



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

DISTRICT BOARD OF TRUSTEES

## SCF Mission Statement

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

## **AGENDA**

The District Board of Trustees  
State College of Florida, Manatee - Sarasota  
Regular Meeting  
SCF Bradenton – Board of Trustee Room 7/160  
AND Virtual Meeting via TEAMS  
September 27, 2022 5:30 pm

- 1. Meeting Call to Order – Ms. Knight**
- 2. Invocation and Pledge of Allegiance**
- 3. Public Comment - Ms. Knight**
- 4. Organizational Meeting as required by 1001.61(4) Florida Statutes, for the purpose of electing a Chair and Vice Chair of the District Board of Trustees - Dr. Probstfeld**
- 5. President’s Report - Dr. Probstfeld**
- 6. Meet the Mission: Fall 2022 Student Profile - Brittany Nielsen**
- 7. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of June 28, 2022 BOT Meeting - Page 5
Exhibit B:	Minutes of the June 28, 2022 Traffic Safety Institute Quarterly Meeting - Page 8
Exhibit C:	Minutes of the September 6, 2022 Traffic Safety Institute Quarterly Meeting- Page 10
Exhibit D:	Amended Fall 2022 Lifelong Learning & Workforce Development Schedule - Page 12
Exhibit E:	Out of Country Requests - Page 17
Exhibit F:	2023-24 Revised Academic Calendar - Page 31
Exhibit G:	HR Personnel Actions Report May - August 2022 - Page 32
Exhibit H:	FCS College Affordability Report - Page 35
Exhibit I:	Annual State College of Florida Foundation Facilities Use - Page 43
Exhibit J:	SCFCS Parent Liaison – Bradenton - Page 46
Exhibit K:	SCFCS Parent Liaison – Venice - Page 47
Exhibit L:	SCFCS Annual Florida School Safety Risk Assessment Tool (FSSAT) - Page 48
Exhibit M:	SCFCS Out of Field - Page 49
Exhibit N:	SCFCS Charter School Block Grant 2022-23 - Page 51
Exhibit O:	Grant No. 22-05 Open Door Grant II - Page 61
Exhibit P:	Grant No. 22-06 Pathways Apprenticeship - Page 63

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

Exhibit Q:	SCFCS 2022-23 Teacher Salary Increase Allocation – Page 65
------------	--

Exhibit R:	Monthly Financial Report May 2022 - Page 72
Exhibit S:	Budget Amendment FY 2021-22 May 2022 #44-48 - Page 77
Exhibit T:	SCFCS Financial Report(s) May 2022 - Page 82
Exhibit U:	Acceptance of Gifts and Grants May 2022 - Page 84
Exhibit V:	Monthly Financial Report June 2022 - Page 85
Exhibit W:	Budget Amendment FY 2021-22 June 2022 #49-53 - Page 90
Exhibit X:	SCFCS Financial Report(s) June 2022 - Page 95
Exhibit Y:	Acceptance of Gifts and Grants June 2022 - Page 97
Exhibit Z:	Property Disposals - Page 98
Exhibit AA:	Fund Balance Spending Plan - Page 102
Exhibit BB:	Schedule of Facility Rental Fees - Page 108
Exhibit CC:	Ratification of Revision to Collective Bargaining Agreement Article 13, "Faculty Contracts" - Page 110

**9. Facilities Project List (Informational Only) - Julie Jakway**

Exhibit DD: Project List - Page 113

**10. Facilities**

**Construction Projects & Updates - Chris Wellman**

Exhibit EE: Venice Science Building Contract Approval - Page 114

Exhibit FF: Fire Alarm Panel Replacement Contract Approval - Page 115

Exhibit GG: 26 West Office Suite Build Out Project Approval - Page 116

Exhibit HH: 26 West Office Suite Wall System Contract Approval - Page 117

**11. Synopsis of Pending Rule Revisions for Action in Oct. - Steve Prouty**

Exhibit II: Rule 6HX14-1.07 Responsibility and Authority of President - Page 119

Exhibit JJ: Rule 6HX14-1.81 Grant Application - Page 121

**12. Goals**

President's 2021-22 Completed Goals - Board Chair

**13. Old Business**

**14. New Business**

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

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

---

**Date:** June 28, 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 June 28, 2022, at SCF Bradenton and virtually via TEAMS.

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

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

**1. Meeting Call to Order - Mr. DiMaio**

Mr. DiMaio called the meeting to order at 5:30 pm.

**2. Invocation and Pledge of Alliance**

Ms. Nielsen delivered the invocation and led the pledge.

**3. Public Comment**

None

**4. President's Report**

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

**5. Mission Moment - 26 West Center - Dr. Todd Fritch**

Dr. Fritch presented to the Trustees a 26 West Center update.

**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

Mr. Goodson requested Exhibit D to be pulled for questions and clarification. After due discussion and consideration, Mr. Thomson motioned to approve the Non-Financial Consent Agenda except for Exhibit D, Ms. Collins seconded, and the Board unanimously approved. After further discussion and consideration Mr. Goodson motioned to approve Exhibit D, Mr. Thomson seconded, and the Board unanimously approved.

**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

Mr. Thomson and Ms. Colins requested Exhibit Q to be pulled for questions and clarification. After due discussion and consideration, Mr. Thomson motioned to approve the Financial Consent Agenda except Exhibit Q, Ms. Collins seconded, and the Board unanimously approved. Mr. Thomson noted his business relationship with a principal of one of the proposers on Exhibit Q, Metz Culinary Management. After further discussion and consideration Mr. Thomson motioned to approve Exhibit Q, Mr. Fuller seconded, and the Board unanimously approved.

**8. Facilities Project List (Informational Only)**

Exhibit N: Project List - Page 116

There were no questions concerning the projects report.

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

Exhibit S: Capital Improvement Program FY 2023-24 through FY 2027-28 (revised sheet) - Page 227  
Mr. Wellman requested the Board’s approval of the revised Capital Improvement Program removing the SCF Venice Science building project and deferred maintenance projects totaling \$8.2M because those items have received approval by the legislature and Governor.. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit S, Ms. Collins seconded, and the Board unanimously approved.

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

Mr. Wellman requested the Board’s approval of the FDOE Deferred Building Maintenance Program. After due discussion and consideration, Ms. Collins motioned to approve Exhibit T, Ms. Carter seconded, and the Board unanimously approved.

**10. FY 2022-2023 Operating Budget - Julie Jakway**

Exhibit U: Fee Schedule - Page 231

Tracked Changes - Page 232

Exhibit Clean Copy - Page 236

Ms. Jakway requested Board approval of the 2022-23 Fee Schedule which included the elimination and/or the reduction of numerous fees. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit U, Ms. Collins seconded, and the Board unanimously approved.

Exhibit V: Salary Schedule - Page 240

Tracked Changes - Page 241

Clean Copy - Page 267

Ms. Jakway requested Board approval of the 2022-23 Salary Schedule which included position level changes, position eliminations, position title changes, minimum position levels to \$15/hour, updated maximums, recurring 5% salary increases for eligible employees, adjunct faculty adjustment from \$1850.25 to \$2000 per 3-hour credit, faculty salary schedule adjustment, 5% salary increase for eligible faculty salaries and overload adjustment from \$1850.25 to \$2000 per 3-hour credit, pending negotiations with UFF for in-unit faculty. After due discussion and consideration, Mr. Thomson motioned to approve Exhibit V, Mr. Fuller seconded, and the Board unanimously approved.

Exhibit W: Operating Budget Fiscal Year 2022-2023 - Page 290

Ms. Jakway presented to the Board the 2022-2023 Annual Operating Budget Plan. Ms. Jakway highlighted the adjustments to revenue and expense for all fund sources for 2022 -2023. Ms. Jakway requested the Board's approval of the 2022-2023 operating budget. After due discussion and consideration, Mr. Thomson motioned to approve revised Exhibit W, Ms. Collins seconded the motion, and the Board unanimously approved.

### **11. Old Business**

none

### **12. New Business**

- Summer Schedule

Dr. Probstfeld requested Board approval to pilot a four-day work week for July 2022 and June 2023, where employees would work regular hours but four days per week versus five. This additional benefit is proposed to assist the College with recruitment and retention of employees. Dr. Probstfeld emphasized that days off would be staggered within departments so that SCF would remain open five days a week to serve our students. After due discussion and consideration, Mr. Goodson motioned to approve the four-day work week pilot schedule for July 2022 and June 2023, provided feedback would be shared at the September board meeting on gauging the measurable effect of the benefit, Mr. Thomson second the motion, and the Board unanimously approved.

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

Mr. Goodson shared his thoughts on faculty addressing the board on matters that are part of union bargaining and are outside of the board's control.

Mr. Thomson reemphasized the benefit of the college absorbing the increases to the cost of individual health insurance for the past decade versus passing it along to the employee.

Mr. Fuller provided a SCF Foundation update and shared a planned December 1<sup>st</sup> event for the SCFF Board of Directors and the SCF Board of Trustees.

Mr. DiMaio commended Ms. Jakway and the staff for their hard work on the budget.

The meeting adjourned at 6:40 p.m.

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

## Advisory Committee Quarterly Meeting – 6/28/22

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

The meeting was called to order by TSI Director Gillerin at 12:04 pm.

**OLD BUSINESS:** Jennifer Burgh made a motion to approve the minutes of the 4/12/2022 TSI Advisory Committee meeting and was seconded by Darlene Ragoonanan. Motion passed.

### OUTPUT-TSI Report:

- A. Director Gillerin presented TSI's student enrollment numbers/contacts for the 2<sup>nd</sup> quarter of 2022 up until 6/24/22. Total contacts increased by 2% so far this quarter. Enrollment in most programs remained steady during this quarter; however, there were slight dips in BDI enrollments and DUI Victim Panel enrollments. A new driver safety program, Intermediate Driver Improvement (IDI), was created to give the State Attorney's Office Traffic Pre-trial Intervention (TPTI) program another option to sanction defendants that qualify for the TPTI program. The 8-hour in-person class will be held bi-monthly.

TSI student enrollments/contacts	4/1/22 – 6/24/22
BDI	86
DUI Evaluations	622
DUI Level One	361
DUI Level Two	151
DUI Victim Panel	199
IID Updates	111
SSS Periodic Updates	221
IDI*	1
<b>Totals:</b>	<b>1752</b>

\*New program, start date 6/4/22

- B. Director Gillerin provided an update on TSI staffing. A full-time DUI Evaluator/Instructor was hired and started on 4/25/2022. A full-time Specialist, Traffic Safety Customer Service was hired and started on 6/27/22. The part-time Specialist, Traffic Safety Customer Service for the Venice TSI office has not been hired yet, and that office temporarily closed on 6/10/22 due to staff retirement. The goal is to get that office re-opened in the fall. In the meantime, clients that live in the Venice and North Port areas will receive services in our Sarasota office. Andrew Saputo, DUI/Special Supervision Services Evaluator, will begin assuming clinical supervision duties in August and transition into those duties fully as of 9/1/22. Because of that, Director Gillerin will continue seeing clients at least one day per week.
- C. Director Gillerin provided the committee with information about Judicial Innovations, a payment processing company. TSI spends almost \$10,000 per year on bank service fees due to clients using credit cards to pay for classes and other services. Judicial Innovations has a backend server that will be integrated with TSI's Compliance Manager database so payments would go directly through that software to a Judicial Innovations processor. Clients will be charged a 3.5% fee per transaction. There is no cost to TSI, and Judicial Innovations provides all equipment and handles all chargebacks. Members of the Advisory Committee had no



**State College of Florida, Manatee-Sarasota | Traffic Safety Institute  
Advisory Committee Quarterly Meeting – 6/28/22**

objection to moving forward in seeking approval from the VP of Finance and Administrative Services and the Executive VP and Provost to sign a service agreement and/or contract addendum with Judicial Innovations.

- D. Director Gillerin provided the committee members with FY 2021-2022 year-end revenue numbers:

<b>TSI Revenue</b>	<b>7/1/22 – 6/27/22</b>
DUI	\$780,473.40
Special Supervision	\$84,438.65
Driver Improvement	\$33,972.48
<b>Total:</b>	<b>\$898,884.53*</b>

\*Not adjusted for unearned revenue

- E. Director Gillerin distributed the Florida Department of Highway Safety and Motor Vehicles safety education and consumer awareness campaign calendar for June, July, August, and September.

**INPUT**

**Law Enforcement:** Sgt. Coleman reported that the number of DUI arrests in Manatee County for the last year was 235. Throughout the course of the year there were more than 5,000 uniform traffic citations issues, and a total of traffic 44 fatalities in the county. Manatee County was also ranked number one in bicycle fatalities and number two in pedestrian fatalities. The Manatee County Sheriff’s Department was awarded \$74,000 from the Florida Department of Transportation (FDOT) for bicycle and pedestrian safety and enforcement.

**Misdemeanor Probation:** Dana McMahan reports with the addition of two new Probation Officers the unit is now fully staffed. Caseloads are holding steady.

**State Attorney’s Office:** Darlene Ragoonanan reports that two attorneys are leaving the office and caseloads are up due to staffing issues. Celeste Bilodeau, who runs the Traffic Pre-trial Intervention program, was welcomed to the group and was given an overview of the Advisory Committee’s role and function.

**Treatment:** Andrew Saputo was briefly introduced to the group in between seeing clients and will be in attendance at the next scheduled meeting.

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

With no further business the meeting adjourned at 12:49 pm.

**NEXT MEETING: Tuesday, September 6, 2022, at 12:00 pm (Lunch will be provided)**

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

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

## Advisory Committee Quarterly Meeting – 9/6/22

**ATTENDING:** Dana McMahon, Manatee County Probation; Darlene Ragoonanan, State Attorney's Office; Celest Bilodeau, State Attorney's Office; Michael Miranda, Citizen; Sgt. William Coleman, Manatee County Sheriff's Office; Andrew Saputo, TSI Clinical Supervisor/Evaluator; Vicki Gillerin, TSI Director

The meeting was called to order by TSI Director Gillerin at 12:06 pm.

**OLD BUSINESS:** Dana McMahon made a motion to approve the minutes of the 6/28/2022 TSI Advisory Committee meeting and was seconded by Darlene Ragoonanan. Motion passed.

### OUTPUT-TSI Report:

- A. Director Gillerin presented TSI's student enrollment numbers/contacts since the last meeting. Total enrollments were down slightly in July compared to the last two years, but they picked up again in August.

TSI student enrollments/contacts	6/28/22 – 9/6/22
BDI	67
IDI	8
DUI Evaluations	391
DUI Level One	209
DUI Level Two	129
DUI Victim Panel	123
IID Updates	68
SSS Periodic Updates	165
<b>Totals:</b>	<b>1160</b>

- B. Director Gillerin provided an update on utilizing Judicial Innovations for payment processing. TSI was given approval from the VP of Finance and Administrative Services and the Executive VP and Provost to sign a service agreement and/or contract addendum with Judicial Innovations and that document has been fully executed. There are certain IT requirements that must be met prior to Judicial Innovations being utilized through our Compliance Manager database and our software provider, Both World's Software, is working on satisfying those requirements.
- C. Director Gillerin reported that the DUI Level I and DUI Level II registration fees will increase per Rule 15A-10.0141 F.A.C. which states that Level I and Level II registration fees will increase annually on October 1 by the lesser of 3% or the Consumer Price Index (CPI) increase ending June 30<sup>th</sup>. The CPI ending on June 30, 2022, is 9.1%, therefore, the 2022 increase for Level I would be  $\$295 \times 3\% = \$8.85$ , rounded to nearest \$5 increment = \$10.00. The increase for Level II would be  $\$445 \times 3\% = \$13.35$ , rounded to nearest \$5 increment = \$15.00. Registration fees for Levels I and II would increase to \$305.00 and \$460.00 respectively pending SCF District Board of Trustees Approval.

TSI's current Level I enrollment fee is \$315.75 including all DHSMV approved fees. TSI's current Level II enrollment fee is \$ 465.75 including all DHSMV approved fees. Director Gillerin asked the TSI Advisory Committee to approve the \$10.00 fee increase for Level I enrollment fees and the \$15.00 fee increase for Level II enrollment fees. A motion was made

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

## Advisory Committee Quarterly Meeting – 9/6/22

by Dana McMahon to approve the \$10.00 Level I enrollment fee increase, and the \$15.00 Level II enrollment fee increase and was seconded by Celeste Bilodeau. Motion passed.

Pending the SCF District Board of Trustees approval, the Level I enrollment fee will be \$325.75, and the Level II enrollment fee will be \$480.75 with an effective date of November 1, 2022.

- D. Director Gillerin distributed the Florida Department of Highway Safety and Motor Vehicles safety education and consumer awareness campaign calendar for September, October, November, and December.

Director Gillerin also provided the group with the National Highway Traffic Safety Administration's *Traffic Safety Facts-2020 Data* on alcohol-impaired driving which was published in April 2022 for review. Of note is that one alcohol-impaired driving fatality occurred every 45 minutes in 2020 and fatalities in alcohol-impaired-driving crashes increased by 14.3% from 2019 to 2020.

### INPUT

**Law Enforcement:** Sgt. Coleman reported the Manatee County Sheriff's Office participated in three "Drive Sober or Get Pulled Over" operations that resulted in a total of seven DUI arrests and one BUI arrest. He reports that the night shift traffic unit lost two officers who were moved to the day shift due to a shortage of crossing guards. He has five deputies and is waiting on approval from the Sheriff to get some new deputies into the unit.

**Misdemeanor Probation:** Dana McMahon reports that caseloads are holding steady, and things are running smoothly. She inquired about the possibility of TSI resuming PTI and Probation court-ordered evaluations now that the TSI's staffing issues have been addressed and was advised that it will be discussed with the Clinical Supervisor and a decision will be announced at the next quarterly meeting.

**State Attorney's Office:** Darlene Ragoonanan reports that her office is still short-staffed, but County Criminal Court has been reduced from four divisions to two divisions. There are now three attorneys assigned to each division which is more manageable given staffing issues. Celeste Bilodeau reports that the TPTI program is seeing a lot more Leaving the Scene cases and many older individuals are being charged.

**Clinical Supervisor/Treatment Representative:** Evaluator Andrew Saputo officially assumed Clinical Supervisor duties as of 9/1/22 and welcomed any questions from the group. He is looking forward to taking on more responsibilities including being available to the Advisory Committee members if they have any concerns regarding TSI programs or treatment.

**Citizen/Business Representative:** Michael Miranda was welcomed to the Advisory Committee as the new citizen representative and was given an overview of the Advisory Committee's role and function.

With no further business the meeting adjourned at 12:57 pm.

**NEXT MEETING: Tuesday, December 13, 2022, at 12:00 pm (Lunch will be provided)**

Traffic Safety Institute

5840 26<sup>th</sup> St W, Bldg. 18, Room 112

Bradenton, FL 34207

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

<b>Class ID</b>	<b>Class Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Tuition Fee</b>	<b>Location</b>	<b>Instructor</b>
14289	Leadership Boot Camp	11/4/22	11/4/22	\$199.00	Zoom	Van Dyke
14291	Leadership Boot Camp	9/23/22	9/23/22	\$299.00	SCF Lakewood Ranch (CIT)	Van Dyke
14347	Microsoft Power Platform Fundamentals Certification	10/4/22	11/10/22	\$499.00	SCF Bradenton (26 West Center)	Link
14391	Python Data Specialist with Certification	9/5/22	11/12/22	\$3,500.00	SCF Bradenton (26 West Center)	Taylor
14398	SCF Coding Academy - Drone Safety	9/24/22	9/24/22	\$299.00	SCF Bradenton (26 West Center)	Bagley
14401	SCF Coding Academy – Python: Data Coding	9/1/22	11/3/22	\$1,250.00	SCF Bradenton (26 West Center)	TBD
14437	8 Secrets to Interview Success	10/5/22	10/5/22	\$59.00	SCF Bradenton (26 West Center)	Butilis
14438	How to Negotiate and Accept the Right Job Offer	10/12/22	10/12/22	\$59.00	SCF Bradenton (26 West Center)	Butilis
14441	Create a Website to Power Your Personal Brand and Business	10/13/22	10/13/22	\$79.00	SCF Bradenton (26 West Center)	Bucci
14442	How to Tell Compelling Stories on Instagram	10/20/22	10/20/22	\$79.00	SCF Bradenton (26 West Center)	Bucci
14443	How to Network, Even if You're an Introvert	9/14/22	9/14/22	\$0.00	SCF Bradenton (26 West Center)	Butilis
14444	Networking Secrets to Help Make You a Master Networker	10/26/22	10/26/22	\$79.00	SCF Bradenton (26 West Center)	Butilis
14445	How to Leverage LinkedIn to Build Your Professional Network	11/2/22	11/2/22	\$79.00	SCF Bradenton (26 West Center)	Butilis
14446	Live Networking Event with Industry Professionals and Debrief	11/9/22	11/9/22	\$79.00	SCF Bradenton (26 West Center)	Butilis
14447	001 Job Search Masterclass	9/21/22	10/12/22	\$199.00	SCF Bradenton (26 West Center)	Butilis
14448	01 Creating Your Online Personal Brand	10/6/22	10/20/22	\$199.00	SCF Bradenton (26 West Center)	Bucci
14451	01 Networking Made Easy	10/26/22	11/9/22	\$199.00	SCF Bradenton (26 West Center)	Butilis
14511	8 Places to Look for Your Dream Job	9/28/22	9/28/22	\$59.00	SCF Bradenton (26 West Center)	Butilis
14516	English for College and Communication (SCF Lakewood Ranch)	9/19/22	12/15/22	\$750.00	SCF Lakewood Ranch (CIT)	Carr
14568	Private Investigator 40-Hour Course	9/16/22	9/25/22	\$395.00	SCF Bradenton (Building 18)	Jones
14595	Sales Simplified	9/16/22	9/16/22	\$299.00	Zoom	Van Dyke
14607	Retirement Planning Today - Lakewood Ranch Campus	9/14/22	9/21/22	\$49.00	SCF Lakewood Ranch (MTSC)	Pope
14620	Certified Personal Trainer (Hybrid)	9/24/22	11/5/22	\$849.00	Off-site Bradenton, Zoom	W.I.T.S.
14635	Resume and Cover Letter Makeover	9/21/22	9/21/22	\$59.00	SCF Bradenton (26 West Center)	Butilis
14662	Tree Care Basics	9/15/22	10/20/22	\$80.00	SCF Lakewood Ranch (CIT)	Green
14676	Individual Coaching Sessions - Entrepreneurship	9/1/22	9/1/22	\$1,000.00	SCF Bradenton (26 West Center)	Seither
14688	General Knowledge Test - Essay Writing Workshop	10/8/22	10/22/22	\$89.00	SCF Lakewood Ranch (CIT)	Zickafoose
14689	General Knowledge Test - Math Prep Workshop	9/10/22	10/1/22	\$119.00	SCF Lakewood Ranch (CIT)	Rowe
14706	Manatee Community Concert Band (November Concert)	10/4/22	11/12/22	\$0.00	SCF Bradenton (Building 11)	Cleary
14707	Manatee Community Concert Band (December Concert)	11/15/22	12/10/22	\$0.00	SCF Bradenton (Building 11)	Cleary
14721	Intro to Cybersecurity	9/12/22	6/30/23	\$299.00		Bagley
14732	English for College and Communication (SCF Venice)	9/19/22	12/15/22	\$750.00	SCF Venice (Building 400)	Higgs
14736	TOP - Active Threat	9/22/22	9/22/22	\$0.00	SCF Lakewood Ranch (CIT)	Patten
14737	TOP - Active Threat	11/10/22	11/10/22	\$0.00	SCF Venice (Building 800)	Patten
14738	TOP - Active Threat	12/7/22	12/7/22	\$0.00	SCF Bradenton (Building 3)	Patten

(\$0 denotes paid by corporate.)

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

<b>Class ID</b>	<b>Class Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Tuition Fee</b>	<b>Location</b>	<b>Instructor</b>
14742	TOP - CPR	9/20/22	9/20/22	\$0.00	SCF Lakewood Ranch (CIT)	Wardman
14743	TOP - CPR	11/2/22	11/2/22	\$0.00	SCF Venice (Building 800)	Wardman
14744	TOP - CPR	12/6/22	12/6/22	\$0.00	SCF Bradenton (Building 3)	Wardman
14748	TOP - Stop the Bleed	9/20/22	9/20/22	\$0.00	SCF Lakewood Ranch (CIT)	Wardman
14749	TOP - Stop the Bleed	11/10/22	11/10/22	\$0.00	SCF Venice (Building 800)	Patten
14750	TOP - Stop the Bleed	12/6/22	12/6/22	\$0.00	SCF Bradenton (Building 3)	Wardman
14755	CompTIA ITF+ Certification	9/12/22	12/5/22	\$1,250.00	SCF Bradenton (26 West Center)	Routhier
14757	001 Social Media Marketing for Small Businesses	10/25/22	11/8/22	\$199.00	SCF Bradenton (26 West Center)	McNulty
14758	Creating a Social Media Strategy That Works for Your Business	10/25/22	10/25/22	\$79.00	SCF Bradenton (26 West Center)	McNulty
14759	Visual Sharing on Social Media - How to Post Pictures and Videos that Engage Your Customers	11/1/22	11/1/22	\$79.00	SCF Bradenton (26 West Center)	McNulty
14760	Social Media Analytics - Simple Ways to Make Your Social Media Posts More Effective with Less Time Investment	11/8/22	11/8/22	\$199.00	SCF Bradenton (26 West Center)	McNulty
14761	01 Small Business and Entrepreneurship Essentials	9/13/22	10/11/22	\$199.00	SCF Bradenton (26 West Center)	Bello
14775	Creating Business Opportunities	9/13/22	9/13/22	\$59.00	SCF Bradenton (26 West Center)	Bello
14776	Attracting More Customers to Your Business or Website	9/20/22	9/20/22	\$59.00	SCF Bradenton (26 West Center)	Bello
14777	Business Planning	9/27/22	9/27/22	\$59.00	SCF Bradenton (26 West Center)	Bello
14778	Legal Considerations and Finance	10/4/22	10/4/22	\$59.00	SCF Bradenton (26 West Center)	Bello
14779	Raising Capital and Working with Investors	10/11/22	10/11/22	\$59.00	SCF Bradenton (26 West Center)	Bello
14782	TOP - Adobe Acrobat Pro-Create & Edit PDF	9/30/22	9/30/22	\$0.00	Microsoft Teams	Van Patten
14787	Health Professionals Career Fair Expo - Employer Registration Acute Care Facility	9/12/22	9/12/22	\$100.00	SCF Bradenton (Building 3)	TBD
14788	TOP - Effective Communication Supervisor's, Leadership Track	10/5/22	10/5/22	\$0.00	SCF Bradenton (26 West Center)	Froman
14789	TOP- Public Speaking Can Be Fun, Not Frightening	10/7/22	10/7/22	\$0.00	SCF Lakewood Ranch (CIT)	Williams
14790	TOP - Argos User Training	10/12/22	10/12/22	\$0.00	Microsoft Teams	O'Donovan
14791	TOP - Speaking Concisely	10/12/22	10/12/22	\$0.00	SCF Bradenton (26 West Center)	Williams
14851	TOP - Advanced Outlook	10/13/22	10/13/22	\$0.00	SCF Lakewood Ranch (CIT)	Devine
14852	TOP - Excel - Pivot Tables	10/13/22	10/13/22	\$0.00	Microsoft Teams	Devine
14853	TOP - Accessing the SCF Virtual Library	10/18/22	10/18/22	\$0.00	Microsoft Teams	Hawkins
14854	TOP - I Have DIBs (Diversity, Inclusion, & Belonging)	10/20/22	10/20/22	\$0.00	Microsoft Teams	Pinkney
14856	TOP - Excel 2019 - Level 1	10/26/22	10/26/22	\$0.00	SCF Bradenton (Building 18)	Miscik
14857	TOP-Acronyms Abound! What They Mean and How They Aid Students NEW!	10/28/22	10/28/22	\$0.00	SCF Bradenton (26 West Center)	Anderson
14858	TOP - Body Language - The Silent Message	11/2/22	11/2/22	\$0.00	SCF Venice (Building 800)	Williams
14910	Computer Basics	9/24/22	9/24/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik

(\$0 denotes paid by corporate.)

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

<b>Class ID</b>	<b>Class Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Tuition Fee</b>	<b>Location</b>	<b>Instructor</b>
14911	Computer Basics	10/21/22	10/21/22	\$129.00	SCF Venice (Building 400)	Miscik
14912	Computer Basics	11/29/22	11/29/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14913	Excel - Level 1	9/9/22	9/9/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14914	Excel - Level 1	9/20/22	9/20/22	\$129.00	SCF Venice (Building 300)	Devine
14915	Excel - Level 1	11/2/22	11/2/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14916	Excel - Level 2	9/23/22	9/23/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14917	Excel - Level 2	10/11/22	10/11/22	\$129.00	SCF Venice (Building 300)	Devine
14918	Excel - Level 2	11/16/22	11/16/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14919	Excel - Level 3	10/14/22	10/14/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14920	Excel - Level 3	10/25/22	10/25/22	\$129.00	SCF Venice (Building 300)	Devine
14921	Excel - Level 3	11/30/22	11/30/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14922	Excel - Level 4	10/28/22	10/28/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14923	Excel - Level 4	11/8/22	11/8/22	\$129.00	SCF Venice (Building 300)	Devine
14924	Excel - Level 4	12/14/22	12/14/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14925	Outlook	10/18/22	10/18/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14926	Power Point - Level 1	9/15/22	9/15/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14927	Power Point - Level 1	11/4/22	11/4/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14928	Power Point - Level 2	10/13/22	10/13/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14929	Power Point - Level 2	12/2/22	12/2/22	\$129.00	SCF Lakewood Ranch (CIT)	Devine
14930	Word - Level 1	10/7/22	10/7/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14931	Word - Level 2	10/28/22	10/28/22	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
14933	How to Create an Impressive Personal Brand and Grow Your Connections on LinkedIn	10/6/22	10/6/22	\$79.00	SCF Bradenton (26 West Center)	Bucci
14934	9:30am-10:30am Student Registration - Health Professionals Career Fair Expo	9/12/22	9/12/22	\$0.00	SCF Bradenton (Building 3)	*
14935	10:30am-11:30am Student Registration - Health Professionals Career Fair Expo	9/12/22	9/12/22	\$0.00	SCF Bradenton (Building 3)	*
14936	11:30am - 12:30pm Student Registration - Health Professionals Career Fair Expo	9/12/22	9/12/22	\$0.00	SCF Bradenton (Building 3)	*
14937	1:00pm-2:00pm Student Registration - Health Professionals Career Fair Expo	9/12/22	9/12/22	\$0.00	SCF Bradenton (Building 3)	*
14938	2:00pm - 3:00pm Student Registration - Health Professionals Career Fair Expo	9/12/22	9/12/22	\$0.00	SCF Bradenton (Building 3)	*
14939	3:00pm - 4:00pm Student Registration - Health Professionals Career Fair Expo	9/12/22	9/12/22	\$0.00	SCF Bradenton (Building 3)	*

(\$0 denotes paid by corporate.)

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
14942	SCF Fall '22 Career Fair Employer Registration - Regular	10/19/22	10/19/22	\$30.00	SCF Venice (Building 800)	*
14943	SCF Fall '22 Career Fair Employer Registration - Non Profits	10/19/22	10/19/22	\$15.00	SCF Venice (Building 800)	*
14944	Health Professionals Career Fair Expo - Employer Registration ALF /LTC/Other	9/12/22	9/12/22	\$50.00	SCF Bradenton (Building 3)	*
14961	The Relationship Between Expectations and Accountability	9/1/22	9/1/22	\$0.00	Off-site Sarasota (contract training)	Marco
14962	The Relationship Between Expectations and Accountability	9/7/22	9/7/22	\$0.00	Off-site Sarasota (contract training)	Marco
14963	Manufacturing Leadership Program	9/8/22	9/22/22	\$0.00	SCF Lakewood Ranch (CIT)	Marco
14964	The Relationship Between Expectations and Accountability	9/9/22	9/9/22	\$0.00	Off-site Sarasota (contract training)	Marco
14965	Motivating the Team You Lead	9/12/22	9/12/22	\$0.00	Off-site Sarasota (contract training)	Marco
14966	Motivating the Team You Lead	9/13/22	9/13/22	\$0.00	Off-site Sarasota (contract training)	Marco
14967	Effective Email and Standard SOP's Introduction	9/13/22	9/13/22	\$0.00	Zoom	Froman
14968	CNA	9/13/22	11/3/22	\$1,500.00	SCF Lakewood Ranch (MTSC)	Sawmelle
14969	Leadership Session Session 7	9/14/22	9/14/22	\$0.00	Zoom	Marco
14970	Motivating the Team You Lead	9/20/22	9/20/22	\$0.00	Off-site Sarasota (contract training)	Marco
14971	Motivating the Team You Lead	9/21/22	9/21/22	\$0.00	Off-site Sarasota (contract training)	Marco
14972	Intermediate Writing	9/22/22	9/22/22	\$0.00	Zoom	Rogers
14973	Assertive Communication	9/27/22	9/27/22	\$0.00		Johnson
14974	Managing Difficult Conversations	9/28/22	9/28/22	\$0.00	Off-site Sarasota (contract training)	Marco
14975	Managing Difficult Conversations	9/30/22	9/30/22	\$0.00	Off-site Sarasota (contract training)	Marco
14984	Children & Divorce	9/28/22	9/28/22	\$55.00	Zoom	Doran
14985	Children & Divorce	10/6/22	10/6/22	\$55.00	Zoom	Doran
14986	Children & Divorce	10/26/22	10/26/22	\$55.00	Zoom	Doran
14987	Children & Divorce	9/8/22	9/8/22	\$55.00	Zoom	Doran
14988	Children & Divorce	9/24/22	9/24/22	\$55.00	SCF Bradenton (Building 18)	Doran
14989	Children & Divorce	10/18/22	10/18/22	\$55.00	SCF Lakewood Ranch (CIT)	Doran
14990	TOP - Excel 2019 - Level 1	9/28/22	9/28/22	\$0.00	SCF Venice (Building 300)	Miscik
14991	TOP - Get In and Get Noticed With LinkedIn!	10/4/22	10/4/22	\$0.00	Microsoft Teams	Smith
14992	TOP-Understanding and Elevating the NACE Career Readiness Competencies	10/18/22	10/18/22	\$0.00	Microsoft Teams	Groves
14993	TOP - Experience New Student Orientation	10/25/22	10/25/22	\$0.00	SCF Bradenton (Building 1)	Lux
14994	TOP-Keyboarding to Type Faster, Correctly, and Accurately	11/4/22	11/4/22	\$0.00	Microsoft Teams	Miscik
14995	TOP - Microsoft Office Applications/Similarities	11/4/22	11/4/22	\$0.00	SCF Bradenton (Building 18)	Miscik
14996	TOP - Respect in the Workplace	11/7/22	11/7/22	\$0.00	SCF Bradenton (26 West Center)	Williams
14997	TOP - P Card Process	11/9/22	11/9/22	\$0.00	Microsoft Teams	Weber
14998	TOP - Do You Hear What I Hear?	11/9/22	11/9/22	\$0.00	SCF Bradenton (26 West Center)	Williams

(\$0 denotes paid by corporate.)

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

<b>Class ID</b>	<b>Class Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Tuition Fee</b>	<b>Location</b>	<b>Instructor</b>
14999	Children & Divorce (Spanish)	9/17/22	9/17/22	\$55.00	SCF Lakewood Ranch (CIT)	Straight
15000	Children & Divorce (Spanish)	10/15/22	10/15/22	\$55.00	SCF Bradenton (Building 18)	Straight
15002	(BLS/CPR) Basic Life Support	9/17/22	9/17/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
15003	(BLS/CPR) Basic Life Support	10/29/22	10/29/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
15004	(BLS/CPR) Basic Life Support	11/19/22	11/19/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
15005	(BLS/CPR) Basic Life Support	12/17/22	12/17/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
15006	(BLS/CPR) Basic Life Support	9/14/22	9/14/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
15007	(BLS/CPR) Basic Life Support	10/12/22	10/12/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
15008	(BLS/CPR) Basic Life Support	11/9/22	11/9/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
15009	(BLS/CPR) Basic Life Support	12/14/22	12/14/22	\$60.00	SCF Lakewood Ranch (CIT)	Landes
15010	TOP - Disability 101	11/17/22	11/17/22	\$0.00	SCF Bradenton (26 West Center)	Lakey
15011	TOP - Excel 2019- Level 2	11/29/22	11/29/22	\$0.00	SCF Venice (Building 300)	Devine
15012	TOP - Excel - Charts	12/1/22	12/1/22	\$0.00	Microsoft Teams	Devine
15013	TOP - Word - Mail Merge	12/1/22	12/1/22	\$0.00	Microsoft Teams	Devine
15014	TOP - Recognizing & Responding to Bullying in the Workplace	12/2/22	12/2/22	\$0.00	Zoom	Froman
15015	TOP - #SCFProud Brand Ambassador	12/7/22	12/7/22	\$0.00	Microsoft Teams	Smith
15016	TOP - Excel 2019- Level 2	12/13/22	12/13/22	\$0.00	SCF Bradenton (Building 18)	Miscik
15020	TOP - Project Management Fundamentals Supervisor's, Leadership Track	11/16/22	11/16/22	\$0.00	Microsoft Teams	Aldrich
15021	Financial Strategies for Successful Retirement - Venice Campus	10/26/22	11/9/22	\$89.00	SCF Venice (Building 800)	Dunlap
15022	TOP-Managing and Tracking your Fiscal Year Budget	11/15/22	11/15/22	\$0.00	Microsoft Teams	Weber
15023	TOP-It's the Law - Keep or Toss It and Florida Sunshine	11/15/22	11/15/22	\$0.00	Microsoft Teams	Ferda
15024	TOP - Introduction to Guided Pathways	11/17/22	11/17/22	\$0.00	SCF Bradenton (26 West Center)	Anderson
15025	TOP - Difficult Conversations Supervisor's, Leadership Track	12/14/22	12/14/22	\$0.00	SCF Bradenton (26 West Center)	Froman
15035	Retirement Planning Today - Bradenton Campus	10/6/22	10/13/22	\$49.00	SCF Bradenton (26 West Center)	Carota
15041	Retirement Planning Today - Bradenton Campus	10/11/22	10/18/22	\$49.00	SCF Bradenton (26 West Center)	Carota
15046	Social Security 101 - Lakewood Ranch Campus	10/18/22	10/18/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
15047	Social Security 101 - Lakewood Ranch Campus	10/20/22	10/20/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
15053	Social Security 101 - Lakewood Ranch Campus	11/15/22	11/15/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
15054	Social Security 101 - Lakewood Ranch Campus	11/17/22	11/17/22	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
15056	Senior Leadership Session	9/12/22	9/12/22	\$0.00	SCF Lakewood Ranch (CIT)	Johnson
15057	SCF Coaching August 2022	9/1/22	9/1/22	\$0.00	SCF Bradenton (26 West Center)	Roth

(\$0 denotes paid by corporate.)



# Approval Request For Out Of Country Travel

**Procedure 1.29.01 Travel Authorization and Funding "...those persons traveling out of the country must complete an approval of request for out-of-country travel form in the Human Resources office and must receive Board of Trustees approval prior to travel."**

**DATES OF TRAVEL:** November 17 – 20, 2022

**APPLICANT:** Michael Bellissimo

**DEPARTMENT:** STEM-Venice Mathematics

**REASON:** Professional Development / Conference

**LOCATION:** Toronto, Canada

**PURPOSE OF TRAVEL:** Attending the American Mathematical Association of Two-Year Colleges (AMATYC) conference. This conference will provide insights from local, regional, and national two-year college faculty on the changes impacting higher education and the mathematics classroom. This is one of the largest conferences in the nation that offers multiple sessions covering topics on curriculum, pedagogy, technology, and the collaboration of math faculty.

**ESTIMATED COST:** \$1000

Adhering to the Staff and Program Development Guidelines: Employees may be reimbursed up to \$1000. The Employee is responsible for any expenses that exceed \$1000.

Approved: \_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

**STATE COLLEGE OF FLORIDA / STAFF & PROGRAM DEVELOPMENT PROPOSAL  
PROFESSIONAL DEVELOPMENT: CONFERENCES, WORKSHOPS, SEMINARS, ETC. 2022-2023**

**I. PROPOSER:** Michael Bellissimo (G00516182)

Dept./Office : STEM

Campus: Venice

**Indicate one:**  Faculty  Administrator/Other Professional

**II. ACTIVITY / BUDGET :**

Name of Activity <b>(NO ABBREVIATIONS)</b>	American Mathematical Association of Two-Year Colleges (AMATYC) - 48th AMATYC Annual Conference	
Place of Activity	Toronto, Canada	
Dates (Inclusive)	November 17 - 20, 2022	
Total Working Days	Substitute needed (faculty) Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Registration Fees	\$400.00	
Lodging	\$650.00	
Transportation	\$350.00	
Meals	\$150.00	
Total Cost	\$1,550.00	
Assign Banner Access to	Christine Gaites	(ie. Academic Secretary / Staff Assistant)

**III. PROPOSAL OBJECTIVES:** Please provide a summary for the activity and include the following criteria:

	<b>See pg. 2 below to add additional lines if necessary.</b>
How does this activity relate to the SCF Strategic Priorities. Please be SPECIFIC. See President's web page located under About on SCF Home Page: <a href="https://scf.edu/Administration/President/strategic-plan/default.asp">https://scf.edu/Administration/President/strategic-plan/default.asp</a>	This American Mathematical Association of Two Year Colleges (AMATYC) conference aligns to SCF's strategic priority Growth to develop and deliver programs, services, and activities to a changing economic, social, and academic environment. This conference will provide insights from local, regional, and national two-year college faculty on the changes impacting higher education and the mathematics classroom. This is one of the largest conferences in the nation that offers multiple sessions covering topics on curriculum, pedagogy, technology, and the collaboration of math faculty.
How does this activity impact your position?  What is your level of involvement?	I have attended this conference in the past, and each time I bring back something new to integrate into my courses. This year I am looking forward to learning from the obstacles, challenges, and resources to help students taking math classes face-to-face, online, or hybrid in a rapidly changing academic environment. I hope to learn more on the tools and resources out there to support students learning mathematics remotely and integrate them into my online courses to improve the course design, increase student engagement, and retention of course objectives.  <input checked="" type="checkbox"/> Attend <input type="checkbox"/> Present Poster <input type="checkbox"/> Present Paper <input type="checkbox"/> Present Performance/Reading <input type="checkbox"/> Chair <input type="checkbox"/> Mentor <input type="checkbox"/> Run Workshop
How will this activity benefit the Department, Campus, or College?	This conference will benefit the department of mathematics and the college by allowing me to improve my teaching (in a variety of modalities), pedagogical beliefs, and learn new technology to integrate into online courses. Today, technology has not been more import to help reach students learning remotely and to use technology effectively to promote learning college mathematics online.

**IV. REQUIRED PROPOSAL SIGNATURES:**

Proposer: Michael Bellissimo Digitally signed by Michael Bellissimo  
Date: 2022.03.21 11:11:30 -04'00'

Supervisor/Dept. Chair: Claire Geiger Digitally signed by Claire Geiger  
Date: 2022.03.21 16:36:36 -04'00'

Director/Asst. Dean: Stephanie Cook Digitally signed by Stephanie Cook  
Date: 2022.03.30 10:36:27 -04'00'

Vice President (if applicable): \_\_\_\_\_

**For International Travel Only - Presidential Approval Required**

\_\_\_\_\_  
President (International Travel Only)

\_\_\_\_\_  
Date

For Committee Use:

Proposal Approved:  Proposal Disapproved:  Amount Approved: \$ 1000

Ryan C. Hale Digitally signed by Ryan C. Hale  
Date: 2022.06.30 11:06:10 -04'00'

Chair, Staff & Program Development Committee

**To receive your SPD ORG # & activate the funds:**

Please **complete** an estimated Travel Authorization form and email to SPD@SCF.EDU prior to travel.

All SPD funds must be ~~48~~numbered by **June 30th** of the current fiscal year

# Approval Request For Out Of Country Travel

**Procedure 1.29.01 Travel Authorization and Funding "...those persons traveling out of the country must complete an approval of request for out-of-country travel form in the Human Resources office and must receive Board of Trustees approval prior to travel."**

**DATES OF TRAVEL:**

Nov. 17 – 20, 2022

**APPLICANT:**

Cathy Panik

**DEPARTMENT:**

Mathematics, Venice

**REASON:**

Attend Conference

**LOCATION:**

Toronto, Canada

**PURPOSE OF TRAVEL:**

The American Mathematical Association of Two-Year Colleges Annual Conference is the most appropriate conference for me to attend and has numerous sessions and speakers on math education, technology, and other relevant topics. The information obtained will directly impact my teaching and other departmental duties. I will share the knowledge with my colleagues.

ESTIMATED COST: \$1000

Adhering to the Staff and Program Development Guidelines: Employees may be reimbursed up to \$1000. The Employee is responsible for any expenses that exceed \$1000.

Approved: \_\_\_\_\_

Chairman, Board of Trustees

\_\_\_\_\_  
Date

**STATE COLLEGE OF FLORIDA / STAFF & PROGRAM DEVELOPMENT PROPOSAL  
PROFESSIONAL DEVELOPMENT: CONFERENCES, WORKSHOPS, SEMINARS, ETC. 2022-2023**

**I. PROPOSER:** Cathy Panik Dept./Office : STEM-Mathematics/619 Campus: Venice

**Indicate one:**  Faculty  Administrator/Other Professional

**II. ACTIVITY / BUDGET :**

Name of Activity <b>(NO ABBREVIATIONS)</b>	American Mathematical Association of Two-Year Colleges Annual Conference	
Place of Activity	Toronto, Canada	
Dates (Inclusive)	November 17-20, 2022	
Total Working Days	3	Substitute needed (faculty) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Registration Fees	\$405.00	
Lodging	\$645.00	
Transportation	\$400.00	
Meals	\$108.00	
Total Cost	\$1,558.00	
Assign Banner Access to	Christine Gaites	(ie. Academic Secretary / Staff Assistant )

**III. PROPOSAL OBJECTIVES:** Please provide a summary for the activity and include the following criteria:

	<b>See pg. 2 below to add additional lines if necessary.</b>
How does this activity relate to the SCF Strategic Priorities. Please be SPECIFIC. See President's web page located under About on SCF Home Page: <a href="https://scf.edu/content/PDF/president/SCF_StrategicPlan_Web.pdf">https://scf.edu/content/PDF/president/SCF_StrategicPlan_Web.pdf</a>	Strategic Priority Quality: Set the standard for teaching and learning excellence. The American Mathematics Association of Two-Year Colleges has academic excellence, student access, innovation, and teaching excellence as four of its core values. Its mission is to provide and promote professional development opportunities. Therefore, this conference will provide sessions on topics that address this strategic priority such as active learning, best practices in online classes, innovative techniques to increase student retention and performance, ensuring equity and accessibility in the classroom, and ways to incorporate the latest technology into the classroom. It is also an excellent opportunity to talk to other faculty members from around the country to find out how they help their institutions address similar priorities and concerns.
How does this activity impact your position?  What is your level of involvement?	This conference provides the best professional development in the country for college math educators whose primary focus is the first two years of college mathematics. Through attending numerous sessions, communicating with math faculty from around the country, visiting vendor exhibits, and experimenting with the latest technology, I will obtain knowledge and ideas that will have a direct impact on my teaching and other departmental duties. I expect to learn new ways to help motivate students through active learning techniques, innovative teaching techniques, and incorporating technology which will help increase student retention and promote student success.  <input checked="" type="checkbox"/> Attend <input type="checkbox"/> Present Poster <input type="checkbox"/> Present Paper <input type="checkbox"/> Present Performance/Reading <input type="checkbox"/> Chair <input type="checkbox"/> Mentor <input type="checkbox"/> Run Workshop
How will this activity benefit the Department, Campus, or College?	The goals of the STEM department on the Venice campus are centered around innovation. I will use the information gathered to be more innovative in the classroom leading to improved student performance and retention in my classes. My goal is to increase the retention of Gator Engineering students so this program will continue to be successful. I will improve the success rates in my online Statistics course. I will share the information gained with my colleagues. In the past this conference has renewed my enthusiasm for teaching mathematics which resulted in increased student excitement for mathematics in the classroom.

**IV. REQUIRED PROPOSAL SIGNATURES:**

Proposer: Cathy Panik Digitally signed by Cathy Panik  
Date: 2022.03.18 13:45:06 -04'00'

Supervisor/Dept. Chair: Claire Geiger Digitally signed by Claire Geiger  
Date: 2022.03.18 14:10:55 -04'00'

Director/Asst. Dean: Stephanie Cook Digitally signed by Stephanie Cook  
Date: 2022.03.30 10:38:16 -04'00'

Vice President (if applicable): \_\_\_\_\_

**For International Travel Only - Presidential Approval Required**

\_\_\_\_\_  
President (International Travel Only) Date

**For Committee Use:**

Proposal Approved:  Proposal Disapproved:  Amount Approved: \$ 1000

Ryan C. Hale Digitally signed by Ryan C. Hale  
Date: 2022.06.30 11:34:41 -04'00'

Chair, Staff & Program Development Committee

**To receive your SPD ORG # & activate the funds:**  
Please **complete** an estimated Travel Authorization form and **email** to [SPD@SCF.EDU](mailto:SPD@SCF.EDU) prior to travel.

All SPD funds must be ~~20~~cumbrered by **June 30th** of the current fiscal year

# State College of Florida, Manatee-Sarasota

## Approval Request For Out Of Country Travel

Procedure 1.29.01 Travel Authorization and Funding "...those persons traveling out of the country must complete an approval of request for out-of-country travel form in the Human Resources office and must receive Board of Trustees approval prior to travel."

DATES OF TRAVEL: 11-16-22 — 11-20-22

APPLICANT: Davidson Pierre

DEPARTMENT: Mathematics

REASON: Attend the 48<sup>TH</sup> American Mathematical Association of two year colleges.

LOCATION: Toronto, Canada

PURPOSE OF TRAVEL: The American Mathematical Association of two year colleges (AMATYC) conference offers a wide variety of presentation topics and is the largest meeting of two-year college math educators in the country. There are multiple sessions on inclusivity in math curriculum, designed to make math more relatable and approachable for our minority, international, differently abled, and lifelong learner populations. Many presentations feature new educational technology, encouraging us to adapt our courses to changing educational environments.



ESTIMATED COST: \$1000

Adhering to the Staff and Program Development Guidelines: Employees may be reimbursed up to \$1000. The Employee is responsible for any expenses that exceed \$1000.

Approved: \_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

**STATE COLLEGE OF FLORIDA / STAFF & PROGRAM DEVELOPMENT PROPOSAL  
PROFESSIONAL DEVELOPMENT: CONFERENCES, WORKSHOPS, SEMINARS, ETC. 2022-2023**

**I. PROPOSER:** Davidson Pierre \_\_\_\_\_ Dept./Office : Mathematics/ 27-114 \_\_\_\_\_ Campus: Bradenton \_\_\_\_\_

**Indicate one:**  Faculty  Administrator/Other Professional

**II. ACTIVITY / BUDGET :**

Name of Activity <b>(NO ABBREVIATIONS)</b>	48th American Mathematical Association of Two-Year Colleges (AMATYC) Annual Conference		
Place of Activity	Toronto, Canada		
Dates (Inclusive)	11/16/22 - 11/20/22		
Total Working Days	2	Substitute needed (faculty) Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Registration Fees	\$360.00		
Lodging	\$450.00		
Transportation	\$500.00		
Meals	\$100.00		
Total Cost	\$1,410.00		
Assign Banner Access to	Sue Reavis	(ie. Academic Secretary / Staff Assistant )	

**III. PROPOSAL OBJECTIVES:** Please provide a summary for the activity and include the following criteria:

	<b>See pg. 2 below to add additional lines if necessary.</b>
How does this activity relate to the SCF Strategic Priorities. Please be SPECIFIC. See President's web page located under About on SCF Home Page: <a href="https://scf.edu/content/PDF/president/SCF_StrategicPlan_Web.pdf">https://scf.edu/content/PDF/president/SCF_StrategicPlan_Web.pdf</a>	The American Mathematical Association of Two-Year Colleges (AMATYC) conference offers a wide variety of presentation topics and is the largest meeting of two-year college math educators in the country. There are multiple sessions on inclusivity in math curriculum, designed to make math more relatable and approachable for our minority, international, differently abled, and lifelong learner populations. Many presentations feature new educational technology, encouraging us to adapt our courses to changing educational environments. The current pandemic has obviously increased our online course offerings at the college, and it is more important than ever to utilize technology to provide a rich educational experience for our students. The AMATYC conference, above all else, is a venue for collaboration and exchanging ideas to foster teaching and learning excellence in math faculty.
How does this activity impact your position?  What is your level of involvement?	Every time I have attended an AMATYC conference, I have returned with ideas that I can implement immediately to improve my courses. This conference focuses on teaching math and statistics at primarily two-year colleges, so there are always multiple sessions during each time slot which cover topics directly related to courses I teach.  I have always preside one or two sessions whenever I get a chance to attend the conference.  <input checked="" type="checkbox"/> Attend <input type="checkbox"/> Present Poster <input type="checkbox"/> Present Paper <input type="checkbox"/> Present Performance/Reading <input type="checkbox"/> Chair <input type="checkbox"/> Mentor <input type="checkbox"/> Run Workshop
How will this activity benefit the Department, Campus, or College?	I will be presiding doing the conference which will give me a chance to represent the College and my department proudly.

**IV. REQUIRED PROPOSAL SIGNATURES:**

**Proposer:** Davidson Pierre Digitally signed by Davidson Pierre  
Date: 2022.03.12 17:35:31 -05'00'

**Supervisor/Dept. Chair:** Anna Wasilewska Digitally signed by Anna Wasilewska  
Date: 2022.03.26 15:57:57 -04'00'

**Director/Asst. Dean:** Stephanie Cook Digitally signed by Stephanie Cook  
Date: 2022.03.30 14:38:15 -04'00'

**Vice President (if applicable):** \_\_\_\_\_

**For International Travel Only - Presidential Approval Required**

\_\_\_\_\_  
*President (International Travel Only)*      *Date*

**For Committee Use:**

Proposal Approved:  Proposal Disapproved:  Amount Approved: \$ 1000

**Ryan C. Hale** Digitally signed by Ryan C. Hale  
Date: 2022.06.30 11:36:20 -04'00'

Chair, Staff & Program Development Committee

**To receive your SPD ORG # & activate the funds:**  
Please **complete** an estimated Travel Authorization form and **email** to SPD@SCF.EDU prior to travel.

All SPD funds must be ~~22~~ **cumulated by June 30th** of the current fiscal year

# Approval Request For Out Of Country Travel

**Procedure 1.29.01 Travel Authorization and Funding "...those persons traveling out of the country must complete an approval of request for out-of-country travel form in the Human Resources office and must receive Board of Trustees approval prior to travel."**

**DATES OF TRAVEL:** November 17-20, 2022

**APPLICANT:** Dennis C. Runde

**DEPARTMENT:** Mathematics

**REASON:** Attend 48th annual American Mathematical Association for Two-Year Colleges conference.

**LOCATION:** Toronto, Canada

**PURPOSE OF TRAVEL:** My teaching career has been very positively influenced by attending previous conferences of the American Mathematical Association for Two-Year Colleges. The educational materials, technology, and teaching methods that I experience at the 2022 Toronto conference will be used to offer a better learning environment for my SCF students. The knowledge gained will be shared formally through meetings and workshops held within our department and informally through conversations and interactions within the daily life of the department and college.

Adhering to the Staff and Program Development Guidelines: Employees may be reimbursed up to \$1000. The Employee is responsible for any expenses that exceed \$1000.

Approved: \_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

**STATE COLLEGE OF FLORIDA / STAFF & PROGRAM DEVELOPMENT PROPOSAL  
PROFESSIONAL DEVELOPMENT: CONFERENCES, WORKSHOPS, SEMINARS, ETC. 2022-2023**

**I. PROPOSER:** Dennis Runde Dept./Office : Mathematics Campus: Bradenton

**Indicate one:**  Faculty  Administrator/Other Professional

**II. ACTIVITY / BUDGET :**

Name of Activity <b>(NO ABBREVIATIONS)</b>	Attend 48th annual American Mathematical Association for Two-Year Colleges conference.	
Place of Activity	Toronto, Ontario, Canada	
Dates (Inclusive)	November 17-20, 2022	
Total Working Days	2	Substitute needed (faculty) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Registration Fees	\$405.00	
Lodging	\$650.00	
Transportation	\$313.00	
Meals	\$132.00	
Total Cost	\$1,500.00	
Assign Banner Access to	<u>Sue Reavis</u>	(ie. Academic Secretary / Staff Assistant )

**III. PROPOSAL OBJECTIVES:** Please provide a summary for the activity and include the following criteria:

	<b>See pg. 2 below to add additional lines if necessary.</b>
How does this activity relate to the SCF Strategic Priorities. Please be SPECIFIC. See President's web page located under About on SCF Home Page: <a href="https://scf.edu/content/PDF/president/SCF_StrategicPlan_Web.pdf">https://scf.edu/content/PDF/president/SCF_StrategicPlan_Web.pdf</a>	Priority 1 addresses Opportunity. Providing opportunities for students includes implementing a virtual online campus. This conference offers many talks that address online mathematics learning. By learning from these talks, I will be better able to improve my online and my SCF Live courses. Priority 2 addresses Growth. Growth includes enhancing student recruitment and performance outcomes. This conference offers many opportunities to learn new and innovative teaching practices. These practices include implementing the latest educational technology and materials that enhance and improve student performance, success rates, and retention. Priority 3 addresses Quality. When addressing the effectiveness of one's teaching methods, using quality standards and effective measurement tools is essential. This conference offers many opportunities to improve teaching methods and the tools used to measure these methods. Priority 4 addresses Diversification. Adapting our teaching methods to reach a diverse population is essential to effective teaching. This conference has an entire strand of talks devoted to effective teaching among diverse populations.
How does this activity impact your position?  What is your level of involvement?	By attending the conference sessions and workshops and by interacting with other mathematics teachers from all over the United States and North America, I will gain new pedagogical, technological, and mathematical-content knowledge that will be reflected in my teaching of mathematics here at SCF. This will be particularly relevant toward fulfilling SCF's Strategic Plan. The knowledge gained will also allow me to better serve my students by providing them with a richer learning environment. The knowledge gained will also allow me to be an informed participant in discussions regarding curriculum. I have applied to serve as a presenter of a 50-minute session.  <input checked="" type="checkbox"/> Attend <input type="checkbox"/> Present Poster <input type="checkbox"/> Present Paper <input checked="" type="checkbox"/> Present Performance/Reading <input type="checkbox"/> Chair <input type="checkbox"/> Mentor <input type="checkbox"/> Run Workshop
How will this activity benefit the Department, Campus, or College?	My teaching career has been very positively influenced by attending previous conferences of the American Mathematical Association for Two-Year Colleges. The educational materials, technology, and teaching methods that I experience at the 2022 Toronto conference will be used to offer a better learning environment for my SCF students. The knowledge gained will be shared formally through meetings and workshops held within our department and informally through conversations and interactions within the daily life of the department and college.

**IV. REQUIRED PROPOSAL SIGNATURES:**

Proposer: Dennis Runde Digitally signed by Dennis Runde  
Date: 2022.03.02 09:02:24 -05'00'

Supervisor/Dept. Chair: Anna Wasilewska Digitally signed by Anna Wasilewska  
Date: 2022.03.26 16:02:05 -04'00'

Director/Asst. Dean: Stephanie Cook Digitally signed by Stephanie Cook  
Date: 2022.03.30 14:37:26 -04'00'

Vice President (if applicable): \_\_\_\_\_

**For International Travel Only - Presidential Approval Required**

\_\_\_\_\_  
*President (International Travel Only)*      *Date*

**For Committee Use:**

Proposal Approved:  Proposal Disapproved:  Amount Approved: \$ 1000

Ryan C. Hale Digitally signed by Ryan C. Hale  
Date: 2022.06.30 11:38:58 -04'00'

Chair, Staff & Program Development Committee

**To receive your SPD ORG # & activate the funds:**

Please **complete** an estimated Travel Authorization form and email to [SPD@SCF.EDU](mailto:SPD@SCF.EDU) prior to travel.

All SPD funds must be ~~24~~ **numbered by June 30th** of the current fiscal year



# Approval Request For Out Of Country Travel

**Procedure 1.29.01 Travel Authorization and Funding "...those persons traveling out of the country must complete an approval of request for out-of-country travel form in the Human Resources office and must receive Board of Trustees approval prior to travel."**

**DATES OF TRAVEL:** November 17 – 20, 2022

**APPLICANT:** Arumugam Muhundan

**DEPARTMENT:** Mathematics

**REASON:** The mentioned conference in my SPD proposal relates to SCF strategic priorities: Opportunity, Growth, Quality, and Diversification. This conference brings educators and technology developers from the United States and Canada to explore the proven results and new products and ideas that can be introduced to engage students in classes. This conference also offers many opportunities to learn new and innovative teaching practices. These practices include implementing the latest educational technology and materials that enhance and improve student performance, success rates, and retention. Gaining knowledge from this conference will improve my classes I teach at SCF.

**LOCATION:** Toronto, Canada

**PURPOSE OF TRAVEL:** To travel to Toronto, Canada to attend the 48<sup>th</sup> Annual American Mathematical Association of Two-Year Colleges conference.

**ESTIMATED COST:** \$1000

Adhering to the Staff and Program Development Guidelines: Employees may be reimbursed up to \$1000. The Employee is responsible for any expenses that exceed \$1000.

Approved: \_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

**STATE COLLEGE OF FLORIDA / STAFF & PROGRAM DEVELOPMENT PROPOSAL  
PROFESSIONAL DEVELOPMENT: CONFERENCES, WORKSHOPS, SEMINARS, ETC. 2022-2023**

**I. PROPOSER:** Arumugam Muhundan

Dept./Office : Mathematics/27-126

Campus: Bradenton

**Indicate one:**  Faculty  Administrator/Other Professional

**II. ACTIVITY / BUDGET :**

Name of Activity <b>(NO ABBREVIATIONS)</b>	48th Annual American Mathematical Association of Two-Year Colleges Conference		
Place of Activity	Toronto, Canada		
Dates (Inclusive)	November 17 - 20, 2022		
Total Working Days	Substitute needed (faculty) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Registration Fees	\$400.00		
Lodging	\$400.00		
Transportation	\$300.00		
Meals	\$150.00		
Total Cost	\$1,250.00		
Assign Banner Access to	<u>Susan Reavis</u> (ie. Academic Secretary / Staff Assistant )		

**III. PROPOSAL OBJECTIVES:** Please provide a summary for the activity and include the following criteria:

	<b>See pg. 2 below to add additional lines if necessary.</b>
How does this activity relate to the SCF Strategic Priorities. Please be SPECIFIC. See President's web page located under About on SCF Home Page: <a href="https://scf.edu/Administration/President/strategic-plan/default.asp">https://scf.edu/Administration/President/strategic-plan/default.asp</a>	This annual conference relates to SCF strategic priorities: Opportunity, Growth, Quality, and Diversification. This conference offers many forums which address online learning. By attending these sessions, I will be better able to improve my online Applied Calculus course. This conference offers many opportunities to learn new and innovative teaching practices. These practices include implementing the latest educational technology and materials that enhance and improve student performance, success rates, and retention. This conference offers many specific sessions on the mathematics required for current and developing workforce programs. Several nontraditional pathways to complete mathematics requirements for workforce programs will be highlighted. Gained knowledge of such pathways will help me participate in such curriculum development here at SCF. This conference offers sessions that focus on serving students who are from diverse background and with different needs. By attending these sessions, I will be better able to serve and help my students based on their diverse background and unique needs.
How does this activity impact your position?  What is your level of involvement?	By attending a variety of sessions and workshops, I will be able to learn new technology and effective teaching methods. Also, I will be able to interact with other mathematical educators from all over the United States and Canada. From these experiences, I will have a better understanding of current trends and new technology that can be applied to my face to face and online courses I teach. Also, as the Calculus coordinator in our department, I will make informed decisions such as assessment, retention, and textbooks selections for Calculus courses.  <input checked="" type="checkbox"/> Attend <input type="checkbox"/> Present Poster <input type="checkbox"/> Present Paper <input type="checkbox"/> Present Performance/Reading <input type="checkbox"/> Chair <input type="checkbox"/> Mentor <input type="checkbox"/> Run Workshop
How will this activity benefit the Department, Campus, or College?	My teaching has been improved and positively influenced by attending previous conferences of this association. The educational materials, technology, and teaching methods I gain from this conference will be shared with my students as well as with my colleagues in the mathematics department. Therefore, the overall gained knowledge at this conference not only benefits my teaching at SCF but also benefits my students and my department colleagues.

**IV. REQUIRED PROPOSAL SIGNATURES:**

Proposer: Arumugam Muhundan Digitally signed by Arumugam Muhundan  
Date: 2022.03.22 15:15:59 -04'00'

Supervisor/Dept. Chair: Anna Wasilewska Digitally signed by Anna Wasilewska  
Date: 2022.03.26 15:45:43 -04'00'

Director/Asst. Dean: Stephanie Cook Digitally signed by Stephanie Cook  
Date: 2022.03.30 14:40:39 -04'00'

Vice President (if applicable): \_\_\_\_\_

**For International Travel Only - Presidential Approval Required**

\_\_\_\_\_  
President (International Travel Only)

\_\_\_\_\_  
Date

**For Committee Use:**

Proposal Approved:  Proposal Disapproved:  Amount Approved: \$ 1000

Ryan C. Hale Digitally signed by Ryan C. Hale  
Date: 2022.06.30 11:32:05 -04'00'

Chair, Staff & Program Development Committee

**To receive your SPD ORG # & activate the funds:**

Please **complete** an estimated Travel Authorization form and email to [SPD@SCF.EDU](mailto:SPD@SCF.EDU) prior to travel.

All SPD funds must be ~~26~~cumbered by **June 30th** of the current fiscal year

# Approval Request For Out Of Country Travel

**Procedure 1.29.01 Travel Authorization and Funding "...those persons traveling out of the country must complete an approval of request for out-of-country travel form in the Human Resources office and must receive Board of Trustees approval prior to travel."**

**DATES OF TRAVEL:** November 17 – 20, 2022

**APPLICANT:** Dr. Joni B Pirnot

**DEPARTMENT:** Mathematics

**REASON:** American Mathematical Association of Two-Year Colleges, annual conference

**LOCATION:** Toronto, Canada

**PURPOSE OF TRAVEL:** As (immediate) Past President of the Florida Two-Year College Mathematics Association (FTYCMA), I will represent Florida at the Delegate Assembly held at the conference. I will also attend sharing sessions on the most current and innovative practices in teaching mathematics in the first two years of college.

Adhering to the Staff and Program Development Guidelines: Employees may be reimbursed up to \$1000. The Employee is responsible for any expenses that exceed \$1000.

Approved: \_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

**STATE COLLEGE OF FLORIDA / STAFF & PROGRAM DEVELOPMENT PROPOSAL  
PROFESSIONAL DEVELOPMENT: CONFERENCES, WORKSHOPS, SEMINARS, ETC. 2022-2023**

**I. PROPOSER:** Joni B. Pirnot Dept./Office : Mathematics Campus: Bradenton  
**Indicate one:**  Faculty  Administrator/Other Professional

**II. ACTIVITY / BUDGET :**

Name of Activity <b>(NO ABBREVIATIONS)</b>	American Mathematical Association of Two-Year Colleges, 48th Annual Conference	
Place of Activity	Toronto, Canada and Virtual	
Dates (Inclusive)	November 17-20, 2022 (Canada) and December 2-3, 2022 (Virtual)	
Total Working Days	3	Substitute needed (faculty) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Registration Fees	\$405.00	
Lodging	\$645.00	
Transportation	\$400.00	
Meals	\$108.00	
Total Cost	\$1,558.00	
Assign Banner Access to	<u>Sue Reavis</u>	(ie. Academic Secretary / Staff Assistant )

**III. PROPOSAL OBJECTIVES:** Please provide a summary for the activity and include the following criteria:

	<b>See pg. 2 below to add additional lines if necessary.</b>
How does this activity relate to the SCF Strategic Priorities. Please be SPECIFIC. See President's web page located under About on SCF Home Page: <a href="https://scf.edu/content/PDF/president/SCF_StrategicPlan_Web.pdf">https://scf.edu/content/PDF/president/SCF_StrategicPlan_Web.pdf</a>	As (immediate) Past President of the Florida Two-Year College Mathematics Association, I will represent Florida by voting at the Delegate Assembly held at this American Mathematical Association of Two-Year Colleges conference. My attendance at this event allows me to play an integral part in the development of mathematics at both the state and the national levels, which helps "Develop and deliver programs, services, and activities to a changing economic, social and educational environment". There will be a variety of sessions to attend and invited speakers to hear at the conference. By listening to and sharing ideas, I will be able to bring fresh ideas to my online, virtual, and live SCF classrooms to better "Set the standard for teaching and learning excellence." Finally, since this conference is devoted to two-year colleges and the students that attend them, there will be many discussions on diversity, equity, and inclusion. I have participated in focus groups virtually on these topics and will volunteer again to sit in on groups that look at how to "Expand opportunities for our minority, international and lifelong learner populations."
How does this activity impact your position?  What is your level of involvement?	From February 2020 -2022, I served as President of the Florida Two-Year College Mathematics Association and worked on several position papers for the American Mathematical Association of Two-Year Colleges. My goal is to maintain an elected position at the state (and possibly national) level. This conference affords the opportunity to network in order to build and strengthen connections with others working on the development of mathematics for the first two years of college. In addition to attendance, my level of involvement includes voting at the Delegate Assembly. <input checked="" type="checkbox"/> Attend <input type="checkbox"/> Present Poster <input type="checkbox"/> Present Paper <input type="checkbox"/> Present Performance/Reading <input type="checkbox"/> Chair <input type="checkbox"/> Mentor <input type="checkbox"/> Run Workshop
How will this activity benefit the Department, Campus, or College?	I'm excited to be teaching my first class for the SCF Honors program in the fall of 2022! In the fall of 2022, I'm also teaching three sections of GoLive! classes. This conference will be a great opportunity to learn about best practices for Honors and synchronous online courses, as I hope to teach more of these types of classes in the future. Online testing for mathematics' classes is an ever-changing landscape, and I have been involved in panel discussion, position papers, and focus groups on the topic. To better serve the needs of the SCF online/virtual campus as it relates to the Mathematics Department, it will be beneficial for me to have conversations and attend sessions devoted to this topic.

**IV. REQUIRED PROPOSAL SIGNATURES:**

Proposer: Joni B Pirnot Digitally signed by Joni B Pirnot  
Date: 2022.03.20 16:20:37 -04'00'

Supervisor/Dept. Chair: Anna Wasilewska Digitally signed by Anna Wasilewska  
Date: 2022.03.26 16:00:32 -04'00'

Director/Asst. Dean: Stephanie Cook Digitally signed by Stephanie Cook  
Date: 2022.03.30 14:37:52 -04'00'

Vice President (if applicable): \_\_\_\_\_

**For International Travel Only - Presidential Approval Required** \_\_\_\_\_  
 President (International Travel Only) \_\_\_\_\_ Date \_\_\_\_\_

**For Committee Use:**  
 Proposal Approved:  Proposal Disapproved:  Amount Approved: \$ 1000  
Ryan C. Hale Digitally signed by Ryan C. Hale  
Date: 2022.06.30 11:36:44 -04'00'  
 Chair, Staff & Program Development Committee

**To receive your SPD ORG # & activate the funds:**  
 Please **complete** an estimated Travel Authorization form and **email** to [SPD@SCF.EDU](mailto:SPD@SCF.EDU) prior to travel.  
 All SPD funds must be ~~26~~ **cumbered** by **June 30th** of the current fiscal year

# Approval Request For Out Of Country Travel

Procedure 1.29.01 Travel Authorization and Funding "...those persons traveling out of the country must complete an approval of request for out-of-country travel form in the Human Resources office and must receive Board of Trustees approval prior to travel."

**DATES OF TRAVEL:** March 8-11, 2023

**APPLICANT:**  
Eric O. Cintron

**DEPARTMENT:**  
Language and Literature

**REASON:**  
Attending a Conference so I can remain informed of current issues and debates within the field of Latino and Hispanic language and literature. This conference, with its breadth of subject matter, will help me to create and find topics and material to incorporate into my courses, providing the opportunity to both enhance courses as they exist now, and lay the foundation for development of future courses to be offered.

**LOCATION:**  
Cartagena, Colombia

**PURPOSE OF TRAVEL:**  
I will be attending the XXX Congreso Internacional de Literatura y Estudios Hispánicos

**ESTIMATED COST:** \$1000  
Adhering to the Staff and Program Development Guidelines: Employees may be reimbursed up to \$1000. The Employee is responsible for any expenses that exceed \$1000.

Approved: \_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

**STATE COLLEGE OF FLORIDA / STAFF & PROGRAM DEVELOPMENT PROPOSAL  
PROFESSIONAL DEVELOPMENT: CONFERENCES, WORKSHOPS, SEMINARS, ETC. 2022-2023**

**I. PROPOSER:** Eric O. Cintron Dept./Office : Language and Literature Campus: Bradenton

**Indicate one:**  Faculty  Administrator/Other Professional

**II. ACTIVITY / BUDGET :**

Name of Activity <b>(NO ABBREVIATIONS)</b>	XXX Congreso Internacional de Literatura y Estudios Hispánicos		
Place of Activity	Cartagena, Colombia or Oxaca, Mexico (Depends on COVID travel restrictions)		
Dates (Inclusive)	March 8-11, 2023		
Total Working Days	3	Substitute needed (faculty) Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Registration Fees	\$475.00		
Lodging	\$928.00		
Transportation	\$572.00		
Meals	\$200.00		
Total Cost	\$2,175.00		
Assign Banner Access to	Maria Matute (ie. Academic Secretary / Staff Assistant )		

**III. PROPOSAL OBJECTIVES:** Please provide a summary for the activity and include the following criteria:

	<b>See pg. 2 below to add additional lines if necessary.</b>
How does this activity relate to the SCF Strategic Priorities. Please be SPECIFIC. See President's web page located under About on SCF Home Page: <a href="https://scf.edu/Administration/President/strategic-plan/default.asp">https://scf.edu/Administration/President/strategic-plan/default.asp</a>	This conference provides a platform for professors and scholars from a wide variety of disciplines to come together in discussion of ongoing and emerging topics under literature and Hispanic Studies as well as of foreign languages. This conference never fails to encompass a broad range of subject matter from pedagogy updates to current literature topics that will affect foreign languages. Attending and presenting at this conference will also allow me to meet and interact with other colleagues with expertise in my field enhancing my knowledge base as a faculty member and providing the foundation for partnership and networking for the benefit of the College. (SP#1 and SP#4)
How does this activity impact your position?  What is your level of involvement?	Remaining informed of current issues and debates within the field of Latino and Hispanic language and literature allows me to be a better student and in turn a better teacher.  <input checked="" type="checkbox"/> Attend <input type="checkbox"/> Present Poster <input type="checkbox"/> Present Paper <input type="checkbox"/> Present Performance/Reading <input type="checkbox"/> Chair <input type="checkbox"/> Mentor <input type="checkbox"/> Run Workshop
How will this activity benefit the Department, Campus, or College?	This conference, with its breadth of subject matter, will help me to create and find topics and material to incorporate into my courses, providing the opportunity to both enhance courses as they exist now, and lay the foundation for development of future courses to be offered. Additionally, I am always eager to share what I learn with my colleagues in the Department and across campus, as this conference is consistently multidisciplinary.

**IV. REQUIRED PROPOSAL SIGNATURES:**

Proposer: Eric O. Cintron Digitally signed by Eric O. Cintron  
Date: 2022.03.21 13:57:59 -04'00'

Supervisor/Dept. Chair: Courtney Ruffner Digitally signed by Courtney Ruffner  
Date: 2022.03.22 14:35:59 -04'00'

Director/Asst. Dean: Jamie Tracy Digitally signed by Jamie Tracy  
Date: 2022.03.28 11:59:07 -04'00'

Vice President (if applicable): \_\_\_\_\_

**For International Travel Only - Presidential Approval Required**

\_\_\_\_\_  
President (International Travel Only) Date

**For Committee Use:**

Proposal Approved:  Proposal Disapproved:  Amount Approved: \$ 1000

Ryan C. Hale Digitally signed by Ryan C. Hale  
Date: 2022.06.30 11:13:45 -04'00'

Chair, Staff & Program Development Committee

**To receive your SPD ORG # & activate the funds:**  
Please **complete** an estimated Travel Authorization form and email to SPD@SCF.EDU prior to travel.

All SPD funds must be ~~30~~ **submitted** by **June 30th** of the current fiscal year

**STATE COLLEGE OF FLORIDA  
2023-2024 ACADEMIC/INSTRUCTIONAL CALENDAR**

<b>2023</b>	<b>Fall Term</b>	<b>Comments</b>
Aug. 10	Faculty Return	
Aug. 10-11	Faculty Planning	
Aug. 14	Classes Begin	
Sep. 4	Labor Day	
Nov. 10	Veterans Day Observed	
Nov. 23 – 24	Thanksgiving Break	
Dec. 2	Classes End	
Dec. 4-7	Exams	
Dec. 8	Commencement	
Dec. 9	Final Grades Due by 11:59 pm	
Dec 9- Jan 7	Winter Break (Students)	
Dec.9-Jan 3	Winter Break (Faculty)	
Dec. 19- Jan 1	Winter Break (Staff)	
<b>2024</b>	<b>Spring Term</b>	<b>Comments</b>
Jan. 4	Faculty Return	
Jan. 4-5	Faculty Planning	
Jan. 8	Classes Begin	
Jan. 15	Martin Luther King	
Mar.4 -8	Spring Break	
May 4	Classes End	
May 6-9	Exams	
May 10	Commencement	
May 12	Final Grades Due by 11:59 pm	
<b>2024</b>	<b>Summer Term</b>	<b>Comments</b>
May 14	Classes Begin	
May 27	Memorial Day	
July 4	Independence Day Observed	
Aug. 7	Classes End	
Aug 8-13	Exams	
Aug. 14	Final Grades Due by 11:59 pm	

Human Resources Office Personnel Actions Board Exhibits: June, July, and August 2022

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b>Appointments</b>					
Tanya Murray	6/1/2022	Professional	Project Manager, Communications and Marketing	Communications and Marketing	Bradenton
Maria Lopez	6/15/2022	Career	Specialist, Office of the Registrar	Office of the Registrar	Bradenton
Christopher Reeves	6/15/2022	Career	Assistant, Office of the Registrar	Office of the Registrar	Bradenton
Sharon Silkroski	6/20/2022	Career	Compliance Coordinator and Clinical Liason	Nursing	Bradenton
Hector Mendez	7/5/2022	Career	Customer Service Representative	Financial Aid	Bradenton
Lauren Sturgill	7/18/2022	Professional	Certified School Counselor	Collegiate School	Bradenton
Juan Virgil	7/18/2022	Career	Financial Aid Officer, Scholarships and Grants	Financial Aid	Bradenton
Krista Julian	7/25/2022	Professional	Manager, Marketing	Communications and Marketing	Bradenton
Kyla Roush	7/25/2022	Professional	Librarian, Reference, and Instruction	Library	Bradenton
Matthew Bowman	7/29/2022	Faculty	Instructor	Collegiate School	Venice
Kristina Rosenbaum	7/29/2022	Faculty	Instructor	Collegiate School	Bradenton
Louis Valladares	7/29/2022	Faculty	Instructor	Collegiate School	Bradenton
Katherine Louzon	7/29/2022	Faculty	Instructor	Collegiate School	Venice
Tiera LaBrie	7/29/2022	Faculty	Instructor	Collegiate School	Venice
Mickey Stone	7/29/2022	Faculty	Instructor	Collegiate School	Bradenton
Brandie McHale	7/29/2022	Faculty	Instructor	Collegiate School	Venice
Lori Masucci	7/29/2022	Faculty	Instructor	Collegiate School	Venice
Maria Miceli	7/29/2022	Career	Supplemental Instruction Specialist	Collegiate School	Bradenton
Christina Kruger	7/29/2022	Career	Supplemental Instruction Specialist	Collegiate School	Bradenton
Jodi Dougherty	7/29/2022	Career	Supplemental Instruction Specialist	Collegiate School	Bradenton
Roberta Reed	8/1/2022	Professional	Bursar	Cashiering and Fee Payment	Bradenton
Brian Schollen	8/1/2022	Professional	Associate Registrar	Office of the Registrar	Bradenton
Terry Borkas	8/3/2022	Career	Campus Resource Officer - PT	Public Safety	Venice
Lashonda Bowden	8/3/2022	Career	Campus Resource Officer - PT	Public Safety	Bradenton
Sue Gengle	8/8/2022	Career	Academic Department Secretary	Nursing	Bradenton
Laura Cochardo	8/11/2022	Faculty	ASN/BSN Instructor	Nursing	Bradenton
Elizabeth Elliott	8/11/2022	Faculty	ASN/BSN Instructor	Nursing	Venice
Shankisha Sizemore	8/11/2022	Faculty	Instructor/Clinical Education Manager	Dental Hygiene	Bradenton
Julie Veith	8/11/2022	Faculty	Instructor	Occupational Therapy Assistant	Bradenton
Nicholas Catania	8/11/2022	Faculty	Instructor/Program Manager	Elementary Education	Bradenton
Rodger Tomai	8/11/2022	Faculty	Instructor	Language and Literature	Bradenton
Alan Gravano	8/11/2022	Faculty	Assistant Professor	Language and Literature	Bradenton
Heather Pack	8/11/2022	Faculty	Assistant Professor	Mathematics	Bradenton
Tylisha Johnson	8/11/2022	Faculty	Lecturer	Business	Venice
Marcy Murray	8/11/2022	Faculty	Lecturer	Language and Literature	Bradenton
Ashley Redmond	8/11/2022	Faculty	Lecturer	Natural Sciences	Bradenton
Colleen Paige	8/11/2022	Faculty	Lecturer	Language and Literature	Bradenton
Holly Park	8/12/2022	Faculty	ASN/BSN Instructor	Nursing	Venice
Anna-May Jeffreys	8/15/2022	Career	Registration Specialist/Testing Coordinator-High School Registrar	Collegiate School	Bradenton
Elliot Vasquez	8/22/2022	Career	Specialist, Accomodation and Assistive Technology	Disability Resource Center	Bradenton
Brian Grodzikze	8/29/2022	Professional	Assistant Controller	Accounting and Payroll	Bradenton
Miriam Ortiz	8/29/2022	Career	Specialist, Payroll	Accounting and Payroll	Bradenton
James Harrison	8/29/2022	Career	Assistant, Office of the Registrar	Office of the Registrar	Bradenton



Human Resources Office Personnel Actions Board Exhibits: June, July, and August 2022

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<u>Changes</u> Elizabeth Lux	5/23/2022	From To Career Professional	Specialist, Recruitment and New Student Coordinator, Enrollment Services	Enrollment Services Enrollment Services	Bradenton Bradenton
Veronica Koize	5/26/2022	From To Career Career	Assistant, Office of the Registrar Assistant, Graduation	Office of the Registrar Office of the Registrar	Bradenton Bradenton
Tya Saunders	6/27/2022	From To Career Career	Assistant, Office of the Registrar Specialist, Traffic Safety Institute Customer Service	Office of the Registrar Traffic Safety Institute	Bradenton Bradenton
Krisin Goddard	7/30/2022	From To Faculty Administrator	Instructor, Collegiate School Director, Curriculum and Instruction	Collegiate School Collegiate School	Bradenton Bradenton
Karen Lewellen	7/30/2022	From To Professional Administrator	Assistant Head of School Head of School	Collegiate School Collegiate School	Bradenton Bradenton
Gary Baker	8/11/2022	From To Administrator Faculty	Director, Online Learning Assistant Dean, Business	Online Learning Business	Bradenton Bradenton
Robyn Bell	8/15/2022	From To Faculty Professional	Assistant Professor, Sym Band Director Manager, Community Outreach	Music Foundation	Bradenton Bradenton
Tessa Bravata	8/15/2022	From To Career Career	Advisor, Student Life Coordinator, Student Life	Student Life Student Life	Venice Bradenton
<u>Separations</u> Glenaliz Pena Gillian Murphy Melissa Monetti Margery Smith Kristen Evans Michele Tippman Alexis Thomas Albert Seither Katherine Chiaviello Katherine Chalarca Vega Sharon Silkroski Merlin Gutierrez Shawna Sanzo Leon Alvarez Ashley Fostin Andrew Long Terri Clark Matt Connell Paula Ostermeyer Christopher Reeves	6/13/2022 6/24/2022 6/29/2022 6/30/2022 6/30/2022 6/30/2022 6/30/2022 6/30/2022 7/1/2022 7/8/2022 7/11/2022 7/15/2022 7/22/2022 7/26/2022 7/29/2022 7/30/2022 8/1/2022 8/1/2022 8/5/2022 8/4/2022	Professional Career Career Career Career Professional Career Administrator Career Career Career Faculty Career Career Career Administrator Administrator Career Career Faculty Career Career Career Administrator Administrator Career Career	Bursar Staff Assistant III - HRIS Campus Resource Officer - PT Specialist, TSI Customer Service Compliance Coordinator and Clinical Liason Advisor/Instructor Academic Department Secretary Director, 26 West Business Growth Lab and Entrepreneurship Academy Laboratory Assistant Coordinator, Assessment and Evaluation Compliance Coordinator and Clinical Liason Admissions Assistant Instructor, English Campus Resource Officer - PT Assistant, Student Services Lab Instructor - Ceramics (PT) Dean, Lifelong Learning and Workforce Development Dean, Nursing and Health Professions Specialist, Federal Programs Assistant, Office of the Registrar	Cashiering and Fee Payment Human Resources Public Safety TSI Nursing Collegiate School Nursing 26 West Entrepreneurship Center Natural Sciences Nursing Nursing Admissions Collegiate School Public Safety Call Center Art, Design & Humanities Lifelong Learning and Workforce Development Nursing and Health Professions Financial Aid Office of the Registrar	Bradenton Bradenton Bradenton Venice Bradenton Venice Bradenton Bradenton Venice Bradenton Bradenton Bradenton Venice Bradenton Bradenton Venice Lakewood Ranch Lakewood Ranch Bradenton Bradenton

Human Resources Office Personnel Actions Board Exhibits: June, July, and August 2022

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b><u>Separations</u></b>					
Tara Koosak	8/10/2022	Faculty	Instructor, English	Language and Literature	Bradenton
Suzanne Wyar	8/10/2022	Faculty	Assistant Professor	Art, Design & Humanities	Bradenton
Heather Marshall	8/10/2022	Faculty	Assistant Professor	Natural Sciences	Bradenton
Carmen Purpus	8/24/2022	Career	College & Career Success Coach	Office of College & Career Success	Bradenton
Adam McCune	8/25/2022	Career	Coordinator, 26 West Creative Studio	26 West Entrepreneurship Center	Bradenton
Kelli Howerton	8/26/2022	Career	College & Career Success Coach	Office of College & Career Success	Bradenton
Sheree Leslie	8/26/2022	Career	Assistant, Admissions	Admissions	Venice
<b><u>Retirements</u></b>					
Nancy Stults	8/1/2022	Professional	Coordinator, Natural Science Lab	Natural Sciences	Bradenton
Douglas Scott	8/10/2022	Faculty	Assistant Professor, General Business	Business	Bradenton
Sarah Cloud	8/10/2022	Faculty	BSN Nursing Faculty	Nursing	Lakewood Ranch
Colleen Morgan	8/10/2022	Faculty	BSN Nursing Faculty	Nursing	Lakewood Ranch
Margaret Rich	8/10/2022	Faculty	Associate Professor	Art, Design, and Humanities	Bradenton

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:**

Approval of 2022 Florida College System Affordability Report

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of the attached 2022 Florida College System Affordability Report, in accordance with Florida Statutes 1004.084 and 1004.085.**

**STAFF ANALYSIS:**

The State College of Florida Manatee-Sarasota is required to submit an update on initiatives and strategies to promote college affordability to the Florida College System each September. For fiscal year 2021/22, SCF met the requirements for textbook affordability for the report as it has since the Statute was enacted.

**FISCAL IMPACT** Yes

Funding Source: Auxiliary Funds

Will this action result in a Budget Amendment? No

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

**REQUESTED BY:** Rebecca Ferda, Director of Business Services

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

## EXHIBIT A

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

### 1. Textbook and Course Material Selection Process

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

### 2. Cost Saving Initiatives

- 26% of all General Education Courses had free textbooks/course materials.
- The SCF College Store permits book warehousing on the campus to increase used book titles and decrease county school district warehousing needs.
- The SCF College Store buys back reusable texts at no less than 50% of purchase price.
- The SCF College Store provides a price matching guarantee through Follett to Amazon and other book retailers.
- SCF encourages faculty members to utilize open source (free) materials, and creative resources to keep text costs low. SCF and Follett have partnered with numerous free/low-cost textbook publishers, and adoption rates on these textbooks continue to grow.
- SCF has maintained over 47% of textbooks from Fall 2021 semester with no change, decreasing used and rental costs to students.
- SCF library carries multiple copies of many low and high-cost textbooks to provide students with a borrow option at no cost.
- Pilot program of EZ Access during Summer 2022 saw a 99.59% participation rate of the 472 students enrolled in EZ Access courses for a total saving of \$16,974 for the students.

### 3. Textbooks that met Adoption Posting Deadline 2021-2022 School Year (Requirement: 95%)

- All adopted textbooks are available in real-time both on the SCF College Store website, as well as the College's registration page, connected to the specific course for which a textbook is adopted.
- The textbook adoption list generated at the 45-day deadline is posted on the College's website.
- Textbook information available by the Summer 2021, Fall 2021, and Spring 2022 Textbook Adoption Deadline: 97.19% (3,873 of 3,985 Total Adoptions)

### 4. Courses that did not meet the Adoption Posting Deadline 2021-2022 School Year

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

○ CJL2100Z01	Summer 2021	○ BSC2085LV01	Spring 2022
○ ART2500CB01	Fall 2021	○ BSC2085LV02	Spring 2022
○ ART2500CBE5	Fall 2021	○ BSC2086CV01	Spring 2022
○ AST1002L02	Fall 2021	○ BSC2086LV01	Spring 2022
○ BSC2011LB03	Fall 2021	○ BSC2943CZ03	Spring 2022
○ BSC2086LB01	Fall 2021	○ CTS1150V01	Spring 2022
○ BSC2086LB02	Fall 2021	○ DEH1130FB1	Spring 2022
○ BSC2086LB03	Fall 2021	○ ECO2013O03	Spring 2022
○ BSC2086LB05	Fall 2021	○ EPI10FL1	Spring 2022
○ BSC2086LB09	Fall 2021	○ EPI10ZL1	Spring 2022
○ BSC2086LB11	Fall 2021	○ EPI11FO2	Spring 2022
○ BSC2086LB19	Fall 2021	○ ETI1420CZB1	Spring 2022
○ CET2890O01	Fall 2021	○ ETP3320ZO1	Spring 2022
○ CGS1543O01	Fall 2021	○ EUH1000HO02	Spring 2022
○ CGS2820CO01	Fall 2021	○ FIN3400ZO1	Spring 2022
○ CHM1020CB01	Fall 2021	○ HSC1100O01	Spring 2022
○ CHM1020CO03	Fall 2021	○ HSC1132O01	Spring 2022
○ CHM1020CO05	Fall 2021	○ LEI1263B01	Spring 2022
○ CHM1025CB03	Fall 2021	○ MAN4102ZO1	Spring 2022
○ CHM1025CB09	Fall 2021	○ MAN4442ZO1	Spring 2022
○ CHM1025CB11	Fall 2021	○ MAN4520ZO1	Spring 2022
○ CHM1025CO01	Fall 2021	○ MAN4570ZO1	Spring 2022
○ CIS2931O01	Fall 2021	○ MCB2910LX01	Spring 2022
○ CRW2200O02	Fall 2021	○ MNA4404ZO1	Spring 2022
○ CTS2143O01	Fall 2021	○ MUC1211B01	Spring 2022
○ CTS2433B01	Fall 2021	○ MUC1211BB01	Spring 2022
○ CTS2433XO1	Fall 2021	○ MUC2221B01	Spring 2022
○ EAP1640O01	Fall 2021	○ MUC2221BB01	Spring 2022
○ EAP485B02	Fall 2021	○ NUR1730CL04	Spring 2022
○ EDF1005ZO1	Fall 2021	○ NUR2813L01	Spring 2022
○ ENT2120O01	Fall 2021	○ NUR2813L02	Spring 2022
○ ETI3647ZL1	Fall 2021	○ NUR3826FO3	Spring 2022
○ ETI3647ZO1	Fall 2021	○ NUR4636FO3	Spring 2022
○ ETS4515ZO1	Fall 2021	○ NUR4636LFO3	Spring 2022
○ FIN2100O01	Fall 2021	○ OTH1114LB02	Spring 2022
○ GRA2142CB01	Fall 2021	○ PHY1020CO01	Spring 2022
○ HUN2201V01	Fall 2021	○ PHY1020CO02	Spring 2022
○ MAN2241O01	Fall 2021	○ PHY1020CO03	Spring 2022
○ MAN3504ZO1	Fall 2021	○ PHY1020CO04	Spring 2022
○ MAN4520ZO1	Fall 2021	○ PLA2732O02	Spring 2022
○ MAR2011V01	Fall 2021	○ PSY2012HO01	Spring 2022
○ MAR4354ZO1	Fall 2021	○ RTE1458B01	Spring 2022
○ MKA2021O01	Fall 2021	○ RTE1513CB01	Spring 2022
○ MKA2041O01	Fall 2021	○ RTE1513LB01	Spring 2022
○ MNA1345O01	Fall 2021	○ RTE1513LBO2	Spring 2022
○ PHI2010B01	Fall 2021	○ RTE1814LB01	Spring 2022
○ PHI2010B03	Fall 2021	○ RTE1814LB02	Spring 2022
○ PHI2810B01	Fall 2021	○ RTE1930B01	Spring 2022
○ ACG2949O01	Spring 2022	○ RTE2061B01	Spring 2022
○ ART1205CB01	Spring 2022	○ RTE2563B01	Spring 2022
○ ART1300CB02	Spring 2022	○ RTE2844LB01	Spring 2022
○ ART1300CBE1	Spring 2022	○ RTE2844LB02	Spring 2022
○ ART1300CBE3	Spring 2022	○ STA2023O05	Spring 2022
○ ART2500CB01	Spring 2022		
○ ART2501CB01	Spring 2022		
○ BSC2085CV01	Spring 2022		

Affordability remains a top priority for all 28 Florida College System (FCS) institutions. The Division of Florida Colleges requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.). By September 30, 2022, each college must input institutional responses for the 2022 FCS Affordability Report via <https://www.research.net/r/2022FCSAffordability>.

If you have any questions about completing the report, please contact Research and Analytics at [FCSResearch@fldoe.org](mailto:FCSResearch@fldoe.org).

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

### Contact Information

1. College Name

State College of Florida, Manatee-Sarasota

2. Contact Information

Name	Julie Jakway
Title	VP, Finance & Administrative Services
Email Address	<a href="mailto:jakwayj@scf.edu">jakwayj@scf.edu</a>

### Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?

Yes

No

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

[Click or tap here to enter text.](#)

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.

Yes

No

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

[Click or tap here to enter text.](#)

5. Did your institution eliminate administrative fees over the prior year?

- Yes
- No

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

[Click or tap here to enter text.](#)

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

- Yes
- No

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

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

- Yes
- No

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

[Ten course fees were eliminated effective July 1, 2022 based on the periodic evaluation of fees vs. expenses, by the SCF Board of Trustees at their June 2022 meeting. Those courses include:](#)

Course Number	Fee Amount	# of Students Impacted per term	Notes
DEH 2900 (1 credit)	N/A	0	Course no longer offered.
DEH 2900 (3 credits)	N/A	0	Course no longer offered.
FIL 1000	\$15	0	Course no longer offered.
NUR 1730	\$130.00	160	
OTH 2300C	\$22.00	24	
OTH 1520C	\$15.00	24	
OTH 2420C	\$21.00	21	
OTH 2802L	\$39.50	24	
RTE 1418	\$7.00	17	
RTE 1458	\$23.00	17	

### Textbook Affordability

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

[SCF Manatee-Sarasota has separate requirements for used and new textbooks and materials, as follows:](#)

1. Ongoing working groups comprised of faculty and administration have eliminated previously identified wide cost variances in general education and high enrollment courses.
  2. Previously used textbooks are automatically pre-approved for continuous use, helping to preserve a strong used and rental market for those textbooks.
  3. New text adoptions (including change in title, new edition, additional material) require written certification from the faculty member submitting the adoption or the department, followed by an approval for the change by the appropriate Dean or Department head.
9. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.
- Adoption of Open Educational Resources
  - Usage of digital textbooks and learning objects
  - Textbook affordability committees
  - Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
  - Program(s) with no textbook costs
  - Faculty grants for development of textbooks
  - Bulk textbook purchasing
  - Offering students opt-in provisions for the purchase of materials
  - Offering students opt-out provisions for the purchase of materials
  - Consideration of the length of time that textbooks and instructional materials remain in use
  - Course-wide adoption, specifically for high enrollment general education courses
  - Other (please specify) Additional cost-saving measures by SCF Manatee-Sarasota include: 1) Price matching through the college bookstore to large online retailers; 2) Initiative for the continual use of previous textbooks to grow third party sale and rental market; 3) The SCF Library carries multiple copies of low and high-cost textbooks to provide students with a borrow option at no cost; 4) Expansion of pilots of Open Educational Resources in courses as a partnership with Follett/Lumen Learning; 5) Implementation of EZ Access program that provides access to texts and courseware at a negotiated, lower than publisher direct price.
10. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

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

1. While adoption is no longer required 75 days prior, SCF has maintained its process that all textbooks must be adopted at least 75 days prior to the start of the semester. This ensures the bookstore has adequate time to procure the content at the lowest price.
2. A list of all required textbooks is posted to the college website at least 45 days prior to the start of the following term.
3. As faculty adopt books using the bookstore system of adoption, the adoption simultaneously appears in SCF's course registration system. Enabling students to have real time notification of required materials as they choose their classes.
4. Departments must submit written certification with dean/department head's approval to the bookstore considering the following factors when adopting new materials:
  - Is the textbook part of a bundle?



- If the textbook is bundled with supplemental materials, will all components of the bundle be used?
- Is the text a new edition?
- Is the old edition available?
- If the old edition is available, to what extent is the new edition different and more valuable for instructional purposes?
- Were open access textbooks considered during the selection process?

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

Fall 2021 Number	50 of 1633
Fall 2021 Percent	3.1%
Spring 2022 Number	61 of 1686
Spring 2022 Percent	3.6%

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

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

### Financial Aid Policies

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

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

### Other Affordability Strategies

14. Provide any additional information about any innovative or new affordability strategies. Optional.

During Summer 2022, SCF identified four courses to participate in a pilot program called EZ Access. The program provided digital access to course material up to two weeks prior to the start of term, ensuring student access on day one. Negotiated pricing guaranteed student cost was below the national list price by the publisher. SCF saw a 99.59% participation rate of the 492 students that were enrolled, with a total savings to students of \$16,974 for those four classes. Fall 2022 course enrollment was doubled and Spring 2023 is expected to increase as well.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:**

Annual State College of Florida Foundation Facilities Use

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of facilities use by the SCF Foundation for 2022/23.**

**STAFF ANALYSIS:**

The SCF Foundation, the College's direct-support organization, raises funds on behalf of SCF for scholarships, capital projects, equipment needs and other operating expenses. The College provides space for these fundraising activities. A list of anticipated usages for 2022/23 is attached.

**FISCAL IMPACT**   No  

Funding Source:   N/A  

Will this action result in a Budget Amendment?   No  

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

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

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

# SCF Foundation Space and Events 2022/23

9/27/2022

#	Event	Location	Date	Booked Times	Total Cost
TBA	POPS Orchestra Concert	11-121 SCF Neel PAC	11/07/2022	4:00 PM - 9:30 PM	\$ 1,355
TBA	POPS Orchestra Concert	11-121 SCF Neel PAC	12/12/2022	4:00 PM - 9:30 PM	\$ 1,355
TBA	POPS Orchestra Concert	11-121 SCF Neel PAC	02/13/2023	4:00 PM - 9:30 PM	\$ 1,355
TBA	POPS Orchestra Concert	11-121 SCF Neel PAC	03/27/2023	4:00 PM - 9:30 PM	\$ 1,355
TBA	POPS Orchestra Rehearsals	11-189 Band Room	10/10/2022	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	10/17/2022	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	10/24/2022	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	10/31/2022	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	11/14/2022	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	11/21/2022	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	11/28/2022	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	12/05/2022	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	01/23/2023	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	01/30/2023	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	02/06/2023	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	02/20/2023	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	02/27/2023	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	03/13/2023	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	03/20/2023	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	04/10/2023	7:00 PM - 9:00 PM	\$ 150
		11-189 Band Room	04/14/2023	7:00 PM - 9:00 PM	\$ 150
TBA	SCFF Finance & Resource Development Committee Meeting	Bldg. 14/ President's Dining Room	11/17/2022	12:00 PM - 2:00 PM	\$ 60
		Bldg. 14/ President's Dining Room	12/01/2022	12:00 PM - 2:00 PM	\$ 60
		Bldg. 14/ President's Dining Room	01/19/2023	12:00 PM - 2:00 PM	\$ 60
		Bldg. 14/ President's Dining Room	03/09/2023	12:00 PM - 2:00 PM	\$ 60
		Bldg. 14/ President's Dining Room	05/11/2023	12:00 PM - 2:00 PM	\$ 60
TBA	SCFF Asset Management Committee Meeting	CIT 134 Conference Room	11/10/2022	8:00 AM - 1:00 PM	\$ 140
		CIT 134 Conference Room	02/02/2023	8:00 AM - 1:00 PM	\$ 140
		CIT 134 Conference Room	05/25/2023	8:00 AM - 1:00 PM	\$ 140
TBA	SCFF Board of Directors Meeting	Full Selby 116/117	12/08/2022	4:00 PM - 9:00 PM	\$ 300
		Full Selby 116/117	02/23/2023	4:00 PM - 9:00 PM	\$ 300
		Full Selby 116/117	04/27/2023	4:00 PM - 9:00 PM	\$ 300
		Full Selby 116/117	06/15/2023	4:00 PM - 9:00 PM	\$ 300
		Full Selby 116/117	09/21/2023	4:00 PM - 9:00 PM	\$ 300

#	Event	Location	Date	Booked Times	Total Cost
TBA	Avenues to the Future	11-121 SCF Neel PAC	02/18/2023	6:00 AM - 11:59 PM	\$ 2,970
		3-101 Lobby	02/18/2023	6:00 AM - 11:59 PM	\$ -
		3-108 Library Forum	02/18/2023	6:00 AM - 11:59 PM	\$ 990
		3-143/146 Community Room	02/18/2023	6:00 AM - 11:59 PM	\$ 1,980
		Whole			
		Art Gallery	02/18/2023	6:00 AM - 11:59 PM	\$ 720
		Neel Lobby	02/18/2023	6:00 AM - 11:59 PM	\$ -
TBA	Evening Under the Stars	Performance Pavilion	04/15/2023	9:00 AM - 11:00 PM	\$ 560
		Performance Pavilion	04/15/2023	9:00 AM - 11:00 PM	\$ 560
		Performance Pavilion	04/15/2023	9:00 AM - 11:00 PM	\$ 560
<b>Subtotal Anticipated Event Cost</b>					<b>\$ 18,530</b>
	Office Space	Building 7	Permanent	1213 gsf x \$15/gsf*	\$ 20,000
<b>Total 2022/23 Cost</b>					<b>\$ 30,400</b>

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

September 27, 2022

District Board of Trustees  
 State College of Florida, Manatee-Sarasota  
 5840 26th St. W.  
 Bradenton, FL 34207

The State College of Florida Collegiate School, Bradenton Campus, must provide a parent liaison at the charter schools in accordance with s. 1002.33 (9)(p)(2), Florida Statutes:

*Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, charter school employee, or individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate individual representative for each charter school in the district. The representative's contact information must be provided annually in writing to parents and posted prominently on the charter school's website if a website is maintained by the school. The sponsor may not require that governing board members reside in the school district in which the charter school is located if the charter school complies with this paragraph.*

To meet this legislative requirement, Kelly Monod is recommended to be the parent liaison to the SCF Collegiate School. As the Senior Head of the Collegiate Schools at both campuses, this recommendation nominates a candidate who is accessible to, and involved with the charters, should assistance be requested.

Regards,



Karen Lewellen  
 Head of School  
 State College of Florida Collegiate School  
 Bradenton campus

September 27, 2022

District Board of Trustees  
State College of Florida, Manatee-Sarasota  
5840 26th St. W.  
Bradenton, FL 34207

The State College of Florida Collegiate School-Venice must provide a parent liaison at the charter schools in accordance with s. 1002.33 (9)(p)(2), Florida Statutes:

*Each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district in which the charter school is located and may be a governing board member, charter school employee, or individual contracted to represent the governing board. If the governing board oversees multiple charter schools in the same school district, the governing board must appoint a separate individual representative for each charter school in the district. The representative's contact information must be provided annually in writing to parents and posted prominently on the charter school's website if a website is maintained by the school. The sponsor may not require that governing board members reside in the school district in which the charter school is located if the charter school complies with this paragraph.*

To meet this legislative requirement, Heather Shehorn is recommended to be the parent liaison to the SCF Collegiate School-Venice. As the administrator for the SCF Venice campus, this recommendation nominates a candidate who is accessible to, and involved with, the charter, should assistance be requested.

Regards,



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

September 8, 2022

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

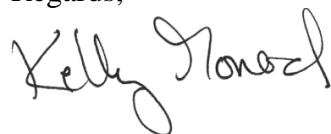
The Florida School Safety Risk Assessment Tool (FSSAT) is part of the Marjory Stoneman Douglas High School Public Safety Act that was signed into law March 9, 2018. The FSSAT is the tool used to conduct a school security risk assessment.

On August 10, 2022, SCF Collegiate School's Bradenton campus safety risk assessment was completed with the SCF Director of Public Safety and the Manatee County Sheriff's Office and the Public Safety Tour was completed with additional agencies including Manatee County Emergency Management and the Cedar Hammock Fire Department. The reports did not make required recommendations for the SCF Collegiate School, and commended new "best practices" safety measures implemented outside of requirements.

The Collegiate School on the Venice campus completed its safety risk assessment with the Sarasota County Sheriff's Office on August 25, 2022, without required recommendations. It has scheduled the Public Safety Tour on September 16, 2022 to also include Sarasota County Emergency Management & the Sarasota County Fire Department

SCF Collegiate School continues to follow SCF Public Safety for all safety and security recommendations as well as safety for Collegiate School staff and students. The charters also collaborate with both Manatee County and Sarasota County School District's for best practices for safety and security which includes keeping the Student Code of Conduct updated as well as related policies to be consistent with the district's threat assessment procedures. All teachers and staff of the SCF Collegiate Schools are trained annually on the procedures contained in the active assailant response plans, established in F.S. 1006.07(4)(c).

Regards,



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



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

AGENDA ITEM:

Approval of the "Out of Field" instructors at the State College of Florida Collegiate Schools.

RECOMMENDATION:

The College recommends the District Board of Trustees approval of the instructors currently categorized as "out of field."

EXPLANATION:

In accordance with Florida Administrative Code Rule 6A-1.0503, SCF Collegiate Schools are required to notify its governing board and parents regarding any teachers with a current assignment out of their certification field.

FISCAL IMPACT  yes  no

REQUESTED BY:



---

Kelly Monod, Head of School, SCF Collegiate School

Florida Statute 1012.42 requires that schools notify parents regarding teachers who are considered "out of field" in their teaching assignment at the SCF Collegiate School. Teachers are given a specific time frame to complete the certification requirements.

- Kristina Rosebaum must be reported out of field in ESOL (English for Speakers of Other Languages) as an English Language Arts teacher, while she completes the endorsement.
- Louis Valladares must be reported out of field in ESOL (English for Speakers of Other Languages) as an English Language Arts teacher, while he completes the endorsement.

The SCF Collegiate School – Venice does not have any teachers currently out of field. Please contact my office with any questions, [monodk@scf.edu](mailto:monodk@scf.edu).

Regards,



Kelly Monod  
Senior Head of Collegiate Schools  
State College of Florida, Manatee-Sarasota  
September 8, 2022

## SCHOOL DISTRICT OF MANATEE COUNTY BLOCK GRANT APPLICATION 2022-2023

<b>Please return to:</b>  School District of Manatee County P.O. Box 9069 Bradenton, FL 34206 Telephone: (941) 708-8770	<b>A) Program Name:</b>  <p style="text-align: center; font-size: 1.2em;">Charter School Block Grant</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> Date Received
<b>B) Name and Address of Charter School:</b>  <p style="text-align: center; font-size: 1.2em;">State College of Florida Collegiate School</p>		<p style="text-align: center;"><b>Project Number</b></p>
<b>C) Total Funds Requested:</b>  <p style="font-size: 1.2em;">\$ 222,069</p> <hr style="width: 25%; margin-left: 0;"/> <p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <b>Total Approved Project:</b>  \$	<b>D) Charter School Contact &amp; Business Information</b>	
Contact Name: Kelly Monod Sr. Head of Collegiate Schools Fiscal Contact Name: Janet Shoup Senior Accountant, SCF		Telephone Numbers: 941-752-5494  941-752-5477
Mailing Address: 5840 26 <sup>th</sup> St W. Bradenton, FL, 34207		E-mail Addresses: monodk@scf.edu shoupj@scf.edu
Physical/Facility Address: 5840 26 <sup>th</sup> St W. Bradenton, FL, 34207		
<b>CERTIFICATION</b>		
<p>I, <u>Dr. Carol F. Probstfeld</u>, (<i>Please Type Name</i>) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and district staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application. The next meeting of the Board of Trustees at the State College of Florida is September 27, 2022.</p>		
<b>E)</b>	<hr style="width: 40%; margin: 0 auto;"/> Dr. Carol Probstfeld President and Secretary to the Board of Trustees State College of Florida, Manatee-Sarasota	

## **Instructions for Completion**

- A.** If not pre-populated, enter name of the program for which funds are requested.
- B.** Enter name and mailing address of the charter school.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the charter school's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application.
  
- E. The original signature of the appropriate Charter School head is required.**

Funds must be spent according to section 212.055(6)(c), Florida Statutes (F.S.), which states sales surtax proceeds can be used for fixed capital expenditures that are associated with the construction, reconstruction or improvement of school facilities that have a useful life expectancy of five or more years, and related design and engineering costs.

Proceeds may also be used for land acquisition, land improvement and the cost of retrofitting and providing for technology implementation, including hardware and software. Operational expenditures from the proceeds and accrued interest on the proceeds are not authorized.

In addition, charter schools that are awarded a grant will be subject to the oversight requirements established by the School Board for District sales tax projects and must report accordingly to the Board's Citizen Audit Committee.

In the event the charter school closes, all assets purchased with sales tax block grant revenues will revert to the District, at the District's discretion. Charter schools will be prohibited from selling or otherwise disposing of any assets acquired with block grant funds without the express written consent of the District Superintendent.

Should the state assign any portion of the District's millage revenues to charter schools, this grant will be discontinued.



# Instructions

## Charter School Block Grant Budget

A. Enter Name of Eligible Charter School.

B. (OFFICE USE ONLY)

### COLUMN 1

**FUNCTION:** Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

### Column 2

**OBJECT:** Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

### COLUMN 3

**ACCOUNT TITLE:** Use the account title that applies to the object code listed in accordance with the agency's accounting system.

**NARRATIVE:** Provide a detailed narrative for each object code listed.

### COLUMN 5

**AMOUNT** - Provide the budget amount requested for each object code.

C. **TOTAL** - Provide the total for Column (5) on the last page. Must be the same amount as requested on the School District of Manatee County Grant Application.

Funds must be spent according to section 212.055(6)(c), Florida Statutes (F.S.), which states sales surtax proceeds can be used for fixed capital expenditures that are associated with the construction, reconstruction or improvement of school facilities that have a useful life expectancy of five or more years, and related design and engineering costs.

Proceeds may also be used for land acquisition, land improvement and the cost of retrofitting and providing for technology implementation, including hardware and software. Operational expenditures from the proceeds and accrued interest on the proceeds are not authorized.



SCF Collegiate School  
Charter School Sales Tax Block Grant Application  
2022-23

Sept. 9, 2022

In response to the Manatee County School District's offer to extend a Sales Tax Block Grant to charter schools, the SCF Collegiate School is proposing the following application for the 2022-23 school year. The proposal is based on the District's allocation of \$222,069, calculated from a five-year average of the charter's Public Education Capital Outlay (PECO) average funds. The SCF Collegiate School meets all requirements to have access to PECO funds as stated in Florida Statute 1013.62.

Per the memo from the District, use of the funds will be restricted to capital outlay projects. Pursuant to the Act and the Resolution, proceeds of the Series 2017 Bonds were authorized to be used to finance "fixed capital expenditures or fixed capital costs associated with the construction, reconstruction or improvement of school facilities and campuses which have a useful life expectancy of five or more years and any land acquisition, land improvement, design and engineering cost related thereto and for costs of retrofitting and providing for technology implementation including hardware and software for various sites within the District."

The proposal for the use of funds is incorporated into a renovation of the SCF Collegiate School building 19. Upon review by contractors, SCF Facilities Department will organize and monitor contractors to pull up existing floors, reseal concrete floors from moisture and install new flooring in the classrooms, common areas and café. SCFCS will use other existing capital outlay funds after grant funds are depleted to complete the project.

# Sourcewell Contract #080819-IFA - State of FLA 30161700-20-ACS QUOTATION FORM

QUOTE DATE September 9, 2022  
 QUOTE NO. SS03072022  
 PROMISE DATE \_\_\_\_\_  
 INSTALL DATE \_\_\_\_\_  
 COMPLETION \_\_\_\_\_

**ORDER INSTRUCTIONS:**

Make purchase order out to "Adrienne Floorcovering, Inc" at the address above and email to john@adriennefloors.com.

**INSTALLATION PARTNER:**

**Adrienne Floorcovering**  
 ADDRESS: 4400 118th Avenue North, Suite 110  
 CITY/STATE/ZIP: Clearwater, FL 33762

INSTALLER Shane Steed  
 PHONE # 813.313.0329  
 EMAIL shane@adriennefloors.com

**DELIVERY ADDRESS**

**Adrienne Floorcovering**  
 ADDRESS: 4400 118th Avenue North, Suite 110  
 CITY/STATE/ZIP: Clearwater, FL 33762

CUSTOMER Emmanuel Acheampong  
 PHONE # 941.962.1646  
 EMAIL acheame@scf.edu

**CUSTOMER:**

**State College of Florida, Manatee-Sarasota**

**LOCATION NAME:**

**Main Campus**

**PROJECT NAME:**

**SCOF Building #19 - Includes full Epoxy  
Moisture Mitigation**

PROJECT ADDRESS: 5840 26th St W  
 CITY/STATE/ZIP: Bradenton, FL 34207

**INTERFACE CARPET & LVT**

<b>INTERFACE CARPET TILES</b>		AE317	<b>COLOR</b>		Aquamarine
BACKING	ReadyBac				
5.98 SY/CARTON	520.26	YDS	PRICE	\$27.87	AMOUNT = \$14,499.65
<b>OVERAGE</b>	26.01	YDS	PRICE	\$27.87	AMOUNT = \$724.98
<b>INTERFACE CARPET TILES</b>		AE315	<b>COLOR</b>		Greige/Aquamarine
BACKING	ReadyBac				
5.98 SY/CARTON	801.32	YDS	PRICE	\$27.87	AMOUNT = \$22,332.79
<b>OVERAGE</b>	40.066	YDS	PRICE	\$27.87	AMOUNT = \$1,116.64
<b>INTERFACE CARPET TILES</b>		AE311	<b>COLOR</b>		Greige
BACKING	ReadyBac				
5.98 SY/CARTON	406.64	YDS	PRICE	\$27.87	AMOUNT = \$11,333.06
<b>OVERAGE</b>	20.332	YDS	PRICE	\$27.87	AMOUNT = \$566.65
<b>INTERFACE CARPET TILES</b>		AE317	<b>COLOR</b>		Persimmon
BACKING	ReadyBac				
5.98 SY/CARTON	101.66	YDS	PRICE	\$27.87	AMOUNT = \$2,833.26
<b>OVERAGE</b>	5.083	YDS	PRICE	\$27.87	AMOUNT = \$141.66
<b>INTERFACE MODULAR RESILIENT FLOORING</b>		Level Set Collection 4.5mm		<b>STYLE</b>	Studio Set
	26.91 SF/CARTON			<b>COLOR</b>	Mushroom
	3094.65	SQ FT	PRICE	\$3.83	AMOUNT = \$11,852.51
<b>INTERFACE MODULAR RESILIENT FLOORING</b>		Level Set Collection 4.5mm		<b>STYLE</b>	Studio Set
	26.91 SF/CARTON			<b>COLOR</b>	Turquoise
	1964.43	SQ FT	PRICE	\$3.83	AMOUNT = \$7,523.77
<b>INTERFACE MODULAR RESILIENT FLOORING</b>		Level Set Collection 4.5mm		<b>STYLE</b>	Studio Set
	26.91 SF/CARTON			<b>COLOR</b>	Mandarin
	349.83	SQ FT	PRICE	\$3.83	AMOUNT = \$1,339.85



VCT Adhesive	0.4-Gal Pail	PRICE:	\$110.00	AMOUNT =	\$0.00
ADHESIVE 2000 PLUS	0.4-Gal Pail	PRICE:	\$146.30	AMOUNT =	\$0.00
HM 99 ADHESIVE	2.1-Gal Pail	PRICE:	\$177.10	AMOUNT =	\$3,719.10
TRISEAL PRIMER	0.4-Gal Pail	PRICE:	\$154.00	AMOUNT =	\$0.00

**QUOTE - CONTINUED**

**CUSTOMER:** State College of Florida, Manatee-Sarasota      **PROJECT NAME:** SCOF Building #19 - Includes full Epoxy Moisture Mitigation

**INSTALLATION AND SUNDRY ITEMS**

REMOVAL - CARPET TILE	1829.88	YDS	PRICE:	\$3.35	AMOUNT =	\$6,130.10
REMOVAL - LVT	5408.91	SQ FT	PRICE:	\$0.75	AMOUNT =	\$4,056.68
REMOVAL - BROADLOOM		YDS	PRICE:	\$3.20	AMOUNT =	\$0.00
REMOVAL - RUBBER TILE		SQ FT	PRICE:	\$0.75	AMOUNT =	\$0.00
REMOVAL - RUBBER SHEET GOODS		SQ FT	PRICE:	\$1.50	AMOUNT =	\$0.00
REMOVAL - SHEET VINYL		SQ FT	PRICE:	\$0.90	AMOUNT =	\$0.00
REMOVAL - VCT		SQ FT	PRICE:	\$0.50	AMOUNT =	\$0.00
REMOVAL - RUBBER SHEET GOODS - STAIRS ONLY		SQ FT	PRICE:	\$1.30	AMOUNT =	\$0.00
REMOVAL OF COVE BASE	1800	LN FT	PRICE:	\$0.60	AMOUNT =	\$1,080.00
REMOVAL - STAIR TREADS		LN FT	PRICE:	\$4.05	AMOUNT =	\$0.00
DISPOSAL OF CARPET	1829.88	YDS	PRICE:	\$2.40	AMOUNT =	\$4,391.71
DISPOSAL OF RESILIENT FLOORING	5408.91	SQ FT	PRICE:	\$0.30	AMOUNT =	\$1,622.67
INSTALLATION OF CARPET TILE	1829.88	YDS	PRICE:	\$7.50	AMOUNT =	\$13,724.10
INSTALLATION OF LVT	5408.91	SQ FT	PRICE:	\$2.10	AMOUNT =	\$11,358.71
INSTALLATION OF VCT		SQ FT	PRICE:	\$1.40	AMOUNT =	\$0.00
FLOOR PREP ADHESIVE REMOVAL	21877.83	SQ FT	PRICE:	\$1.30	AMOUNT =	\$28,441.18
FLOOR PREP MINOR		SQ FT	PRICE:	\$0.75	AMOUNT =	\$0.00
MAT'L & LABOR FLOOR PREP SELF LEVEL	5408.91	SQ FT	PRICE:	\$1.75	AMOUNT =	\$9,465.59
FLOOR PREP EXTREME	16468.92	SQ FT	PRICE:	\$2.20	AMOUNT =	\$36,231.62
FLOOR PREP MOISTURE MITIGATOR	21877.83	SQ FT	PRICE:	\$1.85	AMOUNT =	\$40,473.99
COVE BASE - SUPPLY & INSTALL 4" BASE (M-F OVERTIME 25% ADD)	1800	LN FT	PRICE:	\$2.60	AMOUNT =	\$4,680.00
COVE BASE - SUPPLY & INSTALL 6" BASE		LN FT	PRICE:	\$3.05	AMOUNT =	\$0.00
TRANSITIONS - SUPPLY & INSTALL	12	LN FT	PRICE:	\$5.75	AMOUNT =	\$69.00

**QUOTE - CONTINUED**

**CUSTOMER:** State College of Florida, Manatee-Sarasota      **PROJECT NAME:** SCOF Building #19 - Includes full Epoxy Moisture Mitigation

**INSTALLATION AND SUNDRY ITEMS**

FURNITURE MOVING-LIGHT	2430.87	YDS	PRICE	\$6.35	AMOUNT =	\$15,436.02
FURNITURE MOVING-MEDIUM		YDS	PRICE	\$8.75	AMOUNT =	\$0.00
HEAT WELDING		SQ FT	PRICE	\$6.06	AMOUNT =	\$0.00
FLOOR PRIMER LABOR (O/M)		SQ FT	PRICE	\$0.30	AMOUNT =	\$0.00
FURNITURE LIFT SERVICE (LABOR ONLY)		YDS	PRICE	\$16.60	AMOUNT =	\$0.00
HOURLY RATE FOR SERVICES NOT LISTED (NON-OVERTIME)		HRS	PRICE	\$112.13	AMOUNT =	\$0.00
MARKUP FOR MATERIALS NOT LISTED (20% ADD ON)		EA	PRICE		AMOUNT =	\$0.00
MOISTURE TESTING	25	EA	PRICE	\$126.50	AMOUNT =	\$3,162.50

MATERIAL FREIGHT	1	EA	PRICE	\$5,090.00	AMOUNT =	\$5,090.00
------------------	---	----	-------	------------	----------	------------

**TOTAL AGREEMENT:                    \$263,397.80**

**SPECIAL CONDITIONS OR INSTALLATION INSTRUCTIONS:**

*This contract is subject to the "Terms and Provisions of Contract" as accepted, signed by the dealer and on file with state purchasing.*

DEALER REPRESENTATIVE

*John Smith*

DATE

September 9, 2022



## SCHOOL BOARD

Rev. James Golden  
*Chair*

Gina Messenger  
*Vice Chair*

Chad Choate III  
Mary Foreman  
Charlie Kennedy

## SUPERINTENDENT

Cynthia Saunders

## SCHOOL DISTRICT OF MANATEE COUNTY

August 29, 2022

Dear Charter School Principal,

In October 2016, the School District of Manatee County extended a Sales Tax Block Grant to charter schools. The grant made available to charter schools a portion of its ½ cent sales tax levy. The District stipulated the grant would be available unless the State assigned any portion of the District's millage revenue to charter schools.

The appropriation in the General Appropriations Act for FY 2022-23 fully funds the charter school capital outlay and does not assign any portion of the District's 1.5 mill capital outlay millage revenue to charter schools.

It is the District's desire to make available to charter schools a portion of the proceeds from the 2022-23 sales tax levy through a non-competitive Sales Tax Block Grant. To be eligible for the grant, a charter school must meet all of the requirements to receive Charter School PECO funds pursuant to Florida Statute 1013.62. The technology grant is made available for conversion charter schools.

The District will allocate to a grant fund an amount equal to the five-year running average of Charter School Public Education Capital Outlay (PECO) funds passed through the District. These funds will be made available to charter schools as a block grant.

The total estimated available grant funds for the 2022-23 school year are \$3,895,369. This estimate may change when the Florida Department of Education (FLDOE) releases their budget for 2022-23. A spreadsheet showing the last five years of PECO dollars and the estimated grant amount for each eligible school is attached.

Grant applications must be received by September 30, 2022. All applications will be reviewed by a designee established by the Superintendent for that purpose. All decisions taken by the designee will be considered final once approved.

Use of the funds will be restricted to capital outlay projects. According to section 212.055(6), F.S., sales tax revenues can be used for fixed capital expenditures or fixed capital costs associated with the construction, reconstruction or improvement of school facilities and campuses which have a useful life expectancy of five or more years and any land acquisition, land improvement, design and engineering cost related thereto and for costs of retrofitting and providing for technology implementation including hardware and software for various sites within the District. In addition, the District's Audit Committee has determined expenses related to portables are not acceptable uses of these funds. The eligibility of a charter school to receive funds under this subsection shall be determined in accordance with s. 1013.62(1). These statutes are attached for your reference.

P.O. Box 9069  
Bradenton, FL 34206-9069  
215 Manatee Avenue West  
Bradenton, FL 34205  
941.708.8770  
[www.manateeschools.net](http://www.manateeschools.net)

Should the funds be used for new construction, the charter school will be required to meet all requirements established by the Florida Department of Education and the State of Florida regulating school construction projects. Charter schools owned by corporations cannot use funds for permanent structures. Under no circumstances will sales tax block grant funds be used to support operations.

Charter schools that are awarded a grant will be subject to the oversight requirements established by the School Board for District sales tax projects and must report accordingly to the Board's Audit Committee. The recipient charter schools will be required to provide quarterly reports to the District, detailing the expenditure of funds. Payments will be disbursed quarterly on a reimbursement basis, upon review, acceptance and approval of reports and receipts.

In the event the charter school closes, all assets will revert to the District. Charter schools will be prohibited from selling or otherwise disposing of any assets including those acquired with Sales Tax block grant funds without the express written consent of the District Superintendent. Items purchased will be tagged accordingly and included in the annual inventory report provided to the District with funding source notated.

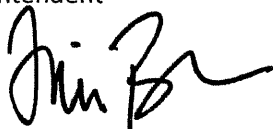
Please note that no funds will be released for the 2022-23 school year until appropriate receipts and reports are received, reviewed and approved. All prior year grant funds should be fully expended prior to disbursement of 2022-2023 allocations.

Should the state assign any portion of the District's millage revenues to charter schools, this grant will be discontinued.

Sincerely,



Cynthia Saunders  
Superintendent



Tim Barger  
Deputy Superintendent of Business Services

CC: Doug Wagner  
Mitchell Teitelbaum  
Cathy Miley  
Valerie Hyer  
Janet Clausi

Attachments:

Grant Calculations  
Charter School of Manatee County Block Grant Application and Budget Form  
2022 Statutes, 212.055  
1013.62

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

<b>NO: 22-05</b>	<b>TITLE: Open Door Grant II</b>	<b>FUNDS REQUESTED: \$ 720,589</b>
<b>SPONSORING AGENCY: 2022 State Appropriation, Section 2 Education, Aid to Local Governments Grants and Aids – Section 117 and Section 126 Open Door Grant Program</b>		<b>SCF Cash Match: \$ 0</b>
<b>PROPOSERS: Ms. Desh Bagley, Director, IT/Coding Academy; Mr. Ron Serpliss, Interim Dean, Lifelong Learning &amp; Workforce Development</b>		<b>SCF In-Kind Match: \$ 0</b>

*College departments and participating personnel:* Dr. Todd Fritch, Executive VP & Provost; Ms. Desh Bagley, Director, IT/Coding Academy; Mr. Ron Serpliss, Interim Dean, Lifelong Learning & Workforce Development; Dr. Ryan Hale, VP Institutional Effectiveness

**GRANT SUMMARY:**

The purpose of the Open Door Grant Program is to assist Florida College System (FCS) institutions in their ability to enroll and complete students in short-term workforce education programs that lead to the attainment of credentials on the Master Credential List. Funds are directed to connecting those unemployed, underemployed, or furloughed, with workforce training and credentialing for high-demand occupations. Funds may be used to cover the cost of tuition, fees, examination, books, and materials.

In 2021 State College of Florida, Manatee-Sarasota received the first Open Door grant to provide up to \$3,000 per student for 251 students enrolled in nine different SCF Coding Academy programs. Each of the programs leads to an industry credential on Florida's Master Credential List. In April 2022 the College was notified that the source of the grant would be migrating from a federal source to a state source, so the federal funds were returned in the anticipation of an award with state funds. The remaining funds, which are now coming from a state source, will support the same programs as the previous grant.

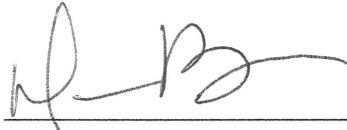
Here is an excerpt from the April 25 memo from Senior Chancellor Henry Mack and Division of Florida Colleges Chancellor Kathryn Hebda: *The 2022 Florida Legislature passed legislation that will have an impact on the operation of the Open Door Grant Program established last year in section (s.) 1009.895, Florida Statutes (F.S.). Senate Bill 2524 included the following changes to the statutory provisions for the grant:*

- *Update to the definition of "institution" to include school districts without a career center that offer eligible integrated and education training programs.*
- *Removal of the requirement for students to complete the Free Application for Federal Student Aid to be eligible to receive the grant.*
- *Additional authority for institutions to cover the student's one-third of the cost of the program based upon student need as determined by the institution (applies to the student investment program of S.1009.895, F.S. only). These revisions, both budgetary and programmatic, will become effective July 1, 2022.*

The grant will run through June 30, 2023.

Signature Page

Proposal # 22-05



Area Administrator

9/6/22

Date

X

Approved

Disapproved



Resource Development

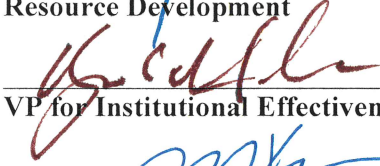
9/1/22

Date

X

Approved

Disapproved



VP for Institutional Effectiveness

9/1/22

Date

~~✓~~

Approved

Disapproved



Associate Provost for Academic and Faculty Affairs

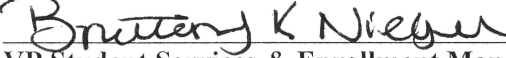
9/1/22

Date

✓

Approved

Disapproved



VP Student Services & Enrollment Management

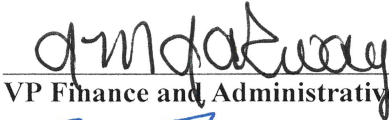
9/7/22

Date

✓

Approved

Disapproved



VP Finance and Administrative Services

9/7/22

Date

✓

Approved

Disapproved



Executive VP & Provost

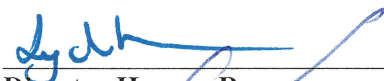
9/6/22

Date

✓

Approved

Disapproved



Director Human Resources

9/6/22

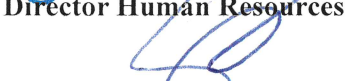
Date

X

Approved

Disapproved

acting



President

9/8/22

Date

✓

Approved

Disapproved

Submitted to Board of Trustees

Date

Approved

Disapproved

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

NO: 22-06	<b>TITLE:</b> Pathways to Career Opportunities Grant (PCOG) Program	<b>FUNDS REQUESTED:</b> \$ 990,000
<b>SPONSORING AGENCY:</b> Florida Department of Education, Division of Career and Adult Education		SCF Cash Match: \$ 0
<b>PROPOSERS:</b> Ms. Terri Clark, Dean, Lifelong Learning & Workforce Development; Dr. Todd Fritch, Executive VP & Provost; Mr. Ron Serpliss, Interim Dean, Lifelong Learning & Workforce Development;		SCF In-Kind Match: \$ 0

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

**GRANT SUMMARY:**

The purpose of the Pathways to Career Opportunities Grant (PCOG) is to help establish new or expand existing registered apprenticeship or preapprenticeship programs at Florida College System institutions and other entities authorized to sponsor such programs.

State College of Florida, Manatee-Sarasota (SCF) has submitted a proposal to establish a new apprenticeship program for 50 truck drivers in collaboration with FleetForce Truck Driving School in the first year. The goals of this first-in-the-state public-private partnership are to: 1) promote awareness of the expanding transportation industry, 2) deliver high skill, yet affordable training for individuals looking for a career in an expanding sector, and 3) provide area business with well trained, ready to work applicants wanting to remain in the service region area. Grant funds may be used for instructional equipment, supplies, personnel, student services, and other expenses associated with the creation or expansion of an apprenticeship program.

If funded, the grant would continue through June 30, 2023.

Signature Page

Proposal # 22-06

	9/2/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Area Administrator	Date	Approved	Disapproved
	9/1/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource Development	Date	Approved	Disapproved
	9/1/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP for Institutional Effectiveness	Date	Approved	Disapproved
	9/1/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Associate Provost for Academic and Faculty Affairs	Date	Approved	Disapproved
	9/7/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Student Services & Enrollment Management	Date	Approved	Disapproved
	9/7/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VP Finance and Administrative Services	Date	Approved	Disapproved
	9/6/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Executive VP & Provost	Date	Approved	Disapproved
	9/6/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director Human Resources	Date	Approved	Disapproved
<i>Acting</i> 	9/8/22	<input checked="" type="checkbox"/>	<input type="checkbox"/>
President	Date	Approved	Disapproved
Submitted to Board of Trustees	Date	Approved	Disapproved



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-  
SARASOTA  
September 27, 2022

AGENDA ITEM:

Approval to accept the 2022-23 Teacher Allocation Salary Allocation and salary schedule revision.

RECOMMENDATION:

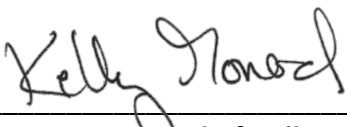
Administration recommends the District Board of Trustees approval of the continuation of the revised SCFCS Salary Schedule, based on legislative updates from House Bill 641.

EXPLANATION:

In accordance with guidance from the Florida Department of Education, the SCF Collegiate Schools, both Bradenton and Venice campuses, are complying with the Teacher Salary Increase Allocation through HB641. The funds for the change in the salary schedule are from a new allocation in the Florida Education Finance Program (HB5001).

**FISCAL IMPACT**     Yes     No     N/A

Funding Source: state allocation    Allocations: \$120,390. Bradenton an \$58,497 Venice  
Will this action result in a Budget Amendment?     Yes     No If yes, indicate the dollar amount: \$ \_\_\_\_\_


REQUESTED BY:   
**Senior Head of Collegiate Schools**



Tom Grady, *Chair*  
Ben Gibson, *Vice Chair*  
*Members*  
Monesia Brown  
Esther Byrd  
Grazie Pozo Christie  
Ryan Petty  
Joe York

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Suzanne Pridgeon 

**DATE:** July 22, 2022

**SUBJECT:** 2022-23 Teacher Salary Increase Allocation

In the 2020-21 fiscal year, the legislature appropriated \$500 million for the Teacher Salary Increase Allocation (TSIA) in the Florida Education Finance Program (FEFP). From these funds, 80 percent of the allocation was to be used to increase the minimum base salary for all full-time classroom teachers, as defined in [section \(s.\) 1012.01\(2\), Florida Statutes \(F.S.\)](#), to \$47,500 or the maximum amount achievable. The remaining 20 percent, along with any unused funds from the 80 percent allocation, were to be used to provide salary increases to any full-time classroom teacher who did not receive an increase from the 80 percent allocation or received an increase of less than 2 percent, as well as any other full-time instructional personnel, as defined in s. 1012.01(2)(b)-(d), F.S. In 2021-22, the legislature increased the TSIA by \$50 million, for a total of \$550 million.

In the 2022-23 fiscal year, the FEFP includes \$800 million for the TSIA. Of this allocation, \$550 million is allocated for the maintenance of the salary increases provided in previous years, and the remaining \$250 million (growth allocation) is for salary increases in the 2022-23 year. Districts are now required to use 50 percent of the growth allocation (previously this was 80 percent) to increase the minimum base salary. Pursuant to [s. 1011.62\(16\)\(b\)4., F.S.](#), school districts and charter schools may not reduce the salary increases provided in any subsequent fiscal year unless specifically authorized in the General Appropriations Act.

Attachment 1 shows the TSIA allocations for the 2022-23 fiscal year as computed in the 2022-23 FEFP Conference Calculation, which will be recalculated and frozen for the remainder of the year in the 2022-23 FEFP Second Calculation in July. Each district's allocation includes a portion of the prior year's \$550 million maintenance allocation, which is distributed based on 2022-23 base funding, and should be used to maintain the minimum base salary increases achieved through the TSIA in the previous years.

Just as district TSIA allocations are based on each district's base funding amount, distributions to charter schools should also be based on each school's base funding amount. School districts should not recalculate a charter school's allocation after it has been calculated as of the 2022-23 FEFP Second Calculation.

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

**2022-23 TSIA Maintenance Allocation**

In 2022-23, the Florida Department of Education (department) will begin paying maintenance allocation funds to districts with the first FEFP payment. The only TSIA funding withheld by the department will be growth allocation funds, which will be distributed upon submission of a board-approved and union-ratified distribution plan that has been determined by the department to be compliant with the law.

**2022-23 TSIA Distribution Plans**

Beginning in 2022-23, districts and charter schools will be required to use the attached templates for the submission of the statutorily required distribution plans. Because the TSIA allocations will be recalculated in the 2022-23 FEFP Second Calculation, districts and charter schools should wait to finalize and submit their plans until after the July release of the calculation. This calculation will be released by July 19, 2022. Plans that are approved by the school board and ratified by the union must be submitted to the department by October 1, 2022. TSIA growth funds will not be distributed to school districts until they have submitted a plan compliant with the laws pertaining to the TSIA. Charter schools should submit their board-approved distribution plans to their sponsoring school district so that they can be submitted to the department. Plans that are not completed on the attached, unaltered templates will not be accepted and will need to be revised. Once completed, plans can be submitted at <https://survey.alchemer.com/s3/6896312/2022-23-Teacher-Salary-Increase-Allocation-Plan>.

If, by the October 1, 2022, deadline, a district’s plan has not yet been approved by the school board and ratified by the union, please submit a statement to the department by this date detailing what steps the district has taken in the process and whether it has an anticipated date for completion.

<b>TEACHER SALARY INCREASE ALLOCATION GENERAL IMPLEMENTATION TIMELINE FOR SCHOOL DISTRICTS</b>	
July 1, 2022, and before October 1, 2022	Each superintendent submits a proposed salary distribution plan to the district school board for approval. Each charter school administrator submits a proposed salary distribution plan to the charter school’s governing body for approval.
On or before October 1, 2022	Each school district must submit to the department an approved district salary distribution plan, along with the approved salary distribution plan for each charter school in the district.
On or before December 1, 2022	Each school district must submit a preliminary detailed teacher salary increase allocation expenditure report to the department. Each charter school governing board must submit its expenditure report to the district in time to be included in the school district report to the department.

District School Superintendents

July 22, 2022

Page Three

August 1, 2023	Each school district must submit a final teacher salary increase allocation expenditure report to the department. Each charter school governing board must submit its final report to the district in time to be included in the school district report to the department.
----------------	--

If you have questions regarding program reporting requirements, please email Virginia Whitaker at [Virginia.Whitaker@fldoe.org](mailto:Virginia.Whitaker@fldoe.org). For FEFP or finance questions, please email Josh Bemis at [Josh.Bemis@fldoe.org](mailto:Josh.Bemis@fldoe.org).

SP/jb

Attachment 1 – 2022-23 TSIA Allocations

Attachment 2 – 2022-23 District Distribution Plan Template

Attachment 3 – 2022-23 Charter School Distribution Plan Template

Attachment 4 – 2022-23 TSIA Frequently Asked Questions

cc: District Finance Officers  
District Charter School Contacts  
Jacob Oliva, Senior Chancellor  
Mark Eggers, Assistant Deputy Commissioner  
Josh Bemis, Educational Policy Director  
Virginia Whitaker, Senior Educational Program Director

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2022 – 2023 COLLEGIATE SCHOOL EMPLOYEE'S SALARY SCHEDULE**

LEVEL	JOB TITLE	MINIMUM	MAXIMUM
<b>ADMINISTRATIVE/PROFESSIONAL</b>			
211	Advisor/Instructor	\$50,000	\$61,800
213	Senior Accountant	\$46,303	\$73,159
215	Assistant Head of Collegiate School	\$57,771	\$91,278
217	Head of School – Collegiate 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	\$61,800
210	Certified School Counselor	\$50,000	\$65,700
214	Director of Curriculum and Instruction – Collegiate School	\$54,876	\$81,718

**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.

Deleted: 2022  
 Deleted: 3  
 Deleted: 2023  
 Deleted: 4

Deleted: 0

Deleted: - Bradenton  
 Commented [LL1]: Reconfigured into two positions for each campus (VC & BC)

Deleted: 0  
 Deleted: 8

Commented [LL2]: Reclassified from Curriculum Services Coordinator (310)

Deleted: 310

Deleted: Services Coordinator

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

ANNUAL PERFORMANCE ADJUSTMENTS

Instructors, Guidance Counselors, Administrators

Deleted: ional, Certified School Counselor, Curriculum Services Coordinator,

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 they are absent.

Deleted: he/she

Deleted: is

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

<b>I.</b>	<b>Special Salaries for chartered clubs and legislative requirements. Advisors may be any SCF full-time employee.</b>	
	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 <u>Advisor</u>	\$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.
<u>N</u>	<u>Mentor Teacher Development</u>	<u>\$1,200</u>
<u>Q</u>	<u>TSA – Technology Student Association Advisor</u>	<u>\$1,000</u>

- Deleted: 2022
- Deleted: 3
- Deleted: 2023
- Deleted: 4

Formatted Table

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

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

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

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

**SUBJECT:** *Monthly Financial Report – May 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 May 31, 2022.

Student Fees revenue for the current year decreased 5% from the same period last year. Other Student Fees revenue increased by 9% over Other Student Fees reported through May of last year. Support from Local Government decreased by 5% over Support from Local Government through May of last year. This decrease is due to a decrease in number of students and credit hours enrolled in dual enrollment programs, college-wide. State Support increased by 14% over State Support through May 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 May. Services expense increased 23% and Materials and Supplies expense increased 6% compared to May of last year. Other Current Charges decreased 17% compared to the same category through May 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 May was \$211,225 compared to \$61,518 last May. Most of this increase is due to the purchase of new vans and a new patient simulator for the Nursing program.

Personnel costs are at 75% of the amount budgeted for the current year, less than the three-year average of 84% for this time of year. Current expenses represent 61% of the amount budgeted, slightly less than the three-year average of 62% for this time of year.



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

- Year-To-Date Actual Revenue is 92% of the Adjusted Budget, greater than the three-year average of 89% for this time of year.
- Year-To-Date Actual Expense is 71% of the Adjusted Budget, which is less than the three-year average of 77% 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 May 31, 2022, totaled \$1,417,897, compared to the three-year average of \$1,396,213. Student Fees revenue is \$1,287,694 and Other Student Fees is \$124,812, compared to the three-year average of \$1,240,684 and \$134,285, respectively, for this time of year. Other Revenue is \$5,391 compared to the three-year average of \$21,244 for this time of year.

Total Expense for Baccalaureate Programs consists of Personnel, Current, and Capital Outlay expenses. Total Expense is \$948,979 with Personnel totaling \$833,134 and Current Expense totaling \$115,845, compared to the three-year average of \$1,176,290, \$1,075,878, and \$99,845, respectively, for this time of year. There were no Capital Outlay expenses through the month of May 2022.

On a percentage basis, Total Revenue is 85% of that budgeted, slightly higher than the three-year average of 84% for this time of year. Total Expense is 57% of that budgeted compared to the three-year average of 72% for this time of year.

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

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of May 31, 2022, totaled \$3,870,953 compared to the three-year average of \$3,733,604. Support from Local Government is \$3,586,516 compared to the three-year average of \$3,386,613 for this time of year. State Support is \$219,043 compared to the three-year average of \$280,763 for this time of year. Federal Support is \$55,497 compared to the three-year average of \$3,826 for this time of year. Other Revenue is \$9,897 compared to the three-year average of \$62,402 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 \$3,338,956, with Personnel totaling \$2,022,555, Current Expense totaling \$950,909, and Capital Outlay expenses totaling \$365,492 during the period. These figures compare to the three-year averages of \$2,984,599, \$1,888,346, \$921,606, and \$174,647, respectively, for this time of year.

On a percentage basis, Total Revenue is 79% of that budgeted, lower than the three-year average of 89% for this time of year. Total Expense is 68% of that budgeted, slightly lower than the three-year average of 69% 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 May 31, 2022, totaled \$1,272,821 compared to \$1,336,317 during the same period last year. Through May 31, 2022, Support from Local Government is \$1,157,611, State Support is \$44,750, Federal Support is \$68,465, and Other Revenue is \$1,995. Last year's figures were \$806,321, \$0, \$404,942, and \$54, 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 \$1,476,469, with Personnel totaling \$693,941 and Current Expense totaling \$322,730. Capital Outlay expenses totaled \$459,798 during the period. These figures compare to \$834,320, \$255,293, \$402,560, and \$176,467, respectively, during the same period last year.

On a percentage basis, Total Revenue is 79% of that budgeted, prior year Total Revenue was 82% for this time of year. Total Expense is 55% of that budgeted, prior year was 50% 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	May 31, 2022				May 31, 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	
<b>Revenue</b>									
41 Student Fees	14,900,550	14,900,550	13,983,941	94%	15,244,019	15,244,019	14,659,176	96%	-5%
42 Other Student Fees	2,800,718	3,170,262	3,103,871	98%	3,061,538	3,061,538	2,847,864	93%	9%
43 Support From Local Government [1]	1,879,686	1,879,686	1,447,559	77%	1,749,600	1,749,600	1,528,207	87%	-5%
44 State Support	26,325,874	26,421,874	25,507,096	97%	26,063,878	26,063,878	22,283,308	85%	14%
45 Federal Support	3,900,000	2,560,000	1,409,122	55%	67,764	458,764	476,293	104%	
46 Gifts, Private Grants & Contracts	0	0	0		27,790	27,790	9,629	35%	
47 Sales and Services Department	456,972	517,917	514,336	99%	588,377	589,377	386,307	66%	33%
49 Other Revenue [2]	110,455	130,455	156,803	120%	243,804	178,804	109,966	62%	43%
4A Non-Revenue Receipts [3]	1,255,548	2,597,048	2,129,423	82%	374,128	4,174,128	1,790,940	43%	19%
<b>Total : Revenue</b>	<b>51,629,803</b>	<b>52,177,792</b>	<b>48,252,151</b>	<b>92%</b>	<b>47,420,898</b>	<b>51,547,898</b>	<b>44,091,691</b>	<b>86%</b>	<b>9%</b>
<b>Grand Total : Revenue</b>	<b>51,629,803</b>	<b>52,177,792</b>	<b>48,252,151</b>	<b>92%</b>	<b>47,420,898</b>	<b>51,547,898</b>	<b>44,091,691</b>	<b>86%</b>	<b>9%</b>
<b>Expense</b>									
<b>Personnel</b>									
51 Salaries-Full Time & Perm Part Time	24,527,543	24,136,528	19,944,845	83%	24,372,958	24,145,805	20,803,757	86%	-4%
52 Other Personnel Exp P/T (Non-Perm)	3,809,109	3,886,909	2,695,724	69%	3,909,273	3,895,298	2,898,268	74%	-7%
53 Personnel Benefits	11,556,591	11,993,307	7,350,666	61%	9,650,374	10,960,736	7,153,949	65%	3%
<b>Total : Personnel</b>	<b>39,893,243</b>	<b>40,016,744</b>	<b>29,991,235</b>	<b>75%</b>	<b>37,932,605</b>	<b>39,001,839</b>	<b>30,855,974</b>	<b>79%</b>	<b>-3%</b>
<b>Current Expense</b>									
61 Services [4]	10,251,215	10,243,763	7,079,108	69%	9,582,284	9,607,971	5,733,610	60%	23%
62 Materials and Supplies	3,776,456	3,830,028	2,324,937	61%	3,685,237	3,664,701	2,192,229	60%	6%
63 Other Current Charges [5]	3,012,667	2,997,488	987,277	33%	2,810,635	2,720,271	1,184,269	44%	-17%
<b>Total : Current Expense</b>	<b>17,040,338</b>	<b>17,071,280</b>	<b>10,391,323</b>	<b>61%</b>	<b>16,078,157</b>	<b>15,992,942</b>	<b>9,110,108</b>	<b>57%</b>	<b>14%</b>
<b>Transfers</b>									
69 Other Transfers	0	0	0		805,975	805,975	0	0%	0%
<b>Total : Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>805,975</b>	<b>805,975</b>	<b>0</b>	<b>0%</b>	<b>0%</b>
<b>Capital</b>									
71 Capital Outlay	26,845	285,391	211,225	74%	10,000	169,628	61,518	36%	36%
<b>Total : Capital</b>	<b>26,845</b>	<b>285,391</b>	<b>211,225</b>	<b>74%</b>	<b>10,000</b>	<b>169,628</b>	<b>61,518</b>	<b>36%</b>	<b>36%</b>
<b>Grand Total : Expense</b>	<b>56,960,426</b>	<b>57,373,415</b>	<b>40,593,783</b>	<b>71%</b>	<b>54,826,737</b>	<b>55,970,385</b>	<b>40,027,601</b>	<b>72%</b>	<b>1%</b>

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

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Upper Level Programs - Fund 12000

AC Type Description	May 31, 2022						May 31, 2021						Percent Change CY YTD Actual/ PY YTD Actual		
	May 31, 2022			Percent YTD Actual /			May 31, 2021			Percent YTD Actual /					
	Orig Budget	Adj Budget	YTD Actual	Adj Budget	YTD Actual	Adj Budget	Orig Budget	Adj Budget	YTD Actual	Adj Budget	YTD Actual	Adj Budget			
<b>Revenue</b>															
41 Student Fees	1,368,210	1,368,210	1,287,694	94%	1,316,515	1,366,647	1,361,145	100%							-5%
42 Other Student Fees	126,173	127,173	124,812	98%	133,699	133,699	135,562	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	5,391	138%	34,523	9,523	2,521	26%							114%
<b>Total : Revenue</b>	<b>1,675,444</b>	<b>1,677,444</b>	<b>1,417,897</b>	<b>85%</b>	<b>1,662,901</b>	<b>1,688,033</b>	<b>1,499,228</b>	<b>89%</b>							-5%
<b>Grand Total : Revenue</b>	<b>1,675,444</b>	<b>1,677,444</b>	<b>1,417,897</b>	<b>85%</b>	<b>1,662,901</b>	<b>1,688,033</b>	<b>1,499,228</b>	<b>89%</b>							-5%
<b>Expense</b>															
<b>Personnel</b>															
51 Salaries-Full Time & Perm Part Time	826,011	826,011	354,414	43%	785,061	785,061	515,906	66%							-31%
52 Other Personnel Exp P/T (Non-Perm)	367,000	367,000	382,393	104%	357,000	357,000	351,778	99%							9%
53 Personnel Benefits	305,502	305,502	96,327	32%	386,645	386,645	134,571	35%							-28%
<b>Total : Personnel</b>	<b>1,498,513</b>	<b>1,498,513</b>	<b>833,134</b>	<b>56%</b>	<b>1,528,706</b>	<b>1,528,706</b>	<b>1,002,255</b>	<b>66%</b>							-17%
<b>Current Expense</b>															
61 Services [2]	30,650	16,740	4,971	30%	29,650	26,174	5,326	20%							-7%
62 Materials and Supplies	83,545	84,394	67,769	80%	84,545	84,765	74,860	88%							9%
63 Other Current Charges [3]	62,736	62,736	43,105	69%	20,000	70,000	32,020	46%							35%
<b>Total : Current Expense</b>	<b>176,931</b>	<b>163,870</b>	<b>115,845</b>	<b>71%</b>	<b>134,195</b>	<b>180,939</b>	<b>112,206</b>	<b>62%</b>							3%
<b>Capital</b>															
71 Capital Outlay	0	13,061	0	0%	0	3,256	1,699	52%							-100%
<b>Total : Capital</b>	<b>0</b>	<b>13,061</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>3,256</b>	<b>1,699</b>	<b>52%</b>							-100%
<b>Grand Total : Expense</b>	<b>1,675,444</b>	<b>1,675,444</b>	<b>948,979</b>	<b>57%</b>	<b>1,662,901</b>	<b>1,712,901</b>	<b>1,116,160</b>	<b>65%</b>							-15%

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

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

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

**FISCAL YEAR: 2021-22  
May 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	52,177,617	175 <a>		52,177,792
TOTAL TO BE ACCOUNTED FOR	\$ 63,595,315	\$ 175	\$ 0	\$ 63,595,490
SALARIES	\$ 40,016,744	\$	\$	\$ 40,016,744
CURRENT EXPENSES	17,103,854		32,574 <b>	17,071,280
CAPITAL OUTLAY	252,642	32,749 <c>		285,391
ENDING FUND BALANCE	6,222,075			6,222,075
TOTAL ACCOUNTED FOR	\$ 63,595,315	\$ 32,749	\$ 32,574	\$ 63,595,490

JUSTIFICATION:

<a> The \$175 increase in Revenue is due to:  
Increase in revenue projections for 26 West

\$	175
\$	<u>175</u>

<b> The \$32,574 net decrease in Current Expenses is due to:

Purchase of supplies for Nursing Dept  
Purchase of OTA lab equipment  
Purchase of hospital bed for Nursing, laptops and peripherals for DRC and production lights for the Neel Auditorium  
Purchase of Dental Hygiene Dexis sensors  
Purchase Procure Monitor for Radiology

\$	2,975
	50
	(10,766)
	(22,516)
	(2,317)
\$	<u>(32,574)</u>

<c> The \$32,749 net increase in Capital Outlay is due to:

Purchase of supplies for Nursing Dept  
Purchase of OTA lab equipment  
Purchase of hospital bed for Nursing, laptops and peripherals for DRC and production lights for the Neel Auditorium  
Purchase of Dental Hygiene Dexis sensors  
Purchase Procure Monitor for Radiology

\$	(2,800)
	(50)
	10,766
	22,516
	2,317
\$	<u>32,749</u>

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

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

FISCAL YEAR: 2021-22  
May 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	1,677,444			1,677,444
TOTAL TO BE ACCOUNTED FOR	\$ 3,832,674	\$ 0	\$ 0	\$ 3,832,674
SALARIES	\$ 1,498,513	\$	\$	\$ 1,498,513
CURRENT EXPENSES	166,870		3,000 <a>	163,870
CAPITAL OUTLAY	10,061	3,000 <b>		13,061
ENDING FUND BALANCE	2,159,230			2,159,230
TOTAL ACCOUNTED FOR	\$ 3,834,674	\$ 3,000	\$ 3,000	\$ 3,834,674

JUSTIFICATION:

<a> The \$3,000 decrease in Current Expenses is due to:  
Purchase Datamation Systems laptop carts

\$ (3,000)  
\$ (3,000)

<b> The \$3,000 increase in Capital Outlay is due to:  
Purchase Datamation Systems laptop carts

\$ 3,000  
\$ 3,000

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

RESOLUTION NUMBER: Forty-Six (46)  
AMENDMENT NUMBER: Forty-Six (46)

FISCAL YEAR: 2021-22  
May 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	\$ 4,030,297	\$	\$ 41,052 <a>	\$ 3,989,245
CURRENT EXPENSES	19,729,677	7,204 <b>		19,736,881
CAPITAL OUTLAY	1,284,394	33,848 <c>		1,318,242
ENDING FUND BALANCE	1,502,935			1,502,935
TOTAL ACCOUNTED FOR	\$ 26,547,303	\$ 41,052	\$ 41,052	\$ 26,547,303

JUSTIFICATION:

<a> The \$41,052 decrease in Salaries Expense is due to:

Fund institutional memberships for TRIO grant	(2,799)
Fund temp services for TRIO grant	(5,000)
Re-allocate Perkins funds for purchase of furniture and equipment	(33,253)
	<u>\$ (41,052)</u>

<b> The \$7,204 net increase in Current Expense is due to:

Fund institutional memberships for TRIO grant	2,799
Fund temp services for TRIO grant	5,000
Re-allocate Perkins funds for purchase of furniture and equipment	(595)
	<u>\$ 7,204</u>

<c> The \$33,848 increase in Capital Outlay is due to:

Re-allocate Perkins funds for purchase of furniture and equipment	33,848
	<u>\$ 33,848</u>

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

**RESOLUTION NUMBER: Forty-Seven (47)  
AMENDMENT NUMBER: Forty-Seven (47)**

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

FUND NAME: COLLEGIATE SCHOOL - BC

FUND NUMBER: 23000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 1,523,122	\$	\$	\$ 1,523,122
REVENUES	4,556,065			4,556,065
TOTAL TO BE ACCOUNTED FOR	\$ 6,079,187	\$ 0	\$ 0	\$ 6,079,187
SALARIES	\$ 2,820,196	\$		\$ 2,820,196
CURRENT EXPENSES	1,561,903		42,595 <a>	1,519,308
CAPITAL OUTLAY	311,041	42,595 <b>		353,636
ENDING FUND BALANCE	1,386,047			1,386,047
TOTAL ACCOUNTED FOR	\$ 6,079,187	\$ 42,595	\$ 42,595	\$ 6,079,187

JUSTIFICATION:

<a> The \$42,595 net decrease in Current Expenses is due to:  
Purchase new Collegiate School office furniture  
Replace ten Promethian boards

\$	2,000
	(44,595)
\$	<u>(42,595)</u>

<b> The \$42,595 net increase in Capital Outlay Expenses is due to:  
Purchase new Collegiate School office furniture  
Replace ten Promethian boards

\$	(2,000)
	44,595
\$	<u>42,595</u>



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

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

**FISCAL YEAR: 2021-22  
May 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	21,103,958			21,103,958
TOTAL TO BE ACCOUNTED FOR	\$ 40,145,653 =====	\$ 0 =====	\$ 0 =====	\$ 40,145,653 =====
SALARIES	\$ 0	\$	\$	0
CURRENT EXPENSES	984,142		6,004 <a>	978,138
CAPITAL OUTLAY	31,915,051	271,358 <b>		32,186,409
ENDING FUND BALANCE	7,246,460		265,354 <c>	6,981,106
TOTAL ACCOUNTED FOR	\$ 40,145,653 =====	\$ 271,358 =====	\$ 271,358 =====	\$ 40,145,653 =====

JUSTIFICATION:

<a> The \$6,004 decrease in Current Expenses is due to:  
 Complete final technology refresh project for FY 2021-22 \$ (3,580)  
 Close out Building 6 carpet replacement Capital Improvement Fund (CIF) project (2,424)  
 \$ (6,004)

<b> The \$271,358 net increase in Capital Outlay is due to:  
 Establish new CIF project for minor maintenance and repairs \$ 275,000  
 Complete final technology refresh project for FY 2021-22 3,580  
 Close out Building 6 carpet replacement Capital Improvement Fund (CIF) project (7,222)  
 \$ 271,358

<c> The \$265,354 net decrease in Ending Fund Balance is due to:  
 Establish new CIF project for minor maintenance and repairs \$ (275,000)  
 Close out Building 6 carpet replacement Capital Improvement Fund (CIF) project 9,646  
 \$ (265,354)

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	May 31, 2022				May 31, 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	
	<b>Revenue</b>									
43	Support From Local Government [1]	3,773,276	4,182,018	3,586,516	86%	3,834,031	3,834,031	3,474,056	91%	3%
44	State Support [2]	271,540	271,540	219,043	81%	40	265,040	235,179	89%	-7%
45	Federal Support [3]	11,268	387,858	55,497	14%	11,268	20,598	5,745	28%	
49	Other Revenue [4]	79,430	79,430	9,897	12%	2,141	10,141	8,192	81%	21%
	<b>Total : Revenue</b>	<b>4,135,514</b>	<b>4,920,846</b>	<b>3,870,953</b>	<b>79%</b>	<b>3,847,480</b>	<b>4,129,810</b>	<b>3,723,172</b>	<b>90%</b>	<b>4%</b>
	<b>Grand Total : Revenue</b>	<b>4,135,514</b>	<b>4,920,846</b>	<b>3,870,953</b>	<b>79%</b>	<b>3,847,480</b>	<b>4,129,810</b>	<b>3,723,172</b>	<b>90%</b>	<b>4%</b>
	<b>Expense</b>									
	<b>Personnel</b>									
51	Salaries-Full Time & Perm Part Time	1,672,826	1,971,791	1,427,682	72%	1,641,483	1,616,483	1,386,297	86%	3%
52	Other Personnel Exp P/T (Non-Perm)	74,520	95,520	86,122	90%	59,200	82,650	90,313	109%	-5%
53	Personnel Benefits	752,885	752,885	508,751	68%	713,946	713,946	473,619	66%	7%
	<b>Total : Personnel</b>	<b>2,500,231</b>	<b>2,820,196</b>	<b>2,022,555</b>	<b>72%</b>	<b>2,414,629</b>	<b>2,413,079</b>	<b>1,960,229</b>	<b>81%</b>	<b>4%</b>
	<b>Current Expense</b>									
61	Services [5]	1,113,477	1,205,460	681,637	57%	1,055,796	1,043,736	638,693	61%	7%
62	Materials and Supplies	367,342	312,263	269,272	86%	367,119	383,578	281,527	73%	-4%
	<b>Total : Current Expense</b>	<b>1,480,819</b>	<b>1,517,723</b>	<b>950,909</b>	<b>63%</b>	<b>1,422,915</b>	<b>1,427,314</b>	<b>920,220</b>	<b>64%</b>	<b>3%</b>
	<b>Capital</b>									
71	Capital Outlay	292,241	581,126	365,492	63%	25,000	486,155	120,488	25%	
	<b>Total : Capital</b>	<b>292,241</b>	<b>581,126</b>	<b>365,492</b>	<b>63%</b>	<b>25,000</b>	<b>486,155</b>	<b>120,488</b>	<b>25%</b>	
	<b>Grand Total : Expense</b>	<b>4,273,290</b>	<b>4,919,045</b>	<b>3,338,956</b>	<b>68%</b>	<b>3,862,544</b>	<b>4,326,548</b>	<b>2,990,937</b>	<b>69%</b>	<b>12%</b>

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

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	May 31, 2022				May 31, 2021				Percent YTD Actual / CY YTD Actual/ PY YTD Actual	Percent Change	
		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget			
	<b>Revenue</b>											
43	Support From Local Government [1]	1,408,550	1,228,318	1,157,611	94%	758,684	758,684	806,321	106%		44%	
44	State Support [2]	0	56,205	44,750	80%	0	0	0				
45	Federal Support [3]	128,674	195,125	68,465	35%	547,823	635,997	404,942	64%		-83%	
49	Other Revenue [4]	0	2,849	1,995	70%	0	0	54			-100%	
4A	Non-Revenue Receipts	0	135,000	0	0%	114,013	239,013	125,000	52%		-5%	
	<b>Total : Revenue</b>	<b>1,537,224</b>	<b>1,617,497</b>	<b>1,272,821</b>	<b>79%</b>	<b>1,420,520</b>	<b>1,633,694</b>	<b>1,336,317</b>	<b>82%</b>			
	<b>Grand Total : Revenue</b>	<b>1,537,224</b>	<b>1,617,497</b>	<b>1,272,821</b>	<b>79%</b>	<b>1,420,520</b>	<b>1,633,694</b>	<b>1,336,317</b>	<b>82%</b>			
	<b>Expense</b>											
	<b>Personnel</b>											
51	Salaries-Full Time & Perm Part Time	620,775	577,275	494,362	86%	232,283	278,858	191,827	69%		158%	
52	Other Personnel Exp P/T (Non-Perm)	6,000	26,000	25,017	96%	6,000	0	0			175%	
53	Personnel Benefits	246,162	246,362	174,563	71%	81,914	91,757	63,467	69%		172%	
	<b>Total : Personnel</b>	<b>872,937</b>	<b>849,637</b>	<b>693,941</b>	<b>82%</b>	<b>320,197</b>	<b>370,615</b>	<b>255,293</b>	<b>69%</b>			
	<b>Current Expense</b>											
61	Services [5]	400,328	292,473	216,364	74%	456,246	429,773	164,235	38%		32%	
62	Materials and Supplies	250,478	324,065	106,366	33%	383,854	418,526	238,326	57%		-55%	
	<b>Total : Current Expense</b>	<b>650,806</b>	<b>616,538</b>	<b>322,730</b>	<b>52%</b>	<b>840,100</b>	<b>848,299</b>	<b>402,560</b>	<b>47%</b>		-20%	
	<b>Capital</b>											
71	Capital Outlay	240,346	1,237,632	459,798	37%	308,606	463,163	176,467	38%		161%	
	<b>Total : Capital</b>	<b>240,346</b>	<b>1,237,632</b>	<b>459,798</b>	<b>37%</b>	<b>308,606</b>	<b>463,163</b>	<b>176,467</b>	<b>38%</b>		161%	
	<b>Grand Total : Expense</b>	<b>1,764,089</b>	<b>2,703,807</b>	<b>1,476,469</b>	<b>55%</b>	<b>1,468,903</b>	<b>1,682,077</b>	<b>834,320</b>	<b>50%</b>		77%	

- [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
- [6] Includes teacher supply funds and Best & Brightest Scholarships awarded by Sarasota County school board.
- [7] Includes capital funding from Sarasota County school district
- [8] Includes central store, scholarships, debt interest, bad debt expense, unemployment comp, uninsured losses

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

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

<b>May 2022</b>			
<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	
<b><u>Gifts:</u></b>			
No gifts received			
<b><u>Grants:</u></b>			
United States Department of Education			
May YTD Revenue	753,792		
April YTD Revenue	753,792		
Change for Month of May	(0)	Pell Grant 2020-2021	
May YTD Revenue	10,645,357		
April YTD Revenue	10,619,688		
Change for Month of May	25,669	Pell Grant 2021-2022	
<b>Total Received - Gifts</b>	<b>-</b>		
<b>Total Received (Returned) - Pell Grant</b>	<b>25,668</b>		

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

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

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

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

**SUBJECT:** *Monthly Financial Report – June 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 June 30, 2022.

Student Fees revenue for the current year decreased 4% from the same period last year. Other Student Fees revenue increased by 10% over Other Student Fees reported through June of last year. Support from Local Government decreased by 5% over Support from Local Government through June of last year. This decrease is due to a decrease in number of students and credit hours enrolled in dual enrollment programs, college-wide. State Support increased by 2% over State Support through June of last year.

In the category of Expenses, overall Personnel costs are 16% lower as compared to last June. Services expense increased 20% and Materials and Supplies expense increased 5% compared to June of last year. Other Current Charges decreased 5% compared to the same category through June 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 June was \$279,871 compared to \$118,693 last June. Most of this increase is due to the purchase of new vans and a new patient simulator model for the Nursing program.

With this fiscal year 100% complete, personnel costs are at 81% of the amount budgeted for the current year, less than the three-year average of 100% for this time of year. Current expenses represent 69% of the amount budgeted which is less than the three-year average of 76% for this time of year.

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

- Year-To-Date Actual Revenue is 95% of the Adjusted Budget, less than the three-year average of 97% for this time of year.
- Year-To-Date Actual Expense is 77% of the Adjusted Budget, which is less than the three-year average of 92% for this time of year.
- Revenues and expenses are less than what would be expected as a percentage of budget basis.

**Baccalaureate Programs**

Total Revenue for Baccalaureate Programs consists of Student Fees, Other Student Fees, and Other Revenue. Total Revenue as of June 30, 2022, totaled \$1,604,221, compared to the three-year average of \$1,576,434. Student Fees revenue is \$1,291,458 and Other Student Fees is \$126,513, compared to the three-year average of \$1,241,670 and \$133,991, respectively, for this time of year. Other Revenue is \$8,086 compared to the three-year average of \$22,609 for this time of year.

Total Expense for Baccalaureate Programs consists of Personnel, Current, and Capital Outlay expenses. Total Expense is \$1,106,613 with Personnel totaling \$963,513, Current Expense totaling \$127,353 and Capital Outlay totaling \$15,747 compared to the three-year average of \$1,318,951, \$1,206,683, \$111,243 and \$1,025 respectively, for this time of year.

On a percentage basis, Total Revenue is 96% of that budgeted, slightly greater than the three-year average of 95% for this time of year. Total Expense is 66% of that budgeted compared to the three-year average of 80% for this time of year.

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

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of June 30, 2022, totaled \$4,452,263 compared to the three-year average of \$4,052,007. Support from Local Government is \$4,070,801 compared to the three-year average of \$3,710,390 for this time of year. State Support is \$268,889 compared to the three-year average of \$265,769 for this time of year. Federal Support is \$100,577 compared to the three-year average of \$16,328 for this time of year. Other Revenue is \$11,996 compared to the three-year average of \$59,519 for this time of year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current, and Capital Outlay expenses. Total Expense is \$4,078,604, with Personnel totaling \$2,325,978, Current Expense totaling \$1,309,947 and Capital Outlay expenses totaling \$442,679 during the period. These figures compare to the three-year averages of \$3,664,862, \$2,175,357, \$1,289,654, and \$199,850, respectively, for this time of year.

On a percentage basis, Total Revenue is 90% of that budgeted, lower than the three-year average of 97% for this time of year. Total Expense is 81% of that budgeted, slightly lower than the three-year average of 85% 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 June 30, 2022, was \$1,989,140 compared to \$1,402,417 during the same period last year. Through June 30, 2022, Support from Local Government is \$1,261,247, State Support is \$65,252, Federal Support is \$90,012, and Other Revenue is \$572,629. Last year's figures were \$879,621, \$0, \$397,738 and \$57, 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 \$1,929,898, with Personnel totaling \$816,227 and Current Expense totaling \$473,899. Capital Outlay expenses totaled \$639,771 during the period. These figures compare to \$1,164,920, \$312,457, \$660,219, and \$192,244, respectively, during the same period last year.

On a percentage basis, Total Revenue is 123% of that budgeted, prior year Total Revenue was 86% for this time of year. Total Expense is 71% of that budgeted, prior year was 69% 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	June 30, 2022				June 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	
<b>Revenue</b>									
41 Student Fees	14,900,550	14,900,550	14,080,686	94%	15,244,019	15,244,019	14,711,998	97%	-4%
42 Other Student Fees	2,800,718	3,170,262	3,191,020	101%	3,061,538	3,061,538	2,900,796	95%	10%
43 Support From Local Government [1]	1,879,686	1,879,686	1,445,831	77%	1,749,600	1,749,600	1,527,991	87%	-5%
44 State Support	26,325,874	26,421,874	26,588,520	101%	26,063,878	26,063,878	26,130,790	100%	2%
45 Federal Support	3,900,000	2,560,000	1,440,607	56%	67,764	458,764	2,055,924		
46 Gifts, Private Grants & Contracts	0	0	0		27,790	27,790	9,629	35%	-100%
47 Sales and Services Department	456,972	517,917	534,906	103%	588,377	589,377	426,657	72%	25%
49 Other Revenue [2]	110,455	130,455	198,777	152%	243,804	178,804	118,609	66%	68%
4A Non-Revenue Receipts [3]	1,255,548	2,597,048	2,137,724	82%	374,128	4,174,128	1,812,797	43%	18%
<b>Total : Revenue</b>	<b>51,629,803</b>	<b>52,177,792</b>	<b>49,618,072</b>	<b>95%</b>	<b>47,420,898</b>	<b>51,547,898</b>	<b>49,695,193</b>	<b>96%</b>	<b>0%</b>
<b>Grand Total : Revenue</b>	<b>51,629,803</b>	<b>52,177,792</b>	<b>49,618,072</b>	<b>95%</b>	<b>47,420,898</b>	<b>51,547,898</b>	<b>49,695,193</b>	<b>96%</b>	<b>0%</b>
<b>Expense</b>									
<b>Personnel</b>									
51 Salaries-Full Time & Perm Part Time	24,527,543	23,057,186	22,525,028	98%	24,372,958	24,430,024	24,223,185	99%	-7%
52 Other Personnel Exp P/T (Non-Perm)	3,809,109	3,887,339	2,877,866	74%	3,909,273	4,007,022	3,229,306	81%	-11%
53 Personnel Benefits	11,556,591	13,073,945	6,813,840	52%	9,650,374	10,564,793	10,979,394	104%	-38%
<b>Total : Personnel</b>	<b>39,893,243</b>	<b>40,018,470</b>	<b>32,216,733</b>	<b>81%</b>	<b>37,932,605</b>	<b>39,001,839</b>	<b>38,431,885</b>	<b>99%</b>	<b>-16%</b>
<b>Current Expense</b>									
61 Services [4]	10,251,215	10,244,440	7,950,759	78%	9,582,284	9,809,479	6,599,772	67%	20%
62 Materials and Supplies	3,776,456	3,831,126	2,688,463	69%	3,685,237	3,661,285	2,524,046	69%	5%
63 Other Current Charges [5]	3,012,667	2,988,488	1,107,317	37%	2,810,635	2,521,500	1,170,588	46%	-5%
<b>Total : Current Expense</b>	<b>17,040,338</b>	<b>17,064,054</b>	<b>11,716,540</b>	<b>69%</b>	<b>16,078,157</b>	<b>15,992,263</b>	<b>10,294,407</b>	<b>64%</b>	<b>14%</b>
<b>Transfers</b>									
69 Other Transfers	0	0	0		805,975	805,975	0	0%	0%
<b>Total : Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>805,975</b>	<b>805,975</b>	<b>0</b>	<b>0%</b>	<b>0%</b>
<b>Capital</b>									
71 Capital Outlay	26,845	290,891	279,871	96%	10,000	170,307	118,963	70%	70%
<b>Total : Capital</b>	<b>26,845</b>	<b>290,891</b>	<b>279,871</b>	<b>96%</b>	<b>10,000</b>	<b>170,307</b>	<b>118,963</b>	<b>70%</b>	<b>70%</b>
<b>Grand Total : Expense</b>	<b>56,960,426</b>	<b>57,373,416</b>	<b>44,213,144</b>	<b>77%</b>	<b>54,826,737</b>	<b>55,970,385</b>	<b>48,845,255</b>	<b>87%</b>	<b>-9%</b>

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



State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2021-22 vs. FY 2020-21  
Upper Level Programs - Fund 12000

AC Type Description	June 30, 2022				June 30, 2021				Percent Change CY YTD Actual/ PY YTD Actual	
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual		YTD Actual / Adj Budget
<b>Revenue</b>										
41 Student Fees	1,368,210	1,368,210	1,291,458	94%	94%	1,316,515	1,366,647	1,357,474	99%	-5%
42 Other Student Fees	126,173	127,173	126,513	99%	99%	133,699	133,699	135,647	101%	-7%
44 State Support	178,164	178,164	178,164	100%	100%	178,164	178,164	178,164	100%	0%
49 Other Revenue [1]	2,897	3,897	8,086	207%	207%	34,523	9,523	2,610	27%	210%
<b>Total : Revenue</b>	<b>1,675,444</b>	<b>1,677,444</b>	<b>1,604,221</b>	<b>96%</b>	<b>96%</b>	<b>1,662,901</b>	<b>1,688,033</b>	<b>1,673,895</b>	<b>99%</b>	<b>-4%</b>
<b>Grand Total : Revenue</b>	<b>1,675,444</b>	<b>1,677,444</b>	<b>1,604,221</b>	<b>96%</b>	<b>96%</b>	<b>1,662,901</b>	<b>1,688,033</b>	<b>1,673,895</b>	<b>99%</b>	<b>-4%</b>
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	826,011	826,011	412,405	50%	50%	785,061	785,061	531,446	68%	-22%
52 Other Personnel Exp P/T (Non-Perm)	367,000	367,000	437,251	119%	119%	357,000	357,000	430,001	120%	2%
53 Personnel Benefits	305,502	305,502	113,856	37%	37%	386,645	386,645	146,167	38%	-22%
<b>Total : Personnel</b>	<b>1,498,513</b>	<b>1,498,513</b>	<b>963,513</b>	<b>64%</b>	<b>64%</b>	<b>1,528,706</b>	<b>1,528,706</b>	<b>1,107,614</b>	<b>72%</b>	<b>-13%</b>
<b>Current Expense</b>										
61 Services [2]	30,650	15,840	4,991	32%	32%	29,650	25,574	5,332	21%	-6%
62 Materials and Supplies	83,545	83,361	79,257	95%	95%	84,545	85,365	75,097	88%	2%
63 Other Current Charges [3]	62,736	62,736	43,105	69%	69%	20,000	70,000	32,020	46%	35%
<b>Total : Current Expense</b>	<b>176,931</b>	<b>161,937</b>	<b>127,353</b>	<b>79%</b>	<b>79%</b>	<b>134,195</b>	<b>180,939</b>	<b>112,450</b>	<b>62%</b>	<b>13%</b>
<b>Capital</b>										
71 Capital Outlay	0	14,984	15,747	105%	105%	0	3,256	3,075	94%	94%
<b>Total : Capital</b>	<b>0</b>	<b>14,984</b>	<b>15,747</b>	<b>105%</b>	<b>105%</b>	<b>0</b>	<b>3,256</b>	<b>3,075</b>	<b>94%</b>	<b>94%</b>
<b>Grand Total : Expense</b>	<b>1,675,444</b>	<b>1,675,444</b>	<b>1,106,613</b>	<b>66%</b>	<b>66%</b>	<b>1,662,901</b>	<b>1,712,901</b>	<b>1,223,139</b>	<b>71%</b>	<b>-10%</b>

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

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

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

**FISCAL YEAR: 2021-22  
June 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	52,177,792			52,177,792
TOTAL TO BE ACCOUNTED FOR	\$ 63,595,490 =====	\$ 0 =====	\$ 0 =====	\$ 63,595,490 =====
SALARIES	\$ 40,016,744	\$ 1,726 <a>	\$	\$ 40,018,470
CURRENT EXPENSES	17,071,280		7,226 <b>	17,064,054
CAPITAL OUTLAY	285,391	5,500 <c>		290,891
ENDING FUND BALANCE	6,222,075			6,222,075
TOTAL ACCOUNTED FOR	\$ 63,595,490 =====	\$ 7,226 =====	\$ 7,226 =====	\$ 63,595,490 =====

JUSTIFICATION:

<a> The \$1,726 increase in Salaries Expense is due to:

Allocate excess Salaries to Current Expense for year-end purchases

\$	1,726
\$	<u>1,726</u>

<b> The \$7,226 decrease in Current Expenses is due to:

Allocate excess Salaries to Current Expense for year-end purchases  
Reallocate Nursing Current Expense to Capital Outlay for year end purchases  
Purchase of Surface laptops for EVP & Provost and VP Student Services and Enrollment

\$	(1,726)
	(2,000)
	(3,500)
\$	<u>(7,226)</u>

<c> The \$5,500 increase in Capital Outlay is due to:

Reallocate Nursing Current Expense to Capital Outlay for year end purchases  
Purchase of Surface laptops for EVP & Provost and VP Student Services and Enrollment

\$	2,000
	3,500
\$	<u>5,500</u>

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

RESOLUTION NUMBER: Fifty (50)  
AMENDMENT NUMBER: Fifty (50)

FISCAL YEAR: 2021-22  
June 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	1,677,444			1,677,444
TOTAL TO BE ACCOUNTED FOR	\$ 3,832,674	\$ 0	\$ 0	\$ 3,832,674
SALARIES	\$ 1,498,513	\$	\$	\$ 1,498,513
CURRENT EXPENSES	163,870		1,933 <a>	161,937
CAPITAL OUTLAY	13,061	1,933 <b>		14,994
ENDING FUND BALANCE	2,159,230			2,159,230
TOTAL ACCOUNTED FOR	\$ 3,834,674	\$ 1,933	\$ 1,933	\$ 3,834,674

JUSTIFICATION:

<a> The \$1,933 increase in Current Expenses is due to:  
Purchase Nursing materials and supplies

\$	1,933
\$	<u>1,933</u>

<b> The \$1,933 decrease in Capital Outlay is due to:  
Purchase Nursing materials and supplies

\$	(1,933)
\$	<u>(1,933)</u>

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

**RESOLUTION NUMBER: Fifty-One (51)  
AMENDMENT NUMBER: Fifty-One (51)**

**FISCAL YEAR: 2021-22  
June 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	45,233 <a>		24,955,059
TOTAL TO BE ACCOUNTED FOR	\$ 26,547,303	\$ 45,233	\$ 0	\$ 26,592,536
SALARIES	\$ 3,989,245	\$ 38,642 <b>	\$	\$ 4,027,887
CURRENT EXPENSES	19,736,881	135,549 <c>		19,872,430
CAPITAL OUTLAY	1,318,242		128,958 <d>	1,189,285
ENDING FUND BALANCE	1,502,935			1,502,935
TOTAL ACCOUNTED FOR	\$ 26,547,303	\$ 174,191	\$ 128,958	\$ 26,592,536

JUSTIFICATION:

<a> The \$45,286 increase in Revenue is due to:

Increase in NSF-B2B grant budget for extra funds available from grantor

45,233  
\$ 45,233

<b> The \$43,462 net increase in Salaries Expense is due to:

Fund temporary services and travel expenses for TRIO-SSS grant  
Increase in NSF-B2B grant budget for extra funds available from grantor  
Increase Supplemental Nursing pay

(5,000)  
43,092  
550  
\$ 38,642

<c> The \$135,549 net increase in Current Expense is due to:

Fund temporary services and travel expenses for TRIO-SSS grant  
Increase in NSF-B2B grant budget for extra funds available from grantor  
Increase Supplemental Nursing pay  
Reclass budget from Capital Outlay contingency to Current Expenses website revision project

5,000  
2,141  
(550)  
128,958  
\$ 135,549

<d> The \$128,598 decrease in Capital Outlay is due to:

Reclass budget from Capital Outlay contingency to Current Expenses website revision project

(128,958)  
\$ (128,958)

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

**RESOLUTION NUMBER: Fifty-Two (52)  
AMENDMENT NUMBER: Fifty-Two (52)**

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

FUND NAME: COLLEGIATE SCHOOL - BC

FUND NUMBER: 23000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 1,523,122	\$	\$	\$ 1,523,122
REVENUES	4,556,065			4,556,065
TOTAL TO BE ACCOUNTED FOR	\$ 6,079,187	\$ 0	\$ 0	\$ 6,079,187
SALARIES	\$ 2,820,196	\$	\$	\$ 2,820,196
CURRENT EXPENSES	1,519,308		5,000 <a>	1,514,308
CAPITAL OUTLAY	353,636	5,000 <b>		358,636
ENDING FUND BALANCE	1,386,047			1,386,047
TOTAL ACCOUNTED FOR	\$ 6,079,187	\$ 5,000	\$ 5,000	\$ 6,079,187

JUSTIFICATION:

<a> The \$5,000 decrease in Current Expenses is due to:  
Purchase of Dual Enrollment textbooks

\$ (5,000)  
\$ (5,000)

<b> The \$5,000 increase in Capital Outlay is due to:  
Purchase of Dual Enrollment textbooks

\$ 5,000  
\$ 5,000

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

**RESOLUTION NUMBER: Fifty-Three (53)  
AMENDMENT NUMBER: Fifty-Three (53)**

**FISCAL YEAR: 2021-22  
June 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	21,103,958			21,103,958
TOTAL TO BE ACCOUNTED FOR	\$ 40,145,653 =====	\$ 0 =====	\$ 0 =====	\$ 40,145,653 =====
SALARIES	\$ 0	\$	\$	0
CURRENT EXPENSES	978,138			978,138
CAPITAL OUTLAY	32,186,409	92,000 <a>		32,278,409
ENDING FUND BALANCE	6,981,106		92,000 <b>	6,889,106
TOTAL ACCOUNTED FOR	\$ 40,145,653 =====	\$ 92,000 =====	\$ 92,000 =====	\$ 40,145,653 =====

JUSTIFICATION:

<a> The \$92,000 net increase in Capital Outlay is due to:

Establish Capital Improvement Fee (CIF) project funds for Venice Campus multi-purpose court and Bradenton Collegiate School PECO Building 19 Memorial Area	\$ 62,000
Establish CIF project fund for Parking lot banners	30,000
	<u>\$ 92,000</u>

<b> The \$92,000 net decrease in Ending Fund Balance is due to:

Establish Capital Improvement Fee (CIF) project funds for Venice Campus multi-purpose court and Bradenton Collegiate School PECO Building 19 Memorial Area	\$ (62,000)
Establish CIF project fund for Parking lot banners	(30,000)
	<u>\$ (92,000)</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	June 30, 2022				June 30, 2021				Percent Change CY YTD Actual/ PY YTD Actual		
		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual		YTD Actual / Adj Budget	Percent
	<b>Revenue</b>											
43	Support From Local Government [1]	3,773,276	4,182,018	4,070,801	97%	3,834,031	3,834,031	3,647,620	95%	95%	12%	
44	State Support [2]	271,540	271,540	268,889	99%	40	265,040	272,331	103%	103%	-1%	
45	Federal Support [3]	11,268	387,858	100,577	26%	11,268	20,598	23,327	113%	113%		
49	Other Revenue [4]	79,430	79,430	11,996	15%	2,141	10,141	8,267	82%	82%	45%	
	<b>Total : Revenue</b>	<b>4,135,514</b>	<b>4,920,846</b>	<b>4,452,263</b>	<b>90%</b>	<b>3,847,480</b>	<b>4,129,810</b>	<b>3,951,545</b>	<b>96%</b>	<b>96%</b>	<b>13%</b>	
	<b>Grand Total : Revenue</b>	<b>4,135,514</b>	<b>4,920,846</b>	<b>4,452,263</b>	<b>90%</b>	<b>3,847,480</b>	<b>4,129,810</b>	<b>3,951,545</b>	<b>96%</b>	<b>96%</b>	<b>13%</b>	
	<b>Expense</b>											
	<b>Personnel</b>											
51	Salaries-Full Time & Perm Part Time	1,672,826	1,971,791	1,654,027	84%	1,641,483	1,616,483	1,604,965	99%	99%	3%	
52	Other Personnel Exp P/T (Non-Perm)	74,520	95,520	95,133	100%	59,200	82,650	98,176	119%	119%	-3%	
53	Personnel Benefits	752,885	752,885	576,818	77%	713,946	713,946	578,142	81%	81%	0%	
	<b>Total : Personnel</b>	<b>2,500,231</b>	<b>2,820,196</b>	<b>2,325,978</b>	<b>82%</b>	<b>2,414,629</b>	<b>2,413,079</b>	<b>2,281,283</b>	<b>95%</b>	<b>95%</b>	<b>2%</b>	
	<b>Current Expense</b>											
61	Services [5]	1,113,477	1,193,960	1,023,700	86%	1,055,796	1,043,736	977,570	94%	94%	5%	
62	Materials and Supplies	367,342	318,763	286,247	90%	367,119	380,576	303,757	80%	80%	-6%	
63	Other Current Charges	0	115,016	0								
	<b>Total : Current Expense</b>	<b>1,480,819</b>	<b>1,627,739</b>	<b>1,309,947</b>	<b>80%</b>	<b>1,422,915</b>	<b>1,424,312</b>	<b>1,281,327</b>	<b>90%</b>	<b>90%</b>	<b>2%</b>	
	<b>Capital</b>											
71	Capital Outlay	292,241	593,126	442,679	75%	25,000	482,494	194,324	40%	40%		
	<b>Total : Capital</b>	<b>292,241</b>	<b>593,126</b>	<b>442,679</b>	<b>75%</b>	<b>25,000</b>	<b>482,494</b>	<b>194,324</b>	<b>40%</b>	<b>40%</b>		
	<b>Grand Total : Expense</b>	<b>4,273,290</b>	<b>5,041,061</b>	<b>4,078,604</b>	<b>81%</b>	<b>3,862,544</b>	<b>4,319,885</b>	<b>3,756,934</b>	<b>87%</b>	<b>87%</b>	<b>9%</b>	

[1] Includes revenue from Manatee County school district  
 [2] Includes capital funding from Manatee County school district  
 [3] Includes grant revenue  
 [4] Includes interest and dividend, teacher supply funds and Best & Brightest Scholarships awarded by Manatee County school board.  
 [5] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees  
 [6] includes central store, scholarships, debt interest, bad debt expense, unemployment comp., uninsured losses

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	June 30, 2022				June 30, 2021				Percent YTD Actual / Adj Budget	Percent YTD Actual / CY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget		
<b>Revenue</b>										
43 Support From Local Government [1]	1,408,550	1,228,318	1,261,247	103%	758,684	758,684	879,621	116%		43%
44 State Support [2]	0	56,205	65,252		0	0	0			
45 Federal Support [3]	128,674	195,125	90,012	46%	547,823	635,997	397,738	63%		-77%
49 Other Revenue [4]	0	2,849	572,629	20102%	0	0	57			
4A Non-Renue Receipts	0	135,000	0	0%	114,013	239,013	125,000	52%		-100%
<b>Total : Revenue</b>	<b>1,537,224</b>	<b>1,617,497</b>	<b>1,989,140</b>	<b>123%</b>	<b>1,420,520</b>	<b>1,633,694</b>	<b>1,402,417</b>	<b>86%</b>		<b>42%</b>
<b>Grand Total : Revenue</b>	<b>1,537,224</b>	<b>1,617,497</b>	<b>1,989,140</b>	<b>123%</b>	<b>1,420,520</b>	<b>1,633,694</b>	<b>1,402,417</b>	<b>86%</b>		<b>42%</b>
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	620,775	577,275	580,125	100%	232,283	278,858	220,477	79%		163%
52 Other Personnel Exp P/T (Non-Perm)	6,000	26,000	25,755	99%	6,000	0	0			
53 Personnel Benefits	246,162	246,362	210,347	85%	81,914	91,757	91,980	100%		129%
<b>Total : Personnel</b>	<b>872,937</b>	<b>849,637</b>	<b>816,227</b>	<b>96%</b>	<b>320,197</b>	<b>370,615</b>	<b>312,457</b>	<b>84%</b>		<b>161%</b>
<b>Current Expense</b>										
61 Services [5]	400,328	293,929	363,375	124%	456,246	428,773	389,475	91%		-7%
62 Materials and Supplies	250,478	322,609	110,524	34%	383,854	409,426	255,250	62%		-57%
<b>Total : Current Expense</b>	<b>650,806</b>	<b>616,538</b>	<b>473,899</b>	<b>77%</b>	<b>840,100</b>	<b>838,199</b>	<b>644,725</b>	<b>77%</b>		<b>-26%</b>
<b>Capital</b>										
71 Capital Outlay	240,346	1,237,632	639,771	52%	308,606	473,263	192,244	41%		233%
<b>Total : Capital</b>	<b>240,346</b>	<b>1,237,632</b>	<b>639,771</b>	<b>52%</b>	<b>308,606</b>	<b>473,263</b>	<b>192,244</b>	<b>41%</b>		<b>233%</b>
<b>Grand Total : Expense</b>	<b>1,764,089</b>	<b>2,703,807</b>	<b>1,929,898</b>	<b>71%</b>	<b>1,468,903</b>	<b>1,682,077</b>	<b>1,149,426</b>	<b>68%</b>		<b>68%</b>

[1] Includes revenue from Sarasota County school district

[2] Includes capital funding from Sarasota County school district

[3] Includes grant revenue

[4] Includes interest and dividends revenue

[5] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees  
Includes teacher supply funds and Best & Brightest Scholarships awarded by Sarasota County school board.

[6] Includes capital funding from Sarasota County school district

includes central store, scholarships, debt interest, bad debt expense, unemployment comp, uninsured losses



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

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

<b>June 2022</b>			
<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	
<b><u>Gifts:</u></b>			
No gifts received			
<b><u>Grants:</u></b>			
United States Department of Education			
June YTD Revenue	20		
May YTD Revenue	-		
Change for Month of May	20	Pell Grant 2019-2020	
June YTD Revenue	755,287		
May YTD Revenue	753,792		
Change for Month of June	1,495	Pell Grant 2020-2021	
June YTD Revenue	11,758,214		
May YTD Revenue	10,645,357		
Change for Month of June	1,112,857	Pell Grant 2021-2022	
<b>Total Received - Gifts</b>	<b>-</b>		
<b>Total Received (Returned) - Pell Grant</b>	<b>1,114,352</b>		

## PROPERTY DISPOSAL

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



Proposed by Nathan Wellman  
 Name \_\_\_\_\_  
Manager, Business Operations  
 Title \_\_\_\_\_

Date 9/1/2012

DESCRIPTION OF ITEM	DECAL	PURCHASE PRICE	PURCHASE DATE	REASON FOR DISPOSAL	METHOD OF DISPOSAL
GARDALL SAFE	021302	\$1,288.73	2/18/1998	SURPLUS	GovDEALS
MEDIATECH LECTERN	023846	\$1,439.00	6/12/2002	CLASSROOM UPGRADE	GovDEALS
DOCUMENT CAMERA	025109	\$2,455.01	1/15/2004	CLASSROOM UPGRADE	E-SCRAP
MEDIALINK SWITCHER	026885	\$1,978.55	5/24/2007	CLASSROOM UPGRADE	E-SCRAP
MEDIA TECH LECTERN	027797	\$2,906.66	6/24/2009	CLASSROOM UPGRADE	GovDEALS
iMAC 21.5"	029043	\$1,149.00	11/23/2010	OBSOLETE	E-SCRAP
LATITUDE E6520 LAPTOP	029867	\$1,038.50	8/28/2011	OBSOLETE	E-SCRAP
OPTIPLEX 790	030066	\$819.00	3/19/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030089	\$819.00	3/19/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030096	\$819.00	3/19/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030134	\$819.00	3/19/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030137	\$819.00	3/19/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030356	\$1,188.44	5/7/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030429	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030430	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030432	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030433	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030434	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030435	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030436	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030437	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030440	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030441	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030442	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030443	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030444	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030445	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030447	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030456	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030462	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030463	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030488	\$796.25	7/24/2012	OBSOLETE	E-SCRAP
OPTIPLEX 790	030508	\$986.70	7/24/2012	OBSOLETE	E-SCRAP
MACBOOK PRO 15.4"	030625	\$1,898.57	11/1/2012	OBSOLETE	E-SCRAP
OPTIPLEX 7010 COMPUTER	030668	\$788.50	3/19/2013	OBSOLETE	E-SCRAP
OPTIPLEX 7010 COMPUTER	030669	\$788.50	3/19/2013	OBSOLETE	E-SCRAP
OPTIPLEX 7010 MINITOWER	030746	\$941.37	4/23/2013	OBSOLETE	E-SCRAP
OPTIPLEX 7010 MINITOWER	030757	\$772.53	4/28/2013	OBSOLETE	E-SCRAP
OPTIPLEX 9020	030794	\$1,066.58	7/29/2013	OBSOLETE	E-SCRAP
OPTIPLEX 9020	030795	\$1,066.58	7/29/2013	OBSOLETE	E-SCRAP
OPTIPLEX 9020	030796	\$1,066.58	7/29/2013	OBSOLETE	E-SCRAP
LATITUDE E5530 LAPTOP	030831	\$867.51	10/29/2013	OBSOLETE	E-SCRAP
LATITUDE E5530 LAPTOP	030833	\$867.51	10/29/2013	OBSOLETE	E-SCRAP
LATITUDE E5530 LAPTOP	030835	\$867.51	10/29/2013	OBSOLETE	E-SCRAP
LATITUDE E5530 LAPTOP	030838	\$867.51	10/29/2013	OBSOLETE	E-SCRAP
OPTIPLEX 7010 MINITOWER	030900	\$793.03	12/5/2013	OBSOLETE	E-SCRAP

## PROPERTY DISPOSAL

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

LATITUDE 15 LAPTOP	031158	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031160	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031161	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031163	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031165	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031168	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031169	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031171	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031172	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031173	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031175	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031177	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031179	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031181	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031183	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031185	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031186	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031187	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031188	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031192	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031194	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031197	\$966.78	7/14/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031231	\$966.78	4/28/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031234	\$966.78	4/28/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031237	\$966.78	4/28/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031246	\$966.78	4/28/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031247	\$966.78	4/28/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031253	\$966.78	4/28/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031344	\$966.78	6/17/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031345	\$966.78	6/17/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031353	\$966.78	6/17/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031360	\$966.78	6/17/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031361	\$966.78	6/17/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031392	\$966.78	6/17/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031396	\$966.78	6/17/2014	OBSOLETE	E-SCRAP
MACBOOK PRO 15.4"	031674	\$1,899.00	2/16/2015	OBSOLETE	E-SCRAP
MACBOOK PRO 15.4"	031678	\$1,899.00	2/16/2015	OBSOLETE	E-SCRAP
MACBOOK PRO 15.4"	031679	\$1,899.00	2/16/2015	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031712	\$1,196.16	2/16/2015	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031715	\$1,196.16	2/16/2015	OBSOLETE	E-SCRAP
OPTIPLEX 7020 MINITOWER	031783	\$959.78	2/18/2015	OBSOLETE	E-SCRAP
OPTIPLEX 7020 MINITOWER	031792	\$959.78	2/18/2015	OBSOLETE	E-SCRAP
OPTIPLEX 7020 MINITOWER	031797	\$959.78	2/18/2015	OBSOLETE	E-SCRAP
OPTIPLEX 7020 MINITOWER	031808	\$959.78	2/18/2015	OBSOLETE	E-SCRAP
POINT OF SALE TERMINAL	031951	\$1,549.00	6/22/2015	OBSOLETE	E-SCRAP
POINT OF SALE TERMINAL	031952	\$1,549.00	6/22/2015	OBSOLETE	E-SCRAP
POINT OF SALE TERMINAL	031953	\$1,549.00	6/22/2015	OBSOLETE	E-SCRAP
iMAC 21.5"	032096	\$1,728.00	10/14/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032113	\$1,488.60	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032114	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032115	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032116	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032117	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032118	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032119	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032120	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032121	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032122	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP

## PROPERTY DISPOSAL

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

LATITUDE E6540 LAPTOP	032124	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032126	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032128	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032129	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032130	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032131	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032132	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032134	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032136	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032137	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032138	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032139	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032140	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032141	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032142	\$1,180.22	11/5/2015	OBSOLETE	E-SCRAP
OPTIPLEX 9020 COMPUTER	032171	\$1,232.87	11/16/2015	OBSOLETE	E-SCRAP
OPTIPLEX 7020 COMPUTER	032233	\$821.14	1/10/2016	OBSOLETE	E-SCRAP
OPTIPLEX 7020 COMPUTER	032235	\$821.14	1/10/2016	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032291	\$1,621.75	3/24/2016	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032293	\$1,621.75	3/24/2016	OBSOLETE	E-SCRAP
LATITUDE E6540 LAPTOP	032297	\$1,168.70	3/27/2016	OBSOLETE	E-SCRAP
OPTIPLEX 7020 MINITOWER	032326	\$1,041.21	4/11/2016	OBSOLETE	E-SCRAP
SURFACE PRO 4	032347	\$1,169.96	5/10/2016	OBSOLETE	E-SCRAP
LATITUDE E5470 LAPTOP	032368	\$1,071.72	5/25/2016	OBSOLETE	E-SCRAP
LATITUDE E5470 LAPTOP	032371	\$1,071.72	5/25/2016	OBSOLETE	E-SCRAP
OPTIPLEX 7040 MINITOWER	032411	\$981.78	6/20/2016	OBSOLETE	E-SCRAP
OPTIPLEX 5040 COMPUTER	032414	\$788.04	6/27/2016	OBSOLETE	E-SCRAP
OPTIPLEX 5040 COMPUTER	032421	\$788.04	6/27/2016	OBSOLETE	E-SCRAP
OPTIPLEX 5040 COMPUTER	032422	\$788.04	6/27/2016	OBSOLETE	E-SCRAP
OPTIPLEX 5040 COMPUTER	032423	\$788.04	6/27/2016	OBSOLETE	E-SCRAP
OPTIPLEX 3040 MINITOWER	032437	\$669.90	7/11/2016	OBSOLETE	E-SCRAP
OPTIPLEX 7440 MINITOWER	032474	\$981.89	8/29/2016	OBSOLETE	E-SCRAP
OPTIPLEX 7440 MINITOWER	032481	\$981.89	8/29/2016	OBSOLETE	E-SCRAP
OPTIPLEX 7440 MINITOWER	032482	\$981.89	8/29/2016	OBSOLETE	E-SCRAP
OPTIPLEX 7440 MINITOWER	032483	\$981.89	8/29/2016	OBSOLETE	E-SCRAP
OPTIPLEX 7440 MINITOWER	032488	\$981.89	8/29/2016	OBSOLETE	E-SCRAP
OPTIPLEX 3020 MINITOWER	032496	\$813.61	8/16/2016	OBSOLETE	E-SCRAP
OPTIPLEX 3020 MINITOWER	032506	\$813.61	8/16/2016	OBSOLETE	E-SCRAP
OPTIPLEX 3020 MINITOWER	032518	\$813.61	8/16/2016	OBSOLETE	E-SCRAP
OPTIPLEX 3020 MINITOWER	032543	\$755.11	9/7/2016	OBSOLETE	E-SCRAP
OPTIPLEX 3020 MINITOWER	032566	\$722.61	10/16/2016	OBSOLETE	E-SCRAP
ACTIVPANEL 80" V4	032568	\$5,389.50	10/26/2016	CLASSROOM UPGRADE	GOVDEALS
OPTIPLEX 3040 MINITOWER	032619	\$582.93	11/2/2016	OBSOLETE	E-SCRAP
OPTIPLEX 3040 MINITOWER	032621	\$582.93	11/2/2016	OBSOLETE	E-SCRAP
OPTIPLEX 5040 COMPUTER	032743	\$1,114.46	1/18/2017	OBSOLETE	E-SCRAP
LATITUDE E5470 LAPTOP	032900	\$1,098.52	4/26/2017	OBSOLETE	E-SCRAP
OPTIPLEX 7010 MINITOWER	031069	\$981.34	3/26/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031116	\$972.72	4/15/2014	OBSOLETE	E-SCRAP
LATITUDE 15 LAPTOP	031127	\$972.72	4/15/2014	OBSOLETE	E-SCRAP
OPTIPLEX 5040 COMPUTER	032940	\$902.11	6/5/2017	OBSOLETE	E-SCRAP
OPTIPLEX 5040 COMPUTER	032974	\$834.92	6/11/2017	OBSOLETE	E-SCRAP
OPTIPLEX 5040 COMPUTER	032975	\$834.92	6/11/2017	OBSOLETE	E-SCRAP
LATITUDE 5480 LAPTOP	033028	\$1,334.07	6/21/2017	OBSOLETE	E-SCRAP
PROMETHEAN ACTIVPANEL	033225	\$7,465.00	7/13/2017	CLASSROOM UPGRADE	GOVDEALS
PROMETHEAN ACTIVPANEL	033226	\$7,465.00	7/13/2017	CLASSROOM UPGRADE	GOVDEALS
PROMETHEAN ACTIVPANEL	033227	\$7,465.00	7/13/2017	CLASSROOM UPGRADE	GOVDEALS
PROMETHEAN ACTIVPANEL	033228	\$7,465.00	7/13/2017	CLASSROOM UPGRADE	GOVDEALS
PROMETHEAN ACTIVPANEL	033229	\$7,465.00	7/13/2017	CLASSROOM UPGRADE	GOVDEALS

# PROPERTY DISPOSAL

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

PROMETHEAN ACTIVPANEL	033230	\$7,465.00	7/13/2017	CLASSROOM UPGRADE	GOVDEALS
PROMETHEAN ACTIVPANEL	033231	\$7,465.00	7/13/2017	CLASSROOM UPGRADE	GOVDEALS
LATITUDE 5480 LAPTOP	033255	\$1,334.07	8/3/2017	OBSOLETE	E-SCRAP
LATITUDE 5480 LAPTOP	033256	\$1,334.07	8/3/2017	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033271	\$815.26	8/20/2017	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033369	\$817.09	11/8/2017	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033371	\$817.09	11/28/2017	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033490	\$853.69	2/19/2018	OBSOLETE	E-SCRAP
OPTI PLEX 7010 MINITOWER	031096	\$1,008.54	4/9/2014	OBSOLETE	E-SCRAP
OPTI PLEX 7010 MINITOWER	031099	\$1,008.54	4/9/2014	OBSOLETE	E-SCRAP
OPTI PLEX 7010 MINITOWER	031101	\$1,008.54	4/9/2014	OBSOLETE	E-SCRAP
LATITUDE 5580 LAPTOP	033496	\$1,376.05	3/11/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033562	\$725.00	3/28/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033606	\$725.00	3/28/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033628	\$725.00	3/28/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033676	\$725.00	3/28/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033684	\$725.00	3/28/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033708	\$850.00	5/3/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033713	\$850.00	5/3/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033731	\$850.00	5/3/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033733	\$850.00	5/3/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033778	\$850.00	5/30/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033783	\$850.00	5/30/2018	OBSOLETE	E-SCRAP
LATITUDE 5580 LAPTOP	033793	\$1,278.55	6/3/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033796	\$891.10	6/3/2018	OBSOLETE	E-SCRAP
LATITUDE 3490 LAPTOP	033811	\$1,083.64	6/6/2018	OBSOLETE	E-SCRAP
DATAMATION NOTEBOOK CART	031223	\$1,984.74	5/15/2014	SURPLUS	GOVDEALS
LATITUDE 5580 LAPTOP	033860	\$1,421.55	8/7/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033879	\$909.67	8/12/2018	OBSOLETE	E-SCRAP
OPTI PLEX 5050 COMPUTER	033880	\$909.67	8/12/2018	OBSOLETE	E-SCRAP
LATITUDE 5580 LAPTOP	034099	\$1,421.55	10/14/2018	OBSOLETE	E-SCRAP
OPTI PLEX 3060 COMPUTER	033971	\$550.00	9/18/2018	OBSOLETE	E-SCRAP
LATITUDE 5490 LAPTOP	034304	\$1,120.00	5/21/2019	OBSOLETE	E-SCRAP
LATITUDE 5490 LAPTOP	034309	\$1,120.00	5/21/2019	OBSOLETE	E-SCRAP
OPTI PLEX 5060 COMPUTER	035022	\$850.00	12/15/2019	OBSOLETE	E-SCRAP
OPTI PLEX 5060 COMPUTER	035028	\$850.00	12/15/2019	OBSOLETE	E-SCRAP
OPTI PLEX 5060 COMPUTER	035062	\$850.00	12/15/2019	OBSOLETE	E-SCRAP
SERVICE LICENSE	037753	\$1,856.58	5/3/2021	Intangible Item	DEACTIVATE ASSET TAG
SERVICE LICENSE	037754	\$1,856.58	5/3/2021	Intangible Item	DEACTIVATE ASSET TAG

Nathan Wellman Digitally signed by Nathan Wellman  
Date: 2022.09.01 12:27:07 -04'00'

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

Rebecca Ferda DN: cn=Rebecca Ferda, o=State College of  
Florida, Manatee-Sarasota, ou=Business  
Services, email=FerdaR@SCF.edu, c=US  
Date: 2022.09.01 12:46:45 -04'00'

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

Julia Jakway Digitally signed by Julia Jakway  
Date: 2022.09.02 15:11:56 -04'00'

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:****Carry Forward/Fund Balance Spending Plan****RECOMMENDATION:**

**The College recommends District Board of Trustees approval of the attached Carry Forward Spending Plan pursuant to FS 1013.841 for the Fund Balance ending June 30, 2022.**

**STAFF ANALYSIS:**

The State College of Florida Manatee-Sarasota must submit a spending plan for the use of excess funds over 5% for colleges whose FTE is less than 15,000. The SCF fund balance was inflated at year end due to remaining nonrecurring HEERF (Higher Education Emergency Relief Funds) as well as a balance of nonrecurring appropriations for the Nursing program.

The Board of Trustees approved a spending plan for 22/23 for a portion of these funds as follows:

## Board of Trustees Approved Commitments 6/28/2022

Nursing Grant Remainder	\$ 612,000
One Time Salary Adjustment 26.1 v. 27 weeks	\$ 800,000
Contingency/Nonrecurring/Equipment	\$ 2,969,607
Classroom Technology Refresh, Year 1	\$ 1,000,000
Professional Development Training, Low Enrolled Classes	\$ 400,000
Advertising	<u>\$ 150,000</u>
Subtotal	\$ 5,931,607

## Additional Items Proposed for Future Commitments

Campus-Wide Operations and Technology Improvements	\$ 2,000,000
Design and Partial Infrastructure for Future Parrish Campus	\$ 1,286,009

## Funding to Facilitate Recovery from a Major Storm

Hurricane Deductible (3% of insured value, x 33%)	\$ 2,434,182
---	--------------

## Commitments for Encumbrances

Purchase Orders that rolled from 2021/22 to 2022/23	\$ 652,333
---	------------

## GFAO Recommended 60 Days Operating Funds

Includes Statutory Reserve Requirement of 5% (\$3,314,149)	<u>\$ 7,399,224</u>
--	---------------------

**Total Fund Balance****\$19,703,355****Less 5% Required Minimum Reserve****\$- 3,314,149****Total Carryforward Spending Plan****\$16,389,206**

**FISCAL IMPACT** Yes

Funding Source: General Operating Funds (Tuition, Fees, State Appropriations)

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: \_\_\_\_\_

**REQUESTED BY:** Julie Jakway

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

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY2022-23	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(e) Nonrecurring expenditures for operations	Reserve for Encumbrances	652,333	1	2022-23	2022-23	Encumbrances from 2021-22, paid in 2022-23
2.	(e) Nonrecurring expenditures for operations	Board Approved Commitments	5,931,607	1	2022-23	2022-23	Board Approved Items: See Note [2]
3.	(e) Nonrecurring expenditures for operations	GFAO Recommended 60 Days Operational Funding [1]	4,085,075	N/A	N/A	N/A	Operational Funding: See Note [1]; Less 5% Reserve Requirement.
	(e) Nonrecurring expenditures for operations	Campus-wide Operations and Technology Improvements	2,000,000	2	2022-23	2023-24	Operational Support and Technology Upgrades
4.	(g) Commitment to contingency reserve related to state declared emergency	1/3 of the College's 3% Deductible for Storm-Related Damage	2,434,182	N/A	N/A	N/A	1/3 of the College's 3% insurance deductible of \$7,302,545
5.	Planning/Design/Construction	Design and Partial Infrastructure Funding for future Parrish Campus	1,286,009	N/A	N/A	N/A	Local support, pending Legislative Funding

**Total as of July 1, 2022: \***  
 \$ 16,389,206

**Amount Requiring Spending Plan**  
 \$ 16,389,206

[1] The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. Excludes 5% reserve requirement or \$3,314,149.



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:**

Increasing SCF Neel Performing Arts Center and addition of Studio for the Performing Arts rental fees

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to increase the facility rental fees of the SCF Neel Performing Arts Center to a \$245 per hour corporate rate and a \$195 per hour non-profit rate. The College also proposes adding the Studio for the Performing Arts to the Schedule of Fees at a \$175 per hour corporate rate and a \$125 per hour non-profit rate.**

**STAFF ANALYSIS:**

A focused review of local performing arts venue facility rentals fees demonstrated a below market average fee charged by the College.

**FISCAL IMPACT:** Yes

Funding Source: Auxiliary Funds

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: N/A

**REQUESTED BY:** Rebecca Ferda, Director, Business Services

**FUNDING VERIFIED AND APPROVED BY:** Julie Jakway

**Vice President, Finance and Administrative Services**

# Schedule of Fees

Effective after ~~July 1, 2018~~ September 27, 2022

<b>SCF FACILITY RENTAL FEES</b>			
<b>SCF GENERAL</b>	<b>PER</b>	<b>CORP RATE</b>	<b>NON-PROFIT</b>
Classroom (50 seats or fewer)	HR	\$45.00	\$30.00
Classroom (more than 50 seats)	HR	\$55.00	\$40.00
Classroom/W Computers	HR	\$95.00	\$65.00
Science Laboratories	HR	\$230.00	\$165.00
Conference Room- Small	HR	\$40.00	\$28.00
Conference Room- Large	HR	\$60.00	\$42.00
<b>MULTI-FUNCTION ROOMS</b>			
SCF Bradenton Together Manatee Community Room (143/146)- Half Room	HR	\$70.00	\$55.00
SCF Bradenton Together Manatee Community Room (143/146)- Full Room	HR	\$140.00	\$110.00
SCF Bradenton Student Union Cafeteria	HR	\$95.00	\$75.00
SCF Bradenton SU Multi-Purpose Room (147/148)- Full Room	HR	\$80.00	\$60.00
SCF Bradenton SU Multi-Purpose Room (147/148)- Half Room	HR	\$40.00	\$30.00
SCF Bradenton Chapel	HR	\$45.00	\$30.00
SCF Bradenton Art Gallery	HR	\$55.00	\$40.00
SCF Lakewood Ranch Auditorium	HR	\$195.00	\$165.00
SCF Lakewood Ranch Selby Room - Full Room	HR	\$80.00	\$60.00
SCF Lakewood Ranch Selby Room - Half Room	HR	\$40.00	\$30.00
SCF Venice Selby Room - Full Room	HR	\$120.00	\$100.00
SCF Venice Student Union Cafeteria	HR	\$75.00	\$65.00
SCF Venice- Selby Room- Half Room	HR	\$75.00	\$60.00
<b>BRADENTON GYMNASIUM</b>			
Gymnasium	HR	\$95.00	\$65.00
Baseball/Softball Field (No lights)	HR	\$150.00	\$105.00
Tennis Court	HR	\$45.00	\$30.00
General Equipment Package / Lights for Baseball or Softball fields	EVENT	\$40.00	\$30.00
Volleyball Equipment Package	EVENT	\$60.00	\$50.00
Basketball Equipment Package	EVENT	\$50.00	\$40.00

<b>OUTDOOR AREAS</b>			
Parking Lot	DAY	\$200.00	\$140.00
Unpaved Open Space	DAY	\$175.00	\$150.00
Performance Pavilion	HR	\$50.00	\$40.00
<b>SCF NEEL PERFORMING ARTS CENTER</b>			
SCF Neel Auditorium	HR	<del>\$195.00</del> <u>\$245.00</u>	<del>\$165.00</del> <u>\$195.00</u>
Howard Studio Theater	HR	\$95.00	\$75.00
<u>Studio for the Performing Arts</u>	<u>HR</u>	<u>\$175.00</u>	<u>\$125.00</u>
Use of Upright Piano	EVENT	\$200.00	\$200.00
Tuning of Upright Piano	EVENT	\$65.00	\$65.00
Use of Grand Piano	EVENT	\$350.00	\$200.00
Tuning of Grand Piano	EVENT	\$75.00	\$65.00
Use of Steinway Piano	EVENT	\$500.00	\$200.00
Tuning of Steinway Piano	EVENT	\$100.00	\$65.00
Additional Lighting Effects (per color)	COLOR	\$5.00	\$5.00
Follow Spots (per event)	EVENT	\$40.00	\$40.00
Strip Footlights (per event)	HR	\$25.00	\$25.00
Acoustical Choral Shell (per event)	HR	\$20.00	\$20.00
<b>SPECIAL SET-UP AND PACKAGES</b>			
Catering Kitchen (Lakewood Ranch & Venice)	EVENT	\$50.00	\$50.00
Security Fee	HR	\$25.00	\$25.00
Custodial Fee**	HR	\$20.00	\$20.00
Special Set-ups	HR	\$40.00	\$40.00
Audio Visual	HR	\$25.00	\$25.00
<b>**2 Hours minimum on rooms that require no Set-up.</b>			
<b>***4 Hours minimum on Rooms that require Set-ups</b>			
Approved by Board of Trustees <del>9/20226/2018</del>			

# Schedule of Fees

Effective after September 27, 2022

<b>SCF FACILITY RENTAL FEES</b>			
<b>SCF GENERAL</b>	<b>PER</b>	<b>CORP RATE</b>	<b>NON-PROFIT</b>
Classroom (50 seats or fewer)	HR	\$45.00	\$30.00
Classroom (more than 50 seats)	HR	\$55.00	\$40.00
Classroom/W Computers	HR	\$95.00	\$65.00
Science Laboratories	HR	\$230.00	\$165.00
Conference Room- Small	HR	\$40.00	\$28.00
Conference Room- Large	HR	\$60.00	\$42.00
<b>MULTI-FUNCTION ROOMS</b>			
SCF Bradenton Together Manatee Community Room (143/146)- Half Room	HR	\$70.00	\$55.00
SCF Bradenton Together Manatee Community Room (143/146)- Full Room	HR	\$140.00	\$110.00
SCF Bradenton Student Union Cafeteria	HR	\$95.00	\$75.00
SCF Bradenton SU Multi-Purpose Room (147/148)- Full Room	HR	\$80.00	\$60.00
SCF Bradenton SU Multi-Purpose Room (147/148)- Half Room	HR	\$40.00	\$30.00
SCF Bradenton Chapel	HR	\$45.00	\$30.00
SCF Bradenton Art Gallery	HR	\$55.00	\$40.00
SCF Lakewood Ranch Auditorium	HR	\$195.00	\$165.00
SCF Lakewood Ranch Selby Room - Full Room	HR	\$80.00	\$60.00
SCF Lakewood Ranch Selby Room - Half Room	HR	\$40.00	\$30.00
SCF Venice Selby Room - Full Room	HR	\$120.00	\$100.00
SCF Venice Student Union Cafeteria	HR	\$75.00	\$65.00
SCF Venice- Selby Room- Half Room	HR	\$75.00	\$60.00
<b>BRADENTON GYMNASIUM</b>			
Gymnasium	HR	\$95.00	\$65.00
Baseball/Softball Field (No lights)	HR	\$150.00	\$105.00
Tennis Court	HR	\$45.00	\$30.00
General Equipment Package / Lights for Baseball or Softball fields	EVENT	\$40.00	\$30.00
Volleyball Equipment Package	EVENT	\$60.00	\$50.00
Basketball Equipment Package	EVENT	\$50.00	\$40.00

<b>OUTDOOR AREAS</b>			
Parking Lot	DAY	\$200.00	\$140.00
Unpaved Open Space	DAY	\$175.00	\$150.00
Performance Pavilion	HR	\$50.00	\$40.00
<b>SCF NEEL PERFORMING ARTS CENTER</b>			
SCF Neel Auditorium	HR	\$245.00	\$195.00
Howard Studio Theater	HR	\$95.00	\$75.00
Studio for the Performing Arts	HR	\$175.00	\$125.00
Use of Upright Piano	EVENT	\$200.00	\$200.00
Tuning of Upright Piano	EVENT	\$65.00	\$65.00
Use of Grand Piano	EVENT	\$350.00	\$200.00
Tuning of Grand Piano	EVENT	\$75.00	\$65.00
Use of Steinway Piano	EVENT	\$500.00	\$200.00
Tuning of Steinway Piano	EVENT	\$100.00	\$65.00
Additional Lighting Effects (per color)	COLOR	\$5.00	\$5.00
Follow Spots (per event)	EVENT	\$40.00	\$40.00
Strip Footlights (per event)	HR	\$25.00	\$25.00
Acoustical Choral Shell (per event)	HR	\$20.00	\$20.00
<b>SPECIAL SET-UP AND PACKAGES</b>			
Catering Kitchen (Lakewood Ranch & Venice)	EVENT	\$50.00	\$50.00
Security Fee	HR	\$25.00	\$25.00
Custodial Fee**	HR	\$20.00	\$20.00
Special Set-ups	HR	\$40.00	\$40.00
Audio Visual	HR	\$25.00	\$25.00
<b>**2 Hours minimum on rooms that require no Set-up.</b>			
<b>***4 Hours minimum on Rooms that require Set-ups</b>			
Approved by Board of Trustees 9/2022			

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:**

**Ratification of Tentative Agreement to amend Article 13 of the Collective Bargaining Agreement between the District Board of Trustees of State College of Florida, Manatee-Sarasota and United Faculty of Florida – State College of Florida, Manatee-Sarasota**

**RECOMMENDATION:**

The College recommends the District Board of Trustees’ ratification of the revision to Article 13, “Faculty Contracts,” tentatively agreed to by the administrative negotiating team for the District Board of Trustees of State College of Florida, Manatee-Sarasota and United Faculty of Florida – State College of Florida, Manatee-Sarasota.

**EXPLANATION:**

The revisions to Article 13 effect a change to the Collective Bargaining Agreement to provide a mechanism for eligible bargaining unit members hired by the College after the College’s Rule 6HX14-2.141, “Employment Contracts for Full Time Faculty,” effective January 26, 2016, and prior to the ratification date of the Collective Bargaining Agreement, September 29, 2020, to submit notification to the College of their interest to reclassify their current contract status to be eligible for continuing contract status. The proposed revisions to Article 13 were ratified by the bargaining unit by election August 22-29,2022. A copy of the proposed and tentatively agreed to revision to Article 13 is attached.

**FISCAL IMPACT** \_\_\_ yes \_\_\_x\_\_\_ no

Funding Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Will this action result in a Budget Amendment? \_\_\_\_\_ Yes \_\_\_X\_\_\_ No

If yes, indicate the dollar amount: \$ \_\_\_\_\_

**REQUESTED BY:**   
Steven W. Prouty, General Counsel

**APPROVED FOR AGENDA BY:** \_\_\_\_\_  
President

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39

**ARTICLE 13: FACULTY CONTRACTS**

13.1. Issuance of Faculty Contracts

- A. Faculty employment contracts, both continuing and non-continuing contracts, will be awarded in accordance with State Board of Education Rule (“SBE”) 6A-14-041 and 6A-14.0411.
- B. Continuing Contract Positions. All faculty members hired into a position eligible for continuing contract, must meet the following minimum requirements in order to be eligible for continuing contract:
  - 1. Faculty hired into continuing contract eligible positions may be awarded continuing contract upon completion of at least 5 years of successful full time teaching during a period of not more than 7 years at the College. Such service must be continuous except for leave duly authorized and granted. Any faculty member who is not awarded continuing contract after 7 years is no longer eligible for continuing contract status and will not be considered for further employment. To be recommended for continuing contract after the completion of 5 years, the faculty member must demonstrate a consistent average of at least 80% on student evaluation measures of instructional effectiveness each semester, and meet all other eligibility criteria.
  - 2. The faculty member must have been reappointed for the following year without reservations or specifications.
  - 3. The faculty member must have been recommended by the President for continuing contract based on successful performance of duties and demonstration of professional competence, in accordance with Board rules or policies.
  - 4. Criteria for Placement on Continuing Contract shall be in accordance with Rule 6A-14.0411.
- C. Term of Continuing Contract. Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual retires or resigns from employment, except as provided in State Board of Education Rule 6A-14.0411 and/or District Board of Trustees Rule and/or as otherwise provided in this Agreement.
- D. Termination of a continuing contract employee is not subject to the grievance, arbitration, hearing or discipline/termination procedures provided by this Agreement. Non-renewal of a contract shall not entitle the bargaining unit member to the reason(s) for non-renewal. Non-renewal of a contract is not subject grievance, arbitration, hearing or discipline/termination procedures provided by this Agreement.

13.2. Reclassification to Continuing Contract

- A. Eligible full-time bargaining unit faculty members hired after College’s Rule 6HX14-2.141 Employment Contracts for Full Time Faculty, effective January 26, 2016, and prior to the ratification date of the Agreement, September 29, 2020, may submit notification to the College of their interest in consideration to reclassify their current contract status to be eligible for continuing contract status.

*Jewel Jennifer Buselin*  
6/17/22

- 40 B. Bargaining unit faculty members in this group as defined in Article 13.2A may notify the  
41 College of their interest to be considered for reclassification to continuing contract eligible  
42 status by notifying the Executive Vice President and Provost or designee by October 11, 2022.  
43 Reclassification decisions shall be made by October 25, 2022.
- 44 C. Bargaining unit faculty members may submit in their notification their preference for either  
45 their hire date or August 12, 2022 for the start of their continuing contract clock for purposes  
46 of earning years of satisfactory service toward continuing contract, if their status is reclassified  
47 pursuant to this Agreement. Any bargaining unit faculty member that submits a notification  
48 of interest to reclassify their position pursuant to this Article 13.2 and does not select a date  
49 will be defaulted to August 12, 2022.
- 50 D. Any bargaining unit faculty member in this group as defined in Article 13.2.A who submits a  
51 notification for reclassification to a continuing contract eligible status shall be so reclassified  
52 if all in-unit positions hired in the faculty member's department since September 29, 2020  
53 have been continuing contract eligible.
- 54 E. If a bargaining unit faculty member's position is not reclassified to continuing contract  
55 eligible status, the bargaining unit faculty member will be provided with the reason(s) for the  
56 decision in writing.
- 57 F. Award of continuing contract shall be governed by Rule 6A-14.0411 F.A.C., College Rule  
58 6HX14-2.14, and this Collective Bargaining Agreement.
- 59 G. A bargaining unit faculty member described in Article 13.2.A who is denied reclassification  
60 to continuing contract eligible status may apply for any continuing contract eligible position  
61 posted in their department or in any other department for which the bargaining unit faculty  
62 member is qualified.

*J. G. V. [Signature]*  
6/17/22



State College of Florida 2022 & 2023 & 2024 Projects With Budgets over \$150,000 as of September 2022 (Revised 9-14-22)	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
<b>2022</b>							
Battling Cages Structures	600,000.00	5/25/2021	SABR/Donation/CIF	Health	600,000.00	-	Complete
Restroom Facility, Bradenton Sports Area	221,963.28	2/22/2022	Collegiate School Capital	Health	221,963.28	-	Complete
Fire Sprinkler & Cloud Installation, Neel Auditorium	1,171,883.00	2/22/2022	Fund Balance	Life Safety	1,171,883.00	-	Complete
Venice Collegiate School	1,123,941.00	2/22/2022	Auxiliary Loan	Capacity	1,123,941.00	-	Complete
Dental Hygiene Upgrades	1,200,000.00	3/29/2022	HEERF	Health	1,200,000.00	-	Complete
Venice Science Building	5,800,000.00	4/26/2022	PECO, Fund Balance	Capacity	5,800,000.00	-	Construction Contract to September BOT
HVAC Upgrades, Indoor Air Quality	5,908,606.68	3/29/2022	HEERF	Health/Def. Maint.	5,908,606.68	-	In Process
	16,026,393.96	2022			16,026,393.96	-	
<b>2023/2024</b>							
26 West Center Building, EDC Office Suite	250,000	TBD	Grant, Fund Balance	EDC Lease			Project and Wall System to September Board
Fire Alarm Upgrades, Collegewide	700,000	6/28/2022	\$8.2M State CARES, CIF	Life Safety			Construction Contract to September Board
Stage Lift Replacement & Restroom Remodel	674,100	5/25/2021	Fund Balance	Deferred Maint.			Construction Contract to October Board
Radiography X-Ray Machine	650,000	9/28/2021	Fund Balance	Deferred Maint.			Construction Contract to October Board
Elevator Upgrades, Collegewide	1,040,000	6/28/2022	\$8.2M State CARES	Life Safety			Construction Contract to December Board
Restroom Upgrades & ADA Door Operators, Collegewide	910,000	5/25/2021	CIF, Fund Balance	Deferred Maint.			Construction Contract to January Board
Bradenton Site Improvements	708,000	5/25/2021	CIF	Drainage/Safety			Construction Contract to January Board
Building Maintenance Collegewide: Roof, Floor, Painting	450,000	5/25/2021	CIF, CO&DS	Deferred Maint.			
Roof Coatings, Collegewide	1,535,000	6/28/2022	\$8.2M State CARES	Deferred Maint.			
Building Deferred Maintenance, Buildings 17,29,300,500	2,270,000	6/28/2022	\$8.2M State CARES	Deferred Maint.			
HVAC Deferred Maintenance, Buildings 17,26	2,658,776	6/28/2022	\$8.2M State CARES	Deferred Maint.			
Classroom A/V Upgrade, Collegewide	1,000,000	TBD	Fund Balance	Academic Offering			Project Approval to the the October Board
Collegiate School Floor Replacement, Bradenton	375,000	TBD	Collegiate School PECO	Deferred Maint.			
Various Safety & Site Improvements, Venice Campus	880,000	TBD	CIF	Safety, Deferr. Maint.			
Subtotal FY2023/2024	13,150,876						
Subtotal FY2022	16,026,394						
	29,177,270	FY 22&23					

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:**

Contract Approval for the Venice Science Building

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Tandem Construction to construct a new science building at the Venice campus.**

**STAFF ANALYSIS:**

The Board previously approved this project, and the use of Construction Management as the project delivery method. Design was completed and bid documents prepared. Through the Consultant Competitive Negotiation Act process, Tandem Construction was selected for Construction Management Continuing Contract. Tandem Construction advertised and obtained competitive bids per Florida Statute. The cost of construction, totaling \$5,054,376.48, including general conditions, subcontractor costs, overhead and profit have been evaluated by SCF College Staff and are found to be fair and reasonable. This amount is also within the established project budget of \$5,800,000.00. Therefore, requesting Board approval to contract with Tandem Construction for \$5,054,376.48.

**FISCAL IMPACT** Yes

Funding Source: PECO, Fund Balance

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$5,054,376.48

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

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:**

Contract Approval, Fire Alarm Panel Replacement

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Johnson Controls for \$787,121 to replace fire alarm control panels on the Bradenton and Venice Campuses.**

**STAFF ANALYSIS:**

State College of Florida's Bradenton and Venice campus fire alarm systems are manufactured by Johnson Controls/Simplex. Many of the older buildings contain Simplex fire alarm panels that are obsolete and no longer are supported with replacement parts. The Johnson Controls fire alarm system for each campus is a network of interconnected fire alarms within each building. Each building's fire alarm reports through its own building fire alarm panel to a main campus fire alarm panel which reports and notifies the fire department when activated. Johnson Controls fire alarm systems are proprietary. A competitor's fire alarm panel is not compatible with the Johnson Controls system. There are eleven fire alarm panels on the Bradenton campus along with eight on the Venice campus that are obsolete and must be purchased, installed and programmed by Johnson Controls.

To strive for fair and reasonable pricing, the college is utilizing a Cooperative Purchasing Agreement through Sourcewell. Sourcewell was established with the statutory purpose to assist public agencies in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually. Sourcewell received competitive pricing from Johnson Controls through an advertised national RFP process. As a result, State College of Florida is receiving 25% to 30% off the list price of equipment and materials. Requesting Board approval to contract with Johnson Control for \$787,121, which includes a 5% owner contingency.

**Budget:**

\$700,000 State Deferred Maintenance (\$8.2M)

\$ 87,121 CIF

**FISCAL IMPACT**     Yes    

Funding Source:     State Deferred Maintenance Funds (\$8.2M), CIF    

Will this action result in a Budget Amendment?     Yes    

If yes, indicate the dollar amount: \$787,121

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

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:**

Project Approval 26 West Center Building Interior Build Out

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the project to build out an office suite in 26 West Center Building.**

**STAFF ANALYSIS:**

The Bradenton Area Economic Development Corporation will occupy 26 West Center building in January 2023. This project will buildout/construct a 6-person office suite in support of their operation per a signed Business Growth LAB Space Agreement. The project will consist of wall systems, life safety systems, electrical, mechanical, IT, furniture, access control and signage. The project will utilize one of the College's on-call Architects/Engineers and Construction Managers.

## Budget:

\$100,000 Grant

\$150,000 Fund Balance

**FISCAL IMPACT**   Yes  

Funding Source:   Grant, Fund Balance  

Will this action result in a Budget Amendment?   Yes  

If yes, indicate the dollar amount: \$250,000

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

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 27, 2022

**AGENDA ITEM:**

Contract Approval 26 West Center Building Interior Build Out, Wall System

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to contract with Contract Furniture for \$78,781.50 to purchase and install the wall system for the EDC office suite in 26 West Center Building.**

**STAFF ANALYSIS:**

The college utilizes a movable wall system for most office buildouts. The SCF standard for its wall system is manufactured by Trendway. The built-out office space within the 26 West Center building was completed utilizing the Trendway product line. The college is obtaining pricing from Contract Furniture who is the authorized provider of the Trendway products. The Florida Department of Management Services obtained competitive pricing from Trendway under their "Furniture" Contract 56120000-19-ACS. SCF is utilizing the State Contract through Contract Furniture and is receiving a 71.2% discount from list pricing. Therefore, the college requests Board approval to contract with Contract Furniture for \$78,781.50 which includes a 5% owner contingency.

This amount is within the \$250,000 project budget.

**FISCAL IMPACT**   Yes  

Funding Source:   Grant  

Will this action result in a Budget Amendment?   Yes  

If yes, indicate the dollar amount: \$78,781.50

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

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

**SYNOPSIS OF PENDING RULE REVISIONS SEPTEMBER 27, 2022**

<u>Rule</u>	<u>Title</u>	<u>Revision</u>
6HX14-1.07	Responsibility and Authority of President	Revisions to Rule to memorialize President's authority in past practice
6HX14-1.81	Grant Application	Revisions to Rule to clarify approval process

# RULE

<b>Subject</b>	<b>Responsibility and Authority of the President</b>	<b>Number:</b> 6HX14-1.07
<b>Authority</b>	F.S. 1001.64, 1001.65	<b>Date:</b> <del>10/30/2018</del>
<b>History</b>	1/18/84, 12/15/99, 2/18/04, 9/17/08, 10/23/13, <a href="#">10/30/2018</a>	
<b>Source</b>	President	

The Board of Trustees delegates to the President administrative authority over the College and holds the President responsible for the efficient and lawful direction and operation of the College under the rules adopted by the Board of Trustees.

The President is authorized to sign, on behalf of the Board, all agreements, contracts and other documents reflecting action previously approved or authorized by the Board.

The President may delegate authority to the staff to perform administrative functions necessary to the efficient operation of the College. The responsibility for the performance of these functions shall remain with the President.

If the President is unable to perform his/her duties, in descending order, the Executive Vice President, and Provost, [Vice President of Finance and Administrative Services](#), [General Counsel](#), Vice President, Student Services and Enrollment Management, ~~Vice President, Finance and Administrative Services~~, or the Vice President, ~~Planning~~, Institutional Effectiveness ~~and Research~~ will assume the President's duties.

# RULE

<b>Subject</b>	<b>Responsibility and Authority of the President</b>	<b>Number:</b> 6HX14-1.07
<b>Authority</b>	F.S. 1001.64, 1001.65	<b>Date:</b>
<b>History</b>	1/18/84, 12/15/99, 2/18/04, 9/17/08, 10/23/13, 10/30/2018	
<b>Source</b>	President	

The Board of Trustees delegates to the President administrative authority over the College and holds the President responsible for the efficient and lawful direction and operation of the College under the rules adopted by the Board of Trustees.

The President is authorized to sign, on behalf of the Board, all agreements, contracts and other documents reflecting action previously approved or authorized by the Board.

The President may delegate authority to the staff to perform administrative functions necessary to the efficient operation of the College. The responsibility for the performance of these functions shall remain with the President.

If the President is unable to perform his/her duties, in descending order, the Executive Vice President and Provost, Vice President of Finance and Administrative Services, General Counsel, Vice President Student Services and Enrollment Management, or the Vice President Institutional Effectiveness will assume the President's duties.



# RULE

<b>Subject</b>	<b>Grant Application</b>	<b>Number:</b> 6HX14-1.181
<b>Authority</b>	F.S. 1001.64	<b>Date:</b> <del>8/18/04</del>
<b>History</b>	11/17/87, 10/18/00, <u>8/18/04</u>	
<b>Source</b>	Resource Development	

The ~~following guidelines are purpose of this rule is to be observed in the~~ provide to the President or the President's designee the authority to develop and submit grant ~~application process; proposals.~~

1. ~~Concept of grant is presented to Resource Development Committee for approval to develop~~ A procedure outlining the development and approval process for grant application shall include Presidential approval prior to grant submission.
2. The completed grant proposal shall be submitted through administrative hierarchy through the Vice Presidential level for review and approval for submission to the President.
3. Grant proposals thus approved shall be submitted to the President for signature, The President shall review the proposal and may sign the proposal, reject it or return it to the appropriate Vice President with recommendations for further development.
4. In the President's absence, applications may be signed by the appropriate Vice President as set forth in Rule number 6HX14-1.07. In the case of electronic submissions not requiring signatures, the President must approve the submission through hard-copy or electronic correspondence prior to the submission of the proposal.
5. The Board of Trustees must approve the grant packages prior to acceptance of the award. Therefore, the President shall forward the grant to the Board of Trustees for consideration in the form of an agenda item, which has been endorsed by the appropriate College administrative hierarchy.
6. Grants that are awarded to the College will be administered through appropriate supervisors as defined by the grant and the College's official organizational chart.

# RULE

<b>Subject</b>	<b>Grant Application</b>	<b>Number:</b> 6HX14-1.181
<b>Authority</b>	F.S. 1001.64	<b>Date:</b>
<b>History</b>	11/17/87, 10/18/00, 8/18/04	
<b>Source</b>	Resource Development	

The purpose of this rule is to provide to the President or the President’s designee the authority to develop and submit grant proposals.

1. A procedure outlining the development and approval process for grant application shall include Presidential approval prior to grant submission.
2. The completed grant proposal shall be submitted through administrative hierarchy through the Vice Presidential level for review and approval for submission to the President.
3. Grant proposals thus approved shall be submitted to the President for signature, The President shall review the proposal and may sign the proposal, reject it or return it to the appropriate Vice President with recommendations for further development.
4. In the President’s absence, applications may be signed by the appropriate Vice President as set forth in Rule number 6HX14-1.07. In the case of electronic submissions not requiring signatures, the President must approve the submission through hard-copy or electronic correspondence prior to the submission of the proposal.
5. The Board of Trustees must approve the grant packages prior to acceptance of the award. Therefore, the President shall forward the grant to the Board of Trustees for consideration in the form of an agenda item, which has been endorsed by the appropriate College administrative hierarchy.
6. Grants that are awarded to the College will be administered through appropriate supervisors as defined by the grant and the College’s official organizational chart.

