately.
- 7) Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during the Spring and Fall semesters. Summer dual enrollment will be allowed contingent upon available funding from the state. Any courses registered for by a student outside of the parameters described in this agreement shall not be considered dual enrollment.
- 8) Students may not be classified as both Dual Enrollment and College Enrichment in the same semester.
- 9) Not all college courses offered by State College of Florida, Sarasota-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:
 - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses and the high school credit awarded for those courses. This listing is updated annually on www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf (Appendix B).
 - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
 - c. Upper-level baccalaureate courses will not be available as part of SCF's early college programs.
 - d. Certain nursing and health science courses are not available as part of limited access programs. These courses will be clarified by the appropriate Administrator when necessary.
 - e. Courses eligible for Dual Enrollment must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.
- 10) Courses must be worth 3 or more college credits in order to earn high school credit.

Student Information

Campus Resources

Early College students are entitled and encouraged to use SCF resources including libraries, academic resource center, computer labs, and tutorial labs.

Parking Decals

Dual Enrollment and Early Admissions 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. Any fees accrued on campus due to parking violations are the responsibility of the student.

SCF Student I.D.

All Early College students may obtain a free 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.

SCF Policies

Academic Policies

College-Level Course Expectations

The student will receive a syllabus from the instructor during the first week of class outlining college-level course expectations. This syllabus is to be shared by the student with their parents, as a reference to the expectations of each course.

Students Requesting Accommodation for a Documented Disability

SCF provides reasonable academic accommodations to qualified DE students with disabilities enrolled in dual enrollment courses on SCF and SCF e-Campuses. The SCF Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors. Students must take an active role in the accommodation process and are responsible for requesting accommodations each semester.

Repeat Policy

SCF will not waive the tuition for a second attempt on a dual enrollment course. Students wishing to repeat a course are required to pay all tuition and fees associated with the second attempt as well as meet all residency requirements and published deadlines as part of the college enrichment program. Participating students will be eligible for SCF's grade forgiveness policy (see SCF catalog for grade forgiveness policy).

Withdrawal Policy

A student may withdraw from any/all coursework without the academic penalty of an "F" grade by the withdrawal deadline as listed in the State College of Florida, Sarasota-Sarasota Academic Calendar. SCF encourages students to discuss withdrawal with the instructor or SCF Success Coach and the high school counselor prior to withdrawing.

It is the responsibility of the student to initiate the withdrawal procedure. Prior to withdrawing from a dual enrollment course, the student must speak with his/her school counselor. For students taking DE courses on an SCF campus or online, they would log into their MySCF Portal and withdraw online. Failure to follow this procedure could result in a grade of "F" being recorded for the student and "F" calculated in the grade point average [GPA]. Students seeking a full withdrawal must complete a hard copy withdrawal form with the Office of the Registrar.

Withdrawals occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student's control. All such requests must be made directly to the Associate Provost for Faculty and Academic Affairs, who has the final approval/disapproval authority. In such approved cases, the "F" would be changed to a "W" grade, with no GPA consequences.

Grading Policy

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts 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 Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA in order to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs.

Transcripts

SCF does not send grade reports to students.. Students are responsible for submitting their official transcripts each semester to their high schools.

- Final grades for high school credit will be awarded on high school academic transcripts.
- Students must request a transcript from SCF to be sent to their high school registrar for posting on the high school transcript. A fee is charged for the transcript.

<https://scf.edu/StudentServices/Registrar/OfficialTranscripts.asp>

SCF will send a copy of each student's grades to the high school following each semester, per statute these are the grades that must appear in the student's high school transcript.

Student Services Policies

Student Code of Conduct

Students taking dual enrollment courses are subject to the rules and regulations of State College of Florida, Sarasota-Sarasota as established in the SCF Catalog and the Student Handbook Planner and County School Board Policies.

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 divergent viewpoints and the ability to think critically on controversial issues.

Impact on Future College/University Admissions and Scholarships

Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

Attendance Policy

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. There is a general attendance policy available in the SCF Catalog; however, each instructor will communicate a specific attendance policy that notes consequences in their syllabus (deduction of points for late arrival, early departure, or complete absence.)

Academic Misconduct

Should any instance of academic misconduct arise, the instructor will confer with the Department Chair on the proper manner in which to proceed. Additional information on the student code of conduct can be found in the current SCF Catalog.

<https://catalog.scf.edu/content.php?catoid=11&navoid=796> and the Student Handbook/Planner.

Statement of Plagiarism Policy

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Administrative Policies and Procedures

Career Pathways Articulation

Career Pathways is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Career Pathways Consortium consists of State College of Florida Sarasota/Sarasota, Sarasota County Schools, and Sarasota County Schools. This organization is supported by the Carl D. Perkins Grant to carry on activities including yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the transfer of credits from secondary to postsecondary Career and Technical Programs.

Students who complete a secondary Career Pathway and meet the eligibility requirements have the opportunity to receive college or technical school credit. The students must choose to continue in the same area of study at the postsecondary level in order to receive credit through articulation agreements with partner postsecondary schools. All Career Pathways are based on the course progression identified by the Florida Department of Education; the articulation agreements support more than 150 programs of study in the consortium.

Assurance of High School Credit

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credit will be noted on the high school transcript as well as the official SCF transcript.

Procedure to Inform Students and Parents

The County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Early College programs. In a cooperative effort, SCF Outreach and Early College staff will be available to assist in providing information and answering specific questions. All requirements, deadlines, and other information pertaining to the dual enrollment program have been made available on SCF's website at: <https://www.scf.edu/StudentServices/Registrar/EarlyCollege/default.asp>

Exercise of Options to Participate

Students and their parents may exercise their option to participate in dual enrollment by choosing from among any of the above programs for which the student meets the eligibility requirements.

Excess Hours and Acceleration Mechanisms

All twelve (12) of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment or College Level Examination Programs, that do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.

Relationship of Responsibilities

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between the County School Board and SCF. Students must adhere to registration, attendance, and withdraw policies as determined by County School Board and State College of Florida, Sarasota-Sarasota.

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

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, Sarasota-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.

APPENDIX A

Early College Qualifying Test Scores

College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

SAT scores: 24+

College Level Math

ACT: 20+

PERT: 123+

SAT scores: 27-28.5+

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

College Level Reading

Required for all courses excluding Math

ACT: 19+

PERT: 106+

SAT scores: 24+

It is preferred that students meet criteria in all 3 assessment categories. For courses other than math, students must meet criteria in both College Level English and College Level Reading.

SCF Placement Test Retake Policy

Dual Enrollment students may take the SCF Placement Test only one time per semester not to exceed a maximum of two attempts per academic calendar year including summer semester. This includes testing administered at SCF and on the high school campus.

SEMESTER ENROLLMENT ELIGIBILITY		
Fall Semester Testing	Spring Semester Testing	Summer Semester Testing
Enrollment <i>following Spring semester</i>	Enrollment <i>following Fall semester</i>	Enrollment <i>following Spring semester</i>

SCF Test Score Acceptance Policy

SCF accepts SAT, ACT and PERT test scores for early college program eligibility. Test score reports must have the student's full name (first and last), test date, and test score results in order to be accepted. Test score reports received by SCF directly from the testing agency. SCF school codes are:

ACT--0741
SAT—5427

APPENDIX B

Dual Enrollment 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/core/fileparse.php/5421/urlt/0078394-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, either as an elective or subject area credit as designated in the local inter-institutional articulation.

Calculating Course Credit Equivalency for Dual Credit

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.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf.

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.

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.

Gold Seal Eligibility

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

This articulation agreement between the SCF and the County School Board provides for eligibility of DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward for Bright Futures eligibility may be accessed at:

https://www.osfaffelp.org/bfiehhs/fnbpcm02_CCTMain.aspx

APPENDIX C

State College of Florida Collegiate School

SCF Collegiate Schools (SCFCS) are tuition-free charter schools on the SCF Bradenton and SCF Venice campuses that serves students in grade 6-12, and 9-12 respectively. Upon the student's junior year, SCFCS students dual enroll with the opportunity to earn an Associate in Arts degree upon their high school graduation. The intention of SCFCS is to offer a full-time dual enrollment program where students are supported, coached and mentored by their school counselor and their college advisor to help students' success. This program's policies are outlined by SCF Collegiate School's Principals of Participation.

- Tenth grade SCF Collegiate School students must meet dual enrollment criteria before being admitted into the ACP in 11th grade. SCF Collegiate School will also accept additional applicants through a random drawing process, but these prospective students must qualify for dual enrollment before they are allowed to be placed into the drawing.
- Students in their junior and senior years are full-time dual enrolled on the college campus, with the option to take summer courses after their junior year.
- SCF Collegiate School is a high achieving charter and will replicate the high school on the SCF Venice campus in fall 2019, beginning with students their junior year.

**STATE COLLEGE OF FLORIDA, SARASOTA-SARASOTA AND
SARASOTA COUNTY SCHOOL BOARD
ARTICULATION AGREEMENT
2022- 2023**

The purpose of this agreement is to define the acceleration mechanisms available between Sarasota County School Board and State College of Florida, Sarasota-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 provision of 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. An executed and signed letter of intent will constitute annual renewal.

SARASOTA COUNTY SCHOOL BOARD APPROVAL:

Jane Goodwin 4/19/22
Chairperson – ~~Shirley Brown~~ Jane Goodwin Date
Sarasota County School Board

Catherine Cocca 4/26/22
Director, Curriculum and Instruction Date
Sarasota County School Board

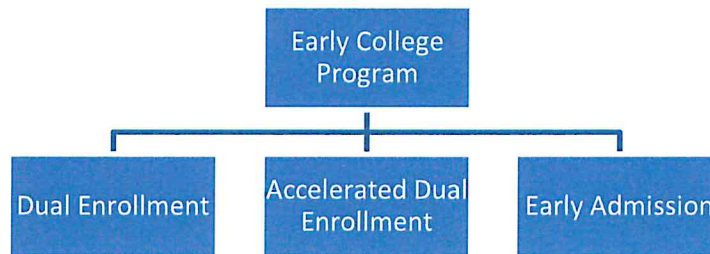
Approved for Legal Content
By Shumaker, Loop & Kendrick, LLP
Attorneys for The School Board
of Sarasota County, Florida
Date: March 29, 2022
Signed: MRM

STATE COLLEGE OF FLORIDA, SARASOTA-SARASOTA APPROVAL:

President Date
State College of Florida, Sarasota-Sarasota

Chairman, District Board of Trustees Date
State College of Florida, Sarasota-Sarasota

EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT



**CHARLOTTE COUNTY SCHOOL BOARD
&
STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA**

2022-2023

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Introduction

The Dual Enrollment Program is authorized under s. 1007.271, Florida Statutes. This program is a cooperative effort between the **Charlotte County School Board** and **State College of Florida, Manatee-Sarasota (SCF)**, and is designed to provide accelerated learning mechanisms for qualified high school students on an individual basis. The Florida Legislature has defined a variety of options intended to shorten the time necessary to complete the requirements of a high school diploma, postsecondary certificate or degree and broaden the scope of curricular options available for secondary students.

Through dual enrollment, public secondary students may enroll in postsecondary courses creditable toward high school graduation, a career certificate, and an associate or baccalaureate degree. Dual enrollment students are required to be enrolled on a full-time basis with their high school in a combination of dual enrollment and high school courses (a total of 7 high school credits – 3.5 per semester).

Early College Programs Defined

Dual enrollment (DE)

DE refers to academic or college credit coursework at the postsecondary level that leads to a college credit certificate or degree. Early college dual enrollment is available through community colleges and universities.

Early Admission (EA)

EA a form of dual enrollment through which eligible secondary students enroll, during grade 12, in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

Accelerated Dual Enrollment program (ADE)

ADE is a form of dual enrollment through which eligible high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school and college credits by attending classes at SCF. This program will provide students with the opportunity to simultaneously earn an Associate's in Arts degree.

Career Dual Enrollment (CDE)

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma.

Career Early Admission (CEA)

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

College Enrichment

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses

to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Purpose

The purpose of this Agreement is to define the acceleration opportunities available between Local School Boards and State College of Florida, Manatee-Sarasota (SCF) and to specify the details of the day-to-day operations of College Dual Enrollment (DE), Early Admission (EA), and Accelerated Dual Enrollment program (ADE).

Through this formal inter-institutional agreement, the school district accepts college-level courses that fulfill high school graduation requirements. After high school graduation, these credits can also be used for degree and certificate programs at SCF and other regionally accredited colleges universities, and technical education centers.

Most costs associated with tuition and fees for DE, EA, and ADE courses are waived. Students enrolled in these programs can also participate in both the academic and extracurricular student functions of the college and have full library privileges.

The district encourages students to seek opportunities for academic advancement, and upon completion of DE, EA, and ADE courses, the students can submit transcripts from SCF that may be used for other college admissions.

Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction. Additional requirements included in the agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses or limit the number of dual enrollment courses in which a student may enroll based solely upon enrollment by the student at an independent postsecondary institution. §1007.271, Florida Statutes (2020).

In accordance with this statutory language, State College of Florida, and Charlotte County schools have carefully considered the admissions criteria which are best suited to ensuring students have the opportunity to be successful in their dual enrollment coursework.

Early College Deadlines

Enrollment deadlines include submission of an Application for Early College, placement testing on an SCF campus, Dual Enrollment Contract, online Orientation, and Registration. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the dual enrollment /early college/accelerated dual enrollment programs.

- Summer and Fall Deadline—May 15th
- Spring Deadline—December 1st

Deadlines for each term will remain constant as defined above.

No exceptions will be made after these published deadlines.

Holds will be placed on student accounts at the end of the deadline day. School Counselor approval is required to make a change to the student's schedule.

Eligibility, Responsibilities, and Impact

Dual Enrollment

Students enrolled in county district schools, including charter schools, may enroll in DE coursework on an SCF campus, while also taking at least one course on their high school campus. This coursework may not exceed 11 credit hours per semester.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admissions Accelerated Programs. The student has maintained a college term GPA of at least 2.0.
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

Student Enrollment Responsibilities

The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college enrichment/non-degree program will need to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student may schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
2. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and taking the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

Early Admission

Students enrolled in Grade 12 in County district schools, including charter schools, may enroll in DE coursework on an SCF campus, and must enroll in at least 12 credits, but may not exceed 15 credit hours per term. If a student does not maintain their credit load, they need communicate with their counselor regarding a return to the high school for enrollment in additional courses.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted). The student has maintained a college term GPA of at least 2.0.
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW. Students who are continuing in Early College programs will not be required to complete a new application. Students who plan to return to Early College after participating in college

enrichment/non-degree program will need to submit a new application by the published deadline.

1. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
2. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
3. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
4. The student will submit all paperwork to SCF according to the designated deadlines.
5. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
6. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
7. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy

Accelerated Dual Enrollment

Accelerated Dual Enrollment is a form of dual enrollment through which eligible public high school students in grades 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school graduation requirements and college AA degree by attending classes, and receiving guidance related to college course work, at the State College of Florida.

Initial Eligibility

1. The student is entering 11th grade and has completed coursework which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher).
2. The student has a minimum unweighted 3.3 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT (reading, writing, and math) by the published deadlines (Appendix A) in mathematics, reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student must have completed the following high school courses:
 - a. English I-or equivalent.
 - b. English II-or equivalent.
 - c. Algebra I and passed Algebra I end of course exam, earned a concordant SAT/ACT or PERT score, or met this requirement to the satisfaction of the high school through a waiver.
 - d. Geometry
 - e. Passed Grade 10 English Language Assessment or ACT/SAT with concordant score or has met this requirement to the satisfaction of the high school through a waiver, or other concordant score.
6. The student has satisfied the course prerequisites as required by the current SCF catalog.
7. The student must register for at least 12 college credits and should register for 15 college credits each full-term semester in order to remain on track to receive an Associate in Arts Degree.
8. The student has obtained written authorization from parent/guardian and high school counselor on the Dual Enrollment Contract.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 3.0 (unweighted).
2. The student has maintained a college term GPA of at least 2.0.
3. The student must obtain permission of the high school counselor in order to repeat a course for grade forgiveness (in which a D, W or F was earned). This coursework at SCF is considered College Enrichment, not Dual Enrollment. This course repeat will be at the student's expense for tuition and books and other associated fees.

Academic Impact

The Accelerated Dual Enrollment (ADE) student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF academic transcript as well as the high school academic transcript. The student must include in the college schedule courses that will meet the requirements for high school graduation. The Accelerated Dual Enrollment (ADE) students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.

4. Provide information regarding policies and procedures for one time use online access and picking up and returning required DE textbooks.

Career Dual Enrollment

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, Florida Statutes, which count as credits toward the high school diploma. This will not be accepted as a route to the Associate in Arts Degree.

Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal, and their parent or legal guardian.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The Career Dual Enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link:
<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to the designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Career Early Admissions

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, Florida Statutes, which are creditable toward the high school diploma and the certificate or associate degree.

Initial Eligibility

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A). Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal.

Continuing Eligibility

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student must sit out for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Academic Impact

The career early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Student Enrollment Responsibilities

1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of

testing. The student schedule testing using this link:

<http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student's SCF email account for completion.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

Counselor Enrollment Responsibilities

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status through the approval of the electronic SCF Dual Enrollment Contract.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.

Student Post-Semester Responsibilities

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

College Enrichment

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college-level courses to add depth to their high school academic program. To take part in College Enrichment a student must apply to SCF as a non-degree seeking student. College enrichment is not governed by this Agreement between the School Board and SCF. Students are responsible for the cost of tuition and instructional materials under this option. Students choosing this option are not eligible for dual enrollment during the same semester in which they have applied as a non-degree seeking student.

Academic Impact

Credits earned may be applicable to an associate degree, but will not be creditable towards a high school diploma with an exception of a grade forgiveness (retake of a SCF course) in which the student received a D or F. Please see your high school counselor.

Costs

Tuition

For students enrolled in Early Admissions/DE Programs, School District shall pay per hour tuition at the standard tuition rate of \$71.98 per credit hour from funds provided in the Florida Education Finance Program to SCF when such instruction takes place on the SCF campus or online (E-Campus).

SCF will invoice the School District for the Fall and Spring terms (final settlement within thirty (30) days of receipt). SCF shall provide the School District records adequate to reconcile costs, including student name, hours attended, courses taken, and fees to be assessed. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog.

As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional costs/tuition.

Note: College Enrichment is not included in DE, thus the student is responsible for all tuition, fees, and textbook expenses.

Textbooks

1. Instructional materials dollars can only be used to pay for the “Required” or “Alternate” not “Optional” texts. The purchase of lab supplies (protective equipment) and/or hardware (graphing calculators) are the responsibility of the students.
2. The School Board will be responsible to SCF for the purchase/rental and replacement costs for all instructional materials obtained through SCF for the Fall and Spring Terms. As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional materials.
3. The student is responsible to follow all procedures outlined by the County relative to acquisition and return of textbooks.
4. The SCF Store will charge retail price for required textbooks provided for all dual enrollment students. Purchases solely from the SCF Store are not required. Charges for any one-time use access codes are the responsibility of the school district.

Special Notes and Requirements

General Notes

- 1) Dual Enrollment students are permitted to take courses on all SCF campus, which includes online, blended, and lecture courses.
- 2) Students are required to take full term (16 week) courses only during Fall and Spring semesters. Students interested in Summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.
- 3) Dual Enrollment Students are allowed one attempt per course as a part of dual enrollment. Any courses a student wishes to repeat must be taken as a part of the College Enrichment Program

by applying to SCF as a non-degree seeking student as described above. (A grade of W is considered an attempt).

- 4) Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a “W” on their transcript. Fees will still be charged to the district.
- 5) Students who earn a W, D, or F will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the school district representative, and the college representative.
- 6) Students who withdraw or who are withdrawn from SCF must notify the high school counselor immediately.
- 7) Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during the Spring and Fall semesters. Summer dual enrollment will be allowed contingent upon available funding from the state. Any courses registered for by a student outside of the parameters described in this agreement shall not be considered dual enrollment.
- 8) Students may **not** be classified as both Dual Enrollment and College Enrichment in the same semester.
- 9) Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:
 - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses and the high school credit awarded for those courses. This listing is updated annually on www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf (Appendix B).
 - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
 - c. Upper-level baccalaureate courses will not be available as part of SCF’s early college programs.
 - d. Certain nursing and health science courses are not available as part of limited access programs. These courses will be clarified by the appropriate Administrator when necessary.
 - e. Courses eligible for Dual Enrollment must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.
- 10) Courses must be worth 3 or more college credits in order to earn high school credit.

Student Information

Campus Resources

Early College students are entitled and encouraged to use SCF resources including libraries, academic resource center, computer labs, and tutorial labs.

Parking Decals

Dual Enrollment and Early Admissions 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. Any fees accrued on campus due to parking violations are the responsibility of the student.

SCF Student I.D.

All Early College students may obtain a free 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.

SCF Policies

Academic Policies

College-Level Course Expectations

The student will receive a syllabus from the instructor during the first week of class outlining college-level course expectations. This syllabus is to be shared by the student with their parents, as a reference to the expectations of each course.

Students Requesting Accommodation for a Documented Disability

SCF provides reasonable academic accommodations to qualified DE students with disabilities enrolled in dual enrollment courses on SCF and SCF e-Campuses. The SCF Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors. Students must take an active role in the accommodation process and are responsible for requesting accommodations each semester.

Repeat Policy

SCF will not waive the tuition for a second attempt on a dual enrollment course. Students wishing to repeat a course are required to pay all tuition and fees associated with the second attempt as well as meet all residency requirements and published deadlines as part of the college enrichment program. Participating students will be eligible for SCF's grade forgiveness policy (see SCF catalog for grade forgiveness policy).

Withdrawal Policy

A student may withdraw from any/all coursework without the academic penalty of an "F" grade by the withdrawal deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar. SCF encourages students to discuss withdrawal with the instructor or SCF Success Coach and the high school counselor prior to withdrawing.

It is the responsibility of the student to initiate the withdrawal procedure. Prior to withdrawing from a dual enrollment course, the student must speak with his/her school counselor. For students taking DE courses on an SCF campus or online, they would log into their MySCF Portal and withdraw online. Failure to follow this procedure could result in a grade of "F" being recorded for the student and "F" calculated in the grade point average [GPA]. Students seeking a full withdrawal must complete a hard copy withdrawal form with the Office of the Registrar.

Withdrawals occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student's control. All such requests must be made directly to the Associate Provost for Faculty and Academic Affairs, who has the final approval/disapproval authority. In such approved cases, the "F" would be changed to a "W" grade, with no GPA consequences.

Grading Policy

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts 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 Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs.

Transcripts

SCF does not send grade reports to students. **Students are responsible for submitting their official transcripts each semester to their high schools.**

- Final grades for high school credit will be awarded on high school academic transcripts.
- Students must request a transcript from SCF to be sent to their high school registrar for posting on the high school transcript. A fee is charged for the transcript.

<https://scf.edu/StudentServices/Registrar/OfficialTranscripts.asp>

SCF will send a copy of each student's grades to the high school following each semester, per statute these are the grades that must appear in the student's high school transcript.

Student Services Policies

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 and County School Board Policies.

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 divergent viewpoints and the ability to think critically on controversial issues.

Impact on Future College/University Admissions and Scholarships

Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

Attendance Policy

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. There is a general attendance policy available in the SCF Catalog; however, each instructor will communicate a specific attendance policy that notes consequences in their syllabus (deduction of points for late arrival, early departure, or complete absence.)

Academic Misconduct

Should any instance of academic misconduct arise, the instructor will confer with the Department Chair on the proper manner in which to proceed. Additional information on the

student code of conduct can be found in the current SCF Catalog.
<https://catalog.scf.edu/content.php?catoid=11&navoid=796> and the Student Handbook/Planner.

Statement of Plagiarism Policy

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Administrative Policies and Procedures

Career Pathways Articulation

Career Pathways is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Career Pathways Consortium consists of State College of Florida Manatee- Sarasota and Charlotte County Schools. This organization is supported by the Carl D. Perkins Grant to carry on activities including yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the transfer of credits from secondary to postsecondary Career and Technical Programs.

Students who complete a secondary Career Pathway and meet the eligibility requirements have the opportunity to receive college or technical school credit. The students must choose to continue in the same area of study at the postsecondary level in order to receive credit through articulation agreements with partner postsecondary schools. All Career Pathways are based on the course progression identified by the Florida Department of Education; the articulation agreements support more than 150 programs of study in the consortium.

Assurance of High School Credit

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credit will be noted on the high school transcript as well as the official SCF transcript.

Procedure to Inform Students and Parents

The County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Early College programs. In a cooperative effort, SCF Outreach and Early College staff will be available to assist in providing information and answering specific questions. All requirements, deadlines, and other information pertaining to the dual enrollment program have been made available on SCF's website at: <https://www.scf.edu/StudentServices/Registrar/EarlyCollege/default.asp>

Exercise of Options to Participate

Students and their parents may exercise their option to participate in dual enrollment by choosing from among any of the above programs for which the student meets the eligibility requirements.

Excess Hours and Acceleration Mechanisms

All twelve (12) of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment or College Level Examination Programs, that do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.

Relationship of Responsibilities

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between the County School Board and SCF. Students must adhere to registration, attendance, and withdraw policies as determined by County School Board and State College of Florida, Manatee-Sarasota.

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

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.

APPENDIX A

Early College Qualifying Test Scores

College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

SAT scores: 24+

College Level Math

ACT: 20+

PERT: 123+

SAT scores: 27-28.5+

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

College Level Reading

Required for all courses excluding Math

ACT: 19+

PERT: 106+

SAT scores: 24+

It is preferred that students meet criteria in all 3 assessment categories. For courses other than math, students must meet criteria in both College Level English and College Level Reading.

SCF Placement Test Retake Policy

Dual Enrollment students may take the SCF Placement Test only one time per semester not to exceed a maximum of two attempts per calendar year including summer semester. This includes testing administered at SCF and on the high school campus.

SEMESTER ENROLLMENT ELIGIBILITY		
Fall Semester Testing	Spring Semester Testing	Summer Semester Testing
Enrollment <i>following Spring semester</i>	Enrollment <i>following Fall semester</i>	Enrollment <i>following Spring semester</i>

SCF Test Score Acceptance Policy

SCF accepts SAT, ACT and PERT test scores for early college program eligibility. Test score reports must have the student's full name (first and last), test date, and test score results in order to be accepted. Test score reports received by SCF directly from the testing agency. SCF school codes are:

ACT--0741
SAT—5427

APPENDIX B

Dual Enrollment 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/core/fileparse.php/5421/urlt/0078394-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, either as an elective or subject area credit as designated in the local inter-institutional articulation.

Calculating Course Credit Equivalency for Dual Credit

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.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf.

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.

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.

Gold Seal Eligibility

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

This articulation agreement between the SCF and the County School Board provides for eligibility of DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward for Bright Futures eligibility may be accessed at:

https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx

APPENDIX C

State College of Florida Collegiate School

SCF Collegiate Schools (SCFCS) are tuition-free charter schools on the SCF Bradenton and SCF Venice campuses that serves students in grade 6-12, and 9-12 respectively. Upon the student's junior year, SCFCS students dual enroll with the opportunity to earn an Associate in Arts degree upon their high school graduation. The intention of SCFCS is to offer a full-time dual enrollment program where students are supported, coached, and mentored by their school counselor and their college advisor to help students' success. This program's policies are outlined by SCF Collegiate School's Principals of Participation.

- Tenth grade SCF Collegiate School students must meet dual enrollment criteria before being admitted into the ACP in 11th grade. SCF Collegiate School will also accept additional applicants through a random drawing process, but these prospective students must qualify for dual enrollment before they are allowed to be placed into the drawing.
- Students in their junior and senior years are full-time dual enrolled on the college campus, with the option to take summer courses after their junior year.
- SCF Collegiate School is a high achieving charter and will replicate the high school on the SCF Venice campus in fall 2019, beginning with students their junior year.

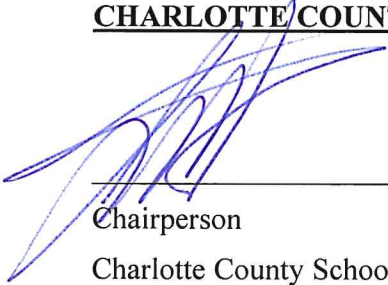
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND
CHARLOTTE COUNTY SCHOOL BOARD
ARTICULATION AGREEMENT
2022- 2023**

The purpose of this agreement is to define the acceleration mechanisms available between **Charlotte County School Board** 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 provision of 1007.271.

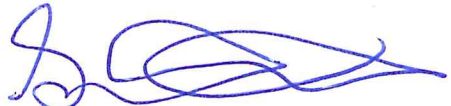
The term of this agreement shall remain in effect for the 2022-2023 academic year, which includes Fall 2022, Spring 2023, and Summer 2023. An executed and signed letter of intent will constitute annual renewal.

CHARLOTTE COUNTY SCHOOL BOARD APPROVAL:



Chairperson
Charlotte County School Board

6/6/2022
Date



Superintendent
Charlotte County School Board

6/6/2022
Date

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:

President
State College of Florida, Manatee-Sarasota

Date

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

Date

Approved as to Form and Legal Content
by Shumaker, Loop & Kendrick, LLP
Attorneys for The School Board
of Charlotte County, Florida
Signed: MRM
Date: May 6, 2022

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
June 28, 2022

AGENDA ITEM:

Approval of the Florida Consortium of Public Charter Schools (FCPCS) Salary Allocation Framework for SCFCS and SCFCS-Venice

RECOMMENDATION:

The College recommends the District Board of Trustees approval of the FCPS Salary Allocation Framework.

EXPLANATION:

In accordance with section 1012.22, Florida Statutes, the attached document confirms that SCF Collegiate Schools will utilize the FCPCS-developed tool for its performance-based salary schedule calculation system for certified administrators and instructional staff of the charter schools. This also notifies the Manatee County School District and Sarasota County Schools that the SCF Collegiate Schools will be in compliance by utilizing the FCPCS framework and communicates to FCPCS that the charters are using the consortium's copyrighted materials.

FISCAL IMPACT ___ yes ___X___ no

REQUESTED BY:



Kelly Monod, Senior Head of Collegiate Schools



FCPCS Teacher/Principal (School-Based Administrator) Salary Allocation Schedule

School Signature Page 2022-2023

Charter School Name: State College of Florida Collegiate School

Address: 5840 26th St W Bradenton FL 34207
Street City State Zip

District: Manatee MSID# 2141

Allocation Plan Contact Name: Kelly Monod

Title: Sr. Head of Collegiate Schools Phone Number: 941-752-5491

Email: monodk@scl.edu

Principal Signature** Kelly Monod Date: 6/28/2022

Governing Board Chair Signature** Date:

**Both signatures are required

By signing this form, the charter school agrees to the following:

- To utilize the FCPCS Teacher/Principal (School-Based Administrator) Salary Allocation Schedule, using the charter school's own staff configuration and salary data
To participate in the FCPCS webinar on how to properly complete the plan and salary schedule
Not to reproduce or disseminate the FCPCS Teacher/Principal (School-Based Administrator) Salary Allocation Schedule, which is protected by copyright, for use by other entities other than the charter school.

The Charter School assumes the sole responsibility for administering The Florida Consortium of Public Charter School's Teacher/Principal (School Based-Administrator) Salary Allocation Schedule.



FCPCS Teacher/Principal (School-Based Administrator) Salary Allocation Schedule

School Signature Page 2022-2023

Charter School Name: State College of Florida Collegiate School - Venice

Address: 8000 South Tamiami Trail Venice FL 34293
Street City State Zip

District: Sarasota County Schools MSID# 0122

Allocation Plan Contact Name: Dr. Karen Peck

Title: Head of School Phone Number: 941-408-1430

Email: peckk@scf.edu

Principal Signature** (Handwritten signature)

Date: 6/9/2022

Governing Board Chair Signature**

Date:

**Both signatures are required

By signing this form, the charter school agrees to the following:

- To utilize the FCPCS Teacher/Principal (School-Based Administrator) Salary Allocation Schedule, using the charter school's own staff configuration and salary data
To participate in the FCPCS webinar on how to properly complete the plan and salary schedule
Not to reproduce or disseminate the FCPCS Teacher/Principal (School-Based Administrator) Salary Allocation Schedule, which is protected by copyright, for use by other entities other than the charter school.

The Charter School assumes the sole responsibility for administering The Florida Consortium of Public Charter School's Teacher/Principal (School Based-Administrator) Salary Allocation Schedule.

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
June 28, 2022

AGENDA ITEM:

Approval of the Mental Health Services Plans for SCFCS-Bradenton and SCFCS-Venice

RECOMMENDATION:

The College recommends the District Board of Trustees approval of the Mental Health Services Plans for SCFCS-Bradenton and SCFCS-Venice

EXPLANATION:

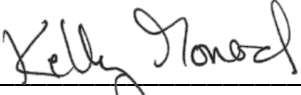
To provide mental health services, in accordance with s. 1011.62, *Florida Statutes*, including student mental health evaluations and assessments, ongoing counseling sessions, referrals, student workshops, faculty training and workshops related to student issues and concerns.

FISCAL IMPACT yes no

Funding Source: mental health allocation

Will this action result in a Budget Amendment? Yes No

If yes, indicate the dollar amount: \$_____

REQUESTED BY: 
Senior Head of Collegiate Schools

APPROVED FOR AGENDA BY: President

The SCF Collegiate School, Bradenton (SCFCS) originally developed a compliance plan for the 2018-19 school year to adhere to the Mental Health Assistance Allocation provide for in s. 1011.62, Florida Statutes. The updated narrative below includes an edited version to continue the plan for the school year, from July 1, 2022 to June 30, 2023, including resources over summer. The recommendations for best practices, as outlined in the June 1, 2018 communication from Public School Chancellor Hershel Lyons, continue as a priority for the plan for the charter school.

SCFCS currently contracts with Family Resources, Inc., a local agency that provides mental health services, including student mental health evaluations and assessments, ongoing counseling sessions, referrals, student workshops, faculty training and workshops related to student issues and concerns.

The collaborative services between SCFCS and Family Resources include a close relationship between the SCFCS certified school counselor with the Family Resources counselor. The Family Resources counselor is assigned to the school so the students have consistent services from a familiar resource. In emergency instances, the SCFCS certified counselor will confer with the School Threat Assessment team to provide the most appropriate action for the student and act as the liaison between the student, parents and Family Resources staff.

SCFCS' existing mental health awareness efforts that address identification and coping mechanisms for students under duress are included in the charter school's programming. Students are introduced to mental health curriculum throughout the school year in a variety of presentations in the classroom. It is part of the person/social development curriculum, delivered by academic coaches who daily monitor and mentor students in a required 1-credit course, and which incorporates a process to identify a possible student issue divergent from the norm. Academic coaching is in all grades 6-12, and students are systematically monitored through frequent interaction regarding academic progress and weekly goals and reflections. The course includes a framework modeled on guidance standards that includes not only personal/social development curriculum, but also academic strategies, career and college readiness and a multicultural perspective.

Curriculum related to mental health awareness, care and management is introduced through the academic coaching course, the physical education courses in grades 6-8, the HOPE course in 9th grade, and individual initiatives during the school year, such as the 'Stress Free Finals Week' sponsored by the school's Drug Free Manatee Youth in Action Club, as one example. The charter has also developed a club under the advisement of the school resource officer and the certified school counselor, composed of students who were selected by their teachers to represent the student body. The club promotes anti-bullying initiatives dedicated to student safety and offers a platform for students to hear concerns and propose solutions to the school's leadership team.

When there is an issue of concern at the school, or coming from outside school grounds, students are referred to the school counselor by their academic coach, the school resource officer, administration, a parent, or even by another student and/or friend. The counselor works closely with the student to determine the next phase of action, whether it is more time with the school certified counselor or a support plan that includes family, school personnel or community resources. In some cases, Family Resources is asked to work with students as a short term and/or long term intervention.

SCFCS increased the collaboration and assistance from Family Resources to provide student support for individual sessions for mental health services for students with one or more co-occurring mental health or substance abuse diagnosis, or those who are at risk for such a diagnosis. Mental health needs will include assessment, diagnosis, intervention, treatment and referrals and guidance for recovery. Family Resources collaborates with families for additional services if determined by both parties. SCFCS will work with families to ensure needed services are acquired throughout the school year and continuing through the summer months.

Services in the 2022-23 school year to be provided via the SCFCS and Family Resources collaborative agreement fulfill s.1011.62(16)(a) and (b), F.S. and include:

- (a) Faculty and staff training in collaboration with the SCFCS guidance counselors. The Cares Act funds have allowed for an additional certified counselor for the Bradenton campus.
 - 1. to provide strategies to improve the early identification of social, emotional or behavioral problems or substance use disorders and to improve the provision of early intervention services.
 - 2. to assist in preliminary identification and following conversations with students to identify and facilitate referrals appropriately for social/emotional issues, alcohol/drug concerns and/or abuse, eating disorders, suicidal and/or homicidal ideation, and may include a range of services for general anxiety, depression, trauma, low self-worth, impulse control, perfectionism and stress management, for example;
- (b) Follow-up consultation will occur with the charter school certified counselor regarding the management and referral of students with performance or behavioral/medical problems and practices and events that may impact students' well-being. A process will be in place for Family Resources to directly coordinate with a student's primary care provider with forms to facilitate information sharing between Family Resources and the family doctor.
- (c) Recommendations and collaboration for student orientation and education regarding SCFCS' general assemblies or specific training programs will be provided at age and grade-appropriate levels for students in order to educate them regarding mental health issues and solutions, and to assist them in dealing with bullying, trauma, and violence.
- (d) SCFCS will continue to expand the relationship with Family Resources and the SCFCS certified counselor in order to assist students in dealing with bullying, trauma and violence, and to provide strategies or programs to reduce the likelihood of at-risk students developing social, emotional, or behavioral problems or substance abuse disorders.

The Family Resources collaboration provides an opportunity to collect statistical analysis of its resource utilization to aid the leadership team and provide data for intervention as outlined by the charter's Multi-tiered System of Supports (MTSS). This framework is designed to provide supports to all students in the school organized in three levels, with the first level available to all students and the second to those needing further assistance. The third level of support provides individual student plans for accommodations and assistance. Ongoing data from Family Resources in collaboration with the certified counselor will help determine which interventions may be most effective for each level of support.

Additionally, SCFCS adheres to a modified Mental Health Assistance Allocation Plan Outcome and Expenditures Report Checklist provided by the state to districts, fulfilling s.1011.62(16)(d), F.S.

The new allocation provides for more direct and comprehensive services to SCFCS for students in grades 6th through 12th and the faculty/staff. As directed in the legislation, the funds do not supplant current spending on programs, and increases the opportunities for services to more students. The Allocation Plan Checklist will help to document that 90% of the expenditures were allocated to direct mental health services or the coordination of such services with primary care and mental health providers, as designated by s.1011.62(16), F.S.

The legislation states that the district shall submit approved district and charter plans to the commissioner by August 1st of each fiscal year. Beginning September 30th, 2019, and by each September 30th thereafter, each entity that receives an allocation under this subsection shall submit to the commissioner in a format prescribed by the department a final report on its programs' outcomes and its expenditures for each element of the programs.

s. 1011.62, Florida Statutes:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1011/Sections/1011.62.html

The SCF Collegiate School-Venice (SCFCS-V), a replication of the SCFCS Bradenton charter, originally developed a compliance plan for the 2018-19 school year to adhere to the Mental Health Assistance Allocation provide for in s. 1011.62, Florida Statutes. The narrative updated below includes an edited version for the Venice charter to continue for the school year, from July 1, 2022 to June 30, 2023, including resources during summer months. The recommendations for best practices, as outlined in the June 1, 2018 communication from Public School Chancellor Hershel Lyons, continue as a priority for the plan for the charter school.

SCFCS-V currently contracts with JFCS of the Suncoast, a local agency that provides mental health services, including student mental health evaluations and assessments, ongoing counseling sessions, referrals, student workshops, faculty training and workshops related to student issues and concerns.

The collaborative services between SCFCS-V and JFCS of the Suncoast include a close relationship between the SCFCS-V certified school counselor with the JFCS of the Suncoast counselor. The JFCS of the Suncoast counselor is assigned to the school so the students have consistent services from a familiar resource. In emergency instances, the SCFCS-V certified counselor will confer with the School Threat Assessment team to provide the most appropriate action for the student and act as the liaison between the student, parents and JFCS of the Suncoast staff.

The SCFCS-V existing mental health awareness efforts address identification and coping mechanisms for students under duress and are included in the charter school's programming. Students are introduced to mental health curriculum throughout the school year in a variety of presentations in the classroom. It is part of the personal/social development curriculum, delivered by academic coaches who daily monitor and mentor students in a required 1-credit course, and which incorporates a process to identify a possible student issue divergent from the norm. In an academic coaching course, students are systematically monitored through frequent interaction regarding academic progress and weekly goals and reflections. The course includes a framework modeled on guidance standards that includes not only personal/social development curriculum, but also academic strategies, career and college readiness and a multicultural perspective.

Curriculum related to mental health awareness, care and management is introduced through the academic coaching course and seminar as well as individual initiatives during the school year. The charter has also developed a club under the advisement of the head of school and the certified school counselor, composed of students who were selected based on essay submission, and represent the student body. The club promotes anti-bullying initiatives dedicated to student safety and offers a platform for students to hear concerns and propose solutions to the school's leadership team.

When there is an issue of concern at the school, or coming from outside school grounds, students are referred to the school counselor by their academic coach, the school resource officer, administration, a parent, or even by another student and/or friend. The counselor works closely with the student to determine the next phase of action, whether it is more time with the school certified counselor or a support plan that includes family, school personnel or community resources.

SCFCS-V increases the collaboration and assistance from JFCS of the Suncoast to provide student support for individual sessions for mental health services for students with one or more co-occurring mental health or substance abuse diagnosis, or those who are at risk for such a diagnosis. Mental health needs will include assessment, diagnosis, intervention, treatment and referrals and guidance for recovery. JFCS of the Suncoast collaborates with families for additional services if determined by both parties. SCFCS-V will work with families to ensure needed services are acquired throughout the school year and continuing through the summer months.

Services in the 2022-23 school year to be provided via the SCFCS-V and JFCS of the Suncoast collaborative agreement fulfill s.1011.62(16)(a) and (b), F.S. and include:

- (a) Faculty and staff training
 - 1. to provide strategies to improve the early identification of social, emotional or behavioral problems or substance use disorders and to improve the provision of early intervention services.
 - 2. to assist in preliminary identification and following conversations with students to identify and facilitate referrals appropriately for social/emotional issues, alcohol/drug concerns and/or abuse, eating disorders, suicidal and/or homicidal ideation, and may include a range of services for general anxiety, depression, trauma, low self-worth, impulse control, perfectionism and stress management, for example;
- (b) Follow-up consultation will occur with charter school leadership regarding the management and referral of students with performance or behavioral/medical problems and practices and events that may impact students' well-being. A process will be in place for JFCS of the Suncoast to directly coordinate with a student's primary care provider with forms to facilitate information sharing between JFCS of the Suncoast and the family doctor.
- (c) Student orientation and education regarding SCFCS-V's general assemblies or specific training programs will be provided at age and grade-appropriate levels for students in order to educate them regarding mental health issues and solutions, and to assist them in dealing with bullying, trauma, and violence.
- (d) SCFCS-V will continue to expand the relationship with JFCS of the Suncoast in order to assist students in dealing with bullying, trauma and violence, and to provide strategies or programs to reduce the likelihood of at-risk students developing social, emotional, or behavioral problems or substance abuse disorders.

The JFCS of the Suncoast collaboration provides an opportunity to collect statistical analysis of its resource utilization to aid the leadership team and provide data for intervention as outlined by the charter's Multi-tiered System of Supports (MTSS). This framework is designed to provide supports to all students in the school organized in three levels, with the first level available to all students and the second to those needing further assistance. The third level of support provides individual student plans for

accommodations and assistance. Ongoing data from JFCS of the Suncoast will help determine which interventions may be most effective for each level of support.

Additionally, SCFCS-V adheres to a modified Mental Health Assistance Allocation Plan Outcome and Expenditures Report Checklist provided by the state to districts, fulfilling s.1011.62(16)(d), F.S.

The new allocation provides for more direct and comprehensive services to SCFCSV for students and the faculty/staff. As directed in the legislation, the funds do not supplant current spending on programs, and increases the opportunities for services to more students. The Allocation Plan Checklist will help to document that 90% of the expenditures were allocated to direct mental health services or the coordination of such services with primary care and mental health providers, as designated by s.1011.62(16), F.S.

The legislation states that the district shall submit approved district and charter plans to the commissioner by August 1st of each fiscal year. Beginning September 30th, 2019, and by each September 30th thereafter, each entity that receives an allocation under this subsection shall submit to the commissioner in a format prescribed by the department a final report on its programs' outcomes and its expenditures for each element of the programs.

s. 1011.62, Florida Statutes:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1011/Sections/1011.62.html

**STATE COLLEGE OF FLORIDA
GRANT PROPOSAL**

NO: 22-03	TITLE: Carl D. Perkins, Career and Technical Education Postsecondary Programs (Federal Funds) Fiscal Year 2022-23	FUNDS REQUESTED: \$ 455,431
SPONSORING AGENCY: Office of Workforce Education – Florida Department of Education		SCF CASH MATCH: \$0
PROPOSER: Dr. Ryan Hale, VP for Institutional Effectiveness, and Dr. Todd Fritch, Executive VP & Provost		SCF IN-KIND MATCH: \$0


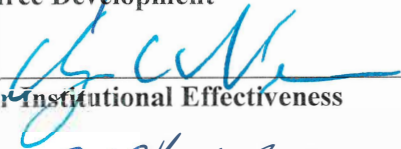

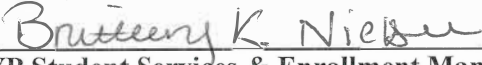
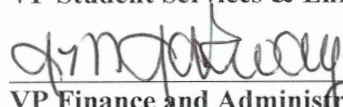
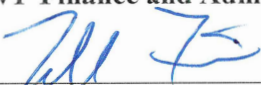

College departments and participating personnel: Dr. Todd Fritch, Executive VP/Provost; Dr. Ryan Hale, VP for Institutional Effectiveness; Ms. Brittany Nielsen, VP, Student Services; Dr. J. Michael Kiefer, Associate Provost for Academic and Faculty Affairs; A.S. Degree Program Managers and Academic Department Chairs

GRANT SUMMARY:

Through the Division of Career and Adult Education, the Florida Department of Education awards Carl D. Perkins federal grant funds to State College of Florida, Manatee-Sarasota to strengthen the College's A.S. (career and technical education) and certificate programs, thereby augmenting the regional workforce. The Perkins grant includes support for enhancing many activities undertaken by the College's career and technical education programs. A sample of the initiatives funded by the Perkins allocation include:

- Educational supplies, software and/or equipment to enhance services, learning environments and required courses for A.S. and college credit certificate programs such as:
 - Accounting Technology
 - Business Administration and Management
 - Biotechnology
 - Computer Information Technology, Computer Programming and Analysis, Network Systems Technology and Technology Project Management
 - Construction Management Technology
 - Criminal Justice Technology
 - Early Childhood Education
 - Engineering Technology
 - Graphic Design Technology
 - Health Professions Programs, including Physical Therapist Assistant, Dental Hygiene, Occupational Therapy Assistant, Radiography and Nursing
 - Paralegal/Legal Assisting
- Supporting personnel in the Bradenton and Venice Academic Resource Centers (ARC); A.S. technology lab staff; experiential learning; and promoting industry certification initiatives.
- A.S. marketing, recruitment and student success innovations – Strategic marketing initiatives for recruiting non-traditional students into non-traditional programs and for career and technical education student persistence, completion, and job placement.
- Support for curriculum development and enhancement, and for the Suncoast Career Pathways Consortium.

Signature Page
 Proposal # 22-03

Area Administrator	Date	Approved	Disapproved
	6/6/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource Development	Date	Approved	Disapproved
	6/8/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP for Institutional Effectiveness	Date	Approved	Disapproved
	6/6/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Associate Provost for Academic and Faculty Affairs	Date	Approved	Disapproved
	6/13/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Student Services & Enrollment Management	Date	Approved	Disapproved
	6/8/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Finance and Administrative Services	Date	Approved	Disapproved
	6/13/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Executive VP & Provost	Date	Approved	Disapproved
	6/8/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Acting</i> Director Human Resources	Date	Approved	Disapproved
President	Date	Approved	Disapproved
Submitted to Board of Trustees	Date	Approved	Disapproved

**STATE COLLEGE OF FLORIDA
GRANT PROPOSAL**

NO: 22-04	TITLE: College Reach-Out Program (CROP) (Tampa Bay CROP Consortium)	FUNDS AWARDED \$55,155
SPONSORING AGENCY: Florida Department of Education (State Funding)		SCF CASH MATCH: \$101,478
PROPOSER: Raul Lorenzo, Program Director, College Readiness		SCF IN-KIND MATCH: \$2,804

College departments and participating personnel: Raul Lorenzo, Program Director, College Readiness, Academic Affairs

GRANT SUMMARY:

The primary goal of the College Reach-Out Program (CROP), established under Section 1007.34 of the Florida Statutes, is to motivate and prepare low-income, educationally disadvantaged students in grades 6 through 12 to pursue and successfully complete a postsecondary education. The State College of Florida, Manatee-Sarasota (SCF) CROP serves students in Manatee and Sarasota counties as a member of the Tampa Bay CROP Consortium, which also includes St. Petersburg College, Hillsborough Community College and the University of South Florida, Tampa.

For 2022-23, the SCF College Reach-Out Program will serve 140 students. In Manatee County the initiative primarily serves students at Lee Middle School and Bayshore, Manatee, Palmetto and Southeast high schools. In Sarasota County, the program serves students at Heron Creek Middle School and Booker, Sarasota, and Riverview high schools. Each participating school has a site coordinator serving as a mentor to the student participants at that school.

The program activities/topics include motivational speakers; STEM workshops and career exposure; financial aid, study-skill strategies; choosing a college; cultural activities; and career and college admissions information. FSA/PSAT/SAT/ACT/PERT preparation, college tours and campus visits are also important components of the program.

Grant funds of \$55,155 will underwrite one-quarter of the SCF Special Programs Director's, and one half of the Retention Specialist's salaries and benefits. Office supplies will also be supported by the grant. The consortium's proposal includes a one-week summer residential program, which will include at least five CROP students served by SCF, with \$2,999 of the above-mentioned grant funds set aside for that purpose. (Summer Residential Program monies are held by the USF, Tampa as they host the program.)

To strengthen the project and satisfy state requirements, SCF will provide \$101,478 as a cash match, which includes personnel expense, non-salary expense, travel, supplies, printing and copying, instructional materials, contracted services, and scholarships for CROP participants to attend SCF. Financial Aid provides scholarships through SCF grants, waivers or other resources. SCF's in-kind match is \$2,804. Cash, grants (United Way Suncoast), and in-kind funding from other sources, including scholarships, is projected to be \$47,429.

Note: Now in its 31st year at SCF, CROP has provided services for more than 1,000 low-income, educationally disadvantaged middle and high school students in our region. For the 2021-22 academic year, 84% (37) of 44 CROP seniors students planned to continue their education after graduating high school. Of those continuing their education, 38% (14) chose SCF. In addition, 11 of these 2021-22 CROP graduates will start their college career in June through SCF's Summer Bridge Program.

Signature Page
 Proposal # 22-04

	6/6/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Area Administrator	Date	Approved	Disapproved
	6/6/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource Development	Date	Approved	Disapproved
	6/9/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP for Institutional Effectiveness	Date	Approved	Disapproved
	6/6/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Associate Provost for Academic and Faculty Affairs	Date	Approved	Disapproved
	6/13/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Student Services & Enrollment Management	Date	Approved	Disapproved
	6/8/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Finance and Administrative Services	Date	Approved	Disapproved
	6/13/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Executive VP & Provost	Date	Approved	Disapproved
<i>Acting</i> 	6/8/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Human Resources	Date	Approved	Disapproved
_____ President	_____ Date	_____ Approved	_____ Disapproved
_____ Submitted to Board of Trustees	_____ Date	_____ Approved	_____ Disapproved

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

Julie Martin Jakway, Vice President

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

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

SUBJECT: *Monthly Financial Report – April 2022*

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 April 30, 2022.

Student Fees revenue for the current year decreased 4% from the same period last year. Other Student Fees revenue increased by 9% over Other Student Fees reported through April of last year. Support from Local Government decreased by 6% over Support from Local Government through April of last year. This decrease is due to a decrease in number of students and credit hours enrolled in dual enrollment programs, college-wide. State Support increased by 8% over State Support through April 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 3% lower as compared to last April. Services expense increased 27% and Materials and Supplies expense increased 12% compared to April of last year. Other Current Charges decreased 19% compared to the same category through April 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 April was \$176,222 compared to \$58,682 last April. Most of this increase is due to purchase of a new passenger van and a new cargo van.

With this fiscal year 83% complete, personnel costs are at 67% of the amount budgeted for the current year, less than the three-year average of 76% for this time of year. Current expenses represent 56% of the amount budgeted, slightly less than the three-year average of 57% for this time of year.

In summary, with the year 83% complete:

- Year-To-Date Actual Revenue is 84% of the Adjusted Budget, equal to the three-year average for this time of year.
- Year-To-Date Actual Expense is 64% of the Adjusted Budget, which is less than the three-year average of 70% 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 April 30, 2022, totaled \$1,411,657, compared to the three-year average of \$1,393,887. Student Fees revenue is \$1,283,189 and Other Student Fees is \$124,984, compared to the three-year average of \$1,238,961 and \$135,227, respectively, for this time of year. Other Revenue is \$3,484 compared to the three-year average of \$19,699 for this time of year.

Total Expense for Baccalaureate Programs consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$838,180 with Personnel totaling \$741,854 and Current Expense totaling \$96,326, compared to the three-year average of \$1,068,539, \$971,814, and \$96,158, respectively, for this time of year. There were no Capital Outlay expenses through the month of April 2022.

On a percentage basis, Total Revenue is 84% of that budgeted, equal to the three-year average for this time of year. Total Expense is 50% of that budgeted compared to the three-year average of 65% 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 April 30, 2022, totaled \$3,497,757 compared to the three-year average of \$3,333,179. Support from Local Government is \$3,245,950 compared to the three-year average of \$3,007,929 for this time of year. State Support is \$197,308 compared to the three-year average of \$260,073 for this time of year. Federal Support is \$45,944 compared to the three-year average of \$3,826 for this time of year. Other Revenue is \$8,555 compared to the three-year average of \$61,351 for this time of year. This is due to lower interest rates in the current year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$3,111,522, with Personnel totaling \$1,816,559, Current Expense totaling \$933,116, and Capital Outlay expenses totaling \$361,847 during the period. These figures compare to the three-year averages of \$2,672,593 \$1,681,839, \$828,420, and \$162,334, respectively, for this time of year.

On a percentage basis, Total Revenue is 71% of that budgeted, lower than the three-year average of 80% for this time of year. Total Expense is 63% of that budgeted, slightly higher than the three-year average of 62% 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, Other Revenue, and Transfers from Other Funds. Total Revenue as of April 30, 2022, totaled \$1,185,977 compared to \$1,229,913 during the same period last year. Through April 30, 2022, Support from Local Government is \$1,065,869, State Support is \$52,836, Federal Support is \$65,455, and Other Revenue is \$1,816. Last year's figures were \$699,922, \$0, \$404,942, and \$49, respectively. Last year, the Collegiate School also received \$125,000, transferred from the College's Auxiliary Fund.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense are \$1,304,157, with Personnel totaling \$623,596 and Current Expense totaling \$312,223. Capital Outlay expenses totaled \$368,338 during the period. These figures compare to \$791,714, \$226,616, \$398,363, and \$166,736, respectively, during the same period last year.

On a percentage basis, Total Revenue is 73% of that budgeted, prior year Total Revenue was 75% for this time of year. Total Expense is 48% of that budgeted, prior year was 47% 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 Type Description	April 30, 2022				April 30, 2021				Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget			
Revenue											
41 Student Fees	14,900,550	14,900,550	13,939,818	94%	15,244,019	15,244,019	14,493,468	95%			-4%
42 Other Student Fees	2,800,718	3,170,262	3,005,863	95%	3,061,538	3,061,538	2,764,248	90%			9%
43 Support From Local Government [1]	1,879,686	1,879,686	1,443,456	77%	1,749,600	1,749,600	1,529,071	87%			-6%
44 State Support	26,325,874	26,421,874	21,195,364	80%	26,063,878	26,063,878	19,683,920	76%			8%
45 Federal Support	3,900,000	2,560,000	1,405,950	55%	67,764	458,764	425,079				-100%
46 Gifts, Private Grants & Contracts	0	0	0		27,790	27,790	9,629	35%			40%
47 Sales and Services Department	456,972	517,742	489,810	95%	588,377	589,377	350,580	59%			29%
49 Other Revenue [2]	110,455	130,455	120,641	92%	243,804	178,804	93,527	52%			19%
4A Non-Revenue Receipts [3]	1,255,548	2,597,048	2,129,423	82%	374,128	4,174,128	1,790,939	43%			6%
Total : Revenue	51,629,803	52,177,617	43,730,325	84%	47,420,898	51,547,898	41,140,461	80%			6%
Grand Total : Revenue	51,629,803	52,177,617	43,730,325	84%	47,420,898	51,547,898	41,140,461	80%			6%
Expense											
Personnel											
51 Salaries-Full Time & Perm Part Time	24,527,543	24,136,528	17,858,925	74%	24,372,958	24,145,805	18,852,408	78%			-5%
52 Other Personnel Exp P/T (Non-Perm)	3,809,109	3,886,909	2,376,865	61%	3,909,273	3,895,298	2,575,274	66%			-8%
53 Personnel Benefits	11,556,591	11,993,307	6,678,701	56%	9,650,374	10,960,736	6,416,759	59%			4%
Total : Personnel	39,893,243	40,016,744	26,914,491	67%	37,932,605	39,001,839	27,844,441	71%			-3%
Current Expense											
61 Services [4]	10,251,215	10,256,314	6,524,896	64%	9,582,284	9,680,256	5,147,629	53%			27%
62 Materials and Supplies	3,776,456	3,830,374	2,194,527	57%	3,685,237	3,666,490	1,950,942	53%			12%
63 Other Current Charges [5]	3,012,667	3,017,166	938,895	31%	2,810,635	2,728,520	1,159,347	42%			-19%
Total : Current Expense	17,040,338	17,103,854	9,658,318	56%	16,078,157	16,075,265	8,257,919	51%			17%
Transfers											
69 Other Transfers	0	0	0		805,975	805,975	0	0%			0%
Total : Transfers	0	0	0		805,975	805,975	0	0%			
Capital											
71 Capital Outlay	26,845	252,642	176,222	70%	10,000	87,305	58,682	67%			200%
Total : Capital	26,845	252,642	176,222	70%	10,000	87,305	58,682	67%			200%
Grand Total : Expense	56,950,426	57,373,240	36,749,031	64%	54,826,737	55,970,385	36,161,042	65%			2%

[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	April 30, 2022				April 30, 2021				Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	Percent YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	Percent YTD Actual / Adj Budget	
Revenue									
41 Student Fees	1,368,210	1,368,210	1,283,189	94%	1,316,515	1,366,647	1,355,086	99%	-5%
42 Other Student Fees	126,173	127,173	124,984	98%	133,699	133,699	135,529	101%	-8%
44 State Support	178,164	178,164	0	0%	178,164	178,164	0	0%	0%
49 Other Revenue [1]	2,897	3,897	3,484	89%	34,523	9,523	2,414	25%	44%
Total : Revenue	1,675,444	1,677,444	1,411,657	84%	1,662,901	1,688,033	1,493,029	88%	-5%
Grand Total : Revenue	1,675,444	1,677,444	1,411,657	84%	1,662,901	1,688,033	1,493,029	88%	-5%
Expense									
Personnel									
51 Salaries-Full Time & Perm Part Time	826,011	826,011	312,550	38%	785,061	785,061	449,608	57%	-30%
52 Other Personnel Exp P/T (Non-Perm)	367,000	367,000	345,183	94%	357,000	357,000	315,280	88%	9%
53 Personnel Benefits	305,502	305,502	84,121	28%	386,645	386,645	118,971	31%	-29%
Total : Personnel	1,498,513	1,498,513	741,854	50%	1,528,706	1,528,706	883,859	58%	-16%
Current Expense									
61 Services [2]	30,650	21,075	4,802	23%	29,650	27,849	5,051	18%	-5%
62 Materials and Supplies	83,545	83,059	51,397	62%	84,545	84,545	72,912	86%	9%
63 Other Current Charges [3]	62,736	62,736	40,127	64%	20,000	70,000	31,348	45%	28%
Total : Current Expense	176,931	166,870	96,326	58%	134,195	182,394	109,311	60%	-12%
Capital									
71 Capital Outlay	0	10,061	0	0%	0	1,801	1,699	94%	-100%
Total : Capital	0	10,061	0	0%	0	1,801	1,699	94%	-100%
Grand Total : Expense	1,675,444	1,675,444	838,180	50%	1,662,901	1,712,901	994,869	58%	-16%

[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: Thirty-nine (39)
AMENDMENT NUMBER: Thirty-nine (39)**

**FISCAL YEAR: 2021-22
April 2022**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 11,417,698	\$	\$	\$ 11,417,698
REVENUES	52,071,647	105,970 <a>		52,177,617
TOTAL TO BE ACCOUNTED FOR	\$ 63,489,345	\$ 105,970	\$ 0	\$ 63,595,315
SALARIES	\$ 40,016,744	\$	\$	\$ 40,016,744
CURRENT EXPENSES	17,097,095	6,759 		17,103,854
CAPITAL OUTLAY	248,431	4,211 <c>		252,642
ENDING FUND BALANCE	6,127,075	95,000 <d>		6,222,075
TOTAL ACCOUNTED FOR	\$ 63,489,345	\$ 105,970	\$ 0	\$ 63,595,315

JUSTIFICATION:

<a> The \$105,970 increase in Revenue is due to:

Projected revenues from 26 West meeting facilitations and catering fees	\$ 920
Increase budget authority for Coding Academy, Business Services and repeat course fees	100,950
Increase budget authority for summer camp	4,100
	<u>\$ 105,970</u>

 The \$6,759 net increase in Current Expenses is due to:

Projected revenues from 26 West meeting facilitations and catering fees	\$ 920
Increase current expense budget authority for Coding Academy	5,950
Increase budget authority for summer camp	4,100
Purchase of computer for VC and equipment for spiral binding	(6,112)
Re-align budget for anticipated Advertising costs	4,000
Purchase studio lighting equipment	168
Purchase laptop for Enrollment Services	(2,017)
Shipping cost of hospital bed	(250)
	<u>\$ 6,759</u>

<c> The \$4,211 net increase in Capital Outlay is due to:

Purchase of computer for VC and equipment for spiral binding	\$ 6,112
Re-align budget for anticipated Advertising costs	(4,000)
Purchase studio lighting equipment	(168)
Purchase laptop for Enrollment Services	2,017
Shipping cost of hospital bed	250
	<u>\$ 4,211</u>

<d> The \$95,000 increase in Fund Balance is due to:

Increase budget authority for Coding Academy, Business Services and repeat course fees	\$ 95,000
	<u>\$ 95,000</u>

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

RESOLUTION NUMBER: Forty (40)
AMENDMENT NUMBER: Forty (40)

FISCAL YEAR: 2021-22
April 2022

FUND NAME: Upper Division Fund

FUND NUMBER: 12000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 2,155,230	\$	\$	\$ 2,155,230
REVENUES	1,675,444	2,000 <a>		1,677,444
TOTAL TO BE ACCOUNTED FOR	\$ 3,830,674	\$ 2,000	\$ 0	\$ 3,832,674
SALARIES	\$ 1,498,513	\$	\$	\$ 1,498,513
CURRENT EXPENSES	166,870			166,870
CAPITAL OUTLAY	10,061			10,061
ENDING FUND BALANCE	2,155,230	2,000 		2,157,230
TOTAL ACCOUNTED FOR	\$ 3,830,674	\$ 2,000	\$ 0	\$ 3,832,674

JUSTIFICATION:

<a> The \$2,000 increase in Revenues is due to:

Increase budget authority for increased repeat course fees and interest revenue

\$ 2,000
\$ 2,000

 The \$2,000 increase in Fund Balance is due to:

Increase budget authority for increased repeat course fees and interest revenue

\$ 2,000
\$ 2,000

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

**RESOLUTION NUMBER: Forty-One (41)
AMENDMENT NUMBER: Forty-One (41)**

**FISCAL YEAR: 2021-22
April 2022**

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 1,637,477	\$	\$	\$ 1,637,477
REVENUES	24,909,826			24,909,826
TOTAL TO BE ACCOUNTED FOR	\$ 26,547,303	\$ 0	\$ 0	\$ 26,547,303
SALARIES	\$ 4,031,197	\$	\$ 900 <a>	\$ 4,030,297
CURRENT EXPENSES	19,718,777	10,900 		19,729,677
CAPITAL OUTLAY	1,294,394		10,000 <c>	1,284,394
ENDING FUND BALANCE	1,502,935			1,502,935
TOTAL ACCOUNTED FOR	\$ 26,547,303	\$ 10,900	\$ 10,900	\$ 26,547,303

JUSTIFICATION:

<a> The \$500 decrease in Salaries Expense is due to:
B2B grant budget re-alignment for robotics workshop

(900)
 \$ (900)

 The \$10,900 net increase in Current Expense is due to:
B2B grant budget re-alignment for robotics workshop
26 West budget revision to increase availability for client services

900
10,000
 \$ 10,900

<c> The \$10,000 decrease in Capital Outlay is due to:
26 West budget revision to increase availability for client services

(10,000)
 \$ (10,000)

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

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

FISCAL YEAR: 2021-22
April 2022

FUND NAME: COLLEGIATE SCHOOL-VC

FUND NUMBER: 23001

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 207,623	\$	\$	\$ 207,623
REVENUES	1,525,487	1,000 <a>		1,526,487
TOTAL TO BE ACCOUNTED FOR	\$ 1,733,110	\$ 1,000	\$ 0	\$ 1,734,110
SALARIES	\$ 848,637	\$ 1,000 		\$ 849,637
CURRENT EXPENSES	481,627			481,627
CAPITAL OUTLAY	242,026			242,026
ENDING FUND BALANCE	160,820			160,820
TOTAL ACCOUNTED FOR	\$ 1,733,110	\$ 1,000	\$ 0	1,734,110

JUSTIFICATION:

<a> The \$1,000 increase in Revenue is due to:
Increase budget authority for interest revenue

\$ 1,000
\$ 1,000

 The \$1,000 increase in Salaries Expense is due to:
Increased Substitute teachers and part-time employee expenses

\$ 1,000
\$ 1,000

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

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

**FISCAL YEAR: 2021-22
April 2022**

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	21,078,958	25,000 <a>		21,103,958
TOTAL TO BE ACCOUNTED FOR	\$ 40,120,653 =====	\$ 25,000 =====	\$ 0 =====	\$ 40,145,653 =====
SALARIES	\$ 0	\$	\$	0
CURRENT EXPENSES	969,712	14,430 		984,142
CAPITAL OUTLAY	31,831,866	83,185 <c>		31,915,051
ENDING FUND BALANCE	7,319,075		72,615 <d>	7,246,460
TOTAL ACCOUNTED FOR	\$ 40,120,653 =====	\$ 97,615 =====	\$ 72,615 =====	\$ 40,145,653 =====

JUSTIFICATION:

<a> The \$25,000 increase in Revenue is due to:
Increase budget authority for PECO receipts

\$	25,000
\$	<u>25,000</u>

 The \$14,430 net increase in Current Expenses is due to:
Establish CIFs for security camera and elevator upgrades
Closeout CIF for E-Sports room
Increase budget authority for Tech Refresh

\$	30,730
	(3,000)
	<u>(13,300)</u>
\$	<u>14,430</u>

<c> The \$83,185 net increase in Capital Outlay is due to:
Establish CIFs for security camera and elevator upgrades
Close out CIF for Bldg 6 carpet replacement and E-Sports room
Increase budget authority for Tech Refresh
Establish CIF for Minor Maintenance and Repairs

\$	10,850
	(15,965)
	13,300
	<u>75,000</u>
\$	<u>83,185</u>

<d> The \$72,615 net decrease in Ending Fund Balance is due to:
Increase budget authority for PECO receipts
Establish CIFs for security camera and elevator upgrades
Close out CIF for Bldg 6 carpet replacement and E-Sports room
Establish CIF for Minor Maintenance and Repairs

\$	25,000
	(41,580)
	18,965
	<u>(75,000)</u>
\$	<u>(72,615)</u>

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

AC Type	Description	April 30, 2022				April 30, 2021				Percent Change CY YTD Actual/ PY YTD Actual
		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	
	Revenue									
43	Support From Local Government [1]	3,773,276	4,182,018	3,245,950	78%	3,834,031	3,834,031	2,977,762	78%	9%
44	State Support [2]	271,540	271,540	197,308	73%	40	265,040	234,027		-16%
45	Federal Support [3]	11,268	387,858	45,944	12%	11,268	20,598	5,745	28%	
49	Other Revenue [4]	79,430	79,430	8,555	11%	2,141	10,141	8,102	78%	6%
	Total : Revenue	4,135,514	4,920,846	3,497,757	71%	3,847,480	4,129,810	3,225,636	78%	8%
	Grand Total : Revenue	4,135,514	4,920,846	3,497,757	71%	3,847,480	4,129,810	3,225,636	78%	8%
	Expense									
	Personnel									
51	Salaries-Full Time & Perm Part Time	1,672,826	1,971,791	1,284,853	65%	1,641,483	1,616,483	1,198,854	74%	7%
52	Other Personnel Exp P/T (Non-Perm)	74,520	95,520	76,213	80%	59,200	82,650	78,614	95%	-3%
53	Personnel Benefits	752,885	752,885	455,493	60%	713,946	713,946	419,123	59%	9%
	Total : Personnel	2,500,231	2,820,196	1,816,559	64%	2,414,629	2,413,079	1,694,590	70%	7%
	Current Expense									
61	Services [5]	1,113,477	1,253,055	671,599	54%	1,055,796	1,042,736	626,352	60%	7%
62	Materials and Supplies	367,342	307,263	261,517	85%	367,119	384,578	261,213	68%	0%
	Total : Current Expense	1,480,819	1,560,318	933,116	60%	1,422,915	1,427,314	887,566	62%	5%
	Capital									
71	Capital Outlay	292,241	538,531	361,847	67%	25,000	486,155	89,689	18%	
	Total : Capital	292,241	538,531	361,847	67%	25,000	486,155	89,689	18%	
	Grand Total : Expense	4,273,290	4,919,045	3,111,522	63%	3,862,544	4,326,548	2,671,845	62%	16%

[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 Type Description	April 30, 2022				April 30, 2021					
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent
Revenue										
43 Support From Local Government [1]	1,408,550	1,228,318	1,065,869	87%	758,684	758,684	699,922	92%		
44 State Support [2]	0	56,205	52,836		0	0	0			
45 Federal Support [3]	128,674	195,125	65,455	34%	547,823	635,997	404,942	64%		
49 Other Revenue [4]	0	2,849	1,816	64%	0	0	49			
4A Non-Revenue Receipts	0	135,000	0	0%	114,013	239,013	125,000	52%		
Total : Revenue	1,537,224	1,617,497	1,185,977	73%	1,420,520	1,633,694	1,229,913	75%		
Grand Total : Revenue	1,537,224	1,617,497	1,185,977	73%	1,420,520	1,633,694	1,229,913	75%		
Expense										
Personnel										
51 Salaries-Full Time & Perm Part Time	620,775	577,275	444,330	77%	232,283	278,858	171,889	62%		
52 Other Personnel Exp P/T (Non-Perm)	6,000	26,000	23,543	91%	6,000	0	0			
53 Personnel Benefits	246,162	246,362	155,723	63%	81,914	91,757	54,727	60%		
Total : Personnel	872,937	849,637	623,596	73%	320,197	370,615	226,616	61%		
Current Expense										
61 Services [5]	400,328	292,473	206,367	71%	456,246	423,773	162,592	38%		
62 Materials and Supplies	250,478	324,065	105,856	33%	383,854	424,526	235,772	56%		
Total : Current Expense	650,806	616,538	312,223	51%	840,100	848,299	398,363	47%		
Capital										
71 Capital Outlay	240,346	1,237,632	368,338	30%	308,606	463,163	166,736	36%		
Total : Capital	240,346	1,237,632	368,338	30%	308,606	463,163	166,736	36%		
Grand Total : Expense	1,764,089	2,703,807	1,304,157	48%	1,468,903	1,682,077	791,714	47%		

[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

ACCEPTANCE OF GIFTS AND GRANTS

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

April 2022		
<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<u>Gifts:</u>		
No gifts received		
<u>Grants:</u>		
United States Department of Education		
April YTD Revenue	753,792	
March YTD Revenue	753,792	
Change for Month of April	-	Pell Grant 2020-2021
April YTD Revenue	10,619,688	
March YTD Revenue	10,018,763	
Change for Month of April	600,926	Pell Grant 2021-2022
Total Received - Gifts	-	
Total Received (Returned) - Pell Grant	600,926	

PROPERTY DISPOSAL

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

Proposed by Nathan Wellman
NameDate 6/3/2022Manager, Business Operations
Title

DESCRIPTION OF ITEM	DECAL	PURCHASE PRICE	PURCHASE DATE	REASON FOR DISPOSAL	METHOD OF DISPOSAL
Victory Refrigerator	021747	\$4,463.75	10/28/1998	Cost of Repairs Outweigh Value	GovDeals
iMac 21.5"	030330	\$1,368.00	4/17/2012	Obsolete	E-Scrap
OptiPlex 790	030512	\$986.70	7/24/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030614	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030615	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030616	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030617	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030619	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030620	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030621	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030622	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030623	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030624	\$1,898.57	11/1/2012	Obsolete	E-Scrap
MacBook Pro 15.4"	030626	\$1,898.57	11/1/2012	Obsolete	E-Scrap
iMac 21.5"	030734	\$1,249.00	4/24/2013	Obsolete	E-Scrap
MacBook Pro 15.4"	031690	\$1,899.00	2/16/2015	Obsolete	E-Scrap
MacBook Pro 15.4"	031691	\$1,899.00	2/16/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031782	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031784	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031786	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031788	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031794	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031796	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031798	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031799	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031800	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031801	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031802	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031807	\$959.78	2/18/2015	Obsolete	E-Scrap
OptiPlex 5040 Computer	032344	\$917.33	4/28/2016	Obsolete	E-Scrap
Latitude E6540 Laptop	032345	\$1,311.05	4/28/2016	Obsolete	E-Scrap
OptiPlex 3040 MiniTower	032436	\$669.90	7/11/2016	Obsolete	E-Scrap
OptiPlex 7440 MiniTower	032473	\$981.89	8/29/2016	Obsolete	E-Scrap
OptiPlex 7440 MiniTower	032475	\$981.89	8/29/2016	Obsolete	E-Scrap
OptiPlex 7440 MiniTower	032476	\$981.89	8/29/2016	Obsolete	E-Scrap
OptiPlex 7440 MiniTower	032478	\$981.89	8/29/2016	Obsolete	E-Scrap

PROPERTY DISPOSAL

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

OptiPlex 7440 MiniTower	032479	\$981.89	8/29/2016	Obsolete	E-Scrap
OptiPlex 7440 MiniTower	032480	\$981.89	8/29/2016	Obsolete	E-Scrap
OptiPlex 7440 MiniTower	032485	\$981.89	8/29/2016	Obsolete	E-Scrap
OptiPlex 7440 MiniTower	032486	\$981.89	8/29/2016	Obsolete	E-Scrap
OptiPlex 7440 MiniTower	032487	\$981.89	8/29/2016	Obsolete	E-Scrap
Latitude 15 Laptop	031121	\$972.72	4/15/2014	Obsolete	E-Scrap
OptiPlex 7020 MiniTower	031789	\$959.78	2/18/2015	Obsolete	E-Scrap
Latitude 5480 Laptop	033051	\$1,217.48	6/25/2017	Obsolete	E-Scrap
iMac 21.5"	033340	\$1,049.00	10/1/2017	Obsolete	E-Scrap
iMac 21.5"	031136	\$1,260.75	4/2/2014	Obsolete	E-Scrap
iMac 21.5"	031137	\$1,260.75	4/2/2014	Obsolete	E-Scrap
iMac 21.5"	031141	\$1,260.75	4/2/2014	Obsolete	E-Scrap
iMac 21.5"	031142	\$1,260.75	4/2/2014	Obsolete	E-Scrap
iMac 21.5"	031146	\$1,260.75	4/2/2014	Obsolete	E-Scrap
Dell Inspiron 21.5"	034135	\$399.99	11/28/2018	Obsolete	E-Scrap

Nathan Wellman Digitally signed by Nathan Wellman
Date: 2022.06.03 09:28:23 -04'00'

Proposer Date

Rebecca Ferda Digitally signed by Rebecca Ferda
Date: 2022.06.03 11:02:46 -04'00'

Business Services Administrator Date

Julia Jakway Digitally signed by Julia Jakway
Date: 2022.06.03 11:45:10 -04'00'

Signature of Vice President, Finance & Administrative Services Date

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
June 28, 2022

AGENDA ITEM:

Contract approval for Contracted Custodial Services

RECOMMENDATION:

The College recommends approval by the Board of Trustees to enter into agreement for Contracted Custodial Services, 3H System, LLC.

STAFF ANALYSIS:

This agreement is the result of a public solicitation created by State College of Florida, Manatee-Sarasota's Purchasing Department. The purpose of this Invitation to Negotiate was to negotiate a contract for custodial services on the College's three (3) campuses. After evaluation by the committee, 3H System, LLC. is recommended for award.

BID TABULATION:

Vendor	Amount	Comments
3H System LLC	\$1,232,400.00	Lowest Bid
United States Service Industries, Inc	\$1,580,446.60	
HHS Education Services, LLC	\$1,609,434.00	
HES Facilities Management	\$1,675,309.22	
ATALIAN Global Services	\$1,761,170.00	
Marsden South	\$1,927,081.00	
Olympus Building Services, Inc.	\$1,999,583.00	
Sunshine Cleaning Systems, inc.	\$2,126,217.00	

FISCAL IMPACT Yes

Funding Source: Facilities Fund 1 Operating

Will this action result in a Budget Amendment? **No**

If yes, indicate the dollar amount:

REQUESTED BY: Rebecca Ferda, Director, Business Services

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

SERVICE AGREEMENT

This AGREEMENT dated _____, 2022, by and between the District Board of Trustees of State College of Florida, Manatee-Sarasota (hereinafter referred to as "SCF") and 3H System, LLC. (hereinafter referred to as "3H").

RECITALS

Based upon its extensive experience in the field, 3H is prepared to and desires to provide certain services to SCF as set forth herein.

SCF desires to contract with 3H for the performance of these services to be performed on SCF's premises.

NOW, THEREFORE, in consideration of the mutual promises and understandings set forth below, the parties hereto agree as follows:

AGREEMENT

1. Services to be Provided: 3H will provide services (hereinafter referred to as "Services") for SCF according to the specifications set forth in this Agreement and in Attachment A, the Invitation to Negotiate and 3H's proposal response to the ITN request; such attachments being incorporated herein by reference, at SCF's facilities specified below ("Facility"):

State College of Florida, Manatee-Sarasota
Bradenton Campus
5840 26th Street West
Bradenton, FL 34207

State College of Florida, Manatee-Sarasota
Venice Campus
8000 South Tamiami Trail
Venice, FL 34293

State College of Florida, Manatee-Sarasota
Lakewood Ranch Campus
Lakewood Ranch Corporate Park
7131 Professional Parkway East
Sarasota, FL 34240

In performing such Services, 3H will do the following:

- A. Furnish a management team to ensure the Services are accomplished in accordance with the terms and conditions set forth herein.
- B. Furnish, train, manage and direct all 3H employees in the performance of Services. SCF shall have the right, upon written notice to 3H, to require the replacement of any 3H employees employed at the Facility whose continued presence, in the opinion of SCF, is not in the best interest of SCF or its employees, students or guests, provided such replacement shall not contravene any local, State or Federal law. 3H will take all measures required by law and this Agreement to assure all 3H employees and contractors who provide services under this Agreement shall comply with all applicable laws, ordinances, rules and regulations in the performance of Services provided under this Agreement, including but not limited to, all applicable SCF policies and procedures, rules and regulations in effect at the time, all laws governing appropriate visa and work authorization, any and all applicable SCF policies regarding background information and pre-employment testing, and any other applicable requirements deemed appropriate by SCF.
- C. Provide additional services (non-repetitive in nature) similar to, but not included in, the Services from time to time as agreed by the parties ("Additional Services").

2. Costs to be Paid by 3H: The following costs will be paid by 3H:

- A. All wages and salaries for 3H's employees working at Facility.
- B. The cost of social security taxes, State and Federal unemployment insurance premiums, general liability and umbrella insurance premiums, and workers' compensation premiums, and, to the extent applicable, medical, life, and dental insurance premiums (if any), other applicable fringe benefits, related administrative costs and payroll-based Federal, State and local taxes payable on behalf of 3H's employees working at Facility. 3H shall indemnify and hold harmless SCF from any claim for payment of such items relating to wages and/or salaries paid by 3H under this Agreement.
- C. The cost of all janitorial supplies and minor janitorial equipment.
- D. The cost of various restroom supplies to include sanitary liners, toilet seat covers, and trash bags.
- E. The cost of a personal computer and printer for 3H's office at SCF's Facility.
- F. The cost of any required uniforms for 3H's employees.
- G. The cost of manuals, forms, training aids, office supplies, and long-distance telephone

calls needed in performing the Services.

- H. The cost of 3H's supporting operations management, human resources, accounting, legal, training and development and general administrative functions.
- I. The cost of purchasing and/or leasing supplementary janitorial equipment.
- J. The cost of any pre-employment testing for 3H employees as required by the ITN documentation and SCF policies and procedures in effect as of the date of this Agreement and applicable law. 3H employees with access to the Facility when students are present must meet level 2 screening requirements as described in Chapter 1012, Florida Statutes and s. 435.04, Florida Statutes. Fingerprinting is to be coordinated with the SCF Human Resources department.

3. Costs to be Paid by SCF: The following costs will be paid by SCF:

- A. The costs of utilities and electric power used by 3H to accomplish the Services.
- B. The provision of a suitable office, office furnishings and secure equipment storage space at SCF's facility.
- C. The cost of all waste removal and disposal from SCF's facility. The cost of waste containers, compacters, bins, cans, bailers, shredders, dumpsters and related receptacles used to temporarily store or process waste at SCF's facility.
- D. The cost of consumable supplies to include toilet paper, paper hand towels, hand soap, air fresheners, and erasers for 3H restocking.
- E. The cost of internal SCF e-mail use, local telephone service and internal SCF telephone service.

4. Payments to 3H by SCF: In consideration of 3H's performance of its obligations under this Agreement, SCF shall make payments to 3H as described below:

- A. **Contract Price:** The contract price for the first year and for each subsequent year of the Initial Term shall be One Million Two Hundred and Thirty Two Thousand Four Hundred dollars (\$1,232,400.00) unless adjusted in accordance with Subsection 4 (C) below ("Contract Price"). The Contract Price shall be paid in twelve (12) equal monthly installments ("Monthly Payments") of One Hundred and Two Thousand, Seven Hundred dollars (\$102,700) which will be billed at the beginning of the month in which the Services are to be rendered. Additional Services will be invoiced at the beginning of each month for such Services provided during the prior month.
- B. **Payment Terms:** The Monthly Payments and payments for Additional Services shall be

either (i) made by electronic transfer to 3H's designated bank account or (ii) delivered to an address provided by 3H. The first such Monthly Payment shall be made after the end of the month in which this Agreement commences, and each subsequent Monthly Payment shall be made no later than thirty (30) days from the date of invoice for such Monthly Payment. Each payment for Additional Services will be made no later than net 30 days from date of invoice.

C. Contract Price Adjustments: The Contract Price shall be adjusted as follows:

1. Annual Fee Adjustment: At the end of the first twelve (12) month period during the Term, the Contract Price shall increase to \$1,317,576.00. At the end of the second (12) month period during the term, the Contract Price shall increase to \$1,397,627.54. Additional one year renewal term pricing shall be at a rate no greater than 3%.
2. Changes In Taxes, Minimum Wage Rate or Other Employee Costs: In the event of a change in social security taxes or the Federal or State unemployment taxes, or the imposition of new Federal, State, or local payroll taxes or government mandated healthcare costs applicable to any of 3H's employees, the parties agree that they shall meet and discuss an adjustment to the labor cost portion of the Contract Price, provided, however, that neither party shall have an obligation to reach an agreement.
3. Change in Services: Should SCF request a change in Services for reason of opening new units or buildings or permanent closings of units or buildings or a change tasks or frequencies to be performed or a significant change in the activity or use of SCF's Facility, and should such change result in a change of costs to 3H, the Contract Price and the Monthly Payments shall be changed by the projected change in costs to 3H, such changes taking effect from the date of the change in Services.
4. Early Payment Discount: In the event that SCF makes payments within 14 days of monthly invoice date, a 0.05% discount will be provided to the SCF.

5. Term and Termination of Agreement:

- A. Initial Term: The term of this Agreement shall commence on the 1st day of July, 2022, and shall continue until June 30, 2025 ("Initial Term"). Upon satisfactory performance by 3H and mutual agreement of the parties, the Agreement may be renewed for up to three (3) one (1)-year renewals (each referred to as a "Renewal Term"), such renewal to be evidenced in writing at least ninety (90) days prior to expiration of the Initial Term or Renewal Term. Either party may provide written notice at least ninety (90) days prior to the expiration date of the Initial Term or any Renewal Term, as the case may be, to the other party of its election not to renew the Agreement.
- B. Termination for Unsatisfactory Service: If, in the sole reasonable opinion of SCF, 3H is not performing the Services in accordance with the requirements of this Agreement, and SCF

desires to terminate this Agreement, SCF must give 3H thirty (30) days written notice of its intention to terminate this Agreement if such service deficiencies are not corrected within that time (the "Cure Period"), which notice shall specify the service areas in question. On or before the end of the thirty (30) day Cure Period, SCF shall reasonably determine that either (i) the service deficiencies have been corrected, in which case the Agreement will continue in full force and effect subsequent to the Cure Period, or (ii) the service deficiencies have not been corrected, in which event SCF may, by further written notice, terminate this Agreement sixty (60) days from the end of the Cure Period. In the event that SCF does not act pursuant to either (i) or (ii) above, the service deficiencies shall be deemed corrected, and the Agreement shall continue in full force and effect thereafter.

- C. Termination for Material Change in Financial Condition: In the event a petition in bankruptcy is filed by or against either party which is not dismissed within 30 days thereafter, or if either party shall be adjudicated as bankrupt or insolvent, or shall file any petition or answer seeking any reorganization, composition, readjustment, liquidation or similar relief under any present or future statutes, law or regulation, or shall seek or consent to or acquiesce in the appointment of any trustee, or shall make any general assignment for the benefit of creditors, or shall admit in writing its inability to pay its debts generally as they become due, then the other party may immediately terminate this Agreement in whole or in part.
- D. Termination for Convenience: Either party may, without cause and for any reason, terminate this Agreement at any time upon giving one-hundred-and-twenty (120) days written notice to the other party.
- E. Equipment: In the event of termination of this Agreement by SCF, SCF shall purchase all janitorial equipment and computer hardware owned by 3H and located at SCF's Facility and used to provide the Services at SCF's Facility under this Agreement, at Book Value, defined as the purchase price plus sales tax and freight charges, depreciated on a straight-line basis over three (3) years for vacuum cleaners and over five (5) years for all other janitorial and computer equipment.

6. Insurance:

- A. Insurance to be carried by 3H: 3H shall procure and maintain during the term of this Agreement, at 3H's sole expense, the following insurance:
 - 1. Worker's Compensation and Employer's Liability Insurance covering obligations imposed by federal and state statutes with jurisdiction over 3H's employees, and otherwise having limits of \$ 1,000,000.
 - 2. Property Insurance covering 3H's equipment and other personal property now or hereafter located on SCF's Facility against "All Risk" of Loss within an amount at least

equal to replacement value. "All Risk" shall mean at a minimum coverage for Special Causes of Loss perils.

3. Commercial General Liability Insurance providing coverage for 3H's operations with minimum limits of liability shown below:

Limits:

Each Occurrence	\$1,000,000
General Aggregate:	\$2,000,000
Products-Completed Operations	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Automobile Liability	\$1,000,000

4. Umbrella Liability Insurance providing excess coverage over the underlying Commercial General Liability, Automobile Liability and Employers Liability policies with a limit of at least \$10,000,000 per occurrence/aggregate.
5. Employee Theft Coverage for the acts of 3H's employees with limits of at least \$500,000.

3H shall, at SCF's request, furnish a Certificate of Insurance to SCF clearly evidencing the above coverage.

- B. Waiver of Rights of Recovery and Waiver of Rights of Subrogation. SCF and 3H waive all rights of recovery against the other for loss or damage to the extent covered by any insurance maintained by SCF or 3H. SCF and 3H further waive, and shall cause their respective insurance carriers to waive, all rights of subrogation for loss or damage covered by any insurance maintained by SCF or 3H. If any of the policies of insurance required under this Agreement require an endorsement to provide for the waiver of subrogation set forth above, then SCF and 3H, as the case may be, shall cause them to be so endorsed.

7. Force Majeure: Neither party shall be liable for the failure to perform their respective obligations under this Agreement when such failure is caused by fire, explosion, water, act of God or unavoidable accident, civil disorder or disturbance, strikes, vandalism, war, riot, sabotage, weather or energy related closings, governmental rules or regulations, or like causes beyond the reasonable control and without the fault or negligence of such party, or for real or personal property destroyed or damaged due to such causes.

8. Ancillary Commitments and Responsibilities:

- A. Joint Review Committee. A Joint Review Committee composed of SCF and 3H employees, shall be formed to review the performance by 3H of the Services and facilitate regular

communication between SCF and 3H regarding the Services. This Committee shall hold its first meeting not later than thirty (30) days from the commencement of this Agreement and thereafter shall have regular quarterly meetings.

- B. Confidential and Proprietary Information: SCF may provide 3H and its employees/agents with access to proprietary and confidential business, financial and technical information (hereinafter "Confidential Information") as deemed reasonably necessary by SCF for 3H to carry out its obligations under this Agreement. 3H agrees on behalf of its officers, agents, directors, and employees, to hold in strictest confidence all such Confidential Information that is provided by SCF or that 3H becomes aware of as a result of the Services provided under this Agreement. 3H further agrees that any and all Confidential Information provided to 3H by SCF under this Agreement, as well as any documents or data prepared by 3H which reflect such Confidential Information, shall remain the sole property of SCF and cannot be used by 3H for any activity outside of this Agreement, except with the express written consent of SCF. 3H further agrees that it shall not disclose, transfer, self-publish or otherwise make to any other person or entity any such Confidential Information without the prior written consent of SCF, except as required by law.
- C. Independent Contractor: The parties agree that in all aspects their relationship will be that of an independent contractor, and that neither party will act or represent that it is acting as an agent or incur any obligation on the part of the other party.
- D. Employment Commitment: 3H and SCF agree that at no time during the term of this Agreement, and for a period of one (1) year immediately following the termination or expiration of this Agreement, will either in any way directly or indirectly, for themselves or on behalf of, or in conjunction with any other person, firm, partnership, corporation or association, approach, solicit, hire, employ or take away any of the other's management personnel, or otherwise interfere with the contractual relationship or employment of the other's management personnel. For purposes of this Section, "management personnel" shall include the following position titles of SCF: Vice President, Dean, Director, and Manager; and the following position titles of 3H: Site Manager, Assistant Site Manager, Administrative Assistant, Area Manager, Regional Manager, Regional Vice President, and Sales Director.
- E. Non-Discrimination: 3H agrees that it is an equal opportunity employer, and it shall not discriminate against any of its employees or applicants for employment on the basis of race, color, creed, sex, national origin, age or any other protected factor.

9. Miscellaneous Provisions:

- A. Severability: If any provision of this Agreement is held invalid for any reason, the other provisions of this Agreement will remain in effect, insofar as consistent with law.

- B. Binding: This Agreement shall inure to and bind all parties, their successors, assigns, agents, or representatives.
- C. Waiver:
 1. No Waiver in Failure to Exercise Right: No failure to exercise and no delay in exercising any right, power or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege under this Agreement preclude any further exercise of the same or any other right, power or privilege hereunder.
 2. No Oral Waiver: No oral waiver of any provision of this Agreement shall be effective unless made in writing and signed by the party to be bound.
- D. Survival: Each representation, covenant and warranty of the parties shall survive the termination or expiration of this Agreement.
- E. Authorization: 3H and SCF represent and warrant that each has full corporate power to make, execute and deliver this Agreement; and neither the execution nor delivery of this Agreement nor the consummation of any transaction contemplated hereby has constituted or resulted in, or will constitute or result in, a default or violation of any term or provision of any document or instrument to which 3H or SCF is a party or by which their respective assets are bound.
- F. Entire Agreement: This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated or referred to herein. This Agreement may not be modified except by an instrument in writing signed by both parties. This Agreement may not be assigned by either party without the written consent of the other party. Consent to an assignment to a wholly owned subsidiary or affiliate of the assignor shall not be unreasonably withheld.
- G. Headings: The headings of the sections or Sections herein are for convenience only and shall not restrict or affect the meaning or application of any provision.
- H. Notices: All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by courier, registered or certified mail, return receipt requested, properly addressed and postage prepaid, or by overnight mail by a reputable carrier, and addressed as follows:

TO 3H:

3H System, LLC.

TO SCF: **State College of Florida, Manatee-Sarasota**
Facilities Department
5840 26th Street West
Bradenton, FL 34207
ATTN: Christopher Wellman, Associate VP, Facilities

or at any other address as may be given by either party to the other by notice in writing pursuant to the provisions of this Section.

- I. Force Majeure: Neither SCF nor 3H shall be responsible for its default, delay or failure to perform any terms or conditions of the Agreement when failure to perform is due to causes beyond such party's reasonable control including, but not limited to: civil unrest, strike, lockout, flood, action or inaction of governmental authorities, epidemic, war, act of terrorism, embargo, fire, earthquake, hurricane, windstorm, act of God or default of common carrier. In the event of such default, delay, or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused delay, default or force majeure.
- J. Independent Contractor: 3H is an independent contractor, and SCF shall have neither supervision nor control over 3H's employees, agents, representatives, or volunteers in the performance of their duties for 3H. If 3H is an individual, 3H understands that SCF will deduct no federal or state income tax and that no retirement, health or life insurance, or other benefits available to SCF employees, will accrue to 3H. 3H shall not in any manner use the credit or name of SCF in connection with its business or affairs except as specifically authorized in this Agreement or as approved in writing prior to such use by SCF. 3H shall purchase all equipment, supplies and sign contracts in its own name and sole credit, and shall promptly make full payment thereon, in accordance with the terms of purchase.
- K. Liability and Indemnity: 3H agrees to indemnify, defend, and hold harmless SCF and its officers, trustees, employees, representatives, and agents, from any and all claims, causes of action, costs, expenses, injuries, liabilities, attorneys' fees and costs, losses and damages of every kind and description resulting from or arising out of the performance of this Agreement by 3H, its employees, agents or subcontractors. SCF, as a public body corporate of the State of Florida, does not agree to indemnify or hold 3H harmless, and does not agree to enlarge the scope of the waiver of sovereign immunity provided in Section 768.28, Florida Statutes. Nothing in the Agreement shall be construed or interpreted as to deny to either party any remedy or defense available to such party under the laws of the State of Florida. This provision shall survive termination of the Agreement.

- L. Public Records: The Vendor will allow public access to all records, documents, papers, letters or other material subject to the provision of Florida Public Records law, Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement. Refusal by the Vendor will indemnify the College, the Board of Trustees and the State of Florida, and their officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney's fees, that relate to any public records which the Vendor maintained or should have maintained in conjunction with this Agreement, or that relate to any public records which the Vendor failed to produce or copy in the response to a public records request.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE COLLEGE'S OFFICE OF THE GENERAL COUNSEL, 941-752-5205, proutys@scf.edu & 5840 26th Street West, Bradenton, FL 34207.

To the extent applicable, (i) the party contracting with the College will comply with all obligations imposed on contractors set forth in Florida Statutes, Section 119.0701(2)(b), relating to public records, and (ii) the parties will be governed by and comply with the protocol established in Florida Statutes Section 119.0701(3) for public records requests.

- M. Identity Theft: To the extent applicable, 3H agrees that it will comply with the rules of the Federal Trade Commission at 16 CFR Part 681, including implementation of an identity theft prevention program.
- N. Travel Expenses: Travel expenses are reimbursable to 3H only where SCF has agreed in writing that 3H's fee for services is not all-inclusive and that SCF will fund such travel in addition to 3H's fee. Where travel is reimbursable, 3H agrees to complete a travel authorization form prior to traveling and to submit bills for any travel expenses in accordance with §112.061, Florida Statutes. No travel expenses will be paid to, or for the benefit of, any individual in excess of the amount permitted by Section 112.061, Florida Statutes. Any expenses in excess of the amounts prescribed by law shall be borne by 3H.
- O. Taxes: SCF is exempt from the payment of all sales, use or excise taxes. 3H shall pay all personal property taxes on leased equipment and all taxes based upon net income.
- P. Accounting and Audit: 3H agrees to maintain at its place of business records, books, account information and related materials relevant to this Agreement. SCF, and the Auditor General of the State of Florida, or any of their authorized representatives, will have the right upon reasonable notice to review such materials or obtain copies thereof, whether by their own representatives or by certified public accountants,

during reasonable business hours and in a manner that does not disrupt 3H's business operations. 3H agrees to retain any documents relevant to this Agreement for a period of at least three (3) years after the final payment or termination of this Agreement, whichever is later. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute resolved. The 3H's invoices for payment or other compensation shall be submitted in detail sufficient for proper pre-audit and post-audit review. 3H agrees to include this Accounting and Audit provision in any contract it has with any subcontractor, consultant, or agent whose services will be charged directly or indirectly to this Agreement.

- Q. Assignment, Delegation and Subcontracts. 3H shall not assign, delegate, subcontract or otherwise transfer any interest in this Agreement or any obligation of 3H without the prior written consent of SCF.
- R. Public Entity Crime: SCF will not accept a competitive solicitation from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.
- S. Third Parties: The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
- T. Amendment: This Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto.
- U. Governing Law/Venue: This Agreement will be governed by and construed under the laws of the State of Florida, Manatee County, Florida, will be the forum and venue for any lawsuit between the parties arising from or incident to the Agreement. 3H consents to personal jurisdiction in the State of Florida. 3H and SCF agree that attorney's fees and costs shall be awarded to the prevailing party in any dispute arising out of this Agreement.
- V. Non-Discrimination: If this Agreement is funded in any part by monies of the United States of America, 3H shall comply with all provisions of Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, as supplemented by the regulations of the United States Department of Labor (41 CFR Part 60). SCF's policy prohibiting sexual harassment, is incorporated into this Agreement by reference as if fully set forth herein.
- W. Employment of Unauthorized Aliens and E-Verify. The employment by any Vendor of unauthorized aliens is a violation of federal law. Any such violation by Contractor shall be cause for immediate cancellation of the Agreement by College. Pursuant to s. 448.095,

Florida Statutes, the Vendor and its subcontractors will enroll in and use the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of its employees and its subcontractors' employees performing under this Contract. Employees performing under this Contract means all persons employed or assigned (including subcontractors) by the Vendor or a subcontractor during the contract term to perform work pursuant to this Contract within the United States and its territories.

- X. Funding Availability: Obligations of SCF hereunder are subject to the availability of funds lawfully appropriated annually for its purposes by the Florida Legislature.
- Y. Survival: The obligations under this Agreement which by their nature would continue beyond the expiration of the term of this Agreement shall survive termination, expiration, or cancellation of this Agreement.
- Z. Agreement Administrator: Except where otherwise specified, the Agreement Administrator shall be SCF's representative for purposes of administering this Agreement, and 3H shall submit all progress reports, invoices, correspondence, and related submissions to the Agreement Administrator, who is: Christopher Wellman, Director.
- AA. Counterparts/Facsimile: This Agreement may be executed in one or more counterparts all of which when taken together shall be considered one and the same agreement. Facsimile signatures are acceptable as original signatures on this Agreement.
- BB. Severability. If any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other provisions of the Agreement, and the Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

10. Execution of Contract: The parties to this Agreement have executed this Agreement as of the day and year first written above.

3H System, LLC.

**District Board of Trustees of
State College of Florida, Manatee-Sarasota**

By OJ Heo

By _____

Title Business Development

Title _____

Date 05/31/2022

Date _____

ATTACHMENT A

SERVICES

Specifications

3H will provide services for SCF according to the specifications set forth in this Agreement and in Attachment A, the Invitation to Negotiate and 3H's proposal response to the ITN request; such attachments being incorporated herein by reference.

ATTACHMENT A CONTINUED

Excluded Areas

The following areas are excluded from the specifications and 3H will not be required to, and will not, provide Services for such areas.

There are no excluded areas.

ATTACHMENT A CONTINUED

Schedule for Services

- A. 3H will provide the Services to SCF in the frequency described in Attachment A.
- B. 3H will observe the same holiday, vacation, and closure schedule as the SCF, but there will be no reduction in the Contract Price as a result of such observance.
- C. The scheduling for Additional Services and/or special services will be agreed to as they are identified.

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
June 28, 2022

AGENDA ITEM:

Contract approval for SCF Food Services

RECOMMENDATION:

The College recommends approval by the Board of Trustees to enter into agreement for SCF Food Services with Compass Group USA, Inc.

STAFF ANALYSIS:

This agreement is the result of a public solicitation created by State College of Florida, Manatee-Sarasota's Purchasing Department. The purpose of this Invitation to Negotiate was to solicit sealed proposals from qualified suppliers to operate a full-service kitchen / cafeteria at SCF's three (3) campuses and to provide a wide variety of nutritious foods to students, faculty, and staff. The supplier will be given a three-year contract and will have the authority to operate cafeterias at the Bradenton Campus, Venice Campus, and Lakewood Ranch Campus. After evaluation by the committee, Compass Group USA, Inc. is recommended for award.

BID TABULATION:

Vendor	Management Fee	Administrative Fee	Subsidy/Loss Payments by SCF	Micro-Market Investment	Annual Cost to College
Aladdin Food Management Services, LLC	\$6,000	None	Estimated \$165,000	No	\$171,000
Compass Group USA, Inc.	\$12,000	None	Capped at \$100,000 (50% any amount exceeding capped amount)	Full	\$112,000
Metz Culinary Management	\$20,000	2% of sales/ estimated at \$13,679	Estimated \$65,000	Equipment Only	\$98,000

FISCAL IMPACT Yes

Funding Source: Auxiliary Funds

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount:

REQUESTED BY: Rebecca Ferda, Director, Business Services

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



Food Services Agreement (Fee)

This food services agreement is between the District Board of Trustees of the State College of Florida, Manatee - Sarasota (**Client**) and Compass Group USA, Inc. by and through its Canteen Division (**Canteen**), who agree as follows:

1. Services/Responsibilities of the Parties

A. Client grants Canteen the exclusive right to provide food and We Proudly Serve Starbucks beverage services (**Services**) at the premises (**Premises**) set forth in the attached Statement(s) of Work (**SOW**), and the Invitation to Negotiate document attached hereto as Exhibit "A" which, collectively, further describe the financial arrangements and Client grants Canteen the exclusive right to provide food financial arrangements and the parties' responsibilities and obligations, and subject to the limitations in Section 1.B. below.

B. Canteen also acknowledges that Client has an exclusive pouring rights agreement with Pepsi-Cola, and vending services with Global Vending and agrees to provide the Services in conjunction with these agreements or any subsequent vendors as a result of future solicitations. Canteen also acknowledges that snacks and beverages may be sold at the Client Bookstore, and that concessions may be sold at Client's athletic and student life events without violating this Agreement or its intent. SCF agrees that, certain nationally or locally branded products and services as listed in Canteen's portfolio, are or may be subcontracted by Canteen (e.g., Smoothie King, Starbucks, Dunkin' Donuts).

C. Canteen acknowledges that Services shall not include the activities of the State College of Florida Foundation, Inc. at the Premises.

2. Term and Termination

A. Services begin on July 1, 2022 (**Effective Date**) and end on June 30, 2025 (**Term**). The agreement will continue for consecutive one year terms thereafter (each, a **Renewal Term**), unless terminated.

B. Either party may terminate this agreement (or any SOW): (i) without cause upon 60 days' prior written notice; (ii) with cause for a Payment Default (as defined in the SOW); or (iii) with cause if a party breaches this agreement and fails to cure such breach within 30 days following written notice.

C. Early Termination Fee. If Client terminates this agreement (or applicable SOW) prior to the end of the Term other than for Canteen's default, or if the Premises is permanently closed before the end of the Term resulting in the cessation of Services, then Client shall pay Canteen an amount equal to the Management Fee owed through the remainder of the Term.

3. Indemnification and Insurance

A. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR SPECIAL, INDIRECT, PUNITIVE, OR CONSEQUENTIAL DAMAGES, OR ANY DAMAGES CONSTITUTING LOST PROFITS, SUFFERED BY EITHER PARTY UNDER THIS AGREEMENT.

B. Canteen shall provide: i) commercial general liability insurance (including contractual and products-completed operations liability) of \$1,000,000 each occurrence and \$5,000,000 general aggregate; ii) business automobile coverage of \$1,000,000 each accident; and iii) workers' compensation (including employers' liability coverage) of \$1,000,000 each accident/each employee/policy limit in an amount not less than required by applicable statute. Policies shall provide that they may not be cancelled without thirty (30) days prior written notice to Client.

C. Client shall provide commercial general liability insurance of at least \$1,000,000 per occurrence, with excess coverage of at least \$5,000,000 to cover claims in the aggregate, as well as property insurance against risks covered by standard forms of fire, theft and extended coverage in such amounts as appropriate

D. Prior to commencement of Services, Canteen must provide certificates of insurance for all required coverage, listing the Client, its Trustees, officers, employees and volunteers as an additional insured with respect to commercial general liability and auto liability coverage. Client shall provide Canteen certificates of insurance upon written request.

E. See Addendum for Indemnification provision.

4. Canteen Vendors

Canteen shall purchase inventory, equipment, and services from sellers selected by Canteen (each a **Vendor**) under such terms Canteen deems in its sole discretion as acceptable (**Vendor Terms**). All Vendor Terms are the exclusive obligation and property of Canteen. Client does not have any liability under the Vendor Terms, and the Vendor Terms will not affect Client's obligations. Canteen will retain all purchasing discounts, credits, rebates and any other forms of vendor discounts, and such discounts will not be credited to the Client.

5. Financial

A. Payment Terms. Client shall pay to Canteen any amounts owed under this agreement within 30 days of the invoice date, via Client check or electronic fund transfer. To dispute an invoice, Client must notify Canteen specifying any billing errors within 15 days of invoice receipt. If Client fails to pay when due the full amount of any Client obligation under this agreement (**Payment Default**) Client shall pay to Canteen a default charge equal to 1.5% of the unpaid balance (**Default Charge**), which begins accruing on the first day following the due date. Canteen's receipt and acceptance of any Default Charges does not constitute a waiver or cure of the Payment Default.

B. Change of Circumstances. In the event of either (1) changing conditions at the Premises (including but not limited to population changes, changes in employee work arrangements, office closures, disruption in operation, changes in catering revenue, or changes in participation rates) or (2) a change in revenue of more than 10% over a three month period, when compared to the same period from the previous year, for reasons outside of Canteen's reasonable control, the parties may negotiate the financial terms of this agreement. If the parties are unable to agree upon alternate financial terms within 30 days, Either party may terminate this agreement and/or a SOW for cause effective upon 30 days' written notice.

C. Taxes/Assessments. Each party shall pay when due all federal, state, local, and other governmental taxes or assessments in connection with its respective obligations under this agreement.

D. Audit. Canteen shall keep all records relevant to this agreement on file for a period of three years from the date the record is made. Canteen will allow Client (upon at least five days prior written notice and at Client's sole expense at the location(s) where the records are normally maintained) to inspect the business records that are solely and directly relevant to the Services. The parties shall keep such information confidential in accordance with the terms of section 7.

6. Employees

A. Canteen shall provide the necessary staff to perform its Services. Client shall not, during the term of this agreement nor for one year thereafter, knowingly solicit to hire, hire, or contract with any employee, manager, director, or officer of Canteen or its affiliates.

B. The parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that the parties take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

7. Confidentiality

The parties might be exposed to each other's trade secrets or other confidential or proprietary information and materials, such as financial information, menus, recipes, signage, food service surveys, studies, management guidelines, procedures, operating manuals, and software (**Confidential Information**). The parties shall keep confidential and shall not disclose any Confidential Information during the Term and for two years thereafter except: (a) to its employees and affiliates as necessary to perform each party's obligations under this agreement (under the prerequisite of

confidentiality); (b) as expressly authorized by the disclosing party; (c) to the extent the Confidential Information was public at the time of disclosure or became public after disclosure (not as a result of a party's breach of this provision); (d) if the Confidential Information already was in the receiving party's possession at the time of disclosure and was not acquired directly or indirectly from the disclosing party; (e) if the receiving party subsequently received the Confidential Information on a non-confidential basis from a third party with a right to provide the information; or (f) as required by law or order of a judicial, regulatory, or other governmental authority, provided that the receiving party promptly provides notice of its intent to make the disclosure. Upon termination of the agreement, each party will return or destroy any Confidential Information. This provision survives the termination or expiration of this agreement.

8. Information Technology Security

Canteen might need to operate certain information technology systems not owned by the Client (**Non-Client Systems**), which might need to interface with or connect to Client's networks, internet access, or information technology systems (**Client Systems**). Canteen is responsible for all Non-Client Systems, and Client is responsible for Client Systems, including taking the necessary security and privacy protections as are reasonable under the circumstances. If Canteen serves as the merchant-of-record for any credit or debit card transactions in connection with any of the Services, then Canteen will be responsible for complying with all applicable laws, regulations and payment card industry data security standards related to the protection of cardholder data (**Data Protection Rules**). If Non-Client Systems interface with or connect to Client Systems, then Client promptly shall implement, at its own expense, the changes to the Client Systems that Canteen reasonably requests and believes are necessary or prudent to ensure Canteen's compliance with the Data Protection Rules. Canteen shall indemnify, defend and hold harmless the Client from all claims, liabilities, damages and costs (including reasonable attorneys' fees) to the extent caused by the Canteen's failure to comply with its obligations in this section.

9. Camera Technology

Canteen may, in its reasonable discretion, install camera technology to enhance security. Canteen will purchase and install such cameras at its sole cost and expense, and remove them upon termination or expiration of this agreement. Client will allow Canteen reasonable access to the Premises for installation/removal.

10. Proprietary Marks

The names, logos, service marks, trademarks, trade dress, trade names, and patents, whether or not registered, of Canteen are proprietary. Client may not use such intellectual property except as expressly permitted in writing. The names, logos, service marks, trademarks, trade dress, trade names, and patents, whether or not registered, of Client are proprietary. Canteen may not use such intellectual property except as expressly permitted in writing.

11. Notice

All notices required under this agreement must be made by registered or certified mail (return receipt requested) or overnight air courier guaranteeing next-day delivery to the addresses below. All such notice will be deemed to have been given upon receipt.

To Canteen: 28100 US Hwy. 19 N., Ste. 307, Clearwater, FL 33761, attn.: Steve Luccia, Division President

With a copy to: 2400 Yorkmont Road, Charlotte, NC 28217, attn.: General Counsel & Secretary

To Client: Rebecca Ferda, Director, Business Services, 5840 26th Street W, Bradenton, FL 34207

12. Miscellaneous

i) Each party shall comply with all federal, state and local ordinances, laws and regulations applicable to its respective obligations hereunder; ii) Canteen shall obtain all applicable licenses and permits that are required for its operation;

iii) Canteen is performing such Services as an independent contractor; iv) Nothing contained in this agreement establishes an employment relationship, partnership or joint venture between the parties or the parties' employees; v) Neither party may assign or subcontract this agreement to an unaffiliated business entity without the prior written consent of the other party; vi) This agreement merges and supersedes all prior and contemporaneous agreements, understandings and representations. Any modifications will be deemed effective only if such modification is in writing and signed by both parties; vii) If a party's performance of any obligations hereunder is delayed, prevented or hindered because of compliance with any governmental agency or authority, or because of riots, war, public disturbances, strikes, lockouts, fire, flood, Act(s) of God, epidemic, pandemic, or any other reason whatsoever which is not within the control of the party whose performance is interfered with and which, by exercise of reasonable diligence said party is unable to prevent, the party so suffering may at its option suspend, without liability, the performance of its obligations hereunder (other than the payment of Operating Charges) during the period such cause continues, and, if mutually agreed, extend the term of this agreement for the period of such suspension; viii) Neither party may deduct, setoff, or apply any payment owed against any sums due from the other party; provided, however, that in the event of a breach or default of a payment obligation by Client, Canteen may (i) deduct, setoff, recoup, or otherwise apply any investment, deposit, advance, or prepayment made by Client under this agreement against, and in satisfaction of, such breached or defaulted payment obligation and (ii) require that such investment, deposit, advance, or prepayment be replenished by Client as a condition of Canteen's further performance under this agreement; ix) This agreement may be executed in any number of counterparts; and xi) In the event of a conflict between this agreement and any SOW, this agreement will control, except for (a) matters that under the terms of this agreement are to be established in the SOW and (b) provisions in the SOW which, by their express terms, are intended to supersede the corresponding provision in this agreement.

**Canteen Group USA, Inc.
by and through its Canteen Division**

By: _____
Name: _____
Title: _____
Date: _____

**District Board of Trustees of State College of Florida,
Manatee - Sarasota**

By: _____
Name: _____
Title: _____
Date: _____

Statement of Work

A. Client Premises and Hours of Operation

Premises:

Bradenton Campus 5840 26th St. West, Bradenton, FL 34207

Venice Campus 8000 S. Tamiami Trail, Venice, FL 34293

Lakewood Ranch Campus 7131 Professional Parkway, Sarasota, FL 34240

Hours of Operation: As agreed upon by the parties.

B. Canteen Services & Responsibilities

1. **Purchasing.** Canteen shall purchase on Client's behalf as an Operating Charge, all inventories of food, beverages, paper supplies, detergent/cleaning items, and other supplies necessary for the provision of the Services
2. **Food Services.** Canteen shall provide:
 - a. **Café/Dining Services.** Meal service in the café (and in temporary locations upon request) during agreed upon operating hours;
 - b. **Catering Services.** Catered food service for meetings, conferences, dinners, parties, and other functions, provided as mutually agreed on a per event basis.
 - c. **Unattended Vending Services.** Cashless self-checkout kiosks. "Machines" are equipment provided by Canteen for the provision of Products.
3. **Maintenance and Sanitation.** Canteen shall clean all areas of the kitchen and serving area except for walls above a height of six feet, ceilings, windows, grease traps, and hoods and vents above the filter line. Canteen shall regularly clean all equipment, including that owned by Client, and shall transport kitchen refuse to designated collection areas for removal from the Premises.

C. Client Responsibilities

1. **Operation Facilities and Equipment.** Client shall provide and maintain, for Canteen's exclusive use, kitchen and serving areas and suitably furnished office space (**Operation Facilities**), adequate cooking and refrigeration equipment, point of sale equipment, cash drawers and computer processing systems, dining furniture, kiosks and servery/display units, and fire extinguishing equipment (**Equipment**) in good safe operating condition.
2. **Maintenance and Sanitation.** Client shall clean and maintain the dining area, all windows, ceilings, fans and lighting fixtures, ventilation fittings and interiors, grease traps, restrooms, walls above six feet, floors. Client shall provide routine maintenance of the Operation Facilities, Equipment and all HVAC, refrigeration, plumbing, and electrical systems to ensure continued safe condition and compliance with applicable laws concerning building conditions, sanitation, safety and health (including, without limitation, and applicable OSHA regulations). Any modifications or alterations (whether structural or non-structural) necessary to comply with any statute or governmental regulation will be Client's responsibility/expense. Canteen will report in writing to Client any conditions Canteen reasonably considers unsafe upon knowledge of such condition, and Client shall remedy such within ten days of such notice. Should Client use the Premises Dining Room for its own purposes (or allow use by a third party) after the end of regular hours of operation by Canteen, Client shall be responsible for cleaning said areas and Canteen is not liable for any loss, damage or injury that may occur during or as a result of such use. Should Client use the Operation Facilities or Equipment for its own purposes (or allow use by a third party), Client shall provide reasonable prior notice to Canteen, not interfere in any manner with Canteen's provision of Services, clean and restore such facilities and equipment to the prior existing condition, and pay for a Canteen Employee to be present during such non-Canteen use. Client shall indemnify or cause such third parties to indemnify, defend and hold Canteen harmless from any and all liabilities in connection therewith.
3. **Utilities.** Client shall provide all utilities necessary for the Services, including but not limited to adequate heat, water, gas, electric, phone, internet, lighting, pest extermination, garbage removal, and facilities sewage disposal (collectively, **Utilities**), at no cost to Canteen. If there is an interruption in power caused by the negligent act or omission of the Client, then Client shall assume all losses and costs incurred as a result

4. Unattended Vending Services.

Client has no title to or interest in Machines or Products. Client will not operate, remove or tamper with the Machines, unless necessary in connection with the Services. Client is responsible for any damage to the Machines or Products (including theft) caused by the willful misconduct or negligent acts or omissions of Client, its agents or employees. In the event that a piece of equipment is not generating an appropriate sales volume or revenues Canteen may, in its sole discretion: (i) remove such equipment; (ii) implement a subsidy arrangement upon mutual agreement; or (iii) convert the Unattended Vending Services to Vending Services.

D. Financial Arrangements

Client shall bear all Operating Charges resulting from the provision of Services. In the event that sales receipts collected by Canteen are less than Operating Charges, Client shall pay to Canteen such difference (**Subsidy**). In the event that receipts are greater than Operating Charges, Canteen shall pay to Client such overage in an amount not to exceed \$100,000 annually (**Subsidy Cap**). The Management Fee shall not be included in the calculation of the Subsidy Cap. Should losses exceed the Subsidy Cap; the parties will split equally the amount which exceeds the Subsidy Cap.

1. Operating Charges include but are not limited to:

- a. **Management Fee.** An annualized fee of \$12,000 or \$1,000 per month.
- b. The Management Fees may be reviewed annually by Canteen and Client. Any increase must be at a rate equal to but no greater than the then-current rate published for the national or regional Consumer Price Index Food Away From Home (**CPI**) or the relevant Employment Cost Index (**ECI**).
- c. Purchase or rental, storage, and maintenance of inventory (including any inventory costs associated with opening, closing and usage), equipment, and systems.
- d. Training, relief staff, hourly wages, and salaries.
- e. A flat charge of 37% of gross payroll to cover payroll taxes and employee benefit costs (medical plans, life insurance, FICA, FUI, SUI, Workers' Compensation insurance, state disability insurance, 401(k), payroll, pension and benefit plan participation and processing and associated legal costs). Canteen shall notify Client of any changes in the above, which may be adjusted periodically.
- f. Sales or property taxes, licenses, permits, rent, special security costs, liability insurance, cash or property losses unrelated to Canteen employees.
- g. Deployment or investment of capital, as applicable.
- h. Any additional expenses related to the provision of Services.

If an appropriate governmental authority determines that the Subsidy payment, either in part or in full, is subject to any sales tax or any similar tax, the full amount of such tax and any interest and/or penalties will be an Operating Charge, regardless of the year in which such determination is made.

2. **Prices.** Initial prices for café and catering Services are mutually determined by Client and Canteen. Thereafter, prices may be adjusted prior to the beginning of each semester by Canteen and as agreed to by the Client at a rate not greater than the then-current rate published for the national or regional Consumer Price Index Food Away From Home (**CPI**) or the relevant Employment Cost Index (**ECI**). Should the parties be unable to reach an agreement on annual price changes, the Subsidy Cap shall be increased for the subsequent agreement year in an amount equivalent to the increase in CPI. For the purpose of clarity, a financial and sales overview is attached hereto as Exhibit B. The total costs to operate the dining program are estimated at \$825,850 as shown in Exhibit B. If prices are not increased and the Food Away From Home CPI rose 6%, the subsidy cap would rise by \$49,551 ($\$825,850 * .06$) in the following contract year.

3. **Attended Vending Machines: Lakewood Ranch Campus.** The initial Products and prices for the Unattended Vending Services are determined by Canteen and based upon distribution and Product market costs. Canteen is investing funds to purchase the Attended Vending Services Equipment that is unique to Client's Lakewood Ranch Premises.

4. **Bradenton Café & Coffee Bar.** As part of the provision of the Services, Canteen will operate a We Proudly Serve Starbucks cafe with coffee beverages.

Exhibit A
Invitation to Negotiate



**Department of Business Services
5840 26th St. West
Bradenton Florida 34207**

**INVITATION TO NEGOTIATE
2021-07**

SCF Food Services

December 9, 2021

To: All Submitters

From: Business Services

You are invited to submit a reply subject to the terms, conditions, and specifications contained herein and are hereby made part of this invitation.

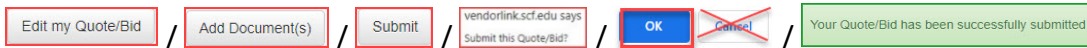
All proposals must be executed and submitted as indicated below. Faxed, e-mailed, or mailed, proposals will not be accepted.

All proposals must be uploaded to <https://vendorlink.scf.edu/> no later than **12:00 PM, on Thursday January 20, 2022**. Proposals will be opened publicly at that time. Proposals received after this date and time will be rejected. Proposals will not be evaluated for responsiveness until the evaluation committee meets. The evaluation date and time is noted within this ITN document.

NOTE: The College uses a service called VendorLink for the advertising, viewing, downloading, and submittal of all bid documents: <https://vendorlink.scf.edu/>

All questions¹, submissions², and comments³ **must** be submitted electronically through VendorLink's:

1. "Ask a Question" section.
2. Submissions submitted through the "Edit my Quote/Bid – Add Documents" function:



3. Comments may be added in the "Edit my Quote/Bid Section – Add documents" before selecting submit. However, submitted comments will not be considered as part of the official response.

Purchases may be made under this ITN by other community colleges, state universities, district school boards, and by other Florida public entities. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d).

Proposers shall note exceptions to the above paragraph, if any.

In order to ensure uniformity, all proposals must be submitted, on the enclosed forms or exact photocopies and signed by an authorized representative of the company submitting the proposal. Proposals not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.

All general inquiries regarding this Invitation to Negotiate and questions pertaining to specifications shall be uploaded by the proposer to VendorLink.

Questions regarding this ITN must be submitted no later than **Thursday January 6, 2022, at 12:00 PM**. All inquiries, with responses, will be made available to all proposers on an equal basis without prejudice on the SCF VendorLink website.

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General Conditions

DEFINITIONS: “College” refers to State College of Florida, Manatee-Sarasota. “Proposer” refers to the dealer, manufacturer, contractor, or business organization submitting a proposal to the College in response to this Invitation to Negotiate. “Vendor” refers to the dealer, manufacturer, contractor, or business organization that will be awarded a contract pursuant to the terms, conditions, and quotations of the proposal. “Proposer” and “Vendor” will be used interchangeably. “Proposer” and “Bidder” may be used interchangeably throughout this document. “Proposal” and “Bid” may be used interchangeably throughout this document.

AWARDS: As the best interest of the College may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received. The College also reserves the right to make awards to one, or more, vendors based upon the recommendations of the evaluation committee.

COSTS: The College is not liable for any costs incurred by a proposer in responding to this ITN, including those for presentations, when applicable.

MISTAKES: Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the proposer’s risk. In case of mistake in extension, the unit price will govern.

PROPOSALS: Proposals not submitted as provided herein shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

ELECTRONIC PROPOSALS: All proposal sheets and forms must be executed and submitted. It is the sole responsibility of the proposer to deliver the proposal via electronic means on, or before, the closing hour and date indicated.

CLARIFICATION/CORRECTION OF BID ENTRY: The College reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.

PRICES, TERMS and PAYMENT: Firm prices shall be quoted, typed, or printed in ink, and includes all packaging, handling, shipping charges and delivery to the destination shown herein.

DISCOUNTS: Proposers are encouraged to reflect cash discounts in unit prices quoted. Proposers may offer a cash discount for prompt payment; however, discounts for less than 30 days will not be considered in determining the lowest net cost for proposal evaluation purposes. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.

EXECUTION OF PROPOSAL: Proposals must contain a signature or electronic signature of an authorized representative in the space provided on the proposal submittal form. No erasures are

permitted. If a correction is necessary, draw a single line through the entered figure and enter the correct figure above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed will not be tabulated.

TAXES: The College does not pay sales taxes on direct purchases of tangible personal property. Do not include these items on invoices. See exemption number on face of purchase order. Exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192 F.S.

PROPOSAL OPENING: Shall be public, at the address indicated on the ITN document, on the date and at the time specified on the proposal form. It is the proposer's responsibility to assure that the proposal is submitted by the proper time of the opening. Proposals not submitted by the date and time specified will not be considered. Hard copy proposals will not be accepted. Proposals by fax, email, or telephone will not be accepted.

CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this proposal shall be the new, current model in production available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

SAFETY STANDARDS: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under. Failure to comply with the condition will be considered as a breach of contract.

UNDERWRITERS' LABORATORIES: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and reexamination listing where such has been established.

FREIGHT TERMS: All goods will be delivered F.O.B. State College of Florida, Manatee-Sarasota, 5840 26th Street West, Bradenton, Florida 34207

SAMPLES: Samples of items, when required, must be furnished free of expense, on or before ITN opening time and date, and if not destroyed by testing may, upon request, be returned at the proposer's expense. Each individual sample must be labeled with the proposer's name, manufacturer's brand name and number, ITN number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your proposal. If return instructions are not received with the proposal, the commodities shall be disposed of by the College.

PAYMENT: Payment will be made by the College after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. An original and two copies of the invoice shall be submitted. Failure to follow these instructions may result in a delay in processing invoices for

payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.

INTERPRETATIONS: Any questions concerning conditions and specifications shall be submitted to VendorLink: no later than seven (7) days prior to the ITN opening. Inquiries must reference the date of ITN opening and ITN number. Failure to comply with this condition will result in proposer waiving his right to dispute the ITN conditions and specifications.

DELIVERY: Unless actual date of delivery is Specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.

SEALED DOCUMENTS: Proposer submissions are only visible to SCF Business Services and Evaluation Committee members. SCF reserves the right to share specific documentation to individuals assisting with or partaking in the bid evaluation process.

CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of State College of Florida, Manatee-Sarasota. Further, all proposers must disclose the name of any employee who owns, directly or indirectly, an interest in the proposer's firm or any of its branches. The proposer shall not compensate, in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service that he/she may do, or perform for, or on behalf of any officer, agent or employee of the proposer. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of the College. The proposer shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this ITN.

MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any items(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturer's name and number. Proposer shall submit with his proposal, cuts, sketches, descriptive literature, and complete specifications. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Reference to literature submitted with a previous bid will not satisfy this provision. Proposals that do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the proposal form.

PURCHASES BY OTHER ENTITIES: With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other community colleges, state universities, district school boards, political subdivisions, or state agencies with the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the bid/proposal solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d).

ADDITIONAL QUANTITIES: The College reserves the right to acquire additional quantities at the prices quoted in this invitation. If additional quantities are not acceptable, the proposal sheets must note: For Specified Quantity, only.

INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency unless loss or damage results from negligence by the ordering agency.

SERVICE AND WARRANTY: Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to performance of this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

LEGAL REQUIREMENTS: Applicable provisions of all Federal, State, county, and local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a ITN response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested for compliance with specifications by appropriate testing laboratories. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, Florida Statutes. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in ITN and/or purchase order may result in proposer being found in default in which event any and all procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in the supplier's name being removed from the vendor mailing list.

ADVERTISING: In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising.

DISPUTES: In case of any doubt or difference of opinion as to the specifications, equivalent products, or items to be furnished here under, the decision of the College shall be final and binding on both parties.

PATENTS AND ROYALTIES: The proposer, without exception, shall indemnify and save harmless the College and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted materials.

PROTEST: "Failure to file a protest within the time prescribed in S. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes." All protests must be delivered to the Director of Business Services, Bldg.6, Suite. 135, 5840 26th Street West, Bradenton FL. 34207 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.

ASSIGNMENT: Any Purchase Order issued pursuant to this invitation and the moneys which may become due hereunder are not assignable except with the prior written approval of the College.

GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed that necessitate alteration of material, quality, workmanship, or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify the College in writing at once, indicating the specific regulation which required an alteration. The College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the College.

CONSORTIUM PURCHASE: When an ITN is issued on behalf of a consortium, prices shall be F.O.B., Ordering Institution address. Invoices shall be delivered to the Institution placing the order unless otherwise stated.

STATE LICENSING REQUIREMENT: All entities defined under Chapters 607, 608, 617 or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State of Florida's Department of State.

LIABILITY: The supplier shall hold and save the College, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

RETENTION OF RECORDS: Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any contract resulting from this ITN for a period of five (5) years. Copies of all records shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes. Documents must be retained by contractor within the State of Florida at an address to be provided, in writing, to the College within 30 days of the contract execution. Any records not available at the time of an audit will be deemed unavailable for audit purposes. The contractor will cooperate with the College to facilitate the duplication and transfer of any said records or documents during the required retention period. The contractor shall inform the College of the location of all records pertaining to the contract resulting from this ITN and shall notify the College by certified mail within ten (10) days if/when the records have been moved to a new location.

PUBLIC ENTITY CRIME INFORMATION STATEMENT: All invitations to bid as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list."

AUDIT RECORDS: The contractor agrees to maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditure of funds provided by the College under any contract resulting from the ITN, and agrees to provide a financial and compliance audit to the College or to the Office of the Auditor General and to ensure that all related party transactions are disclosed to the auditor. The contractor agrees to include all record keeping requirements on all subcontracts and assignments related to the contract resulting from this ITN.

PUBLIC RECORD LAW: Any material submitted in response to this ITN (except trade secrets as defined in s. 812.081, FS) will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or proprietary a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07. Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this ITN.

STANDARDS OF CONDUCT: It is a breach of ethical standards for any employee of the College to accept, solicit, or agree to accept a gratuity of any kind, form, or type in connection with any contract for commodities or services. It is also a breach of ethical standards for any potential vendor to offer an employee of the College a gratuity of any kind, form, or type to influence the development of a contract or potential contract for commodities or services.

SCF TOBACCO AND SMOKE FREE PROCEDURE 1.25.02: Smoking, tobacco use, and use of related products is prohibited on all property owned, leased or operated by SCF. This includes, but is not limited to, all indoor and outdoor areas and properties. Additionally, no smoking and/ or tobacco products will be sold or advertised on the SCF campuses. This Policy applies to all faculty, staff, students, vendors, contractors, and visitors.

Complete policy details can be found at:

https://www.scf.edu/content/PDF/Procedures/1_25_02_HR.pdf

AMERICANS WITH DISABILITIES ACT: The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this ITN may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts.

ANTI-DISCRIMINATION CLAUSE: The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.

DISCRIMINATORY VENDOR'S LIST: Any entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a proposal to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity and may not transact business with any public entity.

SCORING METHODOLOGY: The Evaluation Committee has the prerogative to determine what scoring methodology to utilize. There are two types of scoring methodologies, one is subjective scoring whereby each member of the committee provides their individual score, for each criterion, for each proposal reviewed. The other is a consensus methodology scoring; this method allows for the committee to discuss each criteria for each proposal, open discussion are detailed and it is after all members are in agreement when a score is recommended for each criteria and approved unanimously by the committee. If the committee does not arrive at a unanimous decision, they will continue discussing the criteria until a consensus is reached.

Other Requirements and Conditions

INSURANCE REQUIREMENTS: During the Contract term, the Contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as required by the Contract. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract. All insurance policies shall be through insurers authorized or eligible to write policies in Florida. The Certificate of Insurance must be provided to the College prior to the commencement of any work.

PROPOSED RULES FOR WITHDRAWAL: A submitted proposal may be withdrawn to the bid opening date.

REJECTION OF PROPOSALS: The College may reject any and all proposals not meeting mandatory responsiveness requirements, which include terms, conditions or requirements that must be met by the proposer to be responsive to this ITN. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements may cause rejection of the proposal. In addition, the College may reject any or all proposals containing material deviations. Any bid rejected for failure to meet mandatory responsiveness requirements will not be reviewed.

PROPOSAL INQUIRIES: The proposer may examine this ITN to determine if the College's requirements are clearly stated. If there are any requirements that restrict competition, the proposer may request to the College that the specifications be changed. The proposer that requests changes to the College's specifications must identify and describe the proposer's difficulty in meeting the specifications, must provide detailed justification for a change, and must recommend changes to the specifications. Requests for changes to this ITN must be received within 72 hours of initial posting of the ITN documents. Proposer's failure to request changes shall be considered to constitute proposer's acceptance of the specifications. The College shall determine what changes to this ITN shall be acceptable to the College. If required, the College shall issue an addendum reflecting the acceptable changes to this ITN, which shall be provided to all proposers via VendorLink in order that all proposers shall be given the opportunity of proposing to the same specifications.

ADDENDA: All notifications of addenda and or updates to this ITN will be posted through the VendorLink website @ <https://vendorlink.scf.edu/common/register.aspx>. Copies of the Addenda will also be posted to the SCF Purchasing web page at: <http://www.scf.edu/Administration/BusinessServices/Purchasing/InvitationstoBid/default.asp>

PRE-DECISION DISCUSSIONS: Any discussion by the proposer with any employee or authorized representative of the College involving proposal information occurring after the proposals are opened and prior to the posting of the recommended award may result in the rejection of that proposal.

VERBAL INSTRUCTIONS: No negotiations, decisions, or actions shall be initiated or executed by the proposer as a result of any discussions with any College employee. Only those communications that are in writing from the College's Purchasing staff identified in this ITN shall be considered a duly authorized expression on behalf of the College. Only communications from the proposer's representative that are posted and acknowledged will be recognized by the College as duly authorized expressions on behalf of the proposer.

POSTING OF RECOMMENDED AWARD: The recommended award may be reviewed on the SCF web page or VendorLink website:

<http://www.scf.edu/Administration/BusinessServices/Purchasing/InvitationstoBid/default.asp>

<https://vendorlink.scf.edu/common/register.aspx>

INCLUSION OF SUPPORTING DOCUMENTS: All those submitting sealed replies in response to this Invitation to Negotiate understand that the ITN document, the sealed reply, and all documents and/or materials represented in presentation to the committee shall be a complete record and shall be included in the final contract.

AVAILABILITY OF FUNDS: The obligations of the College under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

TRAVEL EXPENSES: Travel expenses are reimbursable to the Vendor only where the College has agreed in writing that the Vendor's fee for services is not all-inclusive and that the College will fund such travel in addition to the Vendor's fee. Where travel is reimbursable, the Vendor agrees to complete a travel authorization form prior to traveling and to submit bills for any travel expenses in accordance with §112.061, Florida Statutes. No travel expenses will be paid to, or for the benefit of, any individual in excess of the amount permitted by Section 112.061, Florida Statutes. Any expenses in excess of the amounts prescribed by law shall be borne by the Vendor.

SUBCONTRACTORS: The proposer is fully responsible for all work performed under the Contract resulting from this ITN. The proposer may, upon receiving prior written consent from the College's Vice President, Finance & Administrative Services or Director of Business Services as delegated, enter into written subcontract(s) for performance of certain of its functions under the Contract. No subcontract, which the proposer enters into with respect to performance of any of its functions under the Contract, shall in any way relieve the proposer of any responsibility for the performance of its duties, including any and all liabilities that may arise out of the subcontractor's work related to the project. All payments to subcontractors shall be made by the proposer.

SUBSTITUTION OF KEY PERSONNEL: In the event the successful proposer desires to substitute any key personnel submitted with his/her proposal, either permanently or temporarily, the College shall have the right to approve or disapprove the desired personnel change in advance in writing.

SEVERABILITY: The invalidity or unenforceability of any particular provision of the Contract resulting from this ITN shall not affect the other provisions hereof and the Contract resulting from this ITN shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes of the Contract resulting from this ITN can still be determined and effectuated.

GOVERNING LAW AND VENUE: Any Contract resulting from this ITN is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Any action hereon or in connection herewith shall be brought in Manatee County, Florida.

SAMPLE CONTRACT: Proposers must include a copy of their standard contract with their submissions. If proposers do not have a standard contract, the College will provide a contract subject to the terms and conditions of this ITN. Proposers are encouraged to alter their contracts to conform to the terms of the ITN.

PUBLIC MEETING NOTIFICATION: All meetings to judge and/or evaluate this solicitation or to make recommendations for award are held in strict compliance with Florida Statutes as they pertain to Government in the Sunshine regulations. All meetings are fully open to all proposers as well as the public at-large.

PRE-PROPOSAL CONFERENCE: Failure to attend a mandatory pre-proposal conference will result in your proposal being considered non-responsive.

ONLINE PROCUREMENT: CS/SB 0350: Authorizes district school boards, Florida College System institution boards of trustees and university boards of trustees to make purchases through an online procurement system, electronic auction service, or other efficient procurement tool; requires each district school board and Florida College System institution board of trustees to review the purchasing agreements and state term contracts available through the Department of Management Services before purchasing nonacademic commodities and services; requires each bid specification for nonacademic commodities and services include a statement that the purchasing agreements and state term contracts have been reviewed

Insurance Coverage

1. INSURANCE

The CONTRACTOR shall bear the full and complete responsibility for all risk of damage or loss of equipment, products or money resulting from any cause whatsoever and shall not penalize COLLEGE for any losses incurred in association with this Contract.

- 1.1. The CONTRACTOR shall procure and maintain, through the term of this Contract insurance coverage reflecting at a minimum, the limits and coverage required by the COLLEGE and Florida Statutes.
 - 1.1.1. Prior to execution of this Contract, the CONTRACTOR shall provide a Certificate of Insurance for such coverage to the COLLEGE for approval, indicating the producer, insured, carrier's name and BEST rating, policy numbers and effective and expiration dates of each type of coverage required. The Certificate of Insurance shall be signed by the insurance carrier's authorized representative and shall identify the COLLEGE as added insured as required.
- 1.2. All insurers must be qualified to lawfully conduct business in the State of Florida. Failure of the COLLEGE to notify the CONTRACTOR that the certificate of insurance does not meet the Contract requirements shall not constitute a waiver of the CONTRACTOR'S responsibility to meet the stated requirements. In addition, receipt, and acceptance of the certificate of insurance by the COLLEGE shall not relieve the CONTRACTOR from responsibility for adhering to the insurance limits and conditions of insurance required within this Contract. Misrepresentation of any material fact, whether intentional or not, regarding the CONTRACTOR'S insurance coverage, policies, or capabilities, may be grounds for termination of the Contract as determined solely by the COLLEGE. This paragraph shall survive the expiration or termination of the Contract.
- 1.3. All Policies must be Occurrence Form only. "Claims made" insurance policies are not acceptable.
- 1.4. All policies should have Best Rating of A-/VI or better.
- 1.5. Policies other than Worker's Compensation shall be issued only by companies which maintain a Rating of A- or better and a Financial Size Category of VI or better according to the A.M. Best Company.
- 1.6. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 624.4621, formerly 440.57.
- 1.7. CONTRACTOR shall furnish COLLEGE with certificates of insurance which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to COLLEGE.
- 1.8. CONTRACTOR shall include COLLEGE as an additional insured on the General Liability, Automobile Liability, and Excess Umbrella policies.
- 1.9. The CONTRACTOR, at its cost, must provide acceptable evidence of compliance with the worker's compensation insurance requirements of the State of Florida. In the event the

CONTRACTOR fails to maintain and keep in force the insurance and Worker's Compensation coverage as herein provided, COLLEGE shall have the right to terminate the Contract.

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INSURANCE REQUIREMENTS:

During the performance of the services under this contract, contractor shall maintain the following insurance policies reflecting at least the minimum amounts and conditions as follows:

1.1. Minimum Limits:

- 1.1.1. Commercial General Liability Insurance: Including but not limited to bodily injury, property damage, contractual, and personal injury with limits of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate covering all work performed under this contract.
- 1.1.2. Comprehensive Auto Liability Insurance, covering all owned, hired, and non-owned vehicles used in the performance of this Contract, with limits not less \$1,000,000 for bodily injury and property damage combined.
- 1.1.3. Umbrella Liability: With limits of not less than \$5,000,000.00 per occurrence covering all work performed under this contract.
- 1.1.4. Workers' Compensation in compliance with Chapter 440, Florida Statutes, including employers' Liability with limits of not less than \$1,000,000 per occurrence.
 - 1.1.4.1. In the event the CONTRACTOR has "leased" employees, the CONTRACTOR or the employee leasing company must provide evidence of employees Workers Compensation policy coverage.
- 1.1.5 Professional Liability Insurance, covering negligent errors, omissions, and negligent acts, arising out of the Contractor's professional obligations in the performance of the Contract, with limits of not less than \$1,000,000 per occurrence/ \$2,000,000 aggregate; and
- 1.1.6. Employee Dishonesty Coverage: Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the Contract, Employee Dishonesty, Third Party Fidelity Bond Coverage limits shall not be less than \$1,000,000.

1.2. Conditions:

- 1.2.1 Policies must be written by an insurance company authorized to do business in Florida.
- 1.2.2 Policies other than Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of

Florida and which maintain a rating of "A" or better and a Financial Size Category of "VII" or better according to the A.M. Best Company. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.

- 1.2.3 The College's Business Services / Risk Management Department may verify ratings at A.M. Best's website: www.ambest.com.
- 1.2.4 Deductible amounts shall not exceed 5% of the total amount of required insurance in each category. Should any policy contain any unusual exclusion, said exclusions shall be so indicated on the Certificate(s) of Insurance.
- 1.2.5 Contractor shall furnish the College Certificates of Insurance that shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to the College.
- 1.2.6 Contractor shall include the College as an additional insured on the General Liability and Automobile Liability insurance policy required by the contract. All the contractor's sub-contractors shall be required to include the College and contractor as additional insured on their General Liability insurance policies. Evidence of such coverage MUST be provided by endorsement to the policy and furnished to the Business Services / Risk Management Department.
- 1.2.7 If an "ACCORD" Certificate of Liability Insurance form is used by the contractor's insurance agent, the words "endeavor to" and " ... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" in the "cancellation" paragraph of the form shall be deleted.
- 1.2.8 The contractor shall not commence work under this contract until all insurance required as stated herein has been obtained and the College's Director of Business Services/ Risk Management Department has approved such insurance.
- 1.2.9 "Claims made" insurance policies are not acceptable.

Intent to Negotiate.

State College of Florida, Manatee-Sarasota, with campuses in Bradenton, Venice and Lakewood Ranch, Florida, diligently strives to ensure that all of its resources are utilized to fulfill the mission to "provide engaging and accessible learning environments that result in student success and community prosperity."

SCF realizes that the ability to fulfill this mission, while at the same time securing services at the best possible value to the College, requires a stringent effort to engage in contracts that will provide the best resources at the lowest possible cost.

SCF also realizes that securing the best resources requires close evaluation of contractor qualifications, quality of services offered, innovative solutions and price.

To secure the best value to the College, SCF retains the right to review the levels of service offered by competing firms against the cost of services proposed, and to negotiate all applicable terms as necessary. Likewise, the College recognizes that other methods of securing services such as Invitation to Bid (ITB) and Request for Proposal (RFP), do not allow for negotiation of service levels and/or price.

For these reasons, State College of Florida, Manatee-Sarasota has decided to issue this Invitation to Negotiate (ITN). It is the College's intention to negotiate, in good faith, with one or more firms to achieve all its goals and secure its mission.

Purpose

The purpose of this Invitation to Negotiate (ITN) is to solicit sealed proposals from qualified suppliers to operate a full-service kitchen / cafeteria at its three (3) campuses and to provide a wide variety of nutritious foods to students, faculty, and staff. The supplier will be given a three-year contract and will have the authority to operate cafeterias at the Bradenton Campus, Venice Campus, and Lakewood Ranch Campus. This is a full Contractor profit center operation with NO subsidy from the College. The College shall provide major equipment, space and utilities including any necessary maintenance.

1. Overview

1.1 Locations & Operating Hours

- Currently, food is served at all three campuses with four (4) total locations. *Hours are subject to change based on the individual campus needs.*

Bradenton Campus 26th Street W, Bradenton, FL 34207

- Main Cafeteria

Operating Hours:

7:45AM – 6:00PM	M-Th
7:45AM – 3:00P	F

- Proudly Serving Starbucks Library Café
Operating Hours

7:30AM – 5:00PM M-Th

7:30AM – 5:00PM M-Th

Venice Campus 8000 S. Tamiami Trail, Venice, FL 34293

- Main Cafeteria

Operating Hours

8:30AM – 1:00PM M-Th

Closed Friday

Lakewood Ranch 7131 Professional Parkway, Sarasota, FL 34240

- Main Café

Operating Hours

10:00AM – 4:00PM M-T

10:00AM – 2:00PM W-F

- All cafeterias are closed both Saturday and Sunday each week.
- Lakewood Ranch and Venice locations have typically been closed for the summer term.

1.2 Sales (Food Service and Catering)

5 Years of Sales by Location (October-September)

Location	2016	2017	2018	2019	2020
Bradenton Main Café	\$320,178	\$445,884	\$424,399	\$393,285	\$225,680
Bradenton Starbucks	\$18,126	\$22,287	\$68,555	\$94,608	\$84,809
Venice	\$46,477	\$54,697	\$68,330	\$75,751	\$15,765
Lakewood Ranch	\$19,725	\$30,074	\$23,660	\$23,641	\$4,211

1.3 Meal Plans

Currently the college provides paid meal plans to between 50-60 athletes per semester (excluding summer) (Bradenton Campus only).

- The college offers optional meal plans college-wide to both students and faculty/staff.

1.4 Catering – Non-Exclusive

The successful proposer will also be given many opportunities during the year to serve both College functions and outside facilities rental functions catered events.

It is the College’s desire that under the agreement resulting from this ITN, all off-campus caterers will be required meet the same food safety and insurance requirements as its food service contract management Contractor.

1.5 Pouring Rights

The College currently has an exclusive contract for beverages currently with Pepsi although that may be subject to change in the future. It is the college's intent to continue pouring rights separate from the dining services agreement.

The current pouring rights agreement expires May 20, 2024 with options for renewal.

1.6 Non-Cold Beverage Vending Program

The College currently has an exclusive contract for snack vending currently with Global Vending Service, although that may be subject to change in the future. It is the college's intent to continue the vending contract separate from the dining services agreement.

The current snack vending agreement expires April 9, 2024, with options for renewal.

2. Contractor Responsibilities

2.1 Employee Training

The successful contractor will continually provide satisfactory orientation and in-service training and development programs for its full, part-time and student employees at all levels of the food service operation. Regularly scheduled full-time, part-time, and student employee training meetings will be conducted by the Contractor.

The Contractor will utilize as many students as possible (25% minimum) who are interested in working with the College's Dining Services. Students working with College Dining Services shall be subject to the operating standards, policies and procedures of the Contractor.

2.2 Food Service Management Standards

Upon contract award, the successful Contractor shall be knowledgeable of and actively apply industry-accepted professional food service management standards, relevant best practices and methodologies.

2.3 Transition Plan

Upon contract award, if not the incumbent Contractor, the successful Contractor shall prepare and submit to the Contract Administrator for approval, a final transition implementation plan no later than ten (10) business days following the execution of the resulting contract.

The final plan should include, at a minimum:

- A project plan describing transition process objectives;
- Defined roles and responsibilities (of both successful Contractor and the College) of those persons responsible for transition responsibilities;
- A project schedule including person or entity responsible for each task and expected dates of completion of all tasks;

- Contractor’s Plan to make equivalent level food services available on campus(es) during periods when facilities are closed due to transition-related repairs or facility upgrades (either by adjusting other on-campus food service operations or engaging with a third-party to supplement service);
- Contractor’s Quality Assurance Plan;
- Contractor’s Security Plan;
- Contractor’s Disaster Recovery Plan;
- Additional operational procedures as applicable, including but not limited to service levels, customer service agreements, and escalation procedures.

2.4 Reporting Requirements

Upon contract award, the successful Contractor shall prepare and submit to the College’s Contract Administrator regular reports to help track food service operational and financial performance.

All reports and supporting data shall be prepared in a format acceptable to the College and will include sufficient detail for performance tracking purposes. These written reports should include:

1. Monthly or Accounting Period Reports.
2. Key Performance Indicator (KPI) reports for retail and catering operations, to include:
 - a. Customer counts by meal period (breakfast, morning break, lunch, afternoon break, and evening);
 - b. Average check (sales divided by customer count);
 - c. Per capita sales (sales divided by the total number of students and staff on campus);
 - d. Sales mix (sales breakdown by breakfast items, snacks, entrees, sandwiches, grill items, beverages, and desserts);
 - e. Sales by payment method (cash sales, credit/debit card sales), and;
 - f. Other pertinent information and data so requested by the College.
3. KPI reports for catering to include:
 - a. Food and alcohol sales;
 - b. Number and type of events – separated by those paid for by the College and those not;
 - c. Estimated number of customers per event;
 - d. Other pertinent information and data so requested by the College;
 - e. A complete set of financial statements, no later than the 20th day following the last day of each month-end or accounting period
4. Monthly or accounting period financial statements shall be presented by revenue center in a format acceptable to the College. The statements shall show budgeted and actual sales and/or operating results for the:
 - a. Current period, Previous period, Year-to-date, and Comparable period from the year immediately prior.
 - b. Causes and appropriate documentation of abnormal revenue and expense deviations shall be noted by the Contractor as part of these statements.

5. Cash register tapes and/or computer records by day and by register shall be provided to the College upon request as part of the monthly or accounting period financial statements.
6. Annual Reports
 - a. Contractor's management and staff turnover report.
7. Additional Reports
 - a. In addition to the above, the Contractor shall provide such special reports and analysis covering its operations under the Agreement as may be requested by the College.

3. Office Space

1. The College will provide existing office space at no charge to the Contractor.
2. The Contractor will be responsible for maintenance of such space in good condition and repair.
3. Any additional office furniture not included on the current offices will be furnished by the Contractor at its own expense.

4. Capital Equipment

1. The College will provide all specified capital equipment (excluding capital contribution from vendor for new library café) (including ventilation hoods, walk-in refrigerators and freezers and other related furniture, fixtures and equipment, etc.).
2. Capital equipment shall be defined as having a per item value in excess of five-thousand dollars (\$5,000.00).
3. With the College's permission, the Contractor may purchase and install additional capital furniture, fixtures and equipment (FF&E) under the following conditions:
 - a. Upon contract termination or when such items have been fully depreciated (whichever is sooner); the title on all Contractor-purchased capital equipment shall automatically pass to the College without additional compensation;
 - b. Depreciation or amortization of all purchases shall be calculated on the basis of the purchases' anticipated lifespan. Interest and/or carrying charges, if any, for all such purchases must be fully disclosed prior to receiving College approval;
 - c. Upon contract termination, neither the College nor succeeding Contractor shall incur any obligation to pay the remaining un-depreciated or unamortized value for any Contractor purchased and installed proprietary FF&E.
4. The Contractor will be responsible for performing the proper use and care for the equipment and facilities it is assigned and/or uses in the performance of its daily duties as specified by the equipment manufacturers. Cleaning schedule to be negotiated.

5. The Contractor will be responsible for performing first level preventive maintenance (defined as adherence to all manufacturer primary user specifications) on all equipment, fixtures, furnishings, and building components.
6. Contractor may not move any equipment with a College ID tag without the express prior written approval of the College.
7. The Contractor must implement and maintain an employee orientation and refresher training program to assure College that its equipment is being properly used and maintained.
8. The College will retain functional and financial responsibility for all College-owned equipment repairs and preventive maintenance (to include professional cleaning and fire suppression system maintenance of the ventilation hoods, etc.).
9. The Contractor shall assume all repair or replacements costs due to its negligence or failure to adequately train and supervise its employees. All such time and materials charges will be at the Contractor's cost and shall not be charged to the College account under any circumstances.
10. If the College elects to have the Contractor assume repairs and preventative maintenance responsibility for all food preparation, service and storage equipment under its direct control, the Contractor shall:
 - a. Hire skilled personnel and/or retain experienced third party companies to provide all repairs and preventative maintenance tasks;
 - b. Maintain an electronic log of all repairs to include the costs for parts and labor for each piece of equipment;
 - c. No less than quarterly, submit a summary report of all repairs and preventative maintenance work performed;
 - d. Annually, using the above documentation as the basis, submit a replacement and new capital equipment budget request to the Contract Administrator.
11. With respect to the equipment provided by the College, the College makes no implied or express warranties, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Unless otherwise specifically agreed, all College equipment acquired after the start of the Agreement and offered for the Contractor's use will be supplied new and subject to manufacturer-only warranty as to reliability.

5. Smallwares

1. All serviceable smallwares (pots, pans, utensils, serviceware, etc.) in place as of July 1, 2022 will be provided to the Contractor without cost. Upon assuming responsibility for this contract, both the College and Contractor shall mutually agree upon an initial par stock inventory of expendable and non-expendable supplies and service equipment necessary to successfully meet daily peak period demands.

2. The Contractor shall have the financial responsibility for increasing (if necessary) and maintaining the mutually agreed upon par stock of all expendable and non-expendable supplies and service equipment. The Contractor, through the life of and termination of this Contract, shall maintain such minimum or par stock levels as a cost of doing business. Upon contract termination, all such supplies will remain with the College.
3. On termination or expiration of the Agreement, the College will conduct a physical inventory of all non-expendable supplies and capital equipment. At that time, the Contractor will surrender the facilities and non-expendable supplies and equipment to the College in as good condition as at the start of the Agreement, excepting ordinary wear and tear and loss or damage by fire, flood, and other perils covered by extended coverage insurance. The inventory must be equal to the original inventory plus any additional (not replacement) equipment provided during the life of the Agreement.

6. Staffing

1. The Contractor is responsible for the on-campus behavior of all its employees and agents. Contractor's employees and agents will abide by all rules and regulations which govern the College's students and employees.
2. The Contractor will ensure that all of its employees are trained in the highest standards of sanitation and safety and supervised in a "clean as you go" policy that will result in a clean and orderly facility at all times.
3. The Contractor will proactively strive to achieve highest possible health department score (100) at all times with the understanding that a score of 95 or above with no critical violations will be acceptable.
4. The Contractor will be responsible for providing food handler certificates and/or medical examinations as required by law and will make such records available for review upon the College's request. The Contractor will also assure the College that, at a minimum, its managers, chefs and supervisors are ServSafe certified and that regular (no less than quarterly) food handling/sanitation training classes are held for new and incumbent employees including any student employees.
5. The Contractor's employees will be neat and tidy in appearance and will follow established hygiene legal mandates and food service industry best practices in the handling of food.
6. The Contractor will not allow its employees to work with known illnesses (those transmitted through the air or via the food products, equipment, or other mediums), open sores, or other symptoms. Any contagious disease such as hepatitis must be reported immediately to the College's Contract Administrator and Health Services Department.

6.1 Expected Staffing Levels

1. The successful Contractor will maintain an adequate staff on duty at the College at all times to ensure a quality dining service operation to complete the services and meet the requirements specified in this ITN and in the resulting Contract.
2. The College's expectation is that the dining services' venues will be open during those times when there are classes in session and when there is sufficient demand to economically justify being open during the summer and between-term breaks.
3. Once established the days and hours of operation may not be changed without the express written permission of the College's Contract Administrator or designate. Given the average student's lifestyle and academic discipline, the successful Contractor is challenged to provide reasonably priced food as many of the day as possible.
4. In order to maintain a high quality of service, upon contract award the successful Contractor will be responsible for providing expert, experienced, and qualified personnel for administration and supervision, menu planning and dietetics, production, purchasing, service, sanitation, marketing, and equipment consulting both on the College's campuses and from the Contractor's corporate headquarters and/or regional office level.

6.2 Temporary or Short-Term Operating Changes

Temporary or short-term changes in hours of operation during academic recesses and holiday periods must be sufficient to meet the needs of the students, faculty, and staff who remain on campus year-round. Closures communicated must be approved by the Contract Administrator.

6.3 Uniforms and Nametags

It is expected that all Contractor employees will be in uniform acceptable to the College and wear a visible nametag identification at all times while on duty. Management will be appropriately dressed (but not necessarily in uniform) and wear a nametag (to include job title) identification.

6.4 Compliance with Applicable Employment Laws

1. The Contractor will have the capability of and be financially responsible for complying with all applicable federal, state, and local laws and regulations regarding the employment of its personnel.
2. With respect to its personnel, this includes, without limitation, compensation, payment of unemployment insurance, worker's compensation, and other taxes, health examinations, permits, and licenses.

3. The Contractor shall act as an independent contractor, and not an agent of the College, in all aspects of any management and operational duties and responsibilities in its delivery of the College's Dining Services requirements.
4. The Contractor cannot bind the College informally or contractually without written permission to do so.

6.5 Key Personnel Interviews

1. The College will have the right to conduct interviews of proposed candidates for the Contractor's key positions including, but not limited to, general manager, concept managers and key culinary and catering positions and review the Contractor's final recommendation before an appointment is made.
2. While the College reserves the right to review and comment on such appointments, the Contractor alone will have the right to make such appointments and will be solely responsible for the employment decision.
3. The Contractor will not transfer or change key positions unless thirty (30) days advance notice in writing is provided to the College and a suitable replacement is on-campus.

6.6 Background Checks

1. The Contractor will obtain proof of criminal and sexual offender background checks and drug testing of all incumbent (annually) and new-hire personnel.
2. Upon violation of one or more of the College's rules and regulations, the Contractor will be required to take appropriate corrective action in accordance with its employment policies.
3. The Contractor will not knowingly hire and retain any persons convicted of a felony.

6.7 Deficient Staffing Levels

1. The Contractor must maintain adequate staff to ensure efficient operation of all food service operations and provide expert administration, dietetic, purchasing, equipment consultation, and personnel advice and supervision.
2. In the event the College determines that the successful Contractor's staff or staffing levels are not sufficient to complete the services in the ITN and the resulting Contract, the College will advise the successful Contractor in writing and the successful Contractor shall have 15 business days to remedy the identified staffing deficiency(ies) to the satisfaction of the College.
3. As a courtesy and to assure that there is a known contact in charge for the Contractor in an emergency, the Contractor will notify the Contract Administrator or designate when its General Manager(s) is to be out of town and who has authority to make decisions in his or her absence.

7. Subcontracting

1. Upon contract award, the successful Contractor shall not enter into any subcontract for services to be provided under the resulting contract without the express prior written consent of the College.
2. The successful Contractor shall maintain full responsibility for all work performed under the resulting contract.
3. Each approved subcontractor shall be subject to the same terms and conditions as the successful Contractor.

8. Utilities

8.1 Utility Conservation

1. The Contractor will assume responsibility for maximum utility/energy conservation.
2. The Contractor will adopt and enforce a policy of turning off or down lights, fans, water, ovens, steam equipment, and other energy consuming items when the Dining Services facilities are not in use or when business volume dictates a reduction in the use of utilities.
3. Failure to implement and enforce maximum utility/energy conservation may result in financial penalties of one half of the actual or College-estimated utility bill for that month.

8.2 Utility Payments

1. The College will be responsible for providing and paying for gas, steam, water, sewer service, and air-conditioning, where applicable, for the food service operations.
2. Utility Service Interruptions
3. The College does not guarantee an uninterrupted supply of water, steam, electricity, gas, heat, or air conditioning. However, the College will take reasonable efforts to effect restorations of the service following an interruption.
4. The College will not be liable for any damages or losses attendant thereto, including without limitation, product loss that may result from the interruption or failure of any such utility services, nor any loss of use or lost profit.
5. It is assumed that the Contractor has insurance to compensate for all such outages.

8.3 Telecommunication

1. The Contractor will use the College installed telecommunications system.

2. Contractor shall be responsible for the information technology systems to be employed in connection with the provision of services, which may include without limitation, point of sale devices, e-commerce solutions, and computer hardware and software services and applications (“Technology Systems”).
3. Contractor agrees that the Technology Systems and their use shall be in accordance with the policies and procedures as set forth by the division of Information Technology Services (IT Services) (Exhibit to Contract), the central information technology group at the College.
4. Telephone systems are to be used for SCF-related business only.

8.4 Recycling and Garbage Removal

1. The Contractor shall strictly adhere to all College-mandated recycling, food waste pulp, and composting programs.
2. All other non-food waste materials are to be properly bagged and transported to the designated dumpsters at each dining venue location.
3. Any damage to the building as a result removing recyclables, food waste, and garbage shall be the responsibility of the Contractor.
4. The Contractor is expected to donate excess food to reputable not- for-profit 501(c)3 homeless shelters and food pantries if compliant with state and local sanitation and safety regulations.

9. Janitorial, Sanitation, and Safety Responsibilities

9.1 Retail Dining Janitorial Duties

1. The successful Contractor will provide daily housekeeping and all major cleaning/janitorial functions along with requisite sanitation services for the designated food service areas (unless otherwise specified herein, all FF&E and space within the kitchen/back-of- house, server areas and dining rooms).
2. The Contractor will maintain the dining spaces throughout the service hours to include wiping down tables, cleaning the floors, emptying trash, and keeping the areas neat and presentable throughout all operating hours and upon closing. In addition, the Contractor shall be responsible for providing and resupplying no less than two hand-sanitizer units in each full service café and one unit in each limited service concept.
3. The Contractor will be responsible for routine cleaning of the hood exterior and interior surfaces and filters (where applicable). For purposes of risk management, the College will have responsibility for all maintenance functions for the hood and fire extinguisher system (schedule to be negotiated).

4. When the dining areas are closed for College holidays, between terms or summer break, the Contractor will leave these areas in a clean and ready-for-inspection condition.
5. The Contractor will be responsible for providing, cleaning, and maintaining an adequate inventory of table linens, employee uniforms, aprons, towels, and other related dining service linens. Providing for such cleaning arrangements will be the responsibility of the Contractor.

9.2 Catering Janitorial Duties

1. With respect to full-service catering, the Contractor will assume responsibility for all pre-event food related set-ups and the post-event cleaning of the room or space used for each served or Contractor-staffed event to include the removal of all food-related refuse.
2. These rooms or spaces shall be restored to conditions satisfactory to the College before the next scheduled use. This includes, but is not limited to, the maintenance and sanitation of the area, furniture rearrangement and food related service equipment removal.
3. The College's janitorial staff will assume these tasks for all catering pick-up and drop-off services.

10. Cleaning and Sanitation Schedules

1. Upon contract award, the successful Contractor will develop, implement, and update cleaning and sanitation schedules for all equipment and areas as assigned and in meeting with manufacturer specifications.
2. Cleaning must be sufficient to provide protective maintenance against unnecessary deterioration, and provide a clean, neat, and sanitary appearance. Upon review and approval by the College, cleaning schedules will be posted and implemented within 30 days of the beginning of the Contract (schedule to be negotiated).

11. Pest Control

1. The Contractor will be responsible for all costs and maintenance of insect and pest control in all assigned interior areas for production, service, and storage.
2. Any substances defined by state law or 1261 of Title 15 of the United States Code as hazardous, will be properly labeled and delivered or used in a way that does not violate state or federal laws.

12. Right to Periodic Inspection

1. The College reserves the right to periodically conduct unannounced inspections of all food facilities with or without the Contractor being present.

2. Consultant inspectors for all state and local authorities and from or retained by the College will have complete cooperation from the Contractor. When state and local authorities arrive for inspection, the College will be notified and, whenever practical, will be present for the inspection. The Contractor will transmit a copy of the inspection report to the College by the next business day of receipt. Within five (5) business days, the Contractor will provide the College with a written report of corrective action if necessary. In the event that corrective action is a joint responsibility, the Contractor will notify the College of its responsibility in the matter and will work with the College in the implementation of such action.

13. Fire Extinguishers

1. The College will furnish and maintain fire extinguisher equipment and supplies.
2. The Contractor will notify the College immediately after any fire extinguisher use or discharge.

14. Inspection Fees

All state and local inspection fees will be the Contractor's responsibility.

15. Other Responsibilities of the Contractor

1. The Contractor will immediately report fires, unsafe conditions, thefts, and security hazards to the College's Public Safety Department.
2. The Contractor will immediately fix and report to the College any conditions listed in any citations by local, state, or federal agencies and those identified by a College representative as an unsafe condition.

16. Preparation Standards

The successful Contractor shall meet then following preparation standards in accordance with the Florida Department of Health:

1. Cook-to-order and progressive cooking will be the normal method of operation, staggering the preparation of food whenever possible so that optimum nutritional values, temperatures, and overall;
2. quality can be maintained during serving hours;
3. Recipes standardized for quality, yield, cooking procedures, serving containers and utensils, and portion size shall be used to assure product and portion consistency;
4. Leftover foods shall be kept to a minimum, chilled and refrigerated as necessary in shallow pans after each meal, properly covered, and used promptly. All leftovers that require refrigeration shall be properly chilled and stored in one location labeled and dated and served within 24 hours as an extra selection;

5. When and where cook-chill or freeze technology is utilized, the Contractor will warrant that its procedures meet, if not exceed, all legal and food service industry best practices with respect to ingredient processing, preparation, packaging, chilling/freezing, transport and holding of such food products up to the point of service or sale.

17. Service Standards

The successful contractor shall meet the following service standards:

1. Hot foods are to be served hot (above 145 degrees Fahrenheit) and cold foods are to be served cold (below 40 degrees Fahrenheit);
2. Industry best practice standards should be used for thawing, chilling, and re-thermalizing all food products;
3. All food shall be garnished for attractive presentation;
4. Any food appearing discolored, unappealing, or not in a proper state of freshness shall not be served;
5. Food items at each concept service station shall be readily identifiable with attractive and individual labels;
6. Appropriate wrappings/packaging for grab-and-go foods shall be used as needed. Wrapping/packaging shall be both attractive and serviceable, and, if possible, compostable or recyclable. Nutritional information must be included on such wrapping/packaging;
7. Display and serving areas shall be kept clean, sanitary, orderly, and attractive at all times. Any spillage or soiled spots shall be removed promptly from counters, steam table pans, general serving and dining areas, and floors. Partially used and broken items shall be promptly removed from the serving area;
8. Cooks and bakers shall be required to follow Contractor approved standardized recipes for all production items;
9. The Contractor shall be alert to changing food service trends (e.g. wellness) and diet patterns (e.g. low calorie, low fat) and shall, with input from the College, initiate ideas for varying methods of food service merchandising, promotions, and menu presentations. To facilitate this effort, the College's Contract Administrator or designate and Contractor's General Manager shall meet prior to the start of each quarter to plan for achievement of mutual goals in food service and food service related areas.
10. Lean protein options are to be offered daily, including on any salad bar systems in use.
11. The food service venues are to be kept well stocked throughout each serving period. The last customer is to be offered the same range of choices as the first customer;

12. Americans with Disability Act Special Diets – In accordance with all applicable laws and regulations, the Contractor shall meet with any students or faculty and staff members requesting special foods or dietary assistance. The Contractor must provide reasonable accommodations for those individuals with diseases or allergies related to diet. The Contractor will take reasonable steps to prevent the food from containing the specific allergens at issue for the individual, to the extent possible. The food will also be nutritionally comparable to the food choices offered to other students, to the extent reasonably possible. To further minimize the risk of cross- contamination from meals obtained in the general dining hall food lines, the Contractor may also offer students with food allergies the option to pre-order their meals;
13. At least once each semester, the Contractor’s designated dietitian or nutritionist will visit each of the College campuses included in this ITN to discuss the nutritional needs of students with food allergies and to reevaluate the Contractor’s policies and procedures. In addition, the Contractor will require educational training of all food service staff a minimum of twice per year, including at least once before the fall and spring semesters begin. This mandatory training will include (1) instruction on celiac disease and food allergies, including food products that contain allergens, cross-contamination, and proper food storage and preparation; and (2) instruction on how to handle inquiries regarding food allergies, including questions regarding ingredients and sub-ingredients in the meals;
14. The Contractor’s designated dietitian or nutritionist shall assist in providing the approved diets and ascertaining post-meal satisfaction.

18. Space Use

1. The successful Contractor will be granted a revocable license to use the dining services spaces, equipment and office/storage facilities described herein, according to the terms set forth in this ITN and the Contract between Contractor and the College.
2. The College will maintain and repair the building structure, including the maintenance of gas, water steam, sewer and electrical lines, existing ventilation systems, electrical lighting fixtures, and space heating systems. The Contractor shall bear the expense of all repairs necessary in instances of its employees’ negligence.
3. The College retains the right, without unreasonably interfering with normal food service, to use the dining areas for a variety of activities that may or may not be food service related. The College will notify the Contractor prior to such usage. The College will perform appropriate setup and cleanup with no cost charged to the Contractor. Facilities will be restored to conditions mutually satisfactory to the Contractor and the College at the conclusion of the non-food service use.

19. Security

1. The College will provide general security to each designated dining venue occupied by the successful Contractor. It is agreed that the College locations assigned to the Contractor are for use solely to fulfill the Contractor's duties and that the Contractor will, at all times, keep College facilities secured. The Contractor will be responsible for any loss or damage resulting from the Contractor's failure to provide adequate security under these circumstances. The Contractor will be responsible for the cost of any additional security staff that the College deems necessary for the safe operation of any of the dining facilities.
2. The Contractor will be responsible for accounting for the location of any keys or locking devices provided to the Contractor at the onset of the Contract. The Contractor, at its cost only, will be responsible for the cost of replacement of lost keys. If the College determines that keys lost by the Contractor or its employees could compromise campus security, the Contractor will be responsible for paying all costs associated with re-keying designated location(s). Prior to the commencement of the Contract, or at any time during the Contract term, the Contractor may request the College to re-key the facilities with the Contractor paying any costs of such re-keying.
3. The Contractor will be responsible for immediately reporting to the College Public Safety Department any break-ins or unauthorized entries into the food service areas and all property losses associated therewith. The Contractor will be responsible for reporting to the College all accidents involving its staff or customers and all disputes or behavioral incidents involving staff, students or patrons that occur in or around the premises. The College will not be responsible for the criminal acts of third parties.

20. Marketing

1. Within all applicable tax codes and with sensitivity to local community issues, the Contractor will cooperate with the College to regularly develop and implement seamless advertising and promotional efforts to increase the visibility and image of the College in general and the dining services locations specifically. The College will reasonably cooperate with the Contractor in promoting and merchandising services and products to attract more customers to more fully utilize the Contractor's dining services.
2. The Contractor will be responsible for all costs associated with advertising and promotional efforts through printed or other media vehicles. At a minimum, the Contractor will disseminate to students, faculty and staff, catering menus and other communications as shall be mutually agreed upon.
3. All advertising and promotional efforts will be coordinated through, and reviewed by, the College prior to publication and distribution, and will include campus media intended for students, faculty, staff, alumni and guests of the College. Yard signs are discouraged.

4. The Contractor will maintain a separate website linked to the College's website that presents a positive image of campus dining. The site must include current hours of operation, menus, prices, specials, nutritional information and other information pertinent to dining as well as provision for customer feedback.

21. Customer Monitoring

1. The Contractor shall cooperate with the College in monitoring campus community and patron satisfaction for value received through an objective evaluation system involving customer representation from a cross section of the College's campus community.
2. All satisfaction survey instruments (such as comment cards, electronic bulletin board or social media generated patron feedback) used shall be approved by the College prior to distribution and the results thereof shared as part of the quarterly reviews if not more frequently.
3. There shall be a website and a least one social media link for the campus community to communicate both compliments and suggestions regarding the Dining Services food service program. The College's Contract Administrator or designate and the Contractor's manager shall both receive these communications and mutually agree on the manner in which each is handled.

22. The College's Dining Advisory Committee

1. If requested by the college, the Contractor shall work with the Contract Administrator and, when appropriate, the Dean of Students at each campus or designee, to establish and regularly meet with a student advisory committee to discuss a variety of issues including, but not limited to, community feedback, menus, pricing, preparation and service standards and practices, hours, and overall satisfaction with the dining services program.
2. At the College's discretion, a similar catering-oriented advisory committee shall be established, comprised of members of the faculty and staff who are frequent catering users.

23. Catering

1. The successful catering Contractor shall submit a complete catering guide to menus, prices, portions servings, catering policies, minimums, additional charges, etc. to the Contract Administrator or designate for review and approval prior to the start of the Contract.
2. The successful Contractor shall submit monthly itemized (by user and service) invoices to the attention of the College's Accounts Payable department. Invoices shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
3. The Contractor shall meet at least quarterly with the Contract Administrator and a College-selected Catering/Special Event Advisory Committee to evaluate the catering program and, as necessary, make revisions to improve overall service.

4. Copies of the catering guide shall be available electronically in sufficient number and distributed at a mutually agreed upon date each year.
5. The College shall control the space commitment and scheduling of authorized College catered events. The Contractor shall consult on and coordinate the menu and details of services required and advise on effective program arrangements with the individual or department requesting catering service.
6. The Contractor shall provide a sufficient number of qualified and trained staff to service the events, take and process catering orders, respond to inquiries, and handle all aspects of a quality catering program.
7. The Contractor shall identify one of its staff members, who has been trained for this type of service, as a catering manager or supervisor who shall be responsible for all aspects of catered events. This person's other duties should not conflict with these responsibilities.
8. The Contractor shall be responsible for control of admissions and collection of tickets for catered events where required by the event sponsor or host.
9. The Contractor shall establish and maintain a regular process for evaluating catering event food and service quality.
10. The Contractor shall establish a procedure whereby all catering orders (to include, but not limited to, not-to-exceed per-person and total price, permissible substitutions, service and room/table set-up requirements, special orders, etc.) are approved no less than 48 hours in advance. The time by which the event service-ware and room cleaning process shall be completed must be specified.
11. Alcohol service for catered events will be tightly controlled and must be approved no less than two weeks in advance by the Contract Administrator.
12. The Contractor will assume responsibility for the secure storage, accountability and service for approved events including the appropriate liquor license and TIPS trained bartenders in compliance with all laws and the College's current and future alcohol policy.
13. Based on information provided by the Contractor to the College, the College will be responsible for producing bills/statements and collecting payments for catered events provided for persons or entities other than the College.

24. Financial Specifications and Terms

24.1 Profit and Loss Contract

The Dining Program, on a year-round basis, is to be financially self-sustaining and will not be financially subsidized by the College. The selected Contractor(s) will have profit and loss responsibility. Therefore, any resultant contract shall be profit and loss only.

24.2 Price Increases

1. Retail and catering prices shall be competitive with comparable menu items served on campus and surrounding market area by local commercial food service operators (restaurants and contract-managed) and by other educational institutions.
2. After the first year of the Agreement, requests for retail and catering services price adjustments for the ensuing year shall be considered by the College no later than June 30 for implementation during the start of the next academic year (August).
3. Assuming consistent and competent management related to food and labor cost control practices, requests for pricing increases shall be based upon:
 - a. The U.S. Department of Labor Food Consumer Price Index Expenditures and Forecast;
 - b. U.S.D.A. Producer Price Index Commodities – Finished goods (as issued quarterly) and the U.S.D.A. Food Index Forecast should be used to justify the increase in food cost;
 - c. U.S. Department of Labor Regional Statistics for labor cost increase in similar job categories should be used to justify the increase in labor costs. In addition, increases in tax rates affecting labor cost should be applied;
 - d. Changes in meal plan policies, menu, points-of-service, additions, hours of operations, or changes in levels of service provided;
 - e. Verification/substantiation of any other cost factors must be through submission of Contractor invoices over the previous six- month span.
4. The College reserves the right to approve or reject requested price increases. However, with adequate evidence based upon the above or other generally accepted criteria, the College shall not unreasonably deny price increases.
5. Notwithstanding the above, the College may approve a temporary price increase due to unexpected, significant increases in wholesale cost of a food item until such times as prices for a given item(s) stabilize. For example, a freeze in South America results in destruction of a major portion of the coffee crop. With its temporary price increase request, Contractor shall submit documentation as to the impact on the wholesale price of the food item.

24.3 Taxes and Licenses

1. The Contractor will apply for, pay for, and obtain all permits and licenses as required by various agencies.
2. The Contractor will pay all Federal, State, and local taxes, interest, and penalties associated with the food service, including retail, catering and/or vending operations.
3. The Contractor will be responsible for collecting and remitting to the taxing authorities the appropriate amount of sales and use taxes it collects in accordance with applicable state and local laws and regulations in retail venues and/or with respect to catered events. When applicable for catered events not sponsored by the College, the Contractor will advise the College of such taxable sales and the amount of the sales tax remitted to enable the College to bill the tax appropriately to the customer. The Contractor will hold harmless and indemnify

the College from and against all claims or demands arising out of Contractor's failure or refusal to collect and remit taxes applicable to its activities hereunder.

24.4 Control Systems

1. The Contractor shall exercise maximum security control over all cash, charge, and sales transactions utilizing College purchased and maintained POS hardware and software programs.
2. The College shall not be responsible for theft or loss of the Contractor's cash or property or criminal acts of third parties.

24.5 Credit/Debit Cards and Meal Plan Cards

1. The Contractor must accept bank-issued, credit cards, and debit cards for the amount of purchase or any greater amount permitted. Acceptance of bank-issued credit/debit cards shall be the sole responsibility of the Contractor.
2. The Contractor must accept digital payments option such as but not limited to Apple Pay or Google Pay.
3. The Contractor must accept meal plan cards through the College's ID card vendor.
4. The Contractor must agree to comply with all current and future PCI and other security standards and to train their employees on such.

24.6 Performance Rewards and Penalties

1. The College and Contractor shall negotiate an incentive plan that will permit the Contractor to earn additional income if it meets or exceeds mutually established operational and financial objectives including food quality.
2. All such financial remuneration must be generated from real dollar savings generated within the fiscal year.
3. The Contractor shall pay the specified financial penalties for the following failures to consistently meet the following:
 - a. Health Inspections: A penalty of \$5,000 will be assessed for critical violations or re-inspections required at each Contractor-managed food service location following an inspection by the City/County Health Departments, College Health Center or by an independent sanitarian/consultant.
 - b. If the same critical violation(s) occurs in the same College Dining Services location or re-inspection is required during a rolling 12-month period the financial penalties for any additional repeat violations will increase in \$5,000 increments.
 - c. A score of 95 with no critical violations is the minimum requirement.

4. Patron Satisfaction Surveys: Failure to maintain minimum satisfaction scores of 90 points (or equivalent) for two consecutive surveys will result in penalties of \$5,000 each for board, retail and catering operations.
 - a. Mutually agreed upon surveys (to include distribution methodology) must be conducted no less once annually.

24.7 Commissions

1. In the event a commission is offered, commissions will be remitted to the College no later than the 30th day following the close of month. Commissions shall be both timely and accurate.
2. Failure to remit proper payment on time and for the proper amount may result in a five percent (5%) charge to be paid on the next commission payment.
3. The late payment charge will increase by five percent (5%) for each month until the commission and late charges are fully paid.
4. Commission payments shall include supporting documentation sufficient for the College to verify all calculations made to determine said commission payment.
5. Contractors are encouraged to itemize any other actual or potential revenues, and associated expenses, that could be part of the agreement.
6. Sub-contractors or services from third parties may be used, but the performance and warranty for the management and operation of all services will be the sole responsibility of the Contractor that is awarded an Agreement with the College.

Evaluation Criteria

The College will evaluate each proposal on the following points:

Criterion	Points
Services Offered	20
Food Pricing	20
Financial	20
References	20
Experience	10
Local Resources	10
CMBE	5
Sustainability	10
Total Possible Points	115

Scoring Methodology

A selection committee will evaluate proposals using the following criteria. All proposals are required to address each of the selection criteria.

Point System: Maximum total points 115.

All proposals will be evaluated on the following point scale.

- **Services Offered (maximum of 20 points):**
 - Food Programs available
 - Hours of Operation Proposed

- **Food Pricing (maximum of 20 points):**
 - Pricing on staple items for Fall 2016
 - **Must complete Pricing Form

- **Financial (maximum of 20 points):**
 - Commissions or Profit Sharing offered

- **References (maximum of 20 points):**
 - Florida colleges, other higher education institutions
 - ****Must complete References Form and State College of Florida Contracts Form**
- **Experience (maximum of 10 points):**
 - Vendor history/qualifications
- **Local Resources (maximum of 10 points):**
 - Vendor has contracts near SCF (within the district, within Florida)
- **Sustainability (maximum of 10 points):**
 - Detailed provisions of operational plan to promote sustainability
- **Certified Minority Business Enterprise (CMBE) (maximum of 5 points):**
 - Florida certified minority businesses registered with the state
 - A valid CMBE Certificate is requested be included with the submittal (if applicable)

Proposal Submission

Proposals must be submitted as specified below

1. Upload the following documents to VendorLink:
 - A) Submit your proposal as one PDF.
 - B) Include Specification Scope requirements:
 - (i) Vendor proposal document.
 - (ii) Vendor Pricing Form
 - C) Include the completed required Forms Bundle.
 - (i) Proposal Submittal Form
 - (ii) Proposers Information Form
 - (iii) References Form
 - (iv) IRS W9 Form
 - (v) Drug Free Workplace Form
 - (vi) Dispute Disclosure Form
 - (vii) CMBE Status Form

Make sure signatures are included as needed.

Award/Contract

The College intends to select the most responsible and responsive Proposer that can demonstrate in their written response and in their oral presentation (if applicable) quantitative and qualitative information based on the criteria contained herein. The proposer understands that this ITN does not constitute an agreement or contract with the proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by appointed staff, approved by the appropriate level of authority within SCF and executed by the parties. The proposer understands that the College reserves the right to reject any or all proposals or to withdraw this request for proposals at any time.

Proposer Qualifications

The College reserves the right, in its sole discretion, to determine whether a proposer has the ability, capacity, and resources necessary to perform in full any contract resulting from this ITN. The College may request from responder's information it deems necessary to evaluate such proposer's qualifications and capacities to deliver the products and/or services sought hereunder. The College may reject any proposal for which such information has been requested but which the responder has not provided. Such information may include but is not limited to:

- Financial resources
- Personnel resources
- Physical resources
- Internal financial, operating, quality assurance, and other similar controls and policies
- Resumes of key executives, officers, and other personnel pertinent to the scope of the ITN
- Customer references
- Disclosures of complaints or pending actions, legal or otherwise, against the vendor

Timeline

All proposal openings and committee meetings are held in strict compliance with Florida sunshine statutes and are held on the date and time in the building and room indicated below. Schedule changes, when required, will be indicated here. Meetings will be held at State College of Florida, 5840 26th Street West, Bradenton, FL unless otherwise indicated. Proposal openings will be held in the Business Service Office, 5840 26th Street West, Bradenton, FL. 34207, Building 6, Office 135 unless otherwise indicated.

Time	Day/Date	Description
8:00AM	12/9/2021	ITN posted to VendorLink, College Purchasing web page and submitted to media for advertisement
N/A	N/A	Mandatory Pre - Bid
12:00PM	1/6/2022	Questions from Vendors Due
12:00PM	1/20/2022	Proposal due date for uploading to Vendorlink
TBD		Selection committee meets to review proposals and Complete short list or Award
	07/01/2022	Contract Start

Note: The timeline is an estimate, as of the post date of this proposal, of the events that will take place. Changes to this timeline will be made available via addenda prior to the Proposal submittal. Any changes to the timeline during the review period will be posted as timeline updates.

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA STANDARD CONTRACT ADDENDUM

THIS ADDENDUM to that certain agreement titled _____ (Agreement”) dated _____, 2022 by and between THE DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA, a public body corporate (“College”), and _____, a sole proprietorship/corporation/general partnership/limited partnership/limited liability company [*STRIKE INAPPLICABLE*] organized and existing under the laws of the State/Commonwealth of _____ duly authorized and licensed to do business in the State of Florida, (“Vendor”), shall be effective as of the date indicated above. The following terms and conditions shall be incorporated and made a part of the Agreement and to the extent of any conflict therewith, the provisions contained in this Addendum shall supersede and control.

COLLEGE. STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA is a political subdivision of the state of Florida and is administered by THE DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA, Florida, a public body corporate, pursuant to Florida Statutes Section 1001.63.

TERM EXTENSION. () [*CHECK, IF APPLICABLE*] The term of the Agreement may be extended by the College on a monthly/annual [*STRIKE INAPPLICABLE*] basis for no more than ____ months / years [*STRIKE INAPPLICABLE*] or for a period of months/years [*STRIKE INAPPLICABLE*], upon the same terms and conditions in the Agreement at the option of the College. Any extension shall be upon the same terms and conditions set forth herein and shall be exercised in writing and shall be deemed exercised when deposited, postage pre-paid in the U S Mail. In the event the College continues to perform following end of the term of the Agreement and the College has not exercised its right to extend the term of the Agreement, prior to any termination of the Agreement by the Vendor, the Vendor shall give the College written notice of its failure to exercise its extension right and an opportunity to cure, and, if the College fails to exercise its extension within thirty (30) days of receipt of the Vendor’s notice, the Agreement shall terminate.

FORCE MAJEURE. Neither the College nor the Vendor shall be responsible for its default, delay or failure to perform any terms or conditions of the Agreement when failure to perform is due to causes beyond such party’s reasonable control including, but not limited to: civil unrest, strike, lockout, flood, action or inaction of governmental authorities, epidemic, war, act of terrorism, embargo, fire, earthquake, hurricane, windstorm, act of God or default of common carrier. In the event of such default, delay or failure to perform, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused delay, default or force majeure.

TERMINATION. The College may, at any time during the period of this Agreement, without cause, terminate the Agreement by giving thirty (30) days prior written notice of its intention to do so by U S Mail to the other party. Should College exercise its option to terminate this Agreement in accordance with this paragraph, all costs incurred and refunds due to the College shall be processed up to the termination date.

INDEPENDENT CONTRACTOR. Vendor is an independent contractor, and the College shall have neither supervision nor control over the Vendor’s employees, agents, representatives or volunteers in the performance of their duties for the Vendor. If the Vendor is an individual, the Vendor understands that the College will deduct no federal or state income tax and that no retirement, health or life insurance, or other benefits available to the College employees, will accrue to the Vendor. The Vendor shall not in any manner use the credit or name of the College in connection with its business or affairs except as specifically authorized in this Agreement or as approved in writing prior to such use by the College. The Vendor shall purchase all equipment, supplies and sign contracts in its own name and sole credit, and shall promptly make full payment thereon, in accordance with the terms of purchase.

LIABILITY AND INDEMNITY. The Vendor agrees to indemnify, defend and hold harmless the College and its officers, trustees, employees, representatives and agents, from any and all claims, causes of action, costs, expenses, injuries, liabilities, attorneys’ fees and costs, losses and damages of every kind and description resulting from or arising out of the performance of this Agreement by the Vendor, its employees, agents or subcontractors. The College, as a public body corporate of the State of Florida, does not agree to indemnify or hold the Vendor harmless, and does not agree to enlarge the scope of the waiver of sovereign immunity provided in Section 768.28, Florida Statutes. Nothing in the Agreement

shall be construed or interpreted as to deny to either party any remedy or defense available to such party under the laws of the State of Florida. This provision shall survive termination of the Agreement.

DATA PRIVACY: Vendor will use any data it receives from the College (“College Data”) only for the purpose of fulfilling its duties under this Agreement and for College’s sole benefit, and will not share such data with or disclose it to any third party without the prior written consent of College or as otherwise required by law. By way of illustration and not of limitation, Vendor will not use such data for Vendor’s own benefit and, in particular, will not engage in “data mining” of College Data or communications, whether through automated or human means, except as specifically and expressly required by law or authorized in writing by College. Vendor will provide access to College Data only to those Vendor employees and subcontractors who need to access the data to fulfill Vendor’s obligations under this Agreement. Vendor will ensure that employees who perform work under this Agreement have read, understood, and received appropriate instruction as to how to comply with, the data protection provisions of this Agreement, and have undergone all background screening and possess all qualifications appropriate to the nature of the employees’ duties and the sensitivity of the data they will be handling, prior to being granted access to the Data. Vendor agrees to comply with all College’s published IT security policies and protocols.

PUBLIC RECORDS. The Vendor will allow public access to all records, documents, papers, letters or other material subject to the provision of Florida Public Records law, Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement. Refusal by the Vendor will indemnify the College, the Board of Trustees and the State of Florida, and their officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney’s fees, that relate to any public records which the Vendor maintained or should have maintained in conjunction with this Agreement, or that relate to any public records which the Vendor failed to produce or copy in the response to a public records request.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE COLLEGE’S OFFICE OF THE GENERAL COUNSEL, 941-752-5205, proutys@scf.edu & 5840 26th Street West, Bradenton, FL 34207.

To the extent applicable, (i) the party contracting with the College will comply with all obligations imposed on contractors set forth in Florida Statutes, Section 119.0701(2)(b), relating to public records, and (ii) the parties will be governed by and comply with the protocol established in Florida Statutes Section 119.0701(3) for public records requests.

IDENTITY THEFT. To the extent applicable, the Vendor agrees that it will comply with the rules of the Federal Trade Commission at 16 CFR Part 681, including implementation of an identity theft prevention program.

TRAVEL EXPENSES. Travel expenses are reimbursable to the Vendor only where the College has agreed in writing that the Vendor’s fee for services is not all-inclusive and that the College will fund such travel in addition to the Vendor’s fee. Where travel is reimbursable, the Vendor agrees to complete a travel authorization form prior to traveling and to submit bills for any travel expenses in accordance with §112.061, Florida Statutes,. No travel expenses will be paid to, or for the benefit of, any individual in excess of the amount permitted by Section 112.061, Florida Statutes. Any expenses in excess of the amounts prescribed by law shall be borne by the Vendor.

DELIVERABLES. The Vendor shall provide units of deliverables, including reports, findings, and drafts to be received and accepted in writing by the Agreement Administrator prior to payment.

TAXES. The College is exempt from the payment of all sales, use or excise taxes. The Vendor shall pay all personal property taxes on leased equipment and all taxes based upon net income.

ACCOUNTING AND AUDIT. The Vendor agrees to maintain at its place of business records, books, account information and related materials relevant to this Agreement. The College, and the Auditor General of the State of Florida, or any of their authorized representatives, will have the right upon reasonable notice to review such materials or obtain copies thereof, whether by their own representatives or by certified public accountants, during reasonable business hours and in a manner that does not disrupt the Vendor's business operations. The Vendor agrees to retain any documents relevant to this Agreement for a period of at least three (3) years after the final payment or termination of this Agreement, whichever is later. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute resolved. The Vendor's invoices for payment or other compensation shall be submitted in detail sufficient for proper pre-audit and post-audit review. The Vendor agrees to include this Accounting and Audit provision in any contract it has with any subcontractor, consultant or agent whose services will be charged directly or indirectly to this Agreement.

CONFLICTS OF INTEREST. The Vendor shall not hire, and shall not permit any subcontractor or other person, firm or business entity with whom the Vendor is engaged in a combined effort to perform this agreement, to hire any person who is a College officer or employee, unless the College consents in writing after full written disclosure of the surrounding facts. No officer or employee of the College shall have a financial interest, direct or indirect, in this contract unless the College consents in writing after full written disclosure of the surrounding facts.

ASSIGNMENT, DELEGATION AND SUBCONTRACTS. The Vendor shall not assign, delegate, subcontract or otherwise transfer any interest in this Agreement or any obligation of Vendor without the prior written consent of the College.

PERSONNEL. The Vendor represents that it has or will, at its own expense, obtain all personnel and equipment required to perform this Agreement. The Vendor warrants that all personnel engaged in the performance of this Agreement shall be qualified to perform the services rendered and shall be properly licensed and otherwise authorized to do so under all applicable laws. Said employees, agents, representatives, volunteers and any other persons in or about the College's premises at the instance or request of the Vendor, shall conform to all rules established by the College to govern the general conduct of persons in or about the said premises.

PUBLIC ENTITY CRIME. The College will not accept a competitive solicitation from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

VENDOR'S DEFAULT. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default (hereunder "Event of Default"): Failure to begin work, perform services or deliver goods on schedule; failure to submit any report required hereunder; substandard, unprofessional or faulty performance of services or goods; violation of applicable laws, regulations, rules, ordinances, policies, permits, or licenses; failure to pay debts as they come due; filing for bankruptcy; or failure to perform any other covenant or condition of this Agreement. Upon the occurrence of any Event of Default, the College may take one or more of the following actions.

- (1) Give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time in the notice, ten (10) days from the issuance date of the notice, and if the Event of Default is not thereafter timely remedied, treat the Agreement as breached and terminate the Agreement, effective three (3) days after giving the Vendor notice of termination;
- (2) Give the Vendor a written notice specifying the Event of Default, suspend all payments to be made to the Vendor under this Agreement, and order that the portion of the contract price which would otherwise accrue to the Vendor during the period from the date of notice until such time as the College determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor;
- (3) Set off against any other obligations the College may owe to the Vendor any damages the College suffers by reason of the Event of Default; or
- (4) Treat the agreement as breached and pursue any of its remedies provided for in this Agreement, in law or in equity, or all of these.

The Vendor shall be liable to the College for any damages it sustains by virtue of the Vendor's breach or for any reasonable costs the College may incur in enforcing or attempting to enforce this Agreement, including attorneys' fees and costs. The terms of this paragraph shall not be deemed to limit the College's right to terminate the Agreement on written notice and without cause as provided in this Addendum.

WAIVER OF BREACH. No failure by the College to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. The College's failure to notice any Event of Default shall not be deemed a waiver of the right of the College to enforce each and all of the provisions hereof upon any further or other default on the part of the Vendor.

THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

ENTIRE AGREEMENT. The Agreement and this Addendum, and any other addenda identified herein constitutes the entire agreement and understanding between the parties, concerning the subject matter hereof, and supercedes all prior agreements and understanding related hereto.

AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

GOVERNING LAW/VENUE. This Agreement will be governed by and construed under the laws of the State of Florida. Manatee County, Florida, will be the forum and venue for any lawsuit between the parties arising from or incident to the Agreement. Vendor consents to personal jurisdiction in the State of Florida.

ATTORNEYS' FEES. If any litigation shall be instituted for the purpose of enforcing or interpreting any of the provisions of this Agreement, the prevailing party or parties, as determined by the court having jurisdiction thereof, shall be entitled to recover, in addition to all other relief, an amount equal to all costs and expenses incurred in connection therewith, including, without limitation, reasonable legal expenses (including but not necessarily limited to fees for services of attorneys, paralegals and legal assistants) at the trial level and in connection with all appellate proceedings.

NON-DISCRIMINATION. If this Agreement is funded in any part by monies of the United States of America, the Vendor shall comply with all of the provisions of Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, as supplemented by the regulations of the United States Department of Labor (41 CFR Part 60). The College's policy prohibiting discrimination and harassment, is incorporated into this Agreement by reference as if fully set forth herein.

EMPLOYMENT OF UNAUTHORIZED ALIENS. The employment by any Vendor of unauthorized aliens is a violation of federal law. Any such violation by Contractor shall be cause for immediate cancellation of the Agreement by College.

FUNDING AVAILABILITY. Obligations of the College hereunder are subject to the availability of funds lawfully appropriated annually for its purposes by the Florida Legislature.

AUTHORITY. Each person signing on behalf of the parties to this Agreement represents and warrants that he/she has full authority to execute this Agreement on behalf of such party and that this Agreement will constitute a legal and binding obligation.

SURVIVAL. The obligations under this Agreement which by their nature would continue beyond the expiration of the term of this Agreement shall survive termination, expiration, or cancellation of this Agreement.

PARAGRAPH HEADINGS. The headings of the paragraphs of this Agreement are inserted for convenience or reference only and are not intended to be part of, or to affect, the meaning or interpretation of this Agreement.

AGREEMENT ADMINISTRATOR. Except where otherwise specified, the Agreement Administrator shall be the College's representative for purposes of administering this Agreement, and the Vendor shall submit all progress reports, invoices, correspondence and related submissions to the Agreement Administrator, who is: Rebecca Ferda, Director, Business Services.

COUNTERPARTS/FACSIMILE. This Agreement may be executed in one or more counterparts all of which when taken together shall be considered one and the same agreement. Facsimile signatures are acceptable as original signatures on this Agreement.

SEVERABILITY. If any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of the Agreement, and the Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

ADDENDA. () [*CHECK IF APPLICABLE*] Additional addenda, which are part of this Agreement, are attached hereto.

THE PARTIES HAVE READ, UNDERSTAND AND AGREED TO THIS ADDENDUM. THIS ADDENDUM IS NOT VALID UNTIL ALL SIGNATURES ARE AFFIXED AND NO COMMITMENT EXISTS UNTIL FULLY EXECUTED BY THE COLLEGE.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum.

THE DISTRICT BOARD OF TRUSTEES
OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

By: _____
Printed Name: _____
Title: _____

VENDOR

By: _____
Printed Name: _____
Title: _____

APPENDIX A
Food Services 2022-2025 Pricing Form

Menu Item	Detail	Proposed Price
Egg	1 egg	
Breakfast Meats	Bacon, sausage	
Breakfast Sandwich	Toast, egg, cheese	
Breakfast Burrito	Tortilla, egg, cheese, breakfast meat	
Hamburger	4 oz patty, bun	
Cheeseburger	4 oz patty, bun, cheese	
Chicken Strips	6 oz	
French Fries	5 oz	
Salad Bar	Price per oz	
Club Sandwich	3 oz meat, 1 oz cheese, 3 veggies, 3 slices bread	
Onion Rings	6-9 onion rings	
Daily Special	Hot Entrée, Side(s), Beverage	
12 oz Fountain	Fountain drink	
20 oz Fountain	Fountain drink	

Breakfast Sandwich and 12 oz drink	
Cheeseburger, fries, and 12 oz drink	
Club Sandwich, onion rings, and 20 oz drink	
Salad Bar (16 oz), and 20 oz drink	
Daily Special	

Exhibit B

SCF Food Services Compass Group Financial & Sales Overview

	Year 1
Estimated Cafe Sales	\$682,469
Estimated Catering Sales	\$53,859
Estimated Total Sales	\$736,328
Estimated Product Cost (food cost & paper cost)	\$392,137
Estimated Personnel Costs	\$327,962
Estimated Semi-Variable Operating Costs	\$105,751
Estimated Losses	(101,522)
Flat (Fixed) Annual Management Fee	\$12,000
Estimated Profit/Contract	(\$101, 522)
Students On Campus Daily (Provided by SCF)	
SCF Bradenton	1,835
SCF Lakewood Ranch	192
SCF Venice	545
Check Averages	
Breakfast	\$5.00
Lunch	\$6.50
Coffee Bar	\$5.50

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA STANDARD CONTRACT ADDENDUM

THIS ADDENDUM to that certain agreement titled FOOD SERVICES AGREEMENT (FEE) (“Agreement”) dated May 26, 2022 by and between THE DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA, a public body corporate (“College”), and COMPASS GROUP USA, INC., a corporation organized and existing under the laws of the State/Commonwealth of Delaware duly authorized and licensed to do business in the State of Florida, (“Vendor”), shall be effective as of the date indicated above. The following terms and conditions shall be incorporated and made a part of the Agreement and to the extent of any conflict therewith, the provisions contained in this Addendum shall supersede and control.

COLLEGE. STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA is a political subdivision of the state of Florida and is administered by THE DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA, Florida, a public body corporate, pursuant to Florida Statutes Section 1001.63.

LIABILITY AND INDEMNITY. The Vendor agrees to indemnify, defend and hold harmless the College and its officers, trustees, employees, representatives and agents, from any and all claims, causes of action, costs, expenses, injuries, liabilities, attorneys’ fees and costs, losses and damages of every kind and description resulting from or arising out of the performance of this Agreement by the Vendor, its employees, agents or subcontractors. The College, as a public body corporate of the State of Florida, does not agree to indemnify or hold the Vendor harmless, and does not agree to enlarge the scope of the waiver of sovereign immunity provided in Section 768.28, Florida Statutes. Nothing in the Agreement shall be construed or interpreted as to deny to either party any remedy or defense available to such party under the laws of the State of Florida. This provision shall survive termination of the Agreement.

DATA PRIVACY: Vendor will use any data it receives from the College (“College Data”) only for the purpose of fulfilling its duties under this Agreement and for College’s sole benefit, and will not share such data with or disclose it to any third party without the prior written consent of College or as otherwise required by law. By way of illustration and not of limitation, Vendor will not use such data for Vendor’s own benefit and, in particular, will not engage in “data mining” of College Data or communications, whether through automated or human means, except as specifically and expressly required by law or authorized in writing by College. Vendor will provide access to College Data only to those Vendor employees and subcontractors who need to access the data to fulfill Vendor’s obligations under this Agreement. Vendor will ensure that employees who perform work under this Agreement have read, understood, and received appropriate instruction as to how to comply with, the data protection provisions of this Agreement, and have undergone all background screening and possess all qualifications appropriate to the nature of the employees’ duties and the sensitivity of the data they will be handling, prior to being granted access to the Data. Vendor agrees to comply with all College’s published IT security policies and protocols.

PUBLIC RECORDS. The Vendor will allow public access to all records, documents, papers, letters or other material subject to the provision of Florida Public Records law, Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement. Refusal by the Vendor will indemnify the College, the Board of Trustees and the State of Florida, and their officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney’s fees, that relate to any public records which the Vendor maintained or should have maintained in conjunction with this Agreement, or that relate to any public records which the Vendor failed to produce or copy in the response to a public records request.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE COLLEGE’S OFFICE OF THE GENERAL COUNSEL, 941-752-5205, proutys@scf.edu & 5840 26th Street West, Bradenton, FL 34207.

To the extent applicable, (i) the party contracting with the College will comply with all obligations imposed on contractors set forth in Florida Statutes, Section 119.0701(2)(b), relating to public records, and (ii) the parties will be governed by and comply with the protocol established in Florida Statutes Section 119.0701(3) for public records requests.

IDENTITY THEFT. To the extent applicable, the Vendor agrees that it will comply with the rules of the Federal Trade Commission at 16 CFR Part 681, including implementation of an identity theft prevention program.

TRAVEL EXPENSES. Travel expenses are reimbursable to the Vendor only where the College has agreed in writing that the Vendor’s fee for services is not all-inclusive and that the College will fund such travel in addition to the Vendor’s fee. Where travel is reimbursable, the Vendor agrees to complete a travel authorization form prior to traveling and to submit bills for any travel expenses in accordance with §112.061, Florida Statutes. No travel expenses will be paid to, or for the benefit of, any individual in excess of the amount permitted by Section 112.061, Florida Statutes. Any expenses in excess of the amounts prescribed by law shall be borne by the Vendor.

TAXES. The College is exempt from the payment of all sales, use or excise taxes. The Vendor shall pay all personal property taxes on leased equipment and all taxes based upon net income.

ACCOUNTING AND AUDIT. The Vendor agrees to maintain at its place of business records, books, account information and related materials relevant to this Agreement. The College, and the Auditor General of the State of Florida, or any of their authorized representatives, will have the right upon reasonable notice to review such materials or obtain copies thereof, whether by their own representatives or by certified public accountants, during reasonable business hours and in a manner that does not disrupt the Vendor’s business operations. The Vendor agrees to retain any documents

relevant to this Agreement for a period of at least three (3) years after the final payment or termination of this Agreement, whichever is later. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute resolved. The Vendor's invoices for payment or other compensation shall be submitted in detail sufficient for proper pre-audit and post-audit review. The Vendor agrees to include this Accounting and Audit provision in any contract it has with any subcontractor, consultant or agent whose services will be charged directly or indirectly to this Agreement.

CONFLICTS OF INTEREST. The Vendor shall not hire, and shall not permit any subcontractor or other person, firm or business entity with whom the Vendor is engaged in a combined effort to perform this agreement, to hire any person who is a College officer or employee, unless the College consents in writing after full written disclosure of the surrounding facts. No officer or employee of the College shall have a financial interest, direct or indirect, in this contract unless the College consents in writing after full written disclosure of the surrounding facts.

PERSONNEL. The Vendor represents that it has or will, at its own expense, obtain all personnel and equipment required to perform this Agreement. The Vendor warrants that all personnel engaged in the performance of this Agreement shall be qualified to perform the services rendered and shall be properly licensed and otherwise authorized to do so under all applicable laws. Said employees, agents, representatives, volunteers and any other persons in or about the College's premises at the instance or request of the Vendor, shall conform to all rules established by the College to govern the general conduct of persons in or about the said premises.

PUBLIC ENTITY CRIME. The College will not accept a competitive solicitation from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

VENDOR'S DEFAULT. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default (hereunder "Event of Default"): Failure to begin work, perform services or deliver goods on schedule; failure to submit any report required hereunder; substandard, unprofessional or faulty performance of services or goods; violation of applicable laws, regulations, rules, ordinances, policies, permits, or licenses; failure to pay debts as they come due; filing for bankruptcy; or failure to perform any other covenant or condition of this Agreement. Upon the occurrence of an uncured Event of Default, the College may take provide a written notice of termination as set forth in the Agreement.

(1) .
The Vendor shall be liable to the College for any damages it sustains by virtue of the Vendor's breach or for any reasonable costs the College may incur in enforcing or attempting to enforce this Agreement, including attorneys' fees and costs. The terms of this paragraph shall not be deemed to limit the College's right to terminate the Agreement on written notice and without cause as provided in this Addendum.

WAIVER OF BREACH. No failure by the College to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. The College's failure to notice any Event of Default shall not be deemed a waiver of the right of the College to enforce each and all of the provisions hereof upon any further or other default on the part of the Vendor.

THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

GOVERNING LAW/VENUE. This Agreement will be governed by and construed under the laws of the State of Florida. Manatee County, Florida, will be the forum and venue for any lawsuit between the parties arising from or incident to the Agreement. Vendor consents to personal jurisdiction in the State of Florida.

ATTORNEYS' FEES. If any litigation shall be instituted for the purpose of enforcing or interpreting any of the provisions of this Agreement, the prevailing party or parties, as determined by the court having jurisdiction thereof, shall be entitled to recover, in addition to all other relief, an amount equal to all costs and expenses incurred in connection therewith, including, without limitation, reasonable legal expenses (including but not necessarily limited to fees for services of attorneys, paralegals and legal assistants) at the trial level and in connection with all appellate proceedings.

NON-DISCRIMINATION. If this Agreement is funded in any part by monies of the United States of America, the Vendor shall comply with all of the provisions of Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, as supplemented by the regulations of the United States Department of Labor (41 CFR Part 60). The College's policy prohibiting discrimination and harassment, is incorporated into this Agreement by reference as if fully set forth herein.

EMPLOYMENT OF UNAUTHORIZED ALIENS. The employment by any Vendor of unauthorized aliens is a violation of federal law. Any such violation by Contractor shall be cause for immediate cancellation of the Agreement by College.

FUNDING AVAILABILITY. Obligations of the College hereunder are subject to the availability of funds lawfully appropriated annually for its purposes by the Florida Legislature.

AUTHORITY. Each person signing on behalf of the parties to this Agreement represents and warrants that he/she has full authority to execute this Agreement on behalf of such party and that this Agreement will constitute a legal and binding obligation.

SURVIVAL. The obligations under this Agreement which by their nature would continue beyond the expiration of the term of this Agreement shall survive termination, expiration, or cancellation of this Agreement.

PARAGRAPH HEADINGS. The headings of the paragraphs of this Agreement are inserted for convenience or reference only and are not intended to be part of, or to affect, the meaning or interpretation of this Agreement.

AGREEMENT ADMINISTRATOR. Except where otherwise specified, the Agreement Administrator shall be the College's representative for purposes of administering this Agreement, and the Vendor shall submit all progress reports, invoices, correspondence and related submissions to the Agreement Administrator, who is: Rebecca Ferda, Director, Business Services.

FACSIMILE. Facsimile signatures are acceptable as original signatures on this Agreement.

SEVERABILITY. If any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of the Agreement, and the Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

ADDENDA. () *[CHECK IF APPLICABLE]* Additional addenda, which are part of this Agreement, are attached hereto.

THE PARTIES HAVE READ, UNDERSTAND AND AGREED TO THIS ADDENDUM. THIS ADDENDUM IS NOT VALID UNTIL ALL SIGNATURES ARE AFFIXED AND NO COMMITMENT EXISTS UNTIL FULLY EXECUTED BY THE COLLEGE.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum.

**THE DISTRICT BOARD OF TRUSTEES
OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**

**COMPASS GROUP USA, INC. BY AND THROUGH
ITS CANTEEN DIVISION**

By: _____
Printed Name:
Title:

By: _____
Printed Name: Steve Luccia
Title: Division President

State College of Florida 2022 & 2023 Projects With Budgets over \$150,000 as of June 2022	Board of Trustee Approved Budget	Date Board Approved Budget	Source of Funds	Project Justification	Total Estimated Project Expense Includes all Hard and Soft costs	Remaining Budget Column C minus Column G	Comments
2022							
Batting Cages Structures	600,000	5/25/2021	SABR/Donation/CIF	Health	600,000.00	-	Purchase Order Issued to Tandem
Restroom Facility, Bradenton Sports Area	198,613	10/26/2021	Collegiate School Capital	Health	221,963.28	(23,350.28)	Purchase Order Issued to Willis Smith
Fire Sprinkler & Cloud Installation, Neel Auditorium	520,000	5/25/2021	Fund Balance	Life Safety	1,247,321.00	(727,321.00)	Purchase Order Issued to Willis Smith
Venice Collegiate School	900,000	5/25/2021	Auxiliary Loan	Capacity	1,123,941.00	(223,941.00)	Purchase Order Issued to Willis Smith
ADA Restroom Door Operators, Venice & LWR	200,000	5/25/2021	Capital Improvement Fee	ADA	200,000.00	-	On Hold
Venice Science Building	4,500,000	9/28/2021	PECO/Fund Balance/Donation	Capacity	5,800,000.00	(1,300,000.00)	Tandem GMP to September BOT Meeting
CARES							
Dental Hygiene Upgrades	1,000,000	9/28/2021	HEERF	Health	1,000,000.00	-	Purchase Order Issued to Jon Swift
Dental Hygiene Upgrade w/3 Additional Stations	-		HEERF	Capacity	200,000.00	(200,000.00)	Purchase Order Issued to Jon Swift
HVAC Upgrades, Indoor Air Quality	4,515,536	9/28/2021	HEERF	Health/Def. Maint.	5,908,606.68	(1,393,070.68)	Halfacre Purchase Order in Process
	12,434,149	2022			16,301,831.96	(3,867,682.96)	-31%
2023							
Radiography X-Ray Machine	450,000	9/28/2021	CIF or Fund Balance	Deferred Maint.			Board Approved Project when it was under CARES
Restroom Upgrades, Collegewide	710,000	5/25/2021	Fund Balance Transfer	Deferred Maint.			
Building Painting, Collegewide	150,000	5/25/2021	Capital Improvement Fee	Deferred Maint.			
Flooring Replacement, Collegewide	150,000	5/25/2021	Capital Improvement Fee	Deferred Maint.			
Roof Coatings, Collegewide	150,000	5/25/2021	CO&DS	Deferred Maint.			
Bradenton Site Improvements	708,000	5/25/2021	Capital Improvement Fee	Drainage/Safety			
Stage Lift Replacement & Restroom Remodel	674,100	5/25/2021	Fund Balance Transfer	Deferred Maint.			
Elevator Upgrades, Collegewide	500,000	TBD	CO&DS	Life Safety			
Fire Alarm Upgrades, Collegewide	500,000	TBD	CO&DS	Life Safety			
Subtotal 2022/23	3,992,100	2023					
	16,426,249	2022&2023					

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
June 28, 2022

AGENDA ITEM:

Approval of the FY 2023-24 through FY 2027-2028 Capital Improvement Program (CIP), Revised Sheet CIP-2, Venice Science Building Project Removal from the CIP & the FDOE Deferred Building Maintenance Program Project List

RECOMMENDATION:

The College recommends approval of the FY2023-24 through FY2027-2028 Capital Improvement Program (CIP), Revised Sheet CIP-2, Venice Science Building Project Removal from the CIP & the FDOE Deferred Maintenance Program Project List

STAFF ANALYSIS:

SCF will receive \$8,203,776 from the Section 197 of House Bill 5001, the General Appropriations Act to address deferred maintenance. Also, the Governor approved the remaining \$1,091,485 funding for the Venice Science Building. At the direction of the Florida Department of Education, staff has revised the Capital Improvement Program, sheet CIP-2. The top maintenance, repair & renovation project priorities on the CIP-2, totaling \$8,203,776, have been removed from the sheet. These projects have been placed on the attached FDOE Deferred Building Maintenance Program project list. Also, all references to the Venice Science Building project, within the CIP, have been removed.

The Board is being asked to approve the attached revised sheet CIP-2 showing the remaining 3-Year maintenance, repair & renovation project priorities and the removal of the Venice Science Building project. The Board is also being asked to approve the attached FDOE Deferred Building Maintenance Program project list totaling \$8,203,776.

FISCAL IMPACT Yes No N/A

Funding Source: Various, including state appropriations and PECO funds.

Will this action result in a Budget Amendment? X Yes No

If yes, indicate the dollar amount: \$ TBD by project

REQUESTED BY: Chris Wellman, AVP, Facilities Management

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

**Deferred Building Maintenance Program
Due to the Florida Department of Education: June 10, 2022**

Project Listing							
A	E	F	G	H	I	J	
Priority #	Project Title	Project Location/Campus	Facility/Building	Requested Funding Amount	Description of Project (include ARP goals)	Compliance with Proviso (Add all that apply from tab Proviso)	
1	Building Elevator & Elevator Door Interlock Code Upgrades College Wide	Campus Wide	Building 1, 7, 8, 26, 300	\$ 1,040,000	Upgrade aged elevators - Correct critical life safety issues, ensure compliance to building codes	Critical Life Safety, Building Code Compliance	
2	Replacement of Obsolete Simplex Fire Alarm Panels	Campus Wide	Building 1, 2, 5, 6, 7, 10, 18, 19, 23, 27, 100, 200, 300, 400, 500, 600, 800, 900	\$ 700,000	Replace obsolete fire alarm control panels - Correct critical life safety issues	Critical Life Safety	
3	Building Roof Coating Project Campus Wide	Campus Wide	Building 1, 5, 7, 11, 19, 23, 27, 29, 300	\$ 1,535,000	Address building envelope to avoid moisture intrusion - Improve energy efficiency	Air Quality	
4	Building Envelop Glazing & Exterior Door Replacement Project	Campus Wide	Building 17, 29, 500	\$ 1,270,000	Address building envelope to avoid moisture intrusion - Improve energy efficiency	Air Quality	
5	Building 300 Auditorium, Lobby, Bathroom, Storefront Renovation	Venice Campus	Building 300	\$ 1,000,000	Ensure Compliance with the Americans with Disabilities Act (ADA),	Building Code Compliance, ADA Compliance	
6	Building HVAC Upgrades/Replacement Project	Bradenton Campus	Building 26	\$ 1,883,746	Replace mechanical system equipment and/or infrastructure - Improve air quality to reduce the risk of viral and environmental health hazards	Air Quality	
7	Building HVAC Upgrades/Replacement Project	Bradenton Campus	Building 17	\$ 775,000	Replace mechanical system equipment and/or infrastructure - Improve air quality to reduce the risk of viral and environmental health hazards	Air Quality	
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18				\$ 8,203,746			

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
June 28, 2022

AGENDA ITEM:

2022/23 College Fee Schedule

RECOMMENDATION:

The College recommends approval by the District Board of Trustees for the 2022/23 Fee Schedule in accordance with FS 1009.23.

STAFF ANALYSIS:

In accordance with Rule # 6XH14-1.07, the College has reviewed special course/lab fees and recommends the following changes:

Course Fee Eliminations: Effective July 1, 2022, course fees for 10 courses, DEH 2900, DEH 2900, FIL 1000, NUR 1730, OTH 2300C, OTH 1520C, OTH 2420C, OTH 2802L, RTE 1418, and RTE 1458 are recommended to be removed from the fee schedule.

Course Fee Reductions: Effective July 1, 2022, course fees for 12 courses, FIL 2423, FIL 2441, NUR 2731C, NUR 2703C, NUR 4636L, OTH 1001C, OTH 1114C, OTH 2261C, PHT 1124C, PHT 2321C, RTE 1804L, and RTE 2834L are recommended for reductions on the fee schedule.

Course Number Revisions: Effective July 1, 2022, 3 course numbers will be revised with fees unchanged to eliminate the "C", CGS 2820, COP 2228, and DES 1020.

FISCAL IMPACT Yes

Funding Source: Tuition and Fees

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

If yes, indicate the dollar amount:

Attachment

REQUESTED BY: Julie Jakway

Vice President, Finance and Administrative Services

[Click here for current tuition per credit hour.](#)

[Click here for other fees that may apply.](#)

Courses listed below carry special fees in addition to tuition per credit hour.

	Per Term:		Per Term:
ART			
ART 1201C, 1205C, 1300C, 1301C.....	\$10	FILM	
ART 1203C, 2701C, 2702C.....	.50	FIL 4000 , 1030, 1537	\$15
ART 2330C, 2331C	20	FIL 1420	10
ART 2500C, 2501C	25	FIL 2423.....	40 15
ART 2715C	75	<u>FIL 2441.....</u>	<u>25</u>
ART 2750C, 2752C, 2753C, 2771C.....	60	FIL 2552, 2571	35
ART 2751C	68	FIL 2580	25
ART 2930 (Special Topics: Figure Studies in Clay).....	50	GRAPHIC DESIGN	
BUSINESS			
APA 2141.....	\$20	GRA 1100C, 1206C, 2121C, 2122C,	
COMPUTER SCIENCE			
CET 1600, 1610.....	\$30	2152C, 2160C, 2950C.....	\$20
CGS 1000, 1543, 1570, 2820.....	.25	GRA 2190C	5
CIS 1355	50	HEALTH SCIENCES	
CIS 2321, 235225	HSC 2401.....	\$35
COP 2170, 2228, 233325	JOURNALISM	
CTS 115025	JOU 2602	\$25
CTS 2390, 2391, 2392, 243350	MUSIC	
DENTAL HYGIENE			
DEH 1002C	\$55	MUC 1211, 1211B, 2221, 2221B.....	\$240
DEH 1800C*.....	113	MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B,	
DEH 2802C	100	1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B,	
DEH 2804C*.....	191	1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B,	
DEH 2806C*.....	163	2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B	240
DEH 2900* (Dental Hygiene Competency Review - 1 credit).....	73	MVK 1011A, 1011B, 1013A, 1013B, 1311, 1311B, 1313,	
DEH 2900* (Dental Hygiene Competency Review - 3 credits).....	103	1313B, 2321, 2321B, 2323, 2323B	240
DES 1020C*.....	13	MVP 1011A, 1011B, 1311, 1311B, 2321, 2321B	240
DES 1100C	35	MVS 1011A, 1011B, 1012A, 1012B, 1013A, 1013B,	
DES 1200C	100	1014A, 1014B, 1015A, 1015B, 1016A, 1016B, 1311, 1311B,	
* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)			
ENGINEERING TECHNOLOGY			
EET 1033C, 1141C, 2142C.....	\$25	1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 1316,	
ETD 1320C, 1350C, 1395C.....	50	1316B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324,	
ETD 1340C, 1390C, 239225	2324B, 2325, 2325B, 2326, 2326B	240
ETD 2364C, 2368C	20	MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B	240
		MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A,	
		1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313,	
		1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322,	
		2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B	240

continued on next page

**** Fees are subject to change without notice and whenever conditions dictate. Updated fees are posted on the SCF website: SCF.edu/Tuition.**

Courses listed below carry special fees in addition to tuition per credit hour.

	Per Term:		Per Term:
NATURAL SCIENCE			
BSC 1005C, 2419C, 2420C, 2426C, 2427C	\$40	PHYSICAL EDUCATION	
BSC 1007L	35	LEI 1263	\$10
BSC 1421	12.50	PEL 2111	85
BSC 2010L, 2011L, 2086L	50	PEM 1130	24
BSC 2085L	45	PEN2251	15
BSC 2435	15	PHYSICAL THERAPIST ASSISTANT	
CHM 1020C, 1032L	40	PHT 1007C, 1211C	\$20
CHM 1025L, 2045L	35	PHT 1124C*, 2321C*	15.50 13
CHM 2046L	45	PHT 2337C	7
CHM 2210L, 2211L	60	PHT 2931	50
ESC 1000C	25	* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)	
MCB 2010L	70	POLITICAL SCIENCE	
OCB 1000C	30	INR2500, 2500A, 2500B	\$100
PHY 1020C	30	PSYCHOLOGY	
PHY 2048L, 2053L	35	SLS 1301 (Includes career & affective testing)	\$30
PHY 2049L, 2054L	45	RADIOGRAPHY	
NURSING			
NSP 4275C	\$225	RTE 1002*	\$15.50
NUR 1023*, 2731C*	145.50	RTE 1418	23
NUR 2731C*	13	RTE 1458	7
NUR 1730 , 2732C	130	RTE 1804L	35 28
NUR 2703C*	275.50 210	RTE 1814L, 2844L	10
NUR 4636L*	15.50 13	RTE 1824C*	25
* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)			
OCCUPATIONAL THERAPY ASSISTANT			
OTH 1001C, OTH		RTE 2834L	20 10
2300C	7 2213	* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)	
OTH 1014C*	15.50	PHOTOGRAPHY	
OTH 1114C	25 15	PGY 1800C, 2401C, 2404C, 2405C, 2801C	\$40
OTH 1520C , 2840L, 2841L	12		
OTH 2261C	96 54		
OTH 2420C	21		
OTH 2802L*	39.50		
* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)			



Additional Fees

~~2021~~~~2022~~-~~2022~~-~~2023~~
Academic Year

Access Fee:	\$40.00 per term, nonrefundable
Credit for Experiential Learning (C.E.L.) Application Fee:	\$5.00 nonrefundable
Credit Card Convenience Fee:	1.25% nonrefundable ¹
College Application Fee:	\$20.00 nonrefundable ²
Duplicate Diploma Fee:	\$15.00 nonrefundable
Graduation Fee:	\$20/\$0 nonrefundable³
(Payable before the application for graduation is processed, for each degree.)	
Health Professions Programs	
Application Fee:	\$20/\$35 nonrefundable⁴ nonrefundable³
(One-time fee, payable before application can be processed for admittance to each health professions program, with exception of ASN-Nursing.)	
Health Occupations Basic Entrance Test (HOBET V):	\$50.00 nonrefundable
Insurance Fee:	\$15.50 nonrefundable
Nursing (ASN) Application Fee:	\$35.00 nonrefundable
Test of Essential Academic Skills (TEAS):	\$50.00 nonrefundable
International Student Application for Admission Fee:	\$75.00 nonrefundable
Late Fee:	\$50.00 nonrefundable
Inactive OneCard Replacement Fee:	\$10.00 nonrefundable
Parking Violations:	
Improperly parked in a handicapped space or blocking handicapped ramp: \$250.00	
Parking in undesignated areas, blocking traffic, parking	
in a no-parking area or parked over line:	\$30.00
No current SCF decal, improper decal or no decal showing:	\$20.00
Parking in reserved or visitors space or parked in a motorcycle space:	\$30.00
Moving violations (College student court):	\$20.00 minimum
Reinstatement Fee:	\$50.00 nonrefundable
Returned Check Fee:	\$20.00 nonrefundable
(A minimum of \$20.00 will be charged for NSF (insufficient) checks. The maximum charge permitted by law is the greater of \$40.00 or five percent of the face amount of the check. The check writer also is responsible for costs associated with collection.)	
Student ID Card Replacement Fee:	\$10.00 nonrefundable

¹ Effective January 1, 2022

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

~~³ Effective Spring 2022, graduation fee will be eliminated.~~

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



Additional Fees

~~2021-2022~~-2022-2023
Academic Year

Testing Fees: nonrefundable

	SCF Student	Non-SCF Student
PERT - Reading	-0-	\$10.00
PERT - Writing	-0-	\$10.00
PERT - Math	-0-	\$10.00
PERT - Retake*	\$10.00	\$10.00
NOTE: PERT = Postsecondary Education Readiness Test		
FCELPT – Reading	-0-	\$10.00
FCELPT – Sentence Skills	-0-	\$10.00
FCELPT – Arithmetic	-0-	\$10.00
FCELPT – Elementary Algebra	-0-	\$10.00
FCELPT – College Level Math	-0-	\$10.00
FCELPT – Retake (each section)*	\$10.00	\$10.00

NOTE: FCELPT = Florida College Entry Level Placement Test

*The PERT and FCELPT nonrefundable retest fee is \$10.00 per section for both SCF and non-SCF students. If your PERT or FCELPT scores are more than two years old, no retest fee is charged.

CLEP	CLEP test fee + \$15.00 administration fee	Same
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Proctored Exams	-0-	\$25.00 per test up to three hours in length. \$50.00 per test more than three hours in length.
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Transcript Fee: \$7.00 nonrefundable

(For each transcript, payable with each written request. One free official transcript is mailed to each student upon graduation from SCF.)

[Click here for current tuition per credit hour.](#)

[Click here for other fees that may apply.](#)

Courses listed below carry special fees in addition to tuition per credit hour.

	Per Term:		Per Term:
ART		FILM	
ART 1201C, 1205C, 1300C, 1301C.....	\$10	FIL 1030, 1537	\$15
ART 1203C, 2701C, 2702C	50	FIL 1420	10
ART 2330C, 2331C	20	FIL 2423	15
ART 2500C, 2501C	25	FIL 2441	25
ART 2715C	75	FIL 2552, 2571	35
ART 2750C, 2752C, 2753C, 2771C.....	60	FIL 2580	25
ART 2751C	68		
ART 2930 (Special Topics: Figure Studies in Clay).....	50	GRAPHIC DESIGN	
		GRA 1100C, 1206C, 2121C, 2122C,	
BUSINESS		2152C, 2160C, 2950C.....	\$20
APA2141	\$20	GRA 2190C	5
COMPUTER SCIENCE		HEALTH SCIENCES	
CET 1600, 1610	\$30	HSC2401	\$35
CGS 1000, 1543, 1570, 2820	25	JOURNALISM	
CIS 1355	50	JOU2602	\$25
CIS 2321, 2352	25	MUSIC	
COP 2170, 2228, 2333	25	MUC 1211, 1211B, 2221, 2221B.....	\$240
CTS 1150	25	MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B,	
CTS 2390, 2391, 2392, 2433	50	1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B,	
DENTAL HYGIENE		1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B,	
DEH 1002C	\$55	2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B	240
DEH 1800C*	113	MVK 1011A, 1011B, 1013A, 1013B, 1311, 1311B, 1313,	
DEH 2802C	100	1313B, 2321, 2321B, 2323, 2323B	240
DEH 2804C*	191	MVP 1011A, 1011B, 1311, 1311B, 2321, 2321B	240
DEH 2806C*	163	MVS 1011A, 1011B, 1012A, 1012B, 1013A, 1013B,	
DES 1020*	13	1014A, 1014B, 1015A, 1015B, 1016A, 1016B, 1311, 1311B,	
DES 1100C	35	1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 1316,	
DES 1200C	100	1316B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324,	
* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)		2324B, 2325, 2325B, 2326, 2326B	240
ENGINEERING TECHNOLOGY		MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B	240
EET 1033C, 1141C, 2142C.....	\$25	MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A,	
ETD 1320C, 1350C, 1395C.....	50	1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313,	
ETD 1340C, 1390C, 2392	25	1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322,	
ETD 2364C, 2368C	20	2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B	240

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**** Fees are subject to change without notice and whenever conditions dictate. Updated fees are posted on the SCF website: SCF.edu/Tuition.**

Courses listed below carry special fees in addition to tuition per credit hour.

	Per Term:		Per Term:
NATURAL SCIENCE		PHYSICAL EDUCATION	
BSC 1005C, 2419C, 2420C, 2426C, 2427C	\$40	LEI 1263	\$10
BSC 1007L	35	PEL 2111	85
BSC 1421	12.50	PEM 1130	24
BSC 2010L, 2011L, 2086L	50	PEN 2251	15
BSC 2085L	45		
BSC 2435	15	PHYSICAL THERAPIST ASSISTANT	
CHM 1020C, 1032L	40	PHT 1007C, 1211C	\$20
CHM 1025L, 2045L	35	PHT 1124C*, 2321C*	13
CHM 2046L	45	PHT 2337C	7
CHM 2210L, 2211L	60	PHT 2931	50
ESC 1000C	25	* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)	
MCB 2010L	70	POLITICAL SCIENCE	
OCB 1000C	30	INR 2500, 2500A, 2500B	\$100
PHY 1020C	30		
PHY 2048L, 2053L	35	PSYCHOLOGY	
PHY 2049L, 2054L	45	SLS 1301 (Includes career & affective testing)	\$30
NURSING		RADIOGRAPHY	
NSP 4275C	\$225	RTE 1002*	\$15.50
NUR 1023*	145.50	RTE 1804L	28
NUR 2731C*	13	RTE 1814L, 2844L	10
NUR 2732C	130	RTE 1824C*	25
NUR 2703C*	210	RTE 2834L	10
NUR 4636L*	13	* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)	
* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)			
OCCUPATIONAL THERAPY ASSISTANT			
OTH 1001C	\$13		
OTH 1014C*	15.50		
OTH 1114C	15		
OTH 2840L, 2841L	12		
OTH 2261C	54		
* (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)			
PHOTOGRAPHY			
PGY 1800C, 2401C, 2404C, 2405C, 2801C	\$40		

Additional Fees

2022-2023 Academic Year

Access Fee:	\$40.00 per term, nonrefundable
Credit for Experiential Learning (C.E.L.) Application Fee:	\$5.00 nonrefundable
Credit Card Convenience Fee:	1.25% nonrefundable ¹
College Application Fee:	\$20.00 nonrefundable ²
Duplicate Diploma Fee:	\$15.00 nonrefundable
(Payable before the application for graduation is processed, for each degree.)	
Health Professions Programs	
Application Fee:	\$20/\$35 nonrefundable ³
(One-time fee, payable before application can be processed for admittance to each health professions program, with exception of ASN-Nursing.)	
Health Occupations Basic Entrance Test (HOBET V):	\$50.00 nonrefundable
Insurance Fee:	\$15.50 nonrefundable
Nursing (ASN) Application Fee:	\$35.00 nonrefundable
Test of Essential Academic Skills (TEAS):	\$50.00 nonrefundable
International Student Application for Admission Fee:	\$75.00 nonrefundable
Late Fee:	\$50.00 nonrefundable
Inactive OneCard Replacement Fee:	\$10.00 nonrefundable
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	\$30.00
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Additional Fees

2022-2023 Academic Year

Testing Fees: nonrefundable

	SCF Student	Non-SCF Student
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CLEP	CLEP test fee + \$15.00 administration fee	Same
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(For each transcript, payable with each written request. One free official transcript is mailed to each student upon graduation from SCF.)

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
June 28, 2022

AGENDA ITEM:

2022/23 Salary Schedule

RECOMMENDATION:

The College requests approval by the District Board of Trustees for the 2022/23 Salary Schedule.

STAFF ANALYSIS:

The 2022/23 College Salary Schedule includes: elimination of positions that are no longer utilized; the addition of new positions and changes to existing positions.

FISCAL IMPACT YES

Funding Source: State Appropriations, Grants, Contracts

Amount: \$TBD

Will this action result in a Budget Amendment? TBD

If yes, indicate the dollar amount: TBD

Attachment

REQUESTED BY: Julie Jakway

Vice President, Finance and Administrative Services

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

~~2021-2022~~2022-2023 SALARY SCHEDULE

These Salary Schedules are established pursuant to F.S. 1001.65 and rules or policies of the Board of Trustees and serve as a guide for compliance.

Personnel actions submitted to the Board of Trustees for approval in conformance with the salary schedules and/or in accordance with applicable SCF Rules and Procedures will be considered routine personnel actions. The President may authorize variations in hiring practices, travel reimbursements, leaves, compensatory time, overtime, special compensation, severance and pay in lieu of notice, subject to legal requirements and based upon justification and appropriate recommendations of the Director, Human Resources and executive staff. Special rates of pay that have been adopted for services requiring special certification, and for unique or difficult to fill assignments may be continued or revised to meet College needs and market conditions as deemed necessary by the President. Examples include, but are not limited to, assignments in support of Health Professions Programs; contracts with industry; local, state or federal grant programs; high technology programs; new College initiatives; and special Staff and Program Development activities.

Other full or part-time job classifications and hourly rates will be added as required. The President, as needed, may authorize special fees and salary rates for independent contractors, consultants, workshops, seminars, exams, grants and other services. Compensation determinations will consider experience, education, special credentials and employment market factors.

COMPENSATION PHILOSOPHY

State College of Florida's Compensation Strategy creates an innovative and progressive program that is competitive, internally equitable, fiscally responsible, and integrated with performance management. The program supports the attainment of the College's goals by attracting and retaining talent and providing personal and professional growth opportunities during an employee's career at SCF. The program is flexible and is based on benchmarking reflective of local, regional and educational industry market considerations. The College will strive to administer the compensation program in a manner that is consistent, equitable and free of discrimination.

The College is committed to openness and transparency around the compensation program to ensure that all employees understand the principles that guide salary decisions. At a minimum, this includes communicating the College's compensation strategy, compensation ranges, and accurate job responsibilities with existing and future employees.

(THE IMPLEMENTATION OF THESE RATES WILL BE IN ACCORDANCE WITH STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA PROFESSORIAL RANKING SYSTEM AND RULES AND PROCEDURES MANUALS, AND ANY STATE OR FEDERAL LAWS THAT APPLY.)

NOTE: Non-Faculty employees hired after March 31, 202~~1~~2 will not be eligible for any approved salary increases effective fiscal year 202~~1~~2-202~~2~~3.

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

20212 - 20223 ADMINISTRATIVE /PROFESSIONAL SUPPORT SALARY SCHEDULE

Twelve Month Positions Except Where Noted

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
211	Academic Student Success Advisor	\$37,111	\$58,635
<u>211</u>	Accountant	<u>\$37,111</u>	<u>\$58,635</u>
	Accountant – Finance		
	Accountant, Grants		
	Advisor III		
	Assistant Bursar		
	<u>Coordinator, 26 West Creative Studio</u>		
	Coordinator, Admissions (Nursing)		
	Coordinator, Alumni/Retirees and Events		
	Coordinator, Assessment and Evaluation (Nursing)		
	<u>Coordinator, Enrollment Services</u>		
	Coordinator, Enrollment Technology (Title III)		
	<u>Coordinator, Financial Aid</u>		
	Coordinator, Natural Science Lab		
	Coordinator, Student Success, Bridge to Baccalaureate (B2B) Grant Program		
	Coordinator, TRIO/Student Support Services Grant Program		
	<u>DUI Evaluator/Instructor</u>		
	DUI/Special Supervision Evaluator		
	<u>Experiential Learning Coordinator</u>		
	Head Men’s Basketball Coach/Athletic Coordinator		
	Head Softball Coach/Athletics Academic Success Coordinator		
	Head Tennis Coach /Athletic Coordinator		
	Manager, Neel Performing Arts Center		
	Pearson Testing Center Coordinator and Lifelong Learning Specialist		
	Program Director, Early College Programs		
	Systems Analyst, Financial Aid Services		
212	<u>26 West Graphics and Web Designer</u>	\$41,453	\$65,495
	Administrative Project Specialist		
	Advancement Associate Corporate and Community Partnerships		
	Advancement Associate – Community Engagement		
	Assistant Director, Public Safety		
	Associate Director, International Student Services		
	Associate Registrar		
	Coordinator, Alternative Certification Program (ACP)		
	Coordinator, Benefits		
	<u>Coordinator, CCAMPIS (Child Care Access Means Parents in School) Grant Program</u>		
	Coordinator, Communications and Media		
	Coordinator, Creative Content		
	Coordinator, Degree Audit and Graduation		
	Coordinator, Digital Communications		
	Coordinator, Grants		

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
212	Coordinator, Grants - Institutional Development Coordinator, Procurement Coordinator, Retention and Assessment & Testing Coordinator, Student Support Services Coordinator, Talent Acquisition Coordinator, Title III Grant Activity Head Athletic Trainer Learning Management System (LMS) Administrator <u>Librarian, P/T</u> <u>Librarian, Reference & Instruction</u> <u>Manager, Constituent Database, Institutional Development</u> <u>Manager, Natural Science Lab</u> <u>Manager, Performing Arts Center</u> <u>Program Director, College Readiness</u> <u>Program Director, Public Safety & Emergency Management</u> <u>Research Analyst</u> <u>Senior Accountant</u> <u>Specialist, Instructional Design</u> <u>Systems Analyst, Financial Aid Services</u>	\$41,453	\$65,495
213	<u>Assistant Director, Athletics and Student Activities</u> <u>Associate Director, Financial Aid Services</u> <u>Bursar</u> <u>Coordinator, Disability Resource Center</u> Coordinator, Facilities Planning, Design and Construction <u>Coordinator, Facilities Project & Procurement</u> <u>Coordinator, Office of the President and Trustee Relations</u> <u>Lead Specialist, Instructional Design</u> <u>Library Supervisor, Access Services</u> <u>Library Supervisor, Collection Development & Technical Services</u> <u>Library Supervisor, Venice Campus</u> <u>Manager, Academic Resource Centers</u> <u>Manager, Business Operations</u> <u>Manager, Facilities Management</u> <u>Manager, HRIS</u> <u>Manager, Marketing</u> <u>Manager, ProductionProject, Communications and Marketing</u>	\$46,303	\$73,159
214	<u>Associate Director, Institutional Development</u> <u>Digital Communications Manager</u> <u>Director, 26 West Business Growth Lab & Entrepreneurship Academy</u> <u>Director, Institutional Reporting</u> Director, Public Safety and Emergency Management <u>Director, Workforce Services</u> <u>Manager, Facilities Planning, Design and Construction</u> <u>Manager, Financial Services</u> <u>Manager, Maintenance Operations & Environmental Safety & Health</u> <u>Program Director, TRIO Student Support Services (SSS) Grant</u> <u>Senior Finance Manager, Institutional Development</u>	\$51,720	\$81,718

~~Senior Manager, Human Resources Operations~~
~~Senior Project Manager, Facilities Planning, Design and Construction~~
 Senior Research Analyst
~~Special Assistant to the President for Constituent & Government Relations~~
 Webmaster

215	Assistant Controller Assistant Dean, Lifelong Learning and Workforce Development Assistant Dean for Institutional Effectiveness, Campus Administrator, Venice Assistant Director, Facilities Management Assistant Director, Human Resources Director, <u>26 West</u> Entrepreneurship Center Director, Athletics and Student Activities	\$57,771	\$91,278
<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
215	Director of Diversity & Inclusion Director, Enrollment Services Director, IT/Coding Academy Director, Library <u>Director, Marketing</u> Director, Retention and College & Career Planning	\$57,771	\$91,278
216	Director, Business Services Director, <u>Center for Teaching & Learning Excellence and</u> Online Learning <u>Director, Public Safety and Emergency Management</u> Director, Traffic Safety Institute	\$64,529	\$101,956
217	Assistant Dean, Nursing College Registrar Director of Finance/Controller Director of Institutional Research Director, Financial Aid Director, Human Resources Director, Institutional Compliance and Reporting	\$72,078	\$113,884
218	AVP, Communications and Marketing <u>Government Relations</u> AVP, Facilities Management AVP, Student Services and Enrollment Management Dean for Institutional Effectiveness and Research Dean for Lifelong Learning & Workforce Development Dean of Nursing and Health Professions, & Campus Administrator, Lakewood Ranch Dean of Students	\$80,513	\$127,210
219	Associate Provost for Academic and Faculty Affairs Executive Director, Foundation General Counsel	\$97,811	\$154,541

220	Vice President, Finance & Administrative Services <u>Vice President, Institutional Effectiveness</u> Vice President, Student Services & Enrollment Management	\$107,592	\$169,995
221	Executive Vice President and Provost	Negotiated	
299	President	Negotiated	

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
20212 - 20223 NON-INSTRUCTIONAL COMPENSATION POLICIES

1. ANNUAL SALARY INCREASE DATE:

Non-instructional employees, full-time or part-time, who occupy a position, approved by the Board of Trustees, which provides an administrative, professional support, technical/paraprofessional, clerical/secretarial, skilled crafts or maintenance service for the College, have a common anniversary date for salary increases, which is recommended by the President to the Board of Trustees for each fiscal year.

2. PAY LEVEL:

Each non-instructional employee position is assigned to a pay level depending upon the relative complexity and level of responsibility of the tasks involved in its job description and labor market competitive rates, based on the College approved job evaluation structure. Each pay level has a distinct salary range determined by an annual review of the salary schedule by the Office of Human Resources. Positions are established within the level structure on the following pages based on recommendations by the Office of Human Resources and approval of the President. Pay rates/ranges for hard to fill positions may be changed to meet College needs and market conditions as deemed necessary by the President.

3. BEGINNING SALARY:

New employees, who meet minimum qualifications will usually be placed at the minimum rate for the pay level, regardless of the fund source.

Additional credit will be allowed for related experience above the minimum experience qualification of the position, up to a maximum of 10 years prior experience over the minimum requirements for new employees. Current employees may receive more than the 10 years maximum experience credit for SCF experience if it is relevant to the new position.

The Director, Human Resources may approve a step increment credit for each year of related experience above the minimum requirements, up to 5 years additional related experience. Usually the employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position.

An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Director, Human Resources.

Starting salaries greater than 10% above the mid-point of the range may only be granted with the President's approval. In some cases, relevant education above the minimum requirements may be substituted for experience on a year for year basis. Depending on the position, it may also be possible to substitute some experience for education requirements. All experience calculations and salary rates above mid-point must be approved by the Director, Human Resources, or designee.

4. PROMOTION, REASSIGNMENT, REDUCTION:

- A. PROMOTION is the selection for appointment to a position with a higher pay level than the current position. The salary rate for an employee being promoted will be calculated in accordance with section 3, "Beginning Salary" period. The employee will either receive this calculated rate or 5% for a one level promotion; or 10% for a promotion of two levels, or the minimum salary rate for the level, whichever is greater.
- B. RECLASSIFICATION is the change in position title and/or pay level based upon a significant change in the job responsibilities. Reclassifications for positions currently filled by an incumbent are usually requested during the annual budget process. Under rare circumstances to accommodate the critical needs of the College, reclassifications for vacant positions may be requested at the time of the vacancy. A pay increase may be granted upon the recommendation of the supervisor and the area Vice President to the Director, Human Resources. The job descriptions for recommended reclassification shall be scored by the Director, Human Resources or designee and submitted by the Director, Human Resources to be presented to the President's Advisory Council and President for approval. Calculation of new salary rates for reclassification will be handled the same way as Promotions, as stated in section 4.A. Salary changes for reclassification during the annual budget process will usually become effective on July 1 of the next fiscal year. Salary changes for reclassification requests for vacant positions will become effective as approved by the President.
- C. REASSIGNMENT is the selection for appointment to a position with the same pay level as the current position held. An employee who is reassigned will usually retain his/her current salary. With extenuating circumstances, the employee may receive a 10% increase based on the recommendations of the supervisor and the Office of Human Resources and the approval of the President.
- D. REDUCTION is the selection for appointment to a position with a lower pay level than the current position. An employee who is reduced in pay level will receive either the calculated salary as stated in section 3, "Beginning Salary", or a 5% reduction in salary for one level lower, or a 10% reduction in salary for two or more levels lower, whichever salary rate is less of a reduction, unless otherwise approved by the President.
- E. Promotions, reassignments, or reductions will be effective the date the employee assumes the position or the date the position becomes vacant, whichever is later.
- F. Generally, internal applicants must complete at least six months in their current position at a satisfactory level before they are eligible to apply for another position. The area Vice President and the Director, Human Resources may waive this requirement if it is deemed to be in the best interest of the College.
- G. Employees who are on a performance improvement plan are not eligible to apply for another position, nor are they eligible for approved increases until they have satisfactorily completed the performance improvement plan.

5. PART-TIME EMPLOYEES:

A part-time employee is an employee who is hired to fill a Board approved regular classification position, at less than 1950 or 2080 hours per year, for positions normally scheduled for 1950 or 2080 hours, respectively. Part-time employees who are in budgeted positions of 25 hours or more per week are considered full-time for benefits eligibility only.

Part-time employees will be paid based on the salary schedule and prorated based on the number of hours approved for the position.

6. PAYMENT ABOVE MAXIMUM FOR PAY RANGE:

An Employee reaching the established maximum for his/her Pay Range will remain at the maximum level. Any salary adjustments approved for employees of the College will be paid as a supplement which shall be paid proportionately through the employee's approved position length, whether 9, 10, or 12 months, in regularly scheduled pay periods. Such supplements shall not be added to the base rate and shall not be calculated in the final payouts of leave. This payment method shall be in force until such time as the employee's pay range maximum is increased or the employee changes positions.

Demotions that bring a salary/rate for the position to an amount above the maximum salary for the new Pay Range, the maximum for the Pay Range will prevail.

7. TRAINING OPPORTUNITY PROGRAM (TOP):

Career and Professional Support employees, hired to fill a regular position, approved by the Board of Trustees, have the opportunity to earn additional pay for participation in training/education programs that improve their job skills and enhance their contribution to the College, subject to budget availability. When an eligible employee completes one ~~calendar~~ fiscal year of the required training/education activities that meet TOP criteria and are approved for TOP credit, he/she will earn \$250, provided the employee is in a paid position at the time of the disbursement. Retirees will be paid the disbursement with their final paycheck. A pro-rated portion may be approved by the President subject to budget availability. Payments will be made in a lump sum, minus required taxes during the first pay period of December. Temporary employees are ineligible for this program.

8. CLASSIFICATION PLAN:

Career – Non-Exempt

<u>LEVEL</u>	<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
112	Campus Courier Groundskeeper Printing Equipment Operator Specialist, Mailroom Specialist, Shipping/Receiving/Warehouse	\$10.205.00	\$18.005.30
113	Academic Office Assistant Accounting Clerk III Accounts Payable Clerk Assistant, Admissions Assistant, Box Office Assistant, Laboratory Assistant, Library Assistant, Office of the Registrar Campus Resource Officer Groundskeeper – Chemical Specialist Groundskeeper – Irrigation Technician <u>Specialist, Central Services</u> Staff Assistant II	\$15.201.22	\$19.306.82
114	Academic Department Secretary <u>Assistant, Admissions</u> Assistant, College Scheduling and Imaging Assistant, Graduation Assistant, Financial Aid Assistant, Laboratory – Natural Science Assistant, Student Services (Call Center) <u>Customer Service Representative, Financial Aid</u> Groundskeeper/Sports Specialist, Museum Specialist, Planning, Design & Construction, Administrative <u>Specialist, Traffic Safety Institute Customer Service</u> Specialist I, Human Resources Staff Assistant III Staff Assistant III – Student Life Trades Worker II – Electrical Trades Worker II – General Maintenance Trades Worker II – General Maintenance (Evening Shift) Trades Worker II – General Maintenance - LWR Trades Worker II – HVAC Mechanical Trades Worker II – Small Engine Mechanic	\$15.402.34	\$2018.650
115	Academic Division Secretary Executive Assistant II Graphic Artist Lead, Student Services Assistant (Call Center)	\$15.603.58	\$21.900.35

<u>LEVEL</u>	<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
115	Specialist, Customer Service/Facilities Operations - VC Specialist, Driver Improvement Specialist, Financial Literacy <u>Specialist, Office of the Registrar</u> Specialist, Online Learning Specialist, Payroll Specialist, Scholarship –Institutional Development Specialist, Transfer Credit Specialist II, Accounting Specialist II, Human Resources Testing Technician	\$ 15.603 .58	\$ 20.35 1.90
116	Accounting Technician I Administrative and Budget Specialist, Facilities Management Advising Specialist College and Career Specialist Executive Assistant III – VP/ED Instructional Assistant Laboratory Support Specialist, Natural Science Lab <u>Office Supervisor, 26 West Center</u> Office Supervisor, Facilities Management Office Supervisor, Library Services Office Supervisor, Traffic Safety Institute Simulation Center Technician Skills Lab Technician <u>Specialist, Admissions Transfer and Evaluation</u> Specialist, Education Programs <u>Specialist, Office of the Registrar</u> Specialist, Public Safety Technology Specialist, Placement Specialist, Recruitment and New Student Specialist, Recruitment and New Student – South Sarasota County Specialist, Retention – Special Programs	\$ 15.804 .93	\$ 23.202 .39
117	Accounting Technician II Adjunct Coordinator Compliance Coordinator and Clinical Liaison Lead Graphic Artist Legal Assistant Specialist, Accommodation and Assistive Technology Specialist, Auditorium Support Specialist, Degree Evaluations and Projects Specialist, Graduation Specialist, Library Support Specialist, Research <u>Specialist, Technology/Access</u> Sergeant Supervisor, Public Safety – VC Trades Worker III – Construction Lead	\$16.43	\$24.64

Trades Worker III – Electrician
 Trades Worker III – HVAC Mechanical
 Trades Worker III – Preventive/General Maintenance

118 Supervisor, Maintenance and Site Utilities \$18.07 \$27.11
 Supervisor, Maintenance Operations

CAREER – EXEMPT

LEVEL	POSITION TITLE	MINIMUM	MAXIMUM
E16	Lab Instructor – 2 D	\$29,250 11 ₉	\$43,678
	Lab Instructor – Ceramics		
	Lab Instructor – Film		
	Lab Instructor – Graphic Design		
	Lab Instructor – Photography		
	Production Instructor – Theatre		
	Lab Instructor – Academic Resource Center (ARC) <u>Tutoring and Academic Success Center (TASC)</u>		
	Supplemental Instruction Specialist – Academic Resource Center (ARC) <u>Tutoring and Academic Success Center (TASC)</u>		
E17	<u>Program Coordinator, Traffic Safety Institute</u>	\$32,043	\$48,065
	Site Coordinator, Academic Resource Center (ARC) <u>Tutoring and Academic Success Center (TASC)</u>		
E18	Advisor, Student Life - Venice	\$35,245	\$52,868
	Advisor II, A.S. Students		
	Advisor II, College & Career Planning		
	Advisor II, Veterans Benefits, Financial Aid Services		
	College & Career Success Coach		
	Financial Aid Officer, Scholarships and Grants		
	Financial Aid Officer, Student Employment		
	Lead, Financial Aid Customer Experience		
	Site Manager, Venice Disability Resource Center		
	Specialist, Federal Programs, Financial Aid Services		
	Specialist, Loan Officer, Financial Aid Services		
	Specialist, Processor, Financial Aid Services		
	Specialist, State Programs, Scholarships and Grants, Financial Aid Services		
	Workforce Education Outreach Specialist		

Salary ranges stated are for 12-month positions and are prorated for 9 and 10-month positions.

CLASSIFICATION PLAN:
Information Technology

<u>LEVEL</u>	<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
CAREER – NON-EXEMPT			
311	Specialist, Help Desk	\$14,690 <u>\$15,000</u>	\$25,860
	Specialist, Technical Support		
312	Lab Technical Manager	\$19,560	\$31,300
	Specialist, Desktop-Audio Visual Support		
ADMINISTRATIVE/PROFESSIONAL SUPPORT			
313	Lead, Help Desk Office 365 Specialist	\$37,111	\$71,247
	Manager, IT Projects		
	Network Systems Administrator		
	Programmer/Report Writer		
	Systems Administrator		
314	Manager, IT Customer <u>Client</u> Services	\$47,750	\$88,894
	Programmer/Analyst		
	Senior Network Systems Administrator		
	Sr. Programmer/Analyst		
	Web Application Programmer/Analyst		
	Web Programmer/Share Point Administrator		
315	Manager, Application Support	\$59,577	\$110,913
315	Manager, IT Infrastructure	\$59,577	\$110,913
	Manager, IT Security		
316	<u>Associate Director, IT Operations</u>	\$66,956	\$117,401
	Director, Data Analytics		
317	Director of Information Operations	\$74,334	\$123,889

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2021~~2~~ – 2022~~3~~ COLLEGIATE SCHOOL EMPLOYEE'S SALARY SCHEDULE

<u>LEVEL</u>	<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
ADMINISTRATIVE/PROFESSIONAL			
211	Advisor/Instructor	\$47,500 <u>50,000</u>	\$59,300 <u>60,800</u>
213	Senior Accountant	\$46,303	\$73,159
215	Assistant Head of Collegiate School - Bradenton	\$57,771	\$91,278
217	Head of School (Venice)	\$72,078	\$113,884
218	Senior Head of Collegiate Schools	\$80,513	\$127,210
CAREER – <u>NON-EXEMPT</u>			
112	Café Server	\$10.20 <u>15.00</u>	\$15.30 <u>18.00</u>
<u>112</u>	<u>Custodian - Collegiate School</u>	<u>\$15.00</u>	<u>\$18.00</u>
114	Staff Assistant III	\$12.34 <u>15.40</u>	\$18.52 <u>20.60</u>
115	Executive Assistant II	\$13.58 <u>15.60</u>	\$20.35 <u>21.90</u>
115	Registration Specialist/Testing Coordinator	\$13.58 <u>15.60</u>	\$20.35 <u>21.90</u>
116	Collegiate School Resource Officer/Behavior Specialist	\$14.93 <u>15.80</u>	\$22.39 <u>23.20</u>
116	Office Supervisor, Collegiate School	\$14.93 <u>15.80</u>	\$22.39 <u>23.20</u>
118	Coordinator, Technology (all campuses)	\$18.07	\$27.11
<u>CAREER – EXEMPT</u>			
<u>E16</u>	<u>Supplemental Instruction Specialist - Collegiate School</u>	<u>\$29,250</u>	<u>\$43,678</u>
ACADEMIC			
110	Instructor - Collegiate School	\$47,500 <u>50,000</u>	\$59,300 <u>60,800</u>
210	Certified School Counselor	\$47,500 <u>50,000</u>	\$64,200 <u>65,700</u>
310	Curriculum Services Coordinator	\$54,876	\$68,595

NEW SALARIES

In accordance with F.S. 1012.22, newly hired Instructional personnel will be placed within the salary schedule range based on the evaluation of experience. Base salaries do not include compensation for advanced degrees.

ADVANCED DEGREE/HOURS ANNUAL SALARY SUPPLEMENT

In accordance with F.S. 1012.22(1)(c), compensation for advanced degrees is paid in an annual salary supplement. To be eligible for the salary supplement the advanced degree must be held in the individual's area of certification. The supplement does not become part of the employee's continuing base salary. Salary supplements for obtaining advanced degrees are paid in addition to the base salary for the following fiscal year providing official transcripts are received.

Example – Obtaining a master's degree in December – the salary supplement is paid for the following fiscal year.

ADDITIONAL ACADEMIC RESPONSIBILITIES

In accordance with F.S. 1012.22(1)(c), compensation for additional academic responsibilities is paid in a salary supplement.

ANNUAL PERFORMANCE ADJUSTMENTS

Instructional, Certified School Counselor, Curriculum Services Coordinator, Administrator

In accordance with F.S. 1012.22, annual adjustments to salary are based on achieving a “highly effective” or “effective” annual performance rating. Annual performance adjustments are added to the employee’s permanent base salary at the start of the following fiscal year.

Annual performance adjustments are dependent on the budget constraints of SCFCS and Board of Trustee approval.

CONTRACTS

Newly hired instructional personnel and school administrators are placed on a probationary contract. Upon successful completion of the probationary period, employees are awarded an annual contract.

Adjunct Teachers: Part-time, temporary

Overload: full time teachers

Overload & adjunct teachers will be compensated at a rate of \$~~1,900~~2,000 per 3 semester hours.

Overload & adjunct teachers will be compensated at a rate of \$2,660 per 5 semester hours.

Overload and adjunct teachers will have a deduction from their total compensation for each hour of class time for which he/she is absent.

Substitute Teachers:

Regular substitute teachers will be paid \$~~1200~~ per day. Long term substitute teachers, defined as working more than three consecutive weeks, will be paid between \$~~1200~~ and \$~~1530~~ per day, depending on experience and discipline.

School Nurse \$21 per hour

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2021-2022 COLLEGIATE SCHOOL MISCELLANEOUS SALARY SCHEDULE

1.	Special Salaries for chartered clubs and legislative requirements. Advisors may be any SCF full-time employee.	
	AMOUNTS ARE FOR THE CONTRACT YEAR UNLESS OTHERWISE STATED	
A	Anti-Bullying Club Advisor	\$1,000
B	Builders Club Advisor	\$1,000
C	Diversity Club	\$1,000
D	FBLA –Future Business Leaders of America Advisor	\$1,000
E	HOSA – Health Occupations Students of America Advisor	\$1,000
F	International Thespian Society Advisor	\$1,000
G	Key Club Advisor	\$1,000
H	Lead Teacher Development	\$1,200
I	National Honor Society Advisor	\$1,000
J	National Junior Honor Society Advisor	\$1,000
K	Odyssey of the Mind Advisor	\$1,000
L	Student Leadership Team Advisor	\$1,000
M	Theatre Production (Spring/Fall)	\$730 sem.

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2021~~2~~– 2022~~3~~ FACULTY SALARY SCHEDULE – LOWER DIVISION

1. ASSIGNMENT OF ACADEMIC RANK:

A. Assignment of Academic Rank to new faculty and promotional decisions of existing faculty will be made according to the criteria in the Initial Hiring Criteria or Professorial Ranking System, approved by the Board of Trustees, as amended from time to time.

B. The Professorial Ranking System recognizes the six ranks listed below:

(1) ADJUNCT FACULTY: Part-time, temporary. See Section #4 below for salary information.

(2) LECTURER: Full-time, with benefits.

(3) INSTRUCTOR

(4) ASSISTANT PROFESSOR

(5) ASSOCIATE PROFESSOR

(6) PROFESSOR

Refer to Section #3B in this section for salaries for Lecturer, Instructor, Assistant Professor, Associate Professor and Professor.

2. ANNUAL, MULTIYEAR, AND CONTINUING CONTRACT STATUS: All new faculty with the Professorial Rank of Instructor, Assistant Professor, Associate Professor, or Professor will be placed on annual or multiyear contract regardless of the number of years of experience.

Note: Those new faculty who begin employment after the regular start of the fall semester will have their pay pro-rated and paid through the final pay date of the 12-month deferred pay schedule. For years subsequent to the first year, the faculty member may elect to change status and be paid over 20, 23, or 26 pays, depending on the length of contract, with prior notice to the Director, Human Resources no later than July 1 of that year.

Continuing contract, multi-year contract, annual contract or partial year contract status for full-time faculty will be determined in accordance with rules and policies of the State Board of Education and the District Board of Trustees.

3. FULL-TIME FACULTY – LOWER DIVISION

A. Full-time faculty are those faculty members who carry a full credit teaching load which is defined as a minimum of 15 classroom or on-line contact hours per week, or its equivalent, in each semester. A full-time faculty member's contract will state the amount of the salary and the term of employment.

B. The following salary schedule will be used for all full-time 9-month ~~faculty:~~faculty: *

<u>Level</u>	<u>Rank</u>	<u>Minimum</u>	<u>Maximum</u>
A1	Lecturer	\$ 24,000 <u>25,200</u>	\$ 34,731 <u>36,468</u>
A2	Instructor	\$ 38,981 <u>40,930</u>	\$ 44,211 <u>46,442</u>
A3	Assistant Professor	\$ 45,854 <u>48,147</u>	\$ 51,737 <u>54,324</u>
A4	Associate Professor	\$ 53,665 <u>56,348</u>	\$ 60,195 <u>63,205</u>
A5	Professor	\$ 62,402 <u>65,522</u>	\$ 79,450 <u>83,423</u>

Assistant Deans and Program Directors in Health Professions (Dental Hygiene, Occupational Therapy Assistant (OTA), Physical Therapist Assistant (PTA), Radiography), Program Manager for Music, and Director of Simulation Center are twelve (12) month 35 hour per week positions.

C. Establishing Salaries*

1. New Faculty will be placed within the range based on the evaluation of experience in accordance with College procedure for Initial Placement of New Faculty.
2. Faculty will move within the range in accordance with District Board of Trustees approved salary increases.
3. Faculty who have been awarded a promotion according to the Professional Ranking policy will receive the minimum salary for the next rank at the beginning of the next academic year.

D. SUMMER A OR SUMMER B: Full-time faculty who have been recommended for employment for the next academic year, and who teach in the Summer semester(s) will be compensated at a rate of \$2,425.05 per 3 semester hours, up to a maximum of 12 ILH total for all summer sessions. Summer semester hours taught above the established maximum (12) will be compensated at the standard overload rate.

E. SUMMER BENEFIT: Full-time faculty who have been recommended for employment for the next academic year, will be maintained on benefits, including health and other benefits paid for by the College between contract years.

4. OVERLOADS (CREDIT): ~~Effective July 1, 2022 out-of-unit -Overload and adjunct~~ Effective July 1, 2022 out-of-unit -Overload and adjunct faculty (credit) will be compensated at a rate of \$~~1850.25~~2,000 per 3 semester hours. In-unit faculty (credit) will be compensated at a rate of \$1850.25 unless revised pending negotiations with the SCF United Faculty of Florida.

Overload ~~and adjunct~~ faculty will have \$30 deducted from their total compensation for each hour of class time for which he/she is absent.

*Effective July 1, 2022 for out-of-unit faculty and pending negotiations with the SCF United Faculty of Florida for in-unit faculty.

5. ADJUNCT FACULTY: Adjunct faculty will be compensated at a rate of \$2,000 per 3 semester hours.

Adjunct faculty will have \$30 deducted from their total compensation for each hour of class time for which he/she is absent.

6. SUBSTITUTES: Substitutes will be paid \$30 per teaching hour. A full-time faculty member in a regular, budgeted position will receive the substitute rate when substituting outside of his/her regularly established schedule.
7. SPECIAL FACULTY SALARIES:
- A. Artist-in-Residence \$183 per student
(Faculty who teach applied music classes)
 - B. Faculty Assessment of Prior Learning (Exam and Review, Portfolio Review) CEL Program \$6 per credit hr.
 - C. Faculty Re-assessment (Re-Review of Portfolio) CEL Program \$3 per credit hr.
8. Duties other than those listed will be compensated by an overload, a multiple of an overload, a fraction thereof, or be paid based on a proration of the bargaining unit member's base salary.
9. MILITARY SERVICE will be accepted as credit for initial placement provided the instructor was teaching immediately preceding and immediately following obligatory military service, up to a maximum of 5 years.
10. PROFESSIONAL/INDUSTRIAL EXPERIENCE directly related to the assignment at State College of Florida, Manatee-Sarasota may be accepted in lieu of teaching experience up to a maximum of 5 years.
11. HOSPITAL WORK EXPERIENCE MAY BE ACCEPTED, therefore, full-time experience (not internship) may be credited for health science education faculty, up to a maximum of 5 years.
12. DIVIDED TIME EXPERIENCE: Employment of less than 9 months in one position can be added to those months of employment of another location during a single calendar year for credit of one year's experience. For example: 6 months of professional work, plus 4 months of teaching during one calendar year will equate to one year of credit experience.

13. DIRECTED STUDY ~~RATES:~~RATES: *

5 (ILH) Class =	$1/14 \times \$ 3,083.753,333.33$	$=\$220.27238.00$	per student
4.5 (ILH) Class =	$1/14 \times \$ 2,775.383,000.00$	$=\$198.24214.20$	per student
4 (ILH) Class =	$1/14 \times \$ 2,467.002,666.67$	$=\$176.21190.40$	per student
3 (ILH) Class =	$1/14 \times \$ 1,850.252,000.00$	$=\$132.16142.80$	per student
2 (ILH) Class =	$1/14 \times \$ 1,233.501333.33$	$=\$ 88.11 95.20$	per student
1 (ILH) Class =	$1/14 \times \$ 616.75666.67$	$=\$ 44.0547.60$	per student

*Effective July 1, 2022 for out-of-unit faculty and pending negotiations with the SCF United Faculty of Florida for in-unit faculty.

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
20212 – 20223 FACULTY SALARY SCHEDULE – Upper Division

BSN Program or other High Demand Disciplines

A. FULL TIME FACULTY

- Faculty will be hired on annual contracts, or contracts of less than one (1) year, and usually require a Doctorate degree. Masters +30 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACSCOC have been met, with the approval of the Executive Vice President and Provost, the Director, Human Resources and the President.
- Faculty in the BSN program will be hired on a 9-month contract, with hiring salary based on experience and education and length of contract.

BSN Salary Range:	Minimum:	Maximum
Doctorate Degree:	\$63,122	\$91,943
Master’s Degree + 30:	\$53,665	\$78,351

B. ADJUNCT FACULTY

- Adjunct and overload rate for doctorate degree faculty is \$2,875 per 3 credit course
- Adjunct and overload rate for master’s degree faculty is \$2,375 per 3 credit course

All Other Disciplines

A. FULL TIME FACULTY

- Faculty will be hired on annual contracts and require a Doctorate degree. Master’s Degree + 18 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACS have been met, with the approval of the Executive Vice President and Provost, the Director, Human Resources and the President.
- Faculty in the Baccalaureate Programs will be hired on a 9-month contract, with hiring salary based on experience and education and length of contract.

Salary Range:	Minimum:	Maximum:
Doctorate Degree	\$57,732	\$82,502
Master’s Degree + 30:	\$53,621	\$78,287
Master’s Degree + 18:	\$49,531	\$72,316

B. ADJUNCT FACULTY

- Adjunct and overload rate for doctorate degree faculty is \$2,600 per 3 credit course
- Adjunct and overload rate for master’s degree faculty is \$2,185 per 3 credit course

C. STIPENDS:	Program Manager, Baccalaureate Programs	\$2,000
	Co-Program Manager, Baccalaureate Programs	\$1,000

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
 2021~~2~~ – 2022~~3~~ MISCELLANEOUS SALARY SCHEDULE

1. SPECIAL SALARIES

A	Accompanist	\$20-30/-hr
B	Accompanist for Production	\$1,000 /per production
C	Guest Conductor/Clinician/Recitalist/Visiting Artist	
	Category “A” – Local Venue Experience*	Up to \$199
	Category “B” – Statewide/Regional Venue Experience*	\$200–499
	Category “C” – National/International Venue Experience*	\$500–4,500
<ul style="list-style-type: none"> • Category placement will be based on a review of several professional factors such as academic affiliation, format of performance, degree of technical difficulty of the performance, critic reviews, geographic venues and reputation of individual(s). The Department will recommend the category and it will be approved by the appropriate Dean, as defined in Category definitions. 		
D	Theatre Prod. Director, Actor, Choreographer, Support	Up to \$2,000
E	Guest Speaker, Science Speaker Series	\$75
F	Models Mascot/Spotter	\$16/hr
G	Reader, Scribe for disabled students	\$8.65 15/hr*
H	Reader, Scribe for disabled faculty	\$151.74 hr
I	Sports Camp Director	\$500-1,000 plus \$10 per paid camper registration. (based on experience and size of camp)
J	Sports Camp Assistant Director	\$300-750/camp
K	Sports Camp Assistant	\$50-250/camp
L	Sports Camp Student Assistant	\$8.65 15/hr*
Salary will be based on the experience in the field of the individual. The Department will recommend the salary and it will be approved by the appropriate Sports Camp Director.		
M	Interim Coach	Up to \$100/day
N	Interim Trainer	Up to \$150/day
O	Wellness Trainer	\$25-50/-per hour
P	Test Administrators/Proctors:	
	Test Administration	
	Administrator – \$75.00 (under 3 hrs)	Proctor - \$16.67/hr
	Administrator – \$100.00 (over 3 hrs)	
Q	DRC Technical/Lab Assistant	\$8.65 1-11.25/-per hour*
R	CROP Site Coordinators	\$525 per semester
S	Licensed Dental Professional (Must be currently licensed in the State of Florida)	\$40/hr

Also see Non-Credit Salary Schedule for additional compensations.

~~*\$8.65 hourly rate will increase to \$10 effective September 30, 2021.~~

2. STIPENDS

AMOUNTS ARE FOR THE CONTRACT YEAR UNLESS OTHERWISE STATED		
Advisor – Brain Bowl		\$2,000
Advisor – Honors PTK Club-Bradenton Campus		\$2,000
Advisor – Honors PTK Club-Venice Campus		\$2,000
Advisor – MANAteam Faculty Advisor		\$2,000
Advisor – Phi Beta Lambda-Bradenton Campus		\$2,000
Advisor – Phi Beta Lambda –Venice Campus		\$2,000
Art Gallery Coordinator – Venice Campus		\$500
Art Gallery Director – BC (stipend \$2,500 per semester)		\$5,000
Assistant Coach – Baseball*		\$8,755
Assistant Coach – Basketball*		\$7,725
Assistant Coach – Softball*		\$8,755
Assistant Coach – Tennis*		\$6,180
Assistant Coach – Volleyball*		\$7,725
Building Code Administrator		\$3,900
Assistant, Dean		Up to \$20,000
Chair – Department		Up to \$9,000
Clinical Coordinator, OTA		\$3,700
Clinical Instructor: Radiography		
- Class I (per semester) 1-5 students		\$300
- Class II (per semester) 6 or more students		\$450
Center for Teaching & Learning Excellence (CTLE), Director		\$6,000
Head Coach – Baseball*		\$13,000
Head Coach – Volleyball		\$13,000
Director – Choral Ensembles		\$2,000
Director – College Orchestra		\$1,000
Director – Guitar Ensemble		\$1,000
Director – Jazz Ensemble		\$2,000
Director – MLK		\$2,000
Director – Symphonic Wind Ensemble		\$1,000
Donor Services Coordinator		\$5,000
Externship Program Development		\$2,000
Faculty Senate – President		\$2,000
Faculty Senate – Officer		\$400
Industry Certification Development		\$3,700
Instructional Material Development		\$2,000
Music Production Director		\$3,000
Network, Resources, Open, College & Career (NROC) Administrator		\$4,000
Scorekeepers, Clock (basketball), Scoreboard, Ticket Takers		\$35 per contest
Strategic Initiatives		Up to \$10,000
Summer Initiatives		Up to \$15,000
Theatre Designer		\$1,850.25 per production

*-The coaching staff is eligible for extra pay for playoffs and/or other extra duties

ASN Level Coordinator - \$1,000

ASN Level Coordinator, Nursing

Program Manager - \$1,000

Program Manager, CIT & Programming Analyst

Program Manager – \$2,000

2D Studio Art, AS

3D Studio Art, AS

Accounting Technology, AS

ASN Program Manager

Biotechnology, AS

Business Administration, AS

Computer Info Technology, AS

Criminal Justice Technology, AS

Digital Cinema, AS

Digital Photography, AS

Engineering Technology, AS

Entrepreneurship, AS

Fire Science Technology, AS

Graphic Design Technology, AS

Health Services Administration, AS

Paralegal/Legal Assisting, AS

Risk Management, AS

Theatre, AA

Program Manager, Baccalaureate Programs – \$2,000

BSN Program Manager

Supervision and Management, BAS

Program Manager, Baccalaureate Programs - \$4,000

Health Services Administration, BAS

Program Manager, Baccalaureate Programs - \$5,000

BAS/BS Supervision

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

3. STUDENTS:

A. For the purposes of employment at State College of Florida, Manatee-Sarasota, students are placed in one of three categories:

- 1) Federal Work Study - Student seeking an, AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota, taking a minimum of 6 load hours, meeting Federal Financial Aid requirements. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- 2) Student Assistants - Student seeking an, AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. -Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- 3) Peer Advisor Assistants, Campus Ambassadors and SGA Executive Officers – Students seeking an AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.

B. Students in categories 3A (1), and (2) above will be paid \$8.65 per hour until September 30, 2021 then increase to \$10.00 per hour. Students in category 3A (3) will be paid \$9.15 per hour until September 30th then increase to \$10.50 will be paid \$15 per hour.

~~B.C. _____ Interns: will be paid \$9—\$15 per hour until September 30, 2021 then increase to \$10—\$15 per hour based on meeting the qualifications of the job description.~~ Employment/placement in an SCF paid internship position for SCF Students is through the College & Career Planning Office of College and Career Success department, and for all other paid Interns through the Human Resources Office. All internships must be approved in advance by the Vice President, Finance and Administrative Services.

~~D. Tutors will be paid \$8.65—\$9.15 per hour until September 30, 2021 then increase to \$10.00 per hour—\$10.50 per hour based on GPA and skillset for the academic discipline assigned.~~

4. TEMPORARY EMPLOYEES:

A. **TEMPORARY EMPLOYEES:** Most Temporary employees will be hired through the contracted vendor/vendors of the College. Normally, individuals hired to work at State College of Florida, Manatee-Sarasota on a temporary basis will be paid at the beginning salary rate for the employee position to which they are assigned.

Retired and/or former employees of State College of Florida, Manatee-Sarasota, hired on a temporary basis, may be paid based on the position to be filled and their past SCF experience and prior relative experience as determined by the Director, Human Resources or designee.

B. **TEMPORARY EMPLOYEES IN INTERIM POSITION:** When the College determines that it requires an existing employee to fill an Interim Position which is at a higher level than the employee's current position, the College may pay a supplement which is normally 10% of the employee's current base pay, or the minimum rate for the range of said Interim Position, whichever is greater, based on the evaluation of the Director, Human Resources, and subject to the approval of the area Vice President, the Vice President, Finance and Administrative Services, and the President.

5. **GRANT PERSONNEL:** The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel.

6. **OVERTIME AND COMPENSATORY TIME:** The provisions of the Fair Labor Standards Act and its amendments govern all overtime and compensatory time considerations.

7. **COMPLIANCE:** The College complies with Section 1012.885 and 1012.886, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

8. **EMPLOYMENT OF RETIREES:** Re-employment of SCF retirees, or former employees that have taken a distribution and/or retirees of other Florida state agencies shall be employed subject to FRS regulations.

9. **PERFORMANCE INCENTIVE PAYMENT:** Regular full-time employees, except for SCFCS instructional and SCFCS management staff, who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement may be eligible for a performance increase (less applicable taxes). (Those regular part-time employees who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement, may receive a pro-rata share of the one-time salary supplement check, less applicable taxes).

**STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA
2021 – 2022 NON-CREDIT SALARY SCHEDULE**

1. INSTRUCTIONAL STAFF (NON-CREDIT):

Part-time, non-credit instructional staff will be paid as follows:

A.	(1) Avocational/Occupational	\$18-28/hr
	(2) General Training and Expertise	\$25-35/hr
	(3) Recognized Expertise	\$35-45/hr
	(4) Professional	\$55-65/hr
	(5) Technical Expertise	\$75-100/hr (with approval of Dean for Lifelong Learning & Workforce Development, LWR)
	(6) Highly Specialized	\$100+/hr (with approval of EVP/Provost)
B.	Coordination: Coordination includes registration, planning, promotion, and other functions such as Range Aide deemed necessary to facilitate the instructional component.	
	Class Coordinator	\$12.50 -15/hr
	Student Assistant	\$ 8.65 <u>15</u> /hr*
C.	Curriculum Development	\$15/hr
D.	Proctor	\$16.67/hr (minimum of 3 hrs and hourly thereafter)
E.	Traffic Safety Institute:	\$25/hr
	(1) Clinical Supervisor*	Varies
	(2) Level II Class Instructor - DUI	\$18-23 <u>22-27</u> /hr
	(3) Evaluator – Special Supervision & DUI	\$18-23 <u>22-27</u> /hr
	(4) Level I Class Instructor - DUI	\$18-23 <u>22-27</u> /hr
	(5) Instructor – Driver Improvement	\$18-23 <u>22-27</u> /hr
	<u>*Clinical supervisor rates will vary based upon contractual agreement.</u>	
F.	Para-professional Certification Trainer	\$22-28/hr
G.	Workshop Registration Assistant	
	(1) Per 2-hour session	\$30 <u>25</u>
	(2) Per hour over 2	\$10 <u>5</u>

~~**\$8.65 hourly rate will increase to \$10 effective September 30, 2021.~~

2. Individuals hired to perform non-teaching duties in support of a non-credit program will be compensated at a rate equivalent to one overload or a multiple of an overload or a fraction thereof commensurate with assigned duties.

Workforce Training Instructors who have provided over 500 accumulated hours of training for Lifelong Learning and Workforce (LLL/WF) by the end of the fiscal year will receive a **one-time** \$5/hour increase in pay rate, calculated each June 30 and applicable to the following fiscal year. Instructors must have worked consecutive terms. Increases will be calculated to be effective for the fall semester. All instructors are required to attend LLL/WF orientation with their respective director and complete SCF required background check and training such as but not limited to Preventing Workplace Harassment/Title IX and FERPA training, as well as any other required or mutually agreed upon training. Traffic Safety Institute instructors who have been actively teaching and/or evaluating for more than two years may be eligible for an increase in pay rate. ~~*Clinical supervisor rates will vary based upon contractual agreement.~~

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA 2022-2023 SALARY SCHEDULE

These Salary Schedules are established pursuant to F.S. 1001.65 and rules or policies of the Board of Trustees and serve as a guide for compliance.

Personnel actions submitted to the Board of Trustees for approval in conformance with the salary schedules and/or in accordance with applicable SCF Rules and Procedures will be considered routine personnel actions. The President may authorize variations in hiring practices, travel reimbursements, leaves, compensatory time, overtime, special compensation, severance and pay in lieu of notice, subject to legal requirements and based upon justification and appropriate recommendations of the Director, Human Resources and executive staff. Special rates of pay that have been adopted for services requiring special certification, and for unique or difficult to fill assignments may be continued or revised to meet College needs and market conditions as deemed necessary by the President. Examples include, but are not limited to, assignments in support of Health Professions Programs; contracts with industry; local, state or federal grant programs; high technology programs; new College initiatives; and special Staff and Program Development activities.

Other full or part-time job classifications and hourly rates will be added as required. The President, as needed, may authorize special fees and salary rates for independent contractors, consultants, workshops, seminars, exams, grants and other services. Compensation determinations will consider experience, education, special credentials and employment market factors.

COMPENSATION PHILOSOPHY

State College of Florida's Compensation Strategy creates an innovative and progressive program that is competitive, internally equitable, fiscally responsible, and integrated with performance management. The program supports the attainment of the College's goals by attracting and retaining talent and providing personal and professional growth opportunities during an employee's career at SCF. The program is flexible and is based on benchmarking reflective of local, regional and educational industry market considerations. The College will strive to administer the compensation program in a manner that is consistent, equitable and free of discrimination.

The College is committed to openness and transparency around the compensation program to ensure that all employees understand the principles that guide salary decisions. At a minimum, this includes communicating the College's compensation strategy, compensation ranges, and accurate job responsibilities with existing and future employees.

(THE IMPLEMENTATION OF THESE RATES WILL BE IN ACCORDANCE WITH STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA PROFESSORIAL RANKING SYSTEM AND RULES AND PROCEDURES MANUALS, AND ANY STATE OR FEDERAL LAWS THAT APPLY.)

NOTE: Non-Faculty employees hired after March 31, 2022 will not be eligible for any approved salary increases effective fiscal year 2022-2023.

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2022 - 2023 ADMINISTRATIVE /PROFESSIONAL SUPPORT SALARY SCHEDULE

Twelve Month Positions Except Where Noted

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
211	Accountant Accountant – Finance Accountant, Grants Advisor III Assistant Bursar Coordinator, 26 West Creative Studio Coordinator, Admissions (Nursing) Coordinator, Alumni/Retirees and Events Coordinator, Assessment and Evaluation (Nursing) Coordinator, Enrollment Services Coordinator, Enrollment Technology Coordinator, Financial Aid Coordinator, Natural Science Lab Coordinator, Student Success, Bridge to Baccalaureate (B2B) Grant Program Coordinator, TRIO/Student Support Services Grant Program DUI Evaluator/Instructor DUI/Special Supervision Evaluator Experiential Learning Coordinator Head Men’s Basketball Coach/Athletic Coordinator Head Softball Coach/Athletics Academic Success Coordinator Head Tennis Coach /Athletic Coordinator Pearson Testing Center Coordinator and Lifelong Learning Specialist Program Director, Early College Programs	\$37,111	\$58,635
212	26 West Graphics and Web Designer Administrative Project Specialist Advancement Associate Corporate and Community Partnerships Advancement Associate – Community Engagement Assistant Director, Public Safety Associate Director, International Student Services Associate Registrar Coordinator, Alternative Certification Program (ACP) Coordinator, CCAMPIS (Child Care Access Means Parents in School) Grant Program Coordinator, Communications and Media Coordinator, Creative Content Coordinator, Degree Audit and Graduation Coordinator, Digital Communications Coordinator, Grants Coordinator, Grants - Institutional Development Coordinator, Procurement Coordinator, Retention and Assessment & Testing Coordinator, Student Support Services	\$41,453	\$65,495

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
212	Coordinator, Talent Acquisition Coordinator, Title III Grant Activity Head Athletic Trainer Learning Management System (LMS) Administrator Librarian, P/T Librarian, Reference & Instruction Manager, Constituent Database, Institutional Development Manager, Natural Science Lab Manager, Performing Arts Center Program Director, College Readiness Program Director, Public Safety & Emergency Management Research Analyst Senior Accountant Specialist, Instructional Design Systems Analyst, Financial Aid Services	\$41,453	\$65,495
213	Assistant Director, Athletics and Student Activities Associate Director, Financial Aid Services Bursar Coordinator, Disability Resource Center Coordinator, Facilities Project & Procurement Coordinator, Office of the President and Trustee Relations Lead Specialist, Instructional Design Library Supervisor, Access Services Library Supervisor, Collection Development & Technical Services Library Supervisor, Venice Campus Manager, Academic Resource Centers Manager, Business Operations Manager, Facilities Management Manager, HRIS Manager, Marketing Manager, Project, Communications and Marketing	\$46,303	\$73,159
214	Associate Director, Institutional Development Digital Communications Manager Director, 26 West Business Growth Lab & Entrepreneurship Academy Director, Institutional Reporting Director, Workforce Services Manager, Facilities Planning, Design and Construction Manager, Financial Services Manager, Maintenance Operations & Environmental Safety & Health Program Director, TRIO Student Support Services (SSS) Grant Senior Finance Manager, Institutional Development Senior Manager, Human Resources Operations Senior Research Analyst Webmaster	\$51,720	\$81,718
215	Assistant Controller Assistant Dean, Lifelong Learning and Workforce Development	\$57,771	\$91,278

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
215	Assistant Dean for Institutional Effectiveness, Campus Administrator, Venice Assistant Director, Facilities Management Assistant Director, Human Resources Director, 26 West Entrepreneurship Center Director, Athletics and Student Activities Director of Diversity & Inclusion Director, Enrollment Services Director, IT/Coding Academy Director, Library Director, Marketing Director, Retention and College & Career Planning	\$57,771	\$91,278
216	Director, Business Services Director, Center for Teaching & Learning Excellence and Online Learning Director, Public Safety and Emergency Management Director, Traffic Safety Institute	\$64,529	\$101,956
217	Assistant Dean, Nursing College Registrar Director of Finance/Controller Director of Institutional Research Director, Financial Aid Director, Human Resources Director, Institutional Compliance and Reporting	\$72,078	\$113,884
218	AVP, Communications and Government Relations AVP, Facilities Management AVP, Student Services and Enrollment Management Dean for Lifelong Learning & Workforce Development Dean of Nursing and Health Professions, & Campus Administrator, Lakewood Ranch Dean of Students	\$80,513	\$127,210
219	Associate Provost for Academic and Faculty Affairs Executive Director, Foundation General Counsel	\$97,811	\$154,541
220	Vice President, Finance & Administrative Services Vice President, Institutional Effectiveness Vice President, Student Services & Enrollment Management	\$107,592	\$169,995
221	Executive Vice President and Provost	Negotiated	
299	President	Negotiated	

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2022 - 2023 NON-INSTRUCTIONAL COMPENSATION POLICIES**

1. ANNUAL SALARY INCREASE DATE:

Non-instructional employees, full-time or part-time, who occupy a position, approved by the Board of Trustees, which provides an administrative, professional support, technical/paraprofessional, clerical/secretarial, skilled crafts or maintenance service for the College, have a common anniversary date for salary increases, which is recommended by the President to the Board of Trustees for each fiscal year.

2. PAY LEVEL:

Each non-instructional employee position is assigned to a pay level depending upon the relative complexity and level of responsibility of the tasks involved in its job description and labor market competitive rates, based on the College approved job evaluation structure. Each pay level has a distinct salary range determined by an annual review of the salary schedule by the Office of Human Resources. Positions are established within the level structure on the following pages based on recommendations by the Office of Human Resources and approval of the President. Pay rates/ranges for hard to fill positions may be changed to meet College needs and market conditions as deemed necessary by the President.

3. BEGINNING SALARY:

New employees, who meet minimum qualifications will usually be placed at the minimum rate for the pay level, regardless of the fund source.

Additional credit will be allowed for related experience above the minimum experience qualification of the position, up to a maximum of 10 years prior experience over the minimum requirements for new employees. Current employees may receive more than the 10 years maximum experience credit for SCF experience if it is relevant to the new position.

The Director, Human Resources may approve a step increment credit for each year of related experience above the minimum requirements, up to 5 years additional related experience. Usually the employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position.

An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Director, Human Resources.

Starting salaries greater than 10% above the mid-point of the range may only be granted with the President's approval. In some cases, relevant education above the minimum requirements may be substituted for experience on a year for year basis. Depending on the position, it may also be possible to substitute some experience for education requirements. All experience calculations and salary rates above mid-point must be approved by the Director, Human Resources, or designee.

4. PROMOTION, REASSIGNMENT, REDUCTION:

- A. PROMOTION is the selection for appointment to a position with a higher pay level than the current position. The salary rate for an employee being promoted will be calculated in accordance with section 3, "Beginning Salary" period. The employee will either receive this calculated rate or 5% for a one level promotion; or 10% for a promotion of two levels, or the minimum salary rate for the level, whichever is greater.
- B. RECLASSIFICATION is the change in position title and/or pay level based upon a significant change in the job responsibilities. Reclassifications for positions currently filled by an incumbent are usually requested during the annual budget process. Under rare circumstances to accommodate the critical needs of the College, reclassifications for vacant positions may be requested at the time of the vacancy. A pay increase may be granted upon the recommendation of the supervisor and the area Vice President to the Director, Human Resources. The job descriptions for recommended reclassification shall be scored by the Director, Human Resources or designee and submitted by the Director, Human Resources to be presented to the President's Advisory Council and President for approval. Calculation of new salary rates for reclassification will be handled the same way as Promotions, as stated in section 4.A. Salary changes for reclassification during the annual budget process will usually become effective on July 1 of the next fiscal year. Salary changes for reclassification requests for vacant positions will become effective as approved by the President.
- C. REASSIGNMENT is the selection for appointment to a position with the same pay level as the current position held. An employee who is reassigned will usually retain his/her current salary. With extenuating circumstances, the employee may receive a 10% increase based on the recommendations of the supervisor and the Office of Human Resources and the approval of the President.
- D. REDUCTION is the selection for appointment to a position with a lower pay level than the current position. An employee who is reduced in pay level will receive either the calculated salary as stated in section 3, "Beginning Salary", or a 5% reduction in salary for one level lower, or a 10% reduction in salary for two or more levels lower, whichever salary rate is less of a reduction, unless otherwise approved by the President.
- E. Promotions, reassignments, or reductions will be effective the date the employee assumes the position or the date the position becomes vacant, whichever is later.
- F. Generally, internal applicants must complete at least six months in their current position at a satisfactory level before they are eligible to apply for another position. The area Vice President and the Director, Human Resources may waive this requirement if it is deemed to be in the best interest of the College.
- G. Employees who are on a performance improvement plan are not eligible to apply for another position, nor are they eligible for approved increases until they have satisfactorily completed the performance improvement plan.

5. PART-TIME EMPLOYEES:

A part-time employee is an employee who is hired to fill a Board approved regular classification position, at less than 1950 or 2080 hours per year, for positions normally scheduled for 1950 or 2080 hours, respectively. Part-time employees who are in budgeted positions of 25 hours or more per week are considered full-time for benefits eligibility only.

Part-time employees will be paid based on the salary schedule and prorated based on the number of hours approved for the position.

6. PAYMENT ABOVE MAXIMUM FOR PAY RANGE:

An Employee reaching the established maximum for his/her Pay Range will remain at the maximum level. Any salary adjustments approved for employees of the College will be paid as a supplement which shall be paid proportionately through the employee's approved position length, whether 9, 10, or 12 months, in regularly scheduled pay periods. Such supplements shall not be added to the base rate and shall not be calculated in the final payouts of leave. This payment method shall be in force until such time as the employee's pay range maximum is increased or the employee changes positions.

Demotions that bring a salary/rate for the position to an amount above the maximum salary for the new Pay Range, the maximum for the Pay Range will prevail.

7. TRAINING OPPORTUNITY PROGRAM (TOP):

Career and Professional Support employees, hired to fill a regular position, approved by the Board of Trustees, have the opportunity to earn additional pay for participation in training/education programs that improve their job skills and enhance their contribution to the College, subject to budget availability. When an eligible employee completes one fiscal year of the required training/education activities that meet TOP criteria and are approved for TOP credit, he/she will earn \$250, provided the employee is in a paid position at the time of the disbursement. Retirees will be paid the disbursement with their final paycheck. A prorated portion may be approved by the President subject to budget availability. Payments will be made in a lump sum, minus required taxes during the first pay period of December. Temporary employees are ineligible for this program.

8. CLASSIFICATION PLAN:

Career – Non-Exempt

<u>LEVEL</u>	<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
112	Campus Courier Groundskeeper Specialist, Mailroom Specialist, Shipping/Receiving/Warehouse	\$15.00	\$18.00
113	Academic Office Assistant Accounting Clerk III Accounts Payable Clerk Assistant, Box Office Assistant, Laboratory Assistant, Library Assistant, Office of the Registrar Campus Resource Officer Groundskeeper – Chemical Specialist Groundskeeper – Irrigation Technician Specialist, Central Services Staff Assistant II	\$15.20	\$19.30
114	Academic Department Secretary Assistant, Admissions Assistant, College Scheduling and Imaging Assistant, Graduation Assistant, Laboratory – Natural Science Assistant, Student Services (Call Center) Customer Service Representative, Financial Aid Groundskeeper/Sports Specialist, Museum Specialist, Planning, Design & Construction, Administrative Specialist, Traffic Safety Institute Customer Service Specialist I, Human Resources Staff Assistant III Staff Assistant III – Student Life Trades Worker II – Electrical Trades Worker II – General Maintenance Trades Worker II – General Maintenance (Evening Shift) Trades Worker II – General Maintenance - LWR Trades Worker II – HVAC Mechanical Trades Worker II – Small Engine Mechanic	\$15.40	\$20.60
115	Academic Division Secretary Executive Assistant II Graphic Artist Lead, Student Services Assistant (Call Center) Specialist, Customer Service/Facilities Operations - VC Specialist, Driver Improvement Specialist, Financial Literacy	\$15.60	\$21.90

<u>LEVEL</u>	<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
115	Specialist, Office of the Registrar Specialist, Online Learning Specialist, Payroll Specialist, Scholarship –Institutional Development Specialist, Transfer Credit Specialist II, Accounting Specialist II, Human Resources Testing Technician	\$15.60	\$21.90
116	Accounting Technician I Administrative and Budget Specialist, Facilities Management College and Career Specialist Executive Assistant III – VP/ED Instructional Assistant Laboratory Support Specialist, Natural Science Lab Office Supervisor, 26 West Center Office Supervisor, Facilities Management Office Supervisor, Library Services Simulation Center Technician Skills Lab Technician Specialist, Admissions Transfer and Evaluation Specialist, Education Programs Specialist, Office of the Registrar Specialist, Public Safety Technology Specialist, Recruitment and New Student – South Sarasota County Specialist, Retention – Special Programs	\$15.80	\$23.20
117	Accounting Technician II Adjunct Coordinator Compliance Coordinator and Clinical Liaison Lead Graphic Artist Legal Assistant Specialist, Auditorium Support Specialist, Graduation Specialist, Library Support Specialist, Research Specialist, Technology/Access Supervisor, Public Safety – VC Trades Worker III – Construction Lead Trades Worker III – Electrician Trades Worker III – HVAC Mechanical Trades Worker III – Preventive/General Maintenance	\$16.43	\$24.64
118	Supervisor, Maintenance and Site Utilities Supervisor, Maintenance Operations	\$18.07	\$27.11

CAREER – EXEMPT

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
E16	Lab Instructor – 2 D	\$29,250	\$43,678
	Lab Instructor – Ceramics		
	Lab Instructor – Film		
	Lab Instructor – Graphic Design		
	Lab Instructor – Photography		
	Production Instructor – Theatre		
	Lab Instructor – Tutoring and Academic Success Center (TASC)		
	Supplemental Instruction Specialist – Tutoring and Academic Success Center (TASC)		
E17	Program Coordinator, Traffic Safety Institute	\$32,043	\$48,065
	Site Coordinator, Tutoring and Academic Success Center (TASC)		
E18	Advisor, Student Life - Venice	\$35,245	\$52,868
	Advisor II, Veterans Benefits		
	College & Career Success Coach		
	Financial Aid Officer, Scholarships and Grants		
	Financial Aid Officer, Student Employment		
	Lead, Financial Aid Customer Experience		
	Site Manager, Venice Disability Resource Center		
	Specialist, Federal Programs, Financial Aid Services		
	Specialist, Loan Officer, Financial Aid Services		
	Specialist, Processor, Financial Aid Services		
	Workforce Education Outreach Specialist		

Salary ranges stated are for 12-month positions and are prorated for 9 and 10-month positions.

CLASSIFICATION PLAN:
Information Technology

<u>LEVEL</u>	<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
CAREER – NON-EXEMPT			
311	Specialist, Help Desk	\$15.00	\$25.86
	Specialist, Technical Support		
312	Lab Technical Manager	\$19.56	\$31.30
	Specialist, Desktop-Audio Visual Support		
ADMINISTRATIVE/PROFESSIONAL SUPPORT			
313	Lead, Help Desk Office 365 Specialist	\$37,111	\$71,247
	Manager, IT Projects		
	Network Systems Administrator		
	Programmer/Report Writer		
	Systems Administrator		
314	Manager, IT Client Services	\$47,750	\$88,894
	Programmer/Analyst		
	Senior Network Systems Administrator		
	Sr. Programmer/Analyst		
	Web Application Programmer/Analyst		
	Web Programmer/Share Point Administrator		
315	Manager, IT Infrastructure	\$59,577	\$110,913
	Manager, IT Security		
316	Associate Director, IT Operations	\$66,956	\$117,401
	Director, Data Analytics		
317	Director of Information Operations	\$74,334	\$123,889

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2022 – 2023 COLLEGIATE SCHOOL EMPLOYEE'S SALARY SCHEDULE**

<u>LEVEL</u>	<u>JOB TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
ADMINISTRATIVE/PROFESSIONAL			
211	Advisor/Instructor	\$50,000	\$60,800
213	Senior Accountant	\$46,303	\$73,159
215	Assistant Head of Collegiate School - Bradenton	\$57,771	\$91,278
217	Head of School	\$72,078	\$113,884
218	Senior Head of Collegiate Schools	\$80,513	\$127,210
CAREER – NON-EXEMPT			
112	Café Server	\$15.00	\$18.00
112	Custodian - Collegiate School	\$15.00	\$18.00
114	Staff Assistant III	\$15.40	\$20.60
115	Executive Assistant II	\$15.60	\$21.90
115	Registration Specialist/Testing Coordinator	\$15.60	\$21.90
116	Collegiate School Resource Officer/Behavior Specialist	\$15.80	\$23.20
116	Office Supervisor, Collegiate School	\$15.80	\$23.20
118	Coordinator, Technology (all campuses)	\$18.07	\$27.11
CAREER – EXEMPT			
E16	Supplemental Instruction Specialist - Collegiate School	\$29,250	\$43,678
ACADEMIC			
110	Instructor - Collegiate School	\$50,000	\$60,800
210	Certified School Counselor	\$50,000	\$65,700
310	Curriculum Services Coordinator	\$54,876	\$68,595

NEW SALARIES

In accordance with F.S. 1012.22, newly hired Instructional personnel will be placed within the salary schedule range based on the evaluation of experience. Base salaries do not include compensation for advanced degrees.

ADVANCED DEGREE/HOURS ANNUAL SALARY SUPPLEMENT

In accordance with F.S. 1012.22(1)(c), compensation for advanced degrees is paid in an annual salary supplement. To be eligible for the salary supplement the advanced degree must be held in the individual's area of certification. The supplement does not become part of the employee's continuing base salary. Salary supplements for obtaining advanced degrees are paid in addition to the base salary for the following fiscal year providing official transcripts are received.

Example – Obtaining a master's degree in December – the salary supplement is paid for the following fiscal year.

ADDITIONAL ACADEMIC RESPONSIBILITIES

In accordance with F.S. 1012.22(1)(c), compensation for additional academic responsibilities is paid in a salary supplement.

ANNUAL PERFORMANCE ADJUSTMENTS

Instructional, Certified School Counselor, Curriculum Services Coordinator, Administrator

In accordance with F.S. 1012.22, annual adjustments to salary are based on achieving a “highly effective” or “effective” annual performance rating. Annual performance adjustments are added to the employee’s permanent base salary at the start of the following fiscal year.

Annual performance adjustments are dependent on the budget constraints of SCFCS and Board of Trustee approval.

CONTRACTS

Newly hired instructional personnel and school administrators are placed on a probationary contract. Upon successful completion of the probationary period, employees are awarded an annual contract.

Adjunct Teachers: Part-time, temporary

Overload: full time teachers

Overload & adjunct teachers will be compensated at a rate of \$2,000 per 3 semester hours.

Overload & adjunct teachers will be compensated at a rate of \$2,660 per 5 semester hours.

Overload and adjunct teachers will have a deduction from their total compensation for each hour of class time for which he/she is absent.

Substitute Teachers:

Regular substitute teachers will be paid \$120 per day. Long term substitute teachers, defined as working more than three consecutive weeks, will be paid between \$120 and \$150 per day, depending on experience and discipline.

School Nurse \$21 per hour

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2022-2023 COLLEGIATE SCHOOL MISCELLANEOUS SALARY SCHEDULE**

1.	Special Salaries for chartered clubs and legislative requirements. Advisors may be any SCF full-time employee.	
	AMOUNTS ARE FOR THE CONTRACT YEAR UNLESS OTHERWISE STATED	
A	Anti-Bullying Club Advisor	\$1,000
B	Builders Club Advisor	\$1,000
C	Diversity Club	\$1,000
D	FBLA –Future Business Leaders of America Advisor	\$1,000
E	HOSA – Health Occupations Students of America Advisor	\$1,000
F	International Thespian Society Advisor	\$1,000
G	Key Club Advisor	\$1,000
H	Lead Teacher Development	\$1,200
I	National Honor Society Advisor	\$1,000
J	National Junior Honor Society Advisor	\$1,000
K	Odyssey of the Mind Advisor	\$1,000
L	Student Leadership Team Advisor	\$1,000
M	Theatre Production (Spring/Fall)	\$730 sem.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2022– 2023 FACULTY SALARY SCHEDULE – LOWER DIVISION**

1. ASSIGNMENT OF ACADEMIC RANK:

A. Assignment of Academic Rank to new faculty and promotional decisions of existing faculty will be made according to the criteria in the Initial Hiring Criteria or Professorial Ranking System, approved by the Board of Trustees, as amended from time to time.

B. The Professorial Ranking System recognizes the six ranks listed below:

(1) ADJUNCT FACULTY: Part-time, temporary. See Section #4 below for salary information.

(2) LECTURER: Full-time, with benefits.

(3) INSTRUCTOR

(4) ASSISTANT PROFESSOR

(5) ASSOCIATE PROFESSOR

(6) PROFESSOR

Refer to Section #3B in this section for salaries for Lecturer, Instructor, Assistant Professor, Associate Professor and Professor.

2. ANNUAL, MULTIYEAR, AND CONTINUING CONTRACT STATUS: All new faculty with the Professorial Rank of Instructor, Assistant Professor, Associate Professor, or Professor will be placed on annual or multiyear contract regardless of the number of years of experience.

Note: Those new faculty who begin employment after the regular start of the fall semester will have their pay pro-rated and paid through the final pay date of the 12-month deferred pay schedule. For years subsequent to the first year, the faculty member may elect to change status and be paid over 20, 23, or 26 pays, depending on the length of contract, with prior notice to the Director, Human Resources no later than July 1 of that year.

Continuing contract, multi-year contract, annual contract or partial year contract status for full-time faculty will be determined in accordance with rules and policies of the State Board of Education and the District Board of Trustees.

3. FULL-TIME FACULTY – LOWER DIVISION

A. Full-time faculty are those faculty members who carry a full credit teaching load which is defined as a minimum of 15 classroom or on-line contact hours per week, or its equivalent, in each semester. A full-time faculty member's contract will state the amount of the salary and the term of employment.

B. The following salary schedule will be used for all full-time 9-month faculty: *

<u>Level</u>	<u>Rank</u>	<u>Minimum</u>	<u>Maximum</u>
A1	Lecturer	\$25,200	\$36,468
A2	Instructor	\$40,930	\$46,442
A3	Assistant Professor	\$48,147	\$54,324
A4	Associate Professor	\$56,348	\$63,205
A5	Professor	\$65,522	\$83,423

Assistant Deans and Program Directors in Health Professions (Dental Hygiene, Occupational Therapy Assistant (OTA), Physical Therapist Assistant (PTA), Radiography), Program Manager for Music, and Director of Simulation Center are twelve (12) month 35 hour per week positions.

C. Establishing Salaries*

1. New Faculty will be placed within the range based on the evaluation of experience in accordance with College procedure for Initial Placement of New Faculty.
2. Faculty will move within the range in accordance with District Board of Trustees approved salary increases.
3. Faculty who have been awarded a promotion according to the Professional Ranking policy will receive the minimum salary for the next rank at the beginning of the next academic year.

D. SUMMER A OR SUMMER B: Full-time faculty who have been recommended for employment for the next academic year, and who teach in the Summer semester(s) will be compensated at a rate of \$2,425.05 per 3 semester hours, up to a maximum of 12 ILH total for all summer sessions. Summer semester hours taught above the established maximum (12) will be compensated at the standard overload rate.

E. SUMMER BENEFIT: Full-time faculty who have been recommended for employment for the next academic year, will be maintained on benefits, including health and other benefits paid for by the College between contract years.

4. OVERLOADS (CREDIT): Effective July 1, 2022 out-of-unit faculty (credit) will be compensated at a rate of \$2,000 per 3 semester hours. In-unit faculty (credit) will be compensated at a rate of \$1850.25 unless revised pending negotiations with the SCF United Faculty of Florida.

Overload faculty will have \$30 deducted from their total compensation for each hour of class time for which he/she is absent.

*Effective July 1, 2022 for out-of-unit faculty and pending negotiations with the SCF United Faculty of Florida for in-unit faculty.

5. ADJUNCT FACULTY: Adjunct faculty will be compensated at a rate of \$2,000 per 3 semester hours.
- Adjunct faculty will have \$30 deducted from their total compensation for each hour of class time for which he/she is absent.
6. SUBSTITUTES: Substitutes will be paid \$30 per teaching hour. A full-time faculty member in a regular, budgeted position will receive the substitute rate when substituting outside of his/her regularly established schedule.
7. SPECIAL FACULTY SALARIES:
- | | |
|---|--------------------|
| A. Artist-in-Residence
<i>(Faculty who teach applied music classes)</i> | \$183 per student |
| B. Faculty Assessment of Prior Learning (Exam and Review, Portfolio Review) CEL Program | \$6 per credit hr. |
| C. Faculty Re-assessment (Re-Review of Portfolio) CEL Program | \$3 per credit hr. |
8. Duties other than those listed will be compensated by an overload, a multiple of an overload, a fraction thereof, or be paid based on a proration of the bargaining unit member's base salary.
9. MILITARY SERVICE will be accepted as credit for initial placement provided the instructor was teaching immediately preceding and immediately following obligatory military service, up to a maximum of 5 years.
10. PROFESSIONAL/INDUSTRIAL EXPERIENCE directly related to the assignment at State College of Florida, Manatee-Sarasota may be accepted in lieu of teaching experience up to a maximum of 5 years.
11. HOSPITAL WORK EXPERIENCE MAY BE ACCEPTED, therefore, full-time experience (not internship) may be credited for health science education faculty, up to a maximum of 5 years.
12. DIVIDED TIME EXPERIENCE: Employment of less than 9 months in one position can be added to those months of employment of another location during a single calendar year for credit of one year's experience. For example: 6 months of professional work, plus 4 months of teaching during one calendar year will equate to one year of credit experience.
13. DIRECTED STUDY RATES: *
- | | | | |
|-------------------|-----------------------------|----------|-------------|
| 5 (ILH) Class = | $1/14 \times \$ 3,333.33 =$ | \$238.00 | per student |
| 4.5 (ILH) Class = | $1/14 \times \$ 3,000.00 =$ | \$214.20 | per student |
| 4 (ILH) Class = | $1/14 \times \$ 2,666.67 =$ | \$190.40 | per student |
| 3 (ILH) Class = | $1/14 \times \$ 2,000.00 =$ | \$142.80 | per student |
| 2 (ILH) Class = | $1/14 \times \$ 1333.33 =$ | \$ 95.20 | per student |
| 1 (ILH) Class = | $1/14 \times \$ 666.67 =$ | \$ 47.60 | per student |

*Effective July 1, 2022 for out-of-unit faculty and pending negotiations with the SCF United Faculty of Florida for in-unit faculty.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2022 – 2023 FACULTY SALARY SCHEDULE – Upper Division**

BSN Program or other High Demand Disciplines

A. FULL TIME FACULTY

- Faculty will be hired on annual contracts, or contracts of less than one (1) year, and usually require a Doctorate degree. Masters +30 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACSCOC have been met, with the approval of the Executive Vice President and Provost, the Director, Human Resources and the President.
- Faculty in the BSN program will be hired on a 9-month contract, with hiring salary based on experience and education and length of contract.

BSN Salary Range:	Minimum:	Maximum
Doctorate Degree:	\$63,122	\$91,943
Master’s Degree + 30:	\$53,665	\$78,351

B. ADJUNCT FACULTY

- Adjunct and overload rate for doctorate degree faculty is \$2,875 per 3 credit course
- Adjunct and overload rate for master’s degree faculty is \$2,375 per 3 credit course

All Other Disciplines

A. FULL TIME FACULTY

- Faculty will be hired on annual contracts and require a Doctorate degree. Master’s Degree + 18 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACS have been met, with the approval of the Executive Vice President and Provost, the Director, Human Resources and the President.
- Faculty in the Baccalaureate Programs will be hired on a 9-month contract, with hiring salary based on experience and education and length of contract.

Salary Range:	Minimum:	Maximum:
Doctorate Degree	\$57,732	\$82,502
Master’s Degree + 30:	\$53,621	\$78,287
Master’s Degree + 18:	\$49,531	\$72,316

B. ADJUNCT FACULTY

- Adjunct and overload rate for doctorate degree faculty is \$2,600 per 3 credit course
- Adjunct and overload rate for master’s degree faculty is \$2,185 per 3 credit course

- C. STIPENDS: Program Manager, Baccalaureate Programs \$2,000
Co-Program Manager, Baccalaureate Programs \$1,000

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
2022 – 2023 MISCELLANEOUS SALARY SCHEDULE**

1. SPECIAL SALARIES

A	Accompanist	\$20-30/hr
B	Accompanist for Production	\$1,000 per production
C	Guest Conductor/Clinician/Recitalist/Visiting Artist	
	Category “A” – Local Venue Experience*	Up to \$199
	Category “B” – Statewide/Regional Venue Experience*	\$200–499
	Category “C” – National/International Venue Experience*	\$500–4,500
<ul style="list-style-type: none"> • Category placement will be based on a review of several professional factors such as academic affiliation, format of performance, degree of technical difficulty of the performance, critic reviews, geographic venues and reputation of individual(s). The Department will recommend the category and it will be approved by the appropriate Dean, as defined in Category definitions. 		
D	Theatre Prod. Director, Actor, Choreographer, Support	Up to \$2,000
E	Guest Speaker, Science Speaker Series	\$75
F	Models Mascot/Spotter	\$16/hr
G	Reader, Scribe for disabled students	\$15/hr
H	Reader, Scribe for disabled faculty	\$15/hr
I	Sports Camp Director	\$500-1,000 plus \$10 per paid camper registration. (based on experience and size of camp)
J	Sports Camp Assistant Director	\$300-750/camp
K	Sports Camp Assistant	\$50-250/camp
L	Sports Camp Student Assistant	\$15/hr
<p>Salary will be based on the experience in the field of the individual. The Department will recommend the salary and it will be approved by the appropriate Sports Camp Director.</p>		
M	Interim Coach	Up to \$100/day
N	Interim Trainer	Up to \$150/day
O	Wellness Trainer	\$25-50/hr
P	Test Administrators/Proctors:	
	Test Administration	
	Administrator – \$75.00 (under 3 hrs)	Proctor - \$16.67/hr
	Administrator – \$100.00 (over 3 hrs)	
Q	DRC Technical/Lab Assistant	\$15/hr
R	CROP Site Coordinators	\$525 per semester
S	Licensed Dental Professional (Must be currently licensed in the State of Florida)	\$40/hr

Also see Non-Credit Salary Schedule for additional compensations.

2. STIPENDS

AMOUNTS ARE FOR THE CONTRACT YEAR UNLESS OTHERWISE STATED		
Advisor – Brain Bowl		\$2,000
Advisor – Honors PTK Club-Bradenton Campus		\$2,000
Advisor – Honors PTK Club-Venice Campus		\$2,000
Advisor – MANAteam Faculty Advisor		\$2,000
Advisor – Phi Beta Lambda-Bradenton Campus		\$2,000
Advisor – Phi Beta Lambda –Venice Campus		\$2,000
Art Gallery Coordinator – Venice Campus		\$500
Art Gallery Director – BC (stipend \$2,500 per semester)		\$5,000
Assistant Coach – Baseball*		\$8,755
Assistant Coach – Basketball*		\$7,725
Assistant Coach – Softball*		\$8,755
Assistant Coach – Tennis*		\$6,180
Assistant Coach – Volleyball*		\$7,725
Building Code Administrator		\$3,900
Assistant, Dean		Up to \$20,000
Chair – Department		Up to \$9,000
Clinical Coordinator, OTA		\$3,700
Clinical Instructor: Radiography		
- Class I (per semester) 1-5 students		\$300
- Class II (per semester) 6 or more students		\$450
Center for Teaching & Learning Excellence (CTLE), Director		\$6,000
Head Coach – Baseball*		\$13,000
Head Coach – Volleyball		\$13,000
Director – Choral Ensembles		\$2,000
Director – College Orchestra		\$1,000
Director – Guitar Ensemble		\$1,000
Director – Jazz Ensemble		\$2,000
Director – MLK		\$2,000
Director – Symphonic Wind Ensemble		\$1,000
Donor Services Coordinator		\$5,000
Externship Program Development		\$2,000
Faculty Senate – President		\$2,000
Faculty Senate – Officer		\$400
Industry Certification Development		\$3,700
Instructional Material Development		\$2,000
Music Production Director		\$3,000
Network, Resources, Open, College & Career (NROC) Administrator		\$4,000
Scorekeepers, Clock (basketball), Scoreboard, Ticket Takers		\$35 per contest
Strategic Initiatives		Up to \$10,000
Summer Initiatives		Up to \$15,000
Theatre Designer		\$1,850.25 per production

*The coaching staff is eligible for extra pay for playoffs and/or other extra duties

ASN Level Coordinator - \$1,000

ASN Level Coordinator, Nursing

Program Manager - \$1,000

Program Manager, CIT & Programming Analyst

Program Manager – \$2,000

2D Studio Art, AS

3D Studio Art, AS

Accounting Technology, AS

ASN Program Manager

Biotechnology, AS

Business Administration, AS

Computer Info Technology, AS

Criminal Justice Technology, AS

Digital Cinema, AS

Digital Photography, AS

Engineering Technology, AS

Entrepreneurship, AS

Fire Science Technology, AS

Graphic Design Technology, AS

Health Services Administration, AS

Paralegal/Legal Assisting, AS

Risk Management, AS

Theatre, AA

Program Manager, Baccalaureate Programs – \$2,000

BSN Program Manager

Supervision and Management, BAS

Program Manager, Baccalaureate Programs - \$4,000

Health Services Administration, BAS

Program Manager, Baccalaureate Programs - \$5,000

BAS/BS Supervision

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

3. STUDENTS:

A. For the purposes of employment at State College of Florida, Manatee-Sarasota, students are placed in one of three categories:

- 1) Federal Work Study - Student seeking an, AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota, taking a minimum of 6 load hours, meeting Federal Financial Aid requirements. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- 2) Student Assistants - Student seeking an, AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- 3) Peer Advisor Assistants, Campus Ambassadors and SGA Executive Officers – Students seeking an AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.

B. Students will be paid \$15 per hour.

C. Interns: Employment/placement in an SCF paid internship position for SCF Students is through the Office of College and Career Success department, and for all other paid Interns through the Human Resources Office. All internships must be approved in advance by the Vice President, Finance and Administrative Services.

4. TEMPORARY EMPLOYEES:

A. **TEMPORARY EMPLOYEES:** Most Temporary employees will be hired through the contracted vendor/vendors of the College. Normally, individuals hired to work at State College of Florida, Manatee-Sarasota on a temporary basis will be paid at the beginning salary rate for the employee position to which they are assigned.

Retired and/or former employees of State College of Florida, Manatee-Sarasota, hired on a temporary basis, may be paid based on the position to be filled and their past SCF experience and prior relative experience as determined by the Director, Human Resources or designee.

B. **TEMPORARY EMPLOYEES IN INTERIM POSITION:** When the College determines that it requires an existing employee to fill an Interim Position which is at a higher level than the employee's current position, the College may pay a supplement which is normally 10% of the employee's current base pay, or the minimum rate for the range of said Interim Position, whichever is greater, based on the evaluation of the Director, Human Resources, and subject to the approval of the area Vice President, the Vice President, Finance and Administrative Services, and the President.

5. **GRANT PERSONNEL:** The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel.

6. **OVERTIME AND COMPENSATORY TIME:** The provisions of the Fair Labor Standards Act and its amendments govern all overtime and compensatory time considerations.

7. **COMPLIANCE:** The College complies with Section 1012.885 and 1012.886, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

8. **EMPLOYMENT OF RETIREES:** Re-employment of SCF retirees, or former employees that have taken a distribution and/or retirees of other Florida state agencies shall be employed subject to FRS regulations.

9. **PERFORMANCE INCENTIVE PAYMENT:** Regular full-time employees, except for SCFCS instructional and SCFCS management staff, who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement may be eligible for a performance increase (less applicable taxes). (Those regular part-time employees who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement, may receive a pro-rata share of the one-time salary supplement check, less applicable taxes).

**STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA
2021 – 2022 NON-CREDIT SALARY SCHEDULE**

1. INSTRUCTIONAL STAFF (NON-CREDIT):

Part-time, non-credit instructional staff will be paid as follows:

A	(1) Avocational/Occupational	\$18-28/hr
	(2) General Training and Expertise	\$25-35/hr
	(3) Recognized Expertise	\$35-45/hr
	(4) Professional	\$55-65/hr
	(5) Technical Expertise	\$75-100/hr (with approval of Dean for Lifelong Learning & Workforce Development, LWR)
	(6) Highly Specialized	\$100+/hr (with approval of EVP/Provost)
B.	Coordination: Coordination includes registration, planning, promotion, and other functions such as Range Aide deemed necessary to facilitate the instructional component.	
	Class Coordinator	\$15/hr
	Student Assistant	\$ 15/hr
C.	Curriculum Development	\$15/hr
D.	Proctor	\$16.67/hr (minimum of 3 hrs and hourly thereafter)
E.	Traffic Safety Institute:	\$25/hr
	(1) Clinical Supervisor*	Varies
	(2) Level II Class Instructor - DUI	\$22-27/hr
	(3) Evaluator – Special Supervision & DUI	\$22-27/hr
	(4) Level I Class Instructor - DUI	\$22-27/hr
	(5) Instructor – Driver Improvement	\$22-27/hr
	*Clinical supervisor rates will vary based upon contractual agreement.	
F.	Para-professional Certification Trainer	\$22-28/hr
G.	Workshop Registration Assistant	
	(1) Per 2-hour session	\$30
	(2) Per hour over 2	\$15

2. Individuals hired to perform non-teaching duties in support of a non-credit program will be compensated at a rate equivalent to one overload or a multiple of an overload or a fraction thereof commensurate with assigned duties.

Workforce Training Instructors who have provided over 500 accumulated hours of training for Lifelong Learning and Workforce (LLL/WF) by the end of the fiscal year will receive a **one-time** \$5/hour increase in pay rate, calculated each June 30 and applicable to the following fiscal year. Instructors must have worked consecutive terms. Increases will be calculated to be effective for the fall semester. All instructors are required to attend LLL/WF orientation with their respective director and complete SCF required background check and training such as but not limited to Preventing Workplace Harassment/Title IX and FERPA training, as well as any other required or mutually agreed upon training. Traffic Safety Institute instructors who have been actively teaching and/or evaluating for more than two years may be eligible for an increase in pay rate.

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
June 28, 2022

AGENDA ITEM:

2022/23 College Operating Budget

RECOMMENDATION:

The College recommends approval by the District Board of Trustees for the 2022/23 Operating Budget.

STAFF ANALYSIS:

The 2022/23 College Operating Budget is drafted to include adjustments to revenue and expense for all fund sources for 2022/23.

FISCAL IMPACT Yes

Funding Source: All Sources

Amount: See attached

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

If yes, indicate the dollar amount: N/A

Attachment

REQUESTED BY: Julie Jakway

Vice President, Finance and Administrative Services

SCF Budget

Budget Narrative

2022-23 Operating Budget

BUDGET SUMMARY

These reports are summaries of the financial plan for each of the funds through which revenues will be received and expenditures will be disbursed throughout the budget year. The summaries of Funds 1, 2, and 7 for the lower division, upper division, and Collegiate School reflect the budgets as presented on succeeding reports for review and approval.

BUDGET JUSTIFICATION

This report presents information to support the budget request. Included are student fee amounts per credit hour, transfers, and federal funds information.

Revenues

Current Funds

Tuition and Non-Resident Fees for Two Year Programs - for 2022-23 are estimated at \$11,349,144 for in state fees for credit courses (167,383 student load hours) and \$1,985,474 for out-of-state fees for credit courses (7,200 student load hours). The fee rate is the same as the 2021-22 rate (no increase), however, the cumulative tuition and fees are \$1,565,932 lower based on 2022/23 actual enrollment. Included in the fees are designated amounts for financial aid, student activities and services, technology, and capital improvements.

Florida College System Program Fund and State Lottery – are budgeted at \$29,712,045 (\$29,533,881 for Two Year programs and \$178,164 for Baccalaureate programs) in recurring funds. Performance Based Incentive Funding of \$523,842 is budgeted for 2022-23. Total funds from State Government sources are budgeted at \$32,512,219 (including \$178,164 budgeted in the Baccalaureate program).

Other Revenue – is budgeted at \$5,901,285 for 2022-23, which includes non-credit tuition, other student fees, dual enrollment, indirect revenues, lost revenue recovery from HEERF grant, interest, cell tower lease, transfers-in from the Auxiliary Fund, proceeds from sales and services and rental of college facilities.

Baccalaureate Programs Revenue - is recorded in the current unrestricted fund as required by law. Tuition is estimated at \$1,195,069 (14,070 student load hours) and \$88,668 for out-of-state (279 student load hours) for the continuation of six programs (BAS Supervision and Management, BS Nursing, BS Early Childhood Education, BAS Health Services Administration, BAS Homeland Security, and BAS Public Safety Administration). The tuition rate is the same as the 2021-22 rate. Included in the per-hour fees to students are designated fund amounts for financial aid, student activities and services, technology and capital improvements, and total \$279,374. Other budgeted revenues include college program funds at \$178,164, other student fees at \$80,148, interest at \$3,767, and \$36,845 from SABR fund balance.

Collegiate School, Bradenton Campus Revenue – are recorded in the current restricted fund. State funding through the School Board of Manatee County is budgeted at \$3,938,591. Other revenues are budgeted at \$79,430 Grant revenues are budgeted at \$27,268.

Collegiate School, Venice Campus Revenue – are recorded in the current restricted fund. State funding through the School Board of Sarasota County is budgeted at \$1,661,312. Grant revenues are budgeted at \$15,000. Other revenues are budgeted at \$5,091.

Expenditures

Current Funds

Personnel Expenses Lower Division – for 2022-23, are budgeted at \$39,827,514 as compared with \$39,893,243 budgeted in 2021-22, a decrease of \$65,729 which includes increases for retirement and health insurance, and budgeted remainder balances of the 2019-20 NR Nursing Enhancement fund. Also included is a \$2,200,000 budget item for non-cash required accounting adjustments. Personnel costs are at 68% of total operating costs as compared to 71% for 2021-22. Included are earned faculty and career promotions, adjunct and overload funding, a 5% increase in salary pool, increases of hourly positions to \$15 per hour, and organizational changes to take best advantage of the considerable talents of individuals at the college. Also reflected in the personnel expenses is a continuation of supplemented dependent health coverage and a 6% increase in health insurance premiums. Employees will continue contributing 3% of their retirement cost.

Current Expenses Lower Division – for 2022-23 are budgeted at \$17,724,397 an increase of \$1,352,883 over 2021-22 due largely to new Nursing Enhancement funding.

Capital Outlay Lower Division – for 2022-23 is budgeted at \$1,000,000, an increase of \$990,000 from 2021-22, for technology improvements

Baccalaureate Programs Expenditures - are recorded in both the current unrestricted and restricted funds to include state, student and private grant supported expenses. Personnel expenses are budgeted at \$1,371,086. Current expenditures are budgeted at \$218,271 and include operating expenses for six ongoing programs. Capital outlay expenditures of \$36,845 are budgeted for 2022-23.

Collegiate School, Bradenton Campus Expenditures – are recorded in the current restricted fund as required by contract. Personnel expenses are budgeted at \$2,627,197 for thirty-three full and part-time personnel, including administrative, full- and part-time instructors, and technical and professional staff. Current expenses are budgeted at \$1,334,032 and include purchased services, enhanced security, technology, materials and supplies. Rent of \$219,294 is budgeted between current expenses and the unexpended plant fund.

Collegiate School, Venice Campus Expenditures – are recorded in the current restricted fund as required by contract. Personnel expenses are budgeted at \$1,264,845 for sixteen full and part-time personnel, including administrative, full- and part-time instructors, and technical and professional staff. Current expenses are budgeted at \$416,558 and include purchased services, enhanced security, technology, materials and supplies. Grant expenses are budgeted at \$15,000.

Plant Fund and Expenditures

The report for plant fund expenditures consists of three sections. Section A is a recapitulation of the unexpended plant fund by source of funds. Sections B and C project anticipated expenditures based upon state funding. Funds allocated from 2022-23 PECO appropriations (\$2,800,000) supplemented with local funds (\$565,394) will be used for the development of the Science and Technology building at the Venice campus (total of \$3,365,394).

The report also reflects funds generated from the Student Capital Improvement Fees to be used for various capital projects system-wide (\$1,565,394), capital projects in capital plan from fund balance (\$1,201,200), technology refresh (\$250,000), and from Capital Outlay and Debt Service funds of \$630,012 to be used for campus improvements. Other funding includes \$7,577,807 from HEERF grant is to be used for HVAC systems and infrastructure to improve indoor air quality, \$186,972 from SABR Booster fund for a portion of batting cage roof structures project.

CONCLUSION

The 2022-23 budget is a planning document. During the fiscal year, budget amendments will be presented for formal approval to reflect actual revenues and expenditures to meet the ever-changing needs of the College.

Student Fees

I. Student Fees for 2022-23 – Two Year Programs

	<u>In State</u>	<u>Out-of-State</u>
Per Credit or Load Hour:		
Tuition	\$ 78.84	\$ 78.84
Out-of-State Fee	.00	236.69
Financial Aid Fee	3.94	15.78
Capital Improvement Fee	7.88	31.55
Student Activity and Service Fee	7.88	7.88
Technology Fee	3.94	15.78
Total Per Credit or Load Hour	\$ 102.48	\$ 386.52

The District Board of Trustees is appropriating \$1,330,929 for Student Activities in 2022-23 that will be received from Student Activity and Service Fee assessment.

II. Student Fees for 2022-23 – Baccalaureate Programs

	In State	Out-of-State
Per Credit or Load Hour:		
Tuition	\$ 91.79	\$ 91.79
Out-of-State Fee	.00	275.00
Financial Aid Fee	4.37	18.12
Capital Improvement Fee	6.56	34.06
Student Activity and Service Fee	6.55	6.55
Technology Fee	2.81	16.56

Total Per Credit or Load Hour \$ 112.08 \$ 442.08

III. Transfers Information

Transfers In:

Business Hospitality	\$ 10,848	from Fund 3 to Fund 1
Presidential Discretionary Fund	\$ 25,000	from Fund 3 to Fund 1
Human Resources – Mgmt. Development	\$ 7,200	from Fund 3 to Fund 1
Recognition	\$ 10,000	from Fund 3 to Fund 1
Wellness	\$ 34,400	from Fund 3 to Fund 1
VP's Deans In-District Meals	\$ 8,000	from Fund 3 to Fund 1
SCFCS Rent	\$ 203,000	from Fund 3 to Fund 1

IV. Federal Funds Information

U.S. Department of Education - Federal Work-Study Program Award of \$255,000, inclusive of a 5% administration fee of \$12,750 and Federal Supplemental Educational Opportunity Grant Program Award of \$282,960, inclusive of a 5% SEOG administration fee of \$14,148. HEERF I, II and III grants totaling \$35,056,355 were awarded in FY 2012-21 and FY 2021-22, of which \$26,899,270 has been expended and \$8,157,085 is expected to be spent in FY 2022-23.

State College of Florida
Schedule of Revenues and Expense
2022 - 2023 Fiscal Year
Lower Division

	Lower Division Current Unrestricted			Lower Division Current Restricted		
	Estimated Actual 2021-2022	Original Budget 2021-2022	Proposed Budget 2022-2023	Estimated Actual 2021-2022	Original Budget 2021-2022	Proposed Budget 2022-2023
<u>Revenues</u>						
Student Fees	17,169,345	17,701,268	16,373,861	2,105,043	2,350,068	2,234,242
Support from Local Government	1,626,748	1,879,686	1,789,423	0	0	0
Support from State Government	26,160,016	26,325,874	32,334,055	454,390	1,093,579	1,395,895
Support from Federal Government	3,533,328	5,060,000	0	12,779,315	15,642,611	5,754,146
Gifts & Private Grants	0	0	0	387,164	463,918	475,489
Sales & Services	555,362	456,972	555,362	-1,300	38,554	38,554
Other Revenue	141,819	110,455	141,817	41,016	148,316	148,316
Non-Revenue Receipts	95,549	95,548	298,548	125,159	125,159	125,159
Total Revenues	49,282,167	51,629,803	51,493,066	15,890,787	19,862,205	10,171,801
<u>Expenditures</u>						
Salaries	22,753,711	23,646,660	22,872,153	1,997,713	2,324,766	2,332,509
Other Personnel Services	2,871,873	3,809,109	3,743,109	660,222	464,997	401,656
Personnel Benefits	9,262,965	12,437,474	13,212,252	687,621	920,056	939,361
Total Personnel Expenses	34,888,549	39,893,243	39,827,514	3,345,555	3,709,819	3,673,526
Services	8,413,105	9,721,887	9,729,948	6,707,439	9,653,441	5,348,737
Materials and Supplies	2,998,578	3,636,960	3,522,080	843,987	274,165	278,042
Other Current Expenses	2,076,000	3,012,667	4,472,369	4,335,122	5,760,539	410,300
Total Current Expense	13,487,683	16,371,514	17,724,397	11,886,548	15,688,145	6,037,079
Capital Outlay	214,093	10,000	1,000,000	992,368	464,241	461,196
Total Expenditures	48,590,325	56,274,757	58,551,911	16,224,472	19,862,205	10,171,801
Revenue (+) over Expense (-)	691,842	-4,644,954	-7,058,845	-333,685	0	0

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
ANALYSIS OF PLANT FUND EXPENDITURES
2022 - 2023 FISCAL YEAR**

A. Recapitulation By Source - Unexpended Plant

	TOTAL FUNDS	OTHER	LOCAL	CO&DS	PECO
Beginning Fund Balance July 1, 2022					
Add Revenues	\$ 17,155,763	\$ 0	\$ 16,519,975	\$ 635,788	\$ 04
Deduct Expenditures	20,950,000	9,000,000	0	250,000	11,700,000
Ending Fund Balance June 30, 2023	<u>\$ 18,155,886</u>	<u>9,000,000</u>	<u>5,725,874</u>	<u>630,012</u>	<u>2,800,000</u>
	<u>\$ 19,949,877</u>	<u>\$ 0</u>	<u>\$ 10,794,101</u>	<u>\$ 255,776</u>	<u>\$ 8,900,000</u>

B. Expenditures By Project and Source

#712200/720000 Undesignated CO&DS	\$ 630,012	\$ 0	\$ 0	\$ 630,012	\$ 0
#712xxx/770003 VC Science Building	3,365,394	0	565,394	0	2,800,000
#713110/710000 Capital Improvement Fee	1,545,639	0	1,545,639	0	0
#713202/710000 ADA Door Operators Collegewide	175,735	0	175,735	0	0
#713265/710000 Building 1 Testing & Cashiering Remodel	162,400	0	162,400	0	0
#713266/710000 Building 4 Student Annex	208,800	0	208,800	0	0
#713268/710000 Building 100 Cashiering Remodel	50,000	0	50,000	0	0
#713269/710000 Building 100 Admissions Remodel	100,000	0	100,000	0	0
#713271/710000 Building 11 Fire Sprinkler Replacement	449,323	0	449,323	0	0
#713273/710020 Baseball and Softball Batting Cages	454,167	301,616	152,551	0	0
#713xxx/710000 Painting/Flooring/Site Improvements	864,832	0	864,832	0	0
#713501-508/71050 Capital Plan - From Fund Balance	2,321,777	1,120,577	1,201,200	0	0
#713154/710000 Tech Refresh /CIF	250,000	0	250,000	0	0
#711xxx/600001 HVAC Systems & Infrastructure	7,577,807	7,577,807	0	0	0
Totals	<u>\$ 18,155,886</u>	<u>\$ 9,000,000</u>	<u>\$ 5,725,874</u>	<u>\$ 630,012</u>	<u>\$ 2,800,000</u>

C. Expenditures By Projectand Type

	TOTALS	G/L 75000	G/L 76000	G/L 79000	G/L 66507/70601
#712200/720000 Undesignated CO&DS	\$ 1,750,589	\$ 0	\$ 630,012	\$ 0	\$ 0
#712xxx/770003 VC Science Building	3,365,394	0	0	3,365,394	0
#713110/710000 Capital Improvement Fee	1,545,639	989,209	556,430	0	0
#713202/710000 ADA Door Operators Collegewide	175,735	0	175,735	0	0
#713265/710000 Building 1 Testing & Cashiering Remodel	162,400	162,400	0	0	0
#713266/710000 Building 4 Student Annex	208,800	208,800	0	0	0
#713268/710000 Building 100 Cashiering Remodel	50,000	40,000	0	0	10,000
#713269/710000 Building 100 Admissions Remodel	100,000	90,000	0	0	10,000
#713271/710000 Building 11 Fire Sprinkler Replacement	449,323	0	449,323	0	0
#713273/710020 Baseball and Softball Batting Cages	454,167	0	454,167	0	0
#713xxx/710000 Painting/Flooring/Site Improvements	864,832	0	864,832	0	0
#713501-508/71050 Capital Plan - From Fund Balance	1,201,200	2,321,777	0	0	0
#713154/710000 Tech Refresh /CIF	250,000	0	0	0	250,000
#711xxx/600001 HVAC Systems & Infrastructure	7,577,807	7,577,807	0	0	0
Totals	<u>\$ 18,155,886</u>	<u>\$ 11,389,993</u>	<u>\$ 3,130,499</u>	<u>\$ 3,365,394</u>	<u>\$ 270,000</u>

State College of Florida
Schedule of Revenues and Expense
2022 - 2023 Fiscal Year

	Upper Division			Upper Division		
	Estimated Actual 2021-2022	Original Budget 2021-2022	Proposed Budget 2022-2023	Estimated Actual 2021-2022	Original Budget 2022-2023	Proposed Budget 2022-2023
<u>Revenues</u>						
Student Fees	1,509,403	1,494,383	1,407,426	243,051	237,888	237,888
Support from State Government	178,164	178,164	178,164	0	0	0
Other Revenue	3,897	2,897	3,767	0	0	0
Non-Revenue Receipts	0	0	0	0	185,500	36,845
Total Revenues	1,691,464	1,675,444	1,589,357	243,051	423,388	274,733
<u>Expenditures</u>						
Salaries	404,843	785,061	728,407	0	0	0
Other Personnel Services	422,351	357,000	367,000	0	11,500	0
Personnel Benefits	112,311	386,645	275,679	0	0	0
Total Personnel Expenses	939,505	1,528,706	1,371,086	0	11,500	0
Services	5,192	29,650	24,905	29,927	70,000	78,045
Materials and Supplies	73,414	84,545	77,765	0	145,188	144,488
Other Current Expenses	43,105	20,000	115,601	0	3,400	15,355
Total Current Expense	121,711	134,195	218,271	29,927	218,588	237,888
Capital Outlay	9,885	0	0	128,958	185,500	36,845
Total Expenditures	1,071,101	1,662,901	1,589,357	158,885	415,588	274,733
Revenue (+) over Expense (-)	620,363	12,543	0	84,166	7,800	0

State College of Florida
Schedule of Revenues and Expense
2022 - 2023 Fiscal Year

Collegiate Schools

	Collegiate School Bradenton			Collegiate School Venice		
	Estimated Actual 2021-2022	Original Budget 2021-2022	Proposed Budget 2022-2023	Estimated Actual 2021-2022	Original Budget 2021-2022	Proposed Budget 2022-2023
Revenues						
Support from Local Government	3,782,989	3,773,316	3,938,591	1,249,347	1,408,550	1,661,312
Support from Federal Government	5,948	11,268	27,268	15,000	0	15,000
Other Revenue	9,004	79,430	79,430	1,817	0	5,091
Total Revenues	3,797,941	3,864,014	4,045,289	1,266,164	1,408,550	1,681,403
Expenditures						
Salaries	1,662,648	1,672,826	1,834,689	577,275	620,775	890,246
Other Personnel Services	47,246	74,520	59,520	25,000	6,000	25,000
Personnel Benefits	599,021	752,885	732,988	246,362	246,162	349,599
Total Personnel Expenses	2,308,915	2,500,231	2,627,197	848,637	872,937	1,264,845
Services	941,963	994,972	1,064,878	343,950	390,930	310,707
Materials and Supplies	253,281	342,765	269,154	86,996	176,000	105,851
Other Current Expenses	0	0	0	0	0	0
Total Current Expense	1,195,244	1,337,737	1,334,032	430,946	566,930	416,558
Capital Outlay	67,395	6,000	54,328	1,200	0	0
Total Expenditures	3,571,554	3,843,968	4,015,557	1,280,783	1,439,867	1,681,403
Revenue (+) over Expense (-)	226,387	20,046	29,732	-14,619	-31,317	0

FUND	Restrictions	June 30, 2021 Reserves & Unallocated Balances	June 30, 2022 Estimated Reserves & Unallocated Balances	Sources	Uses
Fund 1 Current Funds – Unrestricted: This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college.	Restrictions on the resources of this fund are those imposed by law, regulation or the approved budget.	\$ 14,735,082	\$ 15,835,654	Legislative Appropriations, General Revenue, Lottery, Special Categorical Funds, Student Fees, Interest Earnings, Transfers and Other Fees	Salaries, Materials, Supplies, Utilities, Phones, Postage, Travel, Consulting, Services, etc., Furniture, Equipment, Library Books, Computers
Fund 2 Current Funds – Restricted This fund is also used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college.	Restrictions on the resources of this fund are those imposed by donors or other outside agencies.	\$ 4,160,536	\$ 4,837,041	Federal Grants, State Grants, Restricted Funds, Local/Special Grants	Salaries, Supplies, Travel, Materials, etc.
Fund 3 Auxiliary Funds: Auxiliary enterprises are established primarily to provide non-instructional services for sale to students, faculty, staff and which are intended to be self-supporting.	Restrictions on the resources of this fund are those imposed by the College and aligned with best practices and generally accepted accounting principles (GAAP).	\$ 7,158,051	\$ 7,943,835	Bookstore Commissions, Food Service Commissions, Other Self-Supporting Activities	Salaries, Scholarships, Transfers Out
Fund 4 Loan Funds: Loan funds are those resources available for loans to students regardless of whether the institution is responsible for the collection of the loan.	Restrictions on the resources of this fund are those imposed by the College or other outside agencies.	\$ 484,713	\$ 484,713	Contributions, Parking Fines, Interest Earnings	Student Loans
Fund 5 Scholarship Funds: This fund is used to account for resources available for awards to students which are not in payment for services rendered to the College and will not require repayment to the College.	Restrictions on the resources of this fund are those imposed by the College, the donor or other outside agencies.	\$ -(23,014)	\$ -	Federal Grants, State Grants, Local Scholarship Awards, General Donations	Scholarships
Fund 6 Agency Funds: This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs.	Restrictions on the resources of this fund are those imposed by the club or organization for which the funds are held.	\$ -	\$ -	Fundraising by Student Clubs & Organizations	Student Club Project Activities

FUND	Restrictions	June 30, 2021 Unallocated Balances Reserves & Unallocated Balances	June 30, 2022 Estimated Reserves & Unallocated Balances	Sources	Uses
Fund 7 Unexpended Plant Funds: This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institution purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.	Restrictions on the resources of this fund are imposed by statute for PECO funds and are restricted to new construction, renovations/remodeling, major repairs, capital equipment, site acquisition and the associated services to manage the physical plant.	\$ 18,070,067	\$ 17,155,763	PECO Funds, CO&DS Bonds/License Tag Fees, Interest Earnings, Local Transfers	New Buildings, Renovation/Remodeling, Major Repairs, Site Acquisition, Capital Equipment, Plant Management Services
Fund 8 Debt Service Funds: This fund is used to account for the long-term debt of a college and for the resources which will be used to retire the debt and pay the interest on the obligation(s).	Restrictions on the resources of this fund are limited to debt service payments.	\$ -	\$ -	Transfers In, License Tag Fees	Debt Payments: Bond Interest and Principal Payments
Fund 9 Invested in Plant Funds: This fund is used to account for the cumulative costs of plant assets and associated liabilities. The assets consist of land, buildings, other structures and improvements, furniture, machinery, equipment, data software, construction in progress, assets under capital lease, if any.	Restrictions include a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for buildings and other structures and improvements. Depreciation is computed as follows: Buildings, 40 years; Other Structures, 10 years; Computer Equipment, 3 years; Vehicles, Office Machines and Ed. Eq., 5 years; and Furniture, 7 years.	\$ 97,219,906	\$ 95,612,769	Recordkeeping for Capital Purchases (Land, Buildings, Equipment, Library Books)	Depreciation and Deletions of Outdated, Obsolete, and Outmoded Equipment, Library Books, Furniture etc.
Total		\$ 141,805,341	\$ 141,869,775		

Definitions:

Encumbrances

Encumbrances representing outstanding purchase orders or other external commitments for materials or services not received as of the reporting date. Encumbrances are not reported as expenditures or liabilities. Rather, encumbrances are reported as a reserve against fund balance.

Fund Balance

The excess of assets over liabilities. To the extent that assets cannot or will not be converted to cash, reserves are established from fund balance.

Unallocated Fund Balance

A portion of ending fund balance which is available to fund new expenditures in the next fiscal year.

Community College Program Fund (CCPF)

Fund established in law which shall comprise the majority of appropriations made by the Legislature for the support of the current operating program of the State's colleges.

PECO Funding

The State allocates gross receipts taxes, generally known as Public Education Capital Outlay (PECO) funding, to the College on an annual basis. The College is authorized to expend these resources only upon applying for and receiving an encumbrance authorization from the Florida Department of Education. The allocation of PECO money is recognized as an addition to Unexpended Plant Funds when it is allocated and as a deduction if the allocation is subsequently reduced.

