



**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  
May 23, 2023 5:30 pm

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

**2. Invocation and Pledge of Allegiance**

**3. Public Comment - Mr. DiMaio**

**4. President’s Report - Dr. Probstfeld**

**5. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

|            |  |
|------------|--|
| Exhibit A: | Minutes of April 25, 2023 BOT Meeting - Page 5                                       |
| Exhibit B: | Amended Spring 2023 Lifelong Learning & Workforce Development Schedule - Page 7      |
| Exhibit C: | HR Personnel Actions Monthly Report March 2023 - Page 12                             |
| Exhibit D: | Sabbatical Requests - Page 13  |
| Exhibit E: | Annual Charlotte County School Board Early College Articulation Agreements - Page 27 |
| Exhibit F: | Annual Manatee County School Board Early College Articulation Agreements - Page 58   |
| Exhibit G: | Annual Sarasota County School Board Early College Articulation Agreements - Page 92  |
| Exhibit H: | 2023-2024 SCF Board of Trustees Meeting Schedule - Page 122                          |

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

|            |  |
|------------|--|
| Exhibit I: | Monthly Financial Report March 2023 - Page 123   |
| Exhibit J: | Budget Amendment FY 2023-24 March 2023 #29-31 - Page 128                               |
| Exhibit K: | SCFCS Financial Report(s) March 2023 - Page 131  |
| Exhibit L: | Acceptance of Gifts and Grants March 2023 - Page 133                                   |
| Exhibit M: | Property Disposals - Page 134  |
| Exhibit N: | Moss, Krusick & Associates, LLC Engagement Letter for SCFCS Financial Audit - Page 138 |

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

Exhibit O: Project List - Page 144

**8. Facilities**

**Construction Projects & Updates - Chris Wellman**

Exhibit P: FY 2024-25 through 2028-29 Capital Improvement Program (CIP) - Page 145

Exhibit Q: Approval of College’s On-Call Architects - Page 170

Exhibit R: Contract Approval of Classroom Audio & Video Upgrades - Page 171

**9. FY 2023-2024 Draft Operating Budget - Julie Jakway**

Exhibit S: Fee Schedule - Page 172  
Tracked Changes - Page 174  
Exhibit Clean Copy - Page 179

Exhibit T: Salary Schedule - Page 183  
Tracked Changes - Page 184  
Clean Copy - Page 211

Exhibit U: Budget - Page 234

**10. President's Annual Evaluation - Board Chair, Dominic DiMaio**  
2023-2024 General Performance as President

**11. Old Business**

**12. New Business**

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

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

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**Date:** April 25, 2023 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 April 25, 2023 at SCF Bradenton and virtually via TEAMS

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

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

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

Mr. DiMaio called the meeting to order at 5:35 pm.

**2. Invocation and Pledge of Alliance**

Dr. Nielsen delivered the invocation and led the pledge.

**3. Public Comment**

None

**4. President's Report**

Dr. Probstfeld reviewed the upcoming SCF events surrounding the May 5<sup>th</sup> commencement ceremony. Dr. Probstfeld explained the Employment portion of the Annual Equity Report was on the consent agenda due to a statutory deadline of May 1. However, the full College Annual Equity Update will be presented to the Board for approval prior to the July 1 deadline.

Dr. Bryce Pride provided the Board with the results of the 2023 Employee Satisfaction Survey.

**5. Meet the Mission: Enrollment - Dr. Hale and Dr. Nielsen**

Dr. Hale presented the Board with SCF's Fall 2022 enrollment updates. Dr. Nielsen shared SCF's ongoing efforts in regard to recruitment and retention.

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

|            |  |
|------------|--|
| Exhibit A: | Minutes of March 28, 2023 BOT Meeting - Page 5   |
| Exhibit B: | Minutes of March 14, 2023 TSI Advisory Committee Quarterly Meeting - Page 7            |
| Exhibit C: | Amended Spring 2023 Lifelong Learning & Workforce Development Schedule - Page 9        |
| Exhibit D: | CDR: Curriculum Development and Review Report - Page 17                                |
| Exhibit E: | HR Personnel Actions Monthly Report March 2023 - Page 19                               |
| Exhibit F: | Out of Country Travel - Page 20  |
| Exhibit G: | Annual Employment Equity Accountability Plan Portion of Annual Equity Update - Page 29 |

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

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

|            |  |
|------------|--|
| Exhibit H: | Monthly Financial Report February 2023 - Page 42             |
| Exhibit I: | Budget Amendment FY 2023-24 February 2023 #26 - 28 - Page 47 |
| Exhibit J: | SCFCS Financial Report(s) February 2023 - Page 50            |
| Exhibit K: | Acceptance of Gifts and Grants February 2023 - Page 52       |
| Exhibit L: | Property Disposals - Page 53                                 |

Mr. Goodson requested the board pull Exhibit H for clarification.

After due discussion and consideration, Mr. Fuller motioned to approve the Financial Consent Agenda Exhibits I - L, Ms. Collins seconded, and the Board unanimously approved.

After further discussion and consideration, Mr. Goodson motioned to approve the Financial Consent Agenda Exhibit H, Mr. Moore seconded, and the Board unanimously approved.

**8. Facilities Project List (informational only) - Julie Jakway**

Exhibit M: Project List - Page 55

**9. Old Business**

None

**10. New Business**

Dr. Probstfeld shared with the Trustees an update regarding SCF’s legislative budget request.

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

Mr. Fuller provided an SCF Foundation update.

Mr. Thomson commended Dr. Probstfeld on the college’s quick response to opportunities for hosting dignitaries, such as U.S. Representative Burgess Owens.

Ms. Collins shared a recent SCF Proud moment - when a leadership award winner at the Girls Inc. luncheon announced she would be attending SCF in the Fall.

Mr. Moore provided great feedback on the SCFF Evening Under the Stars event. Mr. Moore also provided the Board with an SCF Athletics update.

Mr. Goodson updated the Board on a recent SCF Facilities meeting that included a tour of the SCF Control Center.

Mr. DiMaio applauded Cassandra Holmes and the Foundation staff for their great job on the Evening Under the Stars fund raising event.

The meeting adjourned 6:30 p.m.

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Chair, Board of Trustees

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Carol Probstfeld, Secretary, Board of Trustees

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2023**

| Class ID | Class Name  | Start Date | End Date | Tuition Fee | Location                                   | Instructor      |
|----------|---|------------|----------|-------------|--|-----------------|
| 15158    | Leadership Boot Camp  | 5/5/23     | 5/5/23   | \$249.00    | Zoom                                       | Van Dyke        |
| 15159    | Leadership Boot Camp  | 7/28/23    | 7/28/23  | \$249.00    | Zoom                                       | Van Dyke        |
| 15194    | Certified Personal Trainer (Hybrid)   | 5/6/23     | 6/17/23  | \$899.00    | Off-site Bradenton (contract training), Zo | W.I.T.S.        |
| 15226    | CompTIA A+ Certification  | 6/5/23     | 7/17/23  | \$1,875.00  | SCF Bradenton (26 West Center)             | Routhier        |
| 15234    | Python Coding Specialist with Industry Certification  | 6/6/23     | 7/20/23  | \$3,250.00  | SCF Bradenton (26 West Center)             | Bagley          |
| 15249    | AWS Cloud Practitioner  | 6/13/23    | 8/10/23  | \$3,250.00  | SCF Bradenton (26 West Center)             | Ortiz           |
| 15250    | BOOTCAMP: Cybersecurity May Cohort  | 5/16/23    | 11/21/23 | \$7,500.00  | SCF Bradenton (26 West Center)             | Askeri          |
| 15259    | 05: MAY 18th — 26 West Center Tours   | 5/18/23    | 5/18/23  | \$0.00      | SCF Bradenton (26 West Center)             | Rodgers-Mislyan |
| 15260    | 06: JUNE 15th — 26 West Center Tours  | 6/15/23    | 6/15/23  | \$0.00      | SCF Bradenton (26 West Center)             | Rodgers-Mislyan |
| 15274    | OCA Java Programming  | 6/22/23    | 8/15/23  | \$2,500.00  | SCF Bradenton (26 West Center)             | Bagley          |
| 15276    | Getting More Money with Results: How to Pursue Grants, Sponsorships, and Investors More Effectively | 5/23/23    | 6/20/23  | \$99.00     | SCF Bradenton (26 West Center)             | Faucy           |
| 15281    | Creating Your Online Personal Brand   | 5/10/23    | 5/31/23  | \$199.00    | SCF Bradenton (26 West Center)             | Bucci           |
| 15286    | UX/UI Web Developer   | 5/23/23    | 7/18/23  | \$2,250.00  | SCF Bradenton (26 West Center)             | Link            |
| 15298    | Manufacturers Leadership Development Program  | 5/10/23    | 7/12/23  | \$750.00    | Zoom                                       | Van Dyke        |
| 15300    | Power BI  | 5/15/23    | 5/17/23  | \$0.00      | Off-site Bradenton (contract training)     | Bagley          |
| 15318    | Project Management  | 5/4/23     | 5/4/23   | \$0.00      | SCF Lakewood Ranch (CIT)                   | Gander          |
| 15325    | SLP Behavioral Interviews   | 5/4/23     | 5/4/23   | \$0.00      | SCF Lakewood Ranch (CIT)                   | Hamilton        |
| 15327    | ELP Managing Difficult Conversations  | 5/4/23     | 5/4/23   | \$0.00      | SCF Bradenton (Building 3)                 | Marco           |
| 15335    | CDCA-WREB-CITA Testing Site Fee   | 5/17/23    | 5/17/23  | \$125.00    | SCF Bradenton (Building 2)                 | *               |
| 15357    | 07: JULY 20th — 26 West Center Tours  | 7/20/23    | 7/20/23  | \$0.00      | SCF Bradenton (26 West Center)             | Rodgers-Mislyan |
| 15358    | 08: AUGUST 17th — 26 West Center Tours  | 8/17/23    | 8/17/23  | \$0.00      | SCF Bradenton (26 West Center)             | Rodgers-Mislyan |
| 15376    | Enrolled Agent Live Online  | 7/19/23    | 12/9/23  | \$1,149.00  |  | Groff           |
| 15378    | Emerging Technology Camp - Middle & High School -9:00AM-3:00PM                                      | 6/12/23    | 6/16/23  | \$299.00    | SCF Bradenton (26 West Center)             | Roberts         |
| 15379    | Robotics and Engineering Camp Part one- Middle School - 9:00AM-3:00PM                               | 6/26/23    | 6/30/23  | \$299.00    | SCF Bradenton (26 West Center)             | Roberts         |
| 15380    | Robotics and Engineering Camp Part Two- Middle School - 9:00AM-3:00PM                               | 7/3/23     | 7/7/23   | \$299.00    | SCF Bradenton (26 West Center)             | Roberts         |
| 15381    | Manufacturing and Engineering Camp - High School - 9:00AM-3:00PM                                    | 7/17/23    | 7/21/23  | \$299.00    | SCF Bradenton (26 West Center)             | Roberts         |
| 15386    | Finishing First Tech Camp - Middle School - 9:00AM-3:00PM   | 6/19/23    | 6/23/23  | \$299.00    | SCF Bradenton (26 West Center)             | Roberts         |
| 15387    | Futuristic Finishing Tech Camp - High School - 9:00AM-3:00PM  | 7/10/23    | 7/14/23  | \$299.00    | SCF Bradenton (26 West Center)             | Roberts         |

(\$0.00 denotes paid by corporate.)

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2023**

| <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> |
|-----------------|---|-------------------|-----------------|--------------------|--------------------------------|-------------------|
| 15388           | Cyber Virtual Worlds- Middle & High School - 9:00AM-3:00PM                          | 7/24/23           | 7/28/23         | \$299.00           | SCF Bradenton (26 West Center) | Link              |
| 15391           | General Knowledge Test - Math Prep Workshop - Hybrid                                | 6/3/23            | 6/24/23         | \$119.00           | SCF Lakewood Ranch (CIT)       | Rowe              |
| 15393           | Excel - Level 1   | 5/4/23            | 5/4/23          | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15394           | Excel - Level 1   | 6/16/23           | 6/16/23         | \$129.00           | SCF Venice (Building 300)      | Miscik            |
| 15395           | Excel - Level 1   | 7/12/23           | 7/12/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15396           | Computer Basics   | 5/6/23            | 5/6/23          | \$129.00           | SCF Venice (Building 300)      | Miscik            |
| 15397           | Outlook   | 5/9/23            | 5/9/23          | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15398           | Outlook   | 7/19/23           | 7/19/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15399           | Excel - Level 2   | 5/18/23           | 5/18/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15400           | Excel - Level 2   | 6/30/23           | 6/30/23         | \$129.00           | SCF Venice (Building 300)      | Devine            |
| 15402           | Excel - Level 2   | 7/26/23           | 7/26/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15403           | Excel - Level 3   | 6/8/23            | 6/8/23          | \$129.00           | SCF Lakewood Ranch (CIT)       | Miscik            |
| 15404           | Excel - Level 3   | 7/14/23           | 7/14/23         | \$129.00           | SCF Venice (Building 300)      | Devine            |
| 15405           | Excel - Level 4   | 6/22/23           | 6/22/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15406           | Excel - Level 4   | 7/28/23           | 7/28/23         | \$129.00           | SCF Venice (Building 300)      | Devine            |
| 15407           | Power Point - Level 1   | 5/19/23           | 5/19/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15408           | Power Point - Level 1   | 7/18/23           | 7/18/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15409           | Power Point - Level 2   | 6/23/23           | 6/23/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Devine            |
| 15410           | Computer Basics   | 6/6/23            | 6/6/23          | \$129.00           | SCF Lakewood Ranch (CIT)       | Miscik            |
| 15411           | Computer Basics   | 7/15/23           | 7/15/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Miscik            |
| 15412           | Word - Level 1  | 5/24/23           | 5/24/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Miscik            |
| 15413           | Word - Level 1  | 7/20/23           | 7/20/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Miscik            |
| 15414           | Word - Level 2  | 6/21/23           | 6/21/23         | \$129.00           | SCF Lakewood Ranch (CIT)       | Miscik            |
| 15415           | English for College and Communication (Lakewood Ranch)                              | 5/15/23           | 8/8/23          | \$750.00           | SCF Lakewood Ranch (CIT)       | Carr              |
| 15417           | 2023 Elementary STEM Camp - Week 6 - LWR - 8am - 12noon - Electric Avenue           | 7/17/23           | 7/21/23         | \$175.00           | SCF Lakewood Ranch (CIT)       | Bagley            |
| 15418           | 2023 Elementary STEM Camp - Week 5 - LWR - 8am - 12noon - Under water Explorers""   | 7/10/23           | 7/14/23         | \$175.00           | SCF Lakewood Ranch (CIT)       | Bagley            |
| 15419           | 2023 Elementary STEM Camp - Week 4 - LWR - 8am - 12noon - Power Racerz""            | 7/3/23            | 7/7/23          | \$175.00           | SCF Lakewood Ranch (CIT)       | Bagley            |
| 15420           | 2023 Elementary STEM Camp - Week 3 - LWR - 8am - 12noon - Eureka!! Inventors Camp"" | 6/26/23           | 6/30/23         | \$175.00           | SCF Lakewood Ranch (CIT)       | Bagley            |
| 15421           | 2023 Elementary STEM Camp - Week 2 - LWR - 8am - 12noon - Oobleck and Tech          | 6/19/23           | 6/23/23         | \$175.00           | SCF Lakewood Ranch (CIT)       | Bagley            |
| 15422           | Before and After Care LWR - Elementary Camps  | 6/12/23           | 7/31/23         | \$50.00            | SCF Lakewood Ranch (CIT)       | Bagley            |

(\$0.00 denotes paid by corporate.)



**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2023**

| Class ID | Class Name   | Start Date | End Date | Tuition Fee | Location                       | Instructor |
|----------|--|------------|----------|-------------|--------------------------------|------------|
| 15423    | 2023 Elementary STEM Camp - Week 7 - LWR - 8am - 12noon - Makers and Hackers""         | 7/24/23    | 7/28/23  | \$175.00    | SCF Lakewood Ranch (CIT)       | Bagley     |
| 15424    | 2023 Elementary STEM Camp - Week 1 - LWR - 8am - 12noon - Rocket Science""             | 6/12/23    | 6/16/23  | \$175.00    | SCF Lakewood Ranch (CIT)       | Bagley     |
| 15427    | Before and After Care BRADENTON - Middle and High School Camps - 8:00AM-4:00PM         | 6/12/23    | 7/31/23  | \$50.00     | SCF Bradenton (26 West Center) | Roberts    |
| 15431    | CPA, CFO & Controller Leadership Development Program                                   | 5/18/23    | 8/3/23   | \$3,500.00  | Zoom                           | Van Dyke   |
| 15437    | (BLS/CPR) Basic Life Support   | 5/31/23    | 5/31/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15438    | (BLS/CPR) Basic Life Support   | 6/3/23     | 6/3/23   | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15439    | (BLS/CPR) Basic Life Support   | 6/10/23    | 6/10/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15440    | (BLS/CPR) Basic Life Support   | 6/16/23    | 6/16/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15441    | (BLS/CPR) Basic Life Support   | 6/17/23    | 6/17/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15442    | (BLS/CPR) Basic Life Support   | 6/21/23    | 6/21/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15443    | (BLS/CPR) Basic Life Support   | 6/23/23    | 6/23/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15444    | (BLS/CPR) Basic Life Support   | 6/24/23    | 6/24/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15445    | (BLS/CPR) Basic Life Support   | 6/28/23    | 6/28/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15446    | (BLS/CPR) Basic Life Support   | 7/8/23     | 7/8/23   | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15453    | (BLS/CPR) Basic Life Support   | 5/12/23    | 5/12/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15454    | (BLS/CPR) Basic Life Support   | 5/20/23    | 5/20/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15455    | (BLS/CPR) Basic Life Support   | 5/24/23    | 5/24/23  | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15457    | Coaching vs Managing   | 5/8/23     | 5/8/23   | \$0.00      | Zoom                           | Marco      |
| 15458    | Enhancing Your Business Etiquette  | 5/9/23     | 5/9/23   | \$0.00      | SCF Bradenton (Building 3)     | Nierenberg |
| 15459    | Customer Service   | 5/10/23    | 5/10/23  | \$0.00      | Zoom                           | Marco      |
| 15460    | SLP - Creating a Wow! Team Culture   | 5/11/23    | 5/11/23  | \$0.00      | SCF Bradenton (Building 3)     | Marco      |
| 15461    | State Childcare Testing  | 5/13/23    | 5/13/23  | \$0.00      | SCF Lakewood Ranch (CIT)       | *          |
| 15462    | Leadership Session 4   | 5/17/23    | 5/17/23  | \$0.00      | Zoom                           | Marco      |
| 15463    | English for College and Communication (Bradenton)                                      | 5/15/23    | 8/8/23   | \$750.00    | SCF Bradenton (Building 18)    | TBD        |
| 15464    | Right Seats/Creating a Culture of Accountability                                       | 5/18/23    | 5/18/23  | \$0.00      | SCF Lakewood Ranch (CIT)       | Johnson    |
| 15465    | 4 Must-Know Tips About Using Social Media to Build Your Brand And Your Business Online | 5/10/23    | 5/10/23  | \$0.00      | SCF Bradenton (26 West Center) | Bucci      |
| 15467    | Leadership Series SCF  | 5/15/23    | 5/19/23  | \$0.00      | SCF Lakewood Ranch (CIT)       | Marco      |
| 15469    | Enrolled Agent - Shipping Only   | 7/19/23    | 12/9/23  | \$749.00    | Zoom                           | Groff      |
| 15470    | Enrolled Agent - Materials Upgrade   | 7/19/23    | 12/9/23  | \$897.00    | Zoom                           | Groff      |
| 15471    | Enrolled Agent Facilitation Only No Book   | 7/19/23    | 12/9/23  | \$875.00    | Zoom                           | Groff      |
| 15472    | Enrolled Agent Facilitation Only No Book - PARTS 1 and 2 ONLY                          | 7/19/23    | 12/9/23  | \$765.00    | Zoom                           | Groff      |

(\$0.00 denotes paid by corporate.)

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2023**

| Class ID | Class Name  | Start Date | End Date | Tuition Fee | Location                            | Instructor |
|----------|---|------------|----------|-------------|-------------------------------------|------------|
| 15474    | The Customer Experience                             | 5/3/23     | 5/3/23   | \$0.00      |                                     | Marco      |
| 15475    | Creating a Wow! Team Culture                        | 5/24/23    | 5/24/23  | \$0.00      | Zoom                                | Marco      |
| 15476    | SLP-Coaching to Behaviors                           | 5/25/23    | 5/25/23  | \$0.00      | SCF Lakewood Ranch (CIT)            | Marco      |
| 15477    | Presenting with Confidence                          | 5/31/23    | 5/31/23  | \$0.00      | Zoom                                | Marco      |
| 15478    | Priority and Time Management                        | 6/14/23    | 6/14/23  | \$0.00      | Zoom                                | Marco      |
| 15479    | Leadership Session 1                                | 6/15/23    | 6/15/23  | \$0.00      | Off-site Venice (contract training) | Marco      |
| 15480    | Leadership Session 5                                | 6/21/23    | 6/21/23  | \$0.00      | Zoom                                | Marco      |
| 15481    | Leadership Session 2                                | 6/27/23    | 6/27/23  | \$0.00      | Off-site Venice (contract training) | Marco      |
| 15482    | Priority and Time Management                        | 6/29/23    | 6/29/23  | \$0.00      | Zoom                                | Roth       |
| 15483    | Change Management                                   | 7/12/23    | 7/12/23  | \$0.00      | Zoom                                | Bresler    |
| 15484    | Leadership Session 3                                | 7/12/23    | 7/12/23  | \$0.00      | Off-site Venice (contract training) | Marco      |
| 15485    | Leadership Session 6                                | 7/19/23    | 7/19/23  | \$0.00      | Zoom                                | Marco      |
| 15486    | Presenting with Impact                              | 7/20/23    | 7/20/23  | \$0.00      | Zoom                                | Marco      |
| 15487    | Vision Boards                                       | 8/2/23     | 8/2/23   | \$0.00      | SCF Bradenton (Building 3)          | Roth       |
| 15492    | Social Security 101 - Lakewood Ranch Campus         | 5/16/23    | 5/16/23  | \$0.00      | SCF Lakewood Ranch (CIT)            | Cornell    |
| 15493    | Social Security 101 - Lakewood Ranch Campus         | 5/18/23    | 5/18/23  | \$0.00      | SCF Lakewood Ranch (CIT)            | Cornell    |
| 15495    | Excel - Level 3                                     | 8/9/23     | 8/9/23   | \$129.00    | SCF Lakewood Ranch (CIT)            | Devine     |
| 15496    | Excel - Level 1                                     | 8/15/23    | 8/15/23  | \$129.00    | SCF Venice (Building 300)           | Devine     |
| 15497    | Computer Basics                                     | 8/19/23    | 8/19/23  | \$129.00    | SCF Venice (Building 300)           | Miscik     |
| 15498    | Power Point - Level 2                               | 8/22/23    | 8/22/23  | \$129.00    | SCF Lakewood Ranch (CIT)            | Devine     |
| 15499    | Excel - Level 4                                     | 8/23/23    | 8/23/23  | \$129.00    | SCF Lakewood Ranch (CIT)            | Devine     |
| 15500    | Word - Level 2                                      | 8/24/23    | 8/24/23  | \$129.00    | SCF Lakewood Ranch (CIT)            | Miscik     |
| 15501    | Excel - Level 2                                     | 8/29/23    | 8/29/23  | \$129.00    | SCF Venice (Building 300)           | Devine     |
| 15502    | (BLS/CPR) Basic Life Support                        | 5/26/23    | 5/26/23  | \$60.00     | SCF Lakewood Ranch (CIT)            | Landes     |
| 15504    | In Person Real Estate Sales Associate Pre-Licensing | 8/21/23    | 11/1/23  | \$389.00    | SCF Lakewood Ranch (CIT)            | Repassy    |
| 15506    | HR Management Program                               | 7/13/23    | 8/31/23  | \$575.00    | SCF Lakewood Ranch (CIT)            | Velez      |
| 15508    | Children & Divorce                                  | 5/8/23     | 5/8/23   | \$55.00     | Zoom                                | Doran      |
| 15509    | Children & Divorce                                  | 5/30/23    | 5/30/23  | \$55.00     | Zoom                                | Doran      |
| 15510    | Children & Divorce                                  | 6/5/23     | 6/5/23   | \$55.00     | Zoom                                | Doran      |
| 15511    | Children & Divorce                                  | 6/29/23    | 6/29/23  | \$55.00     | Zoom                                | Doran      |
| 15512    | Children & Divorce                                  | 7/18/23    | 7/18/23  | \$55.00     | Zoom                                | Doran      |
| 15513    | Children & Divorce                                  | 7/31/23    | 7/31/23  | \$55.00     | Zoom                                | Doran      |
| 15514    | Children & Divorce                                  | 8/21/23    | 8/21/23  | \$55.00     | Zoom                                | Doran      |
| 15515    | Children & Divorce                                  | 8/31/23    | 8/31/23  | \$55.00     | Zoom                                | Doran      |
| 15516    | Children & Divorce                                  | 5/20/23    | 5/20/23  | \$55.00     | SCF Bradenton (Building 18)         | Doran      |
| 15517    | Children & Divorce                                  | 6/17/23    | 6/17/23  | \$55.00     | SCF Lakewood Ranch (CIT)            | Doran      |

(\$0.00 denotes paid by corporate.)

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2023**

| Class ID | Class Name  | Start Date | End Date | Tuition Fee | Location                       | Instructor |
|----------|---|------------|----------|-------------|--------------------------------|------------|
| 15518    | Children & Divorce  | 7/8/23     | 7/8/23   | \$55.00     | SCF Bradenton (Building 18)    | Doran      |
| 15519    | Children & Divorce  | 8/9/23     | 8/9/23   | \$55.00     | SCF Lakewood Ranch (CIT)       | Doran      |
| 15520    | Children & Divorce (Spanish)                                  | 5/13/23    | 5/13/23  | \$55.00     | SCF Lakewood Ranch (CIT)       | Cestero    |
| 15521    | Children & Divorce (Spanish)                                  | 6/24/23    | 6/24/23  | \$55.00     | SCF Bradenton (Building 18)    | Cestero    |
| 15522    | Children & Divorce (Spanish)                                  | 7/29/23    | 7/29/23  | \$55.00     | SCF Lakewood Ranch (CIT)       | Cestero    |
| 15523    | Children & Divorce (Spanish)                                  | 8/26/23    | 8/26/23  | \$55.00     | SCF Bradenton (Building 18)    | Cestero    |
| 15525    | Three Approaches to Get More Grants and Philanthropic Dollars | 5/23/23    | 5/23/23  | \$0.00      | SCF Bradenton (26 West Center) | Faucy      |

## Human Resources Office Personnel Actions Board Exhibits: April 2023

| <u>Name</u>                | <u>Effective Date</u> | <u>Classification</u> | <u>Classification Title</u>   | <u>Department</u>                          | <u>Site</u> |
|----------------------------|-----------------------|-----------------------|---|--|-------------|
| <b><u>Appointments</u></b> |                       |                       |   |  |             |
| Jodi Doman                 | 4/3/2023              | Career                | Office Supervisor, Collegiate School                                      | SCF Collegiate School                      | Bradenton   |
| Neil Ferris                | 4/10/2023             | Career                | Advisor, Student Life   | Student Life                               | Venice      |
| Thomas Shanafelt II        | 4/10/2023             | Career                | Collegiate School Behavior Specialist and SCF Public Safety Liaison       | Collegiate School                          | Bradenton   |
| Nicole VanEyk              | 4/10/2023             | Career                | Executive Assistant III to VP, Student Services and Enrollment Management | Student Services and Enrollment Management | Bradenton   |
| Jessica Blackman           | 4/10/2023             | Career                | Supplemental Instruction Specialist (Writing)                             | Tutoring and Academic Success Center       | Venice      |
| Heidi LeRoy                | 4/17/2023             | Career                | 26 West Entrepreneurship Program Coordinator                              | 26 West Entrepreneurship Center            | Bradenton   |
| Renata Lins                | 4/24/2023             | Professional          | Accountant, Accounts Payable and Fixed Assets                             | Accounting and Payroll                     | Bradenton   |
| Carol Campbell             | 4/24/2023             | Career                | Accounts Payable Clerk  | Accounting and Payroll                     | Bradenton   |
| <b><u>Separations</u></b>  |                       |                       |   |  |             |
| Ja-Naye Johnson            | 4/3/2023              | Career                | College and Career Success Coach  | Office of College and Career Success       | Bradenton   |
| Christopher Collins        | 4/5/2023              | Career                | Coordinator, Grants   | Foundation                                 | Bradenton   |
| Elliott Vasquez            | 4/5/2023              | Career                | Specialist, Accommodation and Assistive Technology                        | Disability Resource Center                 | Bradenton   |
| Robert Tecarr              | 4/14/2023             | Professional          | Manager, Maintenance Operations & Environmental Safety & Health           | Facilities, Planning and Maintenance       | Bradenton   |
| Jazhel Homrado             | 4/14/2023             | Career                | Specialist, Graduation  | Office of the Registrar                    | Bradenton   |
| Brian Grodotzke            | 4/14/2023             | Professional          | Assistant Controller  | Accounting and Payroll                     | Bradenton   |
| Kara DeCato-Flaherty       | 4/28/2023             | Professional          | Certified School Counselor  | SCF Collegiate School                      | Venice      |
| Jose Berrios               | 4/28/2023             | Career                | Campus Resource Officer   | Public Safety                              | Venice      |
| Sue Bosio                  | 4/28/2023             | Career                | Accounts Payable Clerk  | Accounting and Payroll                     | Bradenton   |
| <b><u>Retirements</u></b>  |                       |                       |   |  |             |
| Joel Haines                | 4/28/2023             | Career                | Courier   | Central Services, Mail and Copy Shop       | Bradenton   |

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 23, 2023

**AGENDA ITEM:**

**Approval of Sabbatical Leave Request**

**RECOMMENDATION:**

**The College recommends approval by the District Board of Trustees of Sabbatical Leave.**

**STAFF ANALYSIS:**

The faculty members listed have been recommended for Sabbatical Leave by the Sabbatical Leave Committee.

2024 Spring Semester: Rebecca Williams, Mathematics, Bradenton Campus

2024 Fall Semester: Brandon Montgomery, Humanities, Bradenton Campus

**FISCAL IMPACT NO**

**Funding Source:**

Will this action result in a Budget Amendment? NO

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

**REQUESTED BY:** Dr. Shellie Feola, Director, Human Resources

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

# **State College of Florida**

## **Approval of Sabbatical Leave Request**

---

The faculty members listed below have been recommended for Sabbatical Leave by the Sabbatical Leave Committee.

It is respectfully requested that Sabbaticals be approved as follows:

2024 - Spring Semester

Rebecca Williams, Mathematics, Bradenton Campus

2024 – Fall Semester

Brandon Montgomery, Humanities, Bradenton Campus

# STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

**APPLICATION FOR SABBATICAL LEAVE**  
Revised February, 2015

NAME: Rebecca Williams DATE: 3/20/23

DEPARTMENT/DIVISION: Mathematics CAMPUS: Bradenton

Number of years of full-time service at SCF: 13

Number of years completed on Continuing Contract: 10

Teaching area or specialization: Mathematics and Statistics

Semester (s) and date (s) requested: Spring 2024 Semester (January 4 - May 3, 2024)

**CATEGORY OF ACTIVITY:** (See Sabbatical Leave Policy: Selection Criteria for detailed description.)

1. Continuing or pursuing degree     2. Updating Professional skills  
 3. Formal research     4. Non-academic structured professional pursuit

**APPLICATION REQUIREMENTS**


Attach a narrative (not to exceed two pages) to this form explaining:

1. the purpose of the leave;
2. the expected benefit to the college;
3. the expected benefit to you;
4. what tangible product will be produced as a result of your leave;
5. the activities to be pursued
6. what have been your contributions to SCF and/or the community other than your primary duties at the college;
7. any other relevant information

Provide specific documentation supporting the narrative (e.g., grant award, research affiliation acknowledgement, publisher's communication of interest, etc.).

**READ THE FOLLOWING PARAGRAPH, SIGN THE FORM, AND FORWARD TO YOUR IMMEDIATE SUPERVISOR BY March 20.**

I hereby agree that if granted a Sabbatical Leave, I will return to State College of Florida, Manatee-Sarasota for the term of one year for a one semester leave and two years for a two semester leave or agree to reimburse the college according to the SCF contract.

  
Signature of Applicant

3/20/2023  
Date

**Applicant: Submit application to immediate Supervisor by March 20.**

**Immediate Supervisor:** Submit to the Sabbatical Chair by March 31.

Recommended  Not Recommended

Please state how this Sabbatical Leave will benefit the college if recommended, or reasons why you do not recommend. I strongly support Rebecca's request. The accelerated, intense certificate program requires significant time commitment and would be difficult to be fully engaged while teaching full time and providing support to students. After completing the certificate, the Math Department would greatly benefit from the acquired knowledge as we are in the process of creating a new vision for the Statistical Reasoning math guided pathway as mandated by SB 366. The new vision includes redesign of our current STA 2023 and creation a new STA 2025 Statistics course.

Anna Wasilewska 03/29/2023  
Immediate Supervisor Signature Date

**Sabbatical Chair:** Submit to the Vice President by April 17.

Recommended  Not Recommended

Comments: This candidate is being recommended for sabbatical. The committee believes this learning would significantly benefit the college.

Shellie Feola, Ed.D. April 5, 2023  
Sabbatical Chair Signature Date

**Vice President:** Submit to the President by April 24.

Recommend  Not Recommend

Please state how this Sabbatical Leave will benefit the College if recommended, or reasons why you do not recommend: I believe this learning will greatly benefit the college now and into the future.

[Signature] 4/24/23  
Vice President Signature Date

**President:** Submit to the Sabbatical Chair by May 1.

Recommended  Not Recommended



  
\_\_\_\_\_  
President Signature

5/3/23  
\_\_\_\_\_  
Date

Sabbatical Chair: Submit to the President for the BOT June Meeting.

\_\_\_\_\_  
Board of Trustees Signature

\_\_\_\_\_  
Date

**Note:** This contract must be signed, \*notarized and returned to the Chair of the Sabbatical Leave Committee within ten (10) working days after approval of your proposal. **This contract must be on file before sabbatical leave may be taken.** This is a contract of commitment in which you agree to return to SCF for a designated period of time after you have completed the Sabbatical Leave.

SABBATICAL LEAVE CONTRACT

This contract made and entered in this \_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_ at Bradenton, Florida, by and between State College of Florida, Manatee-Sarasota, party of the first part, and \_\_\_\_\_, party of the second part, hereinafter known as the SPD recipient.

AGREED AS FOLLOWS:

- 1.) The sum equal to 75% of actual salary will be paid by the State College of Florida, Manatee-Sarasota to the Sabbatical Leave recipient, the party of the second part, for the purpose as designated in Sabbatical Leave application dated \_\_\_\_\_ and approved by the Board of Trustees on \_\_\_\_\_.
2.) Pro-rated Payments will be made to the Sabbatical Leave recipient in accordance with regular payroll schedule.
3.) A. The undersigned recipient does covenant and agree, following the successful completion of said Sabbatical Leave, to provide a written report to the Chair of the Sabbatical Leave Committee within thirty (30) calendar days of return to the State College of Florida, Manatee-Sarasota in a full-time faculty position or (equivalent capacity to position before the Sabbatical Leave intent. The Sabbatical Leave recipient also agrees to return to the capacity of full time faculty for a minimum of one (1) year from the date of completion for a one semester Sabbatical Leave and two (2) years from the date of the completion of a two (2) semester Sabbatical Leave.
B. If the recipient of the Sabbatical Leave does not fulfill the requirements in 3A above, the recipient shall be required to repay the College in full for all salary and benefits received. If the recipient fulfills a portion of the required one (1) or two (2) year employment provision as stated in 3A, the repayment amount shall be pro-rated based on the amount of employment obligation completed.
C. In the event it becomes necessary for the College, as a result of the undersigned's default in the compliance of the terms and conditions of this agreement, to institute court proceedings for the collection of any monies due pursuant to this contract, an amount equal to the pro-rated salary plus benefits, together with interest at the rate of 8% per annum and all costs of collection incurred by the College will be the total amount to be repaid to the College.

IN WITNESS WHEREOF, we have hereunto set our hands as of the date first above-written.

Sabbatical Leave Recipient

STATE OF FLORIDA
COUNTY OF MANATEE

\*The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of person acknowledging), who is personally known to me or who has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath.

Signature of Person Taking Acknowledgement

Name of Person Taking Acknowledgement
(Typed, Printed or Stamped)

College Official

Date

## Rebecca Williams – Narrative Supporting Sabbatical Application

**1. Purpose:** I am applying for sabbatical leave during the Spring 2024 semester to complete a Data Science Certificate program. Data Science is a continually growing field, and many higher education institutions (including some Florida community colleges) are offering Data Science courses, certificates, and degrees. While I have a Master's degree in Statistics and I frequently teach our Elementary Statistics course, I have limited knowledge of Data Science topics and associated programming languages.

**2. Benefit to college:** I want my Statistics courses to include topics that will be useful to my students past their time at SCF, and incorporating Data Science topics as well as examples of R programming (which students can access free of charge) would benefit them in their future academic and professional pursuits. We are also planning to develop a second complementary Statistics course in the SCF Mathematics Department, and I think a strong Data Science component would be a valuable addition to the course.

**3. Benefit to me:** I am afraid of my classes becoming stale, and I would love to have the opportunity to learn something completely new to share with my students. I am very curious about Data Science but with my current job and home responsibilities, I have limited time to pursue any outside coursework. A sabbatical would give me the time to focus on learning about this new field.

**4. Tangible product:** Upon completion of my coursework, I will have Certificate in Data Science. (I intend to earn the Professional Certificate in Data Science through Harvard/EdX, but subject to admission/enrollment availability, I might need to seek a similar certificate program like the IBM Data Science Certificate.)

**5. Activity to be pursued:** My plan is to enroll in the Harvard/EdX Professional Certificate in Data Science program, subject to admission/enrollment availability. (If I am unable to pursue this certificate for some reason, I am also interested in the IBM Data Science Certificate as a backup option.) I like the Harvard/EdX program because of its use of case studies through its 9 courses, focusing on real-life data rather than textbook examples. There is also a focus on using the R programming language, a free open-source language which I used for some of my graduate coursework.

**6. Contributions to SCF/Community:** I have worked in the Mathematics Department at SCF for 13 years, and was recently promoted to Professor of Mathematics. I am currently on the organizing team for the Faculty Lecture Series, helping faculty to share what they're passionate about with the SCF community. I also currently serve as the UFF-SCF Secretary for our faculty union. I have been a member of the SPD Committee for the past 3 years. Over the last 7 years, I have also been a member of the Executive Committee of the Florida Two-Year College Mathematics Association, a statewide organization that fosters collaboration between community colleges across the state. Earlier in my career at SCF, I have taken on the following roles and projects: lead organizer for college-wide community service projects for the MLK Day of Service in collaboration with Boys and Girls Club; advisor for PTK, the student honors society; mentor to new faculty members in the Mathematics Department; co-authored the SCF Faculty Handbook; member of Faculty Promotion System Ad-Hoc Committee; earned my Quality Matters certification for my online Intermediate Algebra course.

**7. Other information:** I hope to stay in my role as SCF Mathematics Professor for the rest of my career, and a sabbatical will give me the opportunity to be in the role of learner rather than teacher. I hope to be a lifelong learner, but with the reality of working full-time, raising two young kids, and undergoing a seemingly never-ending home renovation, I can't create time to really dig into something new. A sabbatical would allow me to challenge myself, rejuvenate my love of learning, and bring real-world Data Science skills into my Statistics classes when I return.

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

APPLICATION FOR SABBATICAL LEAVE
Revised February, 2015

NAME: Brandon Montgomery DATE: March 3, 2023

DEPARTMENT/DIVISION: ADH/ HAL CAMPUS: Bradenton

Number of years of full-time service at SCF: 17

Number of years completed on Continuing Contract: 14

Teaching area or specialization: Humanities

Semester (s) and date (s) requested: Fall 2024 (August 8 - December 6, 2024)

CATEGORY OF ACTIVITY: (See Sabbatical Leave Policy: Selection Criteria for detailed description.)

- 1. Continuing or pursuing degree
2. Updating Professional skills
3. Formal research
4. Non-academic structured professional pursuit

APPLICATION REQUIREMENTS

Attach a narrative (not to exceed two pages) to this form explaining:

- 1. the purpose of the leave;
2. the expected benefit to the college;
3. the expected benefit to you;
4. what tangible product will be produced as a result of your leave;
5. the activities to be pursued
6. what have been your contributions to SCF and/or the community other than your primary duties at the college;
7. any other relevant information

Provide specific documentation supporting the narrative (e.g., grant award, research affiliation acknowledgement, publisher's communication of interest, etc.).

READ THE FOLLOWING PARAGRAPH, SIGN THE FORM, AND FORWARD TO YOUR IMMEDIATE SUPERVISOR BY March 20.

I hereby agree that if granted a Sabbatical Leave, I will return to State College of Florida, Manatee-Sarasota for the term of one year for a one semester leave and two years for a two semester leave or agree to reimburse the college according to the SCF contract.

Signature of Applicant

Date 3/19/2023

Applicant: Submit application to immediate Supervisor by March 20.

Immediate Supervisor: Submit to the Sabbatical Chair by March 31.

Recommended  Not Recommended

Please state how this Sabbatical Leave will benefit the college if recommended, or reasons why you do not recommend. Professor Brandon Montgomery's Sabbatical Leave will benefit the college as a forward-thinking effort to model an ideal academic scenario between instructor and student, where the instructor is a pure source of information able to provide a cost-efficient resource to students.

Chris Bellanca

March 23, 2023

Immediate Supervisor Signature

Date

Sabbatical Chair: Submit to the Vice President by April 17.

Recommended  Not Recommended

Comments: This candidate is recommended as they meet the criteria for sabbatical. The development of a textbook would be of benefit for the college. This candidate ranked 2nd of the three applicants.

Shellie Feola, Ed.D.

April 5, 2023

Sabbatical Chair Signature

Date

Vice President: Submit to the President by April 24.

Recommend  Not Recommend

Please state how this Sabbatical Leave will benefit the College if recommended, or reasons why you do not recommend: The development of a textbook by a college faculty member is always of great benefit to the college.

M Fi

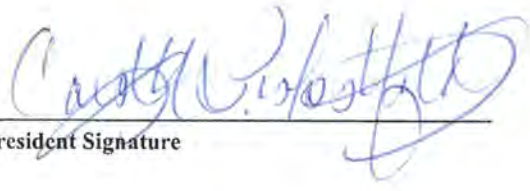
4/24/23

Vice President Signature

Date

President: Submit to the Sabbatical Chair by May 1.

Recommended  Not Recommended

  
\_\_\_\_\_  
President Signature

5/3/23  
\_\_\_\_\_  
Date

Sabbatical Chair: Submit to the President for the BOT June Meeting.

\_\_\_\_\_  
Board of Trustees Signature

\_\_\_\_\_  
Date

**Note:** This contract must be signed, \*notarized and returned to the Chair of the Sabbatical Leave Committee within ten (10) working days after approval of your proposal. **This contract must be on file before sabbatical leave may be taken.** This is a contract of commitment in which you agree to return to SCF for a designated period of time after you have completed the Sabbatical Leave.

SABBATICAL LEAVE CONTRACT

This contract made and entered in this \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_ at Bradenton, Florida, by and between State College of Florida, Manatee-Sarasota, party of the first part, and \_\_\_\_\_ party of the second part, hereinafter known as the SPD recipient.

AGREED AS FOLLOWS:

- 1.) The sum equal to 75% of actual salary will be paid by the State College of Florida, Manatee-Sarasota to the Sabbatical Leave recipient, the party of the second part, for the purpose as designated in Sabbatical Leave application dated \_\_\_\_\_ and approved by the Board of Trustees on \_\_\_\_\_.
  
- 2.) Pro-rated Payments will be made to the Sabbatical Leave recipient in accordance with regular payroll schedule.
  
- 3.) A. The undersigned recipient does covenant and agree, following the successful completion of said Sabbatical Leave, to provide a written report to the Chair of the Sabbatical Leave Committee within thirty (30) calendar days of return to the State College of Florida, Manatee-Sarasota in a full-time faculty position or (equivalent capacity to position before the Sabbatical Leave intent. The Sabbatical Leave recipient also agrees to return to the capacity of full time faculty for a minimum of one (1) year from the date of completion for a one semester Sabbatical Leave and two (2) years from the date of the completion of a two (2) semester Sabbatical Leave.  
  
B. If the recipient of the Sabbatical Leave does not fulfill the requirements in 3A above, the recipient shall be required to repay the College in full for all salary and benefits received. If the recipient fulfills a portion of the required one (1) or two (2) year employment provision as stated in 3A, the repayment amount shall be pro-rated based on the amount of employment obligation completed.  
  
C. In the event it becomes necessary for the College, as a result of the undersigned’s default in the compliance of the terms and conditions of this agreement, to institute court proceedings for the collection of any monies due pursuant to this contract, an amount equal to the pro-rated salary plus benefits, together with interest at the rate of 8% per annum and all costs of collection incurred by the College will be the total amount to be repaid to the College.

IN WITNESS WHEREOF, we have hereunto set our hands as of the date first above-written.

\_\_\_\_\_  
Sabbatical Leave Recipient

STATE OF FLORIDA  
COUNTY OF MANATEE

\*The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of person acknowledging), who is personally known to me or who has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath.

\_\_\_\_\_  
Signature of Person Taking Acknowledgement

\_\_\_\_\_  
Name of Person Taking Acknowledgement  
(Typed, Printed or Stamped)

\_\_\_\_\_  
College Official

Date



Sabbatical Application Narrative for  
Brandon Montgomery, Professor of Humanities

I am applying for a one-semester sabbatical to create a textbook for use in my HUM 2210 - Humanities of the Ancient World course. The time offered by a sabbatical from normal duties will be dedicated to writing the text of the book, travelling to some of the most important locations to personally photograph examples of art and architecture to be included in the book, and finally, to edit and format the book so it is accessible in an online format to students directly through their Canvas modules.

The expected benefits to the College would be directly applicable to Strategic Goal #3 - Quality and further the Institutional Values of Integrity, Innovation, and Inclusivity as an open-access institution. The quality of education at SCF would improve by having a textbook written by a faculty member, focused on the most up-to-date research, scholarship, and literature, utilizing new, high-quality images of artworks, and eliminating the costly excesses of nationally published textbooks. The textbook would be given to students enrolled in the course for free and thereby reduce the cost of attendance and obtaining a degree at SCF.

The contributions I've made to SCF that go beyond my primary duties are many and include numerous areas such as textbook authorship, curriculum development, curriculum assessment, and student success. The most time-consuming and germane contribution I've made to my students at SCF that goes well beyond my primary duties is the writing of a textbook for use in my HUM 2235 course. That book, entitled "Humanities: The Medieval, Renaissance, and Baroque Periods," took over 2 years to write, edit, and format. I provide this book gratis to my students and have integrated each chapter in an interactive electronic format directly into its corresponding Canvas module in the course. What allows me to provide the textbook free of cost to my students is the fact that I not only wrote the text of the book, but I personally photographed, edited, and formatted 85%-90% of all the art and architectural images included in the book (the other 10-15% are copyright-free or public domain images).

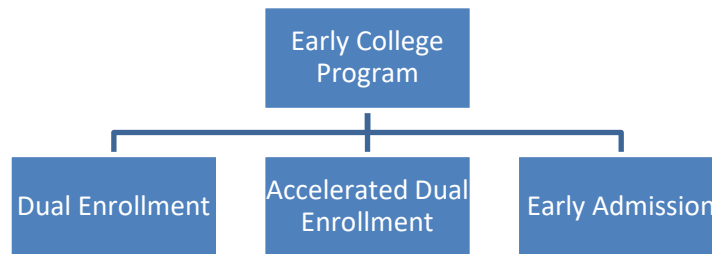
Beyond the creation of a textbook, I have served as the unofficial (read *unpaid*) Curriculum Coordinator for Humanities for 17 years. In this position, I have created all five HUM courses currently offered at SCF. This includes creating the Course Learning Objectives for all HUM courses as well as the Degree Pathways in the

Humanities. Additionally, I created all the assessment materials used for SACS accreditation for HUM courses and the Humanities categories for the A.A. degree. I was also the originator and initial drafter of a National Endowment for the Humanities Grant for SCF focused on the advantages of interdisciplinary curriculum. One of the things I am most proud of was my role in creating and teaching in an FTIC (First Time in College) Interdisciplinary Cohort at SCF. In my work as co-creator and member of this pilot program for advising, scheduling, mentoring, and teaching FTIC students, I was able to apply my background in interdisciplinary studies to the creation of an innovative approach for helping the success and retention of one of the most pivotal student populations.

In addition to the time necessary for writing 300 to 400 pages of text for the book, the locating, traveling to the sites, and photographing of important works of art and architecture necessary for inclusion in an Interdisciplinary Humanities textbook is a major reason why such a large amount of time is required to complete the book. As the units on ancient Greece, ancient Rome, and early Christianity make up approx. 2/3 of the curriculum for The Ancient World course, I will be traveling to several places throughout Italy, Greece, and Turkey to acquire the images needed for the book. While there are some images available in the public domain for the most popular of artworks, there has also been new and recent excavations, cleanings, and restorations of sites and works of art that can only be photographed in person. Older images, while possibly in the public domain, also lack the clarity, textures, and colors that are possible to capture today with the latest high-definition digital cameras. It is absolutely necessary to have images which are personally owned or copyright-free in order to give students the book gratis (otherwise licensing fees would have to be paid to image owners - one of the major reasons why nationally published textbooks in fields such as Interdisciplinary Humanities or Art History are so expensive).

At the conclusion of my sabbatical, the product that will result from my leave will be the creation of a textbook for one of the most popular Humanities courses at SCF: HUM 2210 - Humanities of the Ancient World. This textbook will be provided to students enrolled in the course free of charge and completely eliminate the need for students to spend any money for the course. Based upon current Interdisciplinary Humanities textbook prices, this is a savings of at least \$90 - \$125 per student. This adds up to an average of about \$2,500 per class and a savings of between \$12,500 - \$20,000 per academic year for SCF students (depending on the number of sections offered).

# **EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT**



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

**2023-2024**

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## **Introduction**

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

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

### **Early College Programs Defined**

#### **Dual enrollment (DE)**

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

#### **Early Admission (EA)**

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

#### **Accelerated Dual Enrollment program (ADE)**

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

#### **Career Dual Enrollment (CDE)**

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

#### **Career Early Admission (CEA)**

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

#### **College Enrichment**

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

## **Purpose**

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

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

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

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

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

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



## Early College Deadlines

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

- Summer and Fall Deadline—May 15<sup>th</sup>
- Spring Deadline—December 1<sup>st</sup>

Deadlines for each term will remain constant as defined above.

***No exceptions will be made after these published deadlines.***

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

## Eligibility, Responsibilities, and Impact

### Dual Enrollment

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

### Initial Eligibility

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

### Continuing Eligibility

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

### Academic Impact

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

### Student Enrollment Responsibilities

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

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

### **Counselor Enrollment Responsibilities**

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

### **Student Post-Semester Responsibilities**

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

## **Early Admission**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

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

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

### **Counselor Enrollment Responsibilities**

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

### **Student Post-Semester Responsibilities**

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

## **Accelerated Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

### **Counselor Enrollment Responsibilities**

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

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



## **Career Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

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

### **Counselor Enrollment Responsibilities**

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

## **Career Early Admissions**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

testing. The student schedule testing using this link:

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

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

### **Counselor Enrollment Responsibilities**

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

### **Student Post-Semester Responsibilities**

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

## **College Enrichment**

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

## **Academic Impact**

Credits earned may be applicable to an associate degree, and with district approval **only** may be credited towards the high school diploma; this exception is for students participating in grade forgiveness retake of a SCF course in which the student earned a D or F grade.

## **Costs**

### **Tuition**

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

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

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

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

### **Textbooks**

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

## **Special Notes and Requirements**

### **General Notes**

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

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

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

## **Student Information**

### **Campus Resources**

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

### **Parking Decals**

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their

class schedule in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

**SCF Student I.D.**

All Early College students may obtain a free SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.



## **SCF Policies**

### **Academic Policies**

#### **College-Level Course Expectations**

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

#### **Students Requesting Accommodation for a Documented Disability**

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

#### **Repeat Policy**

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

#### **Withdrawal Policy**

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

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

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

#### **Grading Policy**

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment

course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs.

### **Transcripts**

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

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

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

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

## **Student Services Policies**

### **Student Code of Conduct**

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

### **Collegiate Environment**

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

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

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

### **Attendance Policy**

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

### **Academic Misconduct**

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

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

### **Statement of Plagiarism Policy**

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

## **Administrative Policies and Procedures**

### **Career Pathways Articulation**

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

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

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

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

### **Procedure to Inform Students and Parents**

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

### **Exercise of Options to Participate**

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

### **Excess Hours and Acceleration Mechanisms**

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

### **Relationship of Responsibilities**

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

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

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

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

### **Statement of Nondiscrimination**

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

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

## APPENDIX A

### Early College Qualifying Test Scores

#### College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

SAT scores: 25+

#### College Level Math

ACT: 21+

PERT: 123+

SAT scores: 27-28.5+

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

#### College Level Reading

Required for all courses excluding Math

ACT: 19+

PERT: 106+

SAT scores: 24+

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

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

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

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

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

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

ACT--0741

SAT—5427

## APPENDIX B

### Dual Enrollment Course Equivalency Information

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

For the most up to date list, please go to

[www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf)

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

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits, either as an elective or subject area credit as designated in the local inter-institutional articulation.

### Calculating Course Credit Equivalency for Dual Credit

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at [www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf).

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

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

### Bright Futures Eligibility

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

## **Gold Seal Eligibility**

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

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

[https://www.osfaffelp.org/bfiehs/fnbpcm02\\_CCTMain.aspx](https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx)



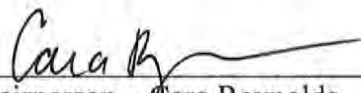
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND  
CHARLOTTE COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2023- 2024**

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

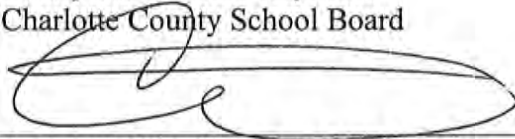
This agreement is pursuant to and in furtherance of the provision of 1007.271.

The term of this agreement shall remain in effect for the 2023-2024 academic year, which includes Fall 2023, Spring 2024, and Summer 2024. An executed and signed letter of intent will constitute annual renewal.

**CHARLOTTE COUNTY SCHOOL BOARD APPROVAL:**

  
\_\_\_\_\_  
Chairperson – Cara Reynolds  
Charlotte County School Board

4/11/2023  
Date

  
\_\_\_\_\_  
Assistant Superintendent for Learning  
Charlotte County School Board

3/28/2023  
Date

Approved as to Form and Legal Content  
by Shumaker, Loop & Kendrick, LLP  
Attorneys for The School Board  
of Charlotte County, Florida  
Signed: MRM  
Date: March 20, 2023

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

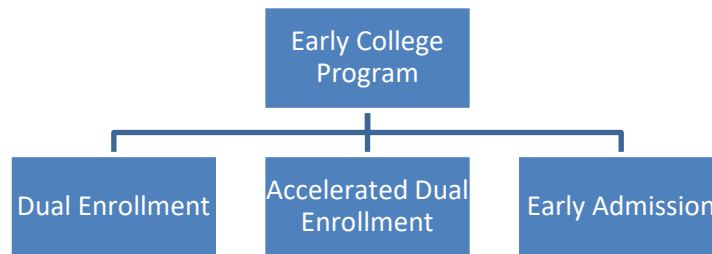
\_\_\_\_\_  
President  
State College of Florida, Manatee-Sarasota

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# **EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT**



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

**2023-2024**

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## **Introduction**

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

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

### **Early College Programs Defined**

#### **Dual enrollment (DE)**

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

#### **Early Admission (EA)**

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

#### **Accelerated Dual Enrollment program (ADE)**

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

#### **Career Dual Enrollment (CDE)**

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

#### **Career Early Admission (CEA)**

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

#### **College Enrichment**

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

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

## **Purpose**

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

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

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

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

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

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

## **Early College Deadlines**

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

- Summer and Fall Deadline—May 15<sup>th</sup>
- Spring Deadline—December 1<sup>st</sup>

Deadlines for each term will remain constant as defined above.

***No exceptions will be made after these published deadlines.***



## Eligibility, Responsibilities, and Impact

### Dual Enrollment

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

#### Initial Eligibility

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

#### Continuing Eligibility

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

#### Academic Impact

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

#### Student Enrollment Responsibilities

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

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

### **Counselor Enrollment Responsibilities**

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

### **Student Post-Semester Responsibilities**

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

## **Early Admission**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

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

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

### **Counselor Enrollment Responsibilities**

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

### **Student Post-Semester Responsibilities**

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

## **Accelerated Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

### **Counselor Enrollment Responsibilities**

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

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

## **Career Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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



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

### **Counselor Enrollment Responsibilities**

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

## **Career Early Admissions**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

testing. The student schedule testing using this link:

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

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

### **Counselor Enrollment Responsibilities**

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

### **Student Post-Semester Responsibilities**

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

## College Enrichment

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

## Academic Impact

~~Credits earned may be applicable to an associate degree, and with district approval only may be credited towards the high school diploma; this exception is for students participating in grade forgiveness retake of a SCF course in which the student earned a D or F grade.~~

Credit earned may be applicable to an associate degree. For students retaking an SCF course in which the student earned a D or F grade for grade forgiveness, the course may be credited toward a high school diploma with district approval only.

## **Costs**

### **Tuition**

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

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

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

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

### **Textbooks**

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

## **Special Notes and Requirements**

### **General Notes**

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

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

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

## **Student Information**

### **Campus Resources**

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

### **Parking Decals**

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their

class schedule in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

**SCF Student I.D.**

All Early College students may obtain a free SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.

## **SCF Policies**

### **Academic Policies**

#### **College-Level Course Expectations**

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

#### **Students Requesting Accommodation for a Documented Disability**

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

#### **Repeat Policy**

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

#### **Withdrawal Policy**

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

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

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

#### **Grading Policy**

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment



course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs.

### **Transcripts**

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

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

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

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

## **Student Services Policies**

### **Student Code of Conduct**

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

### **Collegiate Environment**

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

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

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

### **Attendance Policy**

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

### **Academic Misconduct**

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

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

### **Statement of Plagiarism Policy**

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

## **Administrative Policies and Procedures**

### **Career Pathways Articulation**

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

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

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

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

### **Procedure to Inform Students and Parents**

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

### **Exercise of Options to Participate**

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

### **Excess Hours and Acceleration Mechanisms**

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

### **Relationship of Responsibilities**

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

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

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

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

### **Statement of Nondiscrimination**

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

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

## APPENDIX A

### Early College Qualifying Test Scores

#### College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

SAT scores: 25+

#### College Level Math

ACT: 21+

PERT: 123+

SAT scores: 27-28.5+

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

#### College Level Reading

Required for all courses excluding Math

ACT: 19+

PERT: 106+

SAT scores: 24+

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

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

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

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

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

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

ACT--0741  
SAT—5427

## APPENDIX B

### Dual Enrollment Course Equivalency Information

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

For the most up to date list, please go to

[www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf)

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

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits, either as an elective or subject area credit as designated in the local inter-institutional articulation.

### Calculating Course Credit Equivalency for Dual Credit

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at [www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf).

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

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

### Bright Futures Eligibility

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

### Gold Seal Eligibility

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

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

[https://www.osfaffelp.org/bfiehs/fnbpcm02\\_CCTMain.aspx](https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx)



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|---|
| <p><b>STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND</b></p> <p><b>SCHOOL BOARD OF MANATEE COUNTY</b></p> <p><b>ARTICULATION AGREEMENT</b></p> <p><b>2023- 2024</b></p> |
|---|

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

This agreement is pursuant to and in furtherance of the provision of 1007.271.

The term of this agreement shall remain in effect for the 2023-2024 academic year, which includes Fall 2023, Spring 2024, and Summer 2024. An executed and signed letter of intent will constitute annual renewal.

**SCHOOL BOARD OF MANATEE COUNTY APPROVAL:**

|   |      |
|---|------|
| School Board Chairman – Chad Choate III | Date |
| School Board of Manatee County          |      |

|                                 |      |
|---------------------------------|------|
| Superintendent—Cynthia Saunders | Date |
| School Board of Manatee County  |      |

|                                |      |
|--------------------------------|------|
| Legal Counsel                  | Date |
| School Board of Manatee County |      |

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

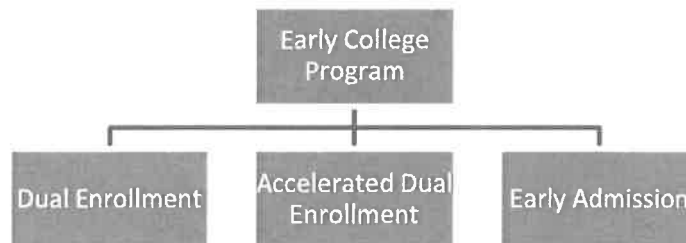
\_\_\_\_\_  
President  
State College of Florida, Manatee-Sarasota

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# **EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT**



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

**2023-2024**

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## **Introduction**

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

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

### **Early College Programs Defined**

#### **Dual enrollment (DE)**

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

#### **Early Admission (EA)**

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

#### **Accelerated Dual Enrollment program (ADE)**

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

#### **Career Dual Enrollment (CDE)**

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

#### **Career Early Admission (CEA)**

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

#### **College Enrichment**

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



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

### **Purpose**

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

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

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

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

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

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

### **Early College Deadlines**

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

- Summer and Fall Deadline—May 15<sup>th</sup>
- Spring Deadline—December 1<sup>st</sup>

Deadlines for each term will remain constant as defined above.

***No exceptions will be made after these published deadlines.***

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

## Eligibility, Responsibilities, and Impact

### Dual Enrollment

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

#### Initial Eligibility

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

#### Continuing Eligibility

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

#### Academic Impact

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

#### Student Enrollment Responsibilities

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

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

in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student may schedule testing using this link:

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

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

#### **Counselor Enrollment Responsibilities**

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

#### **Student Post-Semester Responsibilities**

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

## **Early Admission**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

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

#### **Counselor Enrollment Responsibilities**

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

#### **Student Post-Semester Responsibilities**

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

## **Accelerated Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

### **Counselor Enrollment Responsibilities**

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



## **Career Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

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

### **Counselor Enrollment Responsibilities**

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

## **Career Early Admissions**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

testing. The student schedule testing using this link:

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

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

#### **Counselor Enrollment Responsibilities**

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

#### **Student Post-Semester Responsibilities**

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

## **College Enrichment**

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

## **Academic Impact**

Credits earned may be applicable to an associate degree, and with district approval **only** may be credited towards the high school diploma; this exception is for students participating in grade forgiveness retake of a SCF course in which the student earned a D or F grade.

## **Costs**

### **Tuition**

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

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

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

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

### **Textbooks**

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

## **Special Notes and Requirements**

### **General Notes**

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

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

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

## **Student Information**

### **Campus Resources**

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

### **Parking Decals**

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their

class schedule in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

**SCF Student I.D.**

All Early College students may obtain a free SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.



## **SCF Policies**

### **Academic Policies**

#### **College-Level Course Expectations**

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

#### **Students Requesting Accommodation for a Documented Disability**

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

#### **Repeat Policy**

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

#### **Withdrawal Policy**

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

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

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

#### **Grading Policy**

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment

course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs.

### **Transcripts**

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

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

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

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

## **Student Services Policies**

### **Student Code of Conduct**

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

### **Collegiate Environment**

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

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

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

### **Attendance Policy**

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

### **Academic Misconduct**

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

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

### **Statement of Plagiarism Policy**

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

## **Administrative Policies and Procedures**

### **Career Pathways Articulation**

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

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

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

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

### **Procedure to Inform Students and Parents**

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

### **Exercise of Options to Participate**

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

### **Excess Hours and Acceleration Mechanisms**

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

### **Relationship of Responsibilities**

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

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

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

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

### **Statement of Nondiscrimination**

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

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

## APPENDIX A

### Early College Qualifying Test Scores

#### College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

SAT scores: 25+

#### College Level Math

ACT: 21+

PERT: 123+

SAT scores: 27-28.5+

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

#### College Level Reading

Required for all courses excluding Math

ACT: 19+

PERT: 106+

SAT scores: 24+

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

### SCF Placement Test Retake Policy

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

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

### SCF Test Score Acceptance Policy

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

ACT--0741

SAT—5427

## APPENDIX B

### Dual Enrollment Course Equivalency Information

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

For the most up to date list, please go to

[www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf)

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

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits, either as an elective or subject area credit as designated in the local inter-institutional articulation.

### Calculating Course Credit Equivalency for Dual Credit

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at [www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf).

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

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

### Bright Futures Eligibility

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

## **Gold Seal Eligibility**

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

This articulation agreement between the SCF and the County School Board provides for eligibility of DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward for Bright Futures eligibility may be accessed at:  
[https://www.osfaffelp.org/bfiehs/fnbpcm02\\_CCTMain.aspx](https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx)




**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND  
SARASOTA COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2023- 2024**

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

This agreement is pursuant to and in furtherance of the provision of 1007.271.

The term of this agreement shall remain in effect for the 2023-2024 academic year, which includes Fall 2023, Spring 2024, and Summer 2024. An executed and signed letter of intent will constitute annual renewal.

**SARASOTA COUNTY SCHOOL BOARD APPROVAL:**

  
\_\_\_\_\_  
Chairperson – Bridget Ziegler  
Sarasota County School Board

4/4/23  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Curriculum, and Instruction  
Sarasota County School Board

\_\_\_\_\_  
Date

*Approved as to Form and Legal Content  
by Shumaker, Ioop & Kendrick, LLP  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: MRM  
Date: February 28, 2023*

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**State College of Florida, Manatee – Sarasota  
District Board of Trustees Meetings  
2023-2024 Calendar  
DRAFT**

| <b>Date</b>             | <b>Time</b>                | <b>Event</b>                            | <b>Location</b>                      |
|-------------------------|----------------------------|---|--------------------------------------|
| September 26, 2023      | 5:30 PM                    | SCF BOT Meeting <b>(Organizational)</b> | SCF Bradenton<br>Board Room #7 – 160 |
| October 31, 2023        | 5:30 PM                    | SCF BOT Meeting                         | <u>SCF LWR</u><br>TBD                |
| <b>December 8, 2023</b> | <b>4:00 PM<br/>6:30 PM</b> | <b>COMMENCEMENT</b>                     | <b>SCF Bradenton</b>                 |
| December 12, 2023       | 5:30 PM                    | SCF BOT Meeting                         | SCF Bradenton<br>Board Room #7 – 160 |
| <u>January 23, 2024</u> | 5:30 PM                    | SCF BOT Meeting                         | <u>SCF Venice</u><br>TBD             |
| February 27, 2024       | 5:30 PM                    | SCF BOT Meeting                         | SCF Bradenton<br>Board Room #7 – 160 |
| March 26, 2024          | 5:30 PM                    | SCF BOT Meeting                         | SCF Bradenton<br>Board Room #7 – 160 |
| April 30, 2024          | 5:30 PM                    | SCF BOT Meeting                         | SCF Bradenton<br>Board Room #7 – 160 |
| <b>May 3, 2024</b>      | <b>4:00 PM<br/>6:30 PM</b> | <b>COMMENCEMENT</b>                     | <b>SCF Bradenton</b>                 |
| <u>May 21, 2024</u>     | 5:30 PM                    | SCF BOT Meeting                         | SCF Bradenton<br>Board Room #7 – 160 |
| June 25, 2024           | 5:30 PM                    | SCF BOT Budget Meeting                  | SCF Bradenton<br>Board Room #7 – 160 |

**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 – March 2023*

**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 March 31, 2023.

Student Fees revenue for the current year is flat compared to the same period last year. Other Student Fees revenue increased by 2% over Other Student Fees reported through March of last year. This increase is driven by an increase in Repeat Course Fees, increased application fees, and increased revenue from Lifelong Learning/Workforce Development. Support from Local Government decreased by 3% over Support from Local Government through March of last year. State Support increased by 14% over State Support through March of last year due to increased appropriations for the current fiscal year.

In the category of Expenses, overall Personnel costs are 2% higher as compared to last March. Services expense increased 4% and Materials and Supplies expense increased 8% compared to March of last year. Materials and Supplies expense increase is due to the purchase of specialized software during the current year. Other Current Charges decreased 1% compared to the same category through March of last year. This drop is due to fewer fee waivers as a result of decreased enrollment. Capital Outlay in March was \$35,464 compared to \$174,477 last March, which included the purchase of new passenger and cargo vans.

With this fiscal year 83% complete, personnel costs are at 61% of the amount budgeted for the current year, less than the three-year average of 62% for this time of year. Current expenses represent 50% of the amount budgeted, slightly more than the three-year average of 49% this time of year.

***In summary, with the year 83% complete:***

- Year-To-Date Actual Revenue is 76% of the Adjusted Budget, more than the three-year average of 75% for this time of year.
- Year-To-Date Actual Expense is 58% of the Adjusted Budget, same as the three-year average of 58% for this time of year.
- Revenues are greater and expenses are flat as 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 March 31, 2023, totaled \$1,399,840, compared to the three-year average of \$1,391,792. Student Fees revenue is \$1,234,040 and Other Student Fees revenue is \$114,471, compared to the three-year average of \$1,253,445 and \$119,631, respectively, for this time of year. Other Revenue is \$51,329 compared to the three-year average of \$18,716 for this time of year. This increase is largely due to higher interest rates in the current year.

Total Expense for Baccalaureate Programs consists of Personnel and Current expenses. Total Expense is \$821,415, with Personnel totaling \$720,680 and Current Expense totaling \$103,666, compared to the three-year average of \$812,598, \$714,402, and \$98,196, respectively, for this time of year.

On a percentage basis, Total Revenue is 53% of that budgeted compared to the three-year average of 84% for this time of year. Total Expense is 49% of that budgeted, equal to the three-year average 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 March 31, 2023, totaled \$3,457,300 compared to the three-year average of \$3,017,294. Support from Local Government is \$3,154,678 compared to the three-year average of \$2,714,671 for this time of year. State Support is \$219,811 compared to the three-year average of \$239,688 for this time of year. Federal Support is \$31,965 compared to the three-year average of \$3,831 for this time of year. Other Revenue is \$50,846 compared to the three-year average of \$60,380 for this time of year. This increase is driven by the rise in interest rates in the current fiscal year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$3,040,010, with Personnel totaling \$2,010,887, Current Expense totaling \$878,905 and Capital Outlay expenses totaling \$150,218 during the period. These figures compare to the three-year averages of \$2,370,184, \$1,461,834, \$751,978, and \$156,373, respectively, for this time of year.

On a percentage basis, Total Revenue is 71% of that budgeted, more than the three-year average of 68% for this time of year. Total Expense is 60% of that budgeted, more than the three-year average of 57% for this time of year.

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

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, State Support, Other Revenue, and Transfers from Other Funds. Total Revenue as of March 31, 2023, was \$1,061,723 compared to \$1,071,454 during the same period last year. Through March 31, 2023, Support from Local Government is \$1,009,483, State Support is \$42,622, Federal Support is \$1,801 and Other Revenue is \$7,817. Last year's figures were \$976,517, \$28,474, \$64,701, and \$1,726 respectively.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense are \$1,665,671, with Personnel totaling \$886,929 and Current Expense totaling \$274,805. Capital Outlay expenses totaled \$503,937 during the period, largely a result of moving portable classroom buildings from the Bradenton to the Venice campus. These figures compare to \$1,221,887, \$553,877, \$299,671 and \$368,338, respectively, during the same period last year.

On a percentage basis, Total Revenue is 60% of that budgeted, prior year Total Revenue was 73% for this time of year. Total Expense is 39% of that budgeted, prior year was 46% for this time of year.

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2022-23 vs. FY 2021-22  
Lower Level Programs - Fund 11000

| AC Type Description                    | March 31, 2023    |                   |                   |                            | March 31, 2022    |                   |                   |                            | Percent Change<br>CY YTD Actual/<br>PY YTD Actual |
|--|-------------------|-------------------|-------------------|----------------------------|-------------------|-------------------|-------------------|----------------------------|---|
|  | Orig Budget       | Adj Budget        | YTD Actual        | YTD Actual /<br>Adj Budget | Orig Budget       | Adj Budget        | YTD Actual        | YTD Actual /<br>Adj Budget |   |
| <b>Revenue</b>                         |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 41 Student Fees                        | 13,334,618        | 13,444,618        | 13,175,626        | 98%                        | 14,900,550        | 14,900,550        | 13,233,024        | 89%                        | 0%  |
| 42 Other Student Fees                  | 3,039,243         | 3,175,893         | 2,829,814         | 89%                        | 2,800,718         | 3,085,292         | 2,761,110         | 89%                        | 2%  |
| 43 Support From Local Government [1]   | 1,789,423         | 1,789,423         | 1,375,466         | 77%                        | 1,879,686         | 1,879,686         | 1,416,669         | 75%                        | -3%   |
| 44 State Support                       | 32,334,055        | 32,334,055        | 21,025,571        | 65%                        | 26,325,874        | 26,325,874        | 18,389,889        | 70%                        | 14%   |
| 45 Federal Support                     | 0                 | 26,000            | 23,739            | 91%                        | 3,900,000         | 2,560,000         | 1,387,850         |                            |   |
| 46 Gifts, Private Grants & Contracts   | 0                 | 510,000           | 510,000           | 100%                       | 0                 | 0                 | 0                 |                            |   |
| 47 Sales and Services Department       | 555,362           | 643,380           | 712,920           | 111%                       | 456,972           | 488,972           | 393,818           | 81%                        | 81%   |
| 49 Other Revenue [2]                   | 141,817           | 391,817           | 313,264           | 80%                        | 110,455           | 110,455           | 109,955           | 100%                       |   |
| 4A Non-Revenue Receipts [3]            | 298,548           | 298,548           | 4                 | 0%                         | 1,255,548         | 2,597,048         | 2,129,425         | 82%                        | -100%   |
| <b>Total : Revenue</b>                 | <b>51,493,066</b> | <b>52,613,734</b> | <b>39,966,403</b> | <b>76%</b>                 | <b>51,629,803</b> | <b>51,947,877</b> | <b>39,821,741</b> | <b>77%</b>                 | <b>0%</b>   |
| <b>Grand Total : Revenue</b>           | <b>51,493,066</b> | <b>52,613,734</b> | <b>39,966,403</b> | <b>76%</b>                 | <b>51,629,803</b> | <b>51,947,877</b> | <b>39,821,741</b> | <b>77%</b>                 | <b>0%</b>   |
| <b>Expense</b>                         |                   |                   |                   |                            |                   |                   |                   |                            |   |
| <b>Personnel</b>                       |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 51 Salaries-Full Time & Perm Part Time | 23,727,397        | 25,351,136        | 16,178,262        | 64%                        | 24,527,543        | 24,136,528        | 15,973,177        | 66%                        | 1%  |
| 52 Other Personnel Exp P/T (Non-Perm)  | 3,743,109         | 3,748,359         | 2,331,524         | 62%                        | 3,809,109         | 3,868,909         | 2,067,819         | 53%                        | 13%   |
| 53 Personnel Benefits                  | 12,357,008        | 11,057,119        | 6,015,903         | 54%                        | 11,556,591        | 11,993,307        | 5,968,093         | 50%                        | 1%  |
| <b>Total : Personnel</b>               | <b>39,827,514</b> | <b>40,156,615</b> | <b>24,525,690</b> | <b>61%</b>                 | <b>39,893,243</b> | <b>40,016,744</b> | <b>24,009,089</b> | <b>60%</b>                 | <b>2%</b>   |
| <b>Current Expense</b>                 |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 61 Services [4]                        | 10,182,279        | 10,474,793        | 6,334,633         | 60%                        | 10,251,215        | 10,229,001        | 6,064,998         | 59%                        | 4%  |
| 62 Materials and Supplies              | 3,689,740         | 3,762,775         | 2,089,333         | 56%                        | 3,776,456         | 3,755,217         | 1,932,592         | 51%                        | 8%  |
| 63 Other Current Charges [5]           | 4,472,369         | 4,505,787         | 872,661           | 19%                        | 3,012,667         | 3,029,107         | 885,273           | 29%                        | -1%   |
| <b>Total : Current Expense</b>         | <b>18,344,388</b> | <b>18,743,355</b> | <b>9,296,627</b>  | <b>50%</b>                 | <b>17,040,338</b> | <b>17,013,325</b> | <b>8,882,863</b>  | <b>52%</b>                 | <b>5%</b>   |
| <b>Capital</b>                         |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 71 Capital Outlay                      | 1,029,246         | 1,002,290         | 35,464            | 4%                         | 26,845            | 248,431           | 174,477           | 70%                        | -80%  |
| <b>Total : Capital</b>                 | <b>1,029,246</b>  | <b>1,002,290</b>  | <b>35,464</b>     | <b>4%</b>                  | <b>26,845</b>     | <b>248,431</b>    | <b>174,477</b>    | <b>70%</b>                 | <b>-80%</b>                                       |
| <b>Grand Total : Expense</b>           | <b>59,201,148</b> | <b>59,902,259</b> | <b>34,857,781</b> | <b>58%</b>                 | <b>56,960,426</b> | <b>57,278,500</b> | <b>33,066,429</b> | <b>58%</b>                 | <b>5%</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 2022-23 vs. FY 2021-22  
Upper Level Programs - Fund 12000

| AC Type Description                    | March 31, 2023   |                  |                                 |             |                  |                                 | March 31, 2022   |            |                                 |            |            |                                 |  |      |
|--|------------------|------------------|---------------------------------|-------------|------------------|---------------------------------|------------------|------------|---------------------------------|------------|------------|---------------------------------|--|------|
|  | Orig Budget      |                  |                                 | Adj Budget  |                  |                                 | Orig Budget      |            |                                 | Adj Budget |            |                                 |  |      |
|  | YTD Actual       | YTD Actual       | Percent YTD Actual / Adj Budget | YTD Actual  | YTD Actual       | Percent YTD Actual / Adj Budget | YTD Actual       | YTD Actual | Percent YTD Actual / Adj Budget | YTD Actual | YTD Actual | Percent YTD Actual / Adj Budget |  |      |
| <b>Revenue</b>                         |                  |                  |                                 |             |                  |                                 |                  |            |                                 |            |            |                                 |  |      |
| 41 Student Fees                        | 1,283,737        | 1,283,737        | 1,234,040                       | 96%         | 1,368,210        | 1,368,210                       | 1,221,783        | 89%        |                                 |            |            |                                 |  | 1%   |
| 42 Other Student Fees                  | 123,689          | 123,689          | 114,471                         | 93%         | 126,173          | 126,173                         | 116,292          | 92%        |                                 |            |            |                                 |  | -2%  |
| 44 State Support                       | 178,164          | 178,164          | 0                               | 0%          | 178,164          | 178,164                         | 0                | 0%         |                                 |            |            |                                 |  | 0%   |
| 49 Other Revenue [1]                   | 3,767            | 48,767           | 51,329                          | 105%        | 2,897            | 2,897                           | 2,518            | 87%        |                                 |            |            |                                 |  | 4%   |
| <b>Total : Revenue</b>                 | <b>1,589,357</b> | <b>1,634,357</b> | <b>1,399,840</b>                | <b>86%</b>  | <b>1,675,444</b> | <b>1,675,444</b>                | <b>1,340,593</b> | <b>80%</b> |                                 |            |            |                                 |  | 4%   |
| <b>Grand Total : Revenue</b>           | <b>1,589,357</b> | <b>1,634,357</b> | <b>1,399,840</b>                | <b>86%</b>  | <b>1,675,444</b> | <b>1,675,444</b>                | <b>1,340,593</b> | <b>80%</b> |                                 |            |            |                                 |  | 4%   |
| <b>Expense</b>                         |                  |                  |                                 |             |                  |                                 |                  |            |                                 |            |            |                                 |  |      |
| <b>Personnel</b>                       |                  |                  |                                 |             |                  |                                 |                  |            |                                 |            |            |                                 |  |      |
| 51 Salaries-Full Time & Perm Part Time | 728,407          | 728,407          | 278,276                         | 38%         | 826,011          | 826,011                         | 270,781          | 33%        |                                 |            |            |                                 |  | 3%   |
| 52 Other Personnel Exp P/T (Non-Perm)  | 367,000          | 367,000          | 354,661                         | 97%         | 367,000          | 367,000                         | 307,128          | 84%        |                                 |            |            |                                 |  | 15%  |
| 53 Personnel Benefits                  | 275,679          | 275,679          | 87,744                          | 32%         | 305,502          | 305,502                         | 73,275           | 24%        |                                 |            |            |                                 |  | 20%  |
| <b>Total : Personnel</b>               | <b>1,371,086</b> | <b>1,371,086</b> | <b>720,680</b>                  | <b>53%</b>  | <b>1,498,513</b> | <b>1,498,513</b>                | <b>651,184</b>   | <b>43%</b> |                                 |            |            |                                 |  | 11%  |
| <b>Current Expense</b>                 |                  |                  |                                 |             |                  |                                 |                  |            |                                 |            |            |                                 |  |      |
| 61 Services [2]                        | 25,070           | 25,183           | 16,401                          | 65%         | 30,650           | 21,075                          | 4,765            | 23%        |                                 |            |            |                                 |  | 244% |
| 62 Materials and Supplies              | 77,765           | 83,514           | 54,819                          | 66%         | 83,545           | 83,059                          | 49,767           | 60%        |                                 |            |            |                                 |  | 60%  |
| 63 Other Current Charges [3]           | 115,601          | 115,601          | 32,447                          | 28%         | 62,736           | 62,736                          | 36,167           | 58%        |                                 |            |            |                                 |  | -10% |
| <b>Total : Current Expense</b>         | <b>218,436</b>   | <b>224,298</b>   | <b>103,666</b>                  | <b>46%</b>  | <b>176,931</b>   | <b>166,870</b>                  | <b>90,698</b>    | <b>54%</b> |                                 |            |            |                                 |  | 14%  |
| <b>Capital</b>                         |                  |                  |                                 |             |                  |                                 |                  |            |                                 |            |            |                                 |  |      |
| 71 Capital Outlay                      | 2,931            | (2,931)          | (2,931)                         | 100%        | 0                | 10,061                          | 0                | 0%         |                                 |            |            |                                 |  | 0%   |
| <b>Total : Capital</b>                 | <b>2,931</b>     | <b>(2,931)</b>   | <b>(2,931)</b>                  | <b>100%</b> | <b>0</b>         | <b>10,061</b>                   | <b>0</b>         | <b>0%</b>  |                                 |            |            |                                 |  | 0%   |
| <b>Grand Total : Expense</b>           | <b>1,592,453</b> | <b>1,592,453</b> | <b>821,415</b>                  | <b>52%</b>  | <b>1,675,444</b> | <b>1,675,444</b>                | <b>741,882</b>   | <b>44%</b> |                                 |            |            |                                 |  | 11%  |

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

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

**RESOLUTION NUMBER: Twenty-nine (29)  
AMENDMENT NUMBER: Twenty-nine (29)**

**FISCAL YEAR: 2022-23  
March 2023**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

| CATEGORY                  | PRESENT BUDGET | INCREASE   | DECREASE | REVISED BUDGET |
|---------------------------|----------------|------------|----------|----------------|
| Beginning Fund Balance    | \$ 11,417,698  | \$         | \$       | \$ 11,417,698  |
| REVENUE                   | 52,585,234     | 28,500 <a> |          | 52,613,734     |
| TOTAL TO BE ACCOUNTED FOR | \$ 64,002,932  | \$ 28,500  | \$ 0     | \$ 64,031,432  |
| SALARIES                  | \$ 40,156,614  | \$ 0 <b>   | \$       | \$ 40,156,614  |
| CURRENT EXPENSE           | 18,686,004     | 57,351 <c> |          | 18,743,355     |
| CAPITAL OUTLAY            | 1,001,141      | 1,149 <d>  |          | 1,002,290      |
| ENDING FUND BALANCE       | 4,159,173      |            | <e>      | 4,159,173      |
| TOTAL ACCOUNTED FOR       | \$ 64,002,932  | \$ 58,500  | \$ 0     | \$ 64,061,432  |

JUSTIFICATION:

<a> The \$28,500 increase in Revenue is due to:

|  |                  |
|--|------------------|
| Increase to revenue for additional classes at Center for Adv. Tech. & Innovation | 8,500            |
| Increase to revenue for Coding Academy courses                                   | 20,000           |
|  | <u>\$ 28,500</u> |

<c> The \$57,351 increase in Current Expense is due to:

|   |                  |
|---|------------------|
| Increase to budget for additional instructional contracting and software for additional courses | 8,500            |
| Increase to budget for additional advertisement for Coding Academy courses                      | 20,000           |
| Increase to budget for Public Safety Dynamic Services   | 30,000           |
| Increase to budget for accreditation fees   | 26               |
| Decrease to budget to cover capital expense   | (1,175)          |
|   | <u>\$ 57,351</u> |

<d> The \$1,149 increase in Capital Outlay is due to:

|   |                 |
|---|-----------------|
| Decrease to budget for accreditation fees | (26)            |
| Increase to budget for Dell surface       | 1,175           |
|   | <u>\$ 1,149</u> |



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

RESOLUTION NUMBER: Thirty (30)  
AMENDMENT NUMBER: Thirty (30)

FISCAL YEAR: 2022-23  
March 2023

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

| CATEGORY                  | PRESENT BUDGET | INCREASE    | DECREASE    | REVISED BUDGET |
|---------------------------|----------------|-------------|-------------|----------------|
| Beginning Fund Balance    | \$ 1,637,477   | \$          | \$          | \$ 1,637,477   |
| REVENUE                   | 15,436,614     | 0 <a>       |             | 15,436,614     |
| TOTAL TO BE ACCOUNTED FOR | \$ 17,074,091  | \$ 0        | \$ 0        | \$ 17,074,091  |
| SALARIES                  | \$ 4,339,612   | \$ <b>      | \$ (78,124) | 4,417,736      |
| CURRENT EXPENSE           | 5,574,194      | 0 <c>       | 80,853      | 5,493,341      |
| CAPITAL OUTLAY            | 856,101        | 132,977 <d> |             | 989,078        |
| ENDING FUND BALANCE       | 6,304,183      |             |             | 6,304,183      |
| TOTAL ACCOUNTED FOR       | \$ 17,074,090  | \$ 132,977  | \$ 2,729    | \$ 17,204,338  |

JUSTIFICATION:

<b> The \$78,124 net decrease in Salaries Expense is due to:  
Reduction in staffing

(78,124)  
\$ (78,124)

<c> The \$80,853 decrease in Current Expense is due to:  
Decrease in current expenses

(80,853)  
\$ (80,853)

<d> The \$132,977 increase in Capital Outlay Expense is due to:  
Increase to non-computer equipment and furniture  
Increase to equipment and furniture more than \$5,000

15,444  
117,533  
\$ 117,533

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

**RESOLUTION NUMBER: Thirty-one (31)  
AMENDMENT NUMBER: Thirty-one (31)**

**FISCAL YEAR: 2022-23  
March 2023**

FUND NAME: COLLEGIATE SCHOOL - BC

FUND NUMBER: 23000

| CATEGORY                  | PRESENT BUDGET | INCREASE | DECREASE   | REVISED BUDGET |
|---------------------------|----------------|----------|------------|----------------|
| Beginning Fund Balance    | \$ 1,523,122   | \$       | \$         | \$ 1,523,122   |
| REVENUE                   | 4,100,823      |          | <a>        | 4,100,823      |
| TOTAL TO BE ACCOUNTED FOR | \$ 5,623,945   | \$ 0     | \$ 0       | \$ 5,623,945   |
| SALARIES                  | \$ 2,733,456   | \$       | <b>        | \$ 2,733,456   |
| CURRENT EXPENSE           | 1,352,395      |          | <c> 30,000 | 1,322,395      |
| CAPITAL OUTLAY            | 86,920         |          | <d>        | 86,920         |
| ENDING FUND BALANCE       | 1,451,174      | -        | <e>        | 1,451,174      |
| TOTAL ACCOUNTED FOR       | \$ 5,623,945   | \$ 0     | \$ 30,000  | \$ 5,593,945   |

JUSTIFICATION:

<c> The \$30,000 decrease in Current Expense is due to:  
Reallocation of budget for security services

\$ (30,000)  
\$ (30,000)

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2022-23 vs. FY 2021-22  
Collegiate School - Bradenton Campus

| AC Type | Description                         | March 31, 2023   |                  |                  |                            | March 31, 2022   |                  |                  |            | Percent Change<br>CY YTD Actual/<br>PY YTD Actual |                            |         |
|---------|-------------------------------------|------------------|------------------|------------------|----------------------------|------------------|------------------|------------------|------------|---|----------------------------|---------|
|         |                                     | Orig Budget      | Adj Budget       | YTD Actual       | YTD Actual /<br>Adj Budget | Percent          | Orig Budget      | Adj Budget       | YTD Actual |   | YTD Actual /<br>Adj Budget | Percent |
|         | <b>Revenue</b>                      |                  |                  |                  |                            |                  |                  |                  |            |   |                            |         |
| 43      | Support From Local Government [1]   | 3,938,551        | 4,216,154        | 3,154,678        | 75%                        | 3,773,276        | 4,182,018        | 2,932,740        | 70%        |   | 8%                         |         |
| 44      | State Support [2]                   | 40               | 208,416          | 219,811          | 105%                       | 271,540          | 271,540          | 177,429          |            |   | 24%                        |         |
| 45      | Federal Support [3]                 | 0                | 365,308          | 31,965           | 9%                         | 11,268           | 387,858          | 18,291           | 5%         |   | 75%                        |         |
| 49      | Other Revenue [4]                   | 79,430           | 79,430           | 50,846           | 64%                        | 79,430           | 79,430           | 7,748            |            |   |                            |         |
|         | <b>Total : Revenue</b>              | <b>4,018,021</b> | <b>4,869,308</b> | <b>3,457,300</b> | <b>71%</b>                 | <b>4,135,514</b> | <b>4,920,846</b> | <b>3,136,208</b> | <b>64%</b> |   | <b>10%</b>                 |         |
|         | <b>Grand Total : Revenue</b>        | <b>4,018,021</b> | <b>4,869,308</b> | <b>3,457,300</b> | <b>71%</b>                 | <b>4,135,514</b> | <b>4,920,846</b> | <b>3,136,208</b> | <b>64%</b> |   | <b>10%</b>                 |         |
|         | <b>Expense</b>                      |                  |                  |                  |                            |                  |                  |                  |            |   |                            |         |
|         | <b>Personnel</b>                    |                  |                  |                  |                            |                  |                  |                  |            |   |                            |         |
| 51      | Salaries-Full Time & Perm Part Time | 1,834,689        | 2,210,382        | 1,501,530        | 68%                        | 1,672,826        | 1,991,791        | 1,147,680        | 58%        |   | 31%                        |         |
| 52      | Other Personnel Exp P/T (Non-Perm)  | 59,520           | 75,520           | 33,511           | 44%                        | 74,520           | 75,520           | 68,609           | 91%        |   | -51%                       |         |
| 53      | Personnel Benefits                  | 732,988          | 732,988          | 475,846          | 65%                        | 752,885          | 752,885          | 407,783          | 54%        |   | 17%                        |         |
|         | <b>Total : Personnel</b>            | <b>2,627,197</b> | <b>3,018,890</b> | <b>2,010,887</b> | <b>67%</b>                 | <b>2,500,231</b> | <b>2,820,196</b> | <b>1,624,073</b> | <b>58%</b> |   | <b>24%</b>                 |         |
|         | <b>Current Expense</b>              |                  |                  |                  |                            |                  |                  |                  |            |   |                            |         |
| 61      | Services [5]                        | 1,082,540        | 1,147,341        | 637,712          | 56%                        | 1,113,477        | 1,253,055        | 486,601          | 39%        |   | 31%                        |         |
| 62      | Materials and Supplies              | 269,155          | 282,160          | 241,193          | 85%                        | 367,342          | 307,263          | 256,584          | 84%        |   | -6%                        |         |
| 63      | Other Current Charges               | 0                | 0                | 0                |                            | 0                | 115,016          | 0                |            |   | 18%                        |         |
|         | <b>Total : Current Expense</b>      | <b>1,351,695</b> | <b>1,429,501</b> | <b>878,905</b>   | <b>61%</b>                 | <b>1,480,819</b> | <b>1,675,334</b> | <b>743,185</b>   | <b>44%</b> |   | <b>18%</b>                 |         |
|         | <b>Capital</b>                      |                  |                  |                  |                            |                  |                  |                  |            |   |                            |         |
| 71      | Capital Outlay                      | 274,508          | 608,661          | 150,218          | 25%                        | 292,241          | 541,304          | 320,865          | 59%        |   | 59%                        |         |
|         | <b>Total : Capital</b>              | <b>274,508</b>   | <b>608,661</b>   | <b>150,218</b>   | <b>25%</b>                 | <b>292,241</b>   | <b>541,304</b>   | <b>320,865</b>   | <b>59%</b> |   | <b>59%</b>                 |         |
|         | <b>Grand Total : Expense</b>        | <b>4,253,400</b> | <b>5,057,052</b> | <b>3,040,010</b> | <b>60%</b>                 | <b>4,273,290</b> | <b>5,036,834</b> | <b>2,688,123</b> | <b>53%</b> |   | <b>13%</b>                 |         |

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

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2022-23 vs. FY 2021-22  
Collegiate School - Venice Campus

| AC<br>Type Description                 | March 31, 2023   |                  |                  |                            | March 31, 2022   |                  |                  |                            | Percent<br>YTD Actual /<br>Adj Budget | Percent<br>YTD Actual /<br>Adj Budget | Percent Change<br>CY YTD Actual/<br>PY YTD Actual |
|--|------------------|------------------|------------------|----------------------------|------------------|------------------|------------------|----------------------------|---------------------------------------|---------------------------------------|---|
|  | Orig Budget      | Adj Budget       | YTD Actual       | YTD Actual /<br>Adj Budget | Orig Budget      | Adj Budget       | YTD Actual       | YTD Actual /<br>Adj Budget |                                       |                                       |   |
| <b>Revenue</b>                         |                  |                  |                  |                            |                  |                  |                  |                            |                                       |                                       |   |
| 43 Support From Local Government [1]   | 1,661,312        | 1,495,055        | 1,009,483        | 68%                        | 1,408,550        | 1,228,318        | 976,517          | 80%                        | 80%                                   | 3%                                    |   |
| 44 State Support [2]                   | 0                | 58,376           | 42,622           | 73%                        | 0                | 31,205           | 28,474           | 91%                        | 91%                                   | 50%                                   |   |
| 45 Federal Support [3]                 | 15,000           | 34,558           | 1,801            | 5%                         | 128,674          | 195,125          | 64,701           | 33%                        | 33%                                   | -97%                                  |   |
| 49 Other Revenue [4]                   | 1,817            | 9,817            | 7,817            | 80%                        | 0                | 1,749            | 1,762            | 101%                       | 101%                                  |                                       |   |
| 4A Non-Revenue Receipts                | 3,274            | 169,274          | 0                | 0%                         | 0                | 135,000          | 0                | 0%                         | 0%                                    |                                       |   |
| <b>Total : Revenue</b>                 | <b>1,681,403</b> | <b>1,767,080</b> | <b>1,061,723</b> | <b>60%</b>                 | <b>1,537,224</b> | <b>1,591,397</b> | <b>1,071,454</b> | <b>67%</b>                 | <b>67%</b>                            | <b>-1%</b>                            |   |
| <b>Grand Total : Revenue</b>           | <b>1,681,403</b> | <b>1,767,080</b> | <b>1,061,723</b> | <b>60%</b>                 | <b>1,537,224</b> | <b>1,591,397</b> | <b>1,071,454</b> | <b>67%</b>                 | <b>67%</b>                            | <b>-1%</b>                            |   |
| <b>Expense</b>                         |                  |                  |                  |                            |                  |                  |                  |                            |                                       |                                       |   |
| <b>Personnel</b>                       |                  |                  |                  |                            |                  |                  |                  |                            |                                       |                                       |   |
| 51 Salaries-Full Time & Perm Part Time | 890,246          | 1,027,392        | 656,335          | 64%                        | 620,775          | 577,275          | 394,631          | 68%                        | 68%                                   | 66%                                   |   |
| 52 Other Personnel Exp P/T (Non-Perm)  | 25,000           | 37,960           | 10,855           | 29%                        | 6,000            | 25,000           | 21,275           | 85%                        | 85%                                   | -49%                                  |   |
| 53 Personnel Benefits                  | 349,599          | 2,081,981        | 219,740          | 11%                        | 246,162          | 246,362          | 137,972          | 56%                        | 56%                                   | 59%                                   |   |
| <b>Total : Personnel</b>               | <b>1,264,845</b> | <b>3,147,333</b> | <b>886,929</b>   | <b>28%</b>                 | <b>872,937</b>   | <b>848,637</b>   | <b>553,877</b>   | <b>65%</b>                 | <b>65%</b>                            | <b>60%</b>                            |   |
| <b>Current Expense</b>                 |                  |                  |                  |                            |                  |                  |                  |                            |                                       |                                       |   |
| 61 Services [5]                        | 311,264          | 407,902          | 100,624          | 25%                        | 400,328          | 292,473          | 135,037          | 46%                        | 46%                                   | -25%                                  |   |
| 62 Materials and Supplies              | 213,138          | 218,353          | 174,181          | 80%                        | 250,478          | 324,065          | 102,732          | 32%                        | 32%                                   | 70%                                   |   |
| <b>Total : Current Expense</b>         | <b>524,402</b>   | <b>626,255</b>   | <b>274,805</b>   | <b>44%</b>                 | <b>650,806</b>   | <b>616,538</b>   | <b>237,769</b>   | <b>39%</b>                 | <b>39%</b>                            | <b>16%</b>                            |   |
| <b>Capital</b>                         |                  |                  |                  |                            |                  |                  |                  |                            |                                       |                                       |   |
| 71 Capital Outlay                      | 516,192          | 532,317          | 503,937          | 95%                        | 240,346          | 1,237,632        | 368,338          | 30%                        | 30%                                   | 37%                                   |   |
| <b>Total : Capital</b>                 | <b>516,192</b>   | <b>532,317</b>   | <b>503,937</b>   | <b>95%</b>                 | <b>240,346</b>   | <b>1,237,632</b> | <b>368,338</b>   | <b>30%</b>                 | <b>30%</b>                            | <b>37%</b>                            |   |
| <b>Grand Total : Expense</b>           | <b>2,305,439</b> | <b>4,305,905</b> | <b>1,665,671</b> | <b>39%</b>                 | <b>1,764,089</b> | <b>2,702,807</b> | <b>1,159,984</b> | <b>43%</b>                 | <b>43%</b>                            | <b>44%</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

## ACCEPTANCE OF GIFTS AND GRANTS

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

| <b>March 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         |                  |                      |  |
| March YTD Revenue                             | 647,181          |                      |  |
| February YTD Revenue                          | 648,150          |                      |  |
| Change for Month of March                     | (969)            | Pell Grant 2021-2022 |  |
| March YTD Revenue                             | 10,283,058       |                      |  |
| February YTD Revenue                          | 5,727,065        |                      |  |
| Change for Month of March                     | 4,555,993        | Pell Grant 2022-2023 |  |
| <b>Total Received - Gifts</b>                 | -                |                      |  |
| <b>Total Received (Returned) - Pell Grant</b> | <b>4,555,024</b> |                      |  |

## PROPERTY DISPOSAL

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



Proposed by Nathan Wellman  
Name

Date 4/28/2023

Manager, Business Operations  
Title

| DESCRIPTION OF ITEM | DECAL  | PURCHASE PRICE | PURCHASE DATE | REASON FOR DISPOSAL    | METHOD OF DISPOSAL |
|---------------------|--------|----------------|---------------|------------------------|--------------------|
| OptiPlex 790 Mini   | 030046 | \$819.00       | 3/19/2012     | Obsolete               | E-Scrap            |
| OptiPlex 790 Mini   | 030086 | \$819.00       | 3/19/2012     | Obsolete               | E-Scrap            |
| OptiPlex 790 Mini   | 030095 | \$819.00       | 3/19/2012     | Obsolete               | E-Scrap            |
| OptiPlex 790 Mini   | 030140 | \$819.00       | 3/19/2012     | Obsolete               | E-Scrap            |
| OptiPlex 790 Mini   | 030459 | \$796.25       | 7/24/2012     | Obsolete               | E-Scrap            |
| 2010 EZGO Golf Cart | 030788 | \$2,950.00     | 7/17/2013     | Repairs Outweigh Value | GovDeals           |
| Latitude E5540      | 031156 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031164 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031167 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031174 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031176 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031178 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031182 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031184 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031191 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031195 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031196 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031199 | \$966.78       | 7/14/2014     | Obsolete               | E-Scrap            |
| OptiPlex 7010 Mini  | 031573 | \$944.65       | 1/4/2015      | Obsolete               | E-Scrap            |
| OptiPlex 7010 Mini  | 031575 | \$944.65       | 1/4/2015      | Obsolete               | E-Scrap            |
| OptiPlex 7010 Mini  | 031578 | \$944.65       | 1/4/2015      | Obsolete               | E-Scrap            |
| MacBook Pro, 15"    | 031681 | \$1,899.00     | 2/16/2015     | Obsolete               | E-Scrap            |
| MacBook Pro, 15"    | 031688 | \$1,899.00     | 2/16/2015     | Obsolete               | E-Scrap            |
| MacBook Pro, 15"    | 031858 | \$1,899.00     | 4/28/2015     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031869 | \$1,196.16     | 5/18/2015     | Obsolete               | E-Scrap            |
| Latitude E5540      | 031907 | \$1,011.24     | 5/18/2015     | Obsolete               | E-Scrap            |
| OptiPlex 7020       | 032263 | \$821.14       | 3/1/2016      | Obsolete               | E-Scrap            |
| Latitude E6540      | 032296 | \$1,168.70     | 3/27/2016     | Obsolete               | E-Scrap            |
| OptiPlex 7020 Mini  | 032330 | \$835.99       | 4/18/2016     | Obsolete               | E-Scrap            |
| OptiPlex 3040       | 032376 | \$669.90       | 5/26/2016     | Obsolete               | E-Scrap            |
| OptiPlex 3040       | 032377 | \$669.90       | 5/26/2016     | Obsolete               | E-Scrap            |
| OptiPlex 3040       | 032378 | \$669.90       | 5/26/2016     | Obsolete               | E-Scrap            |
| OptiPlex 3040       | 032379 | \$669.90       | 5/26/2016     | Obsolete               | E-Scrap            |
| OptiPlex 3040       | 032380 | \$669.90       | 5/26/2016     | Obsolete               | E-Scrap            |
| OptiPlex 3040       | 032381 | \$669.90       | 5/26/2016     | Obsolete               | E-Scrap            |
| OptiPlex 3040       | 032382 | \$669.90       | 5/26/2016     | Obsolete               | E-Scrap            |

## PROPERTY DISPOSAL

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

|                      |        |            |           |          |         |
|----------------------|--------|------------|-----------|----------|---------|
| Latitude 3470        | 032391 | \$690.01   | 5/31/2016 | Obsolete | E-Scrap |
| OptiPlex 5040        | 032418 | \$788.04   | 6/27/2016 | Obsolete | E-Scrap |
| OptiPlex 3020        | 032524 | \$813.61   | 8/16/2016 | Obsolete | E-Scrap |
| OptiPlex 3040        | 032642 | \$582.93   | 11/9/2016 | Obsolete | E-Scrap |
| OptiPlex 3040        | 032643 | \$582.93   | 11/9/2016 | Obsolete | E-Scrap |
| Optiplex 5040        | 032947 | \$1,147.66 | 6/6/2017  | Obsolete | E-Scrap |
| Optiplex 5040        | 032973 | \$834.92   | 6/11/2017 | Obsolete | E-Scrap |
| Latitude 5480        | 033026 | \$1,504.26 | 6/21/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033151 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033155 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033157 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033179 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033180 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033181 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033187 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033188 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033189 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033190 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033191 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033193 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033194 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033200 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033202 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033203 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033204 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033208 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033212 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| Latitude 3470        | 033213 | \$666.99   | 7/13/2017 | Obsolete | E-Scrap |
| OptiPlex 5050        | 033269 | \$817.09   | 8/16/2017 | Obsolete | E-Scrap |
| Latitude 5480        | 033298 | \$1,334.07 | 10/1/2017 | Obsolete | E-Scrap |
| iMac, 21.5"          | 033445 | \$1,429.00 | 2/1/2018  | Obsolete | E-Scrap |
| OptiPlex 5050        | 033576 | \$725.00   | 3/28/2018 | Obsolete | E-Scrap |
| OptiPlex 5050        | 033577 | \$725.00   | 3/28/2018 | Obsolete | E-Scrap |
| OptiPlex 5050        | 033589 | \$725.00   | 3/28/2018 | Obsolete | E-Scrap |
| OptiPlex 5050        | 033747 | \$692.48   | 5/16/2018 | Obsolete | E-Scrap |
| OptiPlex 5050        | 033790 | \$850.00   | 5/30/2018 | Obsolete | E-Scrap |
| Surface Pro          | 033855 | \$1,287.08 | 7/29/2018 | Obsolete | E-Scrap |
| iMac, 21.5"          | 031215 | \$1,399.00 | 5/15/2014 | Obsolete | E-Scrap |
| iMac, 21.5"          | 031216 | \$1,399.00 | 5/15/2014 | Obsolete | E-Scrap |
| iMac, 21.5"          | 031218 | \$1,399.00 | 5/15/2014 | Obsolete | E-Scrap |
| Surface Laptop 2     | 034208 | \$1,333.08 | 4/9/2019  | Obsolete | E-Scrap |
| OptiPlex 5060        | 034397 | \$900.00   | 5/1/2019  | Obsolete | E-Scrap |
| Latitude 5490        | 034311 | \$1,120.00 | 5/21/2019 | Obsolete | E-Scrap |
| MacBook Pro, 13"     | 034438 | \$1,249.00 | 6/17/2019 | Obsolete | E-Scrap |
| Latitude 5400        | 035078 | \$1,020.00 | 1/2/2020  | Obsolete | E-Scrap |
| Hitachi Projector    | 024182 | \$3,967.61 | 4/22/2003 | Obsolete | E-Scrap |
| Elmo Document Camera | 026022 | \$2,548.78 | 8/14/2005 | Obsolete | E-Scrap |
| Elmo Document Camera | 026024 | \$2,548.78 | 8/14/2005 | Obsolete | E-Scrap |

## PROPERTY DISPOSAL

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

|                        |        |            |            |          |         |
|------------------------|--------|------------|------------|----------|---------|
| Elmo Document Camera   | 026029 | \$2,548.78 | 8/14/2005  | Obsolete | E-Scrap |
| Hitachi Projector      | 027096 | \$2,639.30 | 10/15/2007 | Obsolete | E-Scrap |
| OptiPlex 755 Mini      | 027107 | \$1,218.90 | 11/13/2007 | Obsolete | E-Scrap |
| Cisco Switch           | 027564 | \$2,346.58 | 6/28/2009  | Obsolete | E-Scrap |
| Elmo Document Camera   | 027604 | \$1,342.75 | 3/9/2009   | Obsolete | E-Scrap |
| OptiPlex 780 Mini      | 028207 | \$795.77   | 1/13/2010  | Obsolete | E-Scrap |
| Dell Server            | 028486 | \$3,702.23 | 4/28/2010  | Obsolete | E-Scrap |
| Elmo Digital Presenter | 028528 | \$2,658.16 | 1/14/2010  | Obsolete | E-Scrap |
| Nikon Microscope       | 029327 | \$2,896.93 | 2/17/2011  | Obsolete | E-Scrap |
| OptiPlex 780 Mini      | 029339 | \$642.37   | 2/13/2011  | Obsolete | E-Scrap |
| OptiPlex 780 Mini      | 029839 | \$747.18   | 7/13/2011  | Obsolete | E-Scrap |
| OptiPlex 780 Mini      | 029846 | \$747.18   | 7/13/2011  | Obsolete | E-Scrap |
| OptiPlex 790 Mini      | 030067 | \$819.00   | 3/19/2012  | Obsolete | E-Scrap |
| OptiPlex 790 Mini      | 030155 | \$819.00   | 3/19/2012  | Obsolete | E-Scrap |
| OptiPlex 790 Mini      | 030438 | \$796.25   | 7/24/2012  | Obsolete | E-Scrap |
| OptiPlex 790 Mini      | 030446 | \$796.25   | 7/24/2012  | Obsolete | E-Scrap |
| OptiPlex 790 Mini      | 030457 | \$796.25   | 7/24/2012  | Obsolete | E-Scrap |
| OptiPlex 790 Mini      | 030458 | \$796.25   | 7/24/2012  | Obsolete | E-Scrap |
| OptiPlex 790 Mini      | 030460 | \$796.25   | 7/24/2012  | Obsolete | E-Scrap |
| OptiPlex 790 Mini      | 030482 | \$796.25   | 7/24/2012  | Obsolete | E-Scrap |
| Latitude E5530         | 030870 | \$875.55   | 12/5/2013  | Obsolete | E-Scrap |
| Latitude E5530         | 030871 | \$875.55   | 12/5/2013  | Obsolete | E-Scrap |
| Latitude E5530         | 030875 | \$875.55   | 12/5/2013  | Obsolete | E-Scrap |
| OptiPlex 7010 Mini     | 030917 | \$793.03   | 12/5/2013  | Obsolete | E-Scrap |
| Latitude E5540         | 031162 | \$966.78   | 7/14/2014  | Obsolete | E-Scrap |
| Latitude E5540         | 031189 | \$966.78   | 7/14/2014  | Obsolete | E-Scrap |
| Latitude E5540         | 031193 | \$966.78   | 7/14/2014  | Obsolete | E-Scrap |
| OptiPlex 7020          | 031758 | \$979.21   | 2/18/2015  | Obsolete | E-Scrap |
| Latitude E5540         | 031828 | \$1,045.05 | 3/17/2015  | Obsolete | E-Scrap |
| Latitude E5540         | 031897 | \$1,011.24 | 5/18/2015  | Obsolete | E-Scrap |
| Latitude E5540         | 031899 | \$1,011.24 | 5/18/2015  | Obsolete | E-Scrap |
| Latitude E5540         | 031904 | \$1,011.24 | 5/18/2015  | Obsolete | E-Scrap |
| Latitude E5540         | 031905 | \$1,011.24 | 5/18/2015  | Obsolete | E-Scrap |
| OptiPlex 7020          | 032301 | \$1,041.21 | 4/11/2016  | Obsolete | E-Scrap |
| OptiPlex 5040          | 032424 | \$788.04   | 6/27/2016  | Obsolete | E-Scrap |
| OptiPlex 3040          | 032635 | \$582.93   | 11/9/2016  | Obsolete | E-Scrap |
| OptiPlex 5040          | 032703 | \$879.73   | 10/31/2016 | Obsolete | E-Scrap |
| Surface Pro 4          | 032895 | \$949.05   | 4/5/2017   | Obsolete | E-Scrap |
| Latitude 3470          | 033166 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470          | 033216 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470          | 033219 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470          | 033220 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470          | 033221 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Surface Pro            | 033368 | \$1,195.08 | 11/2/2017  | Obsolete | E-Scrap |
| OptiPlex 5050          | 033404 | \$1,079.69 | 1/1/2018   | Obsolete | E-Scrap |
| Latitude 5580          | 033421 | \$1,157.17 | 1/1/2018   | Obsolete | E-Scrap |
| OptiPlex 7010          | 031088 | \$1,008.54 | 4/9/2014   | Obsolete | E-Scrap |
| OptiPlex 5050          | 033556 | \$725.00   | 3/28/2018  | Obsolete | E-Scrap |



## PROPERTY DISPOSAL

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

|               |        |            |           |          |         |
|---------------|--------|------------|-----------|----------|---------|
| OptiPlex 5050 | 033591 | \$725.00   | 3/28/2018 | Obsolete | E-Scrap |
| OptiPlex 5050 | 033604 | \$725.00   | 3/28/2018 | Obsolete | E-Scrap |
| OptiPlex 5050 | 033608 | \$725.00   | 3/28/2018 | Obsolete | E-Scrap |
| OptiPlex 5050 | 033612 | \$725.00   | 3/28/2018 | Obsolete | E-Scrap |
| OptiPlex 5050 | 033626 | \$725.00   | 3/28/2018 | Obsolete | E-Scrap |
| OptiPlex 5050 | 033728 | \$850.00   | 5/3/2018  | Obsolete | E-Scrap |
| Latitude 3490 | 033758 | \$1,083.64 | 5/28/2018 | Obsolete | E-Scrap |
| Latitude 5490 | 034298 | \$1,120.00 | 5/21/2019 | Obsolete | E-Scrap |
| Latitude 5490 | 034299 | \$1,120.00 | 5/21/2019 | Obsolete | E-Scrap |
| Latitude 5490 | 034445 | \$1,120.00 | 6/17/2019 | Obsolete | E-Scrap |
| Latitude 5490 | 034450 | \$1,120.00 | 6/17/2019 | Obsolete | E-Scrap |
| Latitude 5490 | 034464 | \$1,120.00 | 6/17/2019 | Obsolete | E-Scrap |
| OptiPlex 5070 | 035193 | \$975.00   | 3/22/2020 | Obsolete | E-Scrap |

Nathan Wellman Digitally signed by Nathan Wellman  
Date: 2023.04.28 09:55:40 -04'00'

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

*Rebecca Fida*  
Business Services Administrator \_\_\_\_\_ Date \_\_\_\_\_

*Nathan Wellman*  
Signature of Vice President, Finance & Administrative Services \_\_\_\_\_ Date *4/28/23*

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 23, 2023

**AGENDA ITEM:**

**Approval of engagement letter for State College of Florida Collegiate Schools Financial Audit**

**RECOMMENDATION:**

**The College recommends the District Board of Trustees approve engagement of the firm of Moss, Krusick & Associates, LLC to serve as financial auditors for the State College of Florida Collegiate Schools (Bradenton and Venice) as described in the attached proposed engagement letter.**

**STAFF ANALYSIS:**

The College is required to facilitate independent annual financial audits of the Collegiate Schools pursuant to s. 218.39, Florida Statutes. The College conducted a competitive solicitation for audit services and requests to award the agreement to Moss, Krusick & Associates, LLC to provide the annual financial audit services for '23/'24 fiscal years. Audit services will commence upon yearly receipt and approval of letters of engagement.

**FISCAL IMPACT** Yes

Funding Source: SCF Collegiate School

Amount: \$25,000

Will this action result in a Budget Amendment? No

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

**REQUESTED BY:** Julia Jakway \_\_\_\_\_

**FUNDING VERIFIED AND APPROVED BY:** Julia Jakway \_\_\_\_\_  
**Vice President, Finance and Administrative Services**



**Partners**

W. Ed Moss, Jr.  
Joe M. Krusick  
Cori G. Cameron  
Bob P. Marchewka  
Ric Perez  
Renee C. Varga  
Richard F. Hayes  
Frank J. Guida  
John J. Rody, Jr.  
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N. Palm Beach, FL 33408  
631 US Highway One  
Suite 405  
Phone: 561-848-9300

Miami Lakes, FL 33016  
7900 NW 155th Street  
Suite 201  
Phone: 305-445-7956

American Institute of  
Certified Public  
Accountants

Florida Institute of  
Certified Public  
Accountants

April 7, 2023

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

Dear Members of the Board:

We are pleased to confirm our understanding of the services we are to provide State College of Florida Collegiate Schools, Bradenton and Venice for the year ended June 30, 2023.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of State College of Florida Collegiate Schools, Bradenton and Venice as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement State College of Florida Collegiate Schools, Bradenton and Venice's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to State College of Florida Collegiate Schools, Bradenton and Venice's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Information – All Major Funds

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of State College of Florida Collegiate Schools, Bradenton and Venice and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- 1) Revenue recognition
- 2) Management override of controls
- 3) Related party transactions
- 4) Compliance with grant funding requirements

If additional risks are identified after this initial communication, we will notify the appropriate level of management.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and

other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of State College of Florida Collegiate Schools, Bradenton and Venice's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, related notes, journal entries, account reconciliations, and line-item groupings in conformity with accounting principles generally accepted in the United States of America and the Uniform guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, related notes, journal entries, account reconciliations, and line-item groupings previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, journal entries, account reconciliation, line-item groupings, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted

access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Schools; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moss, Krusick & Associates, LLC ("Moss Krusick") and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a state or local agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moss Krusick personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in August 2023 and to issue our reports no later than September 15, 2023. Ed Moss is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for services will be \$35,000 before our in-kind of \$10,000, net fee will be \$25,000 (\$12,500 for each school after an in-kind contribution of \$5,000 for each school). Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**Reporting**

We will issue a written report upon completion of our audit of State College of Florida Collegiate Schools, Bradenton and Venice's financial statements. Our report will be addressed to The District Board of Trustees of State College of Florida, Manatee-Sarasota. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that State College of Florida Collegiate Schools, Bradenton and Venice is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to State College of Florida Collegiate Schools, Bradenton and Venice and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

*Moss, Krusick & Associates, LLC*

RESPONSE:

This letter correctly sets forth the understanding of The District Board of Trustees of State College of Florida, Manatee-Sarasota

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

| State College of Florida<br>Current Capital Projects With Budgets<br>over \$150,000 as of May 2023 | Board of Trustee<br>Approved Budget | Date Board<br>Approved<br>Budget | Source of Funds         | Project Justification | Total Estimated<br>Project Expense<br>Includes all Hard<br>and Soft costs | Remaining Budget<br>Column C minus<br>Column F | Comments   |
|--|-------------------------------------|----------------------------------|-------------------------|-----------------------|---|--|------------|
| <b>FY23</b>  |                                     |                                  |                         |                       |   |  |            |
| HVAC Upgrades, Indoor Air Quality, CARES   | 5,908,607                           | 3/29/2022                        | HEERF                   | Health/Def. Maint.    | 5,908,607   | -  | Complete   |
| 26 West Center Building, EDC Office Suite  | 343,000                             | 1/31/2023                        | Grant, Fund Balance     | EDC Lease             | 343,000   |  | Complete   |
| Hurricane Ian Repairs, Venice Campus   | 354,020                             | 1/31/2023                        | Insurance Claim         | Hurricane Damage      | 354,020   |  | In Process |
| Hurricane Ian Repairs, Bradenton & Venice Campus   | 413,709                             | 1/31/2023                        | Insurance Claim         | Hurricane Damage      | 413,709   |  | In Process |
| Venice Science Building  | 5,800,000                           | 4/26/2022                        | PECO, Fund Balance      | Capacity              | 5,800,000   | -  | In Process |
| Fire Alarm Upgrades, Collegewide   | 787,121                             | 9/27/2022                        | \$8.2M State CARES, CIF | Life Safety           | 787,121   |  | In Process |
| Stage Lift Replacement & Restroom Remodel  | 674,100                             | 5/25/2021                        | Fund Balance            | Deferred Maint.       | 674,100   |  | In Process |
| Radiography X-Ray Machine  | 681,040                             | 10/25/2022                       | Fund Balance            | Deferred Maint.       | 681,040   |  | In Process |
| Collegiate School Floor Replacement, Bradenton   | 375,000                             | 12/13/2022                       | Collegiate School PECO  | Deferred Maint.       | 375,000   |  | In Process |
| Elevator Upgrades, Collegewide   | 1,040,000                           | 6/28/2022                        | \$8.2M State CARES      | Life Safety           | 1,040,000   |  | In Process |
| Restroom Upgrades & ADA Door Operators, Collegewide  | 910,000                             | 5/25/2021                        | CIF, Fund Balance       | Deferred Maint.       | 910,000   |  | In Process |
| Classroom A/V Upgrade, Collegewide   | 1,000,000                           | 10/25/2022                       | Fund Balance            | Def. Maint./Academic  | 1,000,000   |  | In Process |
| <b>Subtotal FY23</b>   | <b>18,286,596</b>                   |                                  |                         |                       | <b>18,286,596</b>   |  |            |
| <b>FY24</b>  |                                     |                                  |                         |                       |   |  |            |
| Bradenton Site Improvements  | 708,000                             | 5/25/2021                        | CIF                     | Drainage/Safety       | 708,000   |  | FY24       |
| Building Maintenance Collegewide: Roof, Floor, Painting  | 450,000                             | 5/25/2021                        | CIF, CO&DS              | Deferred Maint.       | 450,000   |  | FY24       |
| Roof Coatings, Collegewide   | 1,535,000                           | 6/28/2022                        | \$8.2M State CARES      | Deferred Maint.       | 1,535,000   |  | FY24       |
| Building Deferred Maintenance, Buildings 17,29,300,500   | 2,270,000                           | 6/28/2022                        | \$8.2M State CARES      | Deferred Maint.       | 2,270,000   |  | FY24       |
| HVAC Deferred Maintenance, Buildings 17,26   | 2,658,776                           | 6/28/2022                        | \$8.2M State CARES      | Deferred Maint.       | 2,658,776   |  | FY24       |
| <b>Subtotal FY24</b>   | <b>7,621,776</b>                    |                                  |                         |                       | <b>7,621,776</b>  |  |            |
| <b>Subtotal FY23</b>   | <b>18,286,596</b>                   |                                  |                         |                       | <b>18,286,596</b>   |  |            |
|  | <b>25,908,372</b>                   | FY23&24                          |                         |                       | <b>25,908,372</b>   |  |            |



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 23, 2023

**AGENDA ITEM:**

Approval of the FY 2024-25 through FY2028-2029 Capital Improvement Program (CIP)

**RECOMMENDATION:**

**The College recommends approval of the FY2024-25 through FY2028-2029 Capital Improvement Program (CIP)**

**STAFF ANALYSIS:**

The CIP has been completed based on guidance provided by the DOE. Also, the CIP reflects the recommendations from the SCF 2021 5-Year Educational Plant Survey. The summary of capital projects in priority order include:

1. General Maintenance/Repair/Renovation, College-wide.
2. Parrish Center, Phase 1
3. New Health & Human Performance Building, Bradenton Campus

Also included in the CIP:

- Status of "current" capital projects paid out of PECO, CIF, CO&DS, SYD and Local Funds. Found in section CIF 1.
- 5-Year list of future maintenance, repair, and renovation projects to be paid out of Various Fund Sources. Found in section CIF 2.
- Back-of-Bill Request. Parrish Campus Placeholder

**FISCAL IMPACT**    Yes  No     N/A

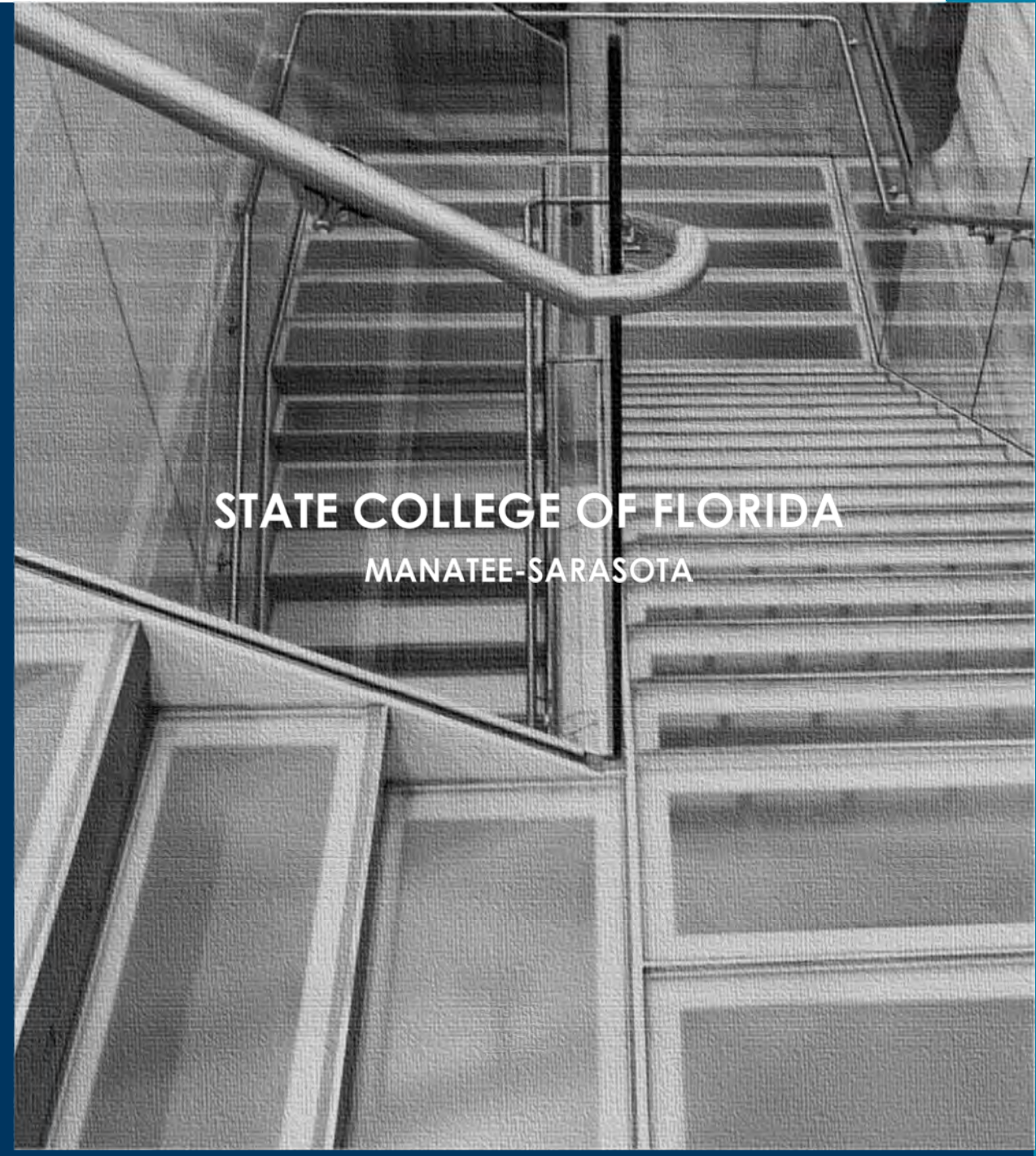
Funding Source: Various, including state appropriations and PECO funds.

Will this action result in a Budget Amendment?    X Yes    No

If yes, indicate the dollar amount: \$ TBD by project

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

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



**STATE COLLEGE OF FLORIDA**  
MANATEE-SARASOTA

**Capital Improvement Program (CIP)**

FY2024-2025

State College of Florida, Manatee-Sarasota  
**Capital Improvement Program (CIP)**  
FY 2024-25

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# **SECTION ONE**

**SIGNATURE PAGE**



**FLORIDA COLLEGE SYSTEM  
CAPITAL IMPROVEMENT PLAN &  
LEGISLATIVE BUDGET REQUEST  
FY 2024-25**

**TRANSMITTAL FORM**

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

**APPROVED BY BOARD OF TRUSTEES** \_\_\_\_\_  
(DATE)

**SIGNATURE OF PRESIDENT OR DESIGNEE** \_\_\_\_\_

**PRINT NAME** Carol F. Probstfeld

**TITLE** President

**DATE** \_\_\_\_\_

**CONTACT PERSON** Emmanuel Acheampong

**TELEPHONE** (941) 752-5130

**E-MAIL** acheame@scf.edu

# **SECTION TWO**

## **CURRENT STATUS OF FUNDED PROJECTS (CIP 1)**

**FLORIDA COLLEGE SYSTEM  
CIP 1  
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR  
YEAR 2023-2024**

**CIP 1**

**COLLEGE: State College of Florida, Manatee-Sarasota  
DATE: May 5, 2023**

| PROJECT TITLE (Include Site)   | SITE No. | FUNDING SOURCE(s) | YEAR(S) FUNDED | GROSS SQUARE FEET (GSF) | PRIOR APPROPRIATED STATE FUNDS* | ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED* | AMOUNT OF OTHER FUNDS | TOTAL PROJECT COSTS | ON APPROVED SURVEY?* | ON APPROVED PPL?*** | CURRENT STATUS (Select One from List) | ESTIMATED OR ACTUAL COMPLETION DATE |
|--|----------|-------------------|----------------|-------------------------|---------------------------------|---|-----------------------|---------------------|----------------------|---------------------|---------------------------------------|-------------------------------------|
| Campus Wide ADA Door Operators - Restrooms                                       | 1,2,3    | CIF               | 2017-18        |                         |                                 |   | \$175,734.51          | \$ 175,734.51       | YES                  | Not Applicable      | Construction                          | 12/31/2023                          |
| Building # 1 Testing & Cashiering Renovations, Bradenton Campus                  | 1        | CIF               | 2020-21        |                         |                                 |   | \$175,000.00          | \$ 175,000.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Building # 4 Student Annex Renovations, Bradenton Campus                         | 1        | CIF               | 2020-21        |                         |                                 |   | \$225,000.00          | \$ 225,000.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Building # 100 Cashiering Remodel, Venice Campus                                 | 2        | CIF               | 2020-21        |                         |                                 |   | \$50,000.00           | \$ 50,000.00        | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Building # 100 Admission Remodel, Venice Campus                                  | 2        | CIF               | 2020-21        |                         |                                 |   | \$100,000.00          | \$ 100,000.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Campus Wide Minor Maint/Repair/Renovation  | 1,2,3    | CIF               | 2021-22        |                         |                                 |   | \$175,000.00          | \$ 175,000.00       | YES                  | Not Applicable      | Construction                          | 12/31/2023                          |
| Campus Wide Painting   | 1,2,3    | CIF               | 2021-22        |                         |                                 |   | \$133,750.00          | \$ 133,750.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Campus Wide Flooring   | 1,2,3    | CIF               | 2021-22        |                         |                                 |   | \$123,750.00          | \$ 123,750.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Building 27/ 29 Site Improvements Project, Bradenton Campus                      | 1        | CIF               | 2021-22        |                         |                                 |   | \$267,000.00          | \$ 267,000.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Sidewalk Removal and Replacement Project, Bradenton Campus                       | 1        | CIF               | 2021-22        |                         |                                 |   | \$120,000.00          | \$ 120,000.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Storm Drain Swale Stabilization, Bradenton Campus                                | 1        | CIF               | 2021-22        |                         |                                 |   | \$64,200.00           | \$ 64,200.00        | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Bradenton Campus Site Utility Map Update Project                                 | 1        | CIF               | 2020-21        |                         |                                 |   | \$50,000.00           | \$ 50,000.00        | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| Campus Wide Roof Coating Project (Building # 500, 15, 17, 29)                    | 1,2,3    | CO&DS             | 2021-22        |                         |                                 |   | \$150,335.00          | \$ 150,335.00       | YES                  | YES                 | Planning                              | 12/31/2024                          |
| Campus Wide Roof Repair Project  | 1,2,3    | CO&DS             | 2021-22        |                         |                                 |   | \$50,000.00           | \$ 50,000.00        | YES                  | YES                 | Planning                              | 12/31/2024                          |
| Building # 11 Stage Lift Replacement & Stage Restroom Upgrades, Bradenton Campus | 1        | Transfer          | 2020-21        |                         |                                 |   | \$674,100.00          | \$ 674,100.00       | YES                  | Not Applicable      | Construction                          | 9/7/2023                            |
| Building # 2 Radiography X-Ray Machine Replacement Project, Bradenton Campus     | 1        | Transfer          | 2021-22        |                         |                                 |   | \$450,000.00          | \$ 450,000.00       | YES                  | Not Applicable      | Construction                          | 8/7/2023                            |
| Campus Wide Restroom Upgrades  | 1,2,3    | Transfer          | 2021-22        |                         |                                 |   | \$706,750.00          | \$ 706,750.00       | YES                  | Not Applicable      | Construction                          | 12/31/2023                          |

**FLORIDA COLLEGE SYSTEM  
CIP 1  
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR  
YEAR 2023-2024**

**CIP 1**

**COLLEGE: State College of Florida, Manatee-Sarasota  
DATE: May 5, 2023**

| SITE No. | FUNDING SOURCE(s)     | YEAR(S) FUNDED | GROSS SQUARE FEET (GSF) | PRIOR APPROPRIATED STATE FUNDS* | ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED* | AMOUNT OF OTHER FUNDS | TOTAL PROJECT COSTS | ON APPROVED SURVEY?* | ON APPROVED PPL?*** | CURRENT STATUS (Select One from List) | ESTIMATED OR ACTUAL COMPLETION DATE |
|----------|-----------------------|----------------|-------------------------|---------------------------------|---|-----------------------|---------------------|----------------------|---------------------|---------------------------------------|-------------------------------------|
| 1        | PECO Collegiate/Grant | 2021-22        |                         |                                 |   | \$100,000.00          | \$ 100,000.00       | YES                  | Not Applicable      | Construction                          | 12/31/2024                          |
| 1        | PECO Collegiate/Grant | 2021-22        |                         |                                 |   | \$375,000.00          | \$ 375,000.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| 1,2,3    | CIF                   | 2021-22        |                         |                                 |   | \$1,000,000.00        | \$ 1,000,000.00     | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| 2        | PECO/Transfer         | 2021-22        | 8,900                   | \$2,408,515.00                  | \$1,091,485.00                                | \$2,300,000.00        | \$ 5,800,000.00     | YES                  | Not Applicable      | Construction                          | 12/31/2023                          |
| 1,2      | State DM              | 2022-23        |                         |                                 |   | \$1,040,000.00        | \$ 1,040,000.00     | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| 1,2      | State DM              | 2022-23        |                         |                                 |   | \$700,000.00          | \$ 700,000.00       | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| 1,2      | State DM              | 2022-23        |                         |                                 |   | \$1,535,000.00        | \$ 1,535,000.00     | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| 1,2      | State DM              | 2022-23        |                         |                                 |   | \$1,270,000.00        | \$ 1,270,000.00     | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| 2        | State DM              | 2022-23        |                         |                                 |   | \$1,000,000.00        | \$ 1,000,000.00     | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| 1        | State DM              | 2022-23        |                         |                                 |   | \$2,658,776.00        | \$ 2,658,776.00     | YES                  | Not Applicable      | Planning                              | 12/31/2024                          |
| 4        | PECO/Transfer         | 2023-24        | 43,322                  | \$9,000,000.00                  | \$26,665,385.00                               | \$3,600,000.00        | \$ 39,265,385.00    | PENDING              | Not Applicable      | Requires Additional Funds             | 12/31/2025                          |

Add lines as necessary.  
NOTES:

\* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding and indicate how any state match funds will be used as a note. (Identify by adding FECGP in parentheses at the end of project name.)

\*\* Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).

\*\*\* Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).



# **SECTION THREE**

## **PROJECT SUMMARY (CIP 2)**

**FLORIDA COLLEGE SYSTEM**  
**CIP 2 SUMMARY**  
**CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST**  
**2024-2025 through 2026-2027**

**CIP 2**

**COLLEGE:** State College of Florida Manatee-Sarasota

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)   | SITE No. | 2024-2025   | 2025-2026 | 2026-2027 | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|--|----------|-------------|-----------|-----------|------------------|--------------------|-------------|---------------------|---------------------|
| 3          | 2019                 | Renovation   | Building #28 Air Handler Upgrades  | 1        | \$250,000   |           |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 3          | 2019                 | Renovation   | Building #2 Dark Room Split Unit Replacement                                       | 1        | \$15,000    |           |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 3          | 2019                 | Renovation   | Venice Campus Irrigation Pump Replacement  | 2        | \$100,000   |           |           | \$100,000        |                    |             | \$100,000           | YES                 |
| 3          | 2019                 | Renovation   | Venice Air Cooled Chiller Replacement  | 2        | \$200,000   |           |           | \$200,000        |                    |             | \$200,000           | YES                 |
| 3          | 2020                 | Renovation   | Building 27/29 Site Development  | 1        | \$400,000   |           |           | \$400,000        |                    |             | \$400,000           | YES                 |
| 3          | 2020                 | Renovation   | Bradenton Campus Sidewalk Pole Lighting Replacement                                | 1        | \$250,000   |           |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 3          | 2020                 | Renovation   | Bradenton Campus North/Southwest Mill Parking Lots                                 | 1        | \$1,000,000 |           |           | \$1,000,000      |                    |             | \$1,000,000         | YES                 |
| 3          | 2020                 | Renovation   | Venice Campus Exercise Trail Equipment Replacement                                 | 2        | \$100,000   |           |           | \$100,000        |                    |             | \$100,000           | YES                 |
| 3          | 2020                 | Renovation   | Building #29 Faculty Bathroom Upgrades   | 1        | \$75,000    |           |           | \$75,000         |                    |             | \$75,000            | YES                 |
| 3          | 2020                 | Renovation   | Building #29 Kitchenette Upgrades  | 1        | \$25,000    |           |           | \$25,000         |                    |             | \$25,000            | YES                 |
| 3          | 2020                 | Renovation   | Building #6 Bathroom Upgrades  | 1        | \$350,000   |           |           | \$350,000        |                    |             | \$350,000           | YES                 |
| 3          | 2020                 | Renovation   | Building #18 Bathroom Upgrades   | 1        | \$700,000   |           |           | \$700,000        |                    |             | \$700,000           | YES                 |
| 3          | 2020                 | Renovation   | BC Interior Chiller Painting   | 1,2      | \$70,000    |           |           | \$70,000         |                    |             | \$70,000            | YES                 |
| 3          | 2020                 | Renovation   | Bradenton Campus Baseball Scoreboard Replacement                                   | 1        | \$250,000   |           |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 3          | 2020                 | Renovation   | Campus Wide Roof, Gutters, and Downspouts Replacement (Bldg. 17, 20, 21, 22, 7131) | 1,2,3    | \$500,000   |           |           | \$500,000        |                    |             | \$500,000           | YES                 |
| 3          | 2020                 | Renovation   | Campus wide Elevator Cab Renovation  | 1,2,3    | \$200,000   |           |           | \$200,000        |                    |             | \$200,000           | YES                 |
| 3          | 2020                 | Renovation   | Campus wide electric water heater Replacement (Bldg. 4, 28, 200, 700)              | 1,2      | \$15,000    |           |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 3          | 2020                 | Renovation   | Bldg. 1300 - Hydronic Circulating pump   | 2        | \$10,000    |           |           | \$10,000         |                    |             | \$10,000            | YES                 |
| 3          | 2020                 | Renovation   | Campus Wide Mechanical Controls Upgrades   | 1,2,3    | \$830,000   |           |           | \$830,000        |                    |             | \$830,000           | YES                 |
| 3          | 2020                 | Renovation   | Campus Wide Variable Frequency Drive Upgrades (Bldg. 18, 29, 200, 7131)            | 1,2,3    | \$100,000   |           |           | \$100,000        |                    |             | \$100,000           | YES                 |

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2024-2025 through 2026-2027**

**CIP 2**

**COLLEGE:** State College of Florida Manatee-Sarasota

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)  | SITE No. | 2024-2025 | 2025-2026   | 2026-2027 | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|---|----------|-----------|-------------|-----------|------------------|--------------------|-------------|---------------------|---------------------|
| 3          | 2020                 | Renovation   | Bradenton Campus Transformer Replacement (Bldg. 2, 11, 17, 19)                  | 1        | \$100,000 |             |           | \$100,000        |                    |             | \$100,000           | YES                 |
| 3          | 2020                 | Renovation   | Building 11 Panelboard, MLO, Replacement  | 1        | \$15,000  |             |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 3          | 2020                 | Renovation   | Campus wide Food Service Equipment Replacement (Bldg. 14, 500, 800, 5440, 7131) | 1,2,3    | \$200,000 |             |           | \$200,000        |                    |             | \$200,000           | YES                 |
| 3          | 2020                 | Renovation   | Bradenton Campus Parking Lot Light Fixtures Replacement                         | 1        | \$450,000 |             |           | \$450,000        |                    |             | \$450,000           | YES                 |
| 3          | 2020                 | Renovation   | Campus Wide ADA Access Upgrades   | 1,2,3    | \$55,000  |             |           | \$55,000         |                    |             | \$55,000            | YES                 |
| 3          | 2020                 | Renovation   | Campus Wide Concrete Sidewalk Replacement                                       | 1,2,3    | \$250,000 |             |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 3          | 2021                 | Renovation   | Campus Wide Fiber Optic Replacement   | 1,2,3    | \$60,000  |             |           | \$60,000         |                    |             | \$60,000            | YES                 |
| 3          | 2021                 | Renovation   | Campus Wide Irrigation Repairs  | 1,2,3    | \$77,000  |             |           | \$77,000         |                    |             | \$77,000            | YES                 |
| 3          | 2021                 | Renovation   | Campus Wide Wayfinding Replacement  | 1,2,3    | \$45,000  |             |           | \$45,000         |                    |             | \$45,000            |                     |
| 4          | 2020                 | Renovation   | Building #11 Roof Coating   | 1        |           | \$200,000   |           | \$200,000        |                    |             | \$200,000           | YES                 |
| 4          | 2020                 | Renovation   | Building #26 Large walk-In Refrigerator Replacement                             | 1        |           | \$100,000   |           | \$100,000        |                    |             | \$100,000           | YES                 |
| 4          | 2019                 | Renovation   | Building #11 Eastside HVAC Replacement  | 1        |           | \$1,000,000 |           | \$1,000,000      |                    |             | \$1,000,000         | YES                 |
| 4          | 2019                 | Renovation   | Building #12 Package Unit Replacement   | 1        |           | \$12,000    |           | \$12,000         |                    |             | \$12,000            | YES                 |
| 4          | 2019                 | Renovation   | Building #23 AC Replacement   | 1        |           | \$50,000    |           | \$50,000         |                    |             | \$50,000            | YES                 |
| 4          | 2020                 | Renovation   | Building 2/5 Landscape/Drainage Replacement                                     | 1        |           | \$250,000   |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 4          | 2020                 | Renovation   | Bradenton Campus Baseball Bathroom Upgrades                                     | 1        |           | \$30,000    |           | \$30,000         |                    |             | \$30,000            | YES                 |
| 4          | 2020                 | Renovation   | Campus Wide ADA Access Upgrades   | 1,2,3    |           | \$55,000    |           | \$55,000         |                    |             | \$55,000            | YES                 |
| 4          | 2020                 | Renovation   | Campus Wide Concrete Sidewalk Replacement                                       | 1,2,3    |           | \$250,000   |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 4          | 2020                 | Renovation   | Building #29 Nursing Auditorium/ Classroom Upgrades                             | 1        |           | \$750,000   |           | \$750,000        |                    |             | \$750,000           | YES                 |
| 4          | 2020                 | Renovation   | Building #17 ADA Upgrades   | 1        |           | \$300,000   |           | \$300,000        |                    |             | \$300,000           | YES                 |
| 4          | 2020                 | Renovation   | Building #17 Building Envelop Upgrades  | 1        |           | \$500,000   |           | \$500,000        |                    |             | \$500,000           | YES                 |

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2024-2025 through 2026-2027**

**CIP 2**

**COLLEGE:** State College of Florida Manatee-Sarasota

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)  | SITE No. | 2024-2025 | 2025-2026   | 2026-2027   | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|---|----------|-----------|-------------|-------------|------------------|--------------------|-------------|---------------------|---------------------|
| 4          | 2020                 | Renovation   | Building #17 Building Interior Upgrades   | 1        |           | \$1,000,000 |             | \$1,000,000      |                    |             | \$1,000,000         | YES                 |
| 4          | 2020                 | Renovation   | Campus Wide Mechanical Controls Upgrades  | 1,2,3    |           | \$830,000   |             | \$830,000        |                    |             | \$830,000           | YES                 |
| 4          | 2021                 | Renovation   | Venice Campus CCTV Camera Replacement   | 2        |           | \$5,000     |             | \$5,000          |                    |             | \$5,000             |                     |
| 4          | 2021                 | Renovation   | Campus Wide Roof, Gutters, and Downspouts Replacement (Bldg. 12, 15, 37, 300, 1400) | 1,2,3    |           | \$92,000    |             | \$92,000         |                    |             | \$92,000            | YES                 |
| 4          | 2021                 | Renovation   | Campus Wide Interior Painting   | 1,2,3    |           | \$90,000    |             | \$90,000         |                    |             | \$90,000            | YES                 |
| 4          | 2021                 | Renovation   | Bradenton Campus Electric Water Heater Replacement (Bldg. 2, 5)                     | 1        |           | \$4,000     |             | \$4,000          |                    |             | \$4,000             | YES                 |
| 4          | 2021                 | Renovation   | Building #100 Supply or Exhaust Fans Replacement                                    | 1        |           | \$3,000     |             | \$3,000          |                    |             | \$3,000             | YES                 |
| 4          | 2021                 | Renovation   | Bradenton Campus Variable Frequency Drive Replacement (Bldg. 19, 26)                | 1        |           | \$45,000    |             | \$45,000         |                    |             | \$45,000            | YES                 |
| 4          | 2021                 | Renovation   | Building #34 Packaged Terminal AC Unit Replacement                                  | 1        |           | \$3,000     |             | \$3,000          |                    |             | \$3,000             | YES                 |
| 4          | 2021                 | Renovation   | Campus Wide Irrigation Repairs  | 1,2,3    |           | \$77,000    |             | \$77,000         |                    |             | \$77,000            | YES                 |
| 4          | 2021                 | Renovation   | Campus Wide Fiber Optic Replacement   | 1,2,3    |           | \$60,000    |             | \$60,000         |                    |             | \$60,000            | YES                 |
| 4          | 2021                 | Renovation   | Campus Wide Wayfinding Replacement  | 1,2,3    |           | \$45,000    |             | \$45,000         |                    |             | \$45,000            |                     |
| 5          | 2020                 | Renovation   | HVAC Hot water Piping Replacement Project Areas 2, 3, & 4                           | 1        |           |             | \$1,000,000 | \$1,000,000      |                    |             | \$1,000,000         | YES                 |
| 5          | 2020                 | Renovation   | Building #26 Bathrooms Upgrades   | 1        |           |             | \$250,000   | \$250,000        |                    |             | \$250,000           | YES                 |
| 5          | 2020                 | Renovation   | Baseball Outdoor Stadium Light Fixture Replacement                                  | 1        |           |             | \$350,000   | \$350,000        |                    |             | \$350,000           | YES                 |
| 5          | 2020                 | Renovation   | Building #26 Air Compressor Unit Upgrades/ Replacement                              | 1        |           |             | \$50,000    | \$50,000         |                    |             | \$50,000            | YES                 |
| 5          | 2020                 | Renovation   | Building #19 VFD Replacement  | 1        |           |             | \$150,000   | \$150,000        |                    |             | \$150,000           | YES                 |
| 5          | 2020                 | Renovation   | Building # 400 Floor Replacement  | 2        |           |             | \$100,000   | \$100,000        |                    |             | \$100,000           | YES                 |
| 5          | 2020                 | Renovation   | Building # 300 Classroom Floor Replacement  | 2        |           |             | \$75,000    | \$75,000         |                    |             | \$75,000            | YES                 |
| 5          | 2020                 | Renovation   | Building #9 Classroom Dry Erase Board Replacement                                   | 1        |           |             | \$150,000   | \$150,000        |                    |             | \$150,000           | YES                 |
| 5          | 2020                 | Renovation   | Campus Wide ADA Access Upgrades   | 1,2,3    |           |             | \$55,000    | \$55,000         |                    |             | \$55,000            | YES                 |

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2024-2025 through 2026-2027**

**CIP 2**

**COLLEGE:** State College of Florida Manatee-Sarasota

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)  | SITE No. | 2024-2025 | 2025-2026 | 2026-2027 | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|---|----------|-----------|-----------|-----------|------------------|--------------------|-------------|---------------------|---------------------|
| 5          | 2020                 | Renovation   | Campus Wide Concrete Sidewalk Replacement                                     | 1,2,3    |           |           | \$250,000 | \$250,000        |                    |             | \$250,000           | YES                 |
| 5          | 2020                 | Renovation   | Campus Wide Mechanical Controls Upgrades                                      | 1,2,3    |           |           | \$830,000 | \$830,000        |                    |             | \$830,000           | YES                 |
| 5          | 2021                 | Renovation   | Building #100 Folding Accordion Partition Replacement                         | 2        |           |           | \$15,000  | \$15,000         |                    |             | \$15,000            |                     |
| 5          | 2021                 | Renovation   | Campus Wide Roof, Gutters, and Downspouts Replacement (Bldg. 17, 33, 1700)    | 1,2,3    |           |           | \$300,000 | \$300,000        |                    |             | \$300,000           | YES                 |
| 5          | 2021                 | Renovation   | Campus Wide Interior Painting   | 1,2,3    |           |           | \$108,000 | \$108,000        |                    |             | \$108,000           | YES                 |
| 5          | 2021                 | Renovation   | Campus Wide Flooring Replacement (Bldg. 100, 500, 600, 5440)                  | 1,2,3    |           |           | \$35,000  | \$35,000         |                    |             | \$35,000            | YES                 |
| 5          | 2021                 | Renovation   | Bathrooms Upgrades (Bldg. 28, 800)  | 1, 2     |           |           | \$600,000 | \$600,000        |                    |             | \$600,000           | YES                 |
| 5          | 2021                 | Renovation   | Bradenton Campus Electric Water Heater Replacement (Bldg. 6, 19)              | 1        |           |           | \$4,000   | \$4,000          |                    |             | \$4,000             | YES                 |
| 5          | 2021                 | Renovation   | AC Split system outdoor unit Replacement (Bldg. 22, 5440)                     | 1, 3     |           |           | \$9,000   | \$9,000          |                    |             | \$9,000             | YES                 |
| 5          | 2021                 | Renovation   | Building #900 Heat Pump Outdoor Unit Replacement                              | 2        |           |           | \$13,000  | \$13,000         |                    |             | \$13,000            |                     |
| 5          | 2021                 | Renovation   | Supply or Exhaust Fans Replacement (Bldg. 22, 200, 500)                       | 1        |           |           | \$40,000  | \$40,000         |                    |             | \$40,000            | YES                 |
| 5          | 2021                 | Renovation   | Bradenton Campus CCTV Camera Replacement                                      | 1        |           |           | \$43,000  | \$43,000         |                    |             | \$43,000            |                     |
| 5          | 2021                 | Renovation   | Building #800 VAV Terminal cooling HW Replacement                             | 2        |           |           | \$27,000  | \$27,000         |                    |             | \$27,000            |                     |
| 5          | 2021                 | Renovation   | Campus Wide Air handling unit Replacement (Bldg. 19, 22, 27, 200)             | 1,2,3    |           |           | \$500,000 | \$500,000        |                    |             | \$500,000           | YES                 |
| 5          | 2021                 | Renovation   | Building #14 Walk-In Refrig/Freezer Compressor Replacement                    | 1        |           |           | \$8,000   | \$8,000          |                    |             | \$8,000             |                     |
| 5          | 2021                 | Renovation   | Building #1300 Switchboard (277/480V) Replacement                             | 2        |           |           | \$75,000  | \$75,000         |                    |             | \$75,000            |                     |
| 5          | 2021                 | Renovation   | Main breaker Panelboard Replacement (Bldg. 100, 200, 400, 500)                | 2        |           |           | \$75,000  | \$75,000         |                    |             | \$75,000            | YES                 |
| 5          | 2021                 | Renovation   | Surface-mounted Outdoor fixture Replacement (Bldg. 100, 200, 900, 1200, 1300) | 2        |           |           | \$10,000  | \$10,000         |                    |             | \$10,000            | YES                 |

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2024-2025 through 2026-2027**

**CIP 2**

**COLLEGE:** State College of Florida Manatee-Sarasota

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

| PRIORITY #   | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)                                 | SITE No. | 2024-2025 | 2025-2026 | 2026-2027          | THREE YEAR TOTAL     | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|--|----------------------|--------------|--|----------|-----------|-----------|--------------------|----------------------|--------------------|-------------|---------------------|---------------------|
| 5  | 2021                 | Renovation   | Building #400 Computer Room Package Cooling Unit Replacement | 2        |           |           | \$26,000           | \$26,000             |                    |             | \$26,000            | YES                 |
| 5  | 2021                 | Renovation   | Motor Control Center Replacement (Bldg. 1200, 1300)          | 2        |           |           | \$130,000          | \$130,000            |                    |             | \$130,000           |                     |
| 5  | 2020                 | Renovation   | Food Service Equipment Replacement (Bldg. 17, 500, 800)      | 1,2      |           |           | \$30,000           | \$30,000             |                    |             | \$30,000            | YES                 |
| 5  | 2021                 | Renovation   | Variable Frequency Drive Replacement (Bldg. 26, 600, 800)    | 1,2      |           |           | \$65,000           | \$65,000             |                    |             | \$65,000            | YES                 |
| 5  | 2021                 | Renovation   | Campus Wide Irrigation Repairs                               | 1,2,3    |           |           | \$77,000           | \$77,000             |                    |             | \$77,000            | YES                 |
| 5  | 2021                 | Renovation   | Campus Wide Fiber Optic Replacement                          | 1,2,3    |           |           | \$60,000           | \$60,000             |                    |             | \$60,000            | YES                 |
| 5  | 2021                 | Renovation   | Campus Wide Wayfinding Replacement                           | 1,2,3    |           |           | \$45,000           | \$45,000             |                    |             | \$45,000            |                     |
| <b>TOTAL MAINTENANCE, REPAIR &amp; RENOVATION PROJECTS</b> |                      |              |  |          |           |           | <b>\$5,555,000</b> | <b>\$ 14,568,000</b> |                    |             |                     |                     |

\*Total Project Cost includes funding from all sources

**REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS**

| PRIORITY #  | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)                                      | SITE No. | 2024-2025    | 2025-2026    | 2026-2027  | THREE YEAR TOTAL     | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|---|----------------------|--------------|---|----------|--------------|--------------|------------|----------------------|--------------------|-------------|---------------------|---------------------|
| 1   | 2023                 | New Const    | State College of Florida, Manatee Sarasota Parrish Center Phase I | 4        | \$39,265,385 |              |            | \$39,265,385         |                    |             | \$39,265,385        |                     |
| 2   | 2021                 | New Const    | Health and Human Performance Center, Bradenton Campus             | 1        |              | \$24,794,778 |            |                      |                    |             |                     |                     |
| <b>TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT &amp; ACQUISITION PROJECTS</b> |                      |              |   |          |              |              | <b>\$0</b> | <b>\$ 39,265,385</b> |                    |             |                     |                     |

\*Total Project Cost includes funding from all sources

**GRAND TOTAL OF ALL PROJECTS \$ 45,957,385 \$ 30,545,778 \$ 5,555,000 \$ 53,833,385**

# **SECTION FOUR**

## **PROJECT EXPLANATION (CIP 3A)**

**FLORIDA COLLEGE SYSTEM**  
**CIP 3A CAPITAL PROJECT EXPLANATION**  
**2024-2025 through 2026-2027**

|        |
|--------|
| CIP 3A |
|--------|

|                               |   |                |                         |                    |
|-------------------------------|---|----------------|-------------------------|--------------------|
| <b>College Name</b>           | State College of FL, Manatee-Sarasota                             |                |                         |                    |
| <b>Project Title</b>          | State College of Florida, Manatee Sarasota Parrish Center Phase I |                |                         |                    |
| <b>Budget Entity Priority</b> | 1   |                |                         |                    |
| <b>Statutory Authority</b>    | Sec. 1013.64(4)(a)  |                |                         |                    |
| <b>Type of Project</b>        | <b>Renovation</b>   | <b>Remodel</b> | <b>New Construction</b> | <b>Acquisition</b> |
|                               |   |                | X                       |                    |

**GEOGRAPHIC LOCATION**

| Official College Site Number | Site Street Address | City    | County  |
|------------------------------|---------------------|---------|---------|
| 4                            | 11680 Erie Road     | Parrish | Manatee |

**PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)**

State College of Florida Manatee-Sarasota Parrish Center Phase I will establish a Center of higher education in one of Florida's fastest growing communities in the north central area of Manatee County, known as Parrish. Phase 1 will consist of site development, parking and design to support a 43,322-square foot mixed use building(s) housing workforce academic programs, collaborative space and administrative offices.

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

Building value: \$23,706,257

Source of valuation for remodel or renovation: Cost Worksheet (CIP 3B)  
1st year escrow deposit amount: \$118,531  
Escrow funding source: CIF

Comments:

Initial Year Requested: 2023 **Has this project ever been vetoed? If so, list year(s):**

**List All Proposed Sources of Funding:**

PECO  
SCF Local Funds

**Projected Bid Date/Start of Construction (Month, Year):** January 2024  
**Projected Occupancy Date (Month, Year):** January 2025

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

| Date of Survey        | Survey Recommendation No. | Space Category | Survey Recommended Total NSF | NSF used      | Student Stations Used |
|-----------------------|---------------------------|----------------|------------------------------|---------------|-----------------------|
| Pending               | Pending                   | Voc. Lab       |                              | 27,000        |                       |
|                       |                           | Office         |                              | 3,500         |                       |
|                       |                           |                |                              |               |                       |
|                       |                           |                |                              |               |                       |
| <b>Total NSF Used</b> |                           |                |                              | <b>30,500</b> |                       |



**CIP 3B COST WORKSHEET**

State College of FL, Manatee-Sarasota

State College of Florida, Manatee Sarasota Parrish Center  
Phase I

CIP 3B

**BUILDING SPACE DESCRIPTION**

| NEW CONSTRUCTION   |               |               |                       |              |                      |
|--|---------------|---------------|-----------------------|--------------|----------------------|
| CATEGORY   | NSF           | GSF           | \$/GSF                | Local Factor | Const. Cost          |
| Classrooms   | 0             | 0             | \$ 435.75             | 1.01         | \$ -                 |
| Teaching Labs  |               |               | \$ 456.52             | 1.01         | \$ -                 |
| Library  | 0             |               | \$ 386.29             | 1.01         | \$ -                 |
| Vocational Labs  | 27,000        | 38,351        | \$ 551.04             | 1.01         | \$ 21,344,264        |
| Offices  | 3,500         | 4,971         | \$ 470.45             | 1.01         | \$ 2,361,993         |
| Auditorium - Exhibits  |               |               | \$ 491.85             | 1.01         | \$ -                 |
| Instructional Media  |               |               | \$ 319.16             | 1.01         | \$ -                 |
| Gymnasium  |               |               | \$ 344.27             | 1.01         | \$ -                 |
| Student Services   | 0             |               | \$ 468.83             | 1.01         | \$ -                 |
| Support Services   | 0             |               | \$ 320.32             | 1.01         | \$ -                 |
| <b>TOTAL</b>   | <b>30,500</b> | <b>43,322</b> | <i>Wt. Avg. 447.5</i> |              |                      |
| <b>New Construction Cost</b>   |               |               |                       |              | <b>\$ 23,706,257</b> |
| REMODELING/RENOVATION*   | NSF*          | GSF*          | \$/GSF*               | Local Factor | Const. Cost          |
| <i>NOTE: Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.</i>  |               | 0             |                       | 1.01         | \$ -                 |
|  |               |               |                       | 1.01         | \$ -                 |
| <b>TOTAL</b>   | <b>-</b>      | <b>0</b>      |                       |              | <b>\$ -</b>          |
| <b>Remodeling/Renovation Cost*</b>   |               |               |                       |              | <b>\$ -</b>          |
| <p><b>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</b></p> |               |               |                       |              |                      |
| Base Construction for New & Rem/Rem  |               |               |                       |              | \$ 23,706,257        |
| Site development/improvement** (2.6%)  |               |               |                       |              | \$ 6,163,627         |
| <b>Total Base Construction Costs</b>   |               |               |                       |              | <b>\$ 29,869,884</b> |

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

**PROJECT COMPONENT COSTS & PROJECTIONS**

|   |   | Costs Encumbered/<br>Incurred to date | Year 1<br>2024-2025 | Year 2<br>2025-2026 | Year 3<br>2026-2027 | TOTAL               |
|---|---|---------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>1. CONSTRUCTION COSTS</b>                |   |                                       |                     |                     |                     |                     |
| a.  | Total Base Construction Cost (from above) |                                       | \$29,869,884        |                     |                     | \$29,869,884        |
| Additional Extraordinary Construction Costs |   |                                       |                     |                     |                     |                     |
| b.  | Environmental Impacts/Mitigation          |                                       |                     |                     |                     | \$0                 |
| c.  | Site preparation                          |                                       |                     |                     |                     | \$0                 |
| d.  | Landscape/Irrigation                      |                                       |                     |                     |                     | \$0                 |
| e.  | Plaza/Walks                               |                                       |                     |                     |                     | \$0                 |
| f.  | Roadway improvements                      |                                       |                     |                     |                     | \$0                 |
| g.  | Parking spaces:                           |                                       |                     |                     |                     | \$0                 |
| h.  | Telecommunication                         |                                       |                     |                     |                     | \$0                 |
| i.  | Electrical service                        |                                       |                     |                     |                     | \$0                 |
| j.  | Water distribution                        |                                       |                     |                     |                     | \$0                 |
| k.  | Sanitary sewer system                     |                                       |                     |                     |                     | \$0                 |
| l.  | Chilled water system                      |                                       |                     |                     |                     | \$0                 |
| m.  | Storm water system                        |                                       |                     |                     |                     | \$0                 |
| n.  | Energy efficient equipment                |                                       |                     |                     |                     | \$0                 |
| o.  | Other: access control system              |                                       |                     |                     |                     | \$0                 |
| <b>Subtotal: CONSTRUCTION COSTS</b>         |   | <b>\$0</b>                            | <b>\$29,869,884</b> | <b>\$0</b>          | <b>\$0</b>          | <b>\$29,869,884</b> |
| <b>2. OTHER PROJECT COSTS</b>               |   |                                       |                     |                     |                     |                     |
| a.  | Land/existing facility acquisition***     | \$0                                   |                     |                     |                     | \$0                 |
| b.  | Professional Fees                         |                                       |                     |                     |                     |                     |
|   | 1) Planning/programming (1%)              |                                       | \$298,699           |                     |                     | \$298,699           |
|   | 2) A/E fees (7.8%)                        |                                       | \$2,329,851         |                     |                     | \$2,329,851         |
|   | 3) Inspection Services*** (sugg. 0.5%)    |                                       | \$149,349           |                     |                     | \$149,349           |
|   | 4) On-site representation (1.3%)          |                                       | \$388,308           |                     |                     | \$388,308           |
|   | 5) Other prof. services*** (sugg. 0.5%)   |                                       | \$298,699           |                     |                     | \$298,699           |
| c.  | Testing/surveys (2.2%)                    |                                       | \$657,137           |                     |                     | \$657,137           |
| d.  | Permit/Environmental Fees***              |                                       | \$224,024           |                     |                     | \$224,024           |
| e.  | Miscellaneous cost*** (sugg. 1-3%)        |                                       | \$1,493,494         |                     |                     | \$1,493,494         |
| f.  | Movable equipment/furnishings (15.0%)     |                                       | \$3,555,939         |                     |                     | \$3,555,939         |
| <b>Subtotal: OTHER PROJECT COSTS</b>        |   | <b>\$0</b>                            | <b>\$9,395,501</b>  | <b>\$0</b>          | <b>\$0</b>          | <b>\$9,395,501</b>  |
| <b>TOTAL PROJECT COST</b>                   |   | <b>\$0</b>                            | <b>\$39,265,385</b> | <b>\$0</b>          | <b>\$0</b>          | <b>\$39,265,385</b> |

**PROJECT FUNDING**

| Funding Received to Date<br>(all sources) |    |                     | Projected Supplemental Funding |    |                     | Projected PECO Requests |               | Total Project Cost                                    |
|---|----|---------------------|--------------------------------|----|---------------------|-------------------------|---------------|---|
| Source                                    | FY | Amount              | Source                         | FY | Amount              | FY                      | Amount        |   |
| PECO                                      | 24 | \$ 9,000,000        | Transfer                       | 24 | \$ 3,600,000        | 25                      | \$ 26,665,385 | <i>(number below should equal Total Project Cost)</i> |
|   |    |                     |                                |    |                     |                         |               |   |
|   |    | <b>\$ 9,000,000</b> |                                |    | <b>\$ 3,600,000</b> | <b>\$ 26,665,385</b>    |               | <b>\$ 39,265,385</b>                                  |

**Higher Educational Facilities  
Return on Investment**

Institution: State College of Florida, Manatee-Sarasota

Project: State College of Florida, Manatee Sarasota Parrish Center Phase I

Total Funding: \$39,265,385

Previous Funding (State and Local): \$9,000,000 PECO and \$3,600,000 Local Workforce Project (Yes or No): Yes

Contact Person (Name, Position, Phone No.): Chris Wellman, Associate Vice-President of Facilities Management, 941-752-5443

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1.  Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: SCF Parrish campus will offer academic offerings reflective of students' needs and the local economy. This location provides an easy transition for high school students and opportunities for programs for high school students at SCF Parrish. The Parrish site will serve north Manatee County's economic development. The Port Improvement District and its related businesses, new hospitals and the supporting medical community will bring and FPL's new technologies.

The County has also invested in major road improvements in this area along with utilities improvements to serve the area. County-funded plans include the widening of Erie Road and associated utility improvements along the frontage of the SCF Parrish campus site.

2.  Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation: Manatee County has seen a Population Shift with a significant increase in its population east of Interstate 75. While the population growth is being physically planned for, there is also detailed demographic information about the age ranges of this future population. The Age Estimates – North County, for the Parrish area, the target age groups (Age 15-19, 20-24, and 25-29) are expected to increase by 8,175 persons from 2010 to 2030.

Growth east of Interstate 75 has been rapid, creating significant transportation issues within the community. Significant congestion

occurs within the county and County transit does not extend into the developing areas.

The estimated drive-times (5, 10, and 15 minutes from each existing SCF campus). While these travel times might seem reasonable, they could be almost double in rush-hour conditions, creating logistical issues for students in North County traveling across the county to reach the Bradenton or Lakewood Ranch campuses. The proposed Parrish campus serves this planned area of growth.

3.  Amount of Additional Research Funding to be Obtained; Patents Awarded  
Explanation:

4.  Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast  
Explanation:

5.  Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students  
Explanation:

6.  Project Improves the Use, either Operationally or Academically, of Existing Space  
Explanation:

7.  Contribution of Local Funds Through Matching Grants, Property Donations, etc.  
Explanation: SCF has set aside \$3,600,000 of its own local funds to be applied directly to the financing of the Parrish Center Phase I project.

8.  Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)  
Explanation:

9.  Projected Facility Utilization Rate  
Explanation:

10.  Current/Projected Campus Utilization Rate  
Explanation:

Other Pertinent Information not included above:

**FLORIDA COLLEGE SYSTEM**  
**CIP 3A CAPITAL PROJECT EXPLANATION**  
**2024-2025 through 2026-2027**

|        |
|--------|
| CIP 3A |
|--------|

|                               |                                       |                |                         |                    |
|-------------------------------|---------------------------------------|----------------|-------------------------|--------------------|
| <b>College Name</b>           | State College of FL, Manatee-Sarasota |                |                         |                    |
| <b>Project Title</b>          | Health and Human Performance Center   |                |                         |                    |
| <b>Budget Entity Priority</b> | 2                                     |                |                         |                    |
| <b>Statutory Authority</b>    | Sec. 1013.64(4)(a)                    |                |                         |                    |
| <b>Type of Project</b>        | <b>Renovation</b>                     | <b>Remodel</b> | <b>New Construction</b> | <b>Acquisition</b> |
|                               |                                       |                | X                       |                    |

**GEOGRAPHIC LOCATION**

| Official College Site Number | Site Street Address   | City      | County  |
|------------------------------|-----------------------|-----------|---------|
| 1                            | 5840 26th Street West | Bradenton | Manatee |

**PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)**

The SCF Health and Human Performance Center will provide expanded space for the Occupational & Physical Therapy and Sports Training degree programs. Additionally, this expansion will provide a future growth and transition opportunity into our current BAS Supervision and Management degree with the addition of a concentration in Sport, Fitness, and Recreation Management. The project will also provide space for student wellness activities for SCF's students as well as community wellness programs.

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

Building value: \$ 15,979,826

Source of valuation for remodel or renovation: Cost Worksheet (CIP 3B)

1st year escrow deposit amount: \$ 79,899

Escrow funding source: CIF

Comments:

Initial Year Requested: 2021      **Has this project ever been vetoed? If so, list year(s):**

**List All Proposed Sources of Funding:**  
PECO

**Projected Bid Date/Start of Construction (Month, Year):** June 2025  
**Projected Occupancy Date (Month, Year):** December 2026

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

| Date of Survey        | Survey Recommendation No. | Space Category   | Survey Recommended Total NSF | NSF used      | Student Stations Used |
|-----------------------|---------------------------|------------------|------------------------------|---------------|-----------------------|
| 06/23/2021            | 1.011                     | Voc. Lab         | 10,537                       | 10,537        | 89                    |
|                       |                           | Office           | 9,000                        | 9,000         |                       |
|                       |                           | Audio Visual Lab | 3,000                        | 3,000         |                       |
|                       |                           | Physical Ed.     | 409                          | 409           |                       |
| <b>Total NSF Used</b> |                           |                  |                              | <b>22,946</b> |                       |

**CIP 3B COST WORKSHEET**

State College of FL, Manatee-Sarasota

Health and Human Performance Center

**CIP 3B**

**BUILDING SPACE DESCRIPTION**

| <b>NEW CONSTRUCTION</b>  |               |               |                       |                     |                      |
|--|---------------|---------------|-----------------------|---------------------|----------------------|
| <b>CATEGORY</b>  | <b>NSF</b>    | <b>GSF</b>    | <b>\$/GSF</b>         | <b>Local Factor</b> | <b>Const. Cost</b>   |
| Classrooms   |               | 0             | \$ 435.75             | 1.01                | \$ -                 |
| Teaching Labs  |               | 0             | \$ 456.52             | 1.01                | \$ -                 |
| Library  |               | 0             | \$ 386.29             | 1.01                | \$ -                 |
| Vocational Labs  | 10,537        | 14,967        | \$ 551.04             | 1.01                | \$ 8,329,890         |
| Offices  | 9,000         | 12,784        | \$ 470.45             | 1.01                | \$ 6,074,375         |
| Auditorium - Exhibits  |               | 0             | \$ 491.85             | 1.01                | \$ -                 |
| Instructional Media  | 3,000         | 4,261         | \$ 319.16             | 1.01                | \$ 1,373,540         |
| Gymnasium  | 409           | 581           | \$ 344.27             | 1.01                | \$ 202,021           |
| Student Services   |               | 0             | \$ 468.83             | 1.01                | \$ -                 |
| Support Services   |               | 0             | \$ 320.32             | 1.01                | \$ -                 |
| <b>TOTAL</b>   | <b>22,946</b> | <b>32,593</b> | <i>Wt. Avg. 447.5</i> |                     |                      |
| <b>New Construction Cost</b>   |               |               |                       |                     | <b>\$ 15,979,826</b> |
| <b>REMODELING/RENOVATION*</b>  |               |               |                       |                     |                      |
| <b>NOTE:</b>   | <b>NSF*</b>   | <b>GSF*</b>   | <b>\$/GSF*</b>        | <b>Local Factor</b> | <b>Const. Cost</b>   |
| <i>Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.</i>  |               | 0             |                       | 1.01                | \$ -                 |
|  |               |               |                       | 1.01                | \$ -                 |
| <b>TOTAL</b>   | <b>-</b>      | <b>0</b>      |                       |                     | <b>\$ -</b>          |
| <b>Remodeling/Renovation Cost*</b>   |               |               |                       |                     | <b>\$ -</b>          |
| <p><b>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</b></p> |               |               |                       |                     |                      |
| Base Construction for New & Rem/Rem  |               |               |                       |                     | \$ 15,979,826        |
| Site development/improvement** (2.6%)  |               |               |                       |                     | \$ 4,154,755         |
| <b>Total Base Construction Costs</b>   |               |               |                       |                     | <b>\$ 20,134,581</b> |

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

**PROJECT COMPONENT COSTS & PROJECTIONS**

|   |   | <b>Costs Encumbered/<br/>Incurred to date</b> | <b>Year 1<br/>2024-2025</b> | <b>Year 2<br/>2025-2026</b> | <b>Year 3<br/>2026-2027</b> | <b>TOTAL</b>        |
|---|---|---|-----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>1. CONSTRUCTION COSTS</b>                |   |   |                             |                             |                             |                     |
| a.  | Total Base Construction Cost (from above) |   |                             | \$20,134,581                |                             | \$20,134,581        |
| Additional Extraordinary Construction Costs |   |   |                             |                             |                             |                     |
| b.  | Environmental Impacts/Mitigation          |   |                             |                             |                             | \$0                 |
| c.  | Site preparation                          |   |                             |                             |                             | \$0                 |
| d.  | Landscape/Irrigation                      |   |                             |                             |                             | \$0                 |
| e.  | Plaza/Walks                               |   |                             |                             |                             | \$0                 |
| f.  | Roadway improvements                      |   |                             |                             |                             | \$0                 |
| g.  | Parking spaces:                           |   |                             |                             |                             | \$0                 |
| h.  | Telecommunication                         |   |                             |                             |                             | \$0                 |
| i.  | Electrical service                        |   |                             |                             |                             | \$0                 |
| j.  | Water distribution                        |   |                             |                             |                             | \$0                 |
| k.  | Sanitary sewer system                     |   |                             |                             |                             | \$0                 |
| l.  | Chilled water system                      |   |                             |                             |                             | \$0                 |
| m.  | Storm water system                        |   |                             |                             |                             | \$0                 |
| n.  | Energy efficient equipment                |   |                             |                             |                             | \$0                 |
| o.  | Other: access control system              |   |                             |                             |                             | \$0                 |
| <b>Subtotal: CONSTRUCTION COSTS</b>         |   | <b>\$0</b>                                    | <b>\$0</b>                  | <b>\$20,134,581</b>         | <b>\$0</b>                  | <b>\$20,134,581</b> |
| <b>2. OTHER PROJECT COSTS</b>               |   |   |                             |                             |                             |                     |
| a.  | Land/existing facility acquisition***     | \$0   |                             |                             |                             | \$0                 |
| b.  | Professional Fees                         |   |                             |                             |                             |                     |
|   | 1) Planning/programming (1%)              |   |                             | \$201,346                   |                             | \$201,346           |
|   | 2) A/E fees (7.8%)                        |   |                             | \$1,570,497                 |                             | \$1,570,497         |
|   | 3) Inspection Services*** (sugg. 0.5%)    |   |                             | \$100,673                   |                             | \$100,673           |
|   | 4) On-site representation (1.3%)          |   |                             | \$261,750                   |                             | \$261,750           |
|   | 5) Other prof. services*** (sugg. 0.5%)   |   |                             | \$100,673                   |                             | \$100,673           |
| c.  | Testing/surveys (2.2%)                    |   |                             | \$442,961                   |                             | \$442,961           |
| d.  | Permit/Environmental Fees***              |   |                             | \$151,009                   |                             | \$151,009           |
| e.  | Miscellaneous cost*** (sugg. 1-3%)        |   |                             | \$201,346                   |                             | \$201,346           |
| f.  | Movable equipment/furnishings (10.2%)     |   |                             | \$1,629,942                 |                             | \$1,629,942         |
| *** As needed                               | <b>Subtotal: OTHER PROJECT COSTS</b>      | <b>\$0</b>                                    | <b>\$0</b>                  | <b>\$4,660,197</b>          | <b>\$0</b>                  | <b>\$4,660,197</b>  |
| <b>TOTAL PROJECT COST</b>                   |   | <b>\$0</b>                                    | <b>\$0</b>                  | <b>\$24,794,778</b>         | <b>\$0</b>                  | <b>\$24,794,778</b> |

**PROJECT FUNDING**

| <b>Funding Received to Date<br/>(all sources)</b> |           |               | <b>Projected Supplemental Funding</b> |           |               | <b>Projected PECO Requests</b> |               | <b>Total Project Cost</b>                                     |
|---|-----------|---------------|---------------------------------------|-----------|---------------|--------------------------------|---------------|---|
| <b>Source</b>                                     | <b>FY</b> | <b>Amount</b> | <b>Source</b>                         | <b>FY</b> | <b>Amount</b> | <b>FY</b>                      | <b>Amount</b> |   |
|   |           |               |                                       |           |               |                                |               | <i>(number below<br/>should equal<br/>Total Project Cost)</i> |
|   |           |               |                                       |           |               |                                |               |   |
| <b>\$</b>   |           | <b>-</b>      | <b>\$</b>                             |           | <b>-</b>      | <b>\$</b>                      |               | <b>-</b>  |

**Higher Educational Facilities  
Return on Investment**

Institution: State College of Florida, Manatee-Sarasota

Project: Bradenton Campus Health and Human Performance Center

Total Funding: \$24,794,778

Previous Funding (State and Local): \_\_\_\_\_

Workforce Project (Yes or No): NO

Contact Person (Name, Position, Phone No.): Chris Wellman, Associate Vice-President of Facilities Management, 941-752-5443

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1.  Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)  
Explanation: The Health & Human Performance Center will enable SCF to offer Associate of Science degree in Sports, Fitness, and Recreation Management. Additionally, this expansion may provide a future growth and transition opportunity into our current BAS Supervision and Management degree with the addition of a concentration in Sport, Fitness, and Recreation Management.
  
2.  Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)  
Explanation:
  
3.  Amount of Additional Research Funding to be Obtained; Patents Awarded  
Explanation:
  
4.  Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast  
Explanation:
  
5.  Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students  
Explanation:
  
6.  Project Improves the Use, either Operationally or Academically, of Existing Space

**Explanation:** The SCF Health and Human Performance Center will provide expanded space for the Occupational & Physical Therapy and Sports Training degree programs. Additionally, this expansion will provide a future growth and transition opportunity into our current BAS Supervision and Management degree with the addition of a concentration in Sport, Fitness, and Recreation Management. The project will also provide space for student wellness activities for SCF's students as well as community wellness programs.

7.  Contribution of Local Funds Through Matching Grants, Property Donations, etc.

**Explanation:**

8.  Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

**Explanation:** The funding for this project will enable building 17 on the Bradenton campus to be demolished. Most of building 17 components and systems are beyond their useful life. Currently Building 17 has about \$4,000,000 of deferred maintenance items that need to be addressed to bring the building to ADA and Florida building code.

9.  Projected Facility Utilization Rate

**Explanation:**

10.  Current/Projected Campus Utilization Rate

**Explanation:**

Other Pertinent Information not included above:

# **SECTION FIVE**

## **REQUEST FOR LEGISLATIVE ACTION**



**DIVISION OF FLORIDA COLLEGES  
2024-2025 Request for Legislative Action**

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

**Requested Actions: Property acquisition (land or facilities) or construction of new facility using non-PECO fund source, which will require state operating dollars; or, request for reappropriation of funds from one project to another (survey-recommended) project.**

1.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 23, 2023

**AGENDA ITEM:**

Approval of the On-Call Architects for the design and engineering of the College’s miscellaneous minor capital projects.

**RECOMMENDATION:**

**Recommend approval of the top four ranked firms to serve as the College’s On-Call Architects for the design and engineering of the College’s miscellaneous minor capital projects. The top four firms include Fawley Bryant Architects, Hepner Architects, Rowe Architects and Sweet Sparkman Architects.**

**STAFF ANALYSIS:**

Per SREF and Florida Statute, the College followed the Consultant Competitive Negotiation Act. An RFQ was issued, and firms were evaluated and ranked based on screening criteria such as experience, past performance, ability, office staff and presence in the community. An evaluation committee was formed, which included Trustee Goodson. After shortlisting and conducting on-site interviews, the committee recommends the top four ranked firms including.

|                                       |
|---------------------------------------|
| <b>Recommended On-Call Architects</b> |
| Fawley Bryant Architect               |
| Hepner Architects                     |
| Rowe Architects                       |
| Sweet Sparkman Architects             |

**FISCAL IMPACT** No

Funding Source: N/A

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount:

**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  
May 23, 2023

**AGENDA ITEM:**

Contract Approval for the Classroom Audio/Video Upgrades

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with Willis Smith Construction to upgrade the Audio & Video in collegewide classrooms.**

**STAFF ANALYSIS:**

The Board previously approved this project, and the use of Construction Management as the project delivery method. Design was completed and bid documents prepared. Through the Consultant Competitive Negotiation Act process, Willis Smith Construction was selected for Construction Management Continuing Contract. The project was advertised, and competitive bids were obtained per Florida Statute. The cost of construction, totaling \$952,000, 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 within the project budget of \$1,000,000. Requesting Board approval to contract with Willis Smith Construction for \$952,000.

**FISCAL IMPACT**   Yes  

Funding Source:   Fund Balance  

Will this action result in a Budget Amendment?   Yes  

If yes, indicate the dollar amount: \$952,000

**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  
May 23, 2023

**AGENDA ITEM:****2023/24 College Fee Schedule****RECOMMENDATION:**

**The College recommends approval by the District Board of Trustees for the 2023/24 Fee Schedule in accordance with FS 1009.23.**

**STAFF ANALYSIS:**

In accordance with Rule # 6XH14-1.07, the College has reviewed special course/lab fees and recommends the following changes:

**Course Fee Reductions:** Effective July 1, 2023, the following course fees are recommended for reductions on the fee schedule.

ART 1203C, 2701C, 2702C, 2930  
CET 1600, 1610  
CTS 2390, 2391, 2392, 2433  
FIL 1030  
GRA 2160C  
BSC 2435  
SLS 1301

**Course Eliminations:** Effective July 1, 2023, the following course fees are recommended for elimination from the fee schedule for courses that have been eliminated from the curriculum.

APA 2141  
COP 2333  
ETD 1320C, 1350C, 1395C  
ETD 1340C, 1390C, 2392  
ETD 2364C, 2368C  
GRA 2152C  
COP 2333  
BSC 1421  
CHM 1032L  
JOU 2602  
PEL 2111  
PEM 1130

**Course Fee Additions:** Effective July 1, 2023, the following course fees are recommended to be created for courses that are new to the curriculum.

EDE 4942, 4945 - \$66

EEX 3830, 4995 - \$66

LAE 3414 - \$10

RED 3309 - \$10

**FISCAL IMPACT** Yes

**Funding Source:** Student Fees

Will this action result in a Budget Amendment? No

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

**REQUESTED BY:** Julie Jakway

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

# Schedule of Course Fees

~~2022-2023~~ 2023 -2024 Academic Year

STATE COLLEGE OF FLORIDA  
MANATEE-SARASOTA

[Click here for current tuition per credit hour.](#)

[Click here for other fees that may apply.](#)

**Courses listed below carry special fees in addition to tuition per credit hour.**

|  | Per Term:        |  | Per Term:     |
|--|------------------|--|---------------|
| <b>ART</b>   |                  | <b>FILM</b>                            |               |
| ART 1201C, 1205C, 1300C, 1301C.....  | \$10             | <del>ETD 1340C, 1390C, 2392.....</del> | <del>25</del> |
| ART 1203C, 2701C, 2702C.....   | <del>50</del> 40 | <del>ETD 2364C, 2368C.....</del>       | <del>20</del> |
| ART 2330C, 2331C.....  | 20               |  |               |
| ART 2500C, 2501C.....  | 25               |  |               |
| ART 2715C.....   | 75               |  |               |
| ART 2750C, 2752C, 2753C, 2771C.....  | 60               |  |               |
| ART 2751C.....   | 68               |  |               |
| <del>ART 2930 (Special Topics: Figure Studies in Clay).....</del>  | <del>50</del>    |  |               |
| <br><b>BUSINESS</b>  |                  |  |               |
| <del>APA2141.....</del>  | <del>\$20</del>  |  |               |
| <br><b>COMPUTER SCIENCE</b>  |                  |  |               |
| CET1600, 1610.....   | \$30             |  |               |
| <del>26</del>  |                  |  |               |
| CGS 1000, 1543, 1570, 2820.....  | 25               |  |               |
| CIS 1355.....  | 50               |  |               |
| CIS 2321, 2352.....  | 25               |  |               |
| COP 2170, 2228, <del>2333</del> .....  | 25               |  |               |
| CTS 1150.....  | 25               |  |               |
| CTS 2390, 2391, 2392, 2433.....  | <del>50</del> 25 |  |               |
| <br><b>DENTAL HYGIENE</b>  |                  |  |               |
| DEH1002C.....  | \$55             |  |               |
| DEH 1800C*.....  | 113              |  |               |
| DEH 2802C.....   | 100              |  |               |
| DEH 2804C*.....  | 191              |  |               |
| DEH 2806C*.....  | 163              |  |               |
| DES 1020*.....   | 13               |  |               |
| DES 1100C.....   | 35               |  |               |
| DES 1200C.....   | 100              |  |               |
| * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |                  |  |               |
| <br><b>ENGINEERING TECHNOLOGY</b>  |                  |  |               |
| EET 1033C, 1141C, 2142C.....   | \$25             |  |               |
| <br><b>EDUCATION</b>   |                  |  |               |
| <del>EDE 4942, 4945.....</del>   | <del>\$66</del>  |  |               |
| <del>EEX 3830, 4995.....</del>   | <del>66</del>    |  |               |
| <del>LAE 3414.....</del>   | <del>10</del>    |  |               |
| <del>RED 3309.....</del>   | <del>10</del>    |  |               |
| <del>ETD 1320C, 1350C, 1395C.....</del>  | <del>50</del>    |  |               |



# Schedule of Course Fees

~~2022-2023~~ 2023-2024 Academic Year

|                                  |      |
|----------------------------------|------|
| FIL <del>1030</del> , 1537 ..... | \$15 |
| FIL 1420 .....                   | 10   |
| FIL 2423 .....                   | 15   |
| FIL 2441 .....                   | 25   |
| FIL 2552, 2571 .....             | 35   |
| FIL 2580 .....                   | 25   |

## GRAPHIC DESIGN

|  |      |
|--|------|
| GRA 1100C, 1206C, 2121C, 2122C,<br><del>2152C, 2160C</del> , 2950C ..... | \$20 |
| GRA 2190C .....  | .5   |

## HEALTH SCIENCES

|                |      |
|----------------|------|
| HSC 2401 ..... | \$35 |
|----------------|------|

## JOURNALISM

|                           |                 |
|---------------------------|-----------------|
| <del>JOU 2602</del> ..... | <del>\$25</del> |
|---------------------------|-----------------|

## MUSIC

|   |       |
|---|-------|
| MUC 1211, 1211B, 2221, 2221B .....  | \$240 |
| MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B,<br>1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312,<br>1312B, |       |

|  |     |
|--|-----|
| 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B,<br>2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B .....  | 240 |
| MVK 1011A, 1011B, 1013A, 1013B, 1311, 1311B, 1313,<br>1313B, 2321, 2321B, 2323, 2323B .....  | 240 |
| MVP 1011A, 1011B, 1311, 1311B, 2321, 2321B .....   | 240 |
| MVS 1011A, 1011B, 1012A, 1012B, 1013A, 1013B,<br>1014A, 1014B, 1015A, 1015B, 1016A, 1016B, 1311, 1311B,<br>1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 1316,<br>1316B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324,<br>2324B, 2325, 2325B, 2326, 2326B ..... | 240 |
| MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B .....   | 240 |
| MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A,<br>1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313,<br>1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322,<br>2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B .....  | 240 |

*continued on next page*  
*Rev. 05/23*  
*continued on next page*

Rev. 05/22

**Courses listed below carry special fees in addition to tuition per credit hour.**

|  | Per Term:     |  | Per Term:                 |
|--|---------------|--|---------------------------|
| <b>NATURAL SCIENCE</b>   |               | <b>PHYSICAL EDUCATION</b>  |                           |
| BSC 1005C, 2419C, 2420C, 2426C, 2427C .....  | \$40          | LEI1263 .....  | \$10                      |
| BSC 1007L .....  | 35            | <del>PEL 2111 .....</del>  | <del>85</del>             |
| BSC 1421 .....   | 12.50         | <del>PEM 1130 .....</del>  | <del>24</del>             |
| BSC 2010L, 2011L, 2086L .....  | 50            | PEN2251 .....  | 15                        |
| BSC 2085L .....  | 45            |  |                           |
| <del>BSC 2435 .....</del>  | <del>15</del> | <b>PHYSICAL THERAPIST ASSISTANT</b>  |                           |
| CHM 1020C, <del>1032L</del> .....  | 40            | PHT 1007C, 1211C .....   | \$20                      |
| CHM 1025L, 2045L .....   | 35            | PHT 1124C*, 2321C* .....   | 13                        |
| CHM 2046L .....  | 45            | PHT 2337C .....  | 7                         |
| CHM 2210L, 2211L .....   | 60            | PHT 2931 .....   | 50                        |
| ESC 1000C .....  | 25            | * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |                           |
| MCB 2010L .....  | 70            | <b>POLITICAL SCIENCE</b>   |                           |
| OCB 1000C .....  | 30            | INR2500, 2500A, 2500B .....  | \$100                     |
| PHY 1020C .....  | 30            |  |                           |
| PHY 2048L, 2053L .....   | 35            | <b>PSYCHOLOGY</b>  |                           |
| PHY 2049L, 2054L .....   | 45            | SLS 1301 (Includes career & affective testing) .....   | <del>\$30</del> <u>27</u> |
|  |               |  |                           |
| <b>NURSING</b>   |               | <b>RADIOGRAPHY</b>   |                           |
| NSP 4275C .....  | \$225         | RTE 1002* .....  | \$15.50                   |
| NUR 1023* .....  | 145.50        | RTE 1804L .....  | 28                        |
| NUR 2731C* .....   | 13            | RTE 1814L, 2844L .....   | 10                        |
| NUR 2732C .....  | 130           | RTE 1824C* .....   | 25                        |
| NUR 2703C* .....   | 210           | RTE 2834L .....  | 10                        |
| NUR 4636L* .....   | 13            | * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |                           |
| * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |               |  |                           |
| <b>OCCUPATIONAL THERAPY ASSISTANT</b>  |               |  |                           |
| OTH 1001C .....  | \$13          |  |                           |
| OTH 1014C* .....   | 15.50         |  |                           |
| OTH 1114C .....  | 15            |  |                           |
| OTH 2840L, 2841L .....   | 12            |  |                           |
| OTH 2261C .....  | 54            |  |                           |
| * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |               |  |                           |
| <b>PHOTOGRAPHY</b>   |               |  |                           |
| PGY 1800C, 2401C, 2404C, 2405C, 2801C .....  | \$40          |  |                           |



# Additional Fees

~~2022-2023~~ 2023-2024

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

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

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

<sup>3</sup> Effective for Spring 2022 application submitted on and after October 1, 2021, the application fee for all health professions program will be \$35.00

*continued on next page*  
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*continued on next page*



STATE COLLEGE OF FLORIDA  
MANATEE-SARASOTA

# Additional Fees

2023-2024 ~~2-2023~~

Academic Year

**Testing Fees:** nonrefundable

|   | SCF Student | Non-SCF Student |
|---|-------------|-----------------|
| PERT - Reading                                      | -0-         | \$10.00         |
| PERT - Writing                                      | -0-         | \$10.00         |
| PERT - Math   | -0-         | \$10.00         |
| PERT - Retake*                                      | \$10.00     | \$10.00         |
| NOTE: PERT = Postsecondary Education Readiness Test |             |                 |
| FCELPT – Reading                                    | -0-         | \$10.00         |
| FCELPT – Sentence Skills                            | -0-         | \$10.00         |
| FCELPT – Arithmetic                                 | -0-         | \$10.00         |
| FCELPT – Elementary Algebra                         | -0-         | \$10.00         |
| FCELPT – College Level Math                         | -0-         | \$10.00         |
| FCELPT – Retake (each section)*                     | \$10.00     | \$10.00         |

NOTE: FCELPT = Florida College Entry Level Placement Test

\*The PERT and FCELPT nonrefundable retest fee is \$10.00 per section for both SCF and non-SCF students. If your PERT or FCELPT scores are more than two years old, no retest fee is charged.

|      |  |      |
|------|--|------|
| CLEP | CLEP test fee + \$15.00 administration fee | Same |
|------|--|------|

|                 |     |  |
|-----------------|-----|--|
| Proctored Exams | -0- | \$25.00 per test up to three hours in length.<br>\$50.00 per test more than three hours in length. |
|-----------------|-----|--|

**Transcript Fee** ..... \$7.00 nonrefundable

(For each transcript, payable with each written request. One free official transcript is mailed to each student upon graduation from SCF.)

[Click here for current tuition per credit hour.](#)

**Courses listed below carry special fees in addition to tuition per credit hour.**

| Per Term:   | Per Term: |
|---|-----------|
| <b>ART</b>  |           |
| ART 1201C, 1205C, 1300C, 1301C.....   | \$10      |
| ART 1203C, 2701C, 2702C.....  | 40        |
| ART 2330C, 2331C.....   | 20        |
| ART 2500C, 2501C.....   | 25        |
| ART 2715C.....  | 75        |
| ART 2750C, 2752C, 2753C, 2771C.....   | 60        |
| ART 2751C.....  | 68        |
| <b>COMPUTER SCIENCE</b>   |           |
| CET1600, 1610.....  | \$26      |
| CGS 1000, 1543, 1570, 2820.....   | 25        |
| CIS 1355.....   | 50        |
| CIS 2321, 2352.....   | 25        |
| COP 2170, 2228.....   | 25        |
| CTS 1150.....   | 25        |
| CTS 2390, 2391, 2392, 2433.....   | 25        |
| <b>DENTAL HYGIENE</b>   |           |
| DEH1002C.....   | \$55      |
| DEH 1800C*.....   | 113       |
| DEH 2802C.....  | 100       |
| DEH 2804C*.....   | 191       |
| DEH 2806C*.....   | 163       |
| DES 1020*.....  | 13        |
| DES 1100C.....  | 35        |
| DES 1200C.....  | 100       |
| * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)  |           |
| <b>ENGINEERING TECHNOLOGY</b>   |           |
| EET1033C, 1141C, 2142C.....   | \$25      |
| <b>EDUCATION</b>  |           |
| EDE 4942, 4945.....   | \$66      |
| EEX 3830, 4995.....   | 66        |
| LAE 3414.....   | 10        |
| RED 3309.....   | 10        |
| <b>FILM</b>   |           |
| FIL 1537.....   | \$15      |
| FIL 1420.....   | 10        |
| FIL 2423.....   | 15        |
| FIL 2441.....   | 25        |
| FIL 2552, 2571.....   | 35        |
| FIL 2580.....   | 25        |
| <b>GRAPHIC DESIGN</b>   |           |
| GRA 1100C, 1206C, 2121C, 2122C, 2950C.....  | \$20      |
| GRA 2190C.....  | 5         |
| <b>HEALTH SCIENCES</b>  |           |
| HSC2401.....  | \$35      |
| <b>MUSIC</b>  |           |
| MUC1211, 1211B, 2221, 2221B.....  | \$240     |
| MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....   | 240       |
| MVK 1011A, 1011B, 1013A, 1013B, 1311, 1311B, 1313, 1313B, 2321, 2321B, 2323, 2323B.....   | 240       |
| MVP 1011A, 1011B, 1311, 1311B, 2321, 2321B.....   | 240       |
| MVS 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1016A, 1016B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 1316, 1316B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B, 2326, 2326B..... | 240       |
| MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B.....   | 240       |
| MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....   | 240       |

**\*\* Fees are subject to change without notice and whenever conditions dictate. Updated fees are posted on the SCF website: SCF.edu/Tuition.**

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**Courses listed below carry special fees in addition to tuition per credit hour.**

|  | Per Term: |  | Per Term: |
|--|-----------|--|-----------|
| <b>NATURAL SCIENCE</b>   |           |  |           |
| BSC 1005C, 2419C, 2420C, 2426C, 2427C.....   | \$40      |  |           |
| BSC 1007L.....   | 35        |  |           |
| BSC 1421.....  | 12.50     |  |           |
| BSC 2010L, 2011L, 2086L.....   | 50        |  |           |
| BSC 2085L.....   | 45        |  |           |
| CHM 1020C.....   | 40        |  |           |
| CHM 1025L, 2045L.....  | 35        |  |           |
| CHM 2046L.....   | 45        |  |           |
| CHM 2210L, 2211L.....  | 60        |  |           |
| ESC 1000C.....   | 25        |  |           |
| MCB 2010L.....   | 70        |  |           |
| OCB 1000C.....   | 30        |  |           |
| PHY 1020C.....   | 30        |  |           |
| PHY 2048L, 2053L.....  | 35        |  |           |
| PHY 2049L, 2054L.....  | 45        |  |           |
| <b>NURSING</b>   |           |  |           |
| NSP4275C.....  | \$225     |  |           |
| NUR 1023*,.....  | 145.50    |  |           |
| NUR 2731C*.....  | 13        |  |           |
| NUR 2732C.....   | 130       |  |           |
| NUR 2703C*.....  | 210       |  |           |
| NUR 4636L*.....  | 13        |  |           |
| * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |           |  |           |
| <b>OCCUPATIONAL THERAPY ASSISTANT</b>  |           |  |           |
| OTH1001C.....  | \$13      |  |           |
| OTH 1014C*.....  | 15.50     |  |           |
| OTH 1114C.....   | 15        |  |           |
| OTH 2840L, 2841L.....  | 12        |  |           |
| OTH 2261C.....   | 54        |  |           |
| * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |           |  |           |
| <b>PHOTOGRAPHY</b>   |           |  |           |
| PGY 1800C, 2401C, 2404C, 2405C, 2801C.....   | \$40      |  |           |
| <b>PHYSICAL EDUCATION</b>  |           |  |           |
| LEI1263.....   | \$10      |  |           |
| PEN2251.....   | 15        |  |           |
| <b>PHYSICAL THERAPIST ASSISTANT</b>  |           |  |           |
| PHT1007C, 1211C.....   | \$20      |  |           |
| PHT1124C*, 2321C*.....   | 13        |  |           |
| PHT2337C.....  | 7         |  |           |
| PHT2931.....   | 50        |  |           |
| * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |           |  |           |
| <b>POLITICAL SCIENCE</b>   |           |  |           |
| INR2500, 2500A, 2500B.....   | \$100     |  |           |
| <b>PSYCHOLOGY</b>  |           |  |           |
| SLS 1301 (Includes career & affective testing).....  | \$27      |  |           |
| <b>RADIOGRAPHY</b>   |           |  |           |
| RTE1002*.....  | \$15.50   |  |           |
| RTE1804L.....  | 28        |  |           |
| RTE1814L, 2844L.....   | 10        |  |           |
| RTE1824C*.....   | 25        |  |           |
| RTE2834L.....  | 10        |  |           |
| * (Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.) |           |  |           |

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# Additional Fees

2023-2024 Academic Year

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

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

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

<sup>3</sup> Effective for Spring 2022 applications submitted on and after October 1, 2021, the application fee for all health professions program will be \$35.00



# Additional Fees

2023-2024 Academic Year

**Testing Fees:** nonrefundable

|   | <b>SCF Student</b> | <b>Non-SCF Student</b> |
|---|--------------------|------------------------|
| PERT - Reading                                      | -0-                | \$10.00                |
| PERT - Writing                                      | -0-                | \$10.00                |
| PERT - Math   | -0-                | \$10.00                |
| PERT - Retake*                                      | \$10.00            | \$10.00                |
| NOTE: PERT = Postsecondary Education Readiness Test |                    |                        |
| FCELPT – Reading                                    | -0-                | \$10.00                |
| FCELPT – Sentence Skills                            | -0-                | \$10.00                |
| FCELPT – Arithmetic                                 | -0-                | \$10.00                |
| FCELPT–Elementary Algebra                           | -0-                | \$10.00                |
| FCELPT – College Level Math                         | -0-                | \$10.00                |
| FCELPT–Retake(eachsection)*                         | \$10.00            | \$10.00                |

NOTE: FCELPT = Florida College Entry Level Placement Test

\*The PERT and FCELPT nonrefundable retest fee is \$10.00 per section for both SCF and non-SCF students. If your PERT or FCELPT scores are more than two years old, no retest fee is charged.

|      |  |      |
|------|--|------|
| CLEP | CLEP test fee + \$15.00 administration fee | Same |
|------|--|------|

|                 |     |  |
|-----------------|-----|--|
| Proctored Exams | -0- | \$25.00 per test up to three hours in length.<br>\$50.00 per test more than three hours in length. |
|-----------------|-----|--|

**Transcript Fee**.....\$7.00 nonrefundable

(For each transcript, payable with each written request. One free official transcript is mailed to each student upon graduation from SCF.)

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 23, 2023

**AGENDA ITEM:**

**2023/24 Salary Schedule**

**RECOMMENDATION:**

**The College recommends approval by the District Board of Trustees for the 2023/24 Salary Schedule.**

**STAFF ANALYSIS:**

The 2023/24 College Salary Schedule includes: elimination of positions that are no longer utilized, the addition of new positions and changes to existing positions. The 2023/24 Schedule also codifies the opportunity for employee recognition incentive payments.

**FISCAL IMPACT** Yes

**Funding Source:** State Appropriations, Grants, Contracts

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: \$ TBD

**REQUESTED BY:** Julie Jakway

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

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

**~~2022~~2023-~~2023~~2024 SALARY SCHEDULE**

These Salary Schedules are established pursuant to F.S. 1001.65 and rules or policies of the Board of Trustees and serve as a guide for compliance.

Personnel actions submitted to the Board of Trustees for approval in conformance with the salary schedules and/or in accordance with applicable SCF Rules and Procedures will be considered routine personnel actions. The President may authorize variations in hiring practices, travel reimbursements, leaves, compensatory time, overtime, special compensation, severance and pay in lieu of notice, subject to legal requirements and based upon justification and appropriate recommendations of the Director, Human Resources and executive staff. Special rates of pay that have been adopted for services requiring special certification, and for unique or difficult to fill assignments may be continued or revised to meet College needs and market conditions as deemed necessary by the President. Examples include, but are not limited to, assignments in support of Health Professions Programs; contracts with industry; local, state or federal grant programs; high technology programs; new College initiatives; and special Staff and Program Development activities.

Other full or part-time job classifications and hourly rates will be added as required. The President, as needed, may authorize special fees and salary rates for independent contractors, consultants, workshops, seminars, exams, grants and other services. Compensation determinations will consider experience, education, special credentials and employment market factors.

**COMPENSATION PHILOSOPHY**

State College of Florida’s Compensation Strategy creates an innovative and progressive program that is competitive, internally equitable, fiscally responsible, and integrated with performance management. The program supports the attainment of the College’s goals by attracting and retaining talent and providing personal and professional growth opportunities during an employee’s career at SCF. The program is flexible and is based on benchmarking reflective of local, regional and educational industry market considerations. The College will strive to administer the compensation program in a manner that is consistent, equitable and free of discrimination.

The College is committed to openness and transparency around the compensation program to ensure that all employees understand the principles that guide salary decisions. At a minimum, this includes communicating the College’s compensation strategy, compensation ranges, and accurate job responsibilities with existing and future employees.

(THE IMPLEMENTATION OF THESE RATES WILL BE IN ACCORDANCE WITH STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA PROFESSORIAL RANKING SYSTEM AND RULES AND PROCEDURES MANUALS, AND ANY STATE OR FEDERAL LAWS THAT APPLY.)

NOTE: Non-Faculty employees hired after March 31, ~~2022~~2023 will not be eligible for any approved salary increases effective fiscal year ~~2022~~2023-~~2023~~2024.



STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
 20222023 - 20232024 ADMINISTRATIVE /PROFESSIONAL SUPPORT SALARY SCHEDULE

Twelve Month Positions Except Where Noted

| <u>LEVEL</u> | <u>POSITION TITLE</u>   | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|---|----------------|----------------|
| 211          | Accountant<br><u>Accountant, Accounts Payable and Fixed Assets</u><br>Accountant – Finance<br>Accountant, Grants<br><u>Advisor III</u><br>Assistant Bursar<br><u>Compliance Coordinator and Clinical Liaison</u><br>Coordinator, 26 West Creative Studio<br><br>Coordinator, Admissions (Nursing)<br>Coordinator, Alumni/Retirees and Events<br>Coordinator, Assessment and Evaluation (Nursing)<br>Coordinator, Enrollment Services<br>Coordinator, Enrollment Technology<br>Coordinator, Financial Aid<br>Coordinator, Natural Science Lab<br><u>Coordinator, Nursing Operations</u><br><u>Coordinator, Student Life</u><br>Coordinator, Student Success, Bridge to Baccalaureate (B2B)<br><u>Coordinator, Systems and Operations</u><br>Coordinator, TRIO/Student Support Services Grant Program<br>DUI Evaluator/Instructor<br>DUI/Special Supervision Evaluator<br>Experiential Learning Coordinator<br>Head Men’s Basketball Coach/Athletic Coordinator<br>Head Softball Coach/Athletics Academic Success Coordinator<br>Head Tennis Coach-/Athletic Coordinator<br>Pearson Testing Center Coordinator and Lifelong Learning Specialist<br>Program Director, Early College Programs | \$37,111       | \$58,635       |
| 212          | Administrative Project Specialist<br>Administrator, Learning Management System (LMS)<br>Advancement Associate Corporate and Community Partnerships<br>Advancement Associate – Community Engagement<br>Assistant Director, Public Safety<br>Associate Director, International Student Services<br>Associate Registrar<br>Coordinator, Alternative Certification Program (ACP)<br>Coordinator, CCAMPIS (Child Care Access Means Parents in School)<br>Grant Program<br>Coordinator, Communications and Media<br>Coordinator, Creative Content<br><u>Coordinator, Database Services, Institutional Development</u>   | \$41,453       | \$65,495       |

|     |   |          |          |
|-----|---|----------|----------|
|     | Coordinator, Degree Audit and Graduation  |          |          |
|     | Coordinator, Digital Communications   |          |          |
|     | <u>Coordinator, Environmental Safety &amp; Health</u>                           |          |          |
| 212 | Coordinator, Grants   | \$41,453 | \$65,495 |
|     | Coordinator, Grants - Institutional Development                                 |          |          |
|     | <u>Coordinator, IT/Coding Academy</u>   |          |          |
|     | Coordinator, Procurement  |          |          |
|     | Coordinator, Procurement & Fiscal Performance                                   |          |          |
|     | Coordinator, Retention and Assessment & Testing                                 |          |          |
|     | Coordinator, Student Support Services   |          |          |
|     | Coordinator, Talent Acquisition   |          |          |
|     | Coordinator, Title III Grant Activity   |          |          |
|     | Head Athletic Trainer   |          |          |
|     | Graphics and Web Designer, 26 West Entrepreneurship Center                      |          |          |
|     | Librarian, P/T  |          |          |
|     | Librarian, Reference & Instruction  |          |          |
|     | <u>Manager, 26 West Community Engagements and Partnerships</u>                  |          |          |
|     | Manager, Natural Science Lab  |          |          |
|     | Manager, Performing Arts Center   |          |          |
|     | Program Director, College Readiness   |          |          |
|     | Program Director, Public Safety & Emergency Management                          |          |          |
|     | <u>Project Coordinator, Lifelong Learning and Workforce Development</u>         |          |          |
|     | Research Analyst  |          |          |
|     | Senior Accountant   |          |          |
|     | Specialist, Instructional Design  |          |          |
|     | Systems Analyst, Financial Aid Services   |          |          |
| 213 | Associate Director, Financial Aid Services                                      | \$46,303 | \$73,159 |
|     | Coordinator, Disability Resource Center   |          |          |
|     | Coordinator, Office of the President and Trustee Relations                      |          |          |
|     | Lead Specialist, Instructional Design and Learning Technology                   |          |          |
|     | Library Supervisor, Access Services   |          |          |
|     | Library Supervisor, Collection Development & Technical Services                 |          |          |
|     | Library Supervisor, Venice Campus   |          |          |
|     | Manager, Business Operations  |          |          |
|     | Manager, Facilities Management  |          |          |
|     | Manager, Human Resources Information Systems                                    |          |          |
|     | Manager, Marketing  |          |          |
|     | <u>Manager, Nursing Admissions</u>  |          |          |
|     | <del>Manager, Academic Resource Centers</del> Manager, Tutoring and             |          |          |
|     | Academic Success Center (TASC)  |          |          |
|     | Project Manager, Marketing  |          |          |
| 214 | Bursar  | \$51,720 | \$81,718 |
|     | <u>Director, Athletics</u>  |          |          |
|     | <del>Director, 26 West Business Growth Lab &amp; Entrepreneurship Academy</del> |          |          |
|     | Director, Workforce Services  |          |          |
|     | Director, Institutional Reporting   |          |          |

|     |  |          |           |
|-----|--|----------|-----------|
|     | <u>Manager, Community Outreach</u><br>Manager, Digital Communications<br>Manager, Facilities Planning, Design and Construction<br>Manager, Financial Services<br>Program Director, TRIO Student Support Services (SSS) Grant<br><u>Senior Finance Manager, Institutional Development</u><br>Senior Manager, Human Resources <del>Operations</del><br>Senior Research Analyst<br>Webmaster  |          |           |
| 215 | <del>Assistant Associate</del> Controller<br>Assistant Dean, Lifelong Learning and Workforce Development<br>Assistant Dean, <del>for Institutional Effectiveness</del> <u>Early College Programs and Strategic Academic Initiatives/</u> -Campus Administrator, Venice<br><u>Assistant Dean of Students</u><br>Assistant Director, Facilities Management<br>Assistant Director, Human Resources<br>Director, 26 West Entrepreneurship Center<br>Director, Enrollment Services<br>Director, IT/Coding Academy<br>Director, Library<br>Director, Marketing<br>Director, Retention and College & Career Success<br><u>Senior Finance Manager, Institutional Development</u> | \$57,771 | \$91,278  |
| 216 | Director, Business Services<br>Director, Center for Teaching & Learning Excellence and Online Learning<br>Director, Public Safety and Emergency Management<br><u>Director, Sponsored Projects</u><br>Director, Traffic Safety Institute  | \$64,529 | \$101,956 |
| 217 | College Registrar<br>Director, Institutional Research<br>Director, Financial Aid<br>Director, Human Resources<br>Director, Institutional Compliance <del>and Reporting</del>   | \$72,078 | \$113,884 |
| 218 | AVP, Communications and Government Relations<br>AVP, Facilities Management<br><u>AVP, Finance/Controller</u><br>AVP, Student Services and Enrollment Management<br>Dean, Lifelong Learning & Workforce Development<br>Dean of Nursing<br>Dean of Students  | \$80,513 | \$127,210 |
| 219 | Associate Provost for Academic and Faculty Affairs   | \$97,811 | \$154,541 |

Executive Director, Foundation  
General Counsel

|     |  |            |           |
|-----|--|------------|-----------|
| 220 | Vice President, Finance & Administrative Services<br>Vice President, Institutional Effectiveness<br>Vice President, Student Services & Enrollment Management | \$107,592  | \$169,995 |
| 221 | Executive Vice President and Provost   | Negotiated |           |
| 299 | President  | Negotiated |           |

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**20222023 - 20232024 NON-INSTRUCTIONAL COMPENSATION POLICIES**

**1. ANNUAL SALARY INCREASE DATE:**

Non-instructional employees, full-time or part-time, who occupy a position, approved by the Board of Trustees, which provides an administrative, professional support, technical/paraprofessional, clerical/secretarial, skilled crafts or maintenance service for the College, have a common anniversary date for salary increases, which is recommended by the President to the Board of Trustees for each fiscal year.

**2. PAY LEVEL:**

Each non-instructional employee position is assigned to a pay level depending upon the relative complexity and level of responsibility of the tasks involved in its job description and labor market competitive rates, based on the College approved job evaluation structure. Each pay level has a distinct salary range determined by an annual review of the salary schedule by the Office of Human Resources. Positions are established within the level structure on the following pages based on recommendations by the Office of Human Resources and approval of the President.

Pay rates/ranges for hard-to-fill positions may be changed to meet College needs and market conditions as deemed necessary by the President.

**3. BEGINNING SALARY:**

New employees, who meet minimum qualifications will usually be placed at the minimum rate for the pay level, regardless of the fund source.

Additional credit will be allowed for related experience above the minimum experience qualification of the position, up to a maximum of 10 years prior experience over the minimum requirements for new employees. Current employees may receive more than the 10 years maximum experience credit for SCF experience if it is relevant to the new position.

The Director, Human Resources may approve a step increment credit for each year of related experience above the minimum requirements, up to 5 years additional related experience. Usually, the employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position.

An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Director, Human Resources.

Starting salaries greater than 10% above the mid-point of the range may only be granted with the President's approval. In some cases, relevant education above the minimum requirements may be substituted for experience on a year for year basis. Depending on the position, it may also be possible to substitute some experience for education requirements. All experience calculations and salary rates above mid-point must be approved by the Director, Human Resources, or designee.

4. PROMOTION, REASSIGNMENT, REDUCTION:

- A. PROMOTION is the selection for appointment to a position with a higher pay level than the current position. The salary rate for an employee being promoted will be calculated in accordance with section 3, "Beginning Salary" period. The employee will either receive this calculated rate or 5% for a one level promotion; or 10% for a promotion of two levels, or the minimum salary rate for the level, whichever is greater.
- B. RECLASSIFICATION is the change in position title and/or pay level based upon a significant change in the job responsibilities. Reclassifications for positions currently filled by an incumbent are usually requested during the annual budget process. Under rare circumstances to accommodate the critical needs of the College, reclassifications for vacant positions may be requested at the time of the vacancy. A pay increase may be granted upon the recommendation of the supervisor and the area Vice President to the Director, Human Resources. The job descriptions for recommended reclassification shall be scored by the Director, Human Resources or designee and submitted by the Director, Human Resources to be presented to the President's Advisory Council and President for approval. Calculation of new salary rates for reclassification will be handled the same way as Promotions, as stated in section 4.A. Salary changes for reclassification during the annual budget process will usually become effective on July 1 of the next fiscal year. Salary changes for reclassification requests for vacant positions will become effective as approved by the President.
- C. REASSIGNMENT is the selection for appointment to a position with the same pay level as the current position held. An employee who is reassigned will usually retain his/her current salary. With extenuating circumstances, the employee may either receive a 10% increase based on the recommendations of the supervisor and the Office of Human Resources and the approval of the President, or they may receive a new salary calculation.
- D. REDUCTION is the selection for appointment to a position with a lower pay level than the current position. An employee who is reduced in pay level will receive either the calculated salary as stated in section 3, "Beginning Salary", or a 5% reduction in salary for one level lower, or a 10% reduction in salary for two or more levels lower, whichever salary rate is less of a reduction, unless otherwise approved by the President.
- E. Promotions, reassignments, or reductions will be effective the date the employee assumes the position or the date the position becomes vacant, whichever is later.
- F. Generally, internal applicants must complete at least six months in their current position at a satisfactory level before they are eligible to apply for another position. The area Vice President and the Director, Human Resources may waive this requirement if it is deemed to be in the best interest of the College.
- G. Employees who are on a performance improvement plan are not eligible to apply for another position, nor are they eligible for approved increases until they have satisfactorily completed the performance improvement plan.

5. PART-TIME EMPLOYEES:

A part-time employee is an employee who is hired to fill a Board approved regular classification position, at less than 1950 or 2080 hours per year, for positions normally scheduled for 1950 or 2080 hours, respectively. Part-time employees who are in budgeted positions of 25 hours or more per week are considered full-time for benefits eligibility only.

Part-time employees will be paid based on the salary schedule and prorated based on the number of hours approved for the position.

6. PAYMENT ABOVE MAXIMUM FOR PAY RANGE:

An Employee reaching the established maximum for his/her Pay Range will remain at the maximum level. Any salary adjustments approved for employees of the College will be paid as a supplement which shall be paid proportionately through the employee's approved position length, whether 9, 10, or 12 months, in regularly scheduled pay periods. Such supplements shall not be added to the base rate and shall not be calculated in the final payouts of leave. This payment method shall be in force until such time as the employee's pay range maximum is increased or the employee changes positions.

Demotions that bring a salary/rate for the position to an amount above the maximum salary for the new Pay Range, the maximum for the Pay Range will prevail.

7. TRAINING OPPORTUNITY PROGRAM (TOP):

Career and Professional Support employees, hired to fill a regular position, approved by the Board of Trustees, have the opportunity to earn additional pay for participation in training/education programs that improve their job skills and enhance their contribution to the College, subject to budget availability. When an eligible employee completes one fiscal year of the required training/education activities that meet TOP criteria and are approved for TOP credit, he/she/they will earn \$250, provided the employee is in a paid position at the time of the disbursement. Retirees will be paid the disbursement with their final paycheck. A pro-rated portion may be approved by the President subject to budget availability. Payments will be made in a lump sum, minus required taxes during the first pay period of December. Temporary employees are ineligible for this program.

8. CLASSIFICATION PLAN:

Career – Non-Exempt

| <u>LEVEL</u> | <u>POSITION TITLE</u>  | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|--|----------------|----------------|
| 112          | Campus Courier<br>Groundskeeper<br>Specialist, Mailroom<br>Specialist, Shipping/Receiving/Warehouse  | \$15.00        | \$18.00        |
| 113          | Academic Office Assistant<br>Accounting Clerk III<br>Accounts Payable Clerk<br><del>Assistant, Box Office</del><br>Assistant, Laboratory<br>Assistant, Library<br>Assistant, Office of the Registrar<br>Campus Resource Officer<br>Groundskeeper – Chemical Specialist<br>Groundskeeper – Irrigation Technician<br>Specialist, Central Services<br><u>Specialist, Ticketing and Guest Services</u><br>Staff Assistant II   | \$15.20        | \$19.30        |
| 114          | Academic Department Secretary<br>Assistant, Admissions<br>Assistant, College Scheduling and Imaging<br>Assistant, Graduation<br>Assistant, Laboratory – Natural Science<br>Assistant, Student Services (Call Center)<br>Customer Service Representative, Financial Aid<br>Groundskeeper/Sports<br>Specialist, Museum<br>Specialist, Planning, Design & Construction, Administrative<br>Specialist, Traffic Safety Institute Customer Service<br>Staff Assistant III<br>Staff Assistant III – Student Life<br>Trades Worker II – Electrical<br>Trades Worker II – General Maintenance<br>Trades Worker II – General Maintenance (Evening Shift)<br>Trades Worker II – General Maintenance - LWR<br>Trades Worker II – HVAC Mechanical<br>Trades Worker II – Small Engine Mechanic | \$15.40        | \$20.60        |
| 115          | Academic Division Secretary<br>Business Service & Purchasing Assistant<br><del>Coordinator, 26 West Entrepreneurship Academy</del><br>Executive Assistant II   | \$15.60        | \$21.90        |



|     |  |         |         |
|-----|--|---------|---------|
|     | <del>Graphic Artist</del>  |         |         |
|     | Lead, Student Services Assistant (Call Center)   |         |         |
|     | Specialist, Admissions Transfer and Evaluation   |         |         |
| 115 | <u>Specialist, Center for Teaching &amp; Learning Excellence &amp; Online Learning</u> | \$15.60 | \$21.90 |
|     | Specialist, Customer Service/Facilities Operations - VC                                |         |         |
|     | Specialist, Driver Improvement   |         |         |
|     | Specialist, Financial Literacy   |         |         |
|     | Specialist, Office of the Registrar  |         |         |
|     | Specialist, Payroll  |         |         |
|     | Specialist, Scholarship –Institutional Development                                     |         |         |
|     | Specialist, Transfer Credit  |         |         |
|     | Specialist II, Accounting  |         |         |
|     | Specialist II, Human Resources   |         |         |
|     | Testing Technician   |         |         |
| 116 | Accounting Technician I  | \$15.80 | \$23.20 |
|     | Administrative and Budget Specialist, Facilities Management                            |         |         |
|     | College and Career Specialist  |         |         |
|     | Executive Assistant III – VP/ED  |         |         |
|     | <del>Graphic Artist</del>  |         |         |
|     | Instructional Assistant  |         |         |
|     | Laboratory Support Specialist, Natural Science Lab                                     |         |         |
|     | Office Supervisor, 26 West Center  |         |         |
|     | Office Supervisor, Facilities Management   |         |         |
|     | Office Supervisor, Library Services  |         |         |
|     | <u>Office Supervisor, Office of the Registrar</u>                                      |         |         |
|     | Simulation Center Technician   |         |         |
|     | Skills Lab Technician  |         |         |
|     | Specialist, Education Programs   |         |         |
|     | Specialist, Public Safety Technology   |         |         |
|     | Specialist, Recruitment and New Student – South Sarasota County                        |         |         |
|     | Specialist, Retention – Special Programs   |         |         |
| 117 | Accounting Technician II   | \$16.43 | \$24.64 |
|     | Adjunct Coordinator  |         |         |
|     | Compliance Coordinator and Clinical Liaison  |         |         |
|     | Coordinator, 26 West Entrepreneurship Program  |         |         |
|     | Lead Graphic Artist  |         |         |
|     | Legal Assistant  |         |         |
|     | Specialist, Accommodation <del>Administration and Assistive Technology</del>           |         |         |
|     | Specialist, Auditorium Support   |         |         |
|     | Specialist, Graduation   |         |         |
|     | Specialist, Library Support  |         |         |
|     | Specialist, Research   |         |         |
|     | Specialist, Technology/Access  |         |         |
|     | Supervisor, Public Safety – VC   |         |         |
|     | Trades Worker III – Construction Lead  |         |         |
|     | Trades Worker III – Electrician  |         |         |

Trades Worker III – HVAC Mechanical  
Trades Worker III – Preventive/General Maintenance

|     |  |         |         |
|-----|--|---------|---------|
| 118 | Supervisor, Maintenance and Site Utilities | \$18.07 | \$27.11 |
|     | Supervisor, Maintenance Operations         |         |         |

**CAREER – EXEMPT**

| LEVEL   | POSITION TITLE  | MINIMUM    | MAXIMUM     |
|---|---|------------|-------------|
| E16   | Lab Instructor – 2-D  | \$29,86220 | \$43,842678 |
|   | Lab Instructor – Ceramics   |            |             |
|   | Lab Instructor – Film   |            |             |
|   | Lab Instructor – Graphic Design   |            |             |
|   | Lab Instructor – Photography  |            |             |
|   | <del>Lab Instructor – Tutoring and Academic Success Center (TASC)</del>           |            |             |
|   | Production Instructor – Theatre   |            |             |
|   | Supplemental Instruction Specialist – Tutoring and Academic Success Center (TASC) |            |             |
| E17   | Program Coordinator, Traffic Safety Institute                                     | \$32,043   | \$48,065    |
|   | Site Coordinator, Tutoring and Academic Success Center (TASC)                     |            |             |
| E18   | Advisor, Student Life – <del>Venice</del>   | \$35,245   | \$52,868    |
|   | Advisor II, Veterans Benefits   |            |             |
|   | College & Career Success Coach  |            |             |
|   | <del>Financial Aid Officer, Federal Programs</del>                                |            |             |
|   | Financial Aid Officer, Scholarships and Grants                                    |            |             |
|   | Financial Aid Officer, Student Employment   |            |             |
|   | <del>IT/Coding Academy Student Success Coach</del>                                |            |             |
|   | Lead, Financial Aid Customer Experience   |            |             |
|   | Site Manager, Venice Disability Resource Center                                   |            |             |
|   | <del>Specialist, Federal Programs, Financial Aid Services</del>                   |            |             |
|   | Specialist, Loan Officer, Financial Aid Services                                  |            |             |
| Specialist, Processor, Financial Aid Services |   |            |             |
| Workforce Education Outreach Specialist       |   |            |             |

Salary ranges stated are for 12-month positions and are prorated for 9 and 10-month positions.

CLASSIFICATION PLAN:  
**Information Technology**

| <u>LEVEL</u>                        | <u>JOB-POSITION TITLE</u>                | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|-------------------------------------|--|----------------|----------------|
| CAREER – NON-EXEMPT                 |  |                |                |
| 311                                 | Specialist, Help Desk                    | \$15.00        | \$25.86        |
|                                     | Specialist, Technical Support            |                |                |
| 312                                 | Lab Technical Manager                    | \$19.56        | \$31.30        |
|                                     | Specialist, Desktop-Audio Visual Support |                |                |
| ADMINISTRATIVE/PROFESSIONAL SUPPORT |  |                |                |
| 313                                 | Lead, Help Desk Office 365 Specialist    | \$37,111       | \$71,247       |
|                                     | Manager, IT Projects                     |                |                |
|                                     | Network Systems Administrator            |                |                |
|                                     | Programmer/Report Writer                 |                |                |
|                                     | Systems Administrator                    |                |                |
| 314                                 | Manager, IT Client Services              | \$47,750       | \$88,894       |
|                                     | Programmer/Analyst                       |                |                |
|                                     | Senior Network Systems Administrator     |                |                |
|                                     | <del>Sr. Programmer/Analyst</del>        |                |                |
|                                     | Web Application Programmer/Analyst       |                |                |
|                                     | Web Programmer/Share-Point Administrator |                |                |
| 315                                 | Manager, IT Infrastructure               | \$59,577       | \$110,913      |
|                                     | Manager, IT Security                     |                |                |
|                                     | <del>Senior Programmer/Analyst</del>     |                |                |
| 316                                 | Associate Director, IT Operations        | \$66,956       | \$117,401      |
|                                     | Director, Data Analytics                 |                |                |
| 317                                 | Director of Information Operations       | \$74,334       | \$123,889      |

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
~~2022~~2023 – 20232024 COLLEGIATE SCHOOL EMPLOYEE'S SALARY SCHEDULE

| LEVEL                       | JOBPOSITION TITLE  | MINIMUM                    | MAXIMUM                    |
|-----------------------------|--|----------------------------|----------------------------|
| ADMINISTRATIVE/PROFESSIONAL |  |                            |                            |
| 211                         | Advisor/Instructor   | \$510,000                  | \$610,800                  |
| 213                         | Senior Accountant  | \$46,303                   | \$73,159                   |
| <del>215</del>              | <del>Assistant Head of Collegiate School – Bradenton</del>                                 | <del>\$57,771</del>        | <del>\$91,278</del>        |
| 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                    |
| <del>115</del>              | <del>Assistant, Technology</del>   | <del>\$15.40</del>         | <del>\$20.60</del>         |
| 115                         | Executive Assistant II   | \$15.60                    | \$21.90                    |
| 115                         | Registration Specialist/Testing Coordinator ( <del>Bradenton</del> )                       | \$15.60                    | \$21.90                    |
| <del>116</del>              | <del>Collegiate School Behavior Specialist and SCF Public Safety Liaison</del>             | <del>\$15.80</del>         | <del>\$23.20</del>         |
| 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   | \$510,000                  | \$610,800                  |
| 210                         | Certified School Counselor   | \$510,000                  | \$65,700                   |
| <del>310</del> 214          | <del>Director of Curriculum Services Coordinator and Instruction – Collegiate School</del> | <del>\$54,876</del> 51,720 | <del>\$68,595</del> 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 of 10% of an employee's base salary, unless otherwise authorized by the President due to extenuating circumstances.

## ANNUAL PERFORMANCE ADJUSTMENTS

Instructors, Certified School Counselors, Curriculum Services Coordinator, Administrators

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.

Instructors working off contract earn \$150/day for new hire orientation, summer conferences or supplemental assistance.

Instructors working off contract for more than 4-3 days earn their daily rate. This may take effect when teachers are working off contract during summer school.

Adjunct Teachers: Part-time, temporary

Overload: full time teachers

Overload & adjunct teachers will be compensated at a rate of \$2,000 per 3 semester hours.

Overload & adjunct teachers will be compensated at a rate of \$2,660 per 5 semester hours.

Overload and adjunct teachers will have a deduction from their total compensation for each hour of class time for which he/she/they are absent.

Substitute Teachers:

Regular substitute teachers will be paid \$120 per day. Long term substitute teachers, defined as working more than three consecutive weeks, will be paid between \$120 and \$150 per day, depending on experience and discipline.

School Nurse 21-\$22 per hour

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
~~2022~~~~2023~~-~~2023~~~~2024~~ COLLEGIATE SCHOOL MISCELLANEOUS SALARY SCHEDULE

|               |   |                    |
|---------------|---|--------------------|
| <b>1.</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             | <del>Diversity Club Advisor- Culture Club Advisor</del>   | \$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 <del>or Mentor Teacher</del> 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.         |
| <del>N</del>  | <del>Mentor Teacher Development</del>   | <del>\$1,000</del> |
| <del>ON</del> | <del>TSA – Technology Student Association Advisor</del>   | <del>\$1,000</del> |



**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**20222023–20232024 FACULTY SALARY SCHEDULE – LOWER DIVISION**

1. ASSIGNMENT OF ACADEMIC RANK:

A. Assignment of Academic Rank to new faculty and promotional decisions of existing faculty will be made according to the criteria in the Initial Hiring Criteria or Professorial Ranking System, approved by the Board of Trustees, as amended from time to time.

B. The Professorial Ranking System recognizes the six ranks listed below:

(1) ADJUNCT FACULTY: Part-time, temporary. See Section #4 below for salary information.

(2) LECTURER: Full-time, with benefits.

(3) INSTRUCTOR

(4) ASSISTANT PROFESSOR

(5) ASSOCIATE PROFESSOR

(6) PROFESSOR

Refer to Section #3B in this section for salaries for Lecturer, Instructor, Assistant Professor, Associate Professor and Professor.

2. ANNUAL, MULTIYEAR, AND CONTINUING CONTRACT STATUS: All new faculty with the Professorial Rank of Instructor, Assistant Professor, Associate Professor, or Professor will be placed on annual or multiyear contract regardless of the number of years of experience.

*Note: Those new faculty who begin employment after the regular start of the fall semester will have their pay pro-rated and paid through the final pay date of the 12-month deferred pay schedule. For years subsequent to the first year, the faculty member may elect to change status and be paid over 20, 23, or 26 pays, depending on the length of contract, with prior notice to the Director, Human Resources no later than July 1 of that year.*

Continuing contract, multi-year contract, annual contract or partial year contract status for full-time faculty will be determined in accordance with rules and policies of the State Board of Education and the District Board of Trustees.

3. FULL-TIME FACULTY – LOWER DIVISION

A. Full-time faculty are those faculty members who carry a full credit teaching load which is defined as a minimum of 15 classroom or on-line contact hours per week, or its equivalent, in each semester. A full-time faculty member's contract will state the amount of the salary and the term of employment.

B. The following salary schedule will be used for all full-time 9-month faculty:

| <u>Level</u> | <u>Rank</u>         | <u>Minimum</u> | <u>Maximum</u> |
|--------------|---------------------|----------------|----------------|
| A1           | Lecturer            | \$25,200       | \$36,468       |
| A2           | Instructor          | \$40,930       | \$46,442       |
| A3           | Assistant Professor | \$48,147       | \$54,324       |
| A4           | Associate Professor | \$56,348       | \$63,205       |
| A5           | Professor           | \$65,522       | \$83,423       |

Assistant Deans and Program Directors in Health Professions (Dental Hygiene, Occupational Therapy Assistant (OTA), Physical Therapist Assistant (PTA), Radiography), ~~Program Manager for Music~~, and Director of Simulation Center are twelve (12) month 35 hour per week positions.

C. Establishing Salaries

1. New Faculty will be placed within the range based on the evaluation of experience in accordance with College procedure for Initial Placement of New Faculty.
2. Faculty will move within the range in accordance with District Board of Trustees approved salary increases.
3. Faculty who have been awarded a promotion according to the Professional Ranking policy will receive the minimum salary for the next rank at the beginning of the next academic year.

D. SUMMER A OR SUMMER B: Full-time faculty who have been recommended for employment for the next academic year, and who teach in the Summer semester(s) will be compensated at a rate of ~~\$2,550.00~~ ~~2,425.05~~ per 3 semester hours, up to a maximum of 12 ILH total for all summer sessions. Summer semester hours taught above the established maximum (12) will be compensated at the standard overload rate.

E. SUMMER BENEFIT: Full-time faculty who have been recommended for employment for the next academic year, will be maintained on benefits, including health and other benefits paid for by the College between contract years.

4. OVERLOADS (CREDIT): ~~Effective July 1, 2022~~ ~~2023~~ ~~Both in-unit and out-of-unit~~ faculty (credit) will be compensated at a rate of \$2,000 per 3 semester hours. ~~In-unit faculty (credit) will be compensated at a rate of \$1850.25 unless revised pending negotiations with the SCF United Faculty of Florida.~~

Overload faculty will have \$~~32.43~~ deducted from their total compensation for each hour of class time for which ~~he/shethey-is are~~ absent.

~~\*Effective July 1, 2022~~ ~~2023~~ ~~for out of unit faculty and pending negotiations with the SCF United Faculty of Florida for in-unit faculty.~~

5. ADJUNCT FACULTY: Adjunct faculty will be compensated at a rate of \$2,000 per 3 semester hours.

Adjunct faculty will have \$30 deducted from their total compensation for each hour of class time for which ~~he/shethey are-is~~ absent.

6. SUBSTITUTES: Substitutes will be paid \$30 per teaching hour. A full-time faculty member in a regular, budgeted position will receive the substitute rate of \$32.43 per teaching hour when substituting outside of his/her regularly established schedule.

7. SPECIAL FACULTY SALARIES:

A. Artist-in-Residence \$183 per student  
(Faculty who teach applied music classes)

B. Faculty Assessment of Prior Learning (Exam and Review, Portfolio Review) CEL Program \$6 per credit hr.

C. Faculty Re-assessment (Re-Review of Portfolio) CEL Program \$3 per credit hr.

8. Duties other than those listed will be compensated by an overload, a multiple of an overload, a fraction thereof, or be paid based on a proration of the bargaining unit member's base salary.

9. MILITARY SERVICE will be accepted as credit for initial placement provided the instructor was teaching immediately preceding and immediately following obligatory military service, up to a maximum of 5 years.

10. PROFESSIONAL/INDUSTRIAL EXPERIENCE directly related to the assignment at State College of Florida, Manatee-Sarasota may be accepted in lieu of teaching experience up to a maximum of 5 years.

11. HOSPITAL WORK EXPERIENCE MAY BE ACCEPTED, therefore, full-time experience (not internship) may be credited for health science education faculty, up to a maximum of 5 years.

12. DIVIDED TIME EXPERIENCE: Employment of less than 9 months in one position can be added to those months of employment of another location during a single calendar year for credit of one year's experience. For example: 6 months of professional work, plus 4 months of teaching during one calendar year will equate to one year of credit experience.

13. DIRECTED STUDY RATES:

5 (ILH) Class =  $1/14 \times \$ 3,333.33 = \$238.00$  per student

4.5 (ILH) Class =  $1/14 \times \$ 3,000.00 = \$214.20$  per student

4 (ILH) Class =  $1/14 \times \$ 2,666.67 = \$190.40$  per student

3 (ILH) Class =  $1/14 \times \$ 2,000.00 = \$142.80$  per student

2 (ILH) Class =  $1/14 \times \$ 1333.33 = \$ 95.20$  per student

1 (ILH) Class =  $1/14 \times \$ 666.67 = \$ 47.60$  per student

~~\*Effective July 1, 20222023 for out-of-unit faculty and pending negotiations with the SCF United Faculty of Florida for in-unit faculty.~~

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**20222023 – 20232024 FACULTY SALARY SCHEDULE – Upper Division**

BSN Program or other High Demand Disciplines

A. FULL TIME FACULTY

- Faculty will be hired on annual contracts, or contracts of less than one (1) year, and usually require a Doctorate degree. Masters +30 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACSCOC have been met, with the approval of the Executive Vice President and Provost, the Director, Human Resources and the President.
- Faculty in the BSN program will be hired on a 9-month contract, with the hiring salary based on experience and education and length of contract.

|                       |          |          |
|-----------------------|----------|----------|
| BSN Salary Range:     | Minimum: | Maximum: |
| Doctorate Degree:     | \$63,122 | \$91,943 |
| Master’s Degree + 30: | \$53,665 | \$78,351 |

B. ADJUNCT FACULTY

- Adjunct and overload rate for doctorate degree faculty is \$2,875 per 3 credit course
- Adjunct and overload rate for master’s degree faculty is \$2,375 per 3 credit course

All Other Disciplines

A. FULL TIME FACULTY

- Faculty will be hired on annual contracts and require a Doctorate degree. Master’s Degree + 18 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACS have been met, with the approval of the Executive Vice President and Provost, the Director, Human Resources and the President.
- Faculty in the Baccalaureate Programs will be hired on a 9-month contract, with hiring salary based on experience and education and length of contract.

|                       |          |          |
|-----------------------|----------|----------|
| Salary Range:         | Minimum: | Maximum: |
| Doctorate Degree      | \$57,732 | \$82,502 |
| Master’s Degree + 30: | \$53,621 | \$78,287 |
| Master’s Degree + 18: | \$49,531 | \$72,316 |

B. ADJUNCT FACULTY

- Adjunct and overload rate for doctorate degree faculty is \$2,600 per 3 credit course
- Adjunct and overload rate for master’s degree faculty is \$2,185 per 3 credit course

- C. STIPENDS: Program Manager, Baccalaureate Programs \$2,000  
 Co-Program Manager, Baccalaureate Programs \$1,000

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
 20222023 – 20232024 MISCELLANEOUS SALARY SCHEDULE

1. SPECIAL SALARIES

|   |  |   |
|---|--|---|
| A | Accompanist  | \$20-30/per hour  |
| B | Accompanist for Production   | \$1,000 per production  |
| C | Guest Conductor/Clinician/Recitalist/Visiting Artist   |   |
|   | Category “A” – Local Venue Experience*   | Up to \$199   |
|   | Category “B” – Statewide/Regional Venue Experience*  | \$200–499   |
|   | Category “C” – National/International Venue Experience*  | \$500–4,500   |
|   | <ul style="list-style-type: none"> <li>Category placement will be based on a review of several professional factors such as academic affiliation, format of performance, degree of technical difficulty of the performance, critic reviews, geographic venues, and reputation of individual(s). The Department will recommend the category and it will be approved by the appropriate Dean, as defined in Category definitions.</li> </ul> |   |
| D | Theatre Prod. Director, Actor, Choreographer, Support  | Up to \$2,000   |
| E | Guest Speaker, Science Speaker Series  | \$75  |
| F | Models<br>Mascot/Spotter   | <del>\$16</del> 18/per hour   |
| G | Reader, Scribe for disabled students   | \$15/per hour   |
| H | Reader, Scribe for disabled faculty  | \$15/per hour   |
| I | Sports Camp Director   | \$500-1,000 plus \$10 per paid camper registration (based on experience and size of camp) |
| J | Sports Camp Assistant Director   | \$300-750/camp  |
| K | Sports Camp Assistant  | \$50-250/camp   |
| L | Sports Camp Student Assistant  | \$15/per hour   |
|   | <p>*Salary will be based on the experience in the field of the individual.<br/>         The Department will recommend the salary and it will be approved by the appropriate Sports Camp Director.</p>  |   |
| M | Interim Coach  | Up to \$100/per day   |
| N | Interim Trainer  | Up to \$150/per day   |
| O | Wellness Trainer   | \$25-50/per hour  |
| P | Test Administrators/Proctors:<br>Test Administration   |   |
|   | Administrator – \$75.00 (under 3 hours)  | Proctor - \$16.67/per hour  |
|   | Administrator – \$100.00 (over 3 hours)  |   |
| Q | DRC Technical/Lab Assistant  | \$15/per hour   |
| R | CROP Site Coordinators   | \$525 per semester  |
| S | Licensed Dental Professional<br>(Must be currently licensed in the State of Florida)   | \$40/per hour   |

Also see Non-Credit Salary Schedule for additional compensations.

2. STIPENDS

| AMOUNTS ARE FOR THE CONTRACT YEAR UNLESS OTHERWISE STATED           |                     |
|---|---------------------|
| Advisor – Brain Bowl  | \$2,000             |
| Advisor – Honors PTK Club-Bradenton Campus                          | \$2,000             |
| Advisor – Honors PTK Club-Venice Campus                             | \$2,000             |
| <del>Advisor – MANAteam Faculty Advisor</del>                       | <del>\$2,000</del>  |
| Advisor – Phi Beta Lambda-Bradenton Campus                          | \$2,000             |
| Advisor – Phi Beta Lambda –Venice Campus                            | \$2,000             |
| <del>Art Gallery Coordinator – Venice Campus</del>                  | <del>\$500</del>    |
| <del>Art Gallery Director – BC (stipend \$2,500 per semester)</del> | <del>\$5,000</del>  |
| Assistant Coach – Baseball*   | \$8,755             |
| Assistant Coach – Basketball*                                       | \$7,725             |
| Assistant Coach – Softball*   | \$8,755             |
| Assistant Coach – Tennis*   | \$6,180             |
| <del>Assistant Beach Volleyball Coach*</del>                        | <del>\$7,725</del>  |
| <del>Assistant Coach-Court – Volleyball Coach*</del>                | <del>\$7,725</del>  |
| Assistant, Dean   | Up to \$20,000      |
| Assistant Director, Athletics                                       | \$56,000            |
| Building Code Administrator   | \$3,900             |
| Center for Teaching & Learning Excellence (CTLE), Director          | \$6,000             |
| Chair – Department  | Up to \$9,000       |
| Clinical Coordinator, OTA   | \$3,700             |
| Clinical Instructor: Radiography                                    |                     |
| - Class I (per semester) 1-5 students                               | \$300               |
| - Class II (per semester) 6 or more students                        | \$450               |
| <del>Collection Manager</del>                                       | <del>\$3,000</del>  |
| Head Coach – Baseball*  | \$13,000            |
| <del>Head Coach, Beach Volleyball</del>                             | <del>\$8,000</del>  |
| <del>Head Coach, Court– Volleyball</del>                            | <del>\$13,000</del> |
| Director – Choral Ensembles   | \$2,000             |
| Director – College Orchestra  | \$1,000             |
| Director – Guitar Ensemble  | \$1,000             |
| Director – Jazz Ensemble  | \$2,000             |
| Director – MLK  | \$2,000             |
| Director – Symphonic Wind Ensemble                                  | \$1,000             |
| <del>Donor Services Coordinator</del>                               | <del>\$5,000</del>  |
| Externship Program Development                                      | \$2,000             |
| Faculty Senate – President  | \$2,000             |
| Faculty Senate – Officer  | \$400               |
| <del>Gallery Manager</del>  | <del>\$3,000</del>  |
| Industry Certification Development                                  | \$3,700             |
| Instructional Material Development                                  | \$2,000             |
| Music Production Director   | \$3,000             |
| Network, Resources, Open, College & Career (NROC) Administrator     | \$4,000             |
| Scorekeepers, Clock (basketball), Scoreboard, Ticket Takers         | \$35 per contest    |
| <del>Sports Information Specialist</del>                            | <del>\$5,000</del>  |
| Strategic Initiatives   | Up to \$10,000      |
| Summer Initiatives  | Up to \$15,000      |

|                  |   |
|------------------|---|
| Theatre Designer | \$ <del>2,000.00</del> ,850.25 per production |
|------------------|---|

\*The coaching staff is eligible for extra pay for playoffs and/or other extra duties

**ASN Level Coordinator - \$500-1,000**

ASN Level Coordinator, Nursing

**Program Manager - \$1,000**

Program Manager, CIT & Programming Analyst

**Program Manager – \$2,000**

|                                 |                                    |
|---------------------------------|------------------------------------|
| 2D Studio Art, AS               | Digital Photography, AS            |
| 3D Studio Art, AS               | Engineering Technology, AS         |
| Accounting Technology, AS       | Entrepreneurship, AS               |
| ASN Program Manager             | Fire Science Technology, AS        |
| Biotechnology, AS               | Graphic Design Technology, AS      |
| Business Administration, AS     | Health Services Administration, AS |
| Computer Info Technology, AS    | Paralegal/Legal Assisting, AS      |
| Criminal Justice Technology, AS | Risk Management, AS                |
| Digital Cinema, AS              | Theatre, AA                        |

**Program Manager, Baccalaureate Programs – \$2,000**

BSN Program Manager                      Supervision and Management, BAS

**Program Manager, Baccalaureate Programs - \$4,000**

Health Services Administration, BAS

**Program Manager, Baccalaureate Programs - \$5,000**

BAS/BS Supervision

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

**3. STUDENTS:**

A. For the purposes of employment at State College of Florida, Manatee-Sarasota, students are placed in one of three categories:

- 1) Federal Work Study - Student seeking an, AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota, ~~taking a minimum of 6 load hours~~, meeting Federal Financial Aid requirements, preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- 2) Student Assistants - Student seeking an, AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota and ~~preference is shown to student enrolled in a minimum of 6 credit hours taking a minimum of 6 load hours~~. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.

3) Peer Advisor Assistants, Campus Ambassadors and SGA Executive Officers – Students seeking an AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.

B. Students will be paid \$15 per hour.

C. Interns: Employment/placement in an SCF paid internship position for SCF Students is through the Office of College and Career Success department, and for all other paid Interns through the Human Resources Office. All internships must be approved in advance by the Vice President, Finance and Administrative Services.

#### 4. TEMPORARY EMPLOYEES:

A. **TEMPORARY EMPLOYEES:** Most Temporary employees will be hired through the contracted vendor/vendors of the College. ~~Normally,~~ individuals hired to work at State College of Florida, Manatee-Sarasota on a temporary basis will be paid ~~at the beginning salary rate for the employee position to which they are assigned within the range of the position to which they are assigned based on market and experience.~~

Retired and/or former employees of State College of Florida, Manatee-Sarasota, hired on a temporary basis, may be paid based on the position to be filled and their past SCF experience and prior relative experience as determined by the Director, Human Resources, or designee.

B. **TEMPORARY EMPLOYEES IN INTERIM POSITION:** When the College determines that it requires an existing employee to fill an Interim Position which is ~~in addition to at a higher level than~~ the employee's current position, the College may pay a supplement which is normally 10% of the employee's current base pay, or the minimum rate for the range of said Interim Position, whichever is greater, based on the evaluation of the Director, Human Resources, and subject to the approval of the area Vice President, the Vice President, Finance and Administrative Services, and the President.

5. **GRANT PERSONNEL:** The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel.

6. **OVERTIME AND COMPENSATORY TIME:** The provisions of the Fair Labor Standards Act and its amendments govern all overtime and compensatory time considerations.

7. **COMPLIANCE:** The College complies with Section 1012.885 and 1012.886, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

8. **EMPLOYMENT OF RETIREES:** Re-employment of SCF retirees, or former employees that have taken a distribution and/or retirees of other Florida state agencies shall be employed subject to FRS regulations.

9. **PERFORMANCE INCENTIVE PAYMENT:** Regular full-time employees, except for SCFCS instructional and SCFCS management staff, who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement may be eligible for a performance increase (less applicable taxes). (Those regular part-time employees who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement, may receive a pro-rata share of the one-time salary supplement check, less applicable taxes).



**10. RECOGNITION:** Regular part-time and full-time employees may be eligible for a recognition incentive payment for years of service and upon retirement after at least 5 years of service.

**STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA  
2021 – ~~2022~~2023 NON-CREDIT SALARY SCHEDULE**

**I. INSTRUCTIONAL STAFF (NON-CREDIT):**

Part-time, non-credit instructional staff will be paid as follows:

|    |   |   |
|----|---|---|
| A. | (1) Avocational/Occupational  | \$18-28/per hour  |
|    | (2) General Training and Expertise  | \$25-35/per hour  |
|    | (3) Recognized Expertise  | \$35-45/per hour  |
|    | (4) Professional  | \$55-65/per hour  |
|    | (5) Technical Expertise   | \$75-100/per hour (with approval of Dean, Lifelong Learning & Workforce Development, LWR) |
|    | (6) Highly Specialized  | \$100+/per hour (with approval of EVP/Provost)  |
| B. | Coordination: Coordination includes registration, planning, promotion, and other functions such as Range Aide deemed necessary to facilitate the instructional component. |   |
|    | (1) Class Coordinator   | \$15/per hour   |
|    | (2) Student Assistant   | \$15/per hour   |
| C. | Curriculum Development  | \$15/per hour   |
| D. | Proctor   | \$16.67/per hour (minimum of 3 per hour and hourly thereafter)                            |
| E. | Traffic Safety Institute:   | \$25/per hour   |
|    | (1) Clinical Supervisor*  | Varies  |
|    | (2) Level II Class Instructor - DUI   | \$22-27/per hour  |
|    | (3) Evaluator – Special Supervision & DUI   | \$22-27/per hour  |
|    | (4) Level I Class Instructor - DUI  | \$22-27/per hour  |
|    | (5) Instructor – Driver Improvement   | \$22-27/per hour  |
|    | *Clinical supervisor rates will vary based upon contractual agreement.  |   |
| F. | Para-professional Certification Trainer   | \$22-28/per hour  |
| G. | Workshop Registration Assistant   |   |
|    | (1) Per 2-hour session  | \$30  |
|    | (2) Per hour over 2   | \$15  |

2. Individuals hired to perform non-teaching duties in support of a non-credit program will be compensated at a rate equivalent to one overload or a multiple of an overload or a fraction thereof commensurate with assigned duties.

Workforce Training Instructors who have provided over 500 accumulated hours of training for Lifelong Learning and Workforce (LLL/WF) by the end of the fiscal year will receive a **one-time** \$5/hour increase in pay rate, calculated each June 30 and applicable to the following fiscal year. Instructors must have worked consecutive terms. Increases will be calculated to be effective for the fall semester. All instructors are required to attend LLL/WF orientation with their respective director and complete SCF required background check and training such as but not limited to Preventing Workplace Harassment/Title IX and FERPA training, as well as any other required or mutually agreed upon training. Traffic Safety Institute instructors who have been actively teaching and/or evaluating for more than two years may be eligible for an increase in pay rate.

## **STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA 2023-2024 SALARY SCHEDULE**

These Salary Schedules are established pursuant to F.S. 1001.65 and rules or policies of the Board of Trustees and serve as a guide for compliance.

Personnel actions submitted to the Board of Trustees for approval in conformance with the salary schedules and/or in accordance with applicable SCF Rules and Procedures will be considered routine personnel actions. The President may authorize variations in hiring practices, travel reimbursements, leaves, compensatory time, overtime, special compensation, severance and pay in lieu of notice, subject to legal requirements and based upon justification and appropriate recommendations of the Director, Human Resources and executive staff. Special rates of pay that have been adopted for services requiring special certification, and for unique or difficult to fill assignments may be continued or revised to meet College needs and market conditions as deemed necessary by the President. Examples include, but are not limited to, assignments in support of Health Professions Programs; contracts with industry; local, state or federal grant programs; high technology programs; new College initiatives; and special Staff and Program Development activities.

Other full or part-time job classifications and hourly rates will be added as required. The President, as needed, may authorize special fees and salary rates for independent contractors, consultants, workshops, seminars, exams, grants and other services. Compensation determinations will consider experience, education, special credentials and employment market factors.

### **COMPENSATION PHILOSOPHY**

State College of Florida's Compensation Strategy creates an innovative and progressive program that is competitive, internally equitable, fiscally responsible, and integrated with performance management. The program supports the attainment of the College's goals by attracting and retaining talent and providing personal and professional growth opportunities during an employee's career at SCF. The program is flexible and is based on benchmarking reflective of local, regional and educational industry market considerations. The College will strive to administer the compensation program in a manner that is consistent, equitable and free of discrimination.

The College is committed to openness and transparency around the compensation program to ensure that all employees understand the principles that guide salary decisions. At a minimum, this includes communicating the College's compensation strategy, compensation ranges, and accurate job responsibilities with existing and future employees.

**(THE IMPLEMENTATION OF THESE RATES WILL BE IN ACCORDANCE WITH STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA PROFESSORIAL RANKING SYSTEM AND RULES AND PROCEDURES MANUALS, AND ANY STATE OR FEDERAL LAWS THAT APPLY.)**

NOTE: Non-Faculty employees hired after March 31, 2023 will not be eligible for any approved salary increases effective fiscal year 2023-2024.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2023 - 2024 ADMINISTRATIVE /PROFESSIONAL SUPPORT SALARY SCHEDULE**

Twelve Month Positions Except Where Noted

| <u>LEVEL</u> | <u>POSITION TITLE</u>   | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|---|----------------|----------------|
| 211          | Accountant<br>Accountant, Accounts Payable and Fixed Assets<br>Accountant – Finance<br>Accountant, Grants<br>Assistant Bursar<br>Compliance Coordinator and Clinical Liaison<br>Coordinator, 26 West Creative Studio<br>Coordinator, Admissions (Nursing)<br>Coordinator, Alumni/Retirees and Events<br>Coordinator, Assessment and Evaluation (Nursing)<br>Coordinator, Enrollment Services<br>Coordinator, Enrollment Technology<br>Coordinator, Financial Aid<br>Coordinator, Natural Science Lab<br>Coordinator, Nursing Operations<br>Coordinator, Student Life<br>Coordinator, Student Success, Bridge to Baccalaureate (B2B)<br>Coordinator, Systems and Operations<br>Coordinator, TRIO/Student Support Services Grant Program<br>DUI Evaluator/Instructor<br>DUI/Special Supervision Evaluator<br>Experiential Learning Coordinator<br>Head Men’s Basketball Coach/Athletic Coordinator<br>Head Softball Coach/Athletics Academic Success Coordinator<br>Head Tennis Coach/Athletic Coordinator<br>Pearson Testing Center Coordinator and Lifelong Learning Specialist<br>Program Director, Early College Programs | \$37,111       | \$58,635       |
| 212          | Administrative Project Specialist<br>Administrator, Learning Management System (LMS)<br>Advancement Associate – Community Engagement<br>Assistant Director, Public Safety<br>Associate Director, International Student Services<br>Associate Registrar<br>Coordinator, Alternative Certification Program (ACP)<br>Coordinator, CCAMPIS (Child Care Access Means Parents in School)<br>Grant Program<br>Coordinator, Communications and Media<br>Coordinator, Creative Content<br>Coordinator, Database Services, Institutional Development<br>Coordinator, Degree Audit and Graduation<br>Coordinator, Digital Communications<br>Coordinator, Environmental Safety & Health   | \$41,453       | \$65,495       |

|     |   |          |          |
|-----|---|----------|----------|
| 212 | Coordinator, Grants<br>Coordinator, Grants - Institutional Development<br>Coordinator, IT/Coding Academy<br>Coordinator, Procurement<br>Coordinator, Procurement & Fiscal Performance<br>Coordinator, Retention and Assessment & Testing<br>Coordinator, Student Support Services<br>Coordinator, Talent Acquisition<br>Coordinator, Title III Grant Activity<br>Head Athletic Trainer<br>Graphics and Web Designer, 26 West Entrepreneurship Center<br>Librarian, P/T<br>Librarian, Reference & Instruction<br>Manager, 26 West Community Engagements and Partnerships<br>Manager, Natural Science Lab<br>Manager, Performing Arts Center<br>Program Director, College Readiness<br>Program Director, Public Safety & Emergency Management<br>Project Coordinator, Lifelong Learning and Workforce Development<br>Research Analyst<br>Senior Accountant<br>Specialist, Instructional Design<br>Systems Analyst, Financial Aid Services | \$41,453 | \$65,495 |
| 213 | Associate Director, Financial Aid Services<br>Coordinator, Disability Resource Center<br>Coordinator, Office of the President and Trustee Relations<br>Lead Specialist, Instructional Design and Learning Technology<br>Library Supervisor, Access Services<br>Library Supervisor, Venice Campus<br>Manager, Business Operations<br>Manager, Facilities Management<br>Manager, Human Resources Information Systems<br>Manager, Marketing<br>Manager, Nursing Admissions<br>Manager, Tutoring and<br>Academic Success Center (TASC)<br>Project Manager, Marketing  | \$46,303 | \$73,159 |
| 214 | Bursar<br>Director, Workforce Services<br>Director, Institutional Reporting<br>Manager, Digital Communications<br>Manager, Facilities Planning, Design and Construction<br>Manager, Financial Services<br>Program Director, TRIO Student Support Services (SSS) Grant<br>Senior Research Analyst<br>Webmaster   | \$51,720 | \$81,718 |

|     |  |            |           |
|-----|--|------------|-----------|
| 215 | Associate Controller<br>Assistant Dean, Lifelong Learning and Workforce Development<br>Assistant Dean, Early College Programs<br>and Strategic Academic<br>Initiatives/Campus Administrator, Venice<br>Assistant Dean of Students<br>Assistant Director, Facilities Management<br>Assistant Director, Human Resources<br>Director, 26 West Entrepreneurship Center<br>Director, Enrollment Services<br>Director, IT/Coding Academy<br>Director, Marketing<br>Director, Retention and College & Career Success<br>Senior Finance Manager, Institutional Development | \$57,771   | \$91,278  |
| 216 | Director, Business Services<br>Director, Center for Teaching & Learning Excellence and Online<br>Learning<br>Director, Public Safety and Emergency Management<br>Director, Sponsored Projects<br>Director, Traffic Safety Institute  | \$64,529   | \$101,956 |
| 217 | College Registrar<br>Director, Institutional Research<br>Director, Human Resources<br>Director, Institutional Compliance   | \$72,078   | \$113,884 |
| 218 | AVP, Communications and Government Relations<br>AVP, Finance/Controller<br>AVP, Student Services and Enrollment Management<br>Dean, Lifelong Learning & Workforce Development<br>Dean of Nursing<br>Dean of Students   | \$80,513   | \$127,210 |
| 219 | Associate Provost for Academic and Faculty Affairs<br>Executive Director, Foundation<br>General Counsel  | \$97,811   | \$154,541 |
| 220 | Vice President, Finance & Administrative Services<br>Vice President, Institutional Effectiveness<br>Vice President, Student Services & Enrollment Management   | \$107,592  | \$169,995 |
| 221 | Executive Vice President and Provost   | Negotiated |           |
| 299 | President  | Negotiated |           |

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2023 - 2024 NON-INSTRUCTIONAL COMPENSATION POLICIES**

**1. ANNUAL SALARY INCREASE DATE:**

Non-instructional employees, full-time or part-time, who occupy a position, approved by the Board of Trustees, which provides an administrative, professional support, technical/paraprofessional, clerical/secretarial, skilled crafts or maintenance service for the College, have a common anniversary date for salary increases, which is recommended by the President to the Board of Trustees for each fiscal year.

**2. PAY LEVEL:**

Each non-instructional employee position is assigned to a pay level depending upon the relative complexity and level of responsibility of the tasks involved in its job description and labor market competitive rates, based on the College approved job evaluation structure. Each pay level has a distinct salary range determined by an annual review of the salary schedule by the Office of Human Resources. Positions are established within the level structure on the following pages based on recommendations by the Office of Human Resources and approval of the President.

Pay rates/ranges for hard-to-fill positions may be changed to meet College needs and market conditions as deemed necessary by the President.

**3. BEGINNING SALARY:**

New employees, who meet minimum qualifications will usually be placed at the minimum rate for the pay level, regardless of the fund source.

Additional credit will be allowed for related experience above the minimum experience qualification of the position, up to a maximum of 10 years prior experience over the minimum requirements for new employees. Current employees may receive more than the 10 years maximum experience credit for SCF experience if it is relevant to the new position.

The Director, Human Resources may approve a step increment credit for each year of related experience above the minimum requirements, up to 5 years additional related experience. Usually, the employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position.

An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Director, Human Resources.

Starting salaries greater than 10% above the mid-point of the range may only be granted with the President's approval. In some cases, relevant education above the minimum requirements may be substituted for experience on a year for year basis. Depending on the position, it may also be possible to substitute some experience for education requirements. All experience calculations and salary rates above mid-point must be approved by the Director, Human Resources, or designee.

#### 4. PROMOTION, REASSIGNMENT, REDUCTION:

- A. PROMOTION is the selection for appointment to a position with a higher pay level than the current position. The salary rate for an employee being promoted will be calculated in accordance with section 3, "Beginning Salary" period. The employee will either receive this calculated rate or 5% for a one level promotion; or 10% for a promotion of two levels, or the minimum salary rate for the level, whichever is greater.
- B. RECLASSIFICATION is the change in position title and/or pay level based upon a significant change in the job responsibilities. Reclassifications for positions currently filled by an incumbent are usually requested during the annual budget process. Under rare circumstances to accommodate the critical needs of the College, reclassifications for vacant positions may be requested at the time of the vacancy. A pay increase may be granted upon the recommendation of the supervisor and the area Vice President to the Director, Human Resources. The job descriptions for recommended reclassification shall be scored by the Director, Human Resources or designee and submitted by the Director, Human Resources to be presented to the President's Advisory Council and President for approval. Calculation of new salary rates for reclassification will be handled the same way as Promotions, as stated in section 4.A. Salary changes for reclassification during the annual budget process will usually become effective on July 1 of the next fiscal year. Salary changes for reclassification requests for vacant positions will become effective as approved by the President.
- C. REASSIGNMENT is the selection for appointment to a position with the same pay level as the current position held. An employee who is reassigned will usually retain his/her current salary. With extenuating circumstances, the employee may either receive a 10% increase based on the recommendations of the supervisor and the Office of Human Resources and the approval of the President, or they may receive a new salary calculation.
- D. REDUCTION is the selection for appointment to a position with a lower pay level than the current position. An employee who is reduced in pay level will receive either the calculated salary as stated in section 3, "Beginning Salary", or a 5% reduction in salary for one level lower, or a 10% reduction in salary for two or more levels lower, whichever salary rate is less of a reduction, unless otherwise approved by the President.
- E. Promotions, reassignments, or reductions will be effective the date the employee assumes the position or the date the position becomes vacant, whichever is later.
- F. Generally, internal applicants must complete at least six months in their current position at a satisfactory level before they are eligible to apply for another position. The area Vice President and the Director, Human Resources may waive this requirement if it is deemed to be in the best interest of the College.
- G. Employees who are on a performance improvement plan are not eligible to apply for another position, nor are they eligible for approved increases until they have satisfactorily completed the performance improvement plan.



5. PART-TIME EMPLOYEES:

A part-time employee is an employee who is hired to fill a Board approved regular classification position, at less than 1950 or 2080 hours per year, for positions normally scheduled for 1950 or 2080 hours, respectively. Part-time employees who are in budgeted positions of 25 hours or more per week are considered full-time for benefits eligibility only.

Part-time employees will be paid based on the salary schedule and prorated based on the number of hours approved for the position.

6. PAYMENT ABOVE MAXIMUM FOR PAY RANGE:

An Employee reaching the established maximum for his/her Pay Range will remain at the maximum level. Any salary adjustments approved for employees of the College will be paid as a supplement which shall be paid proportionately through the employee's approved position length, whether 9, 10, or 12 months, in regularly scheduled pay periods. Such supplements shall not be added to the base rate and shall not be calculated in the final payouts of leave. This payment method shall be in force until such time as the employee's pay range maximum is increased or the employee changes positions.

Demotions that bring a salary/rate for the position to an amount above the maximum salary for the new Pay Range, the maximum for the Pay Range will prevail.

7. TRAINING OPPORTUNITY PROGRAM (TOP):

Career and Professional Support employees, hired to fill a regular position, approved by the Board of Trustees, have the opportunity to earn additional pay for participation in training/education programs that improve their job skills and enhance their contribution to the College, subject to budget availability. When an eligible employee completes one fiscal year of the required training/education activities that meet TOP criteria and are approved for TOP credit, they will earn \$250, provided the employee is in a paid position at the time of the disbursement. Retirees will be paid the disbursement with their final paycheck. A pro-rated portion may be approved by the President subject to budget availability. Payments will be made in a lump sum, minus required taxes during the first pay period of December. Temporary employees are ineligible for this program.

8. **CLASSIFICATION PLAN:**

Career – Non-Exempt

| <u>LEVEL</u> | <u>POSITION TITLE</u>  | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|--|----------------|----------------|
| 112          | Campus Courier<br>Groundskeeper<br>Specialist, Mailroom<br>Specialist, Shipping/Receiving/Warehouse  | \$15.00        | \$18.00        |
| 113          | Academic Office Assistant<br>Accounting Clerk III<br>Accounts Payable Clerk<br>Assistant, Laboratory<br>Assistant, Library<br>Assistant, Office of the Registrar<br>Campus Resource Officer<br>Groundskeeper – Chemical Specialist<br>Groundskeeper – Irrigation Technician<br>Specialist, Central Services<br>Specialist, Ticketing and Guest Services<br>Staff Assistant II  | \$15.20        | \$19.30        |
| 114          | Academic Department Secretary<br>Assistant, Admissions<br>Assistant, College Scheduling and Imaging<br>Assistant, Graduation<br>Assistant, Laboratory – Natural Science<br>Assistant, Student Services (Call Center)<br>Customer Service Representative, Financial Aid<br>Groundskeeper/Sports<br>Specialist, Museum<br>Specialist, Planning, Design & Construction, Administrative<br>Specialist, Traffic Safety Institute Customer Service<br>Staff Assistant III<br>Staff Assistant III – Student Life<br>Trades Worker II – Electrical<br>Trades Worker II – General Maintenance<br>Trades Worker II – General Maintenance (Evening Shift)<br>Trades Worker II – General Maintenance - LWR<br>Trades Worker II – HVAC Mechanical<br>Trades Worker II – Small Engine Mechanic | \$15.40        | \$20.60        |
| 115          | Academic Division Secretary<br>Business Service & Purchasing Assistant<br>Executive Assistant II<br>Lead, Student Services Assistant (Call Center)<br>Specialist, Admissions Transfer and Evaluation   | \$15.60        | \$21.90        |

|     |  |         |         |
|-----|--|---------|---------|
| 115 | Specialist, Center for Teaching & Learning Excellence & Online Learning<br>Specialist, Customer Service/Facilities Operations - VC<br>Specialist, Driver Improvement<br>Specialist, Financial Literacy<br>Specialist, Office of the Registrar<br>Specialist, Payroll<br>Specialist, Transfer Credit<br>Specialist II, Accounting<br>Specialist II, Human Resources<br>Testing Technician   | \$15.60 | \$21.90 |
| 116 | Accounting Technician I<br>Administrative and Budget Specialist, Facilities Management<br>College and Career Specialist<br>Instructional Assistant<br>Laboratory Support Specialist, Natural Science Lab<br>Office Supervisor, 26 West Center<br>Office Supervisor, Facilities Management<br>Office Supervisor, Library Services<br>Simulation Center Technician<br>Skills Lab Technician<br>Specialist, Education Programs<br>Specialist, Public Safety Technology<br>Specialist, Recruitment and New Student – South Sarasota County<br>Specialist, Retention – Special Programs                   | \$15.80 | \$23.20 |
| 117 | Accounting Technician II<br>Adjunct Coordinator<br>Compliance Coordinator and Clinical Liaison<br>Coordinator, 26 West Entrepreneurship Program<br>Lead Graphic Artist<br>Legal Assistant<br>Specialist, Accommodation Administration<br>Specialist, Auditorium Support<br>Specialist, Graduation<br>Specialist, Library Support<br>Specialist, Research<br>Specialist, Technology/Access<br>Supervisor, Public Safety – VC<br>Trades Worker III – Construction Lead<br>Trades Worker III – Electrician<br>Trades Worker III – HVAC Mechanical<br>Trades Worker III – Preventive/General Maintenance | \$16.43 | \$24.64 |
| 118 | Supervisor, Maintenance and Site Utilities<br>Supervisor, Maintenance Operations   | \$18.07 | \$27.11 |

**CAREER – EXEMPT**

| <u>LEVEL</u> | <u>POSITION TITLE</u>   | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|---|----------------|----------------|
| E16          | Lab Instructor – 2D   | \$29,862       | \$43,842       |
|              | Lab Instructor – Ceramics   |                |                |
|              | Lab Instructor – Film   |                |                |
|              | Lab Instructor – Graphic Design   |                |                |
|              | Lab Instructor – Photography  |                |                |
|              | Production Instructor – Theatre   |                |                |
|              | Supplemental Instruction Specialist – Tutoring and Academic Success Center (TASC) |                |                |
| E17          | Program Coordinator, Traffic Safety Institute                                     | \$32,043       | \$48,065       |
|              | Site Coordinator, Tutoring and Academic Success Center (TASC)                     |                |                |
| E18          | Advisor, Student Life   | \$35,245       | \$52,868       |
|              | Advisor II, Veterans Benefits   |                |                |
|              | College & Career Success Coach  |                |                |
|              | Financial Aid Officer, Federal Programs   |                |                |
|              | Financial Aid Officer, Scholarships and Grants                                    |                |                |
|              | Financial Aid Officer, Student Employment   |                |                |
|              | IT/Coding Academy Student Success Coach   |                |                |
|              | Lead, Financial Aid Customer Experience   |                |                |
|              | Site Manager, Venice Disability Resource Center                                   |                |                |
|              | Specialist, Loan Officer, Financial Aid Services                                  |                |                |
|              | Specialist, Processor, Financial Aid Services                                     |                |                |
|              | Workforce Education Outreach Specialist   |                |                |

Salary ranges stated are for 12-month positions and are prorated for 9 and 10-month positions.

CLASSIFICATION PLAN:  
**Information Technology**

| <u>LEVEL</u>                               | <u>POSITION TITLE</u>                    | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--|--|----------------|----------------|
| <b>CAREER – NON-EXEMPT</b>                 |  |                |                |
| 311  | Specialist, Help Desk                    | \$15.00        | \$25.86        |
|  | Specialist, Technical Support            |                |                |
| 312  | Lab Technical Manager                    | \$19.56        | \$31.30        |
|  | Specialist, Desktop-Audio Visual Support |                |                |
| <b>ADMINISTRATIVE/PROFESSIONAL SUPPORT</b> |  |                |                |
| 313  | Lead, Help Desk Office 365 Specialist    | \$37,111       | \$71,247       |
|  | Manager, IT Projects                     |                |                |
|  | Network Systems Administrator            |                |                |
|  | Programmer/Report Writer                 |                |                |
|  | Systems Administrator                    |                |                |
| 314  | Manager, IT Client Services              | \$47,750       | \$88,894       |
|  | Programmer/Analyst                       |                |                |
|  | Senior Network Systems Administrator     |                |                |
|  | Web Application Programmer/Analyst       |                |                |
|  | Web Programmer/SharePoint Administrator  |                |                |
| 315  | Manager, IT Infrastructure               | \$59,577       | \$110,913      |
|  | Manager, IT Security                     |                |                |
|  | Senior Programmer/Analyst                |                |                |
| 316  | Associate Director, IT Operations        | \$66,956       | \$117,401      |
|  | Director, Data Analytics                 |                |                |
| 317  | Director of Information Operations       | \$74,334       | \$123,889      |

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2023 – 2024 COLLEGIATE SCHOOL EMPLOYEE'S SALARY SCHEDULE**

| <u>LEVEL</u>                       | <u>POSITION TITLE</u>   | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|------------------------------------|---|----------------|----------------|
| <b>ADMINISTRATIVE/PROFESSIONAL</b> |   |                |                |
| 211                                | Advisor/Instructor  | \$51,000       | \$61,800       |
| 213                                | Senior Accountant   | \$46,303       | \$73,159       |
| 217                                | Head of School – Collegiate School                                  | \$72,078       | \$113,884      |
| 218                                | Senior Head of Collegiate Schools                                   | \$80,513       | \$127,210      |
| <b>CAREER – NON-EXEMPT</b>         |   |                |                |
| 112                                | Café Server   | \$15.00        | \$18.00        |
| 112                                | Custodian - Collegiate School                                       | \$15.00        | \$18.00        |
| 114                                | Staff Assistant III   | \$15.40        | \$20.60        |
| 115                                | Assistant, Technology   | \$15.40        | \$20.60        |
| 115                                | Executive Assistant II  | \$15.60        | \$21.90        |
| 115                                | Registration Specialist/Testing Coordinator                         | \$15.60        | \$21.90        |
| 116                                | Collegiate School Behavior Specialist and SCF Public Safety Liaison | \$15.80        | \$23.20        |
| 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        |
| <b>CAREER – EXEMPT</b>             |   |                |                |
| E16                                | Supplemental Instruction Specialist - Collegiate School             | \$29,250       | \$43,678       |
| <b>ACADEMIC</b>                    |   |                |                |
| 110                                | Instructor - Collegiate School                                      | \$51,000       | \$61,800       |
| 210                                | Certified School Counselor  | \$51,000       | \$65,700       |
| 214                                | Director of Curriculum and Instruction – Collegiate School          | \$51,720       | \$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 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 of 10% of an employee's base salary, unless otherwise authorized by the President due to extenuating circumstances.

## ANNUAL PERFORMANCE ADJUSTMENTS

Instructors, Certified School Counselors, Administrators

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.

Instructors working off contract earn \$150/day for new hire orientation, summer conferences or supplemental assistance.

Instructors working off contract for more than 3 days earn their daily rate. This may take effect when teachers are working off contract during summer school.

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.

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 \$22 per hour

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2023-2024 COLLEGIATE SCHOOL MISCELLANEOUS SALARY SCHEDULE**

|           |   |            |
|-----------|---|------------|
| <b>1.</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         | - Culture Club Advisor  | \$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 or Mentor 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. |
| N         | TSA – Technology Student Association Advisor  | \$1,000    |



**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2023– 2024 FACULTY SALARY SCHEDULE – LOWER DIVISION**

**1. ASSIGNMENT OF ACADEMIC RANK:**

A. Assignment of Academic Rank to new faculty and promotional decisions of existing faculty will be made according to the criteria in the Initial Hiring Criteria or Professorial Ranking System, approved by the Board of Trustees, as amended from time to time.

B. The Professorial Ranking System recognizes the six ranks listed below:

(1) ADJUNCT FACULTY: Part-time, temporary. See Section #4 below for salary information.

(2) LECTURER: Full-time, with benefits.

(3) INSTRUCTOR

(4) ASSISTANT PROFESSOR

(5) ASSOCIATE PROFESSOR

(6) PROFESSOR

Refer to Section #3B in this section for salaries for Lecturer, Instructor, Assistant Professor, Associate Professor and Professor.

2. ANNUAL, MULTIYEAR, AND CONTINUING CONTRACT STATUS: All new faculty with the Professorial Rank of Instructor, Assistant Professor, Associate Professor, or Professor will be placed on annual or multiyear contract regardless of the number of years of experience.

*Note: Those new faculty who begin employment after the regular start of the fall semester will have their pay pro-rated and paid through the final pay date of the 12-month deferred pay schedule. For years subsequent to the first year, the faculty member may elect to change status and be paid over 20, 23, or 26 pays, depending on the length of contract, with prior notice to the Director, Human Resources no later than July 1 of that year.*

Continuing contract, multi-year contract, annual contract or partial year contract status for full-time faculty will be determined in accordance with rules and policies of the State Board of Education and the District Board of Trustees.

### 3. FULL-TIME FACULTY – LOWER DIVISION

A. Full-time faculty are those faculty members who carry a full credit teaching load which is defined as a minimum of 15 classroom or on-line contact hours per week, or its equivalent, in each semester. A full-time faculty member's contract will state the amount of the salary and the term of employment.

B. The following salary schedule will be used for all full-time 9-month faculty: \*

| <u>Level</u> | <u>Rank</u>         | <u>Minimum</u> | <u>Maximum</u> |
|--------------|---------------------|----------------|----------------|
| A1           | Lecturer            | \$25,200       | \$36,468       |
| A2           | Instructor          | \$40,930       | \$46,442       |
| A3           | Assistant Professor | \$48,147       | \$54,324       |
| A4           | Associate Professor | \$56,348       | \$63,205       |
| A5           | Professor           | \$65,522       | \$83,423       |

Assistant Deans and Program Directors in Health Professions (Dental Hygiene, Occupational Therapy Assistant (OTA), Physical Therapist Assistant (PTA), Radiography), and Director of Simulation Center are twelve (12) month 35 hour per week positions.

C. Establishing Salaries\*

1. New Faculty will be placed within the range based on the evaluation of experience in accordance with College procedure for Initial Placement of New Faculty.
2. Faculty will move within the range in accordance with District Board of Trustees approved salary increases.
3. Faculty who have been awarded a promotion according to the Professional Ranking policy will receive the minimum salary for the next rank at the beginning of the next academic year.

D. SUMMER A OR SUMMER B: Full-time faculty who have been recommended for employment for the next academic year, and who teach in the Summer semester(s) will be compensated at a rate of \$2,550.00 per 3 semester hours, up to a maximum of 12 ILH total for all summer sessions. Summer semester hours taught above the established maximum (12) will be compensated at the standard overload rate.

E. SUMMER BENEFIT: Full-time faculty who have been recommended for employment for the next academic year, will be maintained on benefits, including health and other benefits paid for by the College between contract years.

4. OVERLOADS (CREDIT): Both in-unit and out-of-unit faculty (credit) will be compensated at a rate of \$2,000 per 3 semester hours.

Overload faculty will have \$32.43 deducted from their total compensation for each hour of class time for which they are absent.

5. ADJUNCT FACULTY: Adjunct faculty will be compensated at a rate of \$2,000 per 3 semester hours.
- Adjunct faculty will have \$30 deducted from their total compensation for each hour of class time for which they are absent.
6. SUBSTITUTES: Substitutes will be paid \$30 per teaching hour. A full-time faculty member in a regular, budgeted position will receive the substitute rate of \$32.43 per teaching hour when substituting outside of his/her regularly established schedule.
7. SPECIAL FACULTY SALARIES:
- |   |                    |
|---|--------------------|
| A. Artist-in-Residence<br><i>(Faculty who teach applied music classes)</i>              | \$183 per student  |
| B. Faculty Assessment of Prior Learning (Exam and Review, Portfolio Review) CEL Program | \$6 per credit hr. |
| C. Faculty Re-assessment (Re-Review of Portfolio) CEL Program                           | \$3 per credit hr. |
8. Duties other than those listed will be compensated by an overload, a multiple of an overload, a fraction thereof, or be paid based on a proration of the bargaining unit member's base salary.
9. MILITARY SERVICE will be accepted as credit for initial placement provided the instructor was teaching immediately preceding and immediately following obligatory military service, up to a maximum of 5 years.
10. PROFESSIONAL/INDUSTRIAL EXPERIENCE directly related to the assignment at State College of Florida, Manatee-Sarasota may be accepted in lieu of teaching experience up to a maximum of 5 years.
11. HOSPITAL WORK EXPERIENCE MAY BE ACCEPTED, therefore, full-time experience (not internship) may be credited for health science education faculty, up to a maximum of 5 years.
12. DIVIDED TIME EXPERIENCE: Employment of less than 9 months in one position can be added to those months of employment of another location during a single calendar year for credit of one year's experience. For example: 6 months of professional work, plus 4 months of teaching during one calendar year will equate to one year of credit experience.
13. DIRECTED STUDY RATES: \*
- |                   |                             |          |             |
|-------------------|-----------------------------|----------|-------------|
| 5 (ILH) Class =   | $1/14 \times \$ 3,333.33 =$ | \$238.00 | per student |
| 4.5 (ILH) Class = | $1/14 \times \$ 3,000.00 =$ | \$214.20 | per student |
| 4 (ILH) Class =   | $1/14 \times \$ 2,666.67 =$ | \$190.40 | per student |
| 3 (ILH) Class =   | $1/14 \times \$ 2,000.00 =$ | \$142.80 | per student |
| 2 (ILH) Class =   | $1/14 \times \$ 1333.33 =$  | \$ 95.20 | per student |
| 1 (ILH) Class =   | $1/14 \times \$ 666.67 =$   | \$ 47.60 | per student |



**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2023 – 2024 MISCELLANEOUS SALARY SCHEDULE**

**1. SPECIAL SALARIES**

|   |  |   |
|---|--|---|
| A | Accompanist  | \$20-30/per hour  |
| B | Accompanist for Production   | \$1,000 per production  |
| C | Guest Conductor/Clinician/Recitalist/Visiting Artist   |   |
|   | Category “A” – Local Venue Experience*   | Up to \$199   |
|   | Category “B” – Statewide/Regional Venue Experience*  | \$200–499   |
|   | Category “C” – National/International Venue Experience*  | \$500–4,500   |
|   | <ul style="list-style-type: none"> <li>• Category placement will be based on a review of several professional factors such as academic affiliation, format of performance, degree of technical difficulty of the performance, critic reviews, geographic venues, and reputation of individual(s). The Department will recommend the category and it will be approved by the appropriate Dean, as defined in Category definitions.</li> </ul> |   |
| D | Theatre Prod. Director, Actor, Choreographer, Support  | Up to \$2,000   |
| E | Guest Speaker, Science Speaker Series  | \$75  |
| F | Models<br>Mascot/Spotter   | 18/per hour   |
| G | Reader, Scribe for disabled students   | \$15/per hour   |
| H | Reader, Scribe for disabled faculty  | \$15/per hour   |
| I | Sports Camp Director   | \$500-1,000 plus \$10 per paid camper registration (based on experience and size of camp) |
| J | Sports Camp Assistant Director   | \$300-750/camp  |
| K | Sports Camp Assistant  | \$50-250/camp   |
| L | Sports Camp Student Assistant  | \$15/per hour   |
|   | *Salary will be based on the experience in the field of the individual. The Department will recommend the salary and it will be approved by the appropriate Sports Camp Director.  |   |
| M | Interim Coach  | Up to \$100/per day   |
| N | Interim Trainer  | Up to \$150/per day   |
| O | Wellness Trainer   | \$25-50/per hour  |
| P | Test Administrators/Proctors:  |   |
|   | Test Administration  |   |
|   | Administrator – \$75.00 (under 3 hours)  | Proctor - \$16.67/per hour  |
|   | Administrator – \$100.00 (over 3 hours)  |   |
| Q | DRC Technical/Lab Assistant  | \$15/per hour   |
| R | CROP Site Coordinators   | \$525 per semester  |
| S | Licensed Dental Professional<br>(Must be currently licensed in the State of Florida)   | \$40/per hour   |

Also see Non-Credit Salary Schedule for additional compensations.

## 2. STIPENDS

| AMOUNTS ARE FOR THE CONTRACT YEAR UNLESS OTHERWISE STATED       |  |                           |
|---|--|---------------------------|
| Advisor – Brain Bowl  |  | \$2,000                   |
| Advisor – Honors PTK Club-Bradenton Campus                      |  | \$2,000                   |
| Advisor – Honors PTK Club-Venice Campus                         |  | \$2,000                   |
| Advisor – Phi Beta Lambda-Bradenton Campus                      |  | \$2,000                   |
| Advisor – Phi Beta Lambda –Venice Campus                        |  | \$2,000                   |
| Assistant Coach – Baseball*                                     |  | \$8,755                   |
| Assistant Coach – Basketball*                                   |  | \$7,725                   |
| Assistant Coach – Softball*                                     |  | \$8,755                   |
| Assistant Coach – Tennis*                                       |  | \$6,180                   |
| Assistant Beach Volleyball Coach*                               |  | \$7,725                   |
| Assistant Court Volleyball Coach*                               |  | \$7,725                   |
| Assistant, Dean   |  | Up to \$20,000            |
| Assistant Director, Athletics                                   |  | \$6,000                   |
| Building Code Administrator                                     |  | \$3,900                   |
| Center for Teaching & Learning Excellence (CTLE), Director      |  | \$6,000                   |
| Chair – Department  |  | Up to \$9,000             |
| Clinical Coordinator, OTA                                       |  | \$3,700                   |
| Clinical Instructor: Radiography                                |  |                           |
| - Class I (per semester) 1-5 students                           |  | \$300                     |
| - Class II (per semester) 6 or more students                    |  | \$450                     |
| Collection Manager  |  | \$3,000                   |
| Head Coach – Baseball*  |  | \$13,000                  |
| Head Coach, Beach Volleyball                                    |  | \$8,000                   |
| Head Coach, Court Volleyball                                    |  | \$8,000                   |
| Director – Choral Ensembles                                     |  | \$2,000                   |
| Director – College Orchestra                                    |  | \$1,000                   |
| Director – Guitar Ensemble                                      |  | \$1,000                   |
| Director – Jazz Ensemble  |  | \$2,000                   |
| Director – MLK  |  | \$2,000                   |
| Director – Symphonic Wind Ensemble                              |  | \$1,000                   |
| Externship Program Development                                  |  | \$2,000                   |
| Faculty Senate – President                                      |  | \$2,000                   |
| Faculty Senate – Officer  |  | \$400                     |
| Gallery Manager   |  | \$3,000                   |
| Industry Certification Development                              |  | \$3,700                   |
| Instructional Material Development                              |  | \$2,000                   |
| Music Production Director                                       |  | \$3,000                   |
| Network, Resources, Open, College & Career (NROC) Administrator |  | \$4,000                   |
| Scorekeepers, Clock (basketball), Scoreboard, Ticket Takers     |  | \$35 per contest          |
| Sports Information Specialist                                   |  | \$5,000                   |
| Strategic Initiatives   |  | Up to \$10,000            |
| Summer Initiatives  |  | Up to \$15,000            |
| Theatre Designer  |  | \$2,000.00 per production |

\*The coaching staff is eligible for extra pay for playoffs and/or other extra duties

**ASN Level Coordinator - \$500-1,000**

ASN Level Coordinator, Nursing

**Program Manager - \$1,000**

Program Manager, CIT & Programming Analyst

**Program Manager – \$2,000**

2D Studio Art, AS

3D Studio Art, AS

Accounting Technology, AS

ASN Program Manager

Biotechnology, AS

Business Administration, AS

Computer Info Technology, AS

Criminal Justice Technology, AS

Digital Cinema, AS

Digital Photography, AS

Engineering Technology, AS

Entrepreneurship, AS

Fire Science Technology, AS

Graphic Design Technology, AS

Health Services Administration, AS

Paralegal/Legal Assisting, AS

Risk Management, AS

Theatre, AA

**Program Manager, Baccalaureate Programs – \$2,000**

BSN Program Manager

Supervision and Management, BAS

**Program Manager, Baccalaureate Programs - \$4,000**

Health Services Administration, BAS

**Program Manager, Baccalaureate Programs - \$5,000**

BAS/BS Supervision

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

**3. STUDENTS:**

A. For the purposes of employment at State College of Florida, Manatee-Sarasota, students are placed in one of three categories:

- 1) Federal Work Study - Student seeking an, AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota, meeting Federal Financial Aid requirements, preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- 2) Student Assistants - Student seeking an, AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota and preference is shown to student enrolled in a minimum of 6 credit hours . Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- 3) Peer Advisor Assistants, Campus Ambassadors and SGA Executive Officers – Students seeking an AS or AA degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.

B. Students will be paid \$15 per hour.

- C. Interns: Employment/placement in an SCF paid internship position for SCF Students is through the Office of College and Career Success department, and for all other paid Interns through the Human Resources Office. All internships must be approved in advance by the Vice President, Finance and Administrative Services.

#### 4. TEMPORARY EMPLOYEES:

- A. **TEMPORARY EMPLOYEES:** Most Temporary employees will be hired through the contracted vendor/vendors of the College. Individuals hired to work at State College of Florida, Manatee-Sarasota on a temporary basis will be paid within the range of the position to which they are assigned based on market and experience.

Retired and/or former employees of State College of Florida, Manatee-Sarasota, hired on a temporary basis, may be paid based on the position to be filled and their past SCF experience and prior relative experience as determined by the Director, Human Resources, or designee.

- B. **TEMPORARY EMPLOYEES IN INTERIM POSITION:** When the College determines that it requires an existing employee to fill an Interim Position which is in addition to the employee's current position, the College may pay a supplement which is normally 10% of the employee's current base pay, or the minimum rate for the range of said Interim Position, whichever is greater, based on the evaluation of the Director, Human Resources, and subject to the approval of the area Vice President, the Vice President, Finance and Administrative Services, and the President.

- 5. **GRANT PERSONNEL:** The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel.

- 6. **OVERTIME AND COMPENSATORY TIME:** The provisions of the Fair Labor Standards Act and its amendments govern all overtime and compensatory time considerations.

- 7. **COMPLIANCE:** The College complies with Section 1012.885 and 1012.886, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

- 8. **EMPLOYMENT OF RETIREES:** Re-employment of SCF retirees, or former employees that have taken a distribution and/or retirees of other Florida state agencies shall be employed subject to FRS regulations.

- 9. **PERFORMANCE INCENTIVE PAYMENT:** Regular full-time employees, except for SCFCS instructional and SCFCS management staff, who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement may be eligible for a performance increase (less applicable taxes). (Those regular part-time employees who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement, may receive a pro-rata share of the one-time salary supplement check, less applicable taxes).

- 10. **RECOGNITION:** Regular part-time and full-time employees may be eligible for a recognition incentive payment for years of service and upon retirement after at least 5 years of service.



**STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA  
2021 – 2023 NON-CREDIT SALARY SCHEDULE**

**1. INSTRUCTIONAL STAFF (NON-CREDIT):**

Part-time, non-credit instructional staff will be paid as follows:

- |    |   |   |
|----|---|---|
| A. | (1) Avocational/Occupational  | \$18-28/per hour  |
|    | (2) General Training and Expertise  | \$25-35/per hour  |
|    | (3) Recognized Expertise  | \$35-45/per hour  |
|    | (4) Professional  | \$55-65/per hour  |
|    | (5) Technical Expertise   | \$75-100/per hour (with approval of Dean, Lifelong Learning & Workforce Development, LWR) |
|    | (6) Highly Specialized  | \$100+/per hour (with approval of EVP/Provost)  |
| B. | Coordination: Coordination includes registration, planning, promotion, and other functions such as Range Aide deemed necessary to facilitate the instructional component. |   |
|    | (1) Class Coordinator   | \$15/per hour   |
|    | (2) Student Assistant   | \$15/per hour   |
| C. | Curriculum Development  | \$15/per hour   |
| D. | Proctor   | \$16.67/per hour (minimum of 3 per hour and hourly thereafter)                            |
| E. | Traffic Safety Institute:   | \$25/per hour   |
|    | (1) Clinical Supervisor*  | Varies  |
|    | (2) Level II Class Instructor - DUI   | \$22-27/per hour  |
|    | (3) Evaluator – Special Supervision & DUI   | \$22-27/per hour  |
|    | (4) Level I Class Instructor - DUI  | \$22-27/per hour  |
|    | (5) Instructor – Driver Improvement   | \$22-27/per hour  |
|    | *Clinical supervisor rates will vary based upon contractual agreement.  |   |
| F. | Para-professional Certification Trainer   | \$22-28/per hour  |
| G. | Workshop Registration Assistant   |   |
|    | (1) Per 2-hour session  | \$30  |
|    | (2) Per hour over 2   | \$15  |

**2. Individuals hired to perform non-teaching duties in support of a non-credit program will be compensated at a rate equivalent to one overload or a multiple of an overload or a fraction thereof commensurate with assigned duties.**

Workforce Training Instructors who have provided over 500 accumulated hours of training for Lifelong Learning and Workforce (LLL/WF) by the end of the fiscal year will receive a **one-time** \$5/hour increase in pay rate, calculated each June 30 and applicable to the following fiscal year. Instructors must have worked consecutive terms. Increases will be calculated to be effective for the fall semester. All instructors are required to attend LLL/WF orientation with their respective director and complete SCF required background check and training such as but not limited to Preventing Workplace Harassment/Title IX and FERPA training, as well as any other required or mutually agreed upon training. Traffic Safety Institute instructors who have been actively teaching and/or evaluating for more than two years may be eligible for an increase in pay rate.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 23, 2023

**AGENDA ITEM:**

**2023/24 College Operating Budget**

**RECOMMENDATION:**

**The College recommends approval by the District Board of Trustees for the 2023/24 College Budget.**

**STAFF ANALYSIS:**

The 2023/24 College Operating Budget is drafted to include adjustments to revenue and expense for all fund sources for 2023/24.

**FISCAL IMPACT** Yes

**Funding Source:** All Sources

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

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

**REQUESTED BY:** Julie Jakway

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

State College of Florida  
Schedule of Revenues and Expense  
2023 - 2024 Fiscal Year  
Lower Division

|                                     | Lower Division<br>Current Unrestricted |                                 |                                 | Lower Division<br>Current Restricted |                                 |                                 |
|-------------------------------------|--|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
|                                     | Estimated<br>Actual<br>2022-2023       | Original<br>Budget<br>2022-2023 | Proposed<br>Budget<br>2023-2024 | Estimated<br>Actual<br>2022-2023     | Original<br>Budget<br>2022-2023 | Proposed<br>Budget<br>2023-2024 |
| <b>Revenues</b>                     |  |                                 |                                 |                                      |                                 |                                 |
| Student Fees                        | 15,611,028                             | 16,373,861                      | 17,357,291                      | 2,090,792                            | 2,234,242                       | 2,293,271                       |
| Support from Local Government       | 1,396,262                              | 1,789,423                       | 1,343,347                       | 0                                    | 0                               | 0                               |
| Support from State Government       | 27,797,497                             | 32,334,055                      | 35,999,152                      | 1,281,134                            | 1,395,895                       | 604,430                         |
| Support from Federal Government     | 379,292                                | 0                               | 26,000                          | 6,106,863                            | 5,754,146                       | 1,272,541                       |
| Gifts & Private Grants              | 0                                      | 0                               | 0                               | 1,542,554                            | 475,489                         | 1,186,618                       |
| Sales & Services                    | 776,592                                | 555,362                         | 827,665                         | 134                                  | 38,554                          | 38,554                          |
| Other Revenue                       | 476,544                                | 141,817                         | 476,544                         | 141,420                              | 148,316                         | 148,316                         |
| Non-Revenue Receipts                | 298,548                                | 298,548                         | 296,548                         | 0                                    | 125,159                         | 125,159                         |
| <b>Total Revenues</b>               | <b>46,735,763</b>                      | <b>51,493,066</b>               | <b>56,326,547</b>               | <b>11,162,897</b>                    | <b>10,171,801</b>               | <b>5,668,889</b>                |
| <b>Expenditures</b>                 |  |                                 |                                 |                                      |                                 |                                 |
| Salaries                            | 22,566,718                             | 22,872,153                      | 24,391,625                      | 2,539,763                            | 2,332,509                       | 1,877,117                       |
| Other Personnel Services            | 3,146,960                              | 3,743,109                       | 3,737,908                       | 414,397                              | 401,656                         | 434,867                         |
| Personnel Benefits                  | 9,010,493                              | 13,212,252                      | 12,736,969                      | 975,035                              | 939,361                         | 739,678                         |
| <b>Total Personnel Expenses</b>     | <b>34,724,171</b>                      | <b>39,827,514</b>               | <b>40,866,502</b>               | <b>3,929,195</b>                     | <b>3,673,526</b>                | <b>3,051,662</b>                |
| Services                            | 9,149,307                              | 9,729,638                       | 10,861,206                      | 5,189,017                            | 5,348,737                       | 1,094,955                       |
| Materials and Supplies              | 2,808,422                              | 3,522,390                       | 4,009,110                       | 702,572                              | 278,042                         | 541,999                         |
| Other Current Expenses              | 2,279,080                              | 4,472,369                       | 6,648,798                       | 667,331                              | 410,300                         | 413,822                         |
| <b>Total Current Expense</b>        | <b>14,236,809</b>                      | <b>17,724,397</b>               | <b>21,519,114</b>               | <b>6,558,920</b>                     | <b>6,037,079</b>                | <b>2,050,776</b>                |
| Capital Outlay                      | 33,310                                 | 1,000,000                       | 1,138,605                       | 625,598                              | 461,196                         | 566,451                         |
| <b>Total Expenditures</b>           | <b>48,994,290</b>                      | <b>58,551,911</b>               | <b>63,524,221</b>               | <b>11,113,713</b>                    | <b>10,171,801</b>               | <b>5,668,889</b>                |
| <b>Revenue (+) over Expense (-)</b> | <b>-2,258,527</b>                      | <b>-7,058,845</b>               | <b>-7,197,674</b>               | <b>49,184</b>                        | <b>0</b>                        | <b>0</b>                        |

**State College of Florida  
Schedule of Revenues and Expense  
2023 - 2024 Fiscal Year**

|                                     | <b>Upper Division</b>                          |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|--|
|                                     | <b>Upper Division<br/>Current Unrestricted</b> |  |  | <b>Upper Division<br/>Current Restricted</b> |  |  |
|                                     | <b>Estimated<br/>Actual<br/>2022-2023</b>      | <b>Original<br/>Budget<br/>2022-2023</b> | <b>Proposed<br/>Budget<br/>2023-2024</b> | <b>Estimated<br/>Actual<br/>2022-2023</b>    | <b>Original<br/>Budget<br/>2022-2023</b> | <b>Proposed<br/>Budget<br/>2023-2024</b> |
| <b><u>Revenues</u></b>              |  |  |  |  |  |  |
| Student Fees                        | 1,422,995                                      | 1,407,426                                | 1,426,658                                | 245,596                                      | 237,888                                  | 237,888                                  |
| Support from State Government       | 178,164  | 178,164                                  | 178,164                                  | 0  | 0  | 0  |
| Other Revenue                       | 68,438   | 3,767                                    | 68,438                                   | 0  | 0  | 0  |
| Non-Revenue Receipts                | 0  | 0  | 0  | 36,845                                       | 36,845                                   | 0  |
| <b>Total Revenues</b>               | <b>1,669,597</b>                               | <b>1,589,357</b>                         | <b>1,673,260</b>                         | <b>282,441</b>                               | <b>274,733</b>                           | <b>237,888</b>                           |
| <b><u>Expenditures</u></b>          |  |  |  |  |  |  |
| Salaries                            | 442,854  | 728,407                                  | 800,253                                  | 0  | 0  | 0  |
| Other Personnel Services            | 484,564  | 367,000                                  | 400,451                                  | 0  | 0  | 0  |
| Personnel Benefits                  | 141,662  | 275,679                                  | 259,407                                  | 0  | 0  | 0  |
| <b>Total Personnel Expenses</b>     | <b>1,069,080</b>                               | <b>1,371,086</b>                         | <b>1,460,111</b>                         | <b>0</b>                                     | <b>0</b>                                 | <b>0</b>                                 |
| Services                            | 20,359   | 24,905                                   | 35,755                                   | 78,045                                       | 78,045                                   | 78,945                                   |
| Materials and Supplies              | 78,766   | 77,765                                   | 83,778                                   | 152,196                                      | 144,488                                  | 143,588                                  |
| Other Current Expenses              | 50,000   | 115,601                                  | 93,616                                   | 15,355                                       | 15,355                                   | 15,355                                   |
| <b>Total Current Expense</b>        | <b>149,125</b>                                 | <b>218,271</b>                           | <b>213,149</b>                           | <b>245,596</b>                               | <b>237,888</b>                           | <b>237,888</b>                           |
| Capital Outlay                      | 0  | 0  | 0  | 36,845                                       | 36,845                                   | 0  |
| <b>Total Expenditures</b>           | <b>1,218,205</b>                               | <b>1,589,357</b>                         | <b>1,673,260</b>                         | <b>282,441</b>                               | <b>274,733</b>                           | <b>237,888</b>                           |
| <b>Revenue (+) over Expense (-)</b> | <b>451,392</b>                                 | <b>0</b>                                 | <b>0</b>                                 | <b>0</b>                                     | <b>0</b>                                 | <b>0</b>                                 |

**State College of Florida  
Schedule of Revenues and Expense  
2023 - 2024 Fiscal Year**

**Collegiate Schools**

|                                     | Collegiate School Bradenton |                           |                           | Collegiate School Venice   |                           |                           |
|-------------------------------------|-----------------------------|---------------------------|---------------------------|----------------------------|---------------------------|---------------------------|
|                                     | Estimated Actual 2021-2022  | Original Budget 2021-2022 | Proposed Budget 2022-2023 | Estimated Actual 2021-2022 | Original Budget 2021-2022 | Proposed Budget 2022-2023 |
| <u>Revenues</u>                     |                             |                           |                           |                            |                           |                           |
| Support from Local Government       | 4,026,390                   | 3,938,591                 | 3,954,142                 | 1,467,929                  | 1,661,312                 | 2,364,033                 |
| Support from Federal Government     | 19,350                      | 27,268                    | 27,268                    | 15,000                     | 15,000                    | 30,000                    |
| Other Revenue                       | 51,198                      | 79,430                    | 79,430                    | 9,405                      | 5,091                     | 2,000                     |
| <b>Total Revenues</b>               | <b>4,096,938</b>            | <b>4,045,289</b>          | <b>4,060,840</b>          | <b>1,492,334</b>           | <b>1,681,403</b>          | <b>2,396,033</b>          |
| <u>Expenditures</u>                 |                             |                           |                           |                            |                           |                           |
| Salaries                            | 1,935,486                   | 1,834,689                 | 1,834,689                 | 806,936                    | 890,246                   | 1,044,146                 |
| Other Personnel Services            | 44,564                      | 59,520                    | 59,520                    | 15,845                     | 25,000                    | 17,000                    |
| Personnel Benefits                  | 612,672                     | 732,988                   | 732,988                   | 274,763                    | 349,599                   | 379,621                   |
| <b>Total Personnel Expenses</b>     | <b>2,592,722</b>            | <b>2,627,197</b>          | <b>2,627,197</b>          | <b>1,097,543</b>           | <b>1,264,845</b>          | <b>1,440,767</b>          |
| Services                            | 906,044                     | 1,064,878                 | 1,064,878                 | 196,112                    | 310,707                   | 538,007                   |
| Materials and Supplies              | 245,418                     | 269,154                   | 269,154                   | 71,130                     | 105,851                   | 180,851                   |
| Other Current Expenses              | 0                           | 0                         | 0                         | 0                          | 0                         | 0                         |
| <b>Total Current Expense</b>        | <b>1,151,462</b>            | <b>1,334,032</b>          | <b>1,334,032</b>          | <b>267,242</b>             | <b>416,558</b>            | <b>718,858</b>            |
| Capital Outlay                      | 76,734                      | 54,328                    | 54,328                    | 0                          | 0                         | 5,000                     |
| <b>Total Expenditures</b>           | <b>3,820,918</b>            | <b>4,015,557</b>          | <b>4,015,557</b>          | <b>1,364,785</b>           | <b>1,681,403</b>          | <b>2,164,625</b>          |
| <b>Revenue (+) over Expense (-)</b> | <b>276,021</b>              | <b>29,732</b>             | <b>45,283</b>             | <b>127,548</b>             | <b>0</b>                  | <b>231,408</b>            |

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
ANALYSIS OF PLANT FUND EXPENDITURES  
2023 - 2024 FISCAL YEAR**

|   | <b>TOTAL FUNDS</b>   | <b>OTHER</b>        | <b>LOCAL</b>         | <b>CO&amp;DS</b>  | <b>PECO</b>          |
|---|----------------------|---------------------|----------------------|-------------------|----------------------|
| <b>A. Recapitulation By Source - Unexpended Plant</b>     |                      |                     |                      |                   |                      |
| Beginning Fund Balance July 1, 2023                       | \$ 13,739,408        | \$ 0                | \$ 10,794,101        | \$ 536,792        | \$ 2,408,515         |
| Add Revenues  | 24,417,642           | 0                   | 5,382,231            | 202,122           | 18,833,289           |
| Deduct Expenditures                                       | 7,569,910            | 0                   | 4,366,199            | 377,875           | 2,825,836            |
| <b>Ending Fund Balance June 30, 2024</b>                  | <b>\$ 30,587,140</b> | <b>\$ 0</b>         | <b>\$ 11,810,133</b> | <b>\$ 361,039</b> | <b>\$ 18,415,968</b> |
| <b>B. Expenditures By Project and Source</b>              |                      |                     |                      |                   |                      |
| #712200/720000 Undesignated CO&DS                         | \$ 377,875           | \$ 0                | \$ 0                 | \$ 377,875        | \$ 0                 |
| #711009 & 711010/710010 VC Science Building ARP           | 1,196,323            | 0                   | 0                    | 0                 | 1,196,323            |
| #71008 & 711011/710010 Deferred Maint & Science/Tech Bldg | 1,629,513            | 0                   | 0                    | 0                 | 1,629,513            |
| #713110/710000 Capital Improvement Fee                    | 1,599,108            | 0                   | 1,599,108            | 0                 | 0                    |
| #713202/710000 ADA Door Operators Collegewide             | 175,434              | 0                   | 175,434              | 0                 | 0                    |
| #713265/710000 Building 1 Testing & Cashiering Remodel    | 175,000              | 0                   | 175,000              | 0                 | 0                    |
| #713266/710000 Building 4 Student Annex                   | 225,000              | 0                   | 225,000              | 0                 | 0                    |
| #713268/710000 Building 100 Cashiering Remodel            | 50,000               | 0                   | 50,000               | 0                 | 0                    |
| #713269/710000 Building 100 Admissions Remodel            | 100,000              | 0                   | 100,000              | 0                 | 0                    |
| #713xxx/710000 Painting/Flooring/Site Improvements        | 630,279              | 0                   | 630,279              | 0                 | 0                    |
| #713501-508/71050 Capital Plan - From Fund Balance        | 1,161,378            | 0                   | 1,161,378            | 0                 | 0                    |
| #713154/710000 Tech Refresh /CIF                          | 250,000              | 0                   | 250,000              | 0                 | 0                    |
| <b>Totals</b>   | <b>\$ 7,569,910</b>  | <b>\$ 0</b>         | <b>\$ 4,366,199</b>  | <b>\$ 377,875</b> | <b>\$ 2,825,836</b>  |
| <b>C. Expenditures By Project and Type</b>                |                      |                     |                      |                   |                      |
| #712200/720000 Undesignated CO&DS                         | \$ 377,875           | \$ 0                | \$ 377,875           | \$ 0              | \$ 0                 |
| #711009 & 711010/710010 VC Science Building ARP           | 1,196,323            | 1,196,323           | 0                    | 0                 | 0                    |
| #71008 & 711011/710010 Deferred Maint & Science/Tech Bldg | 1,629,513            | 1,629,513           | 0                    | 0                 | 0                    |
| #713110/710000 Capital Improvement Fee                    | 1,599,108            | 0                   | 1,599,108            | 0                 | 0                    |
| #713202/710000 ADA Door Operators Collegewide             | 175,434              | 175,434             | 0                    | 0                 | 0                    |
| #713265/710000 Building 1 Testing & Cashiering Remodel    | 175,000              | 140,000             | 0                    | 0                 | 35,000               |
| #713266/710000 Building 4 Student Annex                   | 225,000              | 180,000             | 0                    | 0                 | 45,000               |
| #713268/710000 Building 100 Cashiering Remodel            | 50,000               | 40,000              | 0                    | 0                 | 10,000               |
| #713269/710000 Building 100 Admissions Remodel            | 100,000              | 90,000              | 0                    | 0                 | 10,000               |
| #713xxx/710000 Painting/Flooring/Site Improvements        | 630,279              | 0                   | 630,279              | 0                 | 0                    |
| #713501-508/71050 Capital Plan - From Fund Balance        | 1,161,378            | 161,378             | 1,000,000            | 0                 | 0                    |
| #713154/710000 Tech Refresh /CIF                          | 250,000              | 0                   | 0                    | 0                 | 250,000              |
| <b>Totals</b>   | <b>\$ 7,569,910</b>  | <b>\$ 3,612,648</b> | <b>\$ 3,607,262</b>  | <b>\$ 0</b>       | <b>\$ 350,000</b>    |

| FUND   | Restrictions   | June 30, 2022<br>Reserves &<br>Unallocated Balances | June 30, 2023<br>Estimated<br>Reserves &<br>Unallocated Balances | Sources  | Uses  |
|--|--|---|--|--|---|
| <b>Fund 1 Current Funds – Unrestricted:</b><br>This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college.                               | Restrictions on the resources of this fund are those imposed by law, regulation or the approved budget.  | \$ 19,703,355                                       | \$ 18,401,451  | Legislative Appropriations, General Revenue, Lottery, Special Categorical Funds, Student Fees, Interest Earnings, Transfers and Other Fees | Salaries, Materials, Supplies, Utilities, Phones, Postage, Travel, Consulting, Services, etc., Furniture, Equipment, Library Books, Computers |
| <b>Fund 2 Current Funds – Restricted</b><br>This fund is also used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college.                             | Restrictions on the resources of this fund are those imposed by donors or other outside agencies.  | \$ 4,478,478  | \$ 5,794,148   | Federal Grants, State Grants, Restricted Funds, Local/Special Grants   | Salaries, Supplies, Travel, Materials, etc.   |
| <b>Fund 3 Auxiliary Funds:</b><br>Auxiliary enterprises are established primarily to provide non- instructional services for sale to students, faculty, staff and which are intended to be self-supporting.                  | Restrictions on the resources of this fund are those imposed by the College and aligned with best practices and generally accepted accounting principles (GAAP). | \$ 6,913,416  | \$ 6,506,606   | Bookstore Commissions, Food Service Commissions, Other Self-Supporting Activities  | Salaries, Scholarships, Transfers Out   |
| <b>Fund 4 Loan Funds:</b><br>Loan funds are those resources available for loans to students regardless of whether the institution is responsible for the collection of the loan.   | Restrictions on the resources of this fund are those imposed by the College or other outside agencies.   | \$ 484,713  | \$ 484,713   | Contributions, Parking Fines, Interest Earnings  | Student Loans   |
| <b>Fund 5 Scholarship Funds:</b><br>This fund is used to account for resources available for awards to students which are not in payment for services rendered to the College and will not require repayment to the College. | Restrictions on the resources of this fund are those imposed by the College, the donor or other outside agencies.  | \$ -11,355  | \$ -   | Federal Grants, State Grants, Local Scholarship Awards, General Donations  | Scholarships  |
| <b>Fund 6 Agency Funds:</b><br>This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs.                                  | Restrictions on the resources of this fund are those imposed by the club or organization for which the funds are held.   | \$ -  | \$ -   | Fundraising by Student Clubs & Organizations   | Student Club Project Activities   |

| FUND  | Restrictions   | June 30, 2022<br>Reserves &<br>Unallocated Balances | June 30, 2023<br>Estimated<br>Reserves &<br>Unallocated Balances | Sources   | Uses  |
|---|--|---|--|---|---|
| <b>Fund 7 Unexpended Plant Funds:</b><br>This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institution purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.  | Restrictions on the resources of this fund are imposed by statute for PECO funds and are restricted to new construction, renovations/ remodeling, major repairs, capital equipment, site acquisition and the associated services to manage the physical plant.   | \$ 17,873,126                                       | \$ 13,739,408  | PECO Funds, CO&DS Bonds/License Tag Fees, Interest Earnings, Local Transfers    | New Buildings, Renovation/Remodeling, Major Repairs, Site Acquisition, Capital Equipment, Plant Management Services |
| <b>Fund 8 Debt Service Funds:</b><br>This fund is used to account for the long-term debt of a college and for the resources which will be used to retire the debt and pay the interest on the obligation(s).  | Restrictions on the resources of this fund are limited to debt service payments.   | \$ -  | \$ -   | Transfers In, License Tag Fees  | Debt Payments. Bond Interest and Principal Payments   |
| <b>Fund 9 Invested in Plant Funds:</b><br>This fund is used to account for the cumulative costs of plant assets and associated liabilities. The assets consist of land, buildings, other structures and improvements, furniture, machinery, equipment, data software, construction in progress, assets under capital lease, if any. | Restrictions include a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for buildings and other structures and improvements. Depreciation is computed as follows: Buildings, 40 years; Other Structures, 10 years; Computer Equipment, 3 years; Vehicles, Office Machines and Ed. Eq., 5 years; and Furniture, 7 years. | \$ 95,918,534                                       | \$ 93,700,513  | Recordkeeping for Capital Purchases (Land, Buildings, Equipment, Library Books) | Depreciation and Deletions of Outdated, Obsolete, and Outmoded Equipment, Library Books, Furniture etc.             |
| <b>Total</b>  |  | \$ 145,360,267                                      | \$ 138,626,839   |   |   |

**Definitions:**

**Encumbrances**

Encumbrances representing outstanding purchase orders or other external commitments for materials or services not received as of the reporting date. Encumbrances are not reported as expenditures or liabilities. Rather, encumbrances are reported as a reserve against fund balance.

**Fund Balance**

The excess of assets over liabilities. To the extent that assets cannot or will not be converted to cash, reserves are established from fund balance.

**Unallocated Fund Balance**

A portion of ending fund balance which is available to fund new expenditures in the next fiscal year.

**Community College Program Fund (CCPF)**

Fund established in law which shall comprise the majority of appropriations made by the Legislature for the support of the current operating program of the State's colleges.

**PECO Funding**

The State allocates gross receipts taxes, generally know as Public Education Capital Outlay (PECO) funding, to the College on an annual basis. The College is authorized to expend these resources only upon applying for and receiving an encumbrance authorization from the Florida Department of Education. The allocation of PECO money is recognized as an addition to Unexpected Plant Funds when it is allocated and as a deduction if the allocation is subsequently reduced.



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