



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

DISTRICT BOARD OF TRUSTEES

# SCF Mission, Vision & Values

## Mission:

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.

## Vision:

State College of Florida, Manatee-Sarasota is the region's first choice for innovative, responsive, quality education, workforce training and community partnership.

## Values:

**Integrity.** We have a tradition of delivering our promises responsibly and transparently.

**Collaboration.** SCF is boldly engaging our partners to achieve the dynamic future we envision.

**Innovation.** We define best practices and create opportunity with forethought.

**Inclusivity.** SCF is an open access institution where all are welcomed and supported as part of the SCF college community.

## **AGENDA**

The District Board of Trustees  
State College of Florida, Manatee - Sarasota  
Regular Meeting  
SCF Bradenton – Board of Trustee Room 7/160  
AND Virtual Meeting via TEAMS  
September 26, 2023 5:30 pm

- 1. Meeting Call to Order – Mr. DiMaio**
- 2. Invocation and Pledge of Allegiance**
- 3. Public Comment - Mr. DiMaio**
- 4. Organizational Meeting as required by 1001.61(4) Florida Statutes, for the purpose of electing a Chair and Vice Chair of the District Board of Trustees - Dr. Probstfeld**
- 5. President’s Report - Dr. Probstfeld**
  - **10 year look back**
- 6. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

|            |  |
|------------|--|
| Exhibit A: | Minutes of June 27, 2023 BOT Meeting - Page 6  |
| Exhibit B: | Minutes of August 23, 2023 BOT Workshop - Page 9                                     |
| Exhibit C: | Minutes of the June 13, 2023 Traffic Safety Institute Quarterly Meeting - Page 11    |
| Exhibit D: | Minutes of the September 5, 2023 Traffic Safety Institute Quarterly Meeting- Page 13 |
| Exhibit E: | 2023-20525 Local Articulation Agreements MC & SC School Districts - Page 16          |
| Exhibit F: | Amended Fall 2023 Lifelong Learning & Workforce Development Schedule - Page 41       |
| Exhibit G: | SCFCS BC & VC Mental Health Services Plans - Page 46                                 |
| Exhibit H: | SCFCS Out of Field - Page 69   |
| Exhibit I: | SCFCS Family Reunification Plans - Page 71   |
| Exhibit J: | SCFCS Reading Remediation Plans - Page 82  |
| Exhibit K: | SCFCS Charter Enrollment Process - Page 88   |
| Exhibit L: | SCFCS Internet Safety Policy - Page 90   |
| Exhibit M: | HR Personnel Actions Monthly Report June, July & August 2023 - Page 92               |
| Exhibit N: | FCS College Affordability Report - Page 99   |
| Exhibit O: | Annual State College of Florida Foundation Facilities Use - Page 108                 |
| Exhibit P: | Parrish Center Designation Request - Page 110  |

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

|             |   |
|-------------|---|
| Exhibit Q:  | SCFCS 2023-2024 Teacher Allocation & Salary Schedule - Page 134                                   |
| Exhibit R:  | Monthly Financial Report May 2023 - Page 142  |
| Exhibit S:  | Budget Amendment FY 2022-23 May 2023 #35 -38 Page 147   |
| Exhibit T:  | SCFCS Financial Report(s) May 2023 - Page 151   |
| Exhibit U:  | Acceptance of Gifts and Grants May 2023 - Page 153  |
| Exhibit V:  | Monthly Financial Report June 2023 - Page 154   |
| Exhibit W:  | Budget Amendment FY 2022-23 June 2023 #39-41 Page 159   |
| Exhibit X:  | SCFCS Financial Report(s) June 2023 - Page 162  |
| Exhibit Y:  | Acceptance of Gifts and Grants June 2023 - Page 164   |
| Exhibit Z:  | Property Disposals - Page 165   |
| Exhibit AA: | Carryforward Spending Plan - Page 168   |
| Exhibit BB: | Ratification of Revision to Collective Bargaining Agreement Article 25, “Compensation” - Page 171 |

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

Exhibit CC: Project List - Page 178

**9. Synopsis of Pending Rule Revisions - Steve Prouty**

Exhibit DD: Pending Rule Revisions - Page 179

|    | Rule        | Title  | Revision                          |
|----|-------------|--|-----------------------------------|
| 1  | 6HX14-1.03  | Board of Trustees Corporate Body                                     | Format change, eliminate “Source” |
| 2  | 6HX14-1.031 | College Mission Statement  | Format change, eliminate “Source” |
| 3  | 6HX14-1.04  | Meetings of the District Board of Trustees                           | Format change, eliminate “Source” |
| 4  | 6HX14-1.042 | Appearances Before the Board   | Format change, eliminate “Source” |
| 5  | 6HX14-1.05  | Development of Rules, Procedures and Standard Operating Instructions | Format change, eliminate “Source” |
| 6  | 6HX14-1.06  | Ethics for Public Officers/Conflicts of Interest/Removal from Office | Format change, eliminate “Source” |
| 7  | 6HX14-2.01  | Absence from Teaching Assignment                                     | Format change, eliminate “Source” |
| 8  | 6HX14-3.01  | Academic Freedom   | Format change, eliminate “Source” |
| 9  | 6HX14-4.07  | Academic Progress, Course Attendance/Grades, Withdrawals             | Format change, eliminate “Source” |
| 10 | 6HX14-5.12  | Refund of Fees   | Format change, eliminate “Source” |
| 11 | 6HX14-5.13  | Insurance on College Property and on College Operations              | Format change, eliminate “Source” |
| 12 | 6HX14-5.16  | Petty Cash Fund  | Format change, eliminate “Source” |
| 13 | 6HX14-5.17  | Student Activity Budget  | Format change, eliminate “Source” |

|    |            |                                  |                                      |
|----|------------|----------------------------------|--------------------------------------|
| 14 | 6HX14-5.18 | Procurement                      | Format change,<br>eliminate "Source" |
| 15 | 6HX14-5.20 | Personal Property Accountability | Format change,<br>eliminate "Source" |

**10. Old Business**

**11. New Business**

**12. Board Adjournment**

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

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**Date:** June 27, 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 June 27, 2023 at SCF Bradenton and virtually via TEAMs

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

**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 5:30 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 provided the Board of Trustees with a 2023 legislative session recap.

**Mission Moment: Outreach Update - Dr. Nielsen**

Dr. Nielsen shared with the Board of Trustees various student enrollment and community engagement initiatives.

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

|            |   |
|------------|---|
| Exhibit A: | Minutes of May 23, 2023 BOT Meeting - Page 5                                    |
| Exhibit B: | Amended Summer 2023 Lifelong Learning & Workforce Development Schedule - Page 9 |
| Exhibit C: | HR Personnel Actions Monthly Report May 2023 - Page 16                          |
| Exhibit D: | SCFCS BC & VC 2021-22 Annual FLDOE Accountability Reports - Page 18             |
| Exhibit E: | SCFCS Annual FCPCS Salary Allocation Framework - Page 34                        |
| Exhibit F: | Grant No. 23-02 Title III - Page 37   |
| Exhibit G: | Grant No. 23-03 Perkins - Page 39   |
| Exhibit H: | Equity Report - Page 41   |

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

## 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 |

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

## 7. Facilities Project List (informational only) - Julie Jakway

Exhibit O: Project List - Page 144

## 8. Facilities

### Construction Projects & Updates - Chris Wellman

Exhibit R: Classroom A/V Upgrade - Page 143

Mr. Wellman requested Board approval to contract with Willis Smith Construction in the amount of \$952,000 for SCF collegewide classroom audio-video upgrades. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit R: Classroom Upgrades, Mr. Thomson seconded, and the Board unanimously approved.

Exhibit S: Misc. Capital Projects - Page 144

Mr. Wellman requested Board approval of the miscellaneous capital projects list: MTSC Nursing Student Debriefing Rooms; CIT Faculty Offices; Lighting Upgrades, Parking Sidewalks, Neel; Building 8 Classroom Upgrades; Collegewide Parking Lot Striping. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit S: Misc. Capital Projects, Mr. Thomson seconded, and the Board unanimously approved.

## 9. FY 2023-2024 Draft Operating Budget

Exhibit T: Fee Schedule - Page 145

Tracked Changes - Page 147

Exhibit Clean Copy - Page 152

Ms. Jakway requested Board approval of the proposed 2023/24 Fee Schedule. After due discussion and consideration, Ms. Collins motioned to approve Exhibit T: Fee Schedule, Mr. Goodson seconded, and the Board unanimously approved.

Exhibit U: Fiscal Agent for State College CDL Consortium - Page 156

Ms. Jakway requested Board approval to act as the fiscal agent for the State College CDL Consortium for the 2023/24 fiscal year. After due discussion and consideration, Mr. Godson motioned to approve Exhibit U: Fiscal Agent for State College CDL Consortium, Mr. Thomson seconded, and the Board unanimously approved.

Exhibit V: Budget (Informational Only) - Page 157

**10. Old Business**

None

**11. New Business**

None

**Board Comments/Updates & Adjournment**

Ms. Carter shared a letter written to the Women’s Resource Center praising the SCF Coding Academy and the positive impact it had on the author’s life.

Mr. Thomson praised the leadership team for SCF’s accomplishments regardless of the funding shortfalls.

Ms. Collins was encouraged by the positive Fall 2023 enrollment numbers.

Mr. Goodson asked for an update on the status of SCF Athletics.

Mr. DiMaio provided the Board with an SCFF update.

The meeting adjourned 6:40 p.m.

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Chair, Board of Trustees

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Carol Probstfeld, Secretary, Board of Trustees



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

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**Date:** August 23, 2023 10:00 am**Location:** SCF Bradenton**Proceedings:**

The District Board of Trustees of State College of Florida, Manatee – Sarasota held a workshop on August 23<sup>rd</sup>, 2023 at SCF Bradenton.

**Board Members Present:** Rod Thomson, Jaymie Carter, Taylor Collins Mike Fuller, Mark Goodson, and Ryan Moore. Dominic DiMaio joined the workshop via TEAMS.

**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. Thomson**

Mr. DiMaio turned the meeting over to Mr. Thomson. Mr. Thomson called the meeting to order at 10:00 am.

**2. Public Comment**

none

**3. Accreditation - Dr. Ryan Hale**

Dr. Hale's presentation to the board included a review of:

- the SCF Mission, Vision, and Values.
- the responsibilities of the Board as per accrediting agency SACSCOC.
- SCF's Quality Enhancement Plan (Q.E.P.) - the planning, the process, the collaboration
- the SACSCOC accreditation schedule
- SB7044 Legislature that will require SCF to use a different accrediting agency in the next cycle

**4. Legislative Advocacy - Dr. Probstfeld**

Dr. Probstfeld's presentation to the board included:

- SCF's 2024 Legislative priorities of \$9.8 million in additional recurring funding and \$18 million towards the SCF Parrish Center Phase 1
- the 2023-2024 advocacy plan schedule – timeline, letters, visits to Tallahassee
- Advocacy tips

**5. Properties - Julie Jakway**

Ms. Jakway's presentation to the board included an overview of upcoming projects / opportunities:

- the building of Sarasota Memorial Hospital next to SCF Venice – changing the SCF entrance and adding a traffic light
- the vacant Venice fire station adjacent to SCF Venice
- the possibility of workforce housing on the SCF Bradenton campus
- the vacant Suncoast Credit Union building across from SCF Bradenton
- SCF Parrish property

**6. Programmatic Opportunities - Dr. Todd Fritch and Dr. Brittany Nielsen**

Dr. Fritch shared with the board information regarding SCF’s participation in the Guided Pathways program and how it will lend itself to the upcoming Q.E.P. Dr. Fritch also highlighted the numerous SCF community partnerships and the various ways they could positively impact enrollment.

Dr. Nielsen shared with the board three scenarios for the SCF athletic program that would be the beginning of a multi-year plan to create a financially sustainable athletic program. Each of the three scenarios looked at retaining different sports, the expenses, the benefits, the number of athletes, impacts to Title IX, and fund raising opportunities.

A robust conversation followed around the three different scenarios and about different fund raising methods / opportunities. The conversation ended with a general consensus in favor of scenario number three as it retains the greatest number of athletic opportunities, the most Title IX flexibility, and opportunities to welcome community spectators.

The meeting adjourned 11:57 am

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Chair, Board of Trustees

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Carol Probstfeld, Secretary, Board of Trustees

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

## Advisory Committee Quarterly Meeting – 6/13/23

**ATTENDING:** Dana McMahon, Manatee County Probation; Celeste Bilodeau, State Attorney’s Office; Darlene Ragoonanan, State Attorney’s Office; Sgt. William Coleman, Manatee County Sheriff’s Office; Vicki Gillerin, TSI Director

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

**OLD BUSINESS:** Celeste Bilodeau made a motion to approve the minutes of the 3/14/23 TSI Advisory Committee meeting and it was seconded by Darlene Ragoonanan. Motion passed.

**OUTPUT-TSI Report:**

- A. Director Gillerin presented TSI’s student enrollment numbers/contacts since the last quarterly meeting. Total revenue from 7/1/2022 to 5/31/23 is down \$14,918.09 compared to the same period last year. The total number of student contacts for this three-month period increased by 304.

| TSI Student Enrollments/Contacts | 3/14/23 – 6/12/23 |
|----------------------------------|-------------------|
| BDI                              | 97                |
| IDI                              | 25                |
| DUI Level One                    | 414               |
| DUI Level Two                    | 155               |
| DUI Evaluations                  | 663               |
| DUI Victim Panel                 | 200               |
| IID Updates                      | 88                |
| SSS Periodic Updates             | 193               |
| <b>Totals:</b>                   | <b>1,835</b>      |

- B. Director Gillerin advised the committee members that Adinah Torres’ last day as a full-time staff member will be 6/30/23. She has opted to stay onboard as a contract employee and will continue to teach classes and/or conduct DUI evaluations based on need and availability. Catherine Okeson has agreed to take on more hours as a contract employee until we are able to hire additional contract employees to teach DUI classes and conduct DUI evaluations. The search for contract employees is ongoing; however, the educational requirements and low pay scale are making it difficult to find individuals to onboard in this job market.
- C. Director Gillerin distributed a Florida Department of Highway Safety and Motor Vehicles (FLHSMV) statewide news release that launched the state’s Distracted Driving Awareness Campaign. Of note is that there were 53,596 distracted driving crashes in Florida and 268 deaths in Florida in 2022 due to distracted driving. Drivers under 30 represented almost 40% of all distracted driving-related crashes. Additionally, the National Highway Traffic Safety Administration (NHTSA) Alcohol-Impaired Traffic Safety Facts with 2021 data was released in June 2023 and was distributed to the members. There was a 14.2% increase in the number of fatalities in alcohol-impaired driving crashes in 2021 (13,384 fatalities) compared to 2020 (11,718 fatalities) and one alcohol-impaired-driving fatality occurred an average of every 39 minutes in 2021.

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

## Advisory Committee Quarterly Meeting – 6/13/23

### INPUT

#### **Law Enforcement:**

Sgt. Coleman reported the Manatee County Sheriff's Office (MCSO) logged 167 DUI arrests between 1/1/23 – 6/3/23 and issued 6,141 Uniform Traffic Citations (UTC) during the same period. A DUI saturation patrol was conducted on 5/26/23 and 6/2/23 and another is planned for 7/8/23. MCSO plans to work with the US Coast Guard and Florida Fish and Wildlife Conservation Commission (FWC) in early July to look for boaters who may be under the influence. He also reported that MCSO is experiencing budget constraints that are affecting access to equipment and training.

#### **Misdemeanor Probation:**

Dana McMahan reports that caseloads are increasing due to some staffing issues to about 160 probationers for each Probation Officer. Her unit is hiring and currently has two individuals out on maternity leave. The Probation Division has implemented a new case management system called E-Probation and all staff are learning the new system.

#### **State Attorney's Office:**

Celeste Bilodeau reported that she has a lot of cases to screen for the Intermediate Driver Improvement (IDI) that TSI offers and expects the referrals to continue on a steady basis.

Darlene Ragoonanan reports that she only has 5 attorneys right now with 3 vacancies. Each is carrying a caseload between 500 – 700 cases. They are receiving assistance from 8 interns.

**Clinical Supervisor/Treatment Representative:** Not present.

**Citizen/Business Representative:** Not present.

With no further business the meeting was adjourned at 12:48 pm.

**NEXT MEETING: Tuesday, September 5, 2023 at 12:00 pm** (Lunch will be provided)

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

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

## Advisory Committee Quarterly Meeting – 9/5/23

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

The meeting was called to order by TSI Director Gillerin at 12:08 pm.

**OLD BUSINESS:** Dana McMahon made a motion to approve the minutes of the 6/13/23 TSI Advisory Committee meeting and it was seconded by Celeste Bilodeau. Motion passed.

### OUTPUT-TSI Report:

- A. Director Gillerin presented TSI's student contacts since the last quarterly meeting. The total number of student contacts for this period decreased by 644, however this period was only 83 days whereas the last period was 90 days. The student contact numbers for the same time last year were similar with only 1160 contacts. Historically, TSI sees a reduction in enrollments during the summer months.

| TSI Student Enrollments/Contacts | 6/13/23 – 9/4/23 |
|----------------------------------|------------------|
| BDI                              | 71               |
| IDI                              | 10               |
| DUI Level One                    | 261              |
| DUI Level Two                    | 146              |
| DUI Evaluations                  | 321              |
| DUI Victim Panel                 | 175              |
| IID Updates                      | 54               |
| SSS Periodic Updates             | 153              |
| <b>Totals:</b>                   | <b>1,191</b>     |

- B. Director Gillerin advised the committee members that the FY 2022 – 2023 annual audit that is required by DHSMV is underway and the final audit is due on 10/27/23. Looking at the final revenue numbers, which have not yet been adjusted for unearned revenue, it appears that TSI will once again have a budget deficit. Final results will be presented at the next quarterly meeting.
- C. Director Gillerin reported that the DUI Level I and DUI Level II registration fees will increase per Rule 15A-10.0141 F.A.C. which states that Level I and Level II registration fees will increase annually on October 1 by the lesser of 3% or the Consumer Price Index (CPI) increase ending June 30<sup>th</sup>. The CPI ending on June 30, 2023, is 3%, therefore, the 2023 increase for Level I would be  $\$305 \times 3\% = \$9.15$ , rounded to nearest \$5 increment = \$10.00. The increase for Level II would be  $\$460 \times 3\% = \$13.80$ , rounded to nearest \$5 increment = \$15.00. Registration fees for Levels I and II would increase to \$315.00 and \$475.00 respectively.

TSI's current Level I enrollment fee is \$325.75 including all DHSMV approved fees. TSI's current Level II enrollment fee is \$ 480.75 including all DHSMV approved fees. Director Gillerin asked the TSI Advisory Committee to approve the \$10.00 fee increase for Level I

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

## Advisory Committee Quarterly Meeting – 9/5/23

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

Pending the SCF District Board of Trustees approval, the Level I enrollment fee will be \$335.75, and the Level II enrollment fee will be \$495.75 with an effective date of October 1, 2023.

- D. Director Gillerin distributed a Florida Department of Highway Safety and Motor Vehicles (FLHSMV) statewide news release that launched the state's Drive Sober or Get Pulled Over campaign that started August 18, 2023, and ran through September 4, 2023. Historically, this time of year sees a spike in impaired driving fatalities so DHSMV along with Florida Highway Patrol (FHP) are joining law enforcement agencies across the nation to promote this initiative and carry out the collective mission of preserving lives. Of note is that in Florida during the 2022 Labor Day holiday weekend, over 50% of all fatalities that occurred were a result of an impaired driver, an increase of over 25% from the same period in 2021.

### INPUT

#### **Law Enforcement:**

Sgt. Coleman reported that the Manatee County Sheriff's Office (MCSO) logged 583 DUI arrests so far this year and issued 9,064 Uniform Traffic Citations (UTC's). During the Drive Sober or Get Pulled Over campaign there were 27 DUI arrests. A DUI saturation patrol was conducted on 9/2/2023 with 3 DUI arrests. In Manatee County there have been 37 vehicle related fatalities from 1/1/2023 – 6/26/2023. He also reported that MCSO was awarded a \$74,000 High Visibility Enforcement grant that will be utilized by the traffic unit in areas with the highest representation of traffic crashes resulting in serious or fatal injuries to pedestrians and bicyclists.

Sgt. Flint reported that the Sarasota County Sheriff's Office (SCSO) had 440 DUI arrests so far this year when he last checked the numbers and had issued over 9,200 Uniform Traffic Citations (UTC's). They have a total of 24 deputies working in the traffic unit and as of October 1, 2023, will have funding to add two more deputies. SCSO participated in the Drive Sober or Get Pulled Over campaign and although he didn't have exact numbers, DUI arrests were up from last year's numbers. SCSO placed an emphasis on back-to-school safety and conducted Operation Safe Kids during the first two weeks of the school year. In a two-week period, there were 193 speeding citations and 297 citations for other issues. He also reported that as of 10/1/2023 there will be an evening traffic unit in North Port and that the Mothers Against Drunk Driving (MADD) annual Walk Like MADD Manasota event will be taking place at Tom Bennett Park on November 18, 2023.

#### **Misdemeanor Probation:**

Dana McMahon reports that caseloads are steady. Her unit is in the process of hiring a Senior Probation Officer and there is a new posting for a Probation Officer position that just opened up. Staff are still getting used to the new case management system.

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

## Advisory Committee Quarterly Meeting – 9/5/23

### **State Attorney's Office:**

Darlene Ragoonanan reported that her office is now fully staffed with attorneys, and they also have two interns. This should help reduce caseload numbers and now the unit has four attorneys for each division in county court.

Celeste Bilodeau reported her court dockets have been very busy. One of the biggest challenges she is facing in referring clients to the Intermediate Driver Improvement (IDI) course is that each case takes a lot of time to screen each case and she has to have approval from the victim as well.

### **Clinical Supervisor/Treatment Representative:**

Andrew Saputo advised that treatment referral rates have been consistent with those of other DUI programs across the state. He is considering adding additional treatment providers to the approved provider list to give clients additional options should they require treatment.

### **Citizen/Business Representative:**

Nothing to report.

With no further business the meeting was adjourned at 12:50 pm.

**NEXT MEETING: Tuesday, December 5, 2023 - 12:00 pm Lunch will be provided.**

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

## LOCAL ARTICULATION AGREEMENT 2023-2025 (Manatee and Sarasota County Schools with State College of Florida, Manatee-Sarasota)

In the spirit of partnership, collaboration and communication, the State College of Florida, Manatee-Sarasota (SCF), the School District of Manatee County and the Sarasota County School District agree to provide, at no cost to eligible students, college credit for the Associate in Science (AS) Degree/Certificate programs listed in the charts beginning on page three of this document.

### CONDITIONS OF AGREEMENT:

1. Student must enroll and be admitted to State College of Florida, Manatee-Sarasota (SCF) in the Program of Study leading to the Associate in Science (AS) degree or certificate program as indicated in this agreement within two (2) calendar years from either graduation from high school **OR** completion of the postsecondary adult vocational program.
2. To apply for SCF credit under this Agreement, the student must meet the eligibility requirement iterated above and have official transcripts sent to SCF showing work previously completed at Manatee or Sarasota County Schools.
3. Course curriculum frameworks showing student performance outcomes and standards will be available in the Career Pathways offices at SCF, and/or Manatee/Sarasota County Schools.
4. The student must complete an Articulated Credit form and submit it with their high school transcript and CTE certificate(s) of completion to the Office of the Registrar.
5. The articulated credit will be placed on the student's SCF transcript upon completion of the conditions listed in items 1, 2 and 4.
6. **Statewide articulation agreements can be found and viewed at:**  
<http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/>

### REVIEW PROCESS:

This articulation agreement will be reviewed every two years unless superseded by a statewide articulation agreement. If curricular **OR** programmatic modifications are made, **OR** new programs/or academies are added, then the articulation agreement is to be updated annually. Once initially established and appropriate approvals are secured, the articulation agreement shall remain in effect until revised **OR** revoked. Sixty (60) days written notice must be given by a party to revoke an articulation agreement, provided, however, in the event of any revocation, currently enrolled students shall be allowed to complete the applicable degree program.

State College of Florida CTE Website:

[www.scf.edu/CTE](http://www.scf.edu/CTE)

Manatee County Schools Website:

[www.manateeschools.net](http://www.manateeschools.net)

Sarasota County Schools CTE Website:

[www.sarasotacountyschools.net](http://www.sarasotacountyschools.net)



## TABLE OF CONTENTS

|   |              |
|---|--------------|
| <b>Arts, AV Technology &amp; Communication</b> .....            | <b>3-5</b>   |
| Digital Video Technology.....                                   | 3            |
| Digital Design.....   | 4            |
| Commercial Art Technology.....                                  | 5            |
| Digital Media/Multimedia Design.....                            | 5            |
| <b>Business Management &amp; Administration</b> .....           | <b>6-10</b>  |
| Accounting Applications.....                                    | 6            |
| International Business.....                                     | 7            |
| Marketing, Management and Entrepreneurial Principles.....       | 8            |
| Entrepreneurship.....   | 8-9          |
| Business Management and Analysis.....                           | 10           |
| <b>Law, Public Safety, Corrections &amp; Security</b> .....     | <b>11-12</b> |
| Legal Administrative Specialist.....                            | 11           |
| Fire Fighter.....   | 12-13        |
| Criminal Justice.....   | 14-15        |
| <b>Science, Technology, Engineering &amp; Mathematics</b> ..... | <b>16-17</b> |
| Biomedical Sciences.....  | 16           |
| Electronics.....  | 16-17        |
| Engineering .....   | 18-19        |
| Applied Robotics.....   | 20           |
| <b>Architecture &amp; Construction</b> .....                    | <b>21-22</b> |
| Building Trades & Construction Design Technology.....           | 21           |
| HVAC.....   | 22           |
| Computer Aided Drawing & Modeling.....                          | 22           |
| <b>Health Science</b> .....                                     | <b>23</b>    |
| Medical Administrative Specialist.....                          | 23           |
| Health Science Programs .....                                   | 23           |
| <b>Information Technology</b> .....                             | <b>24</b>    |
| .NET Applications Development & Programming .....               | 24           |
| Computer Systems Information Technology .....                   | 24           |
| <b>Signature Page</b> .....                                     | <b>25</b>    |

**CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION**

| SECONDARY PROGRAM | TECHNICAL COLLEGE PROGRAM             | OCP | STATE COLLEGE OF FLORIDA PROGRAM                      | ASSESSMENTS   |
|-------------------|---------------------------------------|-----|---|---|
| N/A               | Digital Video Technology (K100400)    | OCP | AS Filmmaking (2031)                                  |   |
|                   | Digital Videography                   | A   |   |   |
|                   | Digital Audio & Video Technician      | B   | RTV 1510 Basic Television Production - 3 credit hours |   |
|                   | Digital Video Direction & Productions | C   | RTV1530 Electronic Field Production - 3 credit hours  | Electronic Reel Portfolio & 1-page essay on student's academic and professional goals |

Note: May be additional statewide articulation opportunity: <http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/>

| CLUSTER: ARTS, AV TECHNOLOGY & COMMUNICATION  |                                    |     |  |  |
|---|------------------------------------|-----|--|--|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM          | OCP | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS  |
| Digital Design (8209600)  | Digital Design (B070600)           | OCP | AS Graphic Design Technology (2033)<br>Graphic Design Support Certificate (3021) |  |
| Digital Information Technology 8207300 <b>OR</b> Emerging Technology in Business 8207010  | BTE Core OTA0040                   | A   |  |  |
| Digital Design 1 8209510  | Production Assistant GRA0024       | B   | GRA 1100C Introduction to Computer Graphics - 3 credit hours                     | Portfolio evaluation <b>OR</b> Proctored GRA1100C (Intro to Computer Graphics) Department Exam/Practicum                               |
| Digital Design 2 8209520 <b>AND</b> Digital Design 3 8209530  | Digital Assistant Designer GRA0025 | C   | GRA 2190C Graphic Design Basics - 3 credit hours                                 | Portfolio evaluation   |
| Digital Design 4 8209540  | Graphic Designer GRA0026           | D   | GRA 2150C Photoshop - 3 credit hours   | Portfolio Evaluation <b>AND</b> Adobe Certified Associate - Photoshop <b>OR</b> Proctored GRA2150C Photoshop department exam/practicum |
|   | Media Designer GRA0027             | E   | GRA 2122C Desktop Publishing - 3 credit hours                                    | Adobe Certified Associate - InDesign <b>AND</b> Portfolio Review   |
| Business Cooperative Education OJT 8200410 <b>OR</b> AHCD OJT 8200430 <b>OR</b> Cooperative Diversified Education OJT 8300420 <b>OR</b> Career and Technical Education Internship 8300430   |                                    |     | GRA 2949 Graphic Design Internship - 3 credit hours                              | Portfolio Review 150 hours with documentation  |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                                    |     |  |  |

| <b>CLUSTER: ARTS, AV TECHNOLOGY &amp; COMMUNICATION</b>   |                                  |            |  |   |
|---|----------------------------------|------------|--|---|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b> | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>  | <b>ASSESSMENTS</b>  |
| <b>Commercial Art Technology (8718000)</b>  | <b>N/A</b>                       | <b>N/A</b> | <b>AS Graphic Design Technology (2033)<br/>Graphic Design Support Certificate (3021)</b> |   |
| Commercial Art Technology 1<br>8718010  |                                  |            |  |   |
| Commercial Art Technology 2<br>8718020 <b>AND</b> Commercial Art<br>Technology 3 8718030  |                                  |            | GRA 1100C<br>Introduction to<br>Computer Graphics - 3<br>credit hours                    | Portfolio evaluation <b>OR</b><br>Proctored GRA1100C (Intro to<br>Computer Graphics) Department<br>Exam/Practicum |
| Commercial Art Technology 4<br>8718040  |                                  |            | GRA 2190C Graphic<br>Design Basics - 3 credit<br>hours                                   | Portfolio evaluation <b>OR</b> Proctored<br>Department Exam/Practicum   |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                                  |            |  |   |

| <b>CLUSTER: ARTS, AV TECHNOLOGY &amp; COMMUNICATION</b>   |                                  |            |  |   |
|---|----------------------------------|------------|--|---|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b> | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>  | <b>ASSESSMENTS</b>  |
| <b>Digital Media/Multimedia Design (8201600)</b>  | <b>N/A</b>                       | <b>N/A</b> | <b>AS Graphic Design Technology (2033)<br/>Graphic Design Support Certificate (3021)</b>   |   |
| Digital Media/Multimedia Design<br>1 8201210 <b>AND</b> Digital<br>Media/Multimedia Design 2<br>8201220   |                                  |            | GRA 1100C Introduction to<br>Computer Graphics - 3 credit hours<br><b>AND</b><br>GRA 2190C Graphic Design Basics -<br>3 credit hours | Portfolio evaluation <b>OR</b><br>Proctored Department<br>Exam/Practicum for<br>each SCF course |
| Digital Media/Multimedia Web<br>Production 8201610  |                                  |            | GRA 2142C Web Design 1 - 3 credit<br>hours   | Portfolio evaluation <b>OR</b><br>Proctored Department<br>Exam/Practicum                        |
| Digital Media/Multimedia<br>Motion Graphics Production<br>8201620   |                                  |            | GRA 2160C Web Basic Animation –<br>3 credit hours  | Portfolio evaluation <b>OR</b><br>Proctored Department<br>Exam/Practicum                        |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                                  |            |  |   |

| CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION   |  |     |   |  |
|---|--|-----|---|--|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM                | OCP | STATE COLLEGE OF FLORIDA PROGRAM  | ASSESSMENTS  |
| Accounting Applications (8302100)   | Accounting Operations (B070110)          | OCP | AS Accounting Technology (2005)<br>Accounting Applications Certificate (3001)   |  |
| Digital Information Technology 8207300 <b>OR</b><br>Emerging Technology in Business 8207010   | Information Technology Assistant OTH0040 | A   | CGS 1000 Computer Information Systems - 3 credit hours<br><br>CGS 1570 Integrated Business Applications - 3 credit hours  | Microsoft Office Associate <b>OR</b> Testout Office Pro<br><br>Microsoft Office Expert <b>OR</b> Testout Pro Certified |
| Accounting Applications 1 & 2 8203310 & 8203320   | Accounting Clerk ACO0040                 | B   | APA 1111 Intro to Acct - 3 credit hours   |  |
|   | Accounting Associate ACO0041             | C   | APA 2141 Computers for Accounting Applications - 3 credit hours   | QuickBooks Certified User (2015 or higher)   |
|   | Accounting Assistant ACO0042             | D   | FIN 2100 Personal Finance - 3 credit hours<br><br>BUL 2131 Legal Environments of Business - 3 credit hours<br><br>ACG 2949 Internship in Accounting - 1-3 credit hours<br>50 hrs = 1 credit hours<br>100 hrs = 2 credit hours<br>150 hrs = 3 credit hours | Employer evaluation of intern's performance (SCF Assessment Instrument)  |
| Business Cooperative Education OJT 8200410 <b>OR</b><br>AHCD OJT 8200430 <b>OR</b><br>Cooperative Diversified Education OJT 8300420 <b>OR</b><br>Career and Technical Education Internship 8300430  |  |     | ACG 2949 Internship in Accounting - 1-3 credit hours<br>50 hrs = 1 credit hours<br>100 hrs = 2 credit hours<br>150 hrs = 3 credit hours   | Employer evaluation of intern's performance (SCF Assessment Instrument)  |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |  |     |   |  |

| <b>CLUSTER: BUSINESS MANAGEMENT &amp; ADMINISTRATION</b>  |                                  |            |   |  |
|---|----------------------------------|------------|---|--|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b> | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>   | <b>ASSESSMENTS</b>   |
| <b>International Business (8216100)</b>   | <b>N/A</b>                       | <b>N/A</b> | <b>AS Business Administration, Management (2006)<br/>Business Specialist Certificate (3037)</b>                                       |  |
| Digital Information Technology 8207300<br><b>OR</b><br>Emerging Technology in Business 8207010  |                                  |            | CGS 1000 Computer Information Systems - 3 credit hours<br><br><b>OR</b><br>CGS 1570 Integrated Business Applications - 3 credit hours | Microsoft Office Associate <b>OR</b> Testout Office Pro<br><br>Microsoft Office Expert <b>OR</b> Testout Pro Certified |
| Accounting Applications 1 8203310   |                                  |            | APA 2141 Computers for Accounting Applications - 3 credit hours   | QuickBooks Certified User (2015 or higher)   |
| International Business Systems 8216110<br>International Finance & Law 8216120   |                                  |            |   |  |
| Business Cooperative Education OJT 8200410 <b>OR</b><br>AHCD OJT 8200430 <b>OR</b><br>Cooperative Diversified Education OJT 8300420 <b>OR</b><br>Career and Technical Education Internship 8300430  |                                  |            | GEB 2949 Internship in Business - 1-3 credit hours<br>50 hrs = 1 credit hours<br>100 hrs = 2 credit hours<br>150 hrs = 3 credit hours | Employer evaluation of intern's performance (SCF Assessment Instrument)  |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                                  |            |   |  |

| <b>CLUSTER: BUSINESS MANAGEMENT &amp; ADMINISTRATION</b>  |   |            |   |                    |
|---|---|------------|---|--------------------|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b>                                      | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>   | <b>ASSESSMENTS</b> |
| <b>Marketing, Management and Entrepreneurial Principles (9200500)</b>   | <b>Marketing, Management and Entrepreneurial Principles (M200500)</b> | <b>OCP</b> | <b>AS Business Administration, Marketing (2007)<br/>Marketing Certificate (3011)</b>                  |                    |
| Marketing Essentials 8827110<br><b>AND</b><br>Marketing Applications 8827120  | Salesperson, Retail MKA0342   | A          | MKA 2021 Personal Selling - 3 credit hours<br><br>MKA 2511 Principles of Advertising - 3 credit hours |                    |
| Marketing Management 8827130  | Marketing Managers MKA0010  | B          | GEB 1011 Introduction to Business - 3 credits   |                    |
| Business Ownership 8812000  | Entrepreneur (General Manager) MKA0091                                | C          | MAN 2021 Principles of Management and Organization - 3 credit hours                                   |                    |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |   |            |   |                    |

| <b>CLUSTER: BUSINESS MANAGEMENT &amp; ADMINISTRATION</b>  |   |            |   |   |
|---|---|------------|---|---|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b>                                      | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>                                   | <b>ASSESSMENTS</b>  |
| <b>Entrepreneurship (8812100)</b>   | <b>Marketing, Management and Entrepreneurial Principles (M200500)</b> | <b>OCP</b> | <b>AS Entrepreneurship (2043)<br/>Entrepreneurship Certificate (3023)</b> |   |
|   | Salesperson, Retail MKA0432   | A          |   |   |
| Business Ownership 8812000  | Marketing Managers MKA0010  | B          | GEB 1011 Introduction to Business - 3 credits                             |   |
| Business Management and Law 8812120   | Entrepreneur, General Manager MKA0091                                 | C          | MAN 2021 Principles of Management and Organizations - 3 credits           |   |
| Business Cooperative Education OJT 8200410 <b>OR</b><br>AHCD OJT 8200430 <b>OR</b><br>Cooperative Diversified Education OJT 8300420 <b>OR</b><br>Career and Technical Education Internship 8300430  |   |            | ENT 2000 Intro to Entrepreneurship - 3 credits                            | Employer evaluation of intern's performance (SCF Assessment Instrument) |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |   |            |   |   |

| <b>CLUSTER: BUSINESS MANAGEMENT &amp; ADMINISTRATION</b>  |   |            |   |   |
|---|---|------------|---|---|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b>                                      | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>   | <b>ASSESSMENTS</b>  |
| <b>Entrepreneurship (8812100)</b>   | <b>Marketing, Management and Entrepreneurial Principles (M200500)</b> | <b>OCP</b> | <b>AS Hospitality and Tourism (2051)</b>  |   |
|   | Salesperson, Retail MKA0432   | A          |   |   |
| Business Ownership 8812000  | Marketing Mangers MKA0010   | B          | GEB 1011 Introduction to Business - 3 credits   |   |
| Business Management and Law 8812120   | Entrepreneur, General Manager MKA0091                                 | C          | MAN 2021 Principles of Management and Organizations - 3 credits   |   |
| Business Cooperative Education OJT 8200410 OR AHCD OJT 8200430 OR Cooperative Diversified Education OJT 8300420 OR Career and Technical Education Internship 8300430<br><b>OR</b><br>Directed Study   |   |            | SLS 2949 Internship Exploration and Work Experience - 1-3 credit hours<br>50 hrs = 1 credit hours<br>100 hrs = 2 credit hours<br>150 hrs = 3 credit hours | Employer evaluation of intern's performance (SCF Assessment Instrument) |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |   |            |   |   |



| CLUSTER: BUSINESS MANAGEMENT & ADMINISTRATION   |  |     |  |  |
|---|--|-----|--|--|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM                  | OCP | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS  |
| N/A   | Business Management and Analysis (B060200) | OCP | AS Business Administration, Management (2006)<br>Business Specialist Certificate (3037)  |  |
|   | Information Technology Assistant OTAH0040  | A   | CGS 1000 (Computer Information Systems) Computer Information Systems - 3 credit hours<br><br>CGS 1570 Integrated Business Applications - 3 credit hours                                      | Microsoft Office Associate <b>OR</b> Testout Office Pro<br><br>Microsoft Office Expert <b>OR</b> Testout Pro Certified |
|   | Supervisor/Manager Trainee MNA0080         | B   | GEB 1011 Introduction to Business - 3 credits<br><br>MNA 1345 Management & Supervision - 3 credit hours<br><br>APA 1111 Introduction to Accounting - 3 credit hours                          |  |
|   | Supervisor MNA0082                         | C   | MAN 2021 Principles of Management and Organization - 3 credit hours<br><br>MAN 2300 Management and Personnel - 3 credit hours<br><br>BUL 2131 Legal Environment of Business - 3 credit hours |  |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |  |     |  |  |

| CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY   |  |            |  |  |
|---|--|------------|--|--|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM                        | OCP        | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS  |
| <b>Legal Administrative Specialist (8212000)</b>  | <b>Legal Administrative Specialist (B072000)</b> | <b>OCP</b> | <b>AS Paralegal/Legal Assisting (2018)</b>   |  |
| Digital Information Technology 8207300/ or Emerging Technology in Business 8207010  | Information Technology Assistant OTA0040         | A          | CGS 1000 Computer Information Systems - 3 credit hours   | Microsoft Office Associate <b>OR</b> Testout Office Pro                              |
| Administrative Office Technology 1 8212110<br>Business Software Applications 1 8212120  | Front Desk Specialist OTA0041                    | B          | CGS 1570 Integrated Business Software - 3 credit hours   | Microsoft Office Expert <b>OR</b> Testout Pro Certified                              |
| Legal Aspects of Business 8215130   | Administrative Support OTA0042                   | C          | PLA 2763 Law Office Management - 3 credit hours  | Complete OCP C   |
| Legal Office Technology 1 8212230<br>Legal Office Technology 2 8212240<br>Legal Office Technology 3 8212250   | Legal Administrative Specialist OTA0050          | D          | PLA 2732 Law Office Computer Applications - 3 credit hours<br><br>PLA 1003 Intro to Legal System - 3 credit hours<br><br>GEN 2210 Bus. Pres. & Communications - 3 credit hours | National Society for Legal Technology (NSLT) Certification <b>AND</b> Complete OCP D |
| Business Cooperative Education OJT 8200410 <b>OR</b><br>AHCD OJT 8200430 <b>OR</b><br>Cooperative Diversified Education OJT 8300420 <b>OR</b><br>Career and Technical Education Internship 8300430  | Business Cooperative Education OJT               |            | PLA 2949 Internship in Paralegal/Legal Assisting (elective) - 3 credit hours   | Complete 150 hours BCE Plan  |
| Business Education Directed Study 8200100   | Business Education Directed Study                |            | PLA 1949 Career Decision Work Experience in Legal Assisting - 1-3 credit hours   | Employer evaluation of intern's performance (SCF Assessment Instrument)              |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |  |            |  |  |

**CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY**

| SECONDARY PROGRAM | TECHNICAL COLLEGE PROGRAM | OCP | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS   |
|-------------------|---------------------------|-----|--|---|
| N/A               | Fire Fighter (P430211)    | OCP | AS Fire Science Technology (2016)  |   |
|                   | Fire Fighter I FFP0030    | A   | FFP 1000 (BFST109, ATPC109) Introduction to Fire Science (Firefighter Minimum Standards Compliance) – 6 credit hours<br><br>FFP 1740 (BFST1740, ATPC1740) Fire Service Course Delivery - 3 credit hours<br><br>FFP 1810 (BFST1810, and ATPC1810) Firefighting Tactics and Strategy I - 3 credit hours<br><br>FFP 2120 (BFST2120 and ATCP2120) Building Construction for the Fire Service - 3 credit hours<br><br>FFP 2720 (BFST2720 and ATPC2720) Company Officer - 3 credit hours | SCF will articulate/accept 18 credit hours; after enrollment as an SCF Fire Science Technology A.S. student, the student must present an official transcript that delineates completion of the courses; this award of credit is authorized by the Florida Statewide Articulation Agreement; all procedures in the SCF Catalog must be followed to receive credit. |
|                   | Fire Fighter II FFP0031   | B   | FFP 1505 (BFST1505 and ATPC1505) Fire Prevention Practices - 3 credit hours<br><br>FFP 1540 (BFST1540 and ATPC1540) Private Fire Protection Systems I - 3 credit hours<br><br>FFP 2741 (BFST2741 and ATCP2741) Fire Service Course Design - 3 Credit hours<br><br>FFP 2541 (BFST2541 and ATPC2541) Private Fire Protection Systems II - 3 credit hours   | SCF will articulate/accept 12 credit hours; after enrollment as an SCF Fire Science Technology A.S. student, the student must present an official transcript that delineates completion of the courses; this award of credit is authorized by   |

|   |  |  |  |   |
|---|--|--|--|---|
|   |  |  |  | the Florida Statewide Articulation Agreement; all procedures in the SCF Catalog must be followed to receive credit. |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |  |  |  |   |

| CLUSTER: LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY |                                       |  |  |  |
|---|---------------------------------------|--|--|--|
| SECONDARY PROGRAM                                   | TECHNICAL COLLEGE PROGRAM             |  | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS  |
| N/A   |                                       |  | <b>AS Criminal Justice Technology (2014)</b>   |  |
|   | Corrections Officer Academy           |  | <u>Core Courses:</u><br>CJL2100 Criminal Law – 3 credits<br>CJC1000 Introduction to Corrections – 3 credits<br><br><u>General Academic Courses:</u><br>HSC2401 Emergency First Aid and CPR – 3 credits<br>ISS1949 Co-op Work Experience I in Interdisciplinary Soc. Science – 3 credits  | Successful Academy completion.<br><br>Documentation showing all sections of the State Certification Exam through the State of Florida Criminal Justice Standards and Training Commission (CJSTC) have been passed.<br><br>Students who completed the Academy prior to the time when the CJSTC Certification Exam was enacted are not eligible for articulated credit under this agreement. |
|   | Law Enforcement Basic Academy P430105 |  | <u>Core Courses:</u><br>CJE2600 Criminal Investigations – 3 credits<br>CJL2100 Criminal Law – 3 credits<br>CJE1000 Introduction to Law Enforcement – 3 credits<br>CJL2130 Criminal Evidence and Procedures – 3 credits<br><br><u>General Academic Courses:</u><br>HSC2401 Emergency First Aid and CPR – 3 credits<br>ISS1949 Co-op Work Experience I in Interdisciplinary Soc. Science – 3 credits | Successful Academy completion.<br><br>Documentation showing all sections of the State Certification Exam through the State of Florida Criminal Justice Standards and Training Commission (CJSTC) have been passed.<br><br>Students who completed the Academy prior to the time when the CJSTC Certification Exam was enacted are not eligible for articulated credit under this agreement. |
|   | Combination Academy                   |  | <u>Core Courses:</u><br>CJE2600 Criminal Investigations – 3 hours<br>CJL2100 Criminal Law – 3 hours<br>CJE1000 Introduction to Law Enforcement – 3 hours<br>CJC1000 Introduction to Corrections – 3 hours<br>CJL2130 Criminal Evidence and Procedures – 3 hours  | Successful Academy completion<br><br>Documentation showing all sections of the State Certification Exam through the State of Florida Criminal Justice Standards and Training Commission (CJSTC) have been passed.<br><br>Students who completed the Academy prior to the time when   |

|  |  |   |   |
|--|--|---|---|
|  |  | <p><u>General Academic Courses:</u><br/> HSC2401 Emergency First Aid and CPR – 3 hours<br/> ISS1949 Co-op Work Experience I in Interdisciplinary Soc. Science – 3 hours</p> | <p>the CJSTC Certification Exam was enacted are not eligible for articulated credit under this agreement.</p> |
| <p>Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a></p> |  |   |   |

| <b>CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING &amp; MATHEMATICS</b>  |                                  |            |  |  |
|---|----------------------------------|------------|--|--|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b> | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>                          | <b>ASSESSMENTS</b>   |
| <b>Biomedical Sciences (8708100)</b>  | <b>N/A</b>                       | <b>N/A</b> | <b>AS Biotechnology (2042)</b>                                   |  |
| Principles of Biomedical Sciences 8708110   |                                  |            |  |  |
| Human Body Systems 8708120  |                                  |            | BSC 1020 Human Body - 3 credit hours                             |  |
| Medical Interventions 8708130   |                                  |            | BSC 2420C Introduction to Biotechnology Methods - 4 credit hours | Biotechnology Assistant/skills evaluation by SCF Assessment Instrument TBD by Program Manager <b>OR</b> Biotechnician Assistant CERHB001 |
| Biomedical Innovations 8708140  |                                  |            |  |  |
| Health Science Education Cooperative OJT 8400410 OR Health Science Education Directed Study 8400100   |                                  |            |  |  |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                                  |            |  |  |

| <b>CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING &amp; MATHEMATICS</b>  |                                  |            |   |                                       |
|---|----------------------------------|------------|---|---------------------------------------|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b> | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>                             | <b>ASSESSMENTS</b>                    |
| <b>N/A</b>  | <b>Electrician (I460314)</b>     | <b>OCP</b> | <b>Engineering Technology Support Specialist Certificate (3016)</b> |                                       |
|   | Electrical Helper BCV0603        | A          | ETI 1701 Industrial Safety - 3 credit hours                         | OSHA 10 Certification<br>NCCER - Core |
|   | Residential Electrician BCV0640  | B          |   |                                       |
|   | Commercial Electrician BCV0652   | C          | EET 1084 Introduction to Electronics - 3 credit hours               | NCCER Electrical Levels 1-4           |
|   | Industrial Electrician BCV0667   | D          |   |                                       |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                                  |            |   |                                       |

| <b>CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING &amp; MATHEMATICS</b>  |   |            |   |  |
|---|---|------------|---|--|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b>          | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>                   | <b>ASSESSMENTS</b>                       |
| <b>Electronics Technology (8600900)</b>   | <b>Electronic Technology (I150303)</b>    | <b>OCP</b> | <b>Electronics Certificate (3018)</b>                     |  |
| Electronics Technology 1<br>8600910   | Electronics Assembler<br>EEV0010          | A          |   |  |
| Electronics Technology 2<br>8600920   | Electronics Tester EEV0100                | B          |   |  |
| Electronics Technology 3<br>8600930   | Electronics Equipment<br>Repairer EEV0500 | C          | EET 1084C Introduction to<br>Electronics - 3 credit hours | <b>Review by<br/>Program<br/>Manager</b> |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |   |            |   |  |

| <b>CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING &amp; MATHEMATICS</b>  |                                  |            |   |  |
|---|----------------------------------|------------|---|--|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b> | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>   | <b>ASSESSMENTS</b>   |
| <b>Electronics Technology (8600900)</b>   | <b>N/A</b>                       | <b>N/A</b> | <b>AS Engineering Technology (2040)</b>   |  |
| Electronics Technology 1<br>8600910   |                                  |            | CGS 1000 Computer<br>Information Systems - 3 credit<br>hours  | Microsoft Office<br>Associate <b>OR</b><br>Testout Office<br>Pro |
| Electronics Technology 2<br>8600920   |                                  |            |   |  |
| Electronics Technology 3<br>8600930   |                                  |            | BCN 1251C Construction<br>Drafting <b>OR</b><br>EGN 1111C Engineering<br>Drawing <b>OR</b><br>ETD 1320C Intro to CAD <b>OR</b><br>ETD 1390C Autodesk Revit <b>OR</b><br>ETD 2364C SolidWorks<br>(up to 11 credit hours) | <b>Review and<br/>assessment by<br/>Program<br/>Manager</b>      |
| Advanced Applications in<br>Technology 8601900  |                                  |            |   |  |
| Cooperative Diversified<br>Education OJT 8300420<br><b>OR</b><br>Career and Technical<br>Education Internship<br>8300430 <b>OR</b><br>Work Based Experience<br>8601800  |                                  |            | ETM 1010C Mechanical<br>Measurements &<br>Instrumentation - 3 credit<br>hours   | <b>Review and<br/>assessment by<br/>Program<br/>Manager</b>      |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                                  |            |   |  |



| CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS   |                           |     |  |  |
|---|---------------------------|-----|--|--|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM | OCP | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS  |
| Applied Engineering Technology (8401100)  | N/A                       | N/A | AS Engineering Technology (2040)<br>Engineering Technology Support Specialist Certificate (3016)   |  |
| Applied Engineering Technology 1 8401110  |                           |     | ETI 1701 Industrial Safety - 3 credit hours  | OSHA 10 Certification <b>OR</b><br>MSSC Safety <b>OR</b><br>RECFN001 Pre-Engineering   |
| Applied Engineering Technology 2 8401120  |                           |     | ETD 1320C Introduction to AutoCAD - 3 credit hours <b>OR</b><br>EGN- 1111C Engineering Drawing - 3 credit hours  | MSSC Quality Practices & Measurement <b>OR</b><br>Autodesk Certified User (AutoCAD) <b>OR</b><br>SolidWorks CSWA <b>OR</b><br>RECFN002 Robotics <b>OR</b><br>Fusion 360 (AutoDesk)   |
| Applied Engineering Technology 3 8401130  |                           |     | ETM 1010C Mechanical Measurement & Instrumentation - 3 credit hours <b>OR</b><br><br>ETI 1110 Quality Assurance - 3 credit hours <b>OR</b><br><br>EET 1084 Introduction to Electronics - 3 credit hours <b>OR</b><br><br>ETI 1420C Manufacturing & Materials Processes - 3 credit hours <b>OR</b><br><br>ETD 2364C Introduction to SolidWorks - 3 credit hours | MSSC Manufacturing Processes & Production <b>OR</b><br>MSSC Maintenance Awareness <b>OR</b><br>AutoCAD User <b>OR</b><br>AutoDesk Inventor <b>OR</b><br>AutoDesk Fusion <b>OR</b><br>AutoDesk Revit <b>OR</b><br>MasterCAM <b>OR</b> |
| Advanced Applications in Technology 8601900   |                           |     | ETD 2368C Advanced SolidWorks - 3 credit hours   |  |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                           |     |  |  |

| CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS   |                           |     |  |  |
|---|---------------------------|-----|--|--|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM | OCP | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS  |
| Engineering Pathways (9400300)  | N/A                       | N/A | AS Engineering Technology (2040)<br>Engineering Technology Support Specialist Certificate (3016)   |  |
| Introduction to Engineering Design 8600550  |                           |     | ETI 1701 Industrial Safety - 3 credit hours  | OSHA 10 Certification <b>OR</b><br>MSSC Safety <b>OR</b><br>RECFN001 Pre-Engineering   |
| Computer Integrated Manufacturing 8600560 <b>OR</b><br>Civil Engineering & Architecture <b>OR</b><br>Aerospace Technology 8600620 <b>OR</b><br>Biotechnical Engineering 8600630   |                           |     | ETD 1320C Introduction to AutoCAD - 3 credit hours <b>OR</b><br><br>EGN 1111C Engineering Drawing - 3 credit hours   | MSSC Manufacturing Processes & Production <b>OR</b><br>Autodesk Certified User (AutoCAD) <b>OR</b><br>SolidWorks CSWA <b>OR</b><br>RECFN002 Robotics <b>OR</b><br>Fusion 360 (AutoDesk) <b>OR</b><br>Inventor (AutoDesk) |
| Principles of Engineering 8600520   |                           |     | ETM 1010C Mechanical Measurement & Instrumentation - 3 credit hours <b>OR</b><br><br>ETI 1110 Quality Assurance - 3 credit hours <b>OR</b><br><br>EET 1084 Introduction to Electronics - 3 credit hours <b>OR</b><br><br>ETI 1420C Manufacturing & Materials Processes - 3 credit hours <b>OR</b><br><br>ETD 2364C Introduction to SolidWorks - 3 credit hours | MSSC Quality Practices & Measurement <b>OR</b><br>MSSC Maintenance Awareness <b>OR</b><br>AutoDesk Revit <b>OR</b><br>MasterCAM <b>OR</b>  |
| Engineering Design & Development 8600650  |                           |     |  |  |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                           |     |  |  |

| CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS   |                           |     |   |   |
|---|---------------------------|-----|---|---|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM | OCP | STATE COLLEGE OF FLORIDA PROGRAM  | ASSESSMENTS   |
| <b>Applied Robotics (9410100)</b>   | N/A                       | N/A | <b>AS Engineering Technology (2040)<br/>Engineering Technology Support Specialist Certificate (3016)</b>          | <b>Review and assessment by Program Manager</b>   |
| Foundations of Robotics<br>9410110  |                           |     | ETI 1701 Industrial Safety - 3 credit hours   | OSHA 10 Certification <b>OR</b><br>MSSC Safety <b>OR</b><br>RECFN001 Pre-Engineering  |
| Robotic Design Essentials<br>9410120 <b>AND</b><br>Robotic Systems<br>9410130   |                           |     | ETD 1320C Introduction to AutoCAD - 3 credit hours  | Autodesk Certified User (AutoCAD) <b>OR</b><br>SolidWorks CSWA <b>OR</b><br>RECFN002 Robotics <b>OR</b><br>Fusion 360 (AutoDesk) <b>OR</b><br>Inventor (AutoDesk) |
| Robotic Application Capstone 9410140 <b>OR</b><br>Advanced Technical Applications   |                           |     | ETD 2364C Introduction to SolidWorks - 3 credit hours <b>OR</b><br>ETD 2368C Advanced SolidWorks - 3 credit hours | CSWA SolidWorks <b>AND</b><br>Portfolio   |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |                           |     |   |   |

| <b>CLUSTER: ARCHITECTURE &amp; CONSTRUCTION</b>   |   |            |  |   |
|---|---|------------|--|---|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b>                                      | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>  | <b>ASSESSMENTS</b>  |
| <b>Building Trades &amp; Construction Design Technology (8722000)</b>   | <b>Building Trades &amp; Construction Design Technology (C100100)</b> | <b>OCP</b> | <b>AS Construction Management Technology (2039)</b>  | <b>Review and assessment by Program Manager</b>   |
| Building Trades & Construction Design Technology 1-3 (8722010, 8722020, 8722030)  | Building Construction Assistant BCV0080                               | A          | ETI 1701 Industrial Safety - 3 credit hours<br><br>BCN 2230 Building Construction Materials and Methods - 3 credit hours | OSHA 10 Certification<br>NCCER - Core<br>NCCER - Carpentry<br>NCCER - Construction Technology |
| Building Trades and Construction Design Technology 4 (8722040)  | Carpentry and Masonry Technician BCV0081                              | B          | BCT 2770 Building Construction Estimating - 3 credit hours   | NCCER Carpentry 2   |
| Building Trades and Construction Design Technology 5 (8722050)  | Electrical and Plumbing Technician BCV0082                            | C          |  |   |
|   | Building Maintenance Technician BCV0083                               | D          |  |   |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu-agreements/</a> |   |            |  |   |

| <b>CLUSTER: ARCHITECTURE &amp; CONSTRUCTION</b>   |   |            |  |   |
|---|---|------------|--|---|
| <b>SECONDARY PROGRAM</b>  | <b>TECHNICAL COLLEGE PROGRAM</b>                    | <b>OCP</b> | <b>STATE COLLEGE OF FLORIDA PROGRAM</b>  | <b>ASSESSMENTS</b>  |
| <b>Building Trades &amp; Construction Design Technology (8722000)</b>   | <b>Building Construction Technologies (I460401)</b> | <b>OCP</b> | <b>AS Construction Management Technology (2039)</b>  | <b>Review and assessment by Program Manager</b>   |
| Building Trades & Construction Design Technology 1-3 (8722010, 8722020, 8722030)  | Building Construction Helper BCV0400                | A          | ETI 1701 Industrial Safety - 3 credit hours<br><br>BCN 2230 Building Construction Materials and Methods - 3 credit hours | OSHA 10 Certification<br>NCCER - Core<br>NCCER - Carpentry<br>NCCER - Construction Technology |
| Building Trades and Construction Design Technology 4 (8722040)  | Building Construction Technician 1 BCV0401          | B          | BCT 2770 Building Construction Estimating - 3 credit hours   | NCCER Carpentry 2   |
| Building Trades and Construction Design Technology 5 (8722050)  | Building Construction Technician 2 BCV0402          | C          |  |   |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu-agreements/</a> |   |            |  |   |

| CLUSTER: ARCHITECTURE & CONSTRUCTION  |  |            |  |   |
|---|--|------------|--|---|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM  | OCP        | STATE COLLEGE OF FLORIDA PROGRAM                                 | ASSESSMENTS   |
| N/A   | <b>Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) (C400400)</b>   | <b>OCP</b> | <b>AS Construction Management Technology (2039)</b>              | <b>Review and assessment by Program Manager</b>             |
|   | Introduction to HVAC/R ACR0000   | A          | ETI 1701 Industrial Safety - 3 credit hours                      | OSHA 10 Certification<br>CPR; First Aid; EPA                |
|   | HVAC/R Fundamentals ACR0001  | B          |  |   |
|   | HVAC/R Service Practices ACR0012   | C          | BCN 1592 Energy Efficient Building Construction - 3 credit hours | HVAC Excellence Electrical & Residential A/C Certifications |
|   | HVAC/R Intermediate Service Practices ACR0013  | D          |  |   |
|   | HVAC/R Advanced Service Practices ACR0044 <b>OR</b><br>HVAC/R Advanced Commercial & Industrial Service Practices ACR0045 | E          |  |   |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu-agreements/</a> |  |            |  |   |

| CLUSTER: ARCHITECTURE & CONSTRUCTION  |  |            |   |   |
|---|--|------------|---|---|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM                              | OCP        | STATE COLLEGE OF FLORIDA PROGRAM                    | ASSESSMENTS                                 |
| N/A   | <b>Computer Aided Drawing &amp; Modeling (C100300)</b> | <b>OCP</b> | <b>AS Construction Management Technology (2039)</b> |   |
|   | CAD & Modeling I TDR 0301                              | A          | ETD 1320C Intro to AutoCAD - 3 credit hours         | ADESK002<br>Autodesk Certified User AutoCAD |
|   | CAD & Modeling II TDR 0302                             | B          | ETD 1390C Autodesk Revit - 3 credit hours           | ADESK008<br>Autodesk Certified User-Revit   |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu-agreements/</a> |  |            |   |   |

| CLUSTER: HEALTH SCIENCE   |   |     |  |  |
|---|---|-----|--|--|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM                   | OCP | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS  |
| Medical Administrative Specialist (8212300)   | Medical Administrative Specialist (B070300) | OCP | AS Health Services Management (2048)   |  |
| Digital Information Technology 8207300/<br><b>OR</b><br>Emerging Technology in Business 8207010   | BTE Core OTA0040                            | A   | CGS 1000 Computer Information Systems - 3 credit hours<br><br>CGS 1570 Integrated Business Applications - 3 credit hours | Microsoft Office Associate<br><b>OR</b> Testout Office Pro<br><br>Microsoft Office Expert<br><b>OR</b> Testout Pro Certified |
| Administrative Office Technology 1 8212110<br>Business Software Application 1 821220  | Front Desk Specialist OTA0041               | B   |  |  |
| Medical Office Technology 1 821220<br>Medical office Technology 2 8212202   | Medical Office Technologist OTA631          | C   | AS Health Services Management elective credit - 3 credit hours   |  |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu-agreements/</a> |   |     |  |  |

| CLUSTER: HEALTH SCIENCE   |   |  |   |             |
|---|---|--|---|-------------|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM   |  | STATE COLLEGE OF FLORIDA PROGRAM                                | ASSESSMENTS |
| N/A   | Health Science Programs of 600 clock hours or more listed below   |  | AS Health Services Management (2048)                            |             |
|   | Dental Assisting Technology and Management (ATD)<br>Medical Therapy<br>Medical Assisting<br>Medical Coder/Biller<br>Paramedic<br>Patient Care Technician<br>Practical Nursing (LPN)<br>Surgical Technician<br>Pharmacy Technician |  | AS Health Services Management elective credit - 10 credit hours |             |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu-agreements/</a> |   |  |   |             |

| CLUSTER: INFORMATION TECHNOLOGY   |   |            |  |  |
|---|---|------------|--|--|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM                                       | OCP        | STATE COLLEGE OF FLORIDA PROGRAM   | ASSESSMENTS  |
| N/A   | <b>.NET Application Development &amp; Programming (Y700400)</b> | <b>OCP</b> | <b>All Computer Science AS Programs and Certificates for which these courses are required</b>                        | <b>Assessments</b>   |
|   | Information Technology Assistant OTAA0040                       | A          | CGS 1000 Computer Information Systems - 3 credit hours<br>CSG1570 Integrated Business Apps Software - 3 credit hours | Microsoft Office Associate<br><b>OR</b> Testout Office Pro<br><br>Microsoft Office Expert<br><b>OR</b> Testout Pro Certified |
|   | Computer Support Assistant EEV0504                              | B          | COP 2510 Programming Concepts - 3 credit hours<br>COP 2250 JAVI - 3 credit hours                                     | Microsoft Development Fundamentals 98-361<br><b>AND</b><br>Info Tech Serv and JAVA   |
|   | Network Support Technician CTS0026                              | C          | CGS 1543 Database Design & Implementation - 3 credit hours   | Microsoft Development Fundamentals 98-361<br><b>AND</b><br>Microsoft Access Expert<br><b>OR</b><br>ITS Software              |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |   |            |  |  |

| CLUSTER: INFORMATION TECHNOLOGY   |  |            |   |                     |
|---|--|------------|---|---------------------|
| SECONDARY PROGRAM   | TECHNICAL COLLEGE PROGRAM                                | OCP        | STATE COLLEGE OF FLORIDA PROGRAM  | ASSESSMENTS         |
| N/A   | <b>Computer Systems Information Technology (Y100300)</b> | <b>OCP</b> | <b>All Computer Science Programs for which these courses are required</b> | <b>Assessments</b>  |
|   | Computer Systems Technician CTS0082                      | A          | CGS 1000 Computer Information Systems - 3 credit hours                    | CompTIA A+          |
|   | Computer Network Technician CTS0083                      | B          | CTS 1150 Microcomputer Hardware and Maintenance - 3 credit hours          | CompTIA A+          |
|   | Computer Networking Specialist CTS0084                   | C          | CET 1600 Networking Fundamentals - 3 credit hours                         | CompTIA A+ Network+ |
|   | Computer Security Technician CTS0069                     | D          | CET 1600 Networking Fundamentals - 3 credit hours                         | CompTIA A+ Network+ |
| Note: May be additional statewide articulation opportunity: <a href="http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/">http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/</a> |  |            |   |                     |

| School District of Manatee County   | State College of Florida, Manatee-Sarasota   |
|---|--|
|   |  |
| Dr. Jason Wysong, Superintendent<br>School District of Manatee County<br>Date:            | Dr. Carol Probstfeld, President<br>State College of Florida, Manatee-Sarasota<br>Date:       |
|   |  |
| Chad Choate, Chair<br><br>School Board of Manatee County<br>Date:                         | Rod Thomson, Chair<br>Board of Trustees, State College of Florida, Manatee-Sarasota<br>Date: |
|   |  |
| Mitch Teitelbaum, ESQ.<br><br>General Counsel, School District of Manatee County<br>Date: | Steve Prouty, ESQ,<br>General Counsel, State College of Florida, Manatee-Sarasota<br>Date:   |
| Sarasota County School District   |  |
|   |  |
| Terry Connor, Superintendent<br>Sarasota County School District<br>Date:                  |  |
|   |  |
| Bridget Zeigler, Chair<br>Sarasota County School District<br>Date:                        |  |
|   |  |
| Michael McKinley, ESQ.<br>General Counsel, Sarasota County School District<br>Date:       |  |



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

| Class ID | Class Name  | Start Date | End Date | Tuition Fee | Location                                   | Instructor      |
|----------|---|------------|----------|-------------|--|-----------------|
| 15160    | Leadership Boot Camp  | 11/3/23    | 11/3/23  | \$249.00    | Zoom                                       | Van Dyke        |
| 15162    | Leadership Boot Camp  | 9/22/23    | 9/22/23  | \$299.00    | SCF Lakewood Ranch (CIT)                   | Van Dyke        |
| 15195    | Certified Personal Trainer (Hybrid)   | 10/7/23    | 11/18/23 | \$899.00    | Off-site Bradenton (contract training), Zo | W.I.T.S.        |
| 15310    | ELP Understanding you Leadership Style                                      | 9/7/23     | 9/7/23   | \$0.00      | SCF Bradenton (Building 3)                 | Marco           |
| 15314    | ELP- Coaching vs Managing   | 9/21/23    | 9/21/23  | \$0.00      | SCF Bradenton (Building 3)                 | Marco           |
| 15317    | ELP -The Relationship Between Expectations and Accountability               | 10/5/23    | 10/5/23  | \$0.00      | SCF Bradenton (Building 3)                 | Marco           |
| 15327    | ELP Managing Difficult Conversations  | 10/12/23   | 10/12/23 | \$0.00      | SCF Bradenton (Building 3)                 | Roth            |
| 15359    | 09: SEPTEMBER 21st — 26 West Center Tours                                   | 9/21/23    | 9/21/23  | \$0.00      | SCF Bradenton (26 West Center)             | Rodgers-Mislyan |
| 15360    | 10: OCTOBER 19th — 26 West Center Tours                                     | 10/19/23   | 10/19/23 | \$0.00      | SCF Bradenton (26 West Center)             | Rodgers-Mislyan |
| 15361    | 11: NOVEMBER 16th — 26 West Center Tours                                    | 11/16/23   | 11/16/23 | \$0.00      | SCF Bradenton (26 West Center)             | Rodgers-Mislyan |
| 15468    | Manufacturers Leadership Development Program - Phase 1                      | 10/12/23   | 12/7/23  | \$750.00    | Zoom                                       | Van Dyke        |
| 15558    | Excel - Level 2   | 9/12/23    | 9/12/23  | \$129.00    | SCF Venice (Building 300)                  | Devine          |
| 15559    | Power Point - Level 1   | 9/13/23    | 9/13/23  | \$129.00    | SCF Lakewood Ranch (CIT)                   | Miscik          |
| 15560    | Excel - Level 1   | 9/14/23    | 9/14/23  | \$129.00    | SCF Lakewood Ranch (CIT)                   | Devine          |
| 15561    | Computer Basics   | 9/15/23    | 9/15/23  | \$129.00    | SCF Lakewood Ranch (CIT)                   | Miscik          |
| 15562    | Outlook   | 9/29/23    | 9/29/23  | \$129.00    | SCF Lakewood Ranch (CIT)                   | Devine          |
| 15563    | Excel - Level 2   | 9/28/23    | 9/28/23  | \$129.00    | SCF Lakewood Ranch (CIT)                   | Devine          |
| 15564    | Excel - Level 3   | 9/26/23    | 9/26/23  | \$129.00    | SCF Venice (Building 300)                  | Devine          |
| 15565    | Word - Level 1  | 9/19/23    | 9/19/23  | \$129.00    | SCF Lakewood Ranch (CIT)                   | Devine          |
| 15592    | Executive Program   | 9/21/23    | 9/21/23  | \$0.00      | Off-site Sarasota (contract training)      | Marco           |
| 15593    | SBA Loans & Resources That Work - Free Workshop                             | 9/21/23    | 9/21/23  | \$0.00      | SCF Bradenton (26 West Center)             | Manning         |
| 15596    | Business Startup Basics (Taught in Spanish) - Free Workshop                 | 11/15/23   | 11/15/23 | \$0.00      | SCF Bradenton (26 West Center)             | Bello           |
| 15600    | Business Startup Basics - Free Workshop                                     | 9/19/23    | 9/19/23  | \$0.00      | SCF Bradenton (26 West Center)             | Richmond        |
| 15601    | Business Startup Basics - Free Workshop                                     | 10/16/23   | 10/16/23 | \$0.00      | SCF Bradenton (26 West Center)             | TBD             |
| 15602    | Small Group Coaching - Social Media - 2 Coaching Sessions                   | 11/27/23   | 12/4/23  | \$199.00    | SCF Bradenton (26 West Center)             | McNulty         |
| 15604    | How to Start Your Business - 3 Classes                                      | 9/26/23    | 10/10/23 | \$99.00     | SCF Bradenton (26 West Center)             | TBD             |
| 15605    | Small Group Coaching - Starting Your Business - 2 Coaching Sessions         | 10/17/23   | 10/24/23 | \$199.00    | SCF Bradenton (26 West Center)             | TBD             |
| 15611    | 3 Social Media Secrets for Driving Traffic to Your Business - Free Workshop | 10/23/23   | 10/23/23 | \$0.00      | SCF Bradenton (26 West Center)             | McNulty         |
| 15612    | Social Media for Small Business - 3 Classes                                 | 10/30/23   | 11/13/23 | \$199.00    | SCF Bradenton (26 West Center)             | McNulty         |
| 15613    | Scaling Up: Strategies for Business Growth - 5 Classes - Mondays            | 10/16/23   | 11/13/23 | \$249.00    | SCF Bradenton (26 West Center)             | Bello           |

(\$0.00 denotes paid by corporate.)

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

| Class ID | Class Name   | Start Date | End Date | Tuition Fee | Location                       | Instructor |
|----------|--|------------|----------|-------------|--------------------------------|------------|
| 15614    | Small Group Coaching - Small Business Financials - 2 Coaching Sessions   | 11/29/23   | 12/6/23  | \$199.00    | SCF Bradenton (26 West Center) | Bello      |
| 15620    | Business Idea Lab - Free Workshop  | 9/13/23    | 9/13/23  | \$0.00      | SCF Bradenton (26 West Center) | Dewechter  |
| 15624    | Enrolled Agent Facilitation NO Book - PART 2 ONLY                        | 10/21/23   | 12/9/23  | \$450.00    |                                | Groff      |
| 15635    | Enrolled Agent Facilitation With Book - PART 3 ONLY                      | 9/23/23    | 9/30/23  | \$300.00    |                                | Groff      |
| 15636    | Enrolled Agent - PARTS 2 and 3 With Book                                 | 9/23/23    | 12/9/23  | \$875.00    | Zoom                           | Groff      |
| 15637    | Scaling Up: Strategies for Business Growth - Saturday                    | 10/21/23   | 10/21/23 | \$249.00    | SCF Bradenton (26 West Center) | Bello      |
| 15640    | Community Emergency Response Team (CERT) Train the Trainer (TTT)         | 9/5/23     | 9/19/23  | \$0.00      | SCF Venice (Building 400)      | Garcia     |
| 15641    | Enrolled Agent - PARTS 2 and 3 No Book                                   | 9/23/23    | 12/9/23  | \$650.00    | Zoom                           | Groff      |
| 15666    | Retirement Readiness Review  | 10/3/23    | 10/10/23 | \$49.00     | SCF Bradenton (Building 3)     | Sherrill   |
| 15670    | (BLS/CPR) Basic Life Support   | 9/2/23     | 9/2/23   | \$60.00     | SCF Lakewood Ranch (CIT)       | Landes     |
| 15678    | TOP - AI in the Classroom: Getting Familiar with ChatGPT and Google Bard | 9/29/23    | 9/29/23  | \$0.00      | Location : Online              | Butulis    |
| 15679    | TOP - Project Management Fundamentals - SUPERVISOR LEADERSHIP TRACK      | 10/11/23   | 10/11/23 | \$0.00      | Microsoft Teams                | Aldrich    |
| 15680    | TOP - Keyboarding to Type Faster, Correctly, and Accurately              | 10/24/23   | 10/24/23 | \$0.00      | Microsoft Teams                | Miscik     |
| 15681    | TOP - Excel Pivot Tables   | 10/24/23   | 10/24/23 | \$0.00      | Microsoft Teams                | Miscik     |
| 15682    | TOP - Adobe Acrobat Pro  | 10/26/23   | 10/26/23 | \$0.00      | Microsoft Teams                | Smith      |
| 15684    | TOP - ChatGPT  | 11/1/23    | 11/1/23  | \$0.00      | Microsoft Teams                | Bagley     |
| 15685    | TOP - Professional Email Writing, Dos & Don'ts                           | 11/9/23    | 11/9/23  | \$0.00      | Microsoft Teams                | Smith      |
| 15686    | TOP - SCF Library So Much More Than Books                                | 11/30/23   | 11/30/23 | \$0.00      | Microsoft Teams                | Hawkins    |
| 15687    | TOP - It's the Law - Keep or Toss It and Florida Public Records Law      | 12/5/23    | 12/5/23  | \$0.00      | Microsoft Teams                | Ferda      |
| 15688    | TOP - Ad Astra Beginner to Advanced                                      | 12/5/23    | 12/5/23  | \$0.00      | Microsoft Teams                | Wellman    |
| 15692    | CompTIA A+ Certification   | 9/11/23    | 12/11/23 | \$3,250.00  | SCF Bradenton (26 West Center) | Askeri     |
| 15693    | CompTIA Network+ Certification   | 9/12/23    | 12/12/23 | \$3,250.00  | SCF Bradenton (26 West Center) | Askeri     |
| 15694    | CompTIA Security+ Certification  | 9/11/23    | 12/11/23 | \$3,250.00  | SCF Bradenton (26 West Center) | Askeri     |
| 15695    | WordPress Web Developer  | 10/2/23    | 12/11/23 | \$3,250.00  | SCF Bradenton (26 West Center) | Link       |
| 15696    | UX/UI Web Developer  | 10/3/23    | 12/12/23 | \$3,250.00  | SCF Bradenton (26 West Center) | Link       |
| 15697    | Python Coding Specialist with Industry Certification                     | 10/2/23    | 12/11/23 | \$3,250.00  | SCF Bradenton (26 West Center) | Bagley     |
| 15698    | OCA Java Programming   | 10/3/23    | 12/12/23 | \$3,250.00  | SCF Bradenton (26 West Center) | Bagley     |
| 15699    | AWS Cloud Practitioner   | 10/3/23    | 12/12/23 | \$3,250.00  |                                | Ortiz      |
| 15700    | Retirement Readiness Review  | 10/12/23   | 10/19/23 | \$49.00     | SCF Bradenton (Building 3)     | Sherrill   |
| 15701    | FAA REMOTE PILOT - DRONE SAFETY  | 9/16/23    | 9/16/23  | \$399.00    | SCF Bradenton (26 West Center) | Bagley     |

(\$0.00 denotes paid by corporate.)

**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 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> |
|-----------------|--|-------------------|-----------------|--------------------|--------------------------------|-------------------|
| 15702           | FAA REMOTE PILOT - DRONE SAFETY  | 10/14/23          | 10/14/23        | \$399.00           | SCF Bradenton (26 West Center) | Bagley            |
| 15703           | FAA REMOTE PILOT - DRONE SAFETY  | 11/11/23          | 11/11/23        | \$399.00           | SCF Bradenton (26 West Center) | Bagley            |
| 15711           | TOP - Excel 2019 - Level 1   | 10/4/23           | 10/4/23         | \$0.00             | SCF Lakewood Ranch (CIT)       | Devine            |
| 15712           | TOP - Stop the Bleed   | 11/16/23          | 11/16/23        | \$0.00             | SCF Lakewood Ranch (CIT)       | Patten            |
| 15713           | TOP - Active Threat  | 11/16/23          | 11/16/23        | \$0.00             | SCF Lakewood Ranch (CIT)       | Patten            |
| 15714           | TOP - Excel - Level 2  | 11/29/23          | 11/29/23        | \$0.00             | SCF Lakewood Ranch (CIT)       | Devine            |
| 15720           | TOP - Active Threat  | 10/26/23          | 10/26/23        | \$0.00             | SCF Venice                     | Patten            |
| 15721           | TOP - CPR  | 11/9/23           | 11/9/23         | \$0.00             | SCF Venice                     | Wardman           |
| 15722           | TOP - Stop the Bleed   | 10/26/23          | 10/26/23        | \$0.00             | SCF Venice (Building 800)      | Patten            |
| 15723           | TOP - Stop the Bleed   | 9/20/23           | 9/20/23         | \$0.00             | SCF Bradenton (Building 3)     | Patten            |
| 15724           | TOP - Active Threat  | 9/20/23           | 9/20/23         | \$0.00             | SCF Bradenton (Building 3)     | Patten            |
| 15725           | Manufacturers Leadership Development Program - Phase 2   | 10/17/23          | 12/5/23         | \$750.00           | Zoom                           | Van Dyke          |
| 15726           | Manatee Community Concert Band (November Concert)  | 10/3/23           | 11/11/23        | \$0.00             | SCF Bradenton (Building 11)    | Cleary            |
| 15727           | Manatee Community Concert Band (December Concert)  | 11/14/23          | 12/9/23         | \$0.00             | SCF Bradenton (Building 11)    | Cleary            |
| 15786           | TOP - CPR  | 10/17/23          | 10/17/23        | \$0.00             | SCF Bradenton (Building 3)     | Wardman           |
| 15787           | TOP - Difficult Conversations - SUPERVISOR LEADERSHIP TRACK  | 12/6/23           | 12/6/23         | \$0.00             | SCF Bradenton (Building 18)    | Roth              |
| 15788           | TOP - Experience New Student Orientation   | 10/13/23          | 10/13/23        | \$0.00             | SCF Bradenton (Building 3)     | Lux               |
| 15789           | TOP - Effective Communication - SUPERVISOR LEADERSHIP TRACK  | 11/7/23           | 11/7/23         | \$0.00             | SCF Bradenton (Building 3)     | Roth              |
| 15797           | Health Professionals Career Expo Fall '23 - Employer Registration<br>Non Acute Facility - Hospitals                                  | 9/18/23           | 9/18/23         | \$150.00           | SCF Bradenton (Building 3)     | Groves            |
| 15798           | Health Professionals Career Expo Fall '23 - Employer Registration<br>LTC,ALF, Dental Offices - Other                                 | 9/18/23           | 9/18/23         | \$75.00            | SCF Bradenton (Building 3)     | Groves            |
| 15799           | Additional Registrants Payment for Event - Fall '23 Health<br>Professions Career Expo  | 9/18/23           | 9/18/23         | \$25.00            |                                | Groves            |
| 15802           | TOP - Advancing the SCF Mission: Supporting Students through<br>Four Grant-Funded Initiatives  | 11/3/23           | 11/3/23         | \$0.00             |                                | Anderson          |
| 15805           | TOP - Creating a Personal SWOT Analysis  | 11/7/23           | 11/7/23         | \$0.00             |                                | Roth              |
| 15810           | TOP - The Law of the Mirror - LEADERSHIP TRACK 2   | 10/5/23           | 10/5/23         | \$0.00             | SCF Bradenton (Building 18)    | Bailey            |
| 15811           | TOP - Transforming Your Emotionally Intelligent Leadership -<br>INTRA-Personal Development - Part 1 of 3 LEADERSHIP TRACK 2 -<br>NEW | 10/18/23          | 10/18/23        | \$0.00             |                                | Bechtol           |
| 15812           | TOP - The Law of Reflection - LEADERSHIP TRACK 2   | 11/3/23           | 11/3/23         | \$0.00             |                                | Bailey            |
| 15816           | Social Security 101 - Lakewood Ranch Campus  | 9/12/23           | 9/12/23         | \$0.00             | SCF Lakewood Ranch (CIT)       | Cornell           |

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## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 2023

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|----------|---|------------|----------|-------------|-----------------------------|------------|
| 15817    | Social Security 101 - Lakewood Ranch Campus       | 9/14/23    | 9/14/23  | \$0.00      | SCF Lakewood Ranch (CIT)    | Cornell    |
| 15819    | Wow! Customer Service                             | 9/13/23    | 9/13/23  | \$0.00      | SCF Bradenton (Building 3)  | Marco      |
| 15820    | Mindfulness in the Workplace                      | 9/13/23    | 9/13/23  | \$0.00      | Zoom                        | Johnson    |
| 15821    | Intermediate Business Writing                     | 9/20/23    | 9/20/23  | \$0.00      | Zoom                        | Rogers     |
| 15822    | Children & Divorce (Spanish)                      | 9/16/23    | 9/16/23  | \$55.00     | SCF Lakewood Ranch (CIT)    | Cestero    |
| 15823    | Production Involvement II                         | 10/3/23    | 11/19/23 | \$25.00     | SCF Bradenton (Building 11) | Smith      |
| 15824    | Children & Divorce (Spanish)                      | 10/14/23   | 10/14/23 | \$55.00     | SCF Bradenton (Building 18) | Cestero    |
| 15836    | Children & Divorce                                | 9/9/23     | 9/9/23   | \$55.00     | SCF Lakewood Ranch (CIT)    | Doran      |
| 15837    | Children & Divorce                                | 9/19/23    | 9/19/23  | \$55.00     | Zoom                        | Doran      |
| 15838    | Children & Divorce                                | 9/30/23    | 9/30/23  | \$55.00     | Zoom                        | Doran      |
| 15839    | Children & Divorce                                | 10/10/23   | 10/10/23 | \$55.00     | Zoom                        | Doran      |
| 15840    | Children & Divorce                                | 10/21/23   | 10/21/23 | \$55.00     | SCF Bradenton (Building 18) | Doran      |
| 15841    | Children & Divorce                                | 10/30/23   | 10/30/23 | \$55.00     | Zoom                        | Doran      |
| 15849    | Excel - Level 3                                   | 10/12/23   | 10/12/23 | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15850    | English for College and Communication (Bradenton) | 9/11/23    | 12/11/23 | \$500.00    | SCF Bradenton (Building 18) | Matta      |
| 15851    | Excel - Level 1                                   | 10/6/23    | 10/6/23  | \$129.00    | SCF Venice                  | Devine     |
| 15852    | Power Point - Level 2                             | 10/11/23   | 10/11/23 | \$129.00    | SCF Lakewood Ranch (CIT)    | Miscik     |
| 15855    | Computer Basics                                   | 10/14/23   | 10/14/23 | \$129.00    | SCF Lakewood Ranch (CIT)    | Miscik     |
| 15856    | Word - Level 2                                    | 10/17/23   | 10/17/23 | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15857    | Excel - Level 2                                   | 10/27/23   | 10/27/23 | \$129.00    | SCF Venice                  | Devine     |
| 15859    | Excel - Level 4                                   | 11/2/23    | 11/2/23  | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15860    | Excel - Level 1                                   | 11/7/23    | 11/7/23  | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15861    | Word - Level 1                                    | 11/9/23    | 11/9/23  | \$129.00    | SCF Lakewood Ranch (CIT)    | Miscik     |
| 15862    | Power Point - Level 1                             | 11/14/23   | 11/14/23 | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15863    | Outlook   | 11/15/23   | 11/15/23 | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15864    | Computer Basics                                   | 11/16/23   | 11/16/23 | \$129.00    | SCF Venice                  | Miscik     |
| 15865    | Excel - Level 3                                   | 11/17/23   | 11/17/23 | \$129.00    | SCF Venice                  | Devine     |
| 15866    | Excel - Level 2                                   | 11/28/23   | 11/28/23 | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15871    | Coaching Sessions for Universal                   | 9/1/23     | 9/1/23   | \$0.00      | Zoom                        | Marco      |
| 15874    | Excel - Level 1                                   | 9/27/23    | 9/27/23  | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15875    | Excel - Level 2                                   | 10/11/23   | 10/11/23 | \$129.00    | SCF Lakewood Ranch (CIT)    | Devine     |
| 15876    | Excel - Level 4                                   | 10/10/23   | 10/10/23 | \$129.00    | SCF Venice                  | Devine     |
| 15877    | Social Security 101 - Lakewood Ranch Campus       | 10/10/23   | 10/10/23 | \$0.00      | SCF Lakewood Ranch (CIT)    | Cornell    |
| 15878    | Social Security 101 - Lakewood Ranch Campus       | 10/12/23   | 10/12/23 | \$0.00      | SCF Lakewood Ranch (CIT)    | Cornell    |
| 15879    | Social Security 101 - Lakewood Ranch Campus       | 11/7/23    | 11/7/23  | \$0.00      | SCF Lakewood Ranch (CIT)    | Cornell    |
| 15880    | Social Security 101 - Lakewood Ranch Campus       | 11/9/23    | 11/9/23  | \$0.00      | SCF Lakewood Ranch (CIT)    | Cornell    |

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

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|-----------------|---|-------------------|-----------------|--------------------|----------------------------|-------------------|
| 15881           | Social Security 101 - Lakewood Ranch Campus                                     | 12/5/23           | 12/5/23         | \$0.00             | SCF Lakewood Ranch (CIT)   | Cornell           |
| 15882           | Social Security 101 - Lakewood Ranch Campus                                     | 12/7/23           | 12/7/23         | \$0.00             | SCF Lakewood Ranch (CIT)   | Cornell           |
| 15883           | 2ND Additional Payment for HPCE Event - Fall '23 Health Professions Career Expo | 9/18/23           | 9/18/23         | \$25.00            | SCF Bradenton (Building 3) | *                 |

(\$0.00 denotes paid by corporate.)

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

AGENDA ITEM:

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

RECOMMENDATION:

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

EXPLANATION:

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

SCFCS allocation is \$28,547.00 and the SCFCS Venice allocation is \$12,646.00.

FISCAL IMPACT  yes  no

REQUESTED BY:



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Kelly Monod, AVP, Collegiate Schools

Ben Gibson, *Chair*  
Ryan Petty, *Vice Chair*  
*Members*  
Monesia Brown  
Esther Byrd  
Grazie Pozo Christie  
Kelly Garcia  
MaryLynn Magar

## **MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Paul O. Burns, Ed.D.

**DATE:** June 30, 2023

**SUBJECT: Mental Health Assistance Allocation (MHAA) Plan**

**Contact Information:**

Anna Williams-Jones  
850-245-7851  
[Anna.Williams-Jones@fldoe.org](mailto:Anna.Williams-Jones@fldoe.org)  
**DPS: 2023-85**

In the 2018 legislative session, Senate Bill 7026 established the MHAA within the Florida Education Finance Program to provide funding to assist school districts in establishing or expanding school-based mental health care.

### **House Bill (HB) 5101**

The 2023 Florida Legislature passed, and Governor Ron DeSantis signed into law, House Bill (HB) 5101. This bill amends the MHAA found in section (s.) 1011.62(13), Florida Statutes (F.S.), so that the allocation funds school-based mental health assistance programs established under s. 1006.041, F.S. Section 1006.041, F.S., was created by HB 5101. It requires each school district to implement a school-based mental health assistance program that includes training to detect and respond to mental health issues. The school district must develop a plan that is approved by the district school board. The plan must be focused on a multi-tiered system of supports that includes:

- Direct employment of school-based mental health services providers;
- Contracts or interagency agreements with local community behavioral health providers or Community Action Team services; and
- Policies and procedures for timelines for services, parental/household notification, at-risk students, early identification, de-escalation, and requirements for contacting mental health professionals.

School district plans must include all district schools, including charter schools, unless a charter school elects to submit a plan independently from the school district. For charter schools that opt out, they will develop and submit a detailed plan outlining the local program and planned expenditures to its governing body for approval. After the plan is approved by the governing body, it must be provided to the charter school's sponsor.

### **Submission of the 2023-2024 MHAA Plan**

Districts are to submit the 2023-2024 MHAA Plan using the Florida Continuous Improvement Management System (CIMS) by August 1. CIMS is an online platform in which the plan is created and submitted. Please note that there is an MHAA Plan for school districts and a separate plan for charter.

DR. PAUL O. BURNS  
CHANCELLOR OF PUBLIC SCHOOLS

Mental Health Assistance Allocation (MHAA) Plan  
June 30, 2023  
Page Two

schools that opt out of the district plan. For charter schools opting out of the district plan, separate plans are to be submitted through the CIMS platform for district review.

School districts and charter authorizers must review charter school plans for compliance with the required plan elements outlined in s. 1006.41, F.S. The CIMS platform can be accessed at <https://www.floridacims.org/districts>.

School district plans must include the School Board approval date and be submitted electronically to the FDOE by the deadline of August 1, 2023. Charter school plans, for charters that opt out of the district's plan, must include the governing board's approval date and be submitted electronically by August 1, 2023. The district is responsible for the review of the charter school plans.

If you have questions, please contact Anna Williams-Jones at 850-245-7851 or [Anna.Williams-Jones@fldoe.org](mailto:Anna.Williams-Jones@fldoe.org).

PB/awj

cc: School District School Safety Specialists  
School District Mental Health Coordinators  
School District Student Services Directors  
Charter School Liaisons





FLORIDA DEPARTMENT OF  
**EDUCATION**  
 fldoe.org



# 2023-24 Mental Health Application

## Part I: Youth Mental Health Awareness Training Plan

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## Table of Contents

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|   |           |
|---|-----------|
| <b>Introduction</b>                                     | <b>3</b>  |
| <b>Part I. Mental Health Assistance Allocation Plan</b> | <b>3</b>  |
| <b>Section A: MHAA Plan Assurances</b>                  | <b>3</b>  |
| <b>Section B: Planned Outcomes</b>                      | <b>0</b>  |
| <b>Section C: Charter Program Implementation</b>        | <b>4</b>  |
| <b>Section D: Direct Employment</b>                     | <b>8</b>  |
| <b>Section E: MHAA Planned Funds and Expenditures</b>   | <b>10</b> |
| <b>Section F: Charter Governing Board Approval</b>      | <b>10</b> |

## Introduction

### Mental Health Assistance Allocation Plan

s. 1006.041, F.S.

#### MHAA Plan Assurances

##### The Charter School Assures

One hundred percent of state funds are used to establish or expand school-based mental health care; train educators and other school staff in detecting and responding to mental health issues; and connect children, youth and families with appropriate behavioral health services.

Yes

Mental health assistance allocation funds do not supplant other funding sources or increase salaries or provide staff bonuses or incentives

Yes

Other sources of funding will be maximized-to provide school-based mental health services (e.g., Medicaid reimbursement, third-party payments and grants).

Yes

Collaboration with FDOE to disseminate mental health information and resources to students and families.

Yes

A system is included for tracking the number of students at high risk for mental health or co-occurring substance use disorders who received mental health screenings or assessments; the number of students referred to school-based mental health services

Yes

Curriculum and materials purchased using MHAA funds have received a thorough review and all content is in compliance with State Board of Education Rules and Florida Statutes.

Yes

##### A charter governing board policy or procedure has been established for

Students referred to a school-based or community-based mental health services provider, for mental health screening for the identification of mental health concerns and students at risk for mental health disorders are assessed within 15 calendar days of referral.

Yes

School-based mental health services are initiated within 15 calendar days of identification and assessment.

Yes

Community-based mental health services are initiated within 30 calendar days of referral.

Yes

Individuals living in a household with a student receiving services are provided information about behavioral health services through other delivery systems or payors for which such individuals may qualify if such services appear to be needed or enhancements in those individuals' behavioral health would contribute to the improved well-being of the student.

Yes

District schools and local mobile response teams use the same suicide screening instrument approved by FDOE pursuant to s. 1012.583, F.S., and Rule 6A-4.0010, F.A.C.

Yes

Assisting a mental health services provider or a behavioral health provider as described ins. 1006.041, F.S., respectively, ora school resource officer or school safetyofficerwho has completed mental health crisis intervention training in attempting to verbally de escalate a student's crisis situation before initiating an involuntary examination pursuant to s. 394.463, F.S. Such procedures must include strategies to de-escalate a crisis situation for a student with a developmental disability as that term is defined ins. 393.063, F.S.

Yes

The requirement that in a student crisis situation, the school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to s. 394.463, F.S., unless the child poses an imminent danger to self or others before initiating an involuntary examination pursuant to s. 394.463, F.S. Such contact may be in person or using te lehealth, as defined ins. 456.47, F.S. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, the local mobile response team, or be a direct or contracted school district employee. Note: All initiated involuntary examinations located on school grounds, on school transportation or at a school sponsored activity must be documented in the Involuntary Examinations and Restraint and Seclusion (IERS) platform.

Yes

Parents of students receiving services are provided information about other behavioral health services available through the student's school or local community-based behavioral health service providers. Schools may meet this requirement by providing information about and internet addresses for web-based directories or guides for local behavioral health services.

Yes

The Mental Health Assistance Allocation Plan must be focused on a multitiered system of supports to deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses. s. 1006.041, F.S.

Yes

## District Program Implementation

|  |  |
|--|--|
| <b>Evidence-Based Program</b>  | Addressing Student Behavior to Improve Mental Health |
| <b>Tier(s) of Implementation</b>   | Tier 1   |
| Describe the key EBP components that will be implemented.  |  |
| <p>SCFCS school counselors and academic coaching instructors will provide curriculum and training to bring awareness to negative student behaviors. Students may have the opportunity to self-assess and recognize positive responses to stress, anxiety and other triggers that lead to poor behavior. An improvement in student behavior can foster a more positive school climate.</p>  |  |
| <p>Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, or behavioral problems or substance use disorders, as well as the likelihood of at risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.</p>   |  |
| <p>State College of Florida Collegiate School strives to support students and families through many different modes of support, including Tier I and Tier II Response to Intervention strategies (RTI) and a multi-tiered system of support (MTSS). The RTI process and interventions are managed by the school counselors. SCFCS has a 50 minute daily academic coaching class for 6th-10th grade, and a weekly seminar class for juniors and seniors. During this time, the school counselors, PE coaches, and academic coaching instructors, as well as the 9th grade HOPE course, focus on character building and health/nutrition, while also addressing mental health topics like self-harm, suicidal ideation, adolescent depression, negative and positive coping strategies, resiliency, and expressing feelings.</p> <p>Also addressed is anti-bullying curriculum, social media and internet safety, child trafficking, anti-drug curriculum, and identifying signs and symptoms of mental health issues with resources for help. A particular focus is goal setting and reflection for academics and personal goals and the effects of stress and time management.</p> <ul style="list-style-type: none"> <li>• During the academic coaching course, which incorporates required individual planning sessions with academic coaching instructor, goal setting and academic review with the student, the family and as a collaborative school team. This class is designed to observe student progress as an opportunity for early identification of students in need and have not reached for their resources.</li> <li>• Through school counseling who may refer families to contracted/outside services. Centerstone mental health counselors are available for students who are demonstrating a need for more intensive interventions and need a treatment plan that is managed by mental health professionals. Centerstone meets with families and the student for intake.</li> <li>• Other services include training for staff and instructors in Youth Mental Health First Aid.</li> <li>• Administrative professional development regarding Title IX and at risk students, with collaboration with the State College of Florida's dean of students. The charter also collaborates with the college's department of public safety for an additional layer of student support by mandatory reporters on campus for possible crisis events.</li> <li>• Services also include a trained nurse and guidance counselor on staff to assist in dissemination of information and the point person for students.</li> </ul> |  |
| <p>Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.</p>   |  |
| <ul style="list-style-type: none"> <li>• Students have a dedicated teacher assigned to students to monitor the day to day and report changes in behavior or academics, and a trusted ear for students as an advocate. A counselor and school nurse are available for interventions and recovery initiatives at the school. Involuntary assessments to diagnosis and</li> </ul>   |  |

treat are part of the Suncoast Behavioral Health or Centerstone, and maybe aided by SCF public safety's response and relationship with the MCSO.

- Processes returning to school or high monitoring include the counselor and head of school working with parents on specific goals and plans for their student at school.

|  |  |
|--|--|
| <b>Evidence-Based Program</b>  | Direct mental health services from Centerstone |
| <b>Tier(s) of Implementation</b>   | Tier 1, Tier 2                                 |
| Describe the key EBP components that will be implemented.  |  |
| <p>Centerstone provides school-based therapy at more than 750 public schools, including preschools, elementary schools, middle schools and high schools. School-based therapy is designed to help children and teens overcome emotional, behavioral and social problems that impact their success in school and at home.</p> <p>Centerstone will provide direct access of identified children and youth in need of individual mental health counseling services to a licensed mental health professional, employed by Centerstone, to onsite sessions at SCFCS or by via Telehealth or other arrangement that best meet the client's needs and meets the required communication and approvals of parents/guardians.</p> <p>Centerstone will offer group counseling sessions to both children and youth of SCFCS and other clients identified by SCFCS to benefit from group counseling, with approvals and communication to parents/guardians.</p> <p>Centerstone will provide case management support to engaged children and youth and to the families of those engaged to provide additional support to better address immediate and longer-term goals aimed to improve overall family functioning.</p> <p>Centerstone will provide quarterly trainings for SCFCS staff on topics aimed to improve mental health literacy and to better address and respond to children and youth experiencing an emotional, behavioral or mental health crisis.</p> <p>Centerstone will provide quarterly community mental health education sessions to family members/ community members of SCFCS aimed to improve mental health literacy and to develop tools on how to provide support to children and youth experiencing emotional, behavioral or a mental health crisis. Centerstone will communicate regularly with SCFCS to plan for therapy sessions, groups, staff and community education sessions and to provide a status update on the ability to accept new referral and/or the timeline to access services and supports.</p> |  |
| <p>Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, or behavioral problems or substance use disorders, as well as the likelihood of at risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.</p>   |  |
| <p>During the academic coaching course, which incorporates required individual planning sessions with academic coaching instructor, goal setting and academic review with the student, the family and as a collaborative school team. This class is designed to observe student progress as an opportunity for early identification of students in need and have not reached for their resources.</p>  |  |
| <p>Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.</p>   |  |
| <p>Through school counseling who may refer families to contracted/outside services. Centerstone mental health counselors are available for students who are demonstrating a need for more intensive</p>  |  |

|   |   |
|---|---|
| <p>interventions and need a treatment plan that is managed by mental health professionals. Centerstone meets with families and the student for intake and diagnosis.</p>  |   |
| <b>Evidence-Based Program</b>   | Supplemental programming from Centerstone |
| <b>Tier(s) of Implementation</b>  | Tier 1                                    |
| <p>Describe the key EBP components that will be implemented.</p>  |   |
| <p>Academic coaches and teachers, with the support of the school counselors and the director of curriculum and instruction will incorporate evidence-based curriculum from the state to satisfy the 5 hours of mental health education including drug prevention, suicide prevention, human trafficking awareness, resiliency, and understanding the signs and symptoms of mental health.</p>   |   |
| <p>Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, or behavioral problems or substance use disorders, as well as the likelihood of at risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.</p>  |   |
| <p>Centerstone will provide quarterly trainings for SCFCS staff on topics aimed to improve mental health literacy and to better address and respond to children and youth experiencing an emotional, behavioral or mental health crisis.<br/>                 Centerstone will provide quarterly community mental health education sessions to family members/ community members of SCFCS aimed to improve mental health literacy and to develop tools on how to provide support to children and youth experiencing emotional, behavioral or a mental health crisis.<br/>                 Centerstone will communicate regularly with SCFCS to plan for therapy sessions, groups, staff and community education sessions and to provide a status update on the ability to accept new referral and/or the timeline to access services and supports.<br/>                 All teachers and staff will be trained and certified in Youth Mental Health First Aid and act as first responders to mental health challenges<br/>                 Student groups such as Drug Free Manatee and student leadership will lead the student body on drug education and resiliency initiatives.</p> |   |
| <p>Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.</p>  |   |
| <p>Centerstone will provide direct access of identified children and youth in need of individual mental health counseling services to a licensed mental health professional, employed by Centerstone, to onsite sessions at SCFCS or by via Telehealth or other arrangement that best meet the client's needs and meets the required communication and approvals of parents/guardians.</p>  |   |

**Direct Employment**

**MHAA Plan Direct Employment**

**School Counselor**

*Current Ratio as of August 1, 2023*  
**1:500**



*2023-2024 proposed Ratio by June 30, 2024*

**1:250**

### **School Social Worker**

*Current Ratio as of August 1, 2023*

**0**

*2023-2024 proposed Ratio by June 30, 2024*

**0**

### **School Psychologist**

*Current Ratio as of August 1, 2023*

**0**

*2023-2024 proposed Ratio by June 30, 2024*

**0**

### **Other Licensed Mental Health Provider**

*Current Ratio as of August 1, 2023*

**1:500**

*2023-2024 proposed Ratio by June 30, 2024*

**1:500**

## **Direct employment policy, roles and responsibilities**

**Explain how direct employment of school-based mental health services providers (school psychologists, school social workers, school counselors and other licensed mental health professionals) will reduce staff-to-student ratios.**

SCFCS direct employment of our school counselor as well as contracting with Centerstone, allows our school to provide mental health services and counseling to our students which reduces the staff-to-student ratio.

**Describe your district's established policies and procedures to increase the amount of time student services personnel spend providing direct mental health services (e.g., review and revision of staffing allocations based on school or student mental health assistance needs).**

SCFCS school counselor and school nurse is supported by student services team, including a college advisor, and has a working relationship with instructors as curriculum for academic coaching is collaboratively designed by the counselor and the teachers. The head of school monitors the opportunities available for collaboration and assists with the scheduling needed for students. Students may have direct mental health services at school, including tele-health opportunities, to allow for a safe and relaxed environment for services.

**Describe the role of school based mental health providers and community-based partners in the implementation of your evidence-based mental health program.**

School based mental health provider is the school counselor and makes referrals to certified mental health professionals for students and families for in depth care. The school counselor works closely with students and families at school as needed until a referral is appropriate.

State College of Florida Collegiate School utilizes the following community providers:

- Centerstone
- Suncoast Mental Health Services
- Selah Freedom for Human Trafficking and Child Sex Trafficking

### Community Contracts/Interagency Agreements

List the contracts or interagency agreements with local behavioral health providers or Community Action Team (CAT) services and specify the type of behavioral health services being provided on or off the school campus.

- Centerstone
- State College of Florida, Manatee- Sarasota, support and resources

### MHAA Planned Funds and Expenditures

#### Allocation Funding Summary

**MHAA funds provided in the 2023-2024 Florida Education Finance Program (FEFP)**

\$ 28,547.00

**Unexpended MHAA funds from previous fiscal years**

\$ 40,475.00

**Grand Total MHAA Funds**

\$ 69,022.00

#### MHAA planned Funds and Expenditures Form

Please complete the MHAA planned Funds and Expenditures Form to verify the use of funds in accordance with (s.) 1006.041 Florida Statues.

The allocated funds may not supplant funds that are provided for this purpose from other operating funds and may not be used to increase salaries or provide bonuses. School districts are encouraged to maximize third-party health insurance benefits and Medicaid claiming for services, where appropriate.

The following documents were submitted as evidence for this section:

|   |
|---|
| Manatee.2141.SCFS.MHAA_Planned_Expenditures_Report_2023-2024.Aug_1..pdf   |
| <i>The allocated funds do not supplant funds that are provided for this purpose from other operating funds and do not increase salaries or provide bonuses. SCFCS is contracting with a Centerstone, a community support, for assistance with the plan.</i> |
| <a href="#">Document Link</a>   |

### Charter Governing Board Approval

This application certifies that the **Manatee County Public Schools** governing board has approved the Mental Health Assistance Allocation Plan, which outlines the local program and planned expenditures to establish or expand school-based mental health care consistent with the statutory requirements for the mental health assistance allocation in accordance with section 1011.62(14), F.S.

#### Governing Board Approval Date

Tuesday 9/26/2023



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org



# 2023-24 Mental Health Application

Part I: Youth Mental Health Awareness Training Plan

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## Table of Contents

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|   |           |
|---|-----------|
| <b>Introduction</b>                                     | <b>3</b>  |
| <b>Part I. Mental Health Assistance Allocation Plan</b> | <b>3</b>  |
| <b>Section A: MHAA Plan Assurances</b>                  | <b>3</b>  |
| <b>Section B: Planned Outcomes</b>                      | <b>0</b>  |
| <b>Section C: Charter Program Implementation</b>        | <b>4</b>  |
| <b>Section D: Direct Employment</b>                     | <b>8</b>  |
| <b>Section E: MHAA Planned Funds and Expenditures</b>   | <b>9</b>  |
| <b>Section F: Charter Governing Board Approval</b>      | <b>10</b> |

## Introduction

### Mental Health Assistance Allocation Plan

s. 1006.041, F.S.

#### MHAA Plan Assurances

##### The Charter School Assures

One hundred percent of state funds are used to establish or expand school-based mental health care; train educators and other school staff in detecting and responding to mental health issues; and connect children, youth and families with appropriate behavioral health services.

Yes

Mental health assistance allocation funds do not supplant other funding sources or increase salaries or provide staff bonuses or incentives

Yes

Other sources of funding will be maximized-to provide school-based mental health services (e.g., Medicaid reimbursement, third-party payments and grants).

Yes

Collaboration with FDOE to disseminate mental health information and resources to students and families.

Yes

A system is included for tracking the number of students at high risk for mental health or co-occurring substance use disorders who received mental health screenings or assessments; the number of students referred to school-based mental health services

Yes

Curriculum and materials purchased using MHAA funds have received a thorough review and all content is in compliance with State Board of Education Rules and Florida Statutes.

Yes

##### A charter governing board policy or procedure has been established for

Students referred to a school-based or community-based mental health services provider, for mental health screening for the identification of mental health concerns and students at risk for mental health disorders are assessed within 15 calendar days of referral.

Yes

School-based mental health services are initiated within 15 calendar days of identification and assessment.

Yes

Community-based mental health services are initiated within 30 calendar days of referral.

Yes

Individuals living in a household with a student receiving services are provided information about behavioral health services through other delivery systems or payors for which such individuals may qualify if such services appear to be needed or enhancements in those individuals' behavioral health would contribute to the improved well-being of the student.

Yes

District schools and local mobile response teams use the same suicide screening instrument approved by FDOE pursuant to s. 1012.583, F.S., and Rule 6A-4.0010, F.A.C.

Yes

Assisting a mental health services provider or a behavioral health provider as described ins. 1006.041, F.S., respectively, ora school resource officer or school safetyofficerwho has completed mental health crisis intervention training in attempting to verbally de escalate a student's crisis situation before initiating an involuntary examination pursuant to s. 394.463, F.S. Such procedures must include strategies to de-escalate a crisis situation for a student with a developmental disability as that term is defined ins. 393.063, F.S.

Yes

The requirement that in a student crisis situation, the school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to s. 394.463, F.S., unless the child poses an imminent danger to self or others before initiating an involuntary examination pursuant to s. 394.463, F.S. Such contact may be in person or using te lehealth, as defined ins. 456.47, F.S. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, the local mobile response team, or be a direct or contracted school district employee. Note: All initiated involuntary examinations located on school grounds, on school transportation or at a school sponsored activity must be documented in the Involuntary Examinations and Restraint and Seclusion (IERS) platform.

Yes

Parents of students receiving services are provided information about other behavioral health services available through the student's school or local community-based behavioral health service providers. Schools may meet this requirement by providing information about and internet addresses for web-based directories or guides for local behavioral health services.

Yes

The Mental Health Assistance Allocation Plan must be focused on a multitiered system of supports to deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses. s. 1006.041, F.S.

Yes

## District Program Implementation

|   |  |
|---|--|
| <b>Evidence-Based Program</b>   | Addressing Student Behavior to Improve Mental Health |
| <b>Tier(s) of Implementation</b>  | Tier 1   |
| Describe the key EBP components that will be implemented.   |  |
| <p>SCFCSV school counselor and academic coaching instructors will provide curriculum and training to bring awareness to negative student behaviors. Students may self identify and recognize positive responses to stress, anxiety and other triggers that lead to poor behavior. An improvement in student behavior can foster a more positive school climate.</p>   |  |
| <p>Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, or behavioral problems or substance use disorders, as well as the likelihood of at risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.</p>  |  |
| <p>State College of Florida Collegiate School Venice strives to support students and families through many different modes of support, including Tier I and Tier II Response to Intervention strategies (RTI) and a multi-tiered system of support (MTSS). The RTI process and interventions are managed by the school counselor. SCFCS Venice has a 50 minute daily academic coaching class for 9th and 10th grade, and a weekly seminar class for juniors and seniors. During this time, the school counselor and academic coaching instructors, as well as the 9th grade HOPE course, focus on character building and health/nutrition, while also addressing mental health topics like self-harm, suicidal ideation, adolescent depression, negative and positive coping strategies and expressing feelings. Also addressed is anti-bullying curriculum, social media and internet safety, and identifying resources for help.</p> <p>A particular focus is goal setting and reflection for academics and social/emotional goals and the effects of stress and time management.</p> <ul style="list-style-type: none"> <li>• During the academic coaching course, which incorporates required individual planning sessions with academic coaching instructor, goal setting and academic review with the student, the family and as a collaborative school team. This class is designed to observe student progress as an opportunity for early identification of students in need and have not reached for their resources.</li> <li>• Through school counseling who may refer families to contracted/outside services. JFCS of the Suncoast mental health counselors are available for students who are demonstrating a need for more intensive interventions and need a treatment plan that is managed by mental health professionals. JFCS of the Suncoast meets with families and the student for intake.</li> </ul><br><ul style="list-style-type: none"> <li>• Other services include training for staff and instructors in Youth Mental Health First Aid.</li> <li>• Administrative professional development regarding Title IX and at risk students, with collaboration with the State College of Florida’s dean of students. The charter also collaborates with the college’s department of public safety for an additional layer of student support by mandatory reporters on campus for possible crisis events.</li> <li>• Services also include a trained nurse and guidance counselor on staff to assist in dissemination of information and the point person for students.</li> </ul> |  |
| <p>Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.</p>  |  |

- Students have a dedicated teacher assigned to students to monitor the day to day and report changes in behavior or academics, and a trusted ear for students as an advocate. A counselor and school nurse are available for interventions and recovery initiatives at the school. Involuntary assessments to diagnosis and treat are part of the MOU with JFCS, and maybe aided by SCF public safety's response and relationship with the SCSO.
- Processes returning to school or high monitoring include the counselor and head of school working with parents on specific goals and plans for their student at school.



|  |   |
|--|---|
| <b>Evidence-Based Program</b>  | Direct mental health services from the Jewish Family & Children's Services of the Suncoast, Inc. (JFCS) |
| <b>Tier(s) of Implementation</b>   | Tier 1, Tier 2  |
| Describe the key EBP components that will be implemented.  |   |
| <p>School based mental health provider is the school counselor and makes referrals to certified mental health professionals for students and families for in depth care. The school counselor works closely with students and families at school as needed until a referral is appropriate.</p> <p>State College of Florida Collegiate School Venice utilizes the following community providers:</p> <ul style="list-style-type: none"> <li>- Jewish Family and Children Services of the Suncoast</li> <li>- Selah Freedom for Human Trafficking and Child Sex Trafficking</li> </ul>  |   |
| <p>Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, or behavioral problems or substance use disorders, as well as the likelihood of at risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.</p>   |   |
| <p>JFCS has secured a three-year grant through the Florida Blue Foundation to provide community wellness services and supports and JFCS desires to provide the following services and supports to constituents of SCFCSV.</p> <p>JFCS will provide direct access of identified children and youth in need of individual mental health counseling services to a licensed mental health professional, employed by JFCS, to onsite sessions at SCFCSV or by via Telehealth or other arrangement that best meet the client's needs and meets the required communication and approvals of parents/guardians.</p> <p>JFCS will offer group counseling sessions to both children and youth of SCFCSV and other clients identified by SCFCSV to benefit from group counseling, with approvals and communication to parents/guardians.</p> <p>JFCS will provide case management support to engaged children and youth and to the families of those engaged to provide additional support to better address immediate and longer-term goals aimed to improve overall family functioning.</p> <p>JFCS will provide quarterly trainings for SCFCSV staff on topics aimed to improve mental health literacy and to better address and respond to children and youth experiencing an emotional, behavioral or mental health crisis.</p> <p>JFCS will provide quarterly community mental health education sessions to family members/community members of SCFCSV aimed to improve mental health literacy and to develop tools on how to provide support to children and youth experiencing emotional, behavioral or a mental health crisis.</p> <p>JFCS will communicate regularly with SCFCSV to plan for therapy sessions, groups, staff and community education sessions and to provide a status update on the ability to accept new referral and/or the timeline to access services and supports.</p> |   |
| <p>Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.</p>   |   |
| <ul style="list-style-type: none"> <li>• During the academic coaching course, which incorporates required individual planning sessions with academic coaching instructor, goal setting and academic review with the student, the family and as a collaborative school team. This class is designed to observe student progress as an opportunity for early identification of students in need and have not reached for their resources.</li> </ul>   |   |

|   |                          |
|---|--------------------------|
| <b>Evidence-Based Program</b>   | Supplemental programming |
| <b>Tier(s) of Implementation</b>  | Tier 2                   |
| Describe the key EBP components that will be implemented.   |                          |
| Supplemental programming details will be added during second semester.  |                          |
| Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, or behavioral problems or substance use disorders, as well as the likelihood of at risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence. |                          |
| Supplemental programming details will be added during second semester.  |                          |
| Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.   |                          |
| Supplemental programming details will be added during second semester.  |                          |

**Direct Employment**

**MHAA Plan Direct Employment**

**School Counselor**

*Current Ratio as of August 1, 2023*  
**1/246**

*2023-2024 proposed Ratio by June 30, 2024*  
**1/246**

**School Social Worker**

*Current Ratio as of August 1, 2023*  
**0/246**

*2023-2024 proposed Ratio by June 30, 2024*  
**0/246**

**School Psychologist**

*Current Ratio as of August 1, 2023*  
**0/246**

*2023-2024 proposed Ratio by June 30, 2024*  
**0/246**

**Other Licensed Mental Health Provider**

*Current Ratio as of August 1, 2023*  
**0/246**

*2023-2024 proposed Ratio by June 30, 2024*

0/246

### Direct employment policy, roles and responsibilities

**Explain how direct employment of school-based mental health services providers (school psychologists, school social workers, school counselors and other licensed mental health professionals) will reduce staff-to-student ratios.**

SCFCS Venice direct employment of our school counselor as well as contracting with JFCS of the Suncoast, allows our school to provide mental health services and counseling to our students which reduces the staff-to-student ratio.

**Describe your district's established policies and procedures to increase the amount of time student services personnel spend providing direct mental health services (e.g., review and revision of staffing allocations based on school or student mental health assistance needs).**

- SCFCS Venice school counselor and school nurse is supported by student services team, including a college advisor, and has a working relationship with instructors as curriculum for academic coaching is collaboratively designed by the counselor and the teachers. The head of school monitors the opportunities available for collaboration and assists with the scheduling needed for students.
- Students may have direct mental health services at school, including telehealth opportunities, to allow for a safe and relaxed environment for services.

**Describe the role of school based mental health providers and community-based partners in the implementation of your evidence-based mental health program.**

School based mental health provider is the school counselor and makes referrals to certified mental health professionals for students and families for in depth care. The school counselor works closely with students and families at school as needed until a referral is appropriate.

State College of Florida Collegiate School Venice utilizes the following community providers:

- Jewish Family and Children Services of the Suncoast
- Selah Freedom for Human Trafficking and Child Sex Trafficking

### Community Contracts/Interagency Agreements

**List the contracts or interagency agreements with local behavioral health providers or Community Action Team (CAT) services and specify the type of behavioral health services being provided on or off the school campus.**

- Jewish Family and Children Services of the Suncoast
- State College of Florida, Manatee- Sarasota, support and resources

## MHAA Planned Funds and Expenditures

### Allocation Funding Summary

**MHAA funds provided in the 2023-2024 Florida Education Finance Program (FEFP)**

\$ 10,647.00

**Unexpended MHAA funds from previous fiscal years**

\$ 24,114.00

**Grand Total MHAA Funds**

\$ 34,761.00

**MHAA planned Funds and Expenditures Form**

Please complete the MHAA planned Funds and Expenditures Form to verify the use of funds in accordance with (s.) 1006.041 Florida Statues.

The allocated funds may not supplant funds that are provided for this purpose from other operating funds and may not be used to increase salaries or provide bonuses. School districts are encouraged to maximize third-party health insurance benefits and Medicaid claiming for services, where appropriate.

The following documents were submitted as evidence for this section:

|  |
|--|
| 0122.SCFCSV-MHAA_Planned_Expenditures_Report_2023-2024_DRAFT.pdf |
| <i>MHAA planned funds and expenditures form.</i>                 |
| <a href="#">Document Link</a>                                    |

**Charter Governing Board Approval**

This application certifies that the **Sarasota County Schools** governing board has approved the Mental Health Assistance Allocation Plan, which outlines the local program and planned expenditures to establish or expand school-based mental health care consistent with the statutory requirements for the mental health assistance allocation in accordance with section 1011.62(14), F.S.

**Governing Board Approval Date**

Tuesday 9/26/2023

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

AGENDA ITEM:

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

RECOMMENDATION:

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

EXPLANATION:

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

FISCAL IMPACT \_\_\_ yes \_\_\_X\_\_\_ no

REQUESTED BY:



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Kelly Monod, AVP, Collegiate Schools

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

- Mara Curran must be reported out of field as a long-term substitute in 7<sup>th</sup> grade science. Her certification eligibility requirements currently cover grades K-6.
- Silena Hammond must be reported out of field in English as a 10<sup>th</sup> grade teacher. Her certification eligibility requirements currently cover grades 5-9. She will additionally complete the English for Speakers of Other Languages (ESOL) endorsement.
- Billie Jo Williams must be reported out of field in ESOL as an English Language Arts teacher, while she completes the endorsement.

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

Regards,



Kelly Monod  
AVP, Collegiate Schools  
State College of Florida, Manatee-Sarasota  
September 26, 2023

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

AGENDA ITEM:

Acknowledgement of the Florida School Safety Risk Assessment Tool and requirement of the campus safety risk assessment. Approval of the State College of Florida Collegiate Schools Family Reunification Plans.

RECOMMENDATION:

The College recommends the District Board of Trustees approval of the charter reunification plans.

EXPLANATION:

In accordance with section 1006.07, F.S., the SCF Collegiate Schools must complete a campus safety risk assessment annually in partnership with the Manatee County Sheriffs Office. The assessment is used to complete the Florida School Safety Risk Assessment Tool which is required from each Florida district and charter school. Additionally, the charters prepare a Family Reunification Plan to reunite students and employees with their families in the event that a school is closed or evacuated due to an emergency. Governing boards are required to approve the plans.

FISCAL IMPACT  yes

no

REQUESTED BY:



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Kelly Monod, AVP, SCF Collegiate Schools

August 31, 2023

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

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

On June 27, 2023, SCF Collegiate School's Bradenton campus safety risk assessment was completed with the SCF Director of Public Safety and the Manatee County Sheriff's Office and the Public Safety Tour was completed with additional agencies including Manatee County Emergency Management and the Cedar Hammock Fire Department. The reports did not make required recommendations for the SCF Collegiate School. The Collegiate School on the Venice campus completed its safety risk assessment with the Sarasota County Sheriff's Office on August 24, 2023, without required recommendations.

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

This statute highlights charter board approval of a Family Reunification Plan developed by the school safety team. In coordination with expert community, district and college personnel supports noted previously, the Collegiate Schools have individually drafted a reunification plan based on the location and resources near each school. Per legislative requirements, the charter school plans are consistent with district policies and address: (a) Identification of potential reunification sites; (b) Training for employees; (c) Multiple methods to effectively

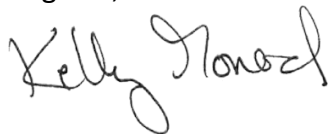


communicate with family members of students and staff; and (d) Methods to aid law enforcement in student and staff identification. Additionally, the assistance of reunification software is scheduled for use in both charters.

In cooperation with SCF Public Safety and the local law enforcement entities, SCF Collegiate Schools follow each district's process for releasing students, as noted in the School District of Manatee County Code of Conduct (pg.54) and Sarasota County Schools School Board Policies (Chapter 8.18) where communication will be made available to parents as soon as possible, as well as the location and formal process and procedures to pick up the student.<sup>1</sup>

Details regarding the plans are available upon request. SCF Director of Public Safety, Shawn Patten, or myself, are available for questions.

Regards,

A handwritten signature in black ink that reads "Kelly Howell". The signature is written in a cursive style with a large, looped "K" and "H".

Associate Vice President, Collegiate Schools  
State College of Florida, Manatee-Sarasota

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<sup>1</sup>SDMC: <https://www.manateeschools.net/studentcodeconduct>  
SCS: <https://tinyurl.com/SCSreunification818>

# SCFCS Student Reunification

The SCFCS works with State College of Florida Emergency Management officials, Manatee County Emergency Management, Manatee County School District, & follows the Manatee County School District Reunification and Family Assistance Plan.

F.S. 1006.07 highlights charter board approval of a Family Reunification Plan developed by the school safety team. In coordination with expert community, district and college personnel supports noted previously, the Collegiate School has drafted a reunification plan based on the location and resources near each school. Per legislative requirements, the charter school plans are consistent with district policies and address: (a) Identification of potential reunification sites; (b) Training for employees; (c) Multiple methods to effectively communicate with family members of students and staff; and (d) Methods to aid law enforcement in student and staff identification. Additionally, the assistance of reunification software is scheduled for use in both charters.

In cooperation with SCF Public Safety and the local law enforcement entities, SCF Collegiate School follows the district's process for releasing students, as noted in the School District of Manatee County Code of Conduct (pg.54), where communication will be made available to parents as soon as possible, as well as the location and formal process and procedures to pick up the student.

Title SAFETY AND SECURITY - REUNIFICATION

Last Reviewed July 30, 2023

REUNIFICATION

## **Family Reunification Plans [Rule (6A-1.0018(17), F.A.C.)]**

(17) Family Reunification Plans. Each district school board must adopt, in coordination with local law enforcement agencies and local governments, a family reunification plan to reunite students and employees with their families in the event that a school is closed or unexpectedly evacuated due to a natural or manmade disaster. This reunification plan must be reviewed annually and updated, as needed. Individual school plans must be consistent with district policies. At a minimum, district reunification plans must address:

- (a) Identification of potential reunification sites;
- (b) Training for employees;
- (c) Multiple methods to effectively communicate with family members of students and staff; and
- (d) Methods to aid law enforcement in student and staff identification.

**Purpose:** To outline procedures used when conducting a parent/student (family) reunification.

## **Definitions**

A. **Reunification** means the safe, orderly reunion of parents/guardians with their student because the school has been evacuated or closed unexpectedly. Reunification may be necessary following a major fire, gas leak, hazardous material spill, flash flooding, active shooter, act of violence, bomb threat, etc.

B. **Student** means any person, enrolled as a student, regardless of age, in a public school operated and maintained by the Board. Students over the age of 18 may sign themselves out once reaching the Reunification Site and following proper procedure.

C. **Raptor Emergency Management Reunification System** is a mobile application utilized by the School District of Manatee County and SCFCS which syncs with the Student Information System to provide up to date information to Incident Commanders on the location and status of students and staff. This application will be utilized to document the release of all students to their proper guardian.

D. **Unified Command** derives from the Incident Command System and describes the authority structure during a critical incident where several agencies/organizations respond and coordinate for an effective response. For example, SDMC, Police, Fire, Medical, Emergency Management, etc.

E. **School Incident Commander** means the school's on-site representative during a critical incident. This role may be filled by the principal or designee until a higher-level administrator arrives and assumes command.

F. **Secure Assembly Site** means a pre-determined location within walking distance of the school where students will be evacuated to as a preliminary site until transportation to the Reunification Site is arranged.

G. **Reunification Site** means a pre-determined location with the capacity to handle a full-scale reunification event. This site will be coordinated by a Reunification Site Commander and staffed by the Charter Reunification Team. The site will be divided into pre-designated areas for student collection, parent waiting, interview rooms, etc. All required equipment for this purpose will be contained in the Charter Reunification Kits.

## Objectives

1. Every student has been accounted for
2. Every staff member has been accounted for
3. Every student still in the school's custody has been successfully reunited with their parent or guardian

## Responsibilities

### A. School Incident Commander

1. Once a determination is made that reunification will occur, ensure that a reunification event has been initiated in Raptor.
2. Facilitate the release of students from the school to the Secure Assembly Site with other members of the Unified Command to ensure a calm, controlled transfer, once safe to do so.
3. Designate a school coordinator for the Secure Assembly Site and Reunification Site to liaison with School Safety/Law Enforcement
4. Ensure Transportation is aware of the Secure Assembly Site location and provide the approximate number of students/staff being transported to the Reunification Site
5. Follow pre-determined parental notification procedures such as phone trees, local media channels, automated alert system, cell or text messaging, etc. to send parents to the Reunification Site and **not** to come to the school.

## B. Charter Reunification Team

1. The Charter Reunification Team will be comprised of members from the College and the Charter who will be specifically trained in Raptor Reunification for deployment after a major event.

2. There will be at least two members cross-trained for each coordinator position.

3. Areas of Responsibility.

i. Branch Director of Reunification- Chief or Director of the Safety and Security Department

ii. Public Information- SDMC PIO Coordinator/Liaison (Director of Communications)

iii. Transport Team at Secure Assembly Site: Provide transportation from Secure Assembly Site to Reunification Site

1. Transportation Coordinator; 2. Scribe; 3. Team Members; 4. Law Enforcement Officers

iv. Parent Parking/Check-In: Law Enforcement assists with perimeter of Reunification Site and staff assists parents with parking and checking in at the Reunification Site. Parents are then escorted to Parent Waiting.

1. Coordinator; 2. Parking Attendants; 3. Greeters; 4. Check-In Station Attendants; 5. Law Enforcement Officers

v. Student Holding Area: Student receiving and waiting at the Reunification Site

1. Coordinator/Student Activities Director; 2. Counselors; 3. Student Monitors; 4. Teachers/Staff;  
5. Law Enforcement Officers

vi. Parent/Student Reunification Area: Final process of reunification where parents will digitally sign students out.

1. Coordinator; 2. Reunifiers; 3. Student Runners; 4. Parent Runners

vii. Parent Waiting Area: Location parents will wait until student is ready for reunification.

1. Coordinator; 2. Parent Monitors

viii. Team Staging: Location where all District personnel will check in and receive assignments

1. Coordinator ; 2. Scribe

ix. Reunification Family Services: Provide counseling and assist with parent notifications

1. Coordinator; 2. District/School Counselors; 3. Sheriff's Office Victim Advocates; 4. Bilingual Support

x. Missing Persons Group Liaison: Work with law enforcement to identify students/staff not accounted for in Raptor

xi. Dining Services: Provide food and water to students and staff during the reunification process, if available.

## **Raptor Reunification System**

- A. Raptor's mobile app allows teachers to instantly access class rosters to account for their students and seamlessly broadcast the data to incident managers.
- B. Raptor's mobile app provides real-time reporting dashboards that allow incident managers the ability to track the status and location of every individual.
- C. The process of Parent Reunification is streamlined by providing mobile guardian validation, reunification processing, and student release tracking.
- D. The Raptor System provides quick and easy access to each school's incident-specific action plans, facility maps, and emergency operating procedures.
- E. Raptor's Emergency Management System provides detailed after-incident reporting that can easily be exported and used for improving your school's incident response methods or for compliance purposes.

## **Reunification Event**

### **A. Initiation**

1. During an incident, an existing event should have already been initiated through the Raptor Panic App. When a reunification event has been deemed necessary, a message through the Raptor application will be sent out from the Safety & Security Department.
2. Admin, teachers, and staff will be responsible for taking attendance of the students under their control during the lockdown, when safe to do so.
3. For teachers with classes already outside, do not go back into the school. Make your way to the designated school Secure Assembly Site until the all-clear is given and you can return to campus, or the reunification process has begun.

### **B. Evacuation to the Secure Assembly Site**

1. Staff should remain in lockdown until directed to evacuate to the Secure Assembly Site.
2. Teachers will remain with their students. If a teacher is unable to stay with their students, doubling up classes with a "partner" teacher is appropriate.
3. If any students are injured, law enforcement or medical personnel on site should be notified for assistance.
4. Once the teacher has checked in with the Transportation Director (or designee), a bus will be arranged for transport to the Reunification Site.
5. Teachers will check their students into the Secure Assembly Site in the Raptor Application via their electronic device.

### **C. Student Assembly at the Reunification Site**

1. Students will arrive at the Reunification Site and be taken to the Student Assembly area until successfully reunited with their parents
2. Students and teachers will check in with Student Assembly staff through the Raptor App.
3. After being checked in, each student will receive a green band to indicate they have been checked in at the Reunification Site and waiting for parent pick up.
4. After students have been checked in with the Student Assembly Coordinator/staff, teachers and staff of the affected school can be released or receive an assignment from the Team Staging Coordinator to assist.
5. If any student or teacher has information related to the investigation, they will also be given a red band. Students/teachers with red bands will be moved to the interview holding areas. After the interview has been completed and/or evidence collected, the student will be escorted back to the Student Assembly Area.

6. It should be noted that students over the age of 18 can check themselves out at Student Assembly. They should still complete the process through the app and sign themselves out so parent notification is made through the app.
7. Students and teachers will not be able to return to the school to retrieve their vehicles or personal property until the scene has been released.

#### D. Parental Process

1. In order to maintain control over the reunification process, it is important to keep parents separate from students until the last stage.
2. Parents will be directed to Parent Parking and Parent Check-in upon entering the Reunification Site.
3. Parents will be required to present a government-issued, picture ID for verification. If they do not have a picture ID, the Check-In Coordinator will be notified, and alternate means for identification will be utilized.
4. After checking in through the Raptor App, staff will take the parents in groups to the Parent Waiting Area until their child has been processed through Student Assembly.
5. Once the student has completed the check-in at Student Assembly, the parent and student will be brought to Parent/Student Reunification Area for the final step of reunification.
6. After the parent has signed the student out in the Raptor App, they will be free to leave the Reunification Site.

***Revised: July 2023***

## **SCFCS -Venice Student Reunification**

State College of Florida Collegiate School Venice (SCFCSV) follows the Sarasota County School District Student Reunification Plan, Chapter 8.18. In the event of an emergency situation requiring reunification operations, The State College of Florida Public Safety Department, SCFCSV head of school, SCFCSV School Resource Officer, and other SCF representatives as deemed necessary will work directly with Sarasota County School Police Department & other agencies to implement student reunification as outlined in Chapter 8.18.

### **Sarasota County Schools**

#### **EMERGENCY CLOSING OF SCHOOLS AND STUDENT REUNIFICATION 8.18**

#### **CHAPTER 8.00 – AUXILIARY SERVICES**

##### **8.18**

In case of an emergency, the Superintendent/designee is authorized to close any school or all schools and to dismiss a school(s) before the regular daily dismissal hour.

The principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such early dismissal made by the principal shall be reported immediately to the Superintendent's office and the Chief of the Sarasota County

Schools Police Department with a statement describing the reasons for early dismissal.

Any emergency closing will be reported to the School Board as quickly as possible with the reasons therefore.

A. In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school or in the case of transported students until they depart from the school bus.

B. The principal shall cooperate with emergency preparedness authorities and the Sarasota County Schools Police Department during a natural or man-made disaster.

If a riot or similar situation occurs, the principal shall cooperate with the Sarasota County Schools Police Department and law enforcement authorities from the local jurisdiction.

C. One critical aspect of crisis response is accountable reunification of students with their parents or guardians in the event of a school crisis or emergency. Successful planning and implementation also demand partnerships with all responding agencies participating in crisis response. A predetermined, practiced reunification method ensures the reunification process will not further complicate what is probably already a chaotic, anxiety-filled scene.

D. The District will not announce the location of the reunification site until after all able students have been delivered to the site and the Chief of Police or designee determines it is safe to do so.

E. The Principal designee will work with the SCSPD designee to implement the following. The Principal will assign school staff to the reunification site through the school crisis plan. School and District personnel will arrive at the relocation site and establish the following:

1. Establish a parent check-in location. The process works best when you can keep the parents outside of the building.
  - a. Greeters direct parents to the check-in location
  - b. Checkers verify ID (District Utility Teams can assist with these roles)
  - c. Parents complete reunification cards
  
2. Establish a student staging area. This area is not in the same location as the check-in
  - a. This area is out of sight of parents and is out of sight of the check-in area.
  - b. Reunifier recovers students from the staging area and delivers them to the reunification site. The reunification site must be located away from and out of sight of the parent check-in area.
  - c. Designated teachers are to remain in the student assembly area to manage students
  - d. Students are reunified with parents/guardians after all information is verified
  
3. Counselors should be available and in a private area out of sight of students and parents. For parents who cannot be reunified with their student.

F. Offsite reunification will follow the same procedures as above but require staff to be assigned to the following jobs.

1. The Principal Transportation Team:
  - a. Assemble a master student roster, teacher roster, and guest roster
  - b. Account for students on their assigned bus and deliver students to the student staging area.
2. The district reunification coordinator will assist in the identification of a reunification site
3. The Director of Transportation or their designee will provide transport of students and staff to the reunification site.
4. The Principal will assign a staff member to track students and staff being taken to medical facilities.
5. Reunification Team, have roles already assigned (same as onsite)
6. Proceed to location and prepare for student, staff, and parent arrival
7. District teams will be in-route to assist.

#### G. RECOVERY PHASE:

Recovery starts when the crisis begins. Actions taken during the Recovery Phase may be initiated because of the serious injury or death of a student/staff member whether naturally or prematurely, violently or accidentally, on-campus or off-campus.

The District and schools will activate designated Crisis Response Teams.

1. Designate members of your staff as members of the school-based crisis response team who have leadership abilities and react with calm assurance in the face of a crisis.
2. The members should be faculty/staff who know and relate well to the students and have the students' respect.
3. The school should include a school counselor, psychologist, or social worker on the crisis response team who has been trained in post-crisis intervention.



4. Other members may include coaches, social workers, and family resource coordinators.
5. School-Based Crisis Response Team roles include the following:
  - a. Leader/Coordinator – coordinates the school’s crisis response team activities, in conjunction with the principal.
  - b. Family Liaison – opens communication between the family and the school; also, provides support to the family, advising them of school and district procedures.
  - c. Phone Tree Coordinator – establishes and disseminates contact information to mobilize the school’s crisis response team in the event of a crisis.
  - d. Support Services Coordinator – assesses and coordinates additional resources.
  - e. School Counselor, Psychologist or Social Worker – provides support to those in need.
  - f. Roamers – members of the crisis response team or staff appointed on the day of the crisis to assist the crisis response team by being visible and available to students.
6. Establish a crisis response action plan with activities, contact information, sample letters to parents/guardians, and staff, and checklists.

**STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED: 1001.43, 1001.51, F.S.**

**HISTORY: ADOPTED: 08/21/01**

**REVISION DATE(S): 11/06/18, 08/03/21**

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

AGENDA ITEM:

Approval of the State College of Florida Collegiate Schools Reading Remediation Plans.

RECOMMENDATION:

The College recommends the District Board of Trustees approval of the charter reading remediation plans.

EXPLANATION:

- Rule 6A-6.053, F.A.C. was revised requiring that the charter school reading plan must be approved by the Governing Board. In accordance, the SCF Collegiate Schools have submitted a reading plan that includes, the identification of Level 1 and Level 2 students, how students receive services, instructional materials used in the program, assessment tools for progress monitoring, a remediation plan and a curriculum outline. The plan is the same for both charters and any differences are noted in the narrative.

FISCAL IMPACT \_\_\_ yes \_\_\_X\_\_\_ no

REQUESTED BY:



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Kelly Monod, AVP, SCF Collegiate Schools



**State College of Florida Collegiate Schools – Bradenton and Venice**

In accordance with **FS 1002.33 (2)(b)** charter schools shall fulfill the following purposes: Improve student learning and academic achievement and increase learning opportunities for all students, with special emphasis on low-performing students and reading.

Additionally, per **FS1002.33 (7)(a)(2) a.**, the charter shall ensure that reading is a primary focus of the curriculum and that resources are provided to identify and provide specialized instruction for students who are reading below grade level. The curriculum and instructional strategies for reading must be consistent with the Next Generation Sunshine State Standards [B.E.S.T.] and grounded in scientifically based reading research.

**1. Identify Level 1 and Level 2 students**

Level I and Level II students will be primarily identified with formal state testing scores, as received. Should students not have scores available, other assessments such as the Iowa Test of Basic Skills, Achieve3000 (TeenBiz), of the instructors' placement test are used. Records of past Florida Standards Assessment and Florida Assessment of Student Thinking (FAST) scores may also be used in tandem with teacher classroom evaluations and initial assessments.

**2. Describe how often and how students receive services.**

For 2023-24, the students will be given benchmark tests in reading, using Achieve3000 and Lexile Levels. Students will be assessed at least three times a year in addition to FAST progress monitoring. English Language Learners (ELLs) will have additional support and assistance with assignments/homework in a regularly scheduled mentoring session with classroom support staff.

Students performing at the lowest levels, and those testing below satisfactory overall in reading, will receive reading individual plans from the instructor in an inclusive environment, in addition to classroom differentiation and small group pull out, as needed.

In the middle school English Language Arts (ELA) and high school English courses, students with Level I or II scores receive differentiated instructions and reading strategies. Level I and II students' test and grade history, recent scores, and in many cases parent input, are reviewed with recommendations made for each student individually.

Those counseled to a supplementary reading group and individual tutoring receive reading strategies, skills and practice in mainstream classes and push in/pull out sessions. Small group pull out sessions with paraprofessionals is available in small groups to assist with homework and comprehension during class and after school. An afterschool Reading Club is recommended for middle school students for 180 minutes week.

The remediation inside and outside the classroom is as often as a student needs assistance, as a matter of course or for a specific assignment. The Special Education (ESE) coordinator has a flexible

schedule that may accommodate students in the classroom in addition to the teacher, or in a separate environment.

Students do not require an Individual Education Plan (IEP) for the ESE coordinator to work with them on individual reading skills or an internal personalized school plan for the student.

The ESE coordinator will also be available for consultation with instructors and students. The ELA/English teachers work together to identify and plan specific remediation for students at low levels. Discussion in the Language Literacy Team (LLT) meetings reflect whole school solutions to benefit every reader, including, for example, designing whole school reading strategies and grading requirements for every curriculum group.

### **3. Include instructional materials used in the program.**

Instructional materials used in the remedial group work and ELA/English classes include Achieve3000. Achieve3000 is a school wide reading program that is assigned weekly. The remedial reading group uses Achieve3000 as a fundamental component of their curriculum because it is versatile, differentiated to different Lexile scores and has many levels of activities to include reading strategies, skills, and a seamless connection to Benchmarks for Excellent Student Thinking (B.E.S.T.) standards. Achieve3000 crosses all curriculum boarders including Science and Math. It may also be assigned over the summer for students receiving low test scores. There is an ESOL component and consistent improvement of tools in the program by the developers for teachers to use to help students increase reading comprehension across all contents. Other reading remediation and extended learning programs may be used in addition to Achieve3000, including IXL.

### **4. Assessment tools used for progress monitoring.**

Assessment tools throughout the year include Achieve3000 (tracking Lexile Levels) and grades/GPA. Achieve3000 provides detailed reports, direct links to Florida B.E.S.T. reading standards, and general analysis for F.A.S.T. assessment and college readiness. F.A.S.T. Progress Monitoring (PM) 1 and PM2 results will also be used in the process to identify needs. Quarter grades and progress reports assist in revealing difficulties in reading. Administration reviews grades in ELA/English courses to determine if the student would benefit from tutoring, extra time, or a change in environment to improve focus. Study hall and tutoring opportunities are in the afternoon following the dismissal bell for up to 60 minutes daily. Identified students are required to have a 1:1 monitoring and mentoring schedule as determined by grades or teacher/parent request.

Additionally, teachers review individual student progress during the academic coaching class with students. They also discuss student progress/barriers at the grade level and curriculum meeting where a Multi-Tiered System of Support (MTSS) is documented. Additional progress monitoring tools include IXL as well as Florida's Postsecondary Education Readiness Test (PERT) reading and writing scores. Students will sit for the Practice SAT (PSAT) in 10<sup>th</sup> grade. SAT and ACT scores may be used in 11<sup>th</sup> and 12<sup>th</sup> grade.

### **5. Remediation plan**

As part of the SCF Collegiate Schools MTSS, students have an overall progress monitoring support team along with their assigned academic coach. The coach works with students on a curriculum designed to increase student academic success across all contents. Administrators, counselors, coaches, paraprofessionals and grade level instructors, all making up the Language Literacy Team, work with individual students on a continual bases or on specific assignments based on differentiated needs.

The Director of Curriculum and Instruction is a member of the Literacy Team, with a continued opportunity to collaborate with the ELA teachers in both charters in every grade to assist with strategies and/or develop a specific plan for a struggling student.

Opportunities are available for students to attend teacher monitored study halls after school and may be assigned with parent cooperation. The extra advantage of bilingual employees and volunteers is helpful for ELL students as they work to increase their English proficiency and comprehension. Overall, SCFCS and SCFCS Venice instructors build remediation into their curriculum for every course. The SCFCS and SCFCS Venice program is focused on student mastery of their learning. Should a student complete a ELA/English unit poorly, then the instructors have an automatic remediation opportunity for all students in every course.

As students work to fulfill criteria for the SCFCS/SCFCSV College Dual Enrollment Programs in 11th grade, and must meet a PERT score of 106, there is remediation available for the 10th graders who have not met this requirement. The course is voluntary and uses the PERT remediation resources found on the St. Petersburg College testing center website, as well as resources from the SCF testing center website. A reading and writing boot camp from the SCF Tutoring and Academic Success Center is also available to students during the summer.

For juniors/seniors who test at a Level 1 on the PM1, Achieve3000 may be required for remediation. Juniors also are recommended to attend the SCF Tutoring and Academic Success Center writing boot camp the summer before the fall semester begins for assistance with their writing to prepare for college level work.

**End of Course (EOC) Exams (Secondary Only)** Students who are unsuccessful on the EOC must retake the EOC the following opportunity, or utilize concurrent scores for the Algebra I EOC. SCFCS math and biology instructors will remediate and prepare them for the EOC with a weekly math/science intensive class during the year and a tutoring session before the tests. Students who passed the EOC but received a D or F grade in the course are counseled to recover their grade and remediate over the summer and/or during the year with Florida Virtual School or are enrolled in the course at SCFCS/SCFCSV the following year.

In both cases, students will follow the normal progression path. Students who failed the EOC will be scheduled with MTSS tracking to receive a differentiated instruction to help prepare them for the exam. Instructors work with administration to identify these students and work together on individualized plans of action in the classroom as well. Students who fail the course and the EOC will be individually counseled with parental involvement to determine their best option.

In all cases, parents are notified of the student academic plan and are encouraged to meet with the counselor, college advisor, registrar, teachers and/or the head of school to participate in the process so each student's needs are met.

# SCFCS Curriculum Map

|  |   | SCF Collegiate School                     |   |  |  |   | SCF: Accelerated College Program         |  |
|--|---|---|---|--|--|---|--|--|
| curriculum area                                      | 6   | 7   | 8   | 9  | 10   | 11  | 12                                       |  |
| Academic coaching and guidance across the curriculum | Personal, Career, and School Dev Skills 1 | Personal, Career, and School Dev Skills 2 | Personal, Career, and School Dev Skills 3 | Career, and School Development Skills 1            | Career, and School Development Skills 2                        | High School: Leadership Skills Development        | High School: Leadership Techniques       |  |
| Language Arts/English                                | ELA 1                                     | ELA 2                                     | ELA 3                                     | English 1  | English 2  | English 1101/1102                                 | College literature and humanities        |  |
| Mathematics  | Math 1 or Math 2                          | Math 2 or Math 3 (pre algebra)            | Math 3 (pre algebra) or Algebra (EOC)     | Algebra (EOC) or Geometry (EOC) or Algebra 2 (EOC) | Geometry (EOC) or Algebra 2 (EOC) or SCF math course           | 1105 college Algebra and other college level math | 3rd college level math or electives      |  |
| Science  | Comp science 1                            | Comp science 2                            | Comp science 3                            | Biology (EOC)                                      | Chemistry (EOC)  | College science (with lab)                        | College science (with lab)               |  |
| Social Studies                                       | World History                             | Civics (EOC)                              | American History                          | World History                                      | Econ with financial literacy/ Gvrnmt (FCLE)                    | AMH 1010 and 1020 (EOC exempt)                    | College level humanities and/or elective |  |
| Foreign Language                                     | FLVS option                               | FLVS option                               | FLVS option                               | FLVS option  | FLVS option or SCF language                                    | SCF Language option                               | SCF Language option                      |  |
| PE/Health and performing arts requirement            | PE  | PE  | PE  | HOPE   |  | Speech  | college choice course                    |  |
| Exploratory Program                                  | Crit Thinking Beginning Technology        | Crit Thinking - Robotics                  | Crit Thinking - Coding                    |  | Financial Lit., Creative Writing Elective or Digital Info Tech | college choice courses                            | college choice courses                   |  |

**Notes:**

Virtual courses may be utilized as needed or desired

Students in grades 11 and 12 will be on the college campus following requirements for the AA degree upon graduation.

AA requirement is attached or at the following web address:

[https://catalog.scf.edu/preview\\_program.php?catoid=17&pooid=1620&returnto=1499](https://catalog.scf.edu/preview_program.php?catoid=17&pooid=1620&returnto=1499)

## SCFCS-Venice Curriculum Map

| curriculum area                                      | SCF Collegiate School  |  | SCF: Accelerated College Program                  |  |
|--|--|--|---|--|
|  | 9  | 10   | 11  | 12                                       |
| Academic coaching and guidance across the curriculum | Research 1/Personal, Career, and School Development Skills 1 (0500500) | Research 2/Personal, Career, and School Development Skills 2 (0500510) | High School: Leadership Skills Development        | High School: Leadership Techniques       |
| Language Arts/English                                | English 1  | English 2  | English 1101/1102                                 | College literature and humanities        |
| Mathematics  | Algebra (EOC) or Geometry (EOC) or Algebra 2 (EOC)                     | Geometry (EOC) or Algebra 2 (EOC) or SCF math course                   | 1105 college Algebra and other college level math | 3rd college level math or electives      |
| Science  | Biology (EOC)  | Chemistry (EOC)  | College science (with lab)                        | College science (with lab)               |
| Social Studies                                       | World History  | Econ (Fin.Lit 2024)/Gvrnmt (FCLE)                                      | AMH 1010 and 1020 (EOC exempt)                    | College level humanities and/or elective |
| Foreign Language                                     | FLVS option  | FLVS option or SCF language  | SCF Language option                               | SCF Language option                      |
| PE/Health and performing arts requirement            | HOPE   |  | Speech  | college choice course                    |
| Exploratory Program                                  |  | DIT  | college choice courses                            | college choice courses                   |

**Notes:**

Virtual courses may be utilized as needed or desired

Students in grades 11 and 12 will be on the college campus following requirements for the AA degree upon graduation.

AA requirement is attached or at the following web address:

[https://catalog.scf.edu/preview\\_program.php?catoid=17&pooid=1620&returnto=1499](https://catalog.scf.edu/preview_program.php?catoid=17&pooid=1620&returnto=1499)

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

AGENDA ITEM:

Approval of the State College of Florida Collegiate Schools Enrollment Process.

RECOMMENDATION:

The College recommends the District Board of Trustees approval of the charter enrollment processes.

EXPLANATION:

In compliance with F.S. 1002.33 (10) (e)(4) & (7), the district has requested a description of the charter schools' enrollment process and approval from the Governing Board. The district requests a record of all the students who apply to the charters, whether or not they are eventually enrolled, is maintained; that the information shall be made available to the Sponsor upon written request; and that the charters maintain documentation of each enrollment lottery conducted. Such documentation provides sufficient detail to allow the Sponsor to verify that the random selection process used was conducted in accordance with section 1002.33(10)(b), FS.

FISCAL IMPACT \_\_\_ yes \_\_X\_\_ no

REQUESTED BY:



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Kelly Monod, AVP, SCF Collegiate Schools



## SCF Collegiate Schools

### Enrollment Process

The State College of Florida Collegiate School and the State College of Florida Collegiate School-Venice are required to follow statute regarding enrollment. Per F.S. 1002.33, “the charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random selection process.” Additionally, “The school will achieve a racial/ethnic balance reflective of the community it serves or within the racial/ethnic range of other nearby public schools or school districts.”

The charter schools strive to achieve racial/ethnic balance:

Marketing district wide with open house events and district busing options. SCFCS has a blind recruiting process, with applications that do not ask for demographics or English Language Learner or Special Education information. The charter markets to each county, working to provide equal access to information for all families. There are no academic barriers to entrance until the legislation requirements for a dual enrolled student begin in 11<sup>th</sup> grade.

The charter schools provide equal opportunity for Students with Disabilities (ESE) and students served in English Language Learner (ELL) programs:

Substantial resources are devoted to all levels of the Multi-Tiered System of Support (MTSS), with highly effective staff and teachers to monitor and support students. Each charter contract outlines commitment to equal opportunity for ELL/ESE students, with support from each district’s respective departments and common student databases to ensure compliance.

The charter schools conduct a random lottery for eligible students:

SCF Communications and Marketing department assists the charters with recruitment and marketing. Direct mail and electronic advertising are sent district wide. Information sessions are held on each campus in English and Spanish in Bradenton to assist with communication for a large Spanish speaking community. Tours of the charter school allow access to parents, teachers and students for families.

All prospective families may apply with a link to *Lotterease*, which is a 3<sup>rd</sup> party web-based company that manages the lottery to ensure a random drawing and waiting list. All lottery history is stored on this 3<sup>rd</sup> party website and reports may be generated at any time to understand current trends with data and to track applications and manage any waiting lists.

Enrollment priority is automatically given to applicants who are siblings and the children of employees or trustees of the college.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

AGENDA ITEM:

Approval of the State College of Florida Collegiate Schools Internet Safety Policies.

RECOMMENDATION:

The College recommends the District Board of Trustees approval of the charters internet safety policies.

EXPLANATION:

In compliance with Rule 6A-1.0957, F.A.C. - Internet Safety Policy, the purpose of this rule is to set forth requirements for internet safety policies that must be adopted by school districts and charter school governing boards. By September 1 of each year, each district school board and charter school governing board must adopt an internet safety policy for student internet use that applies to all devices owned or provided by a district or school, or any device (including privately owned) connected to district- or school-provided internet. This policy must be reviewed and approved annually by the school board or governing board.

FISCAL IMPACT \_\_\_yes\_\_X\_\_no

REQUESTED BY:



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Kelly Monod, AVP, SCF Collegiate Schools

**State College of Florida Collegiate Schools**  
**INTERNET SAFETY POLICY**

The SCF Colligate Schools utilize technology as a foundational component of its charter and program goals. All students are issued an iPad and are given access to academic resources including the Microsoft Office Suite and the Learning Management System (LMS), Canvas. Additionally, in grades 6-10, teachers utilize vetted research based, web-based, remediation software programs and apps appropriate for a k12 environment. Students fully enrolled in the College Dual Enrolled Program in 11th-12<sup>th</sup> grades may request a school issued iPad or utilize their personal computers/tablets.

The items below directly relate to requirements for Florida district and charter schools, [Rule 6A-1.0957, F.A.C. - Internet Safety Policy](#). This policy complements the SCF Collegiate Schools Technology policy distributed to students and parents annually, as well as the State College of Florida, Manatee-Sarasota Information Technology Resources Policies, Rule 6HX14-2.60, in reference to 1001.64, F.S. Additionally, this document will supplement the State College of Florida Student Standards of Student Behavior, the School District of Manatee County and the Sarasota County Schools Code of Conducts in reference to technology violations and policies specifically addressing Rule 6A-1.0957, F.A.C. expands on [HB 379](#).

It is the policy of the SCF Collegiate Schools, with the assistance of the SCF Information Technology Department to:

- a. Filter or block access to material that is not appropriate for students.
  - a. The network is filtered and monitored by SCF IT Department, with an additional local filter on the school issued iPads. The Mobile Device Management (MDM) system allows SCFCS Tech coordinator to block individual links and proxies.
- b. Protect the safety and security of students when using email and other forms of direct electronic communication.
  - a. Students follow a technology policy outlining the expectations for academic use of their assigned technology, Outlook school email and the Learning management System, Canvas.
  - b. Students may not use their school issued emails to subscribe to any online accounts. Permission may be granted for academic use with parent notification.
- c. Prevent hacking or unauthorized access by students to data or information that they should not have access to and to prohibit other unlawful online activities by students.
- d. Firewall level policies to prevent access to websites, web or mobile applications, or software that do not protect against the disclosure, use, or dissemination of students' personal information.
  - a. All software is reviewed through the SCF IT Department approval procedures.
- e. Firewall level policies to prohibit students from accessing social media platforms, as these are blocked at school and no longer utilized for clubs or extracurricular activities. Social media is not used as part of the curriculum.
- f. Firewall level policies to prohibit the use of TikTok, and any successor platforms, on all school-owned devices or any device (including privately owned) connected to school-provided internet.
- g. Firewall level policies to prohibit the use of TikTok, or any successor platforms, to be used to communicate or promote the SCF Collegiate Schools, a school-sponsored club, an extracurricular organization, or an athletic team.
- h. Comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

## Human Resources Office Personnel Actions Board Exhibits: June 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> |                       |      |                       |  |   |                |
| Susan Van Veen             | 06/05/2023            |      | Career                | Laboratory Support Specialist, Natural Science Lab                                     | Natural Science                             | Venice         |
| Tenesha Brinson            | 06/12/2023            |      | Career                | Graphic Artist   | Communications and Marketing                | Bradenton      |
| Vaughn Alexander Hendriex  | 06/14/2023            |      | Administration        | Dean, Lifelong Learning and Workforce Development                                      | Lifelong Learning and Workforce Development | Lakewood Ranch |
| Christopher Bassett        | 06/19/2023            |      | Career                | Advisor II, Veterans Benefits  | Veterans Services                           | Bradenton      |
| Chris Doucakis             | 06/20/2023            |      | Career                | Specialist, Office of the Registrar  | Office of the Registrar                     | Bradenton      |
| Karlie Condor              | 06/26/2023            |      | Professional          | Specialist, Instructional Design, Online Learning                                      | Online Learning                             | Bradenton      |
| Alisa Lannon               | 06/26/2023            |      | Professional          | Coordinator, Systems and Operations  | Office of the Registrar                     | Bradenton      |
| Anna Nguyen                | 06/26/2023            |      | Career                | Supplemental Instruction Specialist - Tutoring and Academic Success Center TASC (Math) | Tutoring and Academic Success Center        | Bradenton      |
| Paula Ostermeyer           | 06/26/2023            |      | Career                | Financial Aid Officer, Federal Programs  | Financial Aid Office                        | Bradenton      |
| Andrea Massengale          | 06/30/2023            |      | Professional          | Manager, Tutoring and Academic Success Center  | Tutoring and Academic Success Center        | Bradenton      |
| <b><u>Changes</u></b>      |                       |      |                       |  |   |                |
| Kianna Wright              | 06/05/2023            | From | Career                | Admissions Assistant   | Admissions                                  | Bradenton      |
|                            |                       | To   | Career                | Office Supervisor  | Office of the Registrar                     | Bradenton      |
| Carol Easton               | 06/19/2023            | From | Career                | Admin and Budget Specialist  | Facilities, Planning and Maintenance        | Bradenton      |
|                            |                       | To   | Professional          | Coordinator, Procurement and Fiscal Performance  | Facilities, Planning and Maintenance        | Bradenton      |
| <b><u>Separations</u></b>  |                       |      |                       |  |   |                |
| Maria Lopez                | 06/02/2023            |      | Career                | Specialist, Office of the Registrar  | Office of the Registrar                     | Bradenton      |
| Heather Goebbert-Freet     | 06/09/2023            |      | Career                | Academic Department Secretary  | Nursing                                     | Bradenton      |
| Debbie Green               | 06/12/2023            |      | Professional          | Senior Finance Manager   | Foundation                                  | Bradenton      |

|                           |            |  |  |                |   |   |           |
|---------------------------|------------|--|--|----------------|---|---|-----------|
| Nathan March              | 06/14/2023 |  |  | Professional   | Coordinator, Communications and Media                               | Communications and Government Relations     | Bradenton |
| Matthew Murphy            | 06/28/2023 |  |  | Career         | Assistant, Admissions   | Admissions                                  | Venice    |
| Steven Girk               | 06/30/2023 |  |  | Professional   | Program Director, Public Safety & Emergency Management              | BAS Home Security/Pub Safety Admin          | Bradenton |
| Cody Hoffman              | 06/30/2023 |  |  | Professional   | Pearson Testing Center Coordinator and Lifelong Learning Specialist | Lifelong Learning and Workforce Development | Bradenton |
| Adinah Torres             | 06/30/2023 |  |  | Professional   | DUI Instructor/Evaluator  | Traffic Safety Institute                    | Bradenton |
| Carol Campbell            | 06/30/2023 |  |  | Career         | Accounts Payable Clerk  | Accounting and Payroll                      | Bradenton |
| <b><u>Retirements</u></b> |            |  |  |                |   |   |           |
| Brenda Pinkney            | 06/30/2023 |  |  | Administration | Director of Diversity & Inclusion                                   | Diversity and Inclusion                     | Bradenton |
| Catherine Stephens        | 06/30/2023 |  |  | Faculty        | Professor   | Language and Literature                     | Bradenton |

**Human Resources Office Personnel Actions Board Exhibits: July 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> |                       |      |  |                       |   |   |                |
| Erin Montgomery            | 07/10/2023            |      |  | Administration        | AVP, Finance/Controller                                       | Accounting and Payroll                      | Bradenton      |
| Ronald Serpliss            | 07/10/2023            |      |  | Professional          | Coordinator, Experiential Learning                            | Lifelong Learning and Workforce Development | Lakewood Ranch |
| Farah Kashef               | 07/17/2023            |      |  | Professional          | Lead Specialist, Instructional Design and Learning Technology | Online Learning                             | Bradenton      |
| Alexandria Pogany-Cook     | 07/17/2023            |      |  | Career                | Testing Technician  | Testing Center                              | Bradenton      |
| Sierra Sutton              | 07/24/2023            |      |  | Career                | Assistant, Admissions   | Admissions                                  | Bradenton      |
| Dailia Lumpkin             | 07/25/2023            |      |  | Professional          | Certified School Counselor                                    | Collegiate School - Bradenton               | Bradenton      |
| Chassity Tavares           | 07/25/2023            |      |  | Career                | Staff Assistant III   | Collegiate School Venice                    | Venice         |
| Billie Jo Williams         | 07/31/2023            |      |  | Faculty               | Instructor - English 6th/7th Grade                            | Collegiate School Bradenton                 | Bradenton      |
| <b><u>Changes</u></b>      |                       |      |  |                       |   |   |                |
| Susanne Walters            | 07/10/2023            | From |  | Professional          | Coordinator, Student Support Services                         | Student Ombudsman                           | Bradenton      |
|                            |                       | To   |  | Professional          | Assistant Dean of Students                                    | Dean, Student Services                      | Bradenton      |
| Kayla Yother               | 07/10/2023            | From |  | Career                | Office Supervisor   | 26 West Entrepreneurship Center             | Bradenton      |
|                            |                       | To   |  | Professional          | Coordinator - Business, 26 West Entrepreneurship Center       | 26 West Entrepreneurship Center             | Bradenton      |
| Kevin Baldwin              | 07/03/2023            | From |  | Professional          | Supervisor, Maintenance Operations                            | Building Maintenance BC                     | Bradenton      |
|                            |                       | To   |  | Professional          | Coordinator, Facilities Management                            | Facilities, Planning and Maintenance        | Bradenton      |
| Kalie Garretson            | 07/03/2023            | From |  | Professional          | Interim Manager, TASC   | Academic Resource Center - BC               | Bradenton      |
|                            |                       | To   |  | Career                | College and Career Success Coach                              | Student Development                         | Bradenton      |
| Tammy Williamson           | 07/03/2023            | From |  | Career                | Testing Technician  | Testing BC                                  | Bradenton      |
|                            |                       | To   |  | Career                | Specialist, Accommodation Administration                      | Disability Resource Center                  | Bradenton      |

|                           |            |  |      |              |  |   |                |
|---------------------------|------------|--|------|--------------|--|---|----------------|
| Steven Williams           | 07/29/2023 |  | From | Career       | Tradesworker II – General Maintenance                    | Facilities, Planning and Maintenance        | Bradenton      |
|                           |            |  | To   | Career       | Supervisor, Maintenance Operations                       | Facilities, Planning and Maintenance        | Bradenton      |
| Yasmine Bachmeier         | 07/31/2023 |  | From | Professional | Supplemental Instruction Specialist, CS Paraprofessional | Collegiate School Venice                    | Venice         |
|                           |            |  | To   | Professional | Advisor/Instructor                                       | Collegiate School Venice                    | Venice         |
| <b><u>Separations</u></b> |            |  |      |              |  |   |                |
| Melinda Campbell          | 07/14/2023 |  |      | Faculty      | Instructor   | SCF Collegiate School Bradenton             | Bradenton      |
| Jennifer Alexander        | 07/20/2023 |  |      | Career       | Supplemental Instructional Specialist                    | TRIO Student Support Services               | Bradenton      |
| Bobbi Waning-Estes        | 07/24/2023 |  |      | Professional | Compliance Coordinator and Clinical Liaison              | Nursing                                     | Bradenton      |
| Elena Taddeo              | 07/26/2023 |  |      | Career       | Staff Assistant III                                      | Lifelong Learning and Workforce Development | Lakewood Ranch |
| Heidi LeRoy               | 07/27/2023 |  |      | Career       | 26 West Entrepreneurship Program Coordinator             | 26 West Entrepreneurship Center             | Bradenton      |
| Alicia Long               | 07/28/2023 |  |      | Professional | Library Supervisor, Access Services                      | Library                                     | Bradenton      |
| Alissa Smith              | 07/30/2023 |  |      | Faculty      | Instructor - Collegiate School                           | Collegiate School Bradenton                 | Bradenton      |
| Emily Arenas-Castillo     | 07/31/2023 |  |      | Career       | Assistant  | Office of the Registrar                     | Bradenton      |

**Human Resources Office Personnel Actions Board Exhibits: August 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> |                       |  |                       |  |   |             |
| David Geiger               | 08/07/2023            |  | Career                | Assistant, Admissions  | Admissions                                  | Venice      |
| Robert Potter              | 08/10/2023            |  | Career                | Lab Instructor - Film  | Art, Design and Humanities                  | Bradenton   |
| Casandra Machanska         | 08/10/2023            |  | Career                | Supplemental Instruction Specialist  | Collegiate School - Venice                  | Venice      |
| David Anson                | 08/10/2023            |  | Faculty               | Lecturer - English   | Language and Literature                     | Bradenton   |
| Shonna Bates               | 08/10/2023            |  | Faculty               | Instructional Faculty - Nursing  | Nursing                                     | Venice      |
| Karen Benedict             | 08/10/2023            |  | Faculty               | Instructional Faculty - Nursing  | Nursing                                     | Bradenton   |
| Richard Daramola           | 08/10/2023            |  | Faculty               | Assistant Professor - Economics  | Business                                    | Venice      |
| Courtney Durrance          | 08/10/2023            |  | Faculty               | Assistant Professor and Clinical Education Coordinator   | Radiography                                 | Bradenton   |
| Lashley Galvan             | 08/10/2023            |  | Faculty               | Instructor - English   | Language and Literature                     | Bradenton   |
| Brenda Harrison            | 08/10/2023            |  | Faculty               | Lecturer - Graphic Design  | Art, Design & Humanities                    | Bradenton   |
| Linda McKeag               | 08/10/2023            |  | Faculty               | Associate Professor - Accounting   | Business                                    | Bradenton   |
| Susan Melichar             | 08/10/2023            |  | Faculty               | Lecturer - Information Technology  | Information Technology Services             | Bradenton   |
| Geoffrey Neuman            | 08/10/2023            |  | Faculty               | Assistant Professor - Instrumental Studies   | Performing Arts/Music                       | Bradenton   |
| Courtney Palmer            | 08/10/2023            |  | Faculty               | Lecturer - Photography   | Art, Design & Humanities                    | Bradenton   |
| Joyce Saba                 | 08/10/2023            |  | Faculty               | Instructional Faculty - Nursing  | Nursing                                     | Bradenton   |
| Madelaine Verbeek          | 08/10/2023            |  | Faculty               | Instructor - Biology   | Natural Science                             | Bradenton   |
| Michael Ryan               | 08/12/2023            |  | Faculty               | Assistant Professor and Program Manager Public Safety & Emergency Management/Criminal Justice/Fire Science | Social and Behavioral Sciences              | Bradenton   |
| Madeline Mangas            | 08/14/2023            |  | Professional          | Coordinator, Community Outreach  | Foundation                                  | Bradenton   |
| Crystal Ramos              | 08/14/2023            |  | Career                | Accounts Payable Clerk   | Accounting and Payroll                      | Bradenton   |
| Michelle Roberts           | 08/14/2023            |  | Professional          | Manager, Digital Marketing and Fabrication   | Center for Advanced Technology & Innovation | Bradenton   |
| Kelvin Pinkney Jr          | 08/28/2023            |  | Career                | Assistant, Office of the Registrar   | Student Services - BC                       | Bradenton   |



|                       |            |      |  |         |  |                               |           |
|-----------------------|------------|------|--|---------|--|-------------------------------|-----------|
| Deborah Schiff        | 08/28/2023 |      |  | Career  | Supplemental Instruction Specialist - 1:1 ESE Student Teacher Aide | Collegiate School - Bradenton | Bradenton |
| <b><u>Changes</u></b> |            |      |  |         |  |                               |           |
| Liliana Mont          | 08/07/2023 | From |  | Career  | Admissions Assistant   | Admissions                    | Bradenton |
|                       |            | To   |  | Career  | Specialist - Recruitment   | Admissions                    | Bradenton |
| Kim Bastin            | 08/10/2023 | From |  | Faculty | Interim Assistant Dean   | Dental Hygiene                | Bradenton |
|                       |            | To   |  | Faculty | Assistant Dean   | Dental Hygiene                | Bradenton |
| Perry Bentley         | 08/10/2023 | From |  | Faculty | Lecturer - Art, Design and Humanities                              | Art, Design and Humanities    | Bradenton |
|                       |            | To   |  | Faculty | Instructor - 2 D Studio Art - Illustration                         | Art, Design and Humanities    | Bradenton |
| Marcy Murray          | 08/10/2023 | From |  | Faculty | Lecturer - Language and Literature                                 | Language and Literature       | Bradenton |
|                       |            | To   |  | Faculty | Instructor - English   | Language and Literature       | Bradenton |
| Colleen Paige         | 08/10/2023 | From |  | Faculty | Lecturer - Speech  | Language and Literature       | Bradenton |
|                       |            | To   |  | Faculty | Instructor - Speech  | Language and Literature       | Bradenton |

|                           |            |      |  |              |   |                               |           |
|---------------------------|------------|------|--|--------------|---|-------------------------------|-----------|
| Dixie Reece               | 08/21/2023 | From |  | Professional | Librarian, Reference & Instruction                              | Library                       | Bradenton |
|                           |            | To   |  | Professional | Library Supervisor, Collection Development & Technical Services | Library                       | Bradenton |
| Haley Yursky Fischer      | 08/26/2023 | From |  | Professional | College & Career Success Coach                                  | Student Development           | Bradenton |
|                           |            | To   |  | Professional | Coordinator, Student Support Services                           | Dean, Student Services        | Bradenton |
| <b><u>Separations</u></b> |            |      |  |              |   |                               |           |
| Christine Gaites          | 08/03/2023 |      |  | Career       | Academic Department Secretary                                   | Academics                     | Venice    |
| Judy Hangartner           | 08/09/2023 |      |  | Faculty      | Associate Professor - Accounting                                | Business                      | Bradenton |
| Tomer Granot              | 08/09/2023 |      |  | Faculty      | Lecturer – Biology  | Natural Science               | Bradenton |
| Julie Bess Jelinek        | 08/10/2023 |      |  | Faculty      | Assistant Professor - English                                   | Language and Literature       | Bradenton |
| Kristen Meiser            | 08/16/2023 |      |  | Career       | Specialist, Online Learning                                     | Online Learning               | Bradenton |
| Elias Rojas               | 08/18/2023 |      |  | Career       | Accounts Payable Clerk  | Accounting and Payroll        | Bradenton |
| Kianna Wright             | 08/18/2023 |      |  | Career       | Office Supervisor   | Office of the Registrar       | Bradenton |
| Michele Higgs             | 08/25/2023 |      |  | Career       | Office Supervisor   | Collegiate School - Bradenton | Bradenton |

|                                  |            |      |    |         |   |                                      |           |
|----------------------------------|------------|------|----|---------|---|--------------------------------------|-----------|
| Madison Shafic                   | 08/25/2023 |      |    | Career  | College and Career Success Coach              | Office of College and Career Success | Venice    |
| <b><u>Retirements</u></b>        |            |      |    |         |   |                                      |           |
| Madelyn Micallef                 | 08/09/2023 |      |    | Faculty | Assistant Professor - Radiography             | Radiography                          | Bradenton |
| <b><u>Faculty Promotions</u></b> |            |      |    |         |   |                                      |           |
| Christopher Bellanca             | 08/10/2023 | From | To | Faculty | Instructor - Film                             | Art, Design and Humanities           | Bradenton |
|                                  |            |      |    | Faculty | Assistant Professor - Film                    | Art, Design & Humanities             | Bradenton |
| Michael Bellissimo               | 08/10/2023 | From | To | Faculty | Instructor - Mathematics                      | Mathematics                          | Venice    |
|                                  |            |      |    | Faculty | Assistant Professor - Mathematics             | Mathematics                          | Venice    |
| Miguel Benitez                   | 08/10/2023 | From | To | Faculty | Instructor - Humanities                       | Humanities                           | Bradenton |
|                                  |            |      |    | Faculty | Assistant Professor - Humanities              | Art, Design & Humanities             | Bradenton |
| Anastasia Bojanowski             | 08/10/2023 | From | To | Faculty | Associate Professor - Language and Literature | Language and Literature              | Bradenton |
|                                  |            |      |    | Faculty | Professor - Language and Literature           | Language and Literature              | Bradenton |
| Christopher Fletcher             | 08/10/2023 | From | To | Faculty | Assistant Professor - Film                    | Art, Design and Humanities           | Bradenton |
|                                  |            |      |    | Faculty | Associate Professor - Film                    | Art, Design & Humanities             | Bradenton |
| Marie Hendry                     | 08/10/2023 | From | To | Faculty | Associate Professor - Language and Literature | Language and Literature              | Venice    |
|                                  |            |      |    | Faculty | Professor - Language and Literature           | Language and Literature              | Venice    |
| Joseph Ours                      | 08/10/2023 | From | To | Faculty | Instructor - Mathematics                      | Mathematics                          | Bradenton |
|                                  |            |      |    | Faculty | Assistant Professor - Mathematics             | Mathematics                          | Bradenton |
| Jason Reed                       | 08/10/2023 | From | To | Faculty | Assistant Professor - Computer Science        | Computer Science                     | Bradenton |
|                                  |            |      |    | Faculty | Associate Professor - Computer Science        | Computer Science                     | Bradenton |
| Robin Rogers                     | 08/10/2023 | From | To | Faculty | Associate Professor - Language and Literature | Language and Literature              | Bradenton |
|                                  |            |      |    | Faculty | Professor - Language and Literature           | Language and Literature              | Bradenton |
| Amanda Schlachter                | 08/10/2023 | From | To | Faculty | Assistant Professor - Drama                   | Theatre                              | Bradenton |
|                                  |            |      |    | Faculty | Associate Professor - Theatre                 | Theatre                              | Bradenton |
| Katy Wallis                      | 08/10/2023 | From | To | Faculty | Assistant Professor - Anatomy Phys            | Natural Sciences                     | Bradenton |
|                                  |            |      |    | Faculty | Associate Professor - Anatomy Phys            | Natural Science                      | Bradenton |

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

**AGENDA ITEM:**

Approval of 2023 Florida College System Affordability Report

**RECOMMENDATION:**

**The College recommends District Board of Trustees' approval of the attached 2023 Florida College System Affordability Report, in accordance with Florida Statutes 1004.084 and 1004.085.**

**STAFF ANALYSIS:**

The State College of Florida Manatee-Sarasota is required to submit an update on initiatives and strategies to promote college affordability to the Florida College System each September. For fiscal year 2022/23, SCF met the requirements for textbook affordability for the report as it has since the Statute was enacted.

**FISCAL IMPACT** Yes

**Funding Source:** Auxiliary Funds

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: N/A

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

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

**2023 Affordability Report DRAFT**

**Institution Contact Information**

- College Name  
State College of Florida, Manatee-Sarasota

- Contact Information

|               |   |
|---------------|---|
| Name          | Julie Jakway                            |
| Title         | VP, Finance and Administrative Services |
| Email Address | JakwayJ@SCF.edu                         |

**Tuition and Fees**

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

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

Click or tap here to enter text.

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

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

Click or tap here to enter text.

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

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

Click or tap here to enter text.

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

- Yes  
 No

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

Courses associated with new programs with specific student costs were added to the fee schedule for 2023/24, including:

| <u>Course Number</u> | <u>Title</u>                             | <u>Fee</u> | <u>Annual Student Impact</u> |
|----------------------|--|------------|------------------------------|
| EDE 4942             | Elem. Ed. Integrated Practicum           | 66.00      | 12                           |
| EDE 4945             | Elem. Ed. Final Internship               | 66.00      | 6                            |
| EEX 3830             | Exceptional Student Ed. Practicum        | 66.00      | 6                            |
| EEX 4995             | Exceptional Student Ed. Final Internship | 66.00      | 6                            |
| LAE 3414             | Children’s Literature                    | 10.00      | 30                           |
| RED 3309             | Teaching Early and Emergent Literacy     | 10.00      | 45                           |

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

- Yes  
 No

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

Twenty course fees were eliminated effective July 1, 2023, based on the period evaluation of fees vs. expenses, by the SCF District Board of Trustees at their June 2023 meeting. Those courses include:

| <u>Course</u> | <u>Eliminated Fee</u> | <u>Students Impacted Annually</u> | <u>Notes</u>  |
|---------------|-----------------------|-----------------------------------|---|
| ART 2930      | 50                    | 0                                 | Course no longer offered                                |
| APA 2141      | 20                    | 36                                | Materials currently used do not support charging a fee. |
| BSC 2435      | 15                    | 9                                 | Materials currently used do not support charging a fee. |
| FIL 1030      | 15                    | 221                               | Materials currently used do not support charging a fee. |
| CHM1032L      | 40                    | 0                                 | Course no longer offered                                |
| COP 2333      | 25                    | 0                                 | Course no longer offered                                |
| ETD 1320C     | 25                    | 18                                | Materials currently used do not support charging a fee. |
| ETD 1350C     | 25                    | 0                                 | Course no longer offered                                |
| ETD 1395C     | 25                    | 0                                 | Course no longer offered                                |
| ETD 1340C     | 25                    | 0                                 | Course no longer offered                                |
| ETD 1390C     | 25                    | 0                                 | Course no longer offered                                |
| ETD 2392      | 25                    | 0                                 | Course no longer offered                                |
| ETD 2364C     | 20                    | 24                                | Materials currently used do not support charging a fee. |

|           |    |    |   |
|-----------|----|----|---|
| ETD 2368C | 20 | 18 | Materials currently used do not support charging a fee. |
| GRA 2152C | 20 | 0  | Course no longer offered                                |
| GRA 2160C | 20 | 9  | Materials currently used do not support charging a fee. |
| JOU 2602  | 25 | 0  | Course no longer offered                                |
| PEL 2111  | 85 | 0  | Course no longer offered                                |
| PEM 1130  | 24 | 45 | Materials currently used do not support charging a fee. |

## Textbook Affordability

### Policies and Strategies

8. Please provide a brief update on your institution’s established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

Although adoption is no longer mandatory 75 days in advance, SCF continues to uphold its policy that all textbooks must be selected at least 75 days before the semester begins. This practice guarantees that the bookstore can efficiently secure the necessary materials at the most competitive prices.

9. Describe your institution’s selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

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

- Collaborative working groups, comprising both faculty and administration, have successfully mitigated significant cost discrepancies in general education and high-enrollment courses that were identified in the past.
- Textbooks that have been previously used are automatically pre-approved for ongoing use. This practice supports the sustainability of a robust market for used and rental textbooks.
- The adoption of new textbooks, which includes changes in title, new editions, or the addition of supplementary materials, necessitates written certification from the faculty member proposing the adoption or the respective department. Subsequently, the proposed change must receive approval from the appropriate Dean or Department head.

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

- Adoption of Open Educational Resources (OER)
- Usage of digital textbooks and learning objects
- Textbook affordability committees
- Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials

- Program(s) with no textbook costs
- Faculty grants for development of textbooks
- Bulk textbook purchasing
- Offering students opt-in provisions for the purchase of materials
- Offering students opt-out provisions for the purchase of materials
- Consideration of the length of time that textbooks and instructional materials remain in use
- Course-wide adoption, specifically for high-enrollment general education courses
- Other (please specify)

SCF Manatee-Sarasota has implemented several additional cost-saving measures, including:

- **Price Matching:** The college bookstore offers price matching with large online retailers, ensuring students get competitive prices on their course materials.
- **Continual Textbook Use Initiative:** There is an ongoing effort to promote the continued use of previous textbooks, which helps grow the third-party sale and rental market, further reducing costs for students.
- **Library Textbook Availability:** The SCF Library maintains multiple copies of both low and high-cost textbooks, allowing students to borrow them at no expense, reducing the financial burden on students.
- **Open Educational Resources (OER) Pilots:** The college has expanded its pilots of Open Educational Resources in various courses through a partnership with Follett/Lumen Learning. OER materials are often freely accessible, reducing the need for costly textbooks.
- **Follett Access Program:** The implementation of the Follett Access program provides students with access to textbooks and courseware at negotiated prices lower than those offered directly by publishers, offering a more affordable option for course materials.

### ***Forty-Five (45) Day Posting Requirement***

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

SCF has established a set of procedures to ensure the proper notification of textbooks and course materials, which are as follows:

- **Adoption Deadline:** SCF maintains the requirement that all textbooks must be adopted at least 75 days prior to the start of the semester. This allows the bookstore ample time to source the content at the most favorable prices.
- **Website Posting:** A comprehensive list of all required textbooks is published on the college's website no later than 45 days prior to the commencement of the upcoming term.
- **Real-Time Notification:** When faculty members adopt textbooks through the bookstore's adoption system, these adoptions are instantly reflected in SCF's course registration system. This functionality ensures that students receive real-time notifications of the required materials as they select their classes.

- **Departmental Certification:** Departments are obligated to submit written certification, along with the approval of the dean or department head, when considering new course materials. This certification process takes into account various factors, including:
  - Whether the textbook is part of a bundle.
  - If the textbook is bundled with supplementary materials, whether all components will be utilized.
  - Whether the text is a new edition.
  - The availability of the previous edition.
  - If the previous edition is available, the extent to which the new edition offers instructional benefits.
  - Whether open-access textbooks were evaluated during the selection process.

These procedures collectively contribute to a transparent and well-informed textbook adoption process at SCF.

12. Report the number and the total percentage of courses and course sections, including OER and no-cost\* sections, that were not able to meet the textbook and instructional materials posting deadline for the academic year. Please specify how many sections there were with and without reasonable exceptions.

|  | Fall 2022 | Spring 2023 |
|--|-----------|-------------|
| <b>Total Number of Course Sections</b>   | 21        | 8           |
| <i>Number/Percentage of Course Sections Able to Meet 45-Day Deadline</i>   | 1630      | 1581        |
| <i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception</i>    | 21        | 8           |
| <i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception</i> | 0         | 0           |

\*A “No-Cost Section” could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

**Searchable Textbooks and Instructional Materials List**

13. Indicate the extent to which your institution made the list of textbooks and instructional materials searchable by the end of the reporting period by the required components. Check all that apply.

- Course subject
- Course number
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution’s list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)



***Downloadable Textbooks and Instructional Materials List***

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students. [All textbook lists are available as a downloadable, searchable PDF's.](#)

***Icon for No-Cost OER and No-Textbook Course Sections***

15. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Select all that apply.

- Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.
- Through the bookstore website (vendor or college-managed).
- Through the course registration system.
- Other (please specify): [Click or tap here to enter text.](#)

If your institution did not implement an icon, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

***General Education Core Course Forty-Five (45) Day Syllabi Posting Requirement***

16. Indicate the extent to which all general education core course syllabi included or were modified to include the required components. Check all that apply.

- Curriculum
- Goals
- Objectives
- Student expectations of the course
- How student performance will be measured

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

17. Indicate the extent to which your institution was able to comply with the general education core course syllabi posting requirement for at least 95% of all course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions. Reasonable exceptions include: A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline; and the course section is added after the forty-five (45) day notification deadline.

- The syllabi for at least 95% of the general education core course sections were posted 45 days before the first day of classes this reporting cycle.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle.

If your institution did not meet the syllabi posting requirement for which an exception applies, please provide a brief explanation, and identify activities to come into compliance. [Click or tap here to enter text.](#)

***Textbook and Instructional Materials List Five-Year (5) Posting Requirement***

18. Indicate the extent to which your institution published the preceding five (5) academic years' textbooks and instructional materials list by May 1, 2023. Check all that apply.

- 2017-18
- 2018-19
- 2019-20
- 2020-21
- 2021-22

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance: [Click or tap here to enter text.](#)

19. Indicate the extent to which the five-year textbooks and instructional materials list(s) included the required components.

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

20. Please provide the URL where the five-year textbooks and instructional materials list(s) are posted.

<https://scf.edu/Administration/BusinessServices/Bookstore/TextbookAffordability.asp>

**Financial Aid Policies**

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

- Targeted aid to students close to completing (including Last Mile)
- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency student aid fund for students in emergency financial situations with unplanned costs
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations

Other (please specify) Financial Aid awards based on Expected Family Contribution (EFC), arrange to ensure when a student applies for aid, they are awarded a financial aid package designed to meet tuition, fees, and books.

### Other Affordability Strategies

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

During the summer of 2022, SCF initiated a pilot program called EZ Access, which encompassed four selected courses. This program granted digital access to course materials up to two weeks prior to the start of the term, ensuring that students had immediate access on the very first day. The negotiated pricing for these materials guaranteed that the cost to students remained below the national list price set by the publisher.

The results of this program were highly successful:

1. Summer 2022:

- The pilot program achieved an impressive participation rate of 99.59% among the 492 enrolled students.
- Students in these four classes collectively saved a significant sum of \$16,974.

2. Spring 2023:

- The success continued into the following term, with an even higher participation rate of 99.81% among the 3,683 enrolled students.
- The total savings for students in these classes amounted to an impressive \$94,886.

These outcomes demonstrate the substantial benefits of the EZ Access program, which not only ensured timely access to course materials but also delivered substantial cost savings to students, contributing to a more affordable and efficient learning experience at SCF.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

**AGENDA ITEM:**

Annual State College of Florida Foundation Facilities Use

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of facilities use by the SCF Foundation for 2023/24.**

**STAFF ANALYSIS:**

The SCF Foundation, the College's direct-support organization, raises funds on behalf of SCF for scholarships, capital projects, equipment needs and other operating expenses. The College provides space for these fundraising activities. A list of anticipated usages for 2023/24 is attached.

**FISCAL IMPACT** No

**Funding Source:** N/A

Will this action result in a Budget Amendment? No

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

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

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

# SCF Foundation Space and Events 2023/24

9/11/2023

| #   | Event   | Location                           | Date       | Booked Times          | Total Cost       |
|-----|---|------------------------------------|------------|-----------------------|------------------|
| TBA | SCFF Finance & Resource Development Committee Meeting | Bldg. #14/ President's Dining Room | 9/7/2023   | 12:00 PM - 2:00 PM    | \$ 60            |
|     |   | Bldg. #14/ President's Dining Room | 11/9/2023  | 12:00 PM - 2:00 PM    | \$ 60            |
|     |   | Bldg. #14/ President's Dining Room | 1/25/2024  | 12:00 PM - 2:00 PM    | \$ 60            |
|     |   | Bldg. #14/ President's Dining Room | 3/28/2024  | 12:00 PM - 2:00 PM    | \$ 60            |
|     |   | Bldg. #14/ President's Dining Room | 5/30/2024  | 12:00 PM - 2:00 PM    | \$ 60            |
| TBA | SCFF Audit and Risk Management Committee Meeting      | Bldg. #7/President's Conf. Room    | 11/30/2023 | 9:00:00 AM - 11:00 AM | \$ 140           |
|     |   | Bldg. #7/President's Conf. Room    | 3/7/2024   | 9:00:00 AM - 11:00 AM | \$ 140           |
|     |   | Bldg. #7/President's Conf. Room    | 5/9/2024   | 9:00:00 AM - 11:00 AM | \$ 140           |
| TBA | SCFF Asset Management Committee Meeting               | CIT 134 Conference Room            | 11/8/2023  | 8:00 AM - 1:00 PM     | \$ 140           |
|     |   | CIT 134 Conference Room            | 2/1/2024   | 8:00 AM - 1:00 PM     | \$ 140           |
|     |   | CIT 134 Conference Room            | 5/23/2024  | 8:00 AM - 1:00 PM     | \$ 140           |
| TBA | SCFF Board of Directors Meeting                       | Full Selby 116/117                 | 12/7/2023  | 4:00 PM - 9:00 PM     | \$ 300           |
|     |   | Full Selby 116/117                 | 2/22/2024  | 4:00 PM - 9:00 PM     | \$ 300           |
|     |   | Full Selby 116/117                 | 4/25/2024  | 4:00 PM - 9:00 PM     | \$ 300           |
|     |   | Full Selby 116/117                 | 6/13/2024  | 4:00 PM - 9:00 PM     | \$ 300           |
|     |   | Full Selby 116/117                 | 9/19/2024  | 4:00 PM - 9:00 PM     | \$ 300           |
| TBA | Holiday Concert – Choir, BSO, Guitar                  | Neel Performing Arts Center        | 11/30/2023 | 7:30 PM - 9:30 PM     | \$ 480           |
| TBA | BOT/BOD Soiree/Mixer Sunset Serenade                  | Neel Performing Arts Center        | 4/25/2024  | 7:30 PM - 9:30 PM     | \$ 480           |
| TBA | Avenues to the Future                                 | Neel Performing Arts Center        | 2/17/2024  | 6:00 AM - 11:59 PM    | \$ 2,970         |
|     |   | 3-101 Lobby                        | 2/17/2024  | 6:00 AM - 11:59 PM    | \$ -             |
|     |   | 3-108 Library Forum                | 2/17/2024  | 6:00 AM - 11:59 PM    | \$ 990           |
|     |   | 3-143/146 Community Room Whole     | 2/17/2024  | 6:00 AM - 11:59 PM    | \$ 1,980         |
|     |   | Art Gallery                        | 2/17/2024  | 6:00 AM - 11:59 PM    | \$ 720           |
|     |   | Neel Lobby                         | 2/17/2024  | 6:00 AM - 11:59 PM    | \$ -             |
| TBA | Evening Under the Stars                               | Performance Pavillion              | 4/6/2024   | 9:00 AM - 11:00 PM    | \$ 560           |
|     |   | Performance Pavillion              | 4/6/2024   | 9:00 AM - 11:00 PM    | \$ 560           |
|     |   | Performance Pavillion              | 4/6/2024   | 9:00 AM - 11:00 PM    | \$ 560           |
|     |   |                                    |            |                       | <b>\$ 11,940</b> |
|     | Office Space  | Building 7                         | Permanent  | 1213 gsf x \$15/gsf*  | \$ 20,000        |
|     | <b>Total 2023/24 Cost</b>                             |                                    |            |                       | <b>\$ 31,940</b> |

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

**AGENDA ITEM:**

Application for a Site Designation for the Parrish Center

**RECOMMENDATION:**

**The College recommends District Board of Trustees' approval to establish a Center on the property owned by the College at the intersection of Erie and Ft. Hamer Roads in Parrish, FL.**

**STAFF ANALYSIS:**

Funding for initial design and infrastructure of \$9,000,000 for the Center was approved by the Florida Legislature for this project during the 2023 legislative session and became available July 1, 2023. **Florida Administrative Regulation 6A-14.0061 Campus, Center, Special Purpose Center and Instructional Site Designations** requires that in order to develop the property as a Center, a site designation request (included herein) be forwarded for consideration by the State Department of Education upon approval by the District Board of Trustees.

**FISCAL IMPACT** Yes

**Funding Source:**

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$9,000,000

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

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

## **Proposal to Request Designation a Site in N Central Manatee County (Parrish) as a State College of Florida (SCF) Center**

In accordance with the State Board of Education Rule 6H-1.041, FAC, the SCF District Board of Trustees desires to establish a Center in the north central area (see Attachment 1) of Manatee County, known as Parrish.

SCF's *Boldly Leading 2021-2026 Strategic Plan* (see Attachment 2), allows the College to attain its mission, transform itself into the community college of the future and make a strong commitment to reach out to all geographic areas of the County. The strategic plan includes development of a Parrish Center. Establishing a Center in the North Central Sector of the County is not only consistent with the College's strategic plan for growth, but is an integral part of those plans of Manatee County Government, Chamber of Commerce, and Manatee Economic Development Council. Establishing a presence in the Parrish area of the County assures the College's involvement with the community planning process and reinforces the College's commitment to meet the changing needs of the community.

Manatee County is located in southwest Florida, south of Tampa Bay, bisected east and west by the Manatee River. The county is 765 square miles. Interstate 75 traverses the County north and south and is located in the western central portion of the County. The County's jurisdictional area (unincorporated County) comprises approximately 740 square miles. There are 6 incorporated areas, to include the City of Bradenton, City of Palmetto, and beach communities to include the Town of Longboat Key, City of Bradenton Beach, City of Holmes Beach, and the City of Anna Maria. Municipalities account for 25 square miles and are located west of Interstate 75. County population is estimated at 421,768 persons. SCF has two locations serving Manatee County. Its main campus is in Southwest Bradenton. The Lakewood Ranch site is located east of Interstate 75 just over the county line in Sarasota County.

The College actively investigated several potential sites that would appropriately serve the Northwest sector and purchased a 71 ± acre site at 11680 Erie Road, Parrish, FL 34219. Land development entitlements from Manatee County were secured on September 1, 2022 from the Manatee County Board of County Commissioners, which include a General Development Plan for a College Campus for approximately 531,230 square feet of floor area Includes 455,000 square feet of College-related buildings and facilities. The County approved SCF's General Development Plan for the Parrish site with no expiration date.

This proposal to establish a new site documents the following conditions consistent with the criteria established by the State Board of Education (6A-14.0061(5), FAC).

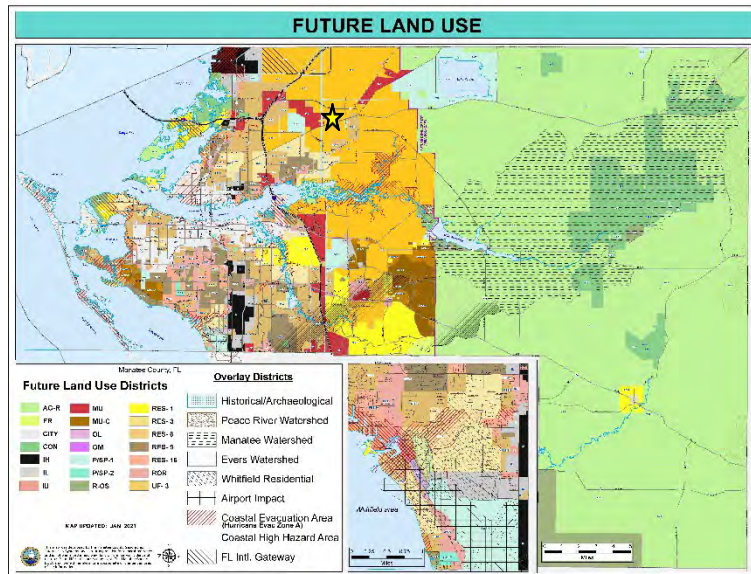
### **6A-14.0061(5)(A) - The proposed expansion is part of and consistent with the master plan of the community college.**

The proposed expansion is part of and consistent with the master plan of the College. In addition, the community has recognized SCF as a critical institution to the success of the community in various other plans and community outreach efforts by other organizations.

As required by the 1985 Growth Management Act, Manatee County Government had growth plans for the Parrish area as illustrated in their adopted Comprehensive Plan and Future Land Use Map (see following map with star on Parrish Center site). The area of the proposed Parrish campus is in the middle of an area planned for residential, commercial, and mixed-use (mix of residential, commercial, industrial, etc. in planned communities) development.

Manatee County Government sponsored a community outreach effort called *Imagine Manatee*, which hosted over 70 public workshops in the early 2000's asking the public questions and to get input on a variety of issues to include education.

It was discussed then that SCF (then known as Manatee Community College), should consider new facilities near planned population growth areas. During that time, the highest growth area in the county was east of Interstate 75 in a new 33,000 ± acre master-planned community called Lakewood Ranch. SCF responded with a site in the growing Lakewood Ranch development which extends into northern portions Sarasota County and is located just south of the County line. Similar growth is now occurring north of the Upper Manatee River in the Parrish area in Manatee County.



Similarly, Manatee County Government sponsored a community outreach effort known as *2012-2035 How Will We Grow? A Conversation with the Community*. This effort focused on getting public responses to ways of addressing community growth and included outreach to SCF. In 2013, the Board of County Commissioners approved a growth scenario that included Parrish as an activity center instead of being a bedroom community to other areas. This change included greater land development opportunities to include development with a wider variety of intensities, densities, and land uses to include higher education facilities. During this period, the planning for the development of the Parrish area began by the development community and in coordination with the County. This effort created opportunities for educational institutions, hospitals, and other types of land use to occur in this area.

SCF began its strategic planning process in 2018 with internal and external surveys, focus groups, and interviews to gather the thoughts, plans, and opinions. SCF began collaborating with the Chamber of Commerce, Manatee County Economic Development Council (EDC), and Manatee County Government on identifying what the business needs are for the future workforce and where population, business, and activity centers are being planned in the community. The result is SCF's *Boldly Leading 2021-2026 Strategic Plan* which includes four strategic priorities, to include Opportunities, Growth, Quality, and Diversification as follows:

**Opportunity** - To lead with bold opportunities as the region's first investment of choice.



**Growth** - Boldly lead the growth of innovative academic and student life programs.

- **Build a Parrish presence with academic offerings reflective of students' needs and the local economy.**

**Quality** - Be the community's academic cornerstone as the only 4-year, full-college experience.

**Diversification** - Embody our community's socio-economic vision.

The plan states: *Build a Parrish presence with academic offerings reflective of students' needs and the local economy.* SCF followed its plan and in coordination with Manatee County secured land development entitlements from the Board of County Commissioners on September 1, 2022 for the Parrish Center. These entitlements include a General Development Plan for approximately 531,230 square feet of floor area that includes 455,000 square feet of College-related buildings and facilities.

Recognizing the growth planned for this area of the county, the Manatee County School Board constructed Parrish High School in 2019 across the street from the future SCF Parrish campus site. This location provides an easy transition for high school students and opportunities for programs for high school students at SCF Parrish. Health care institutions are now looking at Parrish for new hospitals. A hospital use (six-story, 150-bed) has been approved at North River Ranch which is a large master planned development adjacent to SCF in Parrish. A second hospital is being considered by BayCare Health System at the NE corner of Moccasin Wallow Road and I-75 by 2025, less than 3 miles from the SCF Parrish site. According to the Manatee County concurrency database of pending and approved land development projects, over 3.2 million square feet on non-residential development (e.g., commercial, office, industrial, institutional, etc.) has been approved or pending approval in north Manatee County.

The Parrish site will also serve north Manatee County's economic development. Port Manatee and the businesses in its vicinity are called the Port Improvement District. This area is a County initiative to facilitate a greater range of employment-based land uses and target industries near Port Manatee to strengthen the County economically. This area includes the Florida International Gateway (FIG) which provides a wider variety of economic development-based incentives for specific target industries. The Manatee Economic Development Corporation is actively providing assistance and County incentives to landowners, developers, and future businesses in these areas. East of the SCF Parrish site is FL Power & Light's Parrish Power Plant. This plant is transitioning a high percentage of its power generation to solar power. FPL has been purchasing lands in eastern Manatee County and is installing solar fields to capture the sun. The Port Improvement District and its related businesses, new hospitals and the supporting medical community they will bring and FPL's new technologies perfectly align with SCF's strategic plan for the area.

The County has also invested 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.

**6A-14.0061(5)(B) - Justify that expanded or new instructional and support services are necessary to adequately serve the community college district.**

Manatee County has experienced sustained high rates of residential growth, generally consistent with national economic booms and busts, but consistently averaging 2% growth per year for several decades. See the following table of county population growth:

| Manatee County       | 2000 US Census | 2010 US Census | 2020 US Census |
|----------------------|----------------|----------------|----------------|
| Population (persons) | 264,002        | 322,833        | 399,710        |

According to the University of Florida’s Bureau of Economic and Business Research (UF BEBR) annual county population estimates, the 2022 population of Manatee County is estimated at 421,768 persons. The majority of that growth has occurred east of Interstate 75 in the Parrish and Lakewood Ranch areas of unincorporated county. The following illustrates the medium projections and growth estimated (April 2022).

| MANATEE       | Projections, April 1, 2022 |                   |                   |                   |                   |                   |           |  |  |  |  |  |  |
|---------------|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------|--|--|--|--|--|--|
|               | 2025                       | 2030              | 2035              | 2040              | 2045              | 2050              |           |  |  |  |  |  |  |
| Low           | 419,100                    | 2% 433,700        | 3% 440,900        | 2% 443,900        | 1% 444,000        | 0% 442,600        | 0%        |  |  |  |  |  |  |
| <b>Medium</b> | <b>445,800</b>             | <b>8% 481,900</b> | <b>8% 511,200</b> | <b>6% 536,500</b> | <b>5% 558,500</b> | <b>4% 578,500</b> | <b>4%</b> |  |  |  |  |  |  |
| High          | 472,600                    | 13% 530,100       | 12% 581,400       | 10% 629,000       | 8% 673,000        | 7% 714,500        | 6%        |  |  |  |  |  |  |

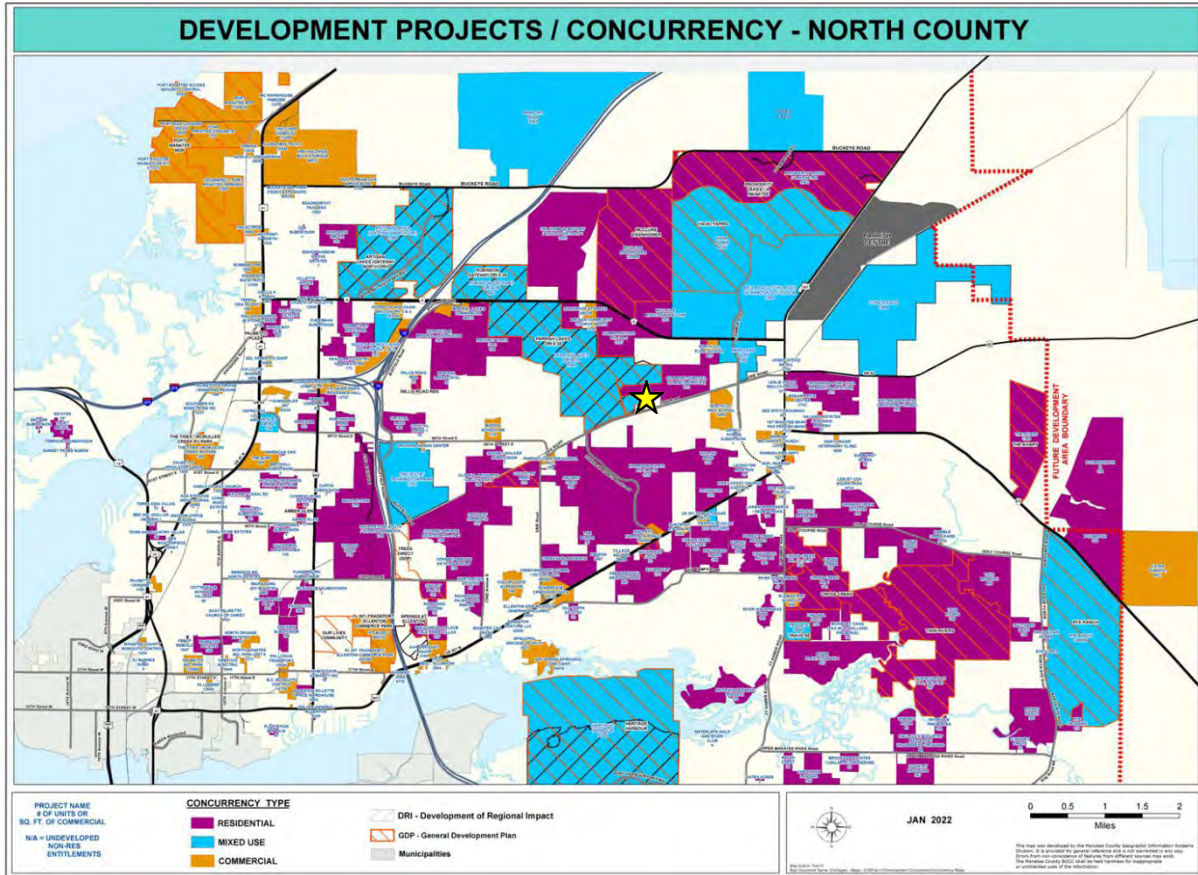
As required by Florida Statutes, Manatee County Government maintains a “concurrency” database to track new development versus its infrastructure capacities (e.g., capacity of roadways, potable water, sanitary sewer, solid waste, EMS, parks, transit, etc.). The following table illustrates pending and recently approved land development projects within the Parrish area (see Subarea Map in later section, Subareas 3, 4, and 5) from the County’s concurrency database as of December 2022.

| Manatee County Concurrency Database (December 2022) | North County Projects | Persons Per Household | Potential Population Growth (persons) |
|---|-----------------------|-----------------------|---------------------------------------|
| <b>Residential Units Approved</b>                   | 20,565                | 2.34                  | 48,122                                |
| <b>Residential Units Pending</b>                    | 6,344                 | 2.34                  | 14,845                                |
| <b>Mixed Use Units Approved</b>                     | 8,239                 | 2.34                  | 19,279                                |
| <b>Mixed Use Units Pending</b>                      | 3,382                 | 2.34                  | 7,914                                 |
| <b>Total Residential Units Approved</b>             | <b>28,804</b>         | <b>2.34</b>           | <b>67,401</b>                         |
| <b>Total Residential Units Pending</b>              | <b>9,726</b>          | <b>2.34</b>           | <b>22,759</b>                         |
| <b>Total Residential Units</b>                      | <b>38,530</b>         |                       | <b>90,160</b>                         |

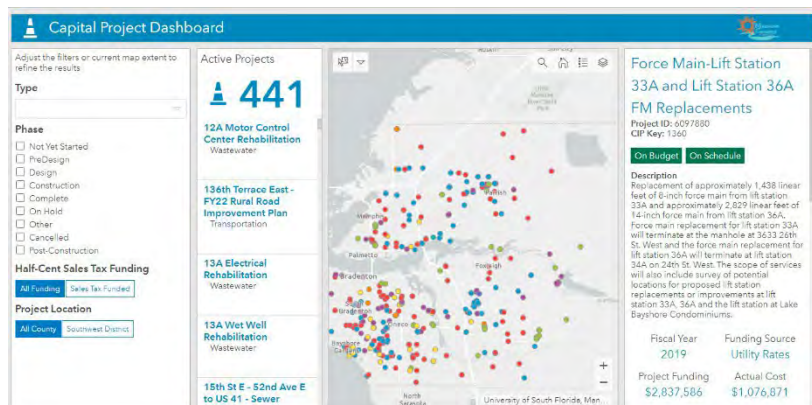
Source: Manatee County Concurrency Database, December 2022

Approximately 38,530 more residential dwelling units (e.g., single-family houses, multi-family dwelling units/apartments, etc.) have been recently approved or pending approval for the northern half of the county to include Parrish. This represents approximately 90,160 additional future residents, using the US Census average persons per household for this area. Over 3.2 million square feet on non-residential development (e.g., commercial, office, industrial, institutional, etc.) has also been approved or pending approval in north Manatee County.

These can be seen visually on the following map. The map is “zoomed in” to the North County / Parrish area where the new SCF campus is planned (see gold star). The colored areas on the map represent pending and approved land development projects.



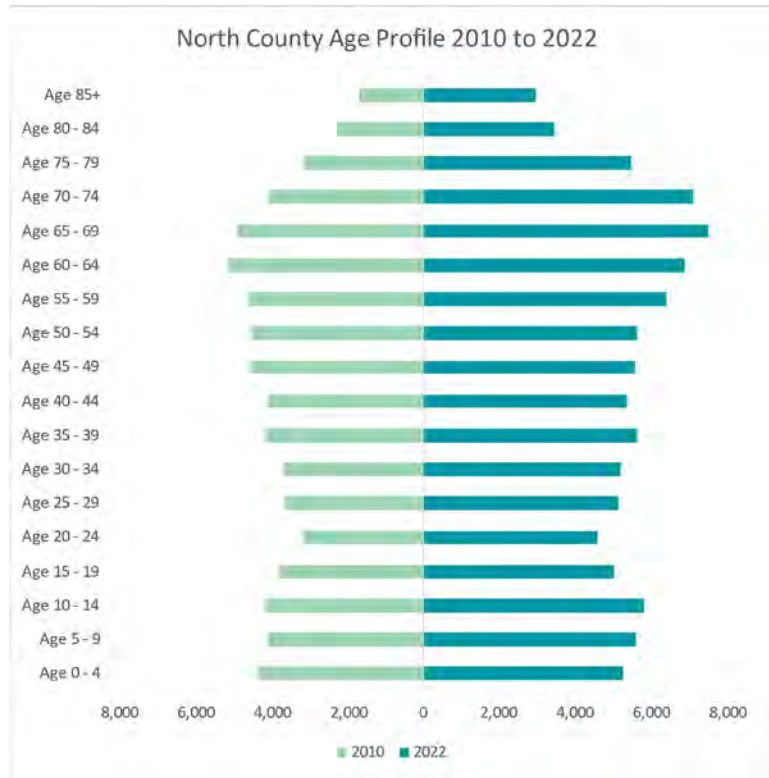
Manatee County will sustain this population growth in the coming decades historically due to good infrastructure planning and financing. The County constructed Lake Manatee in the late 1960’s and the Duette Preserve and its potable water wellfield to provide ample water supply for the future. The County constructed the Lena Road Landfill and several major wastewater treatment plants with ample room for growth in capacity. The County’s growth boundary aligns with plans for County utilities serving Parrish. The following graphic is from Manatee County’s Capital Project Dashboard website that illustrates 441 projects, over 150 projects in the North County area, to occur



within the next 5 years. There are approximately 16 County infrastructure projects within ½ mile of the Parrish site which will provide additional capacity for potable water, sanitary sewer, roads, sidewalks, and a new community park.

While the population growth is being physically planned for, there is also detailed demographic information about the age ranges of this future population.

According to the following table, 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.

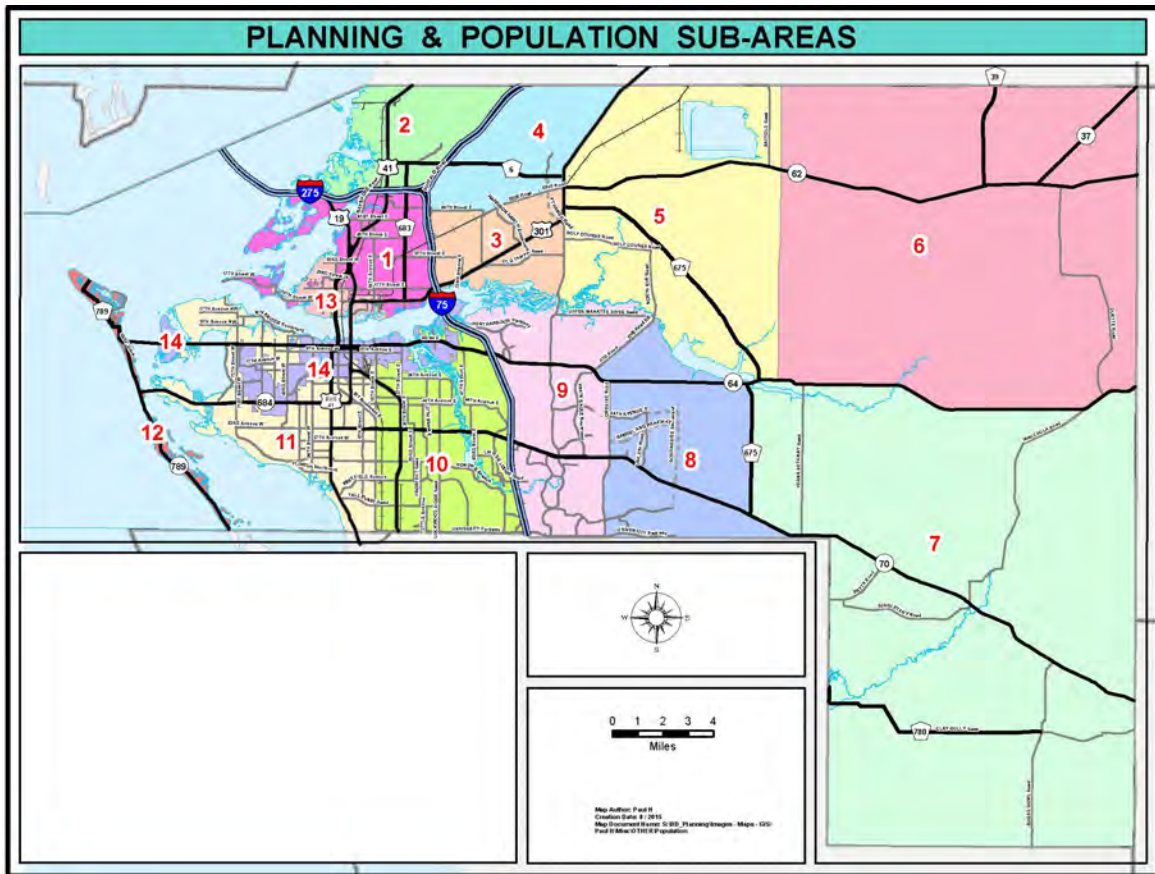


**6A-14.0061(7) - Exceptions to subsections (5) and (6) herein are authorized when justified in the judgment of the State Board of Education due to the nature of the services to be provided, the number and types of students to be served, the population to be served, transportation problems, the availability of acceptable sites and facilities, urban density, energy conservation, or population shifts. Urban density refers to sites where no additional land is available to expand existing campuses and where the urban build-up limits any campus expansion.**

Population Shift

As illustrated in the previous sections of this proposal, Manatee County has seen a significant increase in its population east of Interstate 75, while the growth in the western portions of the county have remained stagnant. For the purposes of utilities planning for potable water and sanitary sewer, Manatee County Government maintains detailed population counts for its utility service areas. The following map, Planning & Population Subareas, shows the specific subareas of the county.

Subareas 1-6, and 13 are north of the river. The proposed SCF Parrish site is in subarea 4. Subareas 7-12 and 14 are south of the river. SCF Bradenton is located on 26<sup>th</sup> St West in subarea 11. SCF Lakewood Ranch is located just across the county line in Sarasota County.



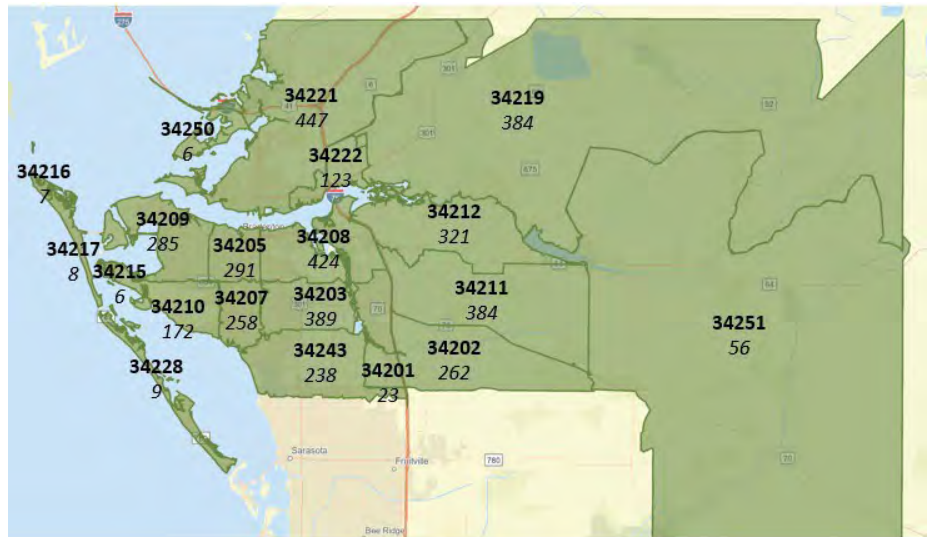
The following table illustrates the population growth by subareas. The highest growth subarea from 2010 to 2020 has been subarea 3 along the US 301 corridor to the Village of Parrish, which grew by 6,456 persons. It is expected to double in population in 20 years based on the approved growth and population projections in the area. Following that area is subarea 5 which has seen an additional 4,018 persons since 2010. The Ft Hamer-Upper Manatee River Road bridge was constructed in 2017 and has contributed to accelerated growth in the area as it allows another access into Lakewood Ranch. In summary, the North County Area (subareas 1-6, 13) has grown consistently at 2% annually with some subareas, such as subarea 5, as high as 5%.

| Manatee County Subareas                          |                       |                  |                 |                  |                  |               |                          |  |
|--|-----------------------|------------------|-----------------|------------------|------------------|---------------|--------------------------|--|
| Comparison of 2010 and 2020 Population (persons) |                       |                  |                 |                  |                  |               |                          |  |
| NORTH COUNTY SUBAREAS                            |                       |                  |                 |                  |                  |               |                          |  |
| Year   | North Palmetto Area 1 | Port Zone Area 2 | Ellenton Area 3 | W Parrish Area 4 | E Parrish Area 5 | Duette Area 6 | City of Palmetto Area 13 |  |
| 2010   | 22,127                | 3,692            | 22,418          | 3,182            | 3,567            | 1,392         | 12,606                   |  |
| 2020   | 24,985                | 5,228            | 28,874          | 5,009            | 7,585            | 1,662         | 13,330                   |  |
| Avg Annual Growth (%)                            | 1%                    | 3%               | 2%              | 4%               | 5%               | 2%            | 0.5%                     |  |

Source: Manatee County Building and Development Services, 2022

Current Students (Spring 2023)

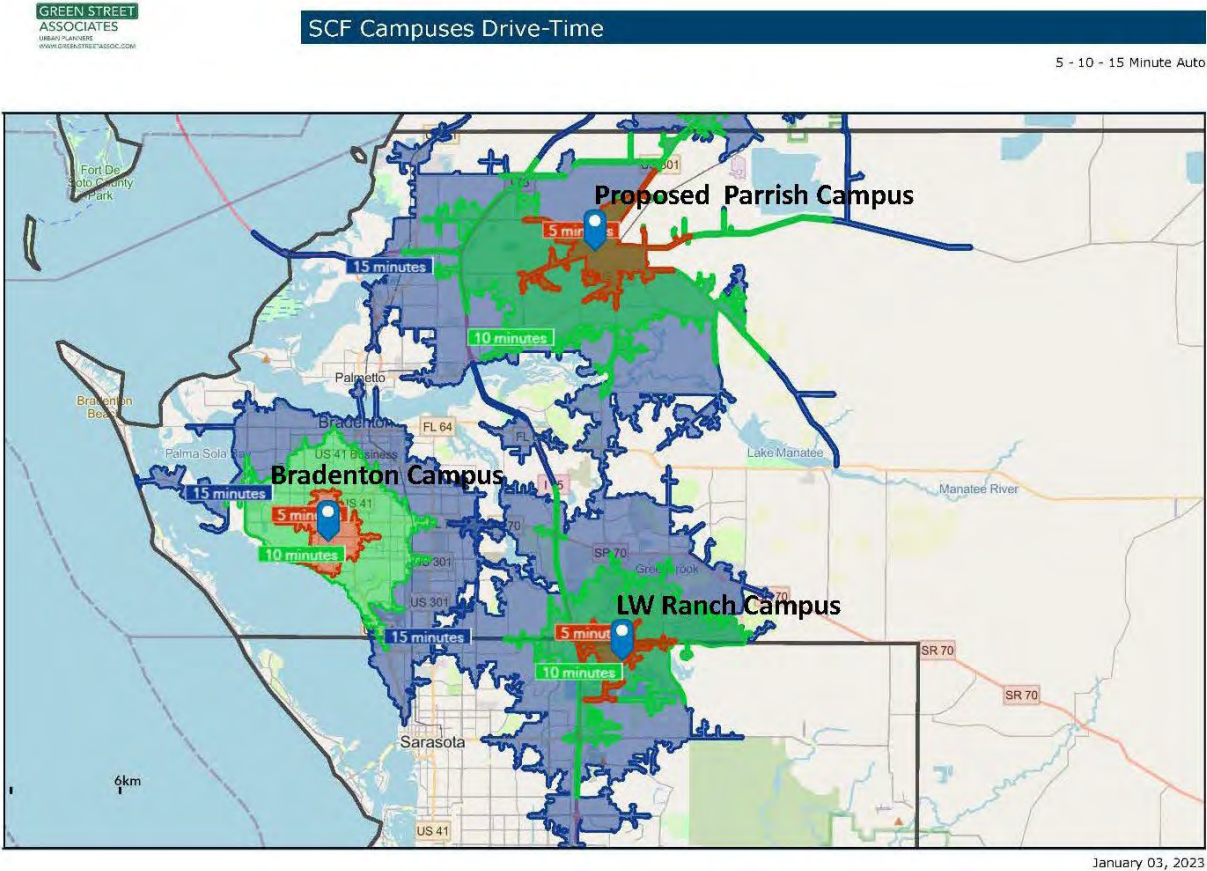
As of the Spring 2023 semester, SCF has 3,916 students residing in Manatee County. The following map illustrates the Spring 2023 students by zip code. The new SCF Parrish Campus is located in the 34219 Zip Code, which has 384 students. In the surrounding zip codes, north of the Manatee River there are a total of 1,228 students. From a transportation perspective due to the limited number and location of bridges over the river east of Interstate 75 and longer travel times due to traffic congestion, the SCF Campus would also serve Zip Codes 34211, 34212, and 34251. As of Spring 2023 student counts, this would provide the potential of 1,751 students utilizing the Parrish Campus.



Transportation Issues

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



## CONCLUSION

SCF's *Boldly Leading 2021-2026 Strategic Plan* focuses on continuing the development of a Parrish Campus. This plan is consistent with long-established plans by Manatee County for significant growth of residents and businesses in that area. Establishing a Center in the North Central Sector of the County is not only consistent with the College's Strategic Plan for growth but is an integral part of those plans of Manatee County Government, Chamber of Commerce, and Manatee Economic Development Council. Establishing a presence in the Parrish area of the County provides follow-thru of the College's involvement with the community planning process and reinforces the College's commitment to meet the changing needs of the community.

This proposal has provided significant data and information that shows the County's long-term plans for growth in the area and significant investments that have already been and planned to be made. SCF's plan for a Parrish Campus is critical to providing post-secondary education for the future workforce of

the county. This location will not only be convenient to its growing population, but be in close proximity to an area developing economically.

#### **ATTACHMENTS**

Attachment 1: Map of Parrish Campus in North Central Manatee County and General Area

Attachment 2: SCF Strategic Plan 2021-2026

- Our Vision for the Future of Our Community
- Provide Excellence in Education
  - Objectives for future

Attachment 3: Letter of Support from Hillsborough Community College

Attachment 4: Manatee County Emergency Shelter Exemption Approval

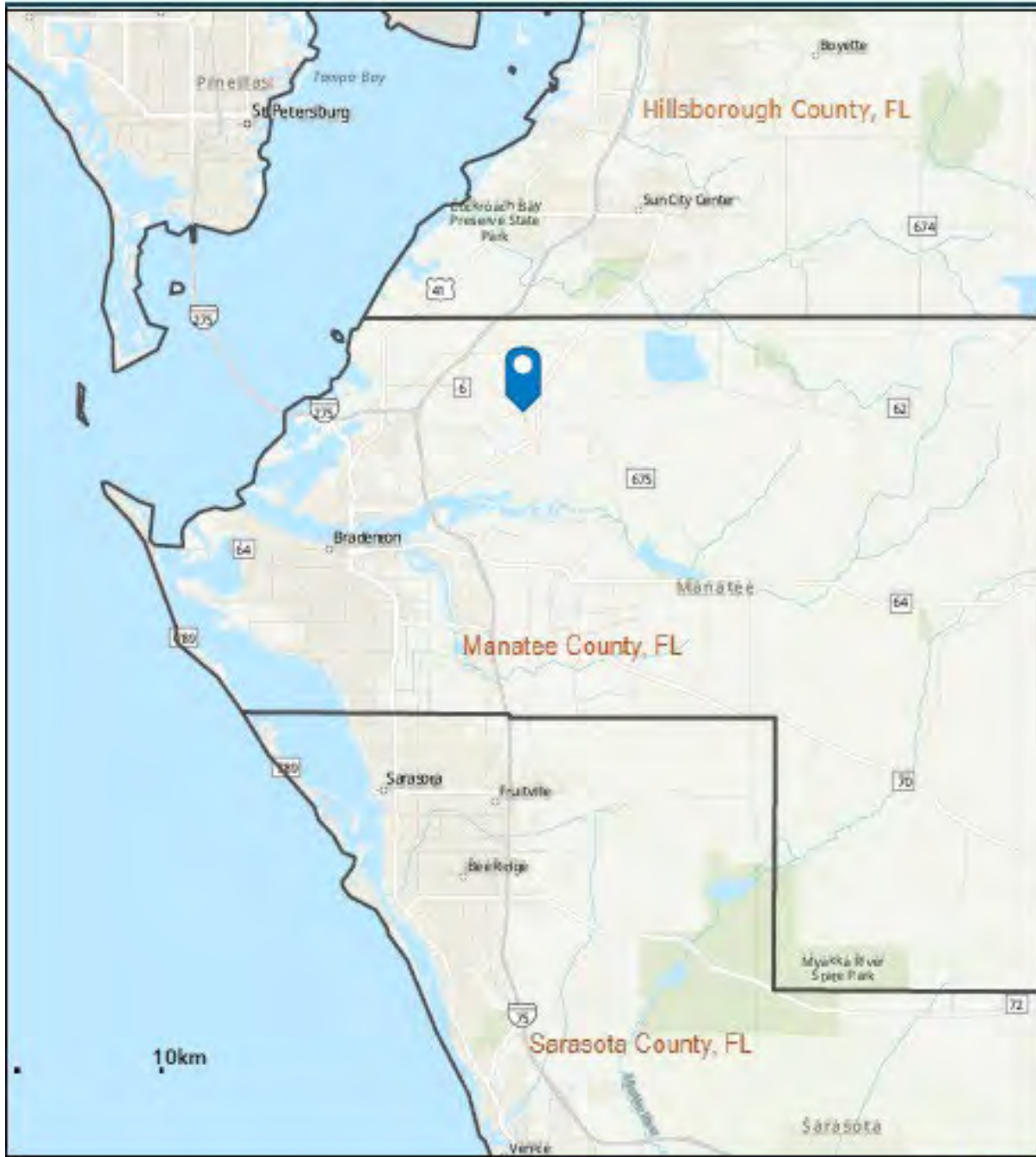


Attachment 1



SCF Parrish

Proposed Parrish Campus Location



February 24, 2023

# Boldly Leading, Strategic Plan 2021 - 2026



STATE COLLEGE OF FLORIDA  
MANATEE - SARASOTA



# To Our Community:

The higher education landscape is changing rapidly. Student populations are more diverse and there is no longer an agreed upon version of the "traditional" student. Expectations of colleges and universities have also changed. Students demand flexibility in information delivery platforms, scheduling and curriculum. They also expect more return for their investment, and there is a growing requirement that degrees lead directly to meaningful, long-term employment.

As a state college, we are designed to be nimble, responsive and flexible, and if we are to meet the higher education needs of our service region, SCF must plan intentionally for evolution. SCF is ready to set forth a new strategic direction with our "Boldly Leading" 2021-2026 Strategic Plan.

SCF began its strategic planning process in the summer of 2018 and conducted internal and external surveys, focus groups and interviews to gather the thoughts and opinions that helped shape this plan. The feedback gathered through the planning process coalesced around four broad categories that became the plan's four strategic priorities: Opportunity, Growth, Quality, and Diversification. The priorities and goals reflect SCF's mission and its values of Integrity, Collaboration, Innovation, and Inclusivity.

SCF's 2021-2026 Strategic Plan outlines our vision to be the community's first choice for higher education, economic development, philanthropic investment and cultural fulfillment.

Thank you to our Strategic Planning Steering Committee of influential community leaders and the College's District Board of Trustees for your input and ongoing advocacy of our plan.



**Dr. Carol F. Probstfeld**  
President



**Tracey Knight**  
SCF Trustee  
Strategic Plan Liaison

# OPPOR\_TUNITY.



To lead with bold opportunities as the region's first investment of choice.

- Be the region's first choice for higher education and cultural enrichment.
- Be the region's premier employer.
- Be the region's high-impact choice for donors.





## **Boldly lead the growth of innovative academic and student life programs.**

- Develop and deliver programs, services and activities to a changing economic, social and educational environment.
- Build a Parrish presence with academic offerings reflective of students' needs and the local economy.
- Expand regionally relevant 2-year and 4-year degrees.

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# QU ALITY

**Be the community's academic; cornerstone as the only 4-year, full-college experience.**

- Use quality data and analytics to improve institutional performance and planning.
- Set the standard for teaching and learning excellence.
- Enrich the community's quality of life through workforce training, continuing education, visual and performing arts, and athletics.



# DIVERSIFICATION



## Embody our community's socioeconomic vision.

- Ensure the college is financially resilient to economic and political changes.
- Expand opportunities for our minority, international and lifelong learner populations.
- Increase student experiential learning opportunities with our community partners.

# INSTITUTIONAL VALUES

## INTEGRITY

We have a tradition of delivering our promises responsibly and transparently.

## COLLABORATION

SCF is boldly engaging our partners to achieve the dynamic future we envision.

## INNOVATION

We define best practices and create opportunity with forethought.

## INCLUSIVITY

SCF is an open-access institution where all are welcomed and supported as part of the SCF college community.







## AboutSCF

Established in 1957, State College of Florida, Manatee-Sarasota (SCF) is the region's first and largest public state college, serving 11,000 college credit students annually at campuses in Bradenton, Lakewood Ranch and Venice, and via online classes. The College has graduated more than 55,000 students since 1959.

SCF is a dynamic college dedicated to meeting the educational and workforce training needs of citizens and businesses in the region, serving 14,000 participants annually.

SCF focuses on highly respected associate degrees and workforce bachelor's degrees and certificates to prepare graduates for professional careers. The Lifelong Learning and Workforce Development division offers year-round noncredit classes in small business and professional development as well as personal and community enrichment.

SCF has positioned itself as a community cornerstone, serving as an economic driver and innovator.

For additional information, visit [SCF.edu](http://SCF.edu).



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.

SCF is the region's first choice for  
 innovative, responsive, quality  
 education, workforce training and  
 community partnership.



**1Boldly 1Leading,  
1Strategic Plan  
12021 12026**

[SCF.edu/StrategicPlan](http://SCF.edu/StrategicPlan)

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Office of the President | Dr. Ken Atwater

July 20, 2023

Dr. Carol Probstfeld  
President  
State College of Florida, Manatee Sarasota  
5840 26th Street West  
Bradenton, FL 34207

Dr. Probstfeld,

On behalf of Hillsborough Community College, please accept this letter as an indication of our support for State College of Florida, Manatee-Sarasota's request for site designation for their property located in northeast Manatee County in the community of Parrish at the corner of Erie Road and Ft. Hamer Road, across the street from the Parrish Community High School.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Atwater", written over a white background.

Ken Atwater, Ph.D.  
College President



Department of Public Safety  
Emergency Management  
2101 47<sup>th</sup> Ter. E.  
Bradenton, FL 34203  
Phone: (941) 749-3585  
www.mymanatee.org

February 18, 2022

Dr. Carol Probstfeld, President  
State College of Florida, Manatee-Sarasota  
5840 26<sup>th</sup> Street West  
Bradenton, Florida 34207

RE: Emergency Shelter Exemption Request for State College of Florida

Dr. Probstfeld,

The Manatee County Emergency Management Division has received the additional information dated January 24, 2022 regarding your initial request dated June 18, 2021, for an exemption to Florida Statute 1013.372 Education Facilities as Emergency Shelters. After a thorough review of the request, Florida Statutes (F.S.), and the policies of the 2020 Statewide Emergency Shelter Plan (SESP), your request for exemption will be granted based on the following criteria:

Per Section 1013.372, F.S.: A board may exempt a facility from the criteria if the location, size, or other characteristics is inappropriate for use as a public shelter.

Analysis: This project will support the College’s Nursing, Science, Technology, Engineering and Math programs of study. The first floor is comprised of small offices, skills labs, auditoriums, a disability resource center, testing center, orientation room and maintenance shop. The second floor is comprised of science and technology labs, computer labs, a distance learning center lab, library, study rooms and a tutoring room. These spaces will primarily contain permanent fixtures and equipment which will not make use as a shelter viable.

Per Section 2.2.3 “Other Considerations” means any factor determined to make the facility inappropriate for use as a public evacuation shelter. This will generally be related to incompatibility of a facility’s normal function or availability with shelter operations.

As Examples, the following types of spaces are normally excluded during the calculation of net usable occupant capacity of a hurricane evacuation shelter, and are therefore often avoided by emergency managers when selecting shelters:

Mechanical, plumbing, electrical, telephone and communication equipment rooms, storage rooms and closets, exterior/outside circulation and corridors, restrooms, shower and dressing areas, kitchen and food preparation and serving rooms, science labs, computer and information technology labs, vocational and industrial technology labs and shops, library and media rooms, exercise rooms with fixed equipment, administrative office and support areas, data and word processing rooms and areas, record vaults, mail rooms, custodial rooms and work areas, medical clinic and first aid rooms, residential and dormitory rooms, radio or television broadcast facilities, attics and crawl spaces.

New educational facilities that are designed exclusively to serve these functions may be exempted from complying with the EHPA criteria.

Analysis: The narrative description and provided floorplan of the proposed classroom layout and uses provide evidence that there will not be sufficient floorspace to support the functions required of a public shelter.

As outlined above, the Manatee County Public Safety Department, Emergency Management Division, finds that the State College of Florida has demonstrated compliance with the exemption criteria pursuant to the 2020 Statewide Emergency Shelter Plan for the SCF Parrish Campus project to be exempt from the Shelter Plan and therefore approve your request in this matter.

Sincerely,

Jacob A. Saur, ENP, RPL  
Director of Public Safety

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-  
SARASOTA  
September 26, 2023

AGENDA ITEM:

Approval to accept the 2023-24 Teacher Allocation Salary Allocation and salary schedule revision.

RECOMMENDATION:

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

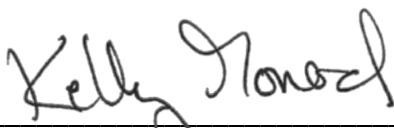
EXPLANATION:

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

**FISCAL IMPACT**     Yes     No     N/A

Funding Source: state allocation    Allocations: Approx \$148,700. Bradenton & \$70,245. Venice  
Will this action result in a Budget Amendment?     Yes     No

REQUESTED BY:



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**Kelly Monod, AVP, SCF Collegiate Schools**



Ben Gibson, *Chair*  
Ryan Petty, *Vice Chair*  
*Members*  
Monesia Brown  
Esther Byrd  
Grazie Pozo Christie  
Kelly Garcia  
MaryLynn Magar

**MEMORANDUM**

**TO:** District School Superintendents

**FROM:** Suzanne Pridgeon 

**DATE:** September 8, 2023

**SUBJECT:** 2023-24 Salary Increase Allocation

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

In the 2022-23 fiscal year, the FEFP included \$800 million for the TSIA. Of this allocation, \$550 million was allocated for the maintenance of the salary increases provided in previous years, and the remaining \$250 million (growth allocation) was for salary increases in the 2022-23 year. Districts were required to use 50 percent of the growth allocation (previously this was 80 percent) to increase the minimum base salary. Pursuant to [s. 1011.62\(14\)\(b\)4., F.S.](#), school districts and charter schools may not reduce the salary increases provided in any subsequent fiscal year unless specifically authorized in the General Appropriations Act.

In the 2023-24 fiscal year, the legislature removed the TSIA as a separate categorical within the FEFP and incorporated these funds into the Base Funding Allocation. The funding was not removed; rather, the Base Funding Allocation was increased to an amount that would generate an additional \$1,052,803,316 of funding for the Classroom Teacher and Other Instructional Personnel Salary Increase Allocation. Of this total, a maintenance allocation of \$802,474,026, or 4.52 percent of each district's Base Funding Allocation, is allocated to maintain the salary increases provided in previous years through the Teacher Salary Increase Allocation, and a growth allocation of \$250,329,290, or 1.41 percent of each district's Base Funding Allocation, is provided for salary increases in the 2023-24 year.

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

Attachment 1 shows the Salary Increase Allocations for the 2023-24 fiscal year as computed in the 2023-24 FEFP Conference Calculation. These amounts will not change in any subsequent calculation of the FEFP.

Just as the calculated Salary Increase Allocation amounts for school districts are based on each district's base funding amount, charter schools' maintenance and growth allocations, respectively, should be 4.52 percent and 1.41 percent of their base funding. School districts should not recalculate an allocation after it has been calculated as of the 2023-24 FEFP Conference Calculation.

### **2023-24 Maintenance Allocation**

In 2023-24, the Florida Department of Education (department) began paying maintenance allocation funds to districts with the first FEFP payment. The only Salary Increase Allocation funding withheld by the department will be growth allocation funds, which will be distributed upon submission of a board-approved and union-ratified distribution plan that has been determined by the department to be compliant with the law.

### **2023-24 Salary Increase Allocation Distribution Plans**

Districts and charter schools will be required to use the attached templates for the submission of the statutorily required distribution plans. Plans that are approved by the school board and ratified by the union **must be submitted to the department by October 1, 2023**. Salary Increase Allocation growth funds will not be distributed to school districts until they have submitted a plan compliant with the law. Charter schools should submit their board-approved distribution plans to their sponsoring school district so that they can be submitted to the department. Plans that are not completed on the attached, unaltered templates will not be accepted and will need to be revised. Once completed, plans can be submitted at <https://survey.alchemer.com/s3/7475017/2023-2024-Teacher-Salary-Increase-Allocation-Plan>.

If, by the October 1, 2023, deadline, a district's plan has not yet been approved by the school board and ratified by the union, please submit a statement to the department by this date detailing what steps the district has taken in the process and whether it has an anticipated date for completion.

| <b>SALARY INCREASE ALLOCATION<br/>GENERAL IMPLEMENTATION TIMELINE FOR SCHOOL DISTRICTS</b> |   |
|--|---|
| July 1, 2023, and before October 1, 2023   | Each superintendent submits a proposed salary distribution plan to the district school board for approval. Each charter school administrator submits a proposed salary distribution plan to the charter school's governing body for approval. |
| On or before October 1, 2023   | Each school district must submit to the department an approved district salary distribution plan.   |



|                |  |
|----------------|--|
| August 1, 2024 | Each school district must submit a final salary increase allocation expenditure report to the department. Each charter school governing board must submit its final report to the district in time to be included in the school district report to the department. |
|----------------|--|

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

SP/ja

Attachment 1 – 2023-24 Salary Increase Allocations

Attachment 2 – 2023-24 District Distribution Plan Template

Attachment 3 – 2023-24 Charter School Distribution Plan Template

Attachment 4 – 2023-24 Salary Increase Allocation Frequently Asked Questions

cc: District Finance Officers

District Charter School Contacts

Paul Burns, Chancellor, Division of Public Schools

Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations

Li Liu, Bureau Chief, Office of Funding and Financial Reporting

Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting

Virginia Whitaker, Bureau of Educator Recruitment, Development and Retention

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> |

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

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

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

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

**SUBJECT:** *Monthly Financial Report – May 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 May 31, 2023.

Student Fees revenue for the current year decreased by 1% compared to the same period last year. Other Student Fees revenue increased by 2% over Other Student Fees reported through May of last year. Support from Local Government decreased by 3% over Support from Local Government through May of last year. State Support increased by 7% over State Support through May of last year due to increased appropriations for the current fiscal year.

In the category of Expenses, overall Personnel costs are 1% higher as compared to last May. Services expense increased 7% and Materials and Supplies expense increased 5% compared to May of last year. Materials and Supplies expense increase is due to the purchase of specialized software during the current year. Other Current Charges decreased 6% compared to the same category through May of last year. This drop is due to fewer fee waivers as a result of decreased enrollment. Capital Outlay in May was \$33,310 compared to \$211,225 last May, which included the purchase of new passenger and cargo vans.

With this fiscal year 92% complete, personnel costs are at 76% of the amount budgeted for the current year, less than the three-year average of 77% for this time of year. Current expenses represent 59% of the amount budgeted, even with the three-year average of 59% this time of year.

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

- Year-To-Date Actual Revenue is 90% of the Adjusted Budget compared with the three-year average of 90% for this time of year.
- Year-To-Date Actual Expense is 71% of the Adjusted Budget, even with the three-year average of 71% for this time of year.
- Revenues 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 May 31, 2023, totaled \$1,482,437, compared to the three-year average of \$1,466,521. Student Fees revenue is \$1,310,128 and Other Student Fees revenue is \$120,980, compared to the three-year average of \$1,319,656 and \$127,118, respectively, for this time of year. Other Revenue is \$51,329 compared to the three-year average of \$19,747 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 \$1,098,451 with Personnel totaling \$980,270 and Current Expense totaling \$121,112, compared to the three-year average of \$1,054,513, \$938,536, and \$116,388, respectively, for this time of year.

On a percentage basis, Total Revenue is 91% of that budgeted compared to the three-year average of 88% for this time of year. Total Expense is 54% of that budgeted, less than the 61% 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 May 31, 2023, totaled \$3,867,483 compared to the three-year average of \$3,939,260. Support from Local Government is \$3,804,012 compared to the three-year average of \$3,654,908 for this time of year. State Support is \$465 compared to the three-year average of \$230,305 for this time of year. Federal Support is \$19,350 compared to the three-year average of \$31,069 for this time of year. Other Revenue is \$43,656 compared to the three-year average of \$22,978 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 \$3,253,401 with Personnel totaling \$2,225,254 Current Expense totaling \$958,699 and Capital Outlay expenses totaling \$69,448 during the period. These figures compared to the three-year averages of \$3,309,134, \$2,149,195, \$947,873, and \$212,066, respectively, for this time of year.

On a percentage basis, Total Revenue is 94% of that budgeted, more than the three-year average of 86% for this time of year. Total Expense is 79% of that budgeted, more than the three-year average of 69% for this time of year.

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

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of May 31, 2023, totaled \$1,262,248 compared to the three-year average of \$1,310,846. Support from Local Government is \$1,247,032 compared to the three-year average of \$1,070,321 for this time of year. State Support is \$0 compared to the three-year average of \$172,148 for this time of year. Federal Support is \$7,400 compared to the three-year average of \$23,440 for this time of year. Other Revenue is \$7,817 compared to the three-year average of \$4,906 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 – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$1,123,008, with Personnel totaling \$994,834, Current Expense totaling \$128,174 and Capital Outlay expenses totaling \$0 during the period. These figures compared to the three-year averages of \$1,526,609, \$683,037, \$463,471, and \$380,101, respectively, for this time of year.

On a percentage basis, Total Revenue is 75% of that budgeted, less than the three-year average of 76% for this time of year. Total Expense is 66% of that budgeted, more than the three-year average of 60% 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                         | May 31, 2023      |                   |                   |                            | May 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        | 13,910,074        | 103%                       | 14,900,550        | 14,900,550        | 13,983,941        | 94%                        | -1%   |
| 42      | Other Student Fees                  | 3,039,243         | 3,176,393         | 3,159,578         | 99%                        | 2,800,718         | 3,170,262         | 3,103,871         | 98%                        | 2%  |
| 43      | Support From Local Government [1]   | 1,789,423         | 1,789,423         | 1,406,417         | 79%                        | 1,879,686         | 1,879,686         | 1,447,559         | 77%                        | -3%   |
| 44      | State Support                       | 32,334,055        | 32,334,055        | 27,415,077        | 85%                        | 26,325,874        | 26,421,874        | 25,507,096        | 97%                        | 7%  |
| 45      | Federal Support                     | 0                 | 26,000            | 26,338            | 101%                       | 3,900,000         | 2,560,000         | 1,409,122         |                            |   |
| 46      | Gifts, Private Grants & Contracts   | 0                 | 0                 | 0                 |                            | 0                 | 0                 | 0                 |                            |   |
| 47      | Sales and Services Department       | 555,362           | 645,380           | 846,069           | 131%                       | 456,972           | 517,917           | 514,336           | 99%                        | 64%   |
| 49      | Other Revenue [2]                   | 141,817           | 391,817           | 89,695            | 23%                        | 110,455           | 130,455           | 156,803           | 120%                       |   |
| 4A      | Non-Revenue Receipts [3]            | 298,548           | 298,548           | 1                 | 0%                         | 1,255,548         | 2,597,048         | 2,129,423         | 82%                        | -100%   |
|         | <b>Total : Revenue</b>              | <b>51,493,066</b> | <b>52,106,234</b> | <b>46,853,250</b> | <b>90%</b>                 | <b>51,629,803</b> | <b>52,177,792</b> | <b>48,252,151</b> | <b>92%</b>                 | <b>-3%</b>  |
|         | <b>Grand Total : Revenue</b>        | <b>51,493,066</b> | <b>52,106,234</b> | <b>46,853,250</b> | <b>90%</b>                 | <b>51,629,803</b> | <b>52,177,792</b> | <b>48,252,151</b> | <b>92%</b>                 | <b>-3%</b>  |
|         | <b>Expense</b>                      |                   |                   |                   |                            |                   |                   |                   |                            |   |
|         | <b>Personnel</b>                    |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 51      | Salaries-Full Time & Perm Part Time | 23,727,397        | 25,009,136        | 19,923,138        | 80%                        | 24,527,543        | 24,136,528        | 19,944,845        | 83%                        | 0%  |
| 52      | Other Personnel Exp P/T (Non-Perm)  | 3,743,109         | 3,748,359         | 2,998,526         | 80%                        | 3,809,109         | 3,886,909         | 2,695,724         | 69%                        | 11%   |
| 53      | Personnel Benefits                  | 12,357,008        | 11,057,119        | 7,407,128         | 67%                        | 11,556,591        | 11,993,307        | 7,350,666         | 61%                        | 1%  |
|         | <b>Total : Personnel</b>            | <b>39,827,514</b> | <b>39,814,615</b> | <b>30,328,792</b> | <b>76%</b>                 | <b>39,893,243</b> | <b>40,016,744</b> | <b>29,991,235</b> | <b>75%</b>                 | <b>1%</b>   |
|         | <b>Current Expense</b>              |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 61      | Services [4]                        | 10,182,279        | 10,575,179        | 7,602,396         | 72%                        | 10,251,215        | 10,243,763        | 7,079,108         | 69%                        | 7%  |
| 62      | Materials and Supplies              | 3,689,740         | 3,651,521         | 2,442,398         | 67%                        | 3,776,456         | 3,830,028         | 2,324,937         | 61%                        | 5%  |
| 63      | Other Current Charges [5]           | 4,472,369         | 4,294,737         | 931,202           | 22%                        | 3,012,667         | 2,997,488         | 987,277           | 33%                        | -6%   |
|         | <b>Total : Current Expense</b>      | <b>18,344,388</b> | <b>18,521,437</b> | <b>10,975,997</b> | <b>59%</b>                 | <b>17,040,338</b> | <b>17,071,280</b> | <b>10,391,323</b> | <b>61%</b>                 | <b>6%</b>   |
|         | <b>Capital</b>                      |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 71      | Capital Outlay                      | 1,029,246         | 1,092,407         | 33,310            | 3%                         | 26,845            | 285,391           | 211,225           | 74%                        | -84%  |
|         | <b>Total : Capital</b>              | <b>1,029,246</b>  | <b>1,092,407</b>  | <b>33,310</b>     | <b>3%</b>                  | <b>26,845</b>     | <b>285,391</b>    | <b>211,225</b>    | <b>74%</b>                 | <b>-84%</b>                                       |
|         | <b>Grand Total : Expense</b>        | <b>59,201,148</b> | <b>59,428,459</b> | <b>42,338,099</b> | <b>71%</b>                 | <b>56,960,426</b> | <b>57,373,415</b> | <b>40,593,783</b> | <b>71%</b>                 | <b>4%</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<br>Type | Description                         | May 31, 2023     |                  |                  |                            | May 31, 2022                          |                  |                  |            | Percent<br>CY YTD Actual/<br>PY YTD Actual |
|------------|-------------------------------------|------------------|------------------|------------------|----------------------------|---------------------------------------|------------------|------------------|------------|--|
|            |                                     | Orig Budget      | Adj Budget       | YTD Actual       | YTD Actual /<br>Adj Budget | Percent<br>YTD Actual /<br>Adj Budget | Orig Budget      | Adj Budget       | YTD Actual |  |
|            | <b>Revenue</b>                      |                  |                  |                  |                            |                                       |                  |                  |            |  |
| 41         | Student Fees                        | 1,283,737        | 1,283,737        | 1,310,128        | 102%                       | 1,368,210                             | 1,368,210        | 1,287,694        | 94%        | 2%   |
| 42         | Other Student Fees                  | 123,689          | 123,689          | 120,980          | 98%                        | 126,173                               | 127,173          | 124,812          | 98%        | -3%  |
| 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                                 | 3,897            | 5,391            | 138%       | 5%   |
|            | <b>Total : Revenue</b>              | <b>1,589,357</b> | <b>1,634,357</b> | <b>1,482,437</b> | <b>91%</b>                 | <b>1,675,444</b>                      | <b>1,677,444</b> | <b>1,417,897</b> | <b>85%</b> |  |
|            | <b>Grand Total : Revenue</b>        | <b>1,589,357</b> | <b>1,634,357</b> | <b>1,482,437</b> | <b>91%</b>                 | <b>1,675,444</b>                      | <b>1,677,444</b> | <b>1,417,897</b> | <b>85%</b> | <b>5%</b>                                  |
|            | <b>Expense</b>                      |                  |                  |                  |                            |                                       |                  |                  |            |  |
|            | <b>Personnel</b>                    |                  |                  |                  |                            |                                       |                  |                  |            |  |
| 51         | Salaries-Full Time & Perm Part Time | 728,407          | 728,407          | 406,032          | 56%                        | 826,011                               | 826,011          | 354,414          | 43%        | 15%  |
| 52         | Other Personnel Exp P/T (Non-Perm)  | 367,000          | 367,000          | 445,315          | 121%                       | 367,000                               | 367,000          | 382,393          | 104%       | 16%  |
| 53         | Personnel Benefits                  | 275,679          | 275,679          | 128,922          | 47%                        | 305,502                               | 305,502          | 96,327           | 32%        | 34%  |
|            | <b>Total : Personnel</b>            | <b>1,371,086</b> | <b>1,371,086</b> | <b>980,270</b>   | <b>71%</b>                 | <b>1,498,513</b>                      | <b>1,498,513</b> | <b>833,134</b>   | <b>56%</b> | <b>18%</b>                                 |
|            | <b>Current Expense</b>              |                  |                  |                  |                            |                                       |                  |                  |            |  |
| 61         | Services [2]                        | 25,070           | 26,338           | 16,603           | 63%                        | 30,650                                | 16,740           | 4,971            | 30%        | 234%                                       |
| 62         | Materials and Supplies              | 77,765           | 81,560           | 71,391           | 88%                        | 83,545                                | 84,394           | 67,769           | 80%        |  |
| 63         | Other Current Charges [3]           | 115,601          | 115,601          | 33,119           | 29%                        | 62,736                                | 62,736           | 43,105           | 69%        | -23%                                       |
|            | <b>Total : Current Expense</b>      | <b>218,436</b>   | <b>223,499</b>   | <b>121,112</b>   | <b>54%</b>                 | <b>176,931</b>                        | <b>163,870</b>   | <b>115,845</b>   | <b>71%</b> | <b>5%</b>                                  |
|            | <b>Capital</b>                      |                  |                  |                  |                            |                                       |                  |                  |            |  |
| 71         | Capital Outlay                      | 2,931            | (1,532)          | (2,931)          | 191%                       | 0                                     | 13,061           | 0                | 0%         |  |
|            | <b>Total : Capital</b>              | <b>2,931</b>     | <b>(1,532)</b>   | <b>(2,931)</b>   | <b>191%</b>                | <b>0</b>                              | <b>13,061</b>    | <b>0</b>         | <b>0%</b>  |  |
|            | <b>Grand Total : Expense</b>        | <b>1,592,453</b> | <b>1,593,053</b> | <b>1,098,451</b> | <b>69%</b>                 | <b>1,675,444</b>                      | <b>1,675,444</b> | <b>948,979</b>   | <b>57%</b> | <b>16%</b>                                 |

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

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

**RESOLUTION NUMBER: Thirty-Five (35)  
AMENDMENT NUMBER: Thirty-Five (35)**

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

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

| CATEGORY                  | PRESENT       |            |            | REVISED       |
|---------------------------|---------------|------------|------------|---------------|
|                           | BUDGET        | INCREASE   | DECREASE   | BUDGET        |
| Beginning Fund Balance    | \$ 11,417,698 | \$         | \$         | \$ 11,417,698 |
| REVENUE                   | 52,613,734    | 0 <a>      | 507,500    | 52,106,234    |
| TOTAL TO BE ACCOUNTED FOR | \$ 64,031,432 | \$ 0       | \$ 507,500 | \$ 63,523,932 |
| SALARIES                  | \$ 40,156,614 | \$ <b>     | \$ 344,000 | \$ 39,812,614 |
| CURRENT EXPENSE           | 18,743,355    | <c>        | 197,368    | 18,545,987    |
| CAPITAL OUTLAY            | 1,002,290     | 32,567 <d> |            | 1,034,857     |
| ENDING FUND BALANCE       | 4,159,173     |            | <e>        | 4,159,173     |
| TOTAL ACCOUNTED FOR       | \$ 64,061,432 | \$ 32,567  | \$ 541,368 | \$ 63,552,631 |

JUSTIFICATION:

- <a> The \$507,500 decrease in Revenue is due to:
  - Increase to revenue for additional classes at Coding Academy 500
  - Increase to revenue for additional agreement revenue 2,000
  - Decrease in revenue due to movement of grant funds (510,000)
  - \$ (507,500)
  
- <b> The \$344,000 decrease in Salaries Expense is due to:
  - Decrease in salary expenses due to reallocation of grant salary expenses (345,000)
  - Increase in salary expenses due to ESOL consultant fees 1,000
  - Decrease in salary expenses due to Transfer of Student Account funds to departments/clubs (30,000)
  - Increase in salary expenses due to Transfer of Student Account funds to departments/clubs 63,597
  - Decrease in salary expenses due to Transfer of Student Account funds to departments/clubs (13,597)
  - Decrease in salary expenses due to Transfer of Student Account funds to departments/clubs (20,000)
  - \$ (344,000)
  
- <c> The \$197,368 decrease in Current Expense is due to:
  - Decrease in current expenses due to travel expenses (247)
  - Decrease in current expenses due to freight and postage (6,175)
  - Decrease in current expenses due to printing costs (22,241)
  - Decrease in current expenses due to repairs and maintenance (859)
  - Increase in current expenses due to contractual services 18,265
  - Increase in current expenses due to advertising costs 30,881
  - Increase in current expenses due to service contracts 4,044
  - Decrease in current expenses due to utility costs (6,200)
  - Increase in current expenses due to hazardous waste removal costs 1,200
  - Decrease in current expenses due to less facility rentals (750)
  - Decrease in current expenses due to fewer institutional memberships (160)
  - Increase in current expenses due to other professional fees 1,101
  - Increase in current expenses due to food and food product costs 2,031
  - Increase in current expenses due to higher bank fees 9,335
  - Decrease in current expenses due to less material and supply costs (25,844)
  - Decrease in current expenses due to fewer data software purchases (13,241)
  - Decrease in current expenses due to fewer departmental uniform costs (1,150)
  - Increase in current expenses due to higher minor equipment costs 11,324
  - Decrease in current expenses due to other expenses (198,681)
  - \$ (197,368)
  
- <d> The \$32,567 increase in Capital Outlay is due to:
  - Increase to budget small computer equipment 12,913
  - Increase to budget for non-computer equipment 13,890
  - Increase to budget for computer equipment 5,749
  - Increase to budget for periodicals 15
  - \$ 32,567

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

**RESOLUTION NUMBER: Thirty-six (36)  
AMENDMENT NUMBER: Thirty-six (36)**

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

FUND NAME: Upper Division Fund

FUND NUMBER: 12000

| CATEGORY                  | PRESENT BUDGET | INCREASE   | DECREASE   | REVISED BUDGET |
|---------------------------|----------------|------------|------------|----------------|
| Beginning Fund Balance    | \$ 2,155,230   | \$         | \$         | \$ 2,155,230   |
| REVENUE                   | 1,634,357      | <a>        | 507,500    | 1,126,857      |
| TOTAL TO BE ACCOUNTED FOR | \$ 3,789,587   | \$ 0       | \$ 507,500 | \$ 3,282,087   |
| SALARIES                  | \$ 1,371,086   | \$ <b>     | \$ 344,000 | \$ 1,027,086   |
| CURRENT EXPENSE           | 224,298        | <c>        | 197,367    | 26,931         |
| CAPITAL OUTLAY            | 0              | 32,567 <d> |            | 32,567         |
| ENDING FUND BALANCE       | 2,200,065      |            |            | 2,200,065      |
| TOTAL ACCOUNTED FOR       | \$ 3,795,449   | \$ 32,567  | \$ 541,367 | \$ 3,286,649   |

JUSTIFICATION:

<a> The \$507,500 decrease in Revenue is due to:

|   |                  |
|---|------------------|
| Increase to budget for additional tuition           | \$ 500           |
| Decrease to budget for private grants and contracts | (510,000)        |
| Increase to budget for other professional services  | 2,000            |
|   | <u>(507,500)</u> |

<b> The \$344,000 decrease in Salary Expense is due to:

|  |                  |
|--|------------------|
| Decrease in Instructor 9 month salaries      | \$ (345,000)     |
| Increase in Instructor supplemental salaries | 1,000            |
|  | <u>(344,000)</u> |

<c> The \$197,368 decrease in Current Expense is due to:

|   |                  |
|---|------------------|
| Decrease in budget of travel expenses                             | (247)            |
| Decrease in budget of postage expenses                            | (6,175)          |
| Decrease in budget of printing expenses                           | (22,241)         |
| Decrease in budget of repairs and maintenance expense             | (859)            |
| Increase in budget due to additional service contract expenses    | 4,044            |
| Decrease in budget of rental expense                              | (750)            |
| Decrease in budget of utilities                                   | (5,000)          |
| Increase in budget due to additional contracted services expenses | 18,265           |
| Decrease in budget of institutional memberships                   | (106)            |
| Increase in budget due to additional advertising costs            | 30,881           |
| Increase in budget due to additional fees                         | 10,436           |
| Decrease in budget of materials and supplies                      | (26,204)         |
| Decrease in budget of data software                               | (13,241)         |
| Increase in budget due to additional food and food product costs  | 2,031            |
| Increase in budget due to additional minor equipment expenses     | 11,324           |
| Decrease in budget of departmental uniforms                       | (1,150)          |
| Decrease in budget of other expenses                              | (198,375)        |
|   | <u>(197,367)</u> |
|   | \$               |

<d> The \$32,567 increase in Capital Outlay is due to:

|   |               |
|---|---------------|
| Increase in budget for computer equipment expenses          | 18,662        |
| Increase in budget for non-computer furniture and equipment | 13,890        |
| Increase in budget for periodicals                          | 15            |
|   | <u>32,567</u> |
|   | \$            |

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

RESOLUTION NUMBER: Thirty-seven (37)  
AMENDMENT NUMBER: Thirty-seven (37)

FISCAL YEAR: 2022-23  
May 2023

FUND NAME: COLLEGIATE SCHOOL - BC

FUND NUMBER: 23000

| CATEGORY                  | PRESENT<br>BUDGET   | INCREASE        | DECREASE         | REVISED<br>BUDGET   |
|---------------------------|---------------------|-----------------|------------------|---------------------|
| Beginning Fund Balance    | \$ 1,523,122        | \$              | \$               | \$ 1,523,122        |
| REVENUE                   | 4,100,823           |                 | <b>&lt;a&gt;</b> | 4,100,823           |
| TOTAL TO BE ACCOUNTED FOR | <u>\$ 5,623,945</u> | <u>\$ 0</u>     | <u>\$ 0</u>      | <u>\$ 5,623,945</u> |
| SALARIES                  | \$ 2,733,456        | \$              | <b>&lt;b&gt;</b> | \$ 2,733,456        |
| CURRENT EXPENSE           | 1,322,395           |                 | 6,073            | 1,316,322           |
| CAPITAL OUTLAY            | 86,920              | 6,073           | <b>&lt;d&gt;</b> | 92,993              |
| ENDING FUND BALANCE       | 1,451,174           | -               | <b>&lt;e&gt;</b> | 1,451,174           |
| TOTAL ACCOUNTED FOR       | <u>\$ 5,593,945</u> | <u>\$ 6,073</u> | <u>\$ 6,073</u>  | <u>\$ 5,593,945</u> |

JUSTIFICATION:

**<c>** The \$6,073 decrease in Current Expense is due to:

|   |                   |
|---|-------------------|
| Decrease in budget of contracted services     | (6,600)           |
| Increase in budget for materials and supplies | 6,000             |
| Decrease in budget of repairs and maintenance | (3,400)           |
| Decrease in budget of lease payments          | (3,650)           |
| Increase in budget for travel                 | 1,577             |
|   | <u>\$ (6,073)</u> |

**<d>** The \$6,073 increase in Capital Outlay is due to:

|   |                 |
|---|-----------------|
| Increase in budget for non-computer furniture and equipment | 6,073           |
|   | <u>\$ 6,073</u> |

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

RESOLUTION NUMBER: Thirty-eight (38)  
AMENDMENT NUMBER: Thirty-eight (38)

FISCAL YEAR: 2022-23  
May 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                  | \$ 4,417,736   | \$ 4,731 <b> | \$        | 4,422,467      |
| CURRENT EXPENSE           | 5,493,341      | 80,531 <c>   |           | 5,573,872      |
| CAPITAL OUTLAY            | 989,078        | <d>          | 85,562    | 903,516        |
| ENDING FUND BALANCE       | 6,304,183      |              |           | 6,304,183      |
| TOTAL ACCOUNTED FOR       | \$ 17,204,338  | \$ 85,262    | \$ 85,562 | \$ 17,204,039  |

JUSTIFICATION:

<b> The \$4,731 increase in Salaries Expense is due to:

|   |                 |
|---|-----------------|
| Increase to budget for middle manager salaries                  | 243             |
| Increase to budget for instructional para professional salaries | 30,000          |
| Decrease to budget for professional support salaries            | (28,281)        |
| Increase to budget for OPS salaries                             | 3,780           |
| Decrease to budget for payroll benefits                         | (1,011)         |
|   | <u>\$ 4,731</u> |

<c> The \$80,531 increase in Current Expense is due to:

|  |                  |
|--|------------------|
| Decrease in budget of travel                   | (12,186)         |
| Increase in budget for communication services  | 339              |
| Decrease in budget for printing                | (3,495)          |
| Decrease in budget for repairs and maintenance | (4,400)          |
| Decrease in budget for lease payments          | (3,650)          |
| Increase in budget for referee costs           | 2,300            |
| Decrease in budget for contractual services    | (44,154)         |
| Decrease in budget for instnuctual memberships | (135)            |
| Increase in budget for fees                    | 729              |
| Increase in budget for marketing costs         | 20,000           |
| Increase in budget for materials and supplies  | 11,949           |
| Increase in budget for data software costs     | 150,002          |
| Increase in budgets for athletic uniforms      | 5,430            |
| Increase in budget for food and food products  | 1,335            |
| Increase in budget for minor equipment costs   | 10,467           |
| Decrease in budget for Indirect cost           | (51,700)         |
| Decrease in budget for other expenses          | (2,300)          |
|  | <u>\$ 80,531</u> |

<d> The \$85,562 decrease in Capital Outlay Expense is due to:

|   |                    |
|---|--------------------|
| Increase in budget for non-computer furniture and equipment | 6,073              |
| Decrease in budget of educational equipment and furniture   | (91,635)           |
|   | <u>\$ (85,562)</u> |

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                    | May 31, 2023     |                  |                  |                            | May 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 |
| <b>Revenue</b>                         |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| 43 Support From Local Government [1]   | 3,938,551        | 3,994,085        | 3,804,012        | 95%                        | 3,773,276        | 3,817,237        | 3,410,710        | 89%        | 12%   |                            |
| 44 State Support [2]                   | 40               | 40               | 465              | 1163%                      | 40               | 40               | 780              |            | -40%  |                            |
| 45 Federal Support [3]                 | 27,268           | 27,268           | 19,350           | 71%                        | 11,268           | 27,268           | 5,948            | 22%        | 225%  |                            |
| 49 Other Revenue [4]                   | 79,430           | 79,430           | 43,656           | 55%                        | 79,430           | 79,430           | 9,897            | 87%        | 341%  |                            |
| <b>Total : Revenue</b>                 | <b>4,045,289</b> | <b>4,100,823</b> | <b>3,867,483</b> | <b>94%</b>                 | <b>3,864,014</b> | <b>3,923,975</b> | <b>3,427,335</b> | <b>87%</b> | <b>13%</b>  |                            |
| <b>Grand Total : Revenue</b>           | <b>4,045,289</b> | <b>4,100,823</b> | <b>3,867,483</b> | <b>94%</b>                 | <b>3,864,014</b> | <b>3,923,975</b> | <b>3,427,335</b> | <b>87%</b> | <b>13%</b>  |                            |
| <b>Expense</b>                         |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| <b>Personnel</b>                       |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| 51 Salaries-Full Time & Perm Part Time | 1,834,689        | 1,940,948        | 1,642,975        | 85%                        | 1,672,826        | 1,696,085        | 1,427,532        | 84%        | 15%   |                            |
| 52 Other Personnel Exp P/T (Non-Perm)  | 59,520           | 59,520           | 43,150           | 72%                        | 74,520           | 79,520           | 41,145           | 52%        | 5%  |                            |
| 53 Personnel Benefits                  | 732,988          | 732,988          | 539,129          | 74%                        | 752,885          | 752,885          | 508,096          | 67%        | 6%  |                            |
| <b>Total : Personnel</b>               | <b>2,627,197</b> | <b>2,733,456</b> | <b>2,225,254</b> | <b>81%</b>                 | <b>2,500,231</b> | <b>2,528,490</b> | <b>1,976,773</b> | <b>78%</b> | <b>13%</b>  |                            |
| <b>Current Expense</b>                 |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| 61 Services [5]                        | 1,082,540        | 1,037,767        | 717,996          | 69%                        | 1,025,137        | 1,068,353        | 668,204          | 63%        | 7%  |                            |
| 62 Materials and Supplies              | 269,155          | 278,555          | 240,703          | 86%                        | 342,765          | 269,154          | 244,840          | 91%        | -2%   |                            |
| 63 Other Current Charges               | 0                | 0                | 0                |                            | 0                | 0                | 0                |            |   |                            |
| <b>Total : Current Expense</b>         | <b>1,351,695</b> | <b>1,316,322</b> | <b>958,699</b>   | <b>73%</b>                 | <b>1,367,902</b> | <b>1,337,507</b> | <b>913,043</b>   | <b>68%</b> | <b>5%</b>   |                            |
| <b>Capital</b>                         |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| 71 Capital Outlay                      | 102,720          | 92,993           | 69,448           | 75%                        | 6,000            | 67,395           | 20,727           | 31%        |   |                            |
| <b>Total : Capital</b>                 | <b>102,720</b>   | <b>92,993</b>    | <b>69,448</b>    | <b>75%</b>                 | <b>6,000</b>     | <b>67,395</b>    | <b>20,727</b>    | <b>31%</b> |   |                            |
| <b>Grand Total : Expense</b>           | <b>4,081,612</b> | <b>4,142,771</b> | <b>3,253,401</b> | <b>79%</b>                 | <b>3,874,133</b> | <b>3,933,392</b> | <b>2,910,543</b> | <b>74%</b> | <b>12%</b>  |                            |

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

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

| AC Type | Description                         | May 31, 2023     |                  |                  |                         | May 31, 2022     |                  |                  |                         |              |
|---------|-------------------------------------|------------------|------------------|------------------|-------------------------|------------------|------------------|------------------|-------------------------|--------------|
|         |                                     | Percent          |                  | Percent          |                         | Percent          |                  | Percent          |                         |              |
|         |                                     | Orig Budget      | Adj Budget       | YTD Actual       | YTD Actual / Adj Budget | Orig Budget      | Adj Budget       | YTD Actual       | YTD Actual / Adj Budget |              |
|         | <b>Revenue</b>                      |                  |                  |                  |                         |                  |                  |                  |                         |              |
| 43      | Support From Local Government [1]   | 1,661,312        | 1,495,055        | 1,247,032        | 83%                     | 1,408,550        | 1,228,318        | 1,157,611        | 94%                     | 8%           |
| 44      | State Support [2]                   | 0                | 0                | 0                |                         | 0                | 0                | 0                |                         |              |
| 45      | Federal Support [3]                 | 15,000           | 15,000           | 7,400            | 49%                     | 128,674          | 143,674          | 57,488           | 40%                     | -87%         |
| 49      | Other Revenue [4]                   | 1,817            | 9,817            | 7,817            | 80%                     | 0                | 2,849            | 1,995            | 70%                     | 0%           |
| 4A      | Non-Revenue Receipts                | 3,274            | 169,274          | 0                | 0%                      | 0                | 135,000          | 0                | 0%                      | 4%           |
|         | <b>Total : Revenue</b>              | <b>1,681,403</b> | <b>1,689,146</b> | <b>1,262,248</b> | <b>75%</b>              | <b>1,537,224</b> | <b>1,509,841</b> | <b>1,217,094</b> | <b>81%</b>              | <b>4%</b>    |
|         | <b>Grand Total : Revenue</b>        | <b>1,681,403</b> | <b>1,689,146</b> | <b>1,262,248</b> | <b>75%</b>              | <b>1,537,224</b> | <b>1,509,841</b> | <b>1,217,094</b> | <b>81%</b>              | <b>4%</b>    |
|         | <b>Expense</b>                      |                  |                  |                  |                         |                  |                  |                  |                         |              |
|         | <b>Personnel</b>                    |                  |                  |                  |                         |                  |                  |                  |                         |              |
| 51      | Salaries-Full Time & Perm Part Time | 890,246          | 903,194          | 739,516          | 82%                     | 620,775          | 577,275          | 494,362          | 86%                     | 50%          |
| 52      | Other Personnel Exp P/T (Non-Perm)  | 25,000           | 25,000           | 15,297           | 61%                     | 6,000            | 26,000           | 25,017           | 96%                     | -39%         |
| 53      | Personnel Benefits                  | 349,599          | 349,599          | 240,021          | 69%                     | 246,162          | 246,362          | 174,563          | 71%                     | 37%          |
|         | <b>Total : Personnel</b>            | <b>1,264,845</b> | <b>1,277,793</b> | <b>994,834</b>   | <b>78%</b>              | <b>872,937</b>   | <b>849,637</b>   | <b>693,941</b>   | <b>82%</b>              | <b>43%</b>   |
|         | <b>Current Expense</b>              |                  |                  |                  |                         |                  |                  |                  |                         |              |
| 61      | Services [5]                        | 311,264          | 341,814          | 57,151           | 17%                     | 400,328          | 284,848          | 215,964          | 76%                     | -74%         |
| 62      | Materials and Supplies              | 105,851          | 86,801           | 71,023           | 82%                     | 243,756          | 173,311          | 85,078           | 49%                     | -17%         |
|         | <b>Total : Current Expense</b>      | <b>417,115</b>   | <b>428,615</b>   | <b>128,174</b>   | <b>30%</b>              | <b>644,084</b>   | <b>458,159</b>   | <b>301,042</b>   | <b>66%</b>              | <b>-57%</b>  |
|         | <b>Capital</b>                      |                  |                  |                  |                         |                  |                  |                  |                         |              |
| 71      | Capital Outlay                      | 0                | 0                | 0                |                         | 122,639          | 124,319          | 59,060           | 48%                     | -100%        |
|         | <b>Total : Capital</b>              | <b>0</b>         | <b>0</b>         | <b>0</b>         |                         | <b>122,639</b>   | <b>124,319</b>   | <b>59,060</b>    | <b>48%</b>              | <b>-100%</b> |
|         | <b>Grand Total : Expense</b>        | <b>1,681,960</b> | <b>1,706,408</b> | <b>1,123,008</b> | <b>66%</b>              | <b>1,639,660</b> | <b>1,432,115</b> | <b>1,054,043</b> | <b>74%</b>              | <b>7%</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.

**May 2023**

| <u>DONOR/GRANTOR</u>                          | <u>AMOUNT</u>   | <u>DESCRIPTION</u>   |
|---|-----------------|----------------------|
| <b><u>Gifts:</u></b>                          |                 |                      |
| No gifts received                             |                 |                      |
| <b><u>Grants:</u></b>                         |                 |                      |
| United States Department of Education         |                 |                      |
|   |                 |                      |
| May YTD Revenue                               | 647,181         |                      |
| April YTD Revenue                             | 647,181         |                      |
| Change for Month of May                       | (0)             | Pell Grant 2021-2022 |
|   |                 |                      |
| May YTD Revenue                               | 10,812,202      |                      |
| April YTD Revenue                             | 10,854,353      |                      |
| Change for Month of May                       | (42,151)        | Pell Grant 2022-2023 |
|   |                 |                      |
| <b>Total Received - Gifts</b>                 | -               |                      |
|   |                 |                      |
| <b>Total Received (Returned) - Pell Grant</b> | <b>(42,152)</b> |                      |

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

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

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

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

**SUBJECT:** *Monthly Financial Report – June 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 June 30, 2023.

Student Fees revenue for the current year decreased by 1% compared to the same period last year. Other Student Fees revenue decreased by 5% over Other Student Fees reported through June of last year. Support from Local Government decreased by 3% over Support from Local Government through June of last year. State Support increased by 15% over State Support through June of last year due to increased appropriations for the current fiscal year.

In the category of Expenses, overall Personnel costs are 10% higher as compared to last June. Services expense increased 7% and Materials and Supplies expense increased 6% compared to June of last year. Materials and Supplies expense increase is due to the purchase of specialized software during the current year. Other Current Charges decreased 3% compared to the same category through June of last year. Capital Outlay through June was \$119,218 compared to \$279,871 last June, which included the purchase of new passenger and cargo vans.

With this fiscal year 100% complete, personnel costs are at 89% of the amount budgeted for the current year compared to the three-year average of 89% for this time of year. Current expenses represent 67% of the amount budgeted, less than the three-year average of 76% this time of year.

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

- Year-To-Date Actual Revenue is 99% of the Adjusted Budget, even with the three-year average of 97% for this time of year.
- Year-To-Date Actual Expense is 82% of the Adjusted Budget, even with the three-year average of 82% for this time of year.
- Revenues are higher and expenses are lower 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 June 30, 2023, totaled \$1,553,199 compared to the three-year average of \$1,610,438. Student Fees revenue is \$1,322,333 and Other Student Fees revenue is \$122,211, compared to the three-year average of \$1,323,755 and \$128,124, respectively, for this time of year. Other Revenue is \$108,655 compared to the three-year average of \$39,784 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 \$1,290,307, with Personnel totaling \$1,164,248 and Current Expense totaling \$127,591, compared to the three-year average of \$1,206,687, \$1,078,458, and \$122,465, respectively, for this time of year.

On a percentage basis, Total Revenue is 95% of that budgeted compared to the three-year average of 97% for this time of year. Total Expense is 81% of that budgeted, compared to the 73% 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 June 30, 2023, totaled \$4,297,798 compared to the three-year average of \$4,428,698. Support from Local Government is \$4,178,659 compared to the three-year average of \$3,983,536 for this time of year. State Support is \$5,497 compared to the three-year average of \$267,956 for this time of year. Federal Support is \$27,870 compared to the three-year average of \$139,464 for this time of year. Other Revenue is \$85,772 compared to the three-year average of \$37,742 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 \$4,166,657 with Personnel totaling \$2,659,648, Current Expense totaling \$1,423,135 and Capital Outlay expenses totaling \$83,874 during the period. These figures compared to the three-year averages of \$4,151,436, \$2,504,356, \$1,379,864, and \$267,216, respectively, for this time of year.

On a percentage basis, Total Revenue is 105% of that budgeted, more than the three-year average of 96% for this time of year. Total Expense is 101% of that budgeted, more than the three-year average of 82% for this time of year.

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

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of June 30, 2023, totaled \$1,454,385 compared to the three-year average of \$1,867,391. Support from Local Government is \$1,441,248 compared to the three-year average of \$1,194,039 for this time of year. State Support is \$0 compared to the three-year average of \$108,718 for this time of year. Federal Support is \$0 compared to the three-year average of \$202,257 for this time of year. Other Revenue is \$13,137.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$1,566,966 with Personnel totaling \$1,151,054, Current Expense totaling \$415,912 and Capital Outlay expenses totaling \$0 during the period. These figures compared to the three-year averages of \$1,815,219, \$797,387, \$572,515, and \$445,317, respectively, for this time of year.

On a percentage basis, Total Revenue is 86% of that budgeted, less than the three-year average of 110% for this time of year. Total Expense is 92% of that budgeted, more than the three-year average of 77% 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                    | June 30, 2023     |                   |                   |                            | June 30, 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        | 13,998,300        | 104%                       | 14,900,550        | 14,900,550        | 14,080,686        | 94%                        | -1%   |
| 42 Other Student Fees                  | 3,039,243         | 3,172,893         | 3,039,456         | 96%                        | 2,800,718         | 3,170,262         | 3,191,020         | 101%                       | -5%   |
| 43 Support From Local Government [1]   | 1,789,423         | 1,789,423         | 1,404,330         | 78%                        | 1,879,686         | 1,879,686         | 1,445,831         | 77%                        | -3%   |
| 44 State Support                       | 32,334,055        | 32,334,055        | 30,493,807        | 94%                        | 26,325,874        | 26,421,874        | 26,588,520        | 101%                       | 15%   |
| 45 Federal Support                     | 0                 | 26,000            | 75,274            | 290%                       | 3,900,000         | 2,560,000         | 1,440,607         |                            |   |
| 46 Gifts, Private Grants & Contracts   | 0                 | 0                 | 0                 |                            | 0                 | 0                 | 0                 |                            |   |
| 47 Sales and Services Department       | 555,362           | 645,380           | 964,844           | 150%                       | 456,972           | 517,917           | 534,906           | 103%                       | 80%   |
| 49 Other Revenue [2]                   | 141,817           | 391,817           | 689,612           | 176%                       | 110,455           | 130,455           | 198,777           | 152%                       |   |
| 4A Non-Revenue Receipts [3]            | 298,548           | 298,548           | 961,362           | 322%                       | 1,255,548         | 2,597,048         | 2,137,724         | 82%                        | -55%  |
| <b>Total : Revenue</b>                 | <b>51,493,066</b> | <b>52,102,734</b> | <b>51,626,986</b> | <b>99%</b>                 | <b>51,629,803</b> | <b>52,177,792</b> | <b>49,618,072</b> | <b>95%</b>                 | <b>4%</b>   |
| <b>Grand Total : Revenue</b>           | <b>51,493,066</b> | <b>52,102,734</b> | <b>51,626,986</b> | <b>99%</b>                 | <b>51,629,803</b> | <b>52,177,792</b> | <b>49,618,072</b> | <b>95%</b>                 | <b>4%</b>   |
| <b>Expense</b>                         |                   |                   |                   |                            |                   |                   |                   |                            |   |
| <b>Personnel</b>                       |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 51 Salaries-Full Time & Perm Part Time | 23,727,397        | 23,892,743        | 22,894,691        | 96%                        | 24,527,543        | 23,057,186        | 22,525,028        | 98%                        | 2%  |
| 52 Other Personnel Exp P/T (Non-Perm)  | 3,743,109         | 3,623,078         | 3,200,751         | 88%                        | 3,809,109         | 3,887,339         | 2,877,866         | 74%                        | 11%   |
| 53 Personnel Benefits                  | 12,357,008        | 12,302,293        | 9,314,101         | 76%                        | 11,556,591        | 13,073,945        | 6,813,840         | 52%                        | 37%   |
| <b>Total : Personnel</b>               | <b>39,827,514</b> | <b>39,818,115</b> | <b>35,409,543</b> | <b>89%</b>                 | <b>39,893,243</b> | <b>40,018,470</b> | <b>32,216,733</b> | <b>81%</b>                 | <b>10%</b>  |
| <b>Current Expense</b>                 |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 61 Services [4]                        | 10,182,279        | 10,573,339        | 8,529,313         | 81%                        | 10,251,215        | 10,244,440        | 7,950,759         | 78%                        | 7%  |
| 62 Materials and Supplies              | 3,689,740         | 3,655,069         | 2,828,787         | 77%                        | 3,776,456         | 3,831,126         | 2,658,463         | 69%                        | 6%  |
| 63 Other Current Charges [5]           | 4,472,369         | 4,282,237         | 1,071,702         | 25%                        | 3,012,667         | 2,988,488         | 1,107,317         | 37%                        | -3%   |
| <b>Total : Current Expense</b>         | <b>18,344,388</b> | <b>18,510,646</b> | <b>12,429,803</b> | <b>67%</b>                 | <b>17,040,338</b> | <b>17,064,053</b> | <b>11,716,540</b> | <b>69%</b>                 | <b>6%</b>   |
| <b>Capital</b>                         |                   |                   |                   |                            |                   |                   |                   |                            |   |
| 71 Capital Outlay                      | 1,029,246         | 1,100,788         | 119,218           | 11%                        | 26,845            | 290,891           | 279,871           | 96%                        | -57%  |
| <b>Total : Capital</b>                 | <b>1,029,246</b>  | <b>1,100,788</b>  | <b>119,218</b>    | <b>11%</b>                 | <b>26,845</b>     | <b>290,891</b>    | <b>279,871</b>    | <b>96%</b>                 | <b>-57%</b>                                       |
| <b>Grand Total : Expense</b>           | <b>59,201,148</b> | <b>59,429,549</b> | <b>48,958,563</b> | <b>82%</b>                 | <b>56,960,426</b> | <b>57,373,415</b> | <b>44,213,144</b> | <b>77%</b>                 | <b>11%</b>  |

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

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2022-23 vs. FY 2021-22  
Upper Level Programs - Fund 12000

| AC<br>Type | Description                         | June 30, 2023    |                  |                  |             | June 30, 2022    |                  |                  |             | Percent<br>CY YTD Actual/<br>PY YTD Actual |  |  |
|------------|-------------------------------------|------------------|------------------|------------------|-------------|------------------|------------------|------------------|-------------|--|--|--|
|            |                                     | Orig Budget      |                  | Adj Budget       |             | Orig Budget      |                  | Adj Budget       |             |  |  |  |
|            |                                     | YTD Actual       | YTD Actual       | YTD Actual       | YTD Actual  | YTD Actual       | YTD Actual       | YTD Actual       | YTD Actual  |  |  |  |
|            | <b>Revenue</b>                      |                  |                  |                  |             |                  |                  |                  |             |  |  |  |
| 41         | Student Fees                        | 1,283,737        | 1,283,737        | 1,322,333        | 103%        | 1,368,210        | 1,368,210        | 1,291,458        | 94%         | 2%   |  |  |
| 42         | Other Student Fees                  | 123,689          | 123,689          | 122,211          | 99%         | 126,173          | 127,173          | 126,513          | 99%         | -3%  |  |  |
| 44         | State Support                       | 178,164          | 178,164          | 0                | 0%          | 178,164          | 178,164          | 178,164          | 100%        | -100%                                      |  |  |
| 49         | Other Revenue [1]                   | 3,767            | 48,767           | 108,655          | 223%        | 2,897            | 3,897            | 8,086            | 207%        | -3%  |  |  |
|            | <b>Total : Revenue</b>              | <b>1,589,357</b> | <b>1,634,357</b> | <b>1,553,199</b> | <b>95%</b>  | <b>1,675,444</b> | <b>1,677,444</b> | <b>1,604,221</b> | <b>96%</b>  |  |  |  |
|            | <b>Grand Total : Revenue</b>        | <b>1,589,357</b> | <b>1,634,357</b> | <b>1,553,199</b> | <b>95%</b>  | <b>1,675,444</b> | <b>1,677,444</b> | <b>1,604,221</b> | <b>96%</b>  | <b>-3%</b>                                 |  |  |
|            | <b>Expense</b>                      |                  |                  |                  |             |                  |                  |                  |             |  |  |  |
|            | <b>Personnel</b>                    |                  |                  |                  |             |                  |                  |                  |             |  |  |  |
| 51         | Salaries-Full Time & Perm Part Time | 728,407          | 728,407          | 494,637          | 68%         | 826,011          | 826,011          | 412,405          | 50%         | 20%  |  |  |
| 52         | Other Personnel Exp P/T (Non-Perm)  | 367,000          | 367,000          | 511,941          | 139%        | 367,000          | 367,000          | 437,251          | 119%        | 17%  |  |  |
| 53         | Personnel Benefits                  | 275,679          | 275,679          | 157,670          | 57%         | 305,502          | 305,502          | 113,856          | 37%         | 38%  |  |  |
|            | <b>Total : Personnel</b>            | <b>1,371,086</b> | <b>1,371,086</b> | <b>1,164,248</b> | <b>85%</b>  | <b>1,498,513</b> | <b>1,498,513</b> | <b>963,513</b>   | <b>64%</b>  | <b>21%</b>                                 |  |  |
|            | <b>Current Expense</b>              |                  |                  |                  |             |                  |                  |                  |             |  |  |  |
| 61         | Services [2]                        | 25,070           | 25,488           | 20,140           | 79%         | 30,650           | 15,840           | 4,991            | 32%         | 304%                                       |  |  |
| 62         | Materials and Supplies              | 77,765           | 82,410           | 74,025           | 90%         | 83,545           | 83,361           | 79,257           | 95%         |  |  |  |
| 63         | Other Current Charges [3]           | 115,601          | 115,601          | 33,427           | 29%         | 62,736           | 62,736           | 43,105           | 69%         | -22%                                       |  |  |
|            | <b>Total : Current Expense</b>      | <b>218,436</b>   | <b>223,499</b>   | <b>127,591</b>   | <b>57%</b>  | <b>176,931</b>   | <b>161,937</b>   | <b>127,353</b>   | <b>79%</b>  | <b>0%</b>                                  |  |  |
|            | <b>Capital</b>                      |                  |                  |                  |             |                  |                  |                  |             |  |  |  |
| 71         | Capital Outlay                      | 2,931            | (1,532)          | (1,532)          | 100%        | 0                | 14,994           | 15,747           | 105%        | -110%                                      |  |  |
|            | <b>Total : Capital</b>              | <b>2,931</b>     | <b>(1,532)</b>   | <b>(1,532)</b>   | <b>100%</b> | <b>0</b>         | <b>14,994</b>    | <b>15,747</b>    | <b>105%</b> | <b>-110%</b>                               |  |  |
|            | <b>Grand Total : Expense</b>        | <b>1,592,453</b> | <b>1,593,053</b> | <b>1,290,307</b> | <b>81%</b>  | <b>1,675,444</b> | <b>1,675,444</b> | <b>1,106,613</b> | <b>66%</b>  | <b>17%</b>                                 |  |  |

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

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

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

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

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

| CATEGORY                  | PRESENT       |              |           | REVISED       |
|---------------------------|---------------|--------------|-----------|---------------|
|                           | BUDGET        | INCREASE     | DECREASE  | BUDGET        |
| Beginning Fund Balance    | \$ 11,417,698 | \$           | \$        | \$ 11,417,698 |
| REVENUE                   | 52,613,734    | 0 <a>        | 3,500     | 52,610,234    |
| TOTAL TO BE ACCOUNTED FOR | \$ 64,031,432 | \$ 0         | \$ 3,500  | \$ 64,027,932 |
| SALARIES                  | \$ 40,156,614 | \$ 3,500 <b> | \$        | \$ 40,160,114 |
| CURRENT EXPENSE           | 18,743,355    | <c>          | 10,791    | 18,732,564    |
| CAPITAL OUTLAY            | 1,002,290     | 8,381 <d>    |           | 1,010,671     |
| ENDING FUND BALANCE       | 4,159,173     | <e>          | 2,410     | 4,156,763     |
| TOTAL ACCOUNTED FOR       | \$ 64,061,432 | \$ 11,881    | \$ 13,201 | \$ 64,060,112 |

JUSTIFICATION:

- <a> The \$3,500 decrease in Revenue is due to:  
 Decrease budget in tuition - self supporting for coding academy  
(3,500)  
\$ (3,500)
  
- <b> The \$3,500 increase in Salaries Expense is due to:  
 Increase in budget of instructional salary for coding academy  
3,500  
\$ 3,500
  
- <c> The \$10,791 decrease in Current Expense is due to:  
 Decrease in budget in travel (12,169)  
 Increase in budget for postage 70  
 Decrease in budget for printing (9,250)  
 Increase in budget for repairs and maintenance 953  
 Increase in budget for service contacts 9,312  
 Increase in budget for utilities and fuel (4,060)  
 Decrease in budget in contractual services (325)  
 Decrease in budget in institutional memberships (182)  
 Increase in budget in advertising 12,224  
 Increase in budget in contracted services 10,000  
 Decrease in budget in fees (8,413)  
 Increase in budget for diplomas 81  
 Increase in budget for food and food services 278  
 Increase in materials and supplies 5,219  
 Decrease in budget in data software (1,501)  
 Decrease in budget for minor equipment (529)  
 Decrease in other expenses (12,500)  
\$ (10,791)
  
- <d> The \$8,381 increase in Capital Outlay is due to:  
 Decrease in budget for office computer equipment (3,400)  
 Increase in budget for non-computer furniture and equipment 3,054  
 Increase in budget for furniture and equipment 8,727  
\$ 8,381

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

RESOLUTION NUMBER: **Fourty (40)**  
AMENDMENT NUMBER: **Fourty (40)**

FISCAL YEAR: **2022-23**  
**June 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     | 673,014 <a> |           | 16,109,628     |
| TOTAL TO BE ACCOUNTED FOR | \$ 17,074,091  | \$ 673,014  | \$ 0      | \$ 17,747,105  |
| SALARIES                  | \$ 4,417,736   | \$ <b>      | \$ 95,251 | 4,322,485      |
| CURRENT EXPENSE           | 5,493,341      | 771,727 <c> |           | 6,265,068      |
| CAPITAL OUTLAY            | 989,078        | <d>         | 1,053     | 988,025        |
| ENDING FUND BALANCE       | 6,304,183      |             |           | 6,304,183      |
| TOTAL ACCOUNTED FOR       | \$ 17,204,338  | \$ 771,727  | \$ 96,303 | \$ 17,879,762  |

JUSTIFICATION:

<a> The \$673,014 increase in Revenue is due to:  
Increase in budget due to movement of HEERF funding back from fund 7

673,014  
\$ 673,014

<b> The \$95,251 decrease in Salaries Expense is due to:  
Increase to budget for instructional positions  
Decrease in budget for support personnel  
Increase in budget for OPS personnel  
Decrease in budget for benefit expense

47,009  
(127,968)  
28,899  
(43,191)  
\$ (95,251)

<c> The \$8771,727 increase in Current Expense is due to:

Decrease in budget for travel expense  
Decrease in budget for printing costs  
Decrease in budget for volleyball refs  
Increase in budget for electricity  
Increase in budget for contractual services  
Decrease in budget for fees  
Increase in budget for materials and supplies  
Increase in budget for data software  
Decrease in budget for athletic uniforms and supplies  
Decrease in budget for food and food products  
Decrease in budget for minor equipment  
Increase in budget for scholarships  
Increase in budget for HEERF related expenses

(10,059)  
(89)  
(7,222)  
670  
19,345  
(400)  
6,861  
44,154  
(2,702)  
(569)  
(51,700)  
9,224  
764,035  
\$ 771,548

<d> The \$1,053 decrease in Capital Outlay Expense is due to:  
Decrease in budget of educational equipment and furniture

(1,053)  
\$ (1,053)



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

RESOLUTION NUMBER: *Fourty-one (41)*  
AMENDMENT NUMBER: *Fourty-one (41)*

FISCAL YEAR: 2022-23  
June 2023

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: **SEVEN**

| CATEGORY                  | PRESENT       |          | REVISED    |               |
|---------------------------|---------------|----------|------------|---------------|
|                           | BUDGET        | INCREASE | DECREASE   | BUDGET        |
| Beginning Fund Balance    | \$ 17,965,268 | \$       | \$         | \$ 17,965,268 |
| REVENUE                   | 40,092,343    |          | 673,014    | 39,419,329    |
| TOTAL TO BE ACCOUNTED FOR | \$ 58,057,611 | \$ 0     | \$ 673,014 | \$ 57,384,597 |
| SALARIES                  | \$ 0          | \$       | \$         | 0             |
| CURRENT EXPENSE           | 1,325,014     | 2,539    |            | 1,327,553     |
| CAPITAL OUTLAY            | 30,107,701    |          | 468,156    | 29,639,545    |
| ENDING FUND BALANCE       | 27,326,896    |          |            | 27,326,896    |
| TOTAL ACCOUNTED FOR       | \$ 58,759,611 | \$ 2,539 | \$ 468,156 | \$ 58,293,994 |

JUSTIFICATION:

<a> The \$673,014 decrease in Revenue is due to:  
Decrease in budget to move HEERF funding from Fd 7 to Fd 1

\$ (673,014)  
\$ (673,014)

<b> The \$2,539 increase in Current Expense is due to:  
Increase in budget to current expense contingency

2,539  
\$ 2,539

<c> The \$468,156 decrease in Capital Outlay is due to:  
Decrease in budget for general construction due to HEERF funding movement  
Increase in budget for furniture and equipment  
Increase in budget for construction materials  
Increase in budget for other structures and improvements

(696,830)  
50,779  
23,816  
154,079  
\$ (468,156)

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

| AC<br>Type Description                 | June 30, 2023    |                  |                  |                            | June 30, 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 |
| <b>Revenue</b>                         |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| 43 Support From Local Government [1]   | 3,938,551        | 3,994,085        | 4,178,659        | 105%                       | 3,773,276        | 3,817,237        | 3,771,345        | 99%        | 11%   |                            |
| 44 State Support [2]                   | 40               | 40               | 5,497            | 13744%                     | 40               | 40               | 7,685            |            | -28%  |                            |
| 45 Federal Support [3]                 | 27,268           | 27,268           | 27,870           | 102%                       | 11,268           | 27,268           | 10,013           | 37%        | 178%  |                            |
| 49 Other Revenue [4]                   | 79,430           | 79,430           | 85,772           | 108%                       | 79,430           | 79,430           | 11,996           | 97%        | 615%  |                            |
| <b>Total : Revenue</b>                 | <b>4,045,289</b> | <b>4,100,823</b> | <b>4,297,798</b> | <b>105%</b>                | <b>3,864,014</b> | <b>3,923,975</b> | <b>3,801,038</b> | <b>97%</b> | <b>13%</b>  |                            |
| <b>Grand Total : Revenue</b>           | <b>4,045,289</b> | <b>4,100,823</b> | <b>4,297,798</b> | <b>105%</b>                | <b>3,864,014</b> | <b>3,923,975</b> | <b>3,801,038</b> | <b>97%</b> | <b>13%</b>  |                            |
| <b>Expense</b>                         |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| <b>Personnel</b>                       |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| 51 Salaries-Full Time & Perm Part Time | 1,834,689        | 1,940,948        | 1,933,885        | 100%                       | 1,672,826        | 1,696,085        | 1,641,482        | 97%        | 18%   |                            |
| 52 Other Personnel Exp P/T (Non-Perm)  | 59,520           | 59,520           | 48,126           | 81%                        | 74,520           | 79,520           | 52,616           | 66%        | -9%   |                            |
| 53 Personnel Benefits                  | 732,988          | 732,988          | 677,637          | 92%                        | 752,885          | 752,885          | 576,818          | 77%        | 17%   |                            |
| <b>Total : Personnel</b>               | <b>2,627,197</b> | <b>2,733,456</b> | <b>2,659,648</b> | <b>97%</b>                 | <b>2,500,231</b> | <b>2,528,490</b> | <b>2,270,915</b> | <b>90%</b> | <b>17%</b>  |                            |
| <b>Current Expense</b>                 |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| 61 Services [5]                        | 1,082,540        | 1,037,767        | 1,161,452        | 112%                       | 1,025,137        | 1,056,853        | 927,594          | 88%        | 25%   |                            |
| 62 Materials and Supplies              | 269,155          | 278,555          | 261,683          | 94%                        | 342,765          | 275,654          | 254,743          | 92%        | 3%  |                            |
| 63 Other Current Charges               | 0                | 0                | 0                |                            | 0                | 0                | (21,635)         |            |   |                            |
| <b>Total : Current Expense</b>         | <b>1,351,695</b> | <b>1,316,322</b> | <b>1,423,135</b> | <b>108%</b>                | <b>1,367,902</b> | <b>1,332,507</b> | <b>1,160,703</b> | <b>87%</b> | <b>23%</b>  |                            |
| <b>Capital</b>                         |                  |                  |                  |                            |                  |                  |                  |            |   |                            |
| 71 Capital Outlay                      | 102,720          | 92,993           | 83,874           | 90%                        | 6,000            | 72,395           | 18,273           | 25%        |   |                            |
| <b>Total : Capital</b>                 | <b>102,720</b>   | <b>92,993</b>    | <b>83,874</b>    | <b>90%</b>                 | <b>6,000</b>     | <b>72,395</b>    | <b>18,273</b>    | <b>25%</b> |   |                            |
| <b>Grand Total : Expense</b>           | <b>4,081,612</b> | <b>4,142,771</b> | <b>4,166,657</b> | <b>101%</b>                | <b>3,874,133</b> | <b>3,933,392</b> | <b>3,449,891</b> | <b>88%</b> | <b>21%</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 Type | Description                         | June 30, 2023    |                  |                  |                         | June 30, 2022    |                  |                  |            |                         |              |                |
|---------|-------------------------------------|------------------|------------------|------------------|-------------------------|------------------|------------------|------------------|------------|-------------------------|--------------|----------------|
|         |                                     | Orig Budget      | Adj Budget       | YTD Actual       | YTD Actual / Adj Budget | Percent          | Orig Budget      | Adj Budget       | YTD Actual | YTD Actual / Adj Budget | Percent      | Percent Change |
|         | <b>Revenue</b>                      |                  |                  |                  |                         |                  |                  |                  |            |                         |              |                |
| 43      | Support From Local Government [1]   | 1,661,312        | 1,495,055        | 1,441,248        | 96%                     | 1,408,550        | 1,228,318        | 1,157,611        | 94%        | 94%                     | 25%          |                |
| 44      | State Support [2]                   | 15,000           | 15,000           | 0                | 0%                      | 0                | 0                | 0                |            |                         |              |                |
| 45      | Federal Support [3]                 | 0                | 0                | 0                |                         | 128,674          | 57,488           | 57,488           | 100%       | 100%                    | -100%        |                |
| 49      | Other Revenue [4]                   | 1,817            | 9,817            | 13,137           | 134%                    | 0                | 2,849            | 2,247            | 79%        | 79%                     | 0%           |                |
| 4A      | Non-Revenue Receipts                | 3,274            | 169,274          | 0                | 0%                      | 0                | 135,000          | 0                | 0%         | 0%                      | 19%          |                |
|         | <b>Total : Revenue</b>              | <b>1,681,403</b> | <b>1,689,146</b> | <b>1,454,385</b> | <b>86%</b>              | <b>1,537,224</b> | <b>1,423,655</b> | <b>1,217,346</b> | <b>86%</b> | <b>86%</b>              | <b>19%</b>   |                |
|         | <b>Grand Total : Revenue</b>        | <b>1,681,403</b> | <b>1,689,146</b> | <b>1,454,385</b> | <b>86%</b>              | <b>1,537,224</b> | <b>1,423,655</b> | <b>1,217,346</b> | <b>86%</b> | <b>86%</b>              | <b>19%</b>   |                |
|         | <b>Expense</b>                      |                  |                  |                  |                         |                  |                  |                  |            |                         |              |                |
|         | <b>Personnel</b>                    |                  |                  |                  |                         |                  |                  |                  |            |                         |              |                |
| 51      | Salaries-Full Time & Perm Part Time | 890,246          | 903,194          | 844,562          | 94%                     | 620,775          | 577,275          | 580,125          | 100%       | 100%                    | 46%          |                |
| 52      | Other Personnel Exp P/T (Non-Perm)  | 25,000           | 25,000           | 17,028           | 68%                     | 6,000            | 26,000           | 25,755           | 99%        | 99%                     | -34%         |                |
| 53      | Personnel Benefits                  | 349,599          | 349,599          | 289,464          | 83%                     | 246,162          | 246,362          | 210,347          | 85%        | 85%                     | 38%          |                |
|         | <b>Total : Personnel</b>            | <b>1,264,845</b> | <b>1,277,793</b> | <b>1,151,054</b> | <b>90%</b>              | <b>872,937</b>   | <b>849,637</b>   | <b>816,227</b>   | <b>96%</b> | <b>96%</b>              | <b>41%</b>   |                |
|         | <b>Current Expense</b>              |                  |                  |                  |                         |                  |                  |                  |            |                         |              |                |
| 61      | Services [5]                        | 311,264          | 341,814          | 340,634          | 100%                    | 400,328          | 286,304          | 297,223          | 104%       | 104%                    | 15%          |                |
| 62      | Materials and Supplies              | 105,851          | 86,801           | 75,278           | 87%                     | 243,756          | 171,855          | 89,230           | 52%        | 52%                     | -16%         |                |
|         | <b>Total : Current Expense</b>      | <b>417,115</b>   | <b>428,615</b>   | <b>415,912</b>   | <b>97%</b>              | <b>644,084</b>   | <b>458,159</b>   | <b>386,453</b>   | <b>84%</b> | <b>84%</b>              | <b>8%</b>    |                |
|         | <b>Capital</b>                      |                  |                  |                  |                         |                  |                  |                  |            |                         |              |                |
| 71      | Capital Outlay                      | 0                | 0                | 0                |                         | 122,639          | 124,319          | 59,060           | 48%        | 48%                     | -100%        |                |
|         | <b>Total : Capital</b>              | <b>0</b>         | <b>0</b>         | <b>0</b>         |                         | <b>122,639</b>   | <b>124,319</b>   | <b>59,060</b>    | <b>48%</b> | <b>48%</b>              | <b>-100%</b> |                |
|         | <b>Grand Total : Expense</b>        | <b>1,681,960</b> | <b>1,706,408</b> | <b>1,566,966</b> | <b>92%</b>              | <b>1,639,660</b> | <b>1,432,115</b> | <b>1,261,740</b> | <b>88%</b> | <b>88%</b>              | <b>24%</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>June 2023</b>                              |                  |                      |
|---|------------------|----------------------|
| <u>DONOR/GRANTOR</u>                          | <u>AMOUNT</u>    | <u>DESCRIPTION</u>   |
| <b><u>Gifts:</u></b>                          |                  |                      |
| No gifts received                             |                  |                      |
| <b><u>Grants:</u></b>                         |                  |                      |
| United States Department of Education         |                  |                      |
| June YTD Revenue                              | 647,181          |                      |
| May YTD Revenue                               | 647,181          |                      |
| Change for Month of June                      | -                | Pell Grant 2021-2022 |
| June YTD Revenue                              | 12,015,924       |                      |
| May YTD Revenue                               | 10,812,202       |                      |
| Change for Month of June                      | 1,203,722        | Pell Grant 2022-2023 |
| <b>Total Received - Gifts</b>                 | -                |                      |
| <b>Total Received (Returned) - Pell Grant</b> | <b>1,203,722</b> |                      |

## PROPERTY DISPOSAL

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



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

Date 8/31/2023

| DESCRIPTION OF ITEM            | DECAL  | PURCHASE PRICE | PURCHASE DATE | REASON FOR DISPOSAL | METHOD OF DISPOSAL |
|--------------------------------|--------|----------------|---------------|---------------------|--------------------|
| Bretford Laptop Cart           | 028970 | \$1,799.95     | 9/16/2010     | Obsolete            | GovDeals           |
| Bretford Laptop Cart           | 028971 | \$1,799.95     | 9/16/2010     | Obsolete            | GovDeals           |
| Bretford Laptop Cart           | 028973 | \$1,799.95     | 9/16/2010     | Obsolete            | GovDeals           |
| Hitachi LCD Projector          | 029077 | \$1,586.00     | 9/26/2010     | Obsolete            | E-Scrap            |
| Latitude E5540                 | 031730 | \$1,196.16     | 2/16/2015     | Obsolete            | E-Scrap            |
| OptiPlex 7020                  | 031970 | \$719.57       | 8/4/2015      | Obsolete            | E-Scrap            |
| OptiPlex 7020                  | 031989 | \$947.00       | 8/23/2015     | Obsolete            | E-Scrap            |
| OptiPlex 7020                  | 032264 | \$821.14       | 3/1/2016      | Obsolete            | E-Scrap            |
| OptiPlex 3040                  | 032435 | \$669.90       | 7/11/2016     | Obsolete            | E-Scrap            |
| OptiPlex 3040                  | 032441 | \$650.00       | 7/17/2016     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032713 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032714 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032715 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032716 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032717 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032718 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032719 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032720 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032721 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032722 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032723 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032726 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032727 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032728 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032729 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032730 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032731 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032732 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032733 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032734 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032735 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032737 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032738 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032739 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032740 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032741 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| MacBook Air 13"                | 032742 | \$1,091.00     | 1/18/2017     | Obsolete            | E-Scrap            |
| 2008 Belmont Dental X-Ray Unit | 032883 | \$10,600.00    | 7/24/2016     | Replaced            | E-Scrap            |
| OptiPlex 5050 Mini             | 032924 | \$1,000.75     | 6/5/2017      | Obsolete            | E-Scrap            |
| OptiPlex 5050 Mini             | 032929 | \$1,000.75     | 6/5/2017      | Obsolete            | E-Scrap            |
| OptiPlex 5050 Mini             | 032930 | \$1,000.75     | 6/5/2017      | Obsolete            | E-Scrap            |
| OptiPlex 5050 Mini             | 032931 | \$1,000.75     | 6/5/2017      | Obsolete            | E-Scrap            |
| OptiPlex 5050 Mini             | 032932 | \$1,000.75     | 6/5/2017      | Obsolete            | E-Scrap            |
| OptiPlex 5050 Mini             | 032933 | \$1,000.75     | 6/5/2017      | Obsolete            | E-Scrap            |
| OptiPlex 5050 Mini             | 032934 | \$1,000.75     | 6/5/2017      | Obsolete            | E-Scrap            |

## PROPERTY DISPOSAL

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

|                    |        |            |            |          |         |
|--------------------|--------|------------|------------|----------|---------|
| OptiPlex 5050 Mini | 032935 | \$1,000.75 | 6/5/2017   | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 032936 | \$1,000.75 | 6/5/2017   | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 032937 | \$1,000.75 | 6/5/2017   | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033021 | \$1,000.75 | 6/21/2017  | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033234 | \$950.76   | 7/13/2017  | Obsolete | E-Scrap |
| OptiPlex 3040      | 033071 | \$658.98   | 7/13/2017  | Obsolete | E-Scrap |
| OptiPlex 3040      | 033110 | \$658.98   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033152 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033154 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033159 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033163 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033165 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033167 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033169 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033173 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033174 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033175 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033176 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033177 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033178 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033214 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 3470      | 033217 | \$666.99   | 7/13/2017  | Obsolete | E-Scrap |
| Latitude 5480      | 033251 | \$1,217.48 | 8/2/2017   | Obsolete | E-Scrap |
| OptiPlex 5050      | 033270 | \$817.09   | 8/16/2017  | Obsolete | E-Scrap |
| iMac 21.5"         | 033309 | \$1,049.00 | 11/5/2017  | Obsolete | E-Scrap |
| iMac 21.5"         | 033311 | \$1,049.00 | 11/5/2017  | Obsolete | E-Scrap |
| iMac 21.5"         | 033312 | \$1,049.00 | 11/5/2017  | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033370 | \$817.09   | 11/28/2017 | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033574 | \$725.00   | 3/28/2018  | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033583 | \$725.00   | 3/28/2018  | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033593 | \$725.00   | 3/28/2018  | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033595 | \$725.00   | 3/28/2018  | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033651 | \$725.00   | 3/28/2018  | Obsolete | E-Scrap |
| OptiPlex 5050 Mini | 033667 | \$725.00   | 3/28/2018  | Obsolete | E-Scrap |
| Surface Pro        | 033753 | \$849.00   | 5/21/2018  | Obsolete | E-Scrap |
| Surface Laptop     | 033799 | \$1,471.08 | 6/10/2018  | Obsolete | E-Scrap |
| Latitude 3490      | 033814 | \$1,083.64 | 6/6/2018   | Obsolete | E-Scrap |
| MacBook Pro 13"    | 033844 | \$1,249.00 | 7/9/2018   | Obsolete | E-Scrap |
| Surface Pro 6      | 034160 | \$1,425.08 | 1/14/2019  | Obsolete | E-Scrap |
| OptiPlex 5060      | 034186 | \$933.20   | 3/24/2019  | Obsolete | E-Scrap |
| Latitude 5490      | 034474 | \$1,120.00 | 7/16/2019  | Obsolete | E-Scrap |
| Latitude 7200      | 034980 | \$1,130.02 | 11/3/2019  | Obsolete | E-Scrap |
| Surface Pro 6      | 035009 | \$986.06   | 11/12/2019 | Obsolete | E-Scrap |
| XPS 15 9575        | 035170 | \$1,700.00 | 3/11/2020  | Obsolete | E-Scrap |
| Surface Pro 4      | 035205 | \$1,103.08 | 4/12/2020  | Obsolete | E-Scrap |
| Latitude 5500      | 035232 | \$1,547.12 | 6/1/2020   | Obsolete | E-Scrap |
| Surface Go 2       | 035511 | \$464.99   | 11/18/2020 | Obsolete | E-Scrap |
| Latitude 3420      | 037789 | \$714.00   | 10/4/2022  | Broken   | E-Scrap |

# PROPERTY DISPOSAL

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

*Nathan Wellman*

Aug 31, 2023

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Proposer

Date

*Rebecca Fida*

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Business Services Administrator

Date

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*Julia Jakway*

[Julia Jakway \(Sep 1, 2023 09:23 EDT\)](#)

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Signature of Vice President, Finance & Administrative Services

Date

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Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

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

**The College recommends District Board of Trustees approval of the attached Carry Forward Spending Plan pursuant to FS 1013.841 for the Fund Balance ending June 30, 2023.**

**STAFF ANALYSIS:**

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

The Board of Trustees approved a spending plan for 23/24 for a portion of these funds.

## Updated Requested Commitments 9/26/2023

|   |                   |
|---|-------------------|
| Nursing Grant Remainder 2019                    | \$ 839,891        |
| Contingency/Nonrecurring/Equipment              | \$ 2,250,481      |
| Classroom Technology Refresh, Year 2            | \$ 1,000,000      |
| Professional Development Training, New Programs | \$ 400,000        |
| Advertising                                     | <u>\$ 150,000</u> |
| Subtotal  | \$ 4,640,372      |

## Additional Items Proposed for Future Commitments

|   |              |
|---|--------------|
| Campus-Wide Operations and Technology Improvements          | \$ 1,000,000 |
| Design and Partial Infrastructure for Future Parrish Campus | \$ 1,300,000 |
| Campus Maintenance, Renovation and Remodeling Pool          | \$ 2,718,564 |

## Funding to Facilitate Recovery from a Major Storm

|   |              |
|---|--------------|
| Hurricane Deductible (5% of insured value, x 33%) | \$ 4,544,760 |
|---|--------------|

## Commitments for Encumbrances

|   |            |
|---|------------|
| Purchase Orders that rolled from 2022/23 to 2023/24 | \$ 356,633 |
|---|------------|

## GFAO Recommended 60 Days Operating Funds

|  |                     |
|--|---------------------|
| Includes Statutory Reserve Requirement of 5% (\$3,641,575) | <u>\$ 7,843,872</u> |
|--|---------------------|

**Total Fund Balance****\$22,404,201****Less 5% Required Minimum Reserve****\$- 3,641,575****Total Carryforward Spending Plan****\$18,762,626**



**FISCAL IMPACT** Yes

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

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: Various by Project

**REQUESTED BY:** Julie Jakway

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

| Line Item # | Carryforward Spending Plan Category                                       | Specific Expenditure/Project Title                          | Carryforward Amount Budgeted for Expenditure During FY2023-24 | Project Timeline                         |                            |   | Comments/Explanations   |
|-------------|---|---|---|--|----------------------------|---|---|
|             |   |   |   | Total # Years of Expenditure per Project | Current Expenditure Year # | Estimated Completion Date (Fiscal Year) |   |
| 1.          | (a) Commitment to previously funded PECO project                          | Parrish Center Phase I                                      | 1,300,000   | 2  | 2024                       | 2026                                    | Institutional funding committed to the PECO project of Parrish Phase I                                      |
| 2.          | (e) Operating expenditures  | Prior Year Encumbrances                                     | 356,633   | 1  | 2023                       | 2023                                    | Outstanding encumbrances from FY 2022/23  |
| 3.          | (e) Operating expenditures  | Board of Trustees Fund Balance Commitments                  | 8,358,936   | 2-5                                      | 2023                       | 2028                                    | Includes: Classroom Tech. Refresh and Improvements, Professional Development Training, New Program Support, |
| 4.          | (b) Commitment to contingency reserve related to state declared emergency | 1/3 of the College's 5% Deductible for Storm-Related Damage | 4,544,760   | 1  | N/A                        | N/A                                     | 5% Reserve for \$275M insured value x 33%.  |
| 5.          | GFAO Recommended 60 Days Operational Funding                              | GFAO Recommended 60 Days Operational Funding                | 4,202,297   | 5  | N/A                        | N/A                                     | GFAO recommended reserve less 5% reserve requirement.   |

**\$ 18,762,626**

**Total as of July 1, 2023: \***

**\$ 18,762,626**

**Amount Requiring Spending Plan**

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 26, 2023

**AGENDA ITEM:**

**Ratification of Tentative Agreement to amend Article 25 of the Collective Bargaining Agreement between the District Board of Trustees of State College of Florida, Manatee-Sarasota and United Faculty of Florida – State College of Florida, Manatee-Sarasota**

**RECOMMENDATION:**

**The College recommends the District Board of Trustees' ratification of the negotiated contractual language and revisions to Article 25, "Compensation," tentatively agreed to by the collective bargaining administrative negotiating team for the District Board of Trustees of State College of Florida, Manatee-Sarasota and United Faculty of Florida – State College of Florida, Manatee-Sarasota.**

**EXPLANATION:**

The proposed revisions to the Collective Bargaining Agreement for the FY2022-2023 reopener negotiations term can be summarized as follows:

- Article 25, "Compensation" – contractual language to implement annual salary increases, as proposed in the approved Budget, and revisions to overload and substitute rates within budgeted amounts.

The proposed contractual language and revisions were ratified unanimously by the faculty bargaining unit by election on August 18, 2023. A copy of the tentatively agreed upon revisions to the Collective Bargaining Agreement are attached.

**FISCAL IMPACT**  yes  no

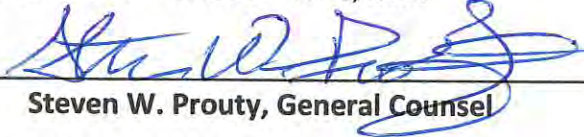
Funding Source: State Appropriations Amount: \$ \$481,000

Will this action result in a Budget Amendment?  Yes  No

If yes, indicate the dollar amount: \$481,000\*

\* As approved by the Board of Trustees in June, 2023

**REQUESTED BY:** \_\_\_\_\_

  
Steven W. Prouty, General Counsel

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

President

**ARTICLE 25:           COMPENSATION**

25.1. Faculty Compensation Plan

- A. Upon ratification of this Agreement, all compensation of members of the bargaining unit shall be governed by provisions of this Article.
- B. "Base Salary/Pay" is the initial salary amount assigned to the bargaining unit member within the salary range. The base salary is paid to the bargaining unit member over the assigned contract length for performing the basic duties and responsibilities of the bargaining unit member's job. Base salary will not include supplemental pay, overload pay, bonuses, stipends, or similar types of additional compensation.

25.2. Salary Payment

- A. For their first year of employment, bargaining unit members will be paid on a biweekly basis. For years subsequent to the first year, the bargaining unit member may elect to change status and be paid over the length of their contract or over a twelve (12) month period, with prior notice to the Director, Human Resources no later than July 1 of that year. Overload payments will be clearly itemized on regular paychecks.
- B. Bargaining unit members who are employed full-time for an additional summer term will be paid on a biweekly basis.
- C. Those new bargaining unit members 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.
- D. The College will provide automatic payroll deposits with a biweekly electronic copy provided to the employee.

25.3. Academic Rank - the Professorial Ranking System recognizes the following ranks:

- 1. Instructor
- 2. Assistant Professor
- 3. Associate Professor
- 4. Professor

25.4. Salary Schedule

- A. Full-time faculty bargaining unit members are those faculty bargaining unit members who carry a full credit teaching load which is defined as a minimum of 15 instructional load hours or on-line contact hours per week, or its equivalent, in each semester. A full-time faculty bargaining unit 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:

*Jed*  
8/3/23

8/3/23  
*[Signature]*  
Beard

| Level | Rank                | Minimum                      | Maximum                      |
|-------|---------------------|------------------------------|------------------------------|
| A1    | Lecturer            | \$25,200                     | \$36,468                     |
| A2    | Instructor          | \$40,930 <del>\$42,977</del> | \$46,442 <del>\$48,764</del> |
| A3    | Assistant Professor | \$48,147 <del>\$50,554</del> | \$54,324 <del>\$57,040</del> |
| A4    | Associate Professor | \$56,348 <del>\$59,165</del> | \$63,205 <del>\$66,365</del> |
| A5    | Professor           | \$65,522 <del>\$68,798</del> | \$83,423 <del>\$87,594</del> |

35

36 C. The President may authorize variations in hiring practices, travel reimbursements, leaves,  
 37 special compensation, severance and pay in lieu of notice, subject to legal requirements and  
 38 based upon justification and appropriate recommendations of the Director, Human Resources  
 39 and executive staff. Special rates of pay that have been adopted for services requiring special  
 40 certification, and for unique or difficult to fill assignments may be continued or revised to meet  
 41 College needs and market conditions as deemed necessary by the President. Examples include,  
 42 but are not limited to, assignments in support of Health Professions Programs; contracts with  
 43 industry; local, state or federal grant programs; high technology programs; new College  
 44 initiatives; and special Staff and Program Development activities.

45 25.5. One-Time, Non-Recurring Wage Action 2019-2020

46 A. Effective upon ratification, the College will provide a one-time, non-recurring wage-action to  
 47 eligible in-unit employees.

48 B. The non-recurring wage action to in-unit faculty will be equal to \$1,100.00, subject to  
 49 applicable deductions and withholdings including retirement, social security/Medicare and  
 50 taxes.

51 C. In order to be eligible for the 2019-2020 non-recurring wage action Employees must have been  
 52 employed on or before March 31, 2017 and continuously employed through the pay date of the  
 53 wage action.

54 25.6. Salary Increase for 2019-2020

55 A. Effective the first pay period upon ratification, the College will provide a 2% across-the-board  
 56 recurring wage increase to eligible in-unit employees' base salaries.

57 B. In order to be eligible for the 2019-2020 salary increase:

58 1. Employees must have been employed on or before March 31, 2019 and continuously  
 59 employed through the pay date of the wage action; and,

60 2. Have not received a notice of non-renewal or termination prior to the effective date of this  
 61 wage increase.

62 3. The wage increase is retroactive for eligible employees as of July 1, 2019.

63 25.7. Initial Placement & Promotion

64 A. Assignment of Academic Rank to new faculty will be made according to the following criteria:

65 1. Academic degree(s) obtained;

*OP*  
8/3/23

*Jennifer B. Smith*

- 66 2. Additional credits which may be used for promotion;  
67 3. Years of experience credited towards assigned placement;  
68 4. Additional experience which may be used for promotion including;  
69 a. Semester hour equivalency for approved semester hours beyond highest degree; and  
70 b. Years of work experience for approved years of related work experience.
- 71 B. Military Service will be accepted as credit for initial placement provided the instructor was  
72 teaching immediately preceding and immediately following obligatory military service, up to  
73 a maximum of 5 years.
- 74 C. Professional and Industrial Experience directly related to the assignment at State College of  
75 Florida, Manatee-Sarasota may be accepted in lieu of teaching experience up to a maximum  
76 of 5 years.
- 77 D. Hospital Work Experience may be accepted, therefore, full-time experience (not internship)  
78 may be credited for health science education faculty, up to a maximum of 5 years.
- 79 E. Divided Time Experience. Employment of less than 9 months in one position can be added to  
80 those months of employment of another location during a single calendar year for credit of one  
81 year's experience. For example: 6 months of professional work, plus 4 months of teaching  
82 during one calendar year will equate to one year of credit experience.
- 83 F. New Bargaining Unit Faculty will be placed within the range provided in 25.4 based on an  
84 evaluation of experience in accordance with the factors listed in this section 25.7
- 85 G. Faculty salaries will move within the range in accordance with the salary schedule and any  
86 salary increases in accordance with this Agreement. Faculty members reaching the established  
87 maximum for his/her pay range will remain at the maximum level.
- 88 H. Faculty who have been awarded a promotion will receive the minimum salary for the next rank  
89 at the beginning of the next academic year.

90 25.8. Other Teaching Assignments

- 91 A. Summer. Full-time faculty who have been recommended for employment for the next  
92 academic year, and who teach during the Summer term will be compensated at a rate of  
93 \$2,550.00 ~~\$2,677.50~~ per 3 semester hours up to a maximum of 12 ILH total for all summer  
94 sessions.
- 95 B. Summer Benefits. Full-time faculty who have been recommended for employment for the next  
96 academic year, will be maintained on benefits, including health and other benefits paid for by  
97 the College between contract years.
- 98 C. Overload assignments. Overload faculty (credit) will be compensated at a rate of \$2100 per 3  
99 semester hours. Overload faculty will have \$34.05 deducted from their total compensation for  
100 each hour of class time for which he/she is absent.
- 101 D. Substitutes. Substitutes will be paid \$34.05 per teaching hour. A full-time faculty member in a  
102 regular, budgeted position will receive the substitute rate when substituting outside of his/her  
103 regularly established schedule.

  
8/12/23



104 25.9. Stipends, Release time, and Miscellaneous Duties – Release time and stipends,  
105 compensation for supplemental positions and miscellaneous duties shall be status quo.

106  
107

108 25.10. One-Time, Non-Recurring Wage Action for 2021-2022

109 A. Effective upon the parties ratification, the College will provide a one-time, non-recurring  
110 wage-action to eligible in-unit faculty.

111 B. The non-recurring wage action to in-unit faculty will be equal to four percent (4%) of the in-  
112 unit faculty member's base salary, subject to applicable deductions and withholdings including  
113 social security/Medicare and taxes.

114 C. In order to be eligible for the 2021-2022 non-recurring wage action Employees must have been  
115 employed on or before June 30, 2021 and continuously employed through the pay date of the  
116 wage action.

117 25.11 Salary Increase for 2022-2023

118 A. Effective the first pay period upon ratification, the College shall provide a 5% across-  
119 the-board recurring wage increase to eligible faculty bargaining unit members' base  
120 salaries.

121 B. In order to be eligible for the 2022-2023 salary increase:

122 1. Employees must have been employed on or before March 31, 2022 and  
123 continuously employed through the pay date of the wage action; and,

124 2. Have not received a notice of non-renewal or termination prior to the  
125 effective date of this wage increase.

126 3. The wage increase is retroactive for eligible employees as of July 1, 2022.

127

128 C. Overload faculty (credit) will be compensated at a rate of \$2,000 per 3 semester hours. The  
129 rate increase is retroactive for all bargaining unit members as of August 11, 2022 and will be  
130 effective on the pay period as reasonably practicable after ratification.

131 D. All bargaining unit members, compensated at the minimum salary rate of their rank as of  
132 the effective date of ratification of 25.11(D), shall have their salaries raised to the new  
133 minimum salary rate as reflected in the revised salary schedule as defined in Article 25.4(B).

134

135 25.12 Salary Increase for 2023-2024

136 A. Effective the first pay period upon ratification, the College shall provide a 5% across-the-  
137 board recurring wage increase to eligible faculty bargaining unit members' base salaries.

138 B. In order to be eligible for the 2023-2024 salary increase:

139 1. Employees must have been employed on or before March 31, 2023 and  
140 continuously employed through the pay date of the wage action; and,

  
07/31/23

  
Burd

141                   2. Have not received a notice of non-renewal or termination prior to the effective  
142                   date of this wage increase.

143                   3. The wage increase is retroactive for eligible employees as of July 1, 2023.

144

145           C. Overload faculty (credit) will be compensated at a rate of \$2100 per 3 semester hours. The  
146           rate increase is retroactive for all bargaining unit members as of August 10, 2023 and will be  
147           effective on the pay period as soon as reasonably practicable after ratification.

148           D. ~~All bargaining unit members, compensated at the minimum salary rate of their rank as of the~~  
149           ~~effective date of ratification of 25.12(A), shall have their salaries raised to the new minimum~~  
150           ~~salary rate as reflected in the revised salary schedule as defined in Article 25.4(B).~~ Bargaining  
151           unit members that receive the 5% salary increase for 2023-2024 to their base salary resulting in a  
152           new salary that exceeds the maximum stated salary range in 25.4.B shall still receive the full 5%  
153           increase. Bargaining unit members that are promoted following the 2022-2023 academic year,  
154           shall receive the new salary of their promoted rank plus the full 5% salary increase for 2023-  
155           2024.

156

157

A handwritten signature in black ink, appearing to read "Jennifer Busch". The signature is written in a cursive style and is located in the lower right quadrant of the page.



# United Faculty of Florida - Official Certification of Ratification Election

Chapter: State College of Florida  
 Date: 8/18/23  
 Time: 11:30  
 Location: 25A 207

Total Valid Ballots cast: 66  
 Ballots for Ratification (yes): 66  
 Ballots against Ratification (no): 0  
 Invalid Ballots: 0

Was Ratification Successful? (Circle one)  YES  NO

## Witnesses (at least three witnesses are required)

| Name (Print)    | Signature              | Title                 |
|-----------------|------------------------|-----------------------|
| Jennifer Biesel | <i>Jennifer Biesel</i> | President             |
| Maria Spelleri  | <i>M Spelleri</i>      | Vice President        |
| Daniel Fuestman | <i>D MF</i>            | LWR Elections Officer |
|                 |                        |                       |
|                 |                        |                       |
|                 |                        |                       |

| State College of Florida<br>Current Capital Projects With Budgets<br>over \$150,000 as of September 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>  |                                     |                                  |                         |                       |   |  |                          |
| Hurricane Ian Repairs, Bradenton & Venice Campus   | 413,709                             | 1/31/2023                        | Insurance Claim         | Hurricane Damage      | 413,709   |  | Complete                 |
| Stage Lift Replacement & Restroom Remodel  | 674,100                             | 5/25/2021                        | Fund Balance            | Deferred Maint.       | 674,100   |  | Complete                 |
| Radiography X-Ray Machine  | 681,040                             | 10/25/2022                       | Fund Balance            | Deferred Maint.       | 681,040   |  | Complete                 |
| Collegiate School Floor Replacement, Bradenton   | 375,000                             | 12/13/2022                       | Collegiate School PECO  | Deferred Maint.       | 375,000   |  | Complete                 |
| 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               |
| 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               |
| Subtotal FY23  | 11,680,970                          |                                  |                         |                       | 11,680,970  |  |                          |
| <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                     |
| Parrish Site Infrastructure & Nursing Building Design  | 9,000,000                           | 5/23/2023                        | PECO                    | Population Shift      | 9,000,000   |  | FY24                     |
| MTSC Nursing Student Debriefing Rooms  | 350,000                             | 6/27/2023                        | CIF                     | Nursing Program       | 350,000   |  | FY24                     |
| CIT Faculty Offices  | 350,000                             | 6/27/2023                        | CIF                     | Nursing Program       | 350,000   |  | FY24                     |
| Lighting Upgrades, Parking, Sidewalks, Neel Auditorium   | 775,000                             | 6/27/2023                        | CIF, CO&DS              | Safety                | 775,000   |  | FY24                     |
| Building 8 Classroom Upgrades  | 200,000                             | 6/27/2023                        | CIF/Fund Balance        | Power Distribution    | 200,000   |  | FY24                     |
| Collegewide Parking Lot Striping   | 250,000                             | 6/27/2023                        | CIF                     | Safety                | 250,000   |  | FY24                     |
| Building 19 Guidance & Remediation Suite   | 480,000                             | Pending                          | Collegiate School PECO  | Student Support       | 480,000   |  | October Project Approval |
| Building 700 Remodel, City of North Port, Entrepreneurial  | TBD                                 | Pending                          | City of North Port      | Hive Program          | TBD   |  | October Project Approval |
| Building 14 Student Union Floor Replacement  | 200,000                             | Pending                          | CIF                     | Deferred Maint.       | 200,000   |  | October Project Approval |
| Subtotal FY24  | 19,226,776                          |                                  |                         |                       | 19,226,776  |  |                          |
| Subtotal FY23  | 11,680,970                          |                                  |                         |                       | 11,680,970  |  |                          |
| Subtotal   | 30,907,746                          | FY23&24                          |                         |                       | 30,907,746  |  |                          |

**SYNOPSIS OF PENDING RULE REVISIONS SEPTEMBER 26, 2023**

|    | <u>Rule</u> | <u>Title</u>   | <u>Revision</u>                   |
|----|-------------|--|-----------------------------------|
| 1  | 6HX14-1.03  | Board of Trustees Corporate Body                                     | Format change, eliminate "Source" |
| 2  | 6HX14-1.031 | College Mission Statement  | Format change, eliminate "Source" |
| 3  | 6HX14-1.04  | Meetings of the District Board of Trustees                           | Format change, eliminate "Source" |
| 4  | 6HX14-1.042 | Appearances Before the Board   | Format change, eliminate "Source" |
| 5  | 6HX14-1.05  | Development of Rules, Procedures and Standard Operating Instructions | Format change, eliminate "Source" |
| 6  | 6HX14-1.06  | Ethics for Public Officers/Conflicts of Interest/Removal from Office | Format change, eliminate "Source" |
| 7  | 6HX14-2.01  | Absence from Teaching Assignment                                     | Format change, eliminate "Source" |
| 8  | 6HX14-3.01  | Academic Freedom   | Format change, eliminate "Source" |
| 9  | 6HX14-4.07  | Academic Progress, Course Attendance/Grades, Withdrawals             | Format change, eliminate "Source" |
| 10 | 6HX14-5.12  | Refund of Fees   | Format change, eliminate "Source" |
| 11 | 6HX14-5.13  | Insurance on College Property and on College Operations              | Format change, eliminate "Source" |
| 12 | 6HX14-5.16  | Petty Cash Fund  | Format change, eliminate "Source" |
| 13 | 6HX14-5.17  | Student Activity Budget  | Format change, eliminate "Source" |
| 14 | 6HX14-5.18  | Procurement  | Format change, eliminate "Source" |
| 15 | 6HX14-5.20  | Personal Property Accountability                                     | Format change, eliminate "Source" |

# RULE

|                  |   |                              |
|------------------|---|------------------------------|
| <b>Subject</b>   | <b>Board of Trustees Corporate Body</b>   | <b>Number:</b><br>6HX14-1.03 |
| <b>Authority</b> | F.S. 1001.63, 1001.64                     | <b>Date:</b> <u>6/24/09</u>  |
| <b>History</b>   | 1/18/84, 2/18/04, 1/19/05, <u>6/24/09</u> |                              |
| <b>Source</b>    | President                                 |                              |

The District Board of Trustees of State College of Florida, Manatee – Sarasota is constituted as a body corporate. The official name of said corporate body shall be “The District Board of Trustees of “State College of Florida, Manatee – Sarasota.” In all suits against the Board, service of process shall be on the Chair of the Board, or if the Chair cannot be found, on the President as secretary to the Board, or, in the absence of the Chair and the President, on another designee of the Chair.

The Board of Trustees has all powers necessary and proper for the governance and operation of State College of Florida, Manatee – Sarasota.

The duties and powers of the District Board of Trustees are those prescribed in Section 1001.64, Florida Statutes. The District Board of Trustees and the President shall extend to each other the fullest cooperation and recognition of the responsibilities which evolve upon the Board as a rule-making body and upon the President as chief executive.

# RULE

|                  |                                  |                                |
|------------------|----------------------------------|--------------------------------|
| <b>Subject</b>   | <b>College Mission Statement</b> | <b>Number:</b><br>6HX14-1.031  |
| <b>Authority</b> | F.S. 1001.64; 1004.65            | <b>Date:</b> <b>02/18/2014</b> |
| <b>History</b>   | <a href="#">New02/18/2014</a>    |                                |
| <b>Source</b>    | <a href="#">President</a>        |                                |

The Board of Trustees authorizes and directs the President or designee to establish, review and make revisions to develop a clearly defined and comprehensive mission statement for the College. The mission statement will be reviewed periodically and updated as necessary in conjunction with the College strategic planning process. Revisions to the College's mission statement shall be approved by the Board.

The mission statement will be adopted, published, implemented and made available to all constituencies of the College and to the general public.

# RULE

|                  |   |                                 |
|------------------|---|---------------------------------|
| <b>Subject</b>   | <b>Meetings of the District Board of Trustees</b>   | <b>Number:</b><br>6HX14-1.04    |
| <b>Authority</b> | F.S. 120.525, 1001.61, 1001.64                      | <b>Date:</b> <del>1/19/05</del> |
| <b>History</b>   | 1/18/84, 12/15/99, 2/18/04, 4/21/04, <u>1/19/05</u> |                                 |
| <b>Source</b>    | <u>President</u>                                    |                                 |

The Board of Trustees, at its annual organizational meeting, shall establish a schedule for its regular meetings for the College's fiscal year, including day, time and location. Regular meetings shall be held each month in accordance with this schedule, unless otherwise rescheduled. Special and emergency meetings shall be called and conducted in accordance with Florida Statutes and State Board of Education Rules.

Robert's Rules of Order, Newly Revised, shall continue the parliamentary authority of the board except as it may be in conflict with College policies, Florida Statutes, or FAC rules.

# RULE

|                  |                                     |                                |
|------------------|-------------------------------------|--------------------------------|
| <b>Subject</b>   | <b>Appearances Before the Board</b> | <b>Number:</b><br>6HX14-1.042  |
| <b>Authority</b> | F.S. 120.525, 1001.64, 1001.65      | <b>Date:</b> <u>11/19/2013</u> |
| <b>History</b>   | <u>3/22/00,1/19/05, 11/19/2013</u>  |                                |
| <b>Source</b>    | <u>President</u>                    |                                |

## A. Appearances Before the District Board of Trustees

1. Those applying to appear before the District Board of Trustees or to have items placed on the agenda for consideration at a specific meeting shall submit a request in writing to the President. The written request shall be submitted at least two (2) weeks prior to the meeting of the District Board of Trustees. The nature of the request shall be stated in detail. When deemed proper, the Chair or a majority of the District Board of Trustees may waive these rules and hear any person on any subject. Such a request should be submitted to the President, or designee, and should provide the following information:
  - a. Name
  - b. Business or residential address
  - c. Relationship to the college
  - d. Topic upon which the person wishes to address the District Board of Trustees
  - e. Statement of position, relevant facts and any appropriate written material
2. The Board may schedule informal meetings to hear from individuals or representatives of groups on issues pertinent to the College or the Community College System. The Board will receive information during these sessions, but will not take action on matters raised during these presentations.

## B. Protocol for Meetings of the District Board of Trustees

1. All those in attendance at meetings of the District Board of Trustees may be asked to identify themselves to the Secretary or a designee upon entry to the meeting.
2. Only members of the District Board of Trustees, the President, the Board Attorney and those recognized by the Chair may address the District Board of Trustees.
3. If space is limited in the meeting room, those with business before the District Board of Trustees and the members of the press shall have priority over those who are visitors.
4. No person shall cause any disturbance, delay, or interference, or cause any threats thereof at any meeting of the District Board of Trustees. Further, no person shall intentionally or through coercion, force, or intimidation, deny or interfere with the right of another to free access or egress from any meeting.
5. Visitors to meetings of the District Board of Trustees shall observe the reasonable requests of the Chair.

# RULE

|                  |   |                              |
|------------------|---|------------------------------|
| <b>Subject</b>   | <b>Development of Rules, Procedures and Standard Operating Instructions</b> | <b>Number:</b><br>6HX14-1.05 |
| <b>Authority</b> | F.S. 1001.64, 1001.65   | <b>Date:</b> 02/18/04        |
| <b>History</b>   | 1/18/84, 12/15/99, <a href="#">02/18/04</a>                                 |                              |
| <b>Source</b>    | President   |                              |

The Board of Trustees is the legal governing body for the operation of the College and as such shall concern itself primarily with broad questions of policy rather than with administrative details. Rules adopted by the Board provide the basic direction for the operation of the institution and as such shall be carefully observed by all personnel. The application of rules is an administrative task to be performed by the President and his/her staff, who shall be held responsible for the effective administration and supervision of the College.

The Board shall delegate to the President the function of taking required actions and designing the detailed arrangements under which the College will be operated.

Such written and detailed arrangements shall constitute the procedures and standard operating instructions governing the College. The administrative procedures must be in every respect consistent with the rules adopted by the Board. The administrative procedures and standard operating instructions shall be designed to implement and support rules adopted by the Board.

In the absence of applicable rules, the President is authorized to establish necessary procedures, subject to confirmation and policy as required.

The College will inform the community and all College personnel of any new rules and changes or deletions to existing rules. Policy changes mandated by State Board of Education Rules shall be placed in the Rules Manual and personnel will be notified through normal channels. All other new rules and changes or deletions to existing rules will be handled according to statute and rule provisions.



# RULE

|                  |  |                               |
|------------------|--|-------------------------------|
| <b>Subject</b>   | Ethics for Public Officers/Conflicts of Interest/Removal from Office   | <b>Number:</b><br>6HX14-1.06  |
| <b>Authority</b> | F.S. 112.311, 112.313, 112.3143, 112.3144, 286.012, 1001.61; Florida Constitution, Article IV, Section 7; Article I, Section 9 | <b>Date:</b> <u>9/10/2013</u> |
| <b>History</b>   | <u>New 9/10/2013</u>   |                               |
| <b>Source</b>    | <u>President's Office</u>  |                               |

1. Members of the District Board shall be governed at all times by the applicable provisions of the Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes, as may be amended from time to time, with regard to matters including:
  - a. Solicitation or acceptance of gifts
  - b. Doing business with one's agency
  - c. Unauthorized compensation
  - d. Misuse of public position
  - e. Conflicting employment or contractual relationship
  - f. Disclosure or use of information not available to members of the general public
  - g. Voting conflicts
  - h. Filing statement of financial interests
2. All decisions of the District Board of Trustees and College administrators shall be based on promoting the best interests of the College and the public good. The Board must fully disclose any potential conflicts of interests and will not participate in matters where undue influence is inflicted upon the Board members.
3. Members of the Board are public officers who may be disciplined, suspended or removed from office pursuant to Chapter 112, Florida Statutes and Article IV of the Florida Constitution. Trustees are provided the right to due process of law under the Florida Constitution, Article I, Section 9.

# RULE

|                  |  |                                       |
|------------------|--|---------------------------------------|
| <b>Subject</b>   | <b>Absence From Teaching Assignment</b>              | <b>Number:</b><br>6HX14-2.01          |
| <b>Authority</b> | F. S. 1001.64, 1012.865                              | <b>Date:</b> <a href="#">10/23/13</a> |
| <b>History</b>   | 01/18/84, 1/19/00, 4/20/05, <a href="#">10/23/13</a> |                                       |
| <b>Source</b>    | <a href="#">Vice President, Academic Affairs</a>     |                                       |

All classes must be met as scheduled. If illness, accident or unforeseen events prevent an instructor from conducting the class, the instructor must follow established College procedures.

# RULE

|                  |   |                                  |
|------------------|---|----------------------------------|
| <b>Subject</b>   | <b>Academic Freedom</b>                     | <b>Number:</b> 6HX14-3.01        |
| <b>Authority</b> | F.S. 1001.64                                | <b>Date:</b> <del>10/23/13</del> |
| <b>History</b>   | 01/18/84, 2/18/04, 6/24/09, <u>10/23/13</u> |                                  |
| <b>Source</b>    | <del>Vice President, Academic Affairs</del> |                                  |

State College of Florida, Manatee - Sarasota is dedicated to the preservation of a college atmosphere which encourages freedom of expression on campus for faculty and students so long as they do not attempt by word or deed to intimidate or restrain others who express a differing point of view. The College believes that academic freedom can survive as long as there is mutual respect among faculty and students for those who disagree.

All members of the faculty are entitled to academic freedom as generally defined in the 1940 Statement of Principles of Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors. Relevant provisions of this statement are accepted by the College as follows:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the College.
2. Teachers are entitled to freedom in the classroom in discussing their subject but they should be careful not to introduce into their teaching, controversial matter which has no relation to their subject.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as a citizen, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

# RULE

|                  |   |   |
|------------------|---|---|
| <b>Subject</b>   | <b>Academic Progress, Course Attendance/Grades, Withdrawals</b> | <b>Number:</b> 6HX14-4.07               |
| <b>Authority</b> | F.S. 1001.64  | <b>Date:</b> <a href="#">02/18/2014</a> |
| <b>History</b>   | <a href="#">New02/18/2014</a>                                   |   |
| <b>Source</b>    | <a href="#">Vice President, Student Affairs</a>                 |   |

State College of Florida, Manatee-Sarasota will promote student academic success while respecting the academic prerogatives of faculty with regard to their judgment of student academic performance. Students will be treated fairly in their progress toward certificate/degree completion with respect to academic matters including, without limitation, class attendance, grading, final examinations, and class withdrawals.

The President, or designee(s), may establish forms, procedures, and/or policies to implement this Rule.

# RULE

|                  |  |                                       |
|------------------|--|---------------------------------------|
| <b>Subject</b>   | <b>Refund of Fees</b>  | <b>Number:</b><br>6HX14-5.12          |
| <b>Authority</b> | F.S. 1001.64, 1009.23  | <b>Date:</b> <a href="#">02/18/04</a> |
| <b>History</b>   | 01/18/84, Formerly Rule 6HX14-4.09, 1/17/01, <a href="#">02/18/04</a>  |                                       |
| <b>Source</b>    | <a href="#">Vice President, Business &amp; Administrative Services</a> |                                       |

All non-refundable fees are designated in the current college catalog. Tuition and other fees may be refunded to students officially leaving the college during the posted add/drop registration periods or under special conditions in accordance with procedures established by the College.

# RULE

|                  |   |                                 |
|------------------|---|---------------------------------|
| <b>Subject</b>   | <b>Insurance on College Property and on College Operations</b>    | <b>Number:</b><br>6HX14-5.13    |
| <b>Authority</b> | F.S. 1001.64; 1001.65   | <b>Date:</b> <del>1/17/07</del> |
| <b>History</b>   | 01/18/84, 1/19/00, 4/21/04, <a href="#">1/17/07</a>               |                                 |
| <b>Source</b>    | <del>Vice President, Business &amp; Administrative Services</del> |                                 |

The President shall establish a program for adequately insuring, as determined appropriate, every building and structure on all campuses. Such insurance shall include, but not be limited to, all contents, extra expense, boiler and machinery, vehicles, money, securities, fine arts, computers, liability and workers compensation. Proper records shall be kept of all insurance policies and programs.

# RULE

|                  |  |                                  |
|------------------|--|----------------------------------|
| <b>Subject</b>   | <b>Petty Cash Fund</b>   | <b>Number:</b><br>6HX14-5.16     |
| <b>Authority</b> | F.S. 1001.64, 1010.02  | <b>Date:</b> <del>10/23/13</del> |
| <b>History</b>   | 01/18/84, 01/19/00, 06/23/05, <a href="#">10/23/13</a>                 |                                  |
| <b>Source</b>    | <a href="#">Vice President, Business &amp; Administrative Services</a> |                                  |

A petty cash fund not to exceed one thousand dollars (\$1,000.00) may be established at each approved campus or center and shall be maintained on the imprest system. The President shall establish procedures to ensure proper accounting and adequate internal controls. Such petty cash fund(s) shall not be used to circumvent normal purchasing procedures.

# RULE

|                  |   |                                    |
|------------------|---|------------------------------------|
| <b>Subject</b>   | <b>Student Activity Budget</b>                        | <b>Number:</b><br>6HX14-5.17       |
| <b>Authority</b> | F.S. 1001.64; 1009.23; 1010.02                        | <b>Date:</b> <del>11/19/2013</del> |
| <b>History</b>   | 1/18/84; 1/19/00; 8/28/03, 8/18/04, <u>11/19/2013</u> |                                    |
| <b>Source</b>    | <u>Vice President, Student Affairs</u>                |                                    |

The annual student activities budget will be based upon an estimate of total funds generated from the student activities fee as well as an estimate of funds carried forward from the prior year. The annual student activities budget will be prepared jointly by students and college staff through a Student Activity Budget Review (SABR) Committee. Students will constitute at least half of the SABR group. The annual SABR prepared budget, including specific allocations, will be forwarded to the President for approval through the established College budget preparation and approval process.

During the preparation of the annual student activities budget, the SABR Committee will solicit fund proposals from all approved student clubs, organizations and/or departments, evaluate all proposals based upon how they will support the needs of students, and recommend specific fund allocations that benefit the entire student body. The SABR Committee will also solicit fund proposals during the fiscal year so that new approved student interests and/or requests can be considered for funding from any unexpended and available student activity funds. All lawful expenditures that benefit the student body in general may be funded from the student activity fee fund if such expenditures are approved and monitored by the SABR Committee.



# RULE

|                  |  |                                    |
|------------------|--|------------------------------------|
| <b>Subject</b>   | <b>Procurement</b>   | <b>Number:</b> 6HX14-5.18          |
| <b>Authority</b> | F.S. 287.017, 287.057, 1001.64   | <b>Date:</b> <del>03/28/2023</del> |
| <b>History</b>   | 1/18/84, 8/17/88, 6/15/94, 9/15/99, 11/18/05, 1/17/07, 02/26/13, <u>03/28/2023</u> |                                    |
| <b>Source</b>    | <del>Vice President, Finance &amp; Administrative Services</del>                   |                                    |

All College procurement by competitive solicitation shall conform to applicable rules of the State Board of Education. Purchases not exceeding the Category Five threshold specified in Section 287.017, F.S. may be approved or rejected by the President or his/her designee. Recommendation for awards exceeding Category Five as specified in Section 287.017, F.S., shall be approved or rejected by the District Board of Trustees.

In the event than an invoice is received that is priced lower than the original bid approved, in accordance with this rule, the College is authorized to pay the lesser amount, assuming no reduction in contract services or conditions, without further action.

# RULE

|                  |   |                                  |
|------------------|---|----------------------------------|
| <b>Subject</b>   | <b>Personal Property Accountability</b>   | <b>Number:</b> 6HX14-5.20        |
| <b>Authority</b> | F.S. 1001.64, F.S. 1013.28 F.S. Ch.274  | <b>Date:</b> <del>10/23/13</del> |
| <b>History</b>   | 01/18/84, 04/24/85, 05/17/89, 04/21/95, 06/16/99, Formerly Rule 6H14-6.08, 8/16/00, 4/21/04, 5/19/06, <u>10/23/13</u> |                                  |
| <b>Source</b>    | <del>Vice President, Business &amp; Administrative Services</del>   |                                  |

All College personal property, equipment and other non-consumable tangible property except for computers, laptops, tablets, monitors, and related devices, the value of which is \$1,000 or more, shall be inventoried and accounted for annually. All computer equipment, laptops, iPads, and other computer-related hardware shall be inventoried annually regardless of value. Each organizational head, including department chairpersons, shall be the custodian of College property assigned to their unit.

Disposal of College property and acquisitions by gift to the College shall be as specified in Procedure.

