



STATE COLLEGE OF FLORIDASM
MANATEE - SARASOTA

DISTRICT BOARD OF TRUSTEES

SCF 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.

SCF Vision:

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

SCF 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.

<p style="text-align: center;">AGENDA</p> <p style="text-align: center;">The District Board of Trustees</p> <p style="text-align: center;">State College of Florida, Manatee - Sarasota</p> <p style="text-align: center;">Regular Meeting</p> <p style="text-align: center;">SCF Bradenton – Boardroom & TEAMS</p> <p style="text-align: center;">May 20, 2025 5:30 pm</p>

1. **Meeting Call to Order – Mr. Thomson**
2. **Invocation and Pledge of Allegiance - Dr. Brittany Pyjas**
3. **Public Comment - Mr. Thomson**
4. **President’s Report - President Gregory**
5. **Parrish Phase I Presentation - Peter Hepner, Hepner Architects & Kristyna Lannon, Tandem Construction**
6. **Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of April 29, 2025 BOT Meeting - Page 5
Exhibit B:	Curriculum Revision (CDR) Report April 2025 - Page 8
Exhibit C:	Amended Summer 2025 Lifelong Learning & Workforce Development Schedule - Page 10
Exhibit D:	HR Personnel Actions Monthly Report April 2025 - Page 15
Exhibit E:	2025-26 Annual SCF Sarasota County School Board D/E Articulation Agreement - Page 16
Exhibit F:	2025-26 Annual SCF Charlotte County School Board D/E Articulation Agreement - Page 48
Exhibit G:	Out of Country Travel Requests - Page 81

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

Exhibit H:	Monthly Financial Report Apr. 2025 - Page 86
Exhibit I:	Budget Amendment FY 2024-25 Apr. 2025 #36-41 - Page 91
Exhibit J:	SCFCS Financial Report(s) Apr. 2025 - Page 97
Exhibit K:	Acceptance of Gifts and Grants Apr. 2025 - Page 99
Exhibit L:	Property Disposals - Page 100
Exhibit M:	Delinquent Account Write-Offs - Page 102
Exhibit N:	Renegotiated Collective Bargaining Agreement - Page 112

8. **Facilities Project List (Informational Only) - Chris Wellman**
Exhibit O: Project List - Page 114

9. **Facilities**
Construction Projects & Updates - Chris Wellman
Exhibit P: FY 2026-2027 through FY2030-2031 Capital Improvement Program (CIP) - Page 115

10. FY 2025-2026 Budget - Julie Jakway

Exhibit Q: Salary Schedule - Page 139

Track Changes - Page 140

Clean Copy - Page 169

Exhibit R: Fee Schedule - Page 195

11. President's 2024-2025 Evaluation - Mr. Thomson, SCF Board Chair

12. Old Business

13. New Business

14. SCF Foundation Update - Cassandra Holmes

Exhibit S: Naming Recommendations – SCF Parrish Phase 1 - Page 200

15. Board Comments

16. Board Adjournment

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

Date: April 29, 2025 5:30 p.m.**Location:** SCF Lakewood Ranch**Proceedings:**

The District Board of Trustees of State College of Florida, Manatee – Sarasota held a Regular Meeting on April 29, 2025 at SCF Lakewood Ranch.

Board Members Present: Rod Thomson, Mike Fuller, Taylor Collins, Jaime DiDomenico, Mark Goodson, Ryan Moore, and Britt Riner.

Administrators Present: President Tommy Gregory, Vice Presidents Dr. Ryan Hale, Dr. Brittany Pyjas, and Chris Wellman, and Interim Provost Dr. Patrica Rand, and General Counsel Steve Prouty.
Absent: Julie Jakway

1. Meeting Call to Order - Mr. Thomson

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

2. Invocation and Pledge of Allegiance

Dr. Pyjas delivered the invocation and led the pledge.

3. Public Comment

None

4. President's Report

President Gregory referred the Trustees to his report noting the numerous meetings with our legislators in Tallahassee this past month to work on our legislative requests.
President Gregory shared with the Trustees about his recent event with the four outstanding graduate nominees and the remarkable accomplishments of these SCF students.

5. Mission Moment - Nursing Program - Dr. Tammy Sawmelle

Dr. Sawmelle provided the Board with a presentation on the SCF Nursing program highlighting challenges, achievements, and new programs. Dr. Sawmelle introduced SCF nursing student, Emily Goodie. Ms. Goodie shared her experience with SCF's Nursing program and the opportunity that was afforded to her from the generous support of SCF scholarships.

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

Exhibit A:	Minutes of April 1, 2025 BOT Meeting - Page 3
Exhibit B:	Curriculum Revision (CDR) Report April 2025 - Page 8
Exhibit C:	HR Personnel Actions Monthly Report March 2025 - Page 11

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

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

Exhibit D:	Monthly Financial Report Mar. 2025 - Page 12
Exhibit E:	Budget Amendment FY 2024-25 Mar. 2025 #31 - 35 - Page 18
Exhibit F:	SCFCS Financial Report(s) Mar. 2025 - Page 23
Exhibit G:	Acceptance of Gifts and Grants Mar. 2025 - Page 25
Exhibit H:	Property Disposals - Page 26
Exhibit I:	Annual Financial Report - Page 27

Ms. Collins requested Exhibit E be pulled for further discussion and Mr. Thomson requested Exhibit I be pulled for further discussion.

After due discussion and consideration, Mr. DiDomenico motioned to approve the Financial Consent Agenda, less Exhibits E & I, Ms. Collins seconded, and the Board unanimously approved.

After further discussion and clarification, Mr. Fuller motion to approve Financial Consent Agenda Exhibit E, Ms. Collins seconded, and the Board unanimously approved.

After further discussion and clarification, Mr. Thomson motioned to approve Financial Consent Agenda Exhibit I, Ms. Collins seconded, and the Board unanimously approved.

8. Facilities Project List (informational Only) - Chris Wellman

Exhibit J: Project List - Page 130

9. Old Business

None

10. New Business

Mr. Goodson commented on the idea of converting the SCF LWR Campus to pure nursing, having all SCF nursing students at one campus rather than spreading them out at numerous campuses.

11. SCF Foundation Update - Cassandra Holmes

Ms. Holmes highlighted the SCF Nursing Line Partners: Sarasota Memorial Hospital, Manatee Memorial Hospital, Tidewell Hospice-Empath Health, and Lakewood Ranch Medical Center.

Ms. Holmes also highlighted additional support of the Barancik Foundation, and nursing scholarships made possible by individuals such as the William & Marie Selby Foundation Scholarship, Betty Jane Steele Nursing Scholarship, Linda Keever Scholarship for Nurses, John and Arlene McKittrick Scholarship, and Four Pass Thru Scholarships from the Community Foundation of Sarasota County, and the Palm Aire Women's Club.

Ms. Holmes invited the SCF Trustees to bring their friends on June 12th to a Foundation Event in the SCF LWR Nursing Simulator Center. Ms. Holmes shared that the goal of this event was to educate these friends about SCF's Nursing Program and how they can get involved.

12. Board Comments/Updates & Adjournment

Mr. Moore commented that the nursing presentation was great.

Mr. DiDomenico agreed that the presentation was great and applauded Emily.

Mr. Fuller expressed his appreciation for the presentation and especially for the student speaker.

Ms. Riner thanked Dr. Sawmelle and Emily for the presentation.

Ms. Collins applauded Emily and the SCF Nursing Program.

Ms. Collins shared with Dr. Sawmelle the idea of a partnership with the Sarasota Dreamers Academy- a dual language public school.

Ms. Collins volunteered to work with Cassandra on future solicitations of the Nursing Line Partners.

The meeting was adjourned at 6:45 p.m.

Rod Thomson, Chair, Board of Trustees

Tommy Gregory, Secretary, Board of Trustees

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

Title: Curriculum Revision

Background:

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

Objective:

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

Legal Authority:

Rule 6HX14-1.07 Responsibility and Authority of the President

Recommendation:

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

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Interim Provost

5/1/2025

Date



President

6 May 2025

Date

Chair, District Board of Trustees

Date

## **PROGRAMS: NEW, REVISED, DELETED**

### **Programs: New**

None

### **Programs: Revised**

A.S. (Articulated) Business Administration, Management [1706] ..... Revise Program Learning Outcomes  
A.S. Business Administration, Management [2006] ..... Revise Program Learning Outcomes  
A.S. Business Administration, Marketing [2007] ..... Revise Program Learning Outcomes  
A.S. Criminal Justice Technology [2014] ..... Revise Program Requirements

### **Programs: Deleted**

## **COURSES: NEW, REVISED, DELETED**

### **Courses: New**

EDF 2085 Intro to Diversity for Educators ..... (3) A.A.

### **Courses: Revised**

GRA 1100C Intro to Computer Graphics (3) (A.A.) ..... Change from A.S., Student Learning Outcomes,  
GRA 1206C Typography (3) (A.A.) ..... Change from A.S. Course description, Student Learning Outcomes  
GRA 2121C Communication Design (3) (A.A.) ..... Course description, Student Learning Outcomes  
GRA 2122C Desktop Publishing (3) (A.S.) ..... Course description, Prerequisites, Student Learning Outcomes  
GRA 2142C Web Design I (3) (A.A.) ..... Course description, Prerequisites, Student Learning Outcomes  
GRA 2143C Web Design II (3) (A.S.) ..... Prerequisites  
GRA 2150C Photoshop (3) (A.S.) ..... Course description  
GRA 2151C Illustrator (3) (A.S.) ..... Course description, Student Learning Outcomes  
GRA 2160C Motion Graphics (3) (A.S.) ..... Course description, Prerequisites, Student Learning Outcomes  
GRA 2177C Visual Identity Systems (3) (A.S.) ..... Course description, Prerequisites, Student Learning Outcomes  
GRA 2190C Graphic Design Basics (3) (A.A.) ..... Change from A.S. Course description, Student Learning Outcomes  
GRA 2723C Web Page Design III (3) (A.S.) ..... Course description, Prerequisites, Student Learning Outcomes  
GRA 2950C Professional Practices (3) (A.S.) ..... Course description, Prerequisites, Student Learning Outcomes

### **Courses: Deleted**

None

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

EEC 2949 Final Internship in Education: Early Childhood ..... Formerly EDG 2949  
PLA 2228 Trial Practice: Mock Trial Competition II ..... Formerly PLA 2227

SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2025

| Class ID | Class Name                                                                                | Start Date | End Date | Tuition Fee | Location                       | Instructor |
|----------|-------------------------------------------------------------------------------------------|------------|----------|-------------|--------------------------------|------------|
| 16719    | SCF Leadership Boot Camp                                                                  | 5/9/25     | 5/9/25   | \$299.00    | SCF Lakewood Ranch (CIT)       | Dudley     |
| 16720    | SCF Leadership Boot Camp                                                                  | 8/22/25    | 8/22/25  | \$299.00    | SCF Lakewood Ranch (CIT)       | Dudley     |
| 16746    | Social Security 101                                                                       | 5/20/25    | 5/20/25  | \$0.00      | SCF Lakewood Ranch (CIT)       | Cornell    |
| 16747    | Social Security 101                                                                       | 5/22/25    | 5/22/25  | \$0.00      | SCF Lakewood Ranch (CIT)       | Cornell    |
| 16748    | Social Security 101                                                                       | 6/17/25    | 6/17/25  | \$0.00      | SCF Lakewood Ranch (CIT)       | Cornell    |
| 16749    | Social Security 101                                                                       | 6/19/25    | 6/19/25  | \$0.00      | SCF Lakewood Ranch (CIT)       | Cornell    |
| 16792    | Medicare 101 - Everything You Need to Know!                                               | 6/11/25    | 6/11/25  | \$29.00     | SCF Lakewood Ranch (CIT)       | Cochran    |
| 16794    | Medicare 101 - Everything You Need to Know!                                               | 5/28/25    | 5/28/25  | \$29.00     | SCF Venice (Building 300)      | Cochran    |
| 16799    | Retirement Readiness Masterclass                                                          | 6/3/25     | 6/10/25  | \$49.00     | SCF Bradenton (Building 18)    | Sherrill   |
| 16800    | Retirement Readiness Masterclass                                                          | 6/4/25     | 6/11/25  | \$49.00     | SCF Bradenton (Building 18)    | Sherrill   |
| 16839    | Coding Academy - Introduction to Robotics - Middle School - 9:00AM-3:00PM                 | 6/9/25     | 6/13/25  | \$299.00    | SCF Bradenton (26 West Center) | Groulx     |
| 16840    | Coding Academy - Fab to Finishing Tech Exploration - Middle & High School - 9:00AM-3:00PM | 6/16/25    | 6/20/25  | \$299.00    | SCF Bradenton (26 West Center) | Groulx     |
| 16841    | Coding Academy - Arduino, Meet Alexa Tech Camp - 8th Grade and Up - 9:00AM-3:00PM         | 6/23/25    | 6/27/25  | \$299.00    | SCF Bradenton (26 West Center) | Groulx     |
| 16851    | Smiles and Circuits: Designing Robots to Spark Joy! - FULL DAY (Week 1)                   | 6/2/25     | 6/6/25   | \$299.00    | SCF Venice (Building 800)      | TBD        |
| 16852    | Smiles and Circuits: Designing Robots to Spark Joy! - FULL DAY (Week 8)                   | 7/28/25    | 7/31/25  | \$299.00    | SCF Lakewood Ranch (CIT)       | TBD        |
| 16857    | Manatee Tank: Dive Into Innovation with Toys for Pets! - FULL DAY (Week 3)                | 6/16/25    | 6/20/25  | \$299.00    | SCF Venice (Building 800)      | TBD        |
| 16858    | Manatee Tank: Dive Into Innovation with Toys for Pets! - FULL DAY (Week 2)                | 6/9/25     | 6/12/25  | \$299.00    | SCF Lakewood Ranch (CIT)       | TBD        |
| 16859    | Ballooniverse Explorers: Reach for the Skies with NASA & Space X! - FULL DAY (Week 3)     | 6/16/25    | 6/19/25  | \$299.00    | SCF Lakewood Ranch (CIT)       | TBD        |
| 16860    | Ballooniverse Explorers: Reach for the Skies with NASA & Space X! - FULL DAY (Week 4)     | 6/23/25    | 6/27/25  | \$299.00    | SCF Venice (Building 800)      | TBD        |
| 16861    | Summer Splashdown: Design, Aim, and Soak! - FULL DAY (Week 5)                             | 7/7/25     | 7/11/25  | \$299.00    | SCF Venice (Building 800)      | TBD        |
| 16862    | Summer Splashdown: Design, Aim, and Soak! - FULL DAY (Week 4)                             | 6/23/25    | 6/26/25  | \$299.00    | SCF Lakewood Ranch (CIT)       | TBD        |
| 16863    | Creating with a Twist: From Canvas to Animation Magic! - FULL DAY (Week 6)                | 7/14/25    | 7/18/25  | \$299.00    | SCF Venice (Building 800)      | TBD        |
| 16864    | Creating with a Twist: From Canvas to Animation Magic! - FULL DAY (Week 5)                | 7/7/25     | 7/10/25  | \$299.00    | SCF Lakewood Ranch (CIT)       | TBD        |

(\$0.00 denotes paid by corporate.)

SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2025

| Class ID | Class Name                                                                            | Start Date | End Date | Tuition Fee | Location                  | Instructor |
|----------|---------------------------------------------------------------------------------------|------------|----------|-------------|---------------------------|------------|
| 16865    | Space Makers: 3D Printing for the International Space Station! - FULL DAY (Week 6)    | 7/14/25    | 7/17/25  | \$299.00    | SCF Lakewood Ranch (CIT)  | TBD        |
| 16866    | Space Makers: 3D Printing for the International Space Station! - FULL DAY (Week 7)    | 7/21/25    | 7/25/25  | \$299.00    | SCF Venice (Building 800) | TBD        |
| 16867    | Bright Art: Illuminate Creativity with Light and Imagination! - FULL DAY (Week 8)     | 7/28/25    | 8/1/25   | \$299.00    | SCF Venice (Building 800) | TBD        |
| 16868    | Bright Art: Illuminate Creativity with Light and Imagination! - FULL DAY (Week 7)     | 7/21/25    | 7/24/25  | \$299.00    | SCF Lakewood Ranch (CIT)  | TBD        |
| 16873    | Smiles and Circuits: Designing Robots to Spark Joy! - HALF DAY (Week 1)               | 6/2/25     | 6/6/25   | \$229.00    | SCF Venice (Building 800) | TBD        |
| 16874    | Manatee Tank: Dive Into Innovation with Toys for Pets! - HALF DAY (Week 2)            | 6/9/25     | 6/12/25  | \$229.00    | SCF Lakewood Ranch (CIT)  | TBD        |
| 16875    | Ballooniverse Explorers: Reach for the Skies with NASA & Space X! - HALF DAY (Week 3) | 6/16/25    | 6/19/25  | \$229.00    | SCF Lakewood Ranch (CIT)  | TBD        |
| 16876    | Manatee Tank: Dive Into Innovation with Toys for Pets! - HALF DAY (Week 3)            | 6/16/25    | 6/20/25  | \$229.00    | SCF Venice (Building 800) | TBD        |
| 16877    | Ballooniverse Explorers: Reach for the Skies with NASA & Space X! - HALF DAY (Week 4) | 6/23/25    | 6/27/25  | \$229.00    | SCF Venice (Building 800) | TBD        |
| 16878    | Summer Splashdown: Design, Aim, and Soak! - HALF DAY (Week 4)                         | 6/23/25    | 6/26/25  | \$229.00    | SCF Lakewood Ranch (CIT)  | TBD        |
| 16879    | Summer Splashdown: Design, Aim, and Soak! - HALF DAY (Week 5)                         | 7/7/25     | 7/11/25  | \$229.00    | SCF Venice (Building 800) | TBD        |
| 16880    | Creating with a Twist: From Canvas to Animation Magic! - HALF DAY (Week 5)            | 7/7/25     | 7/10/25  | \$229.00    | SCF Lakewood Ranch (CIT)  | TBD        |
| 16882    | Creating with a Twist: From Canvas to Animation Magic! - HALF DAY (Week 6)            | 7/14/25    | 7/18/25  | \$229.00    | SCF Venice (Building 800) | TBD        |
| 16883    | Space Makers: 3D Printing for the International Space Station! - HALF DAY (Week 6)    | 7/14/25    | 7/17/25  | \$229.00    | SCF Lakewood Ranch (CIT)  | TBD        |
| 16884    | Space Makers: 3D Printing for the International Space Station! - HALF DAY (Week 7)    | 7/21/25    | 7/25/25  | \$229.00    | SCF Venice (Building 800) | TBD        |
| 16885    | Bright Art: Illuminate Creativity with Light and Imagination! - HALF DAY (Week 7)     | 7/21/25    | 7/24/25  | \$229.00    | SCF Lakewood Ranch (CIT)  | TBD        |
| 16886    | Bright Art: Illuminate Creativity with Light and Imagination! - HALF DAY (Week 8)     | 7/28/25    | 8/1/25   | \$229.00    | SCF Venice (Building 800) | TBD        |
| 16887    | Smiles and Circuits: Designing Robots to Spark Joy! - HALF DAY (Week 8)               | 7/28/25    | 7/31/25  | \$229.00    | SCF Lakewood Ranch (CIT)  | TBD        |

(\$0.00 denotes paid by corporate.)

# SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2025

| Class ID | Class Name                                                                      | Start Date | End Date | Tuition Fee | Location                              | Instructor |
|----------|---------------------------------------------------------------------------------|------------|----------|-------------|---------------------------------------|------------|
| 16904    | Excel 3                                                                         | 5/6/25     | 5/6/25   | \$0.00      | Off-site Sarasota (contract training) | Devine     |
| 16905    | Excel 4                                                                         | 5/20/25    | 5/20/25  | \$0.00      | Off-site Sarasota (contract training) | Devine     |
| 16916    | Leadership Lunch 'N Learn: Avoiding Burnout                                     | 5/7/25     | 5/7/25   | \$79.00     | Location : Online                     | Dudley     |
| 16921    | Summer Mindfulness group K-6                                                    | 6/3/25     | 7/29/25  | \$200.00    | SCF Lakewood Ranch (CIT)              | Hatcher    |
| 16924    | Future Creatures: Reimagining Wildlife in a Changing World! - FULL DAY (Week 2) | 6/9/25     | 6/13/25  | \$299.00    | SCF Venice (Building 800)             | TBD        |
| 16925    | Future Creatures: Reimagining Wildlife in a Changing World! - HALF DAY (Week 2) | 6/9/25     | 6/13/25  | \$229.00    | SCF Venice (Building 800)             | TBD        |
| 16926    | Future Creatures: Reimagining Wildlife in a Changing World! - FULL DAY (Week 1) | 6/2/25     | 6/5/25   | \$299.00    | SCF Lakewood Ranch (CIT)              | TBD        |
| 16927    | Future Creatures: Reimagining Wildlife in a Changing World! - HALF DAY (Week 1) | 6/2/25     | 6/5/25   | \$229.00    | SCF Lakewood Ranch (CIT)              | TBD        |
| 16928    | English for College and Communication - Part 1 (Lakewood Ranch)                 | 5/6/25     | 6/19/25  | \$550.00    | SCF Lakewood Ranch (CIT)              | *          |
| 16929    | English for College and Communication - Part 1 (Lakewood Ranch)                 | 6/24/25    | 8/7/25   | \$550.00    | SCF Lakewood Ranch (CIT)              | *          |
| 16937    | Leadership Lunch 'N Learn: Power Hour with ChatGPT - Work Smarter, Not Harder   | 5/14/25    | 5/14/25  | \$79.00     | Location : Online                     | Butulis    |
| 16938    | Leadership Lunch 'N Learn: Creating A Powerful Career Network                   | 6/4/25     | 6/4/25   | \$79.00     | Location : Online                     | Dudley     |
| 16939    | Leadership Lunch 'N Learn: Conflict Resolution                                  | 6/25/25    | 6/25/25  | \$79.00     | Location : Online                     | Dudley     |
| 16948    | (BLS/CPR) Basic Life Support                                                    | 5/17/25    | 5/17/25  | \$60.00     | SCF Lakewood Ranch (CIT)              | Landes     |
| 16949    | (BLS/CPR) Basic Life Support                                                    | 5/9/25     | 5/9/25   | \$60.00     | SCF Lakewood Ranch (CIT)              | Landes     |
| 16955    | Excel - Level 1                                                                 | 5/14/25    | 5/14/25  | \$129.00    | SCF Lakewood Ranch (CIT)              | Devine     |
| 16960    | CompTIA Security+ Certification                                                 | 8/6/25     | 11/26/25 | \$4,500.00  | Microsoft Teams                       | Seymore    |
| 16962    | Enrolled Agent Live Online                                                      | 7/16/25    | 12/6/25  | \$1,199.00  | Online or Hybrid, Zoom                | Groff      |
| 16963    | Computer Basics                                                                 | 6/26/25    | 6/26/25  | \$129.00    | SCF Lakewood Ranch (CIT)              | Miscik     |
| 16964    | Excel - Level 2                                                                 | 7/16/25    | 7/16/25  | \$129.00    | SCF Lakewood Ranch (CIT)              | Devine     |
| 16965    | Children & Divorce (Spanish)                                                    | 5/10/25    | 5/10/25  | \$55.00     | SCF Bradenton (Building 18)           | Cestero    |
| 16966    | Children & Divorce (Spanish)                                                    | 7/19/25    | 7/19/25  | \$55.00     | SCF Bradenton (Building 18)           | Cestero    |
| 16967    | Children & Divorce                                                              | 5/17/25    | 5/17/25  | \$55.00     | SCF Lakewood Ranch (CIT)              | Doran      |
| 16968    | Children & Divorce                                                              | 7/26/25    | 7/26/25  | \$55.00     | SCF Lakewood Ranch (CIT)              | Doran      |
| 16969    | Children & Divorce                                                              | 6/18/25    | 6/18/25  | \$55.00     | Zoom                                  | Doran      |
| 16974    | Meeting Facilitation - Baby Fox Academy                                         | 5/17/25    | 5/17/25  | \$0.00      | SCF Lakewood Ranch (CIT)              | *          |
| 16980    | Excel - Level 1                                                                 | 8/12/25    | 8/12/25  | \$129.00    | SCF Venice (Building 300)             | Devine     |
| 16983    | Excel - Level 3                                                                 | 8/21/25    | 8/21/25  | \$129.00    | SCF Lakewood Ranch (CIT)              | Devine     |

(\$0.00 denotes paid by corporate.)



SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2025

| Class ID | Class Name                                                                                                           | Start Date | End Date | Tuition Fee | Location                                     | Instructor   |
|----------|----------------------------------------------------------------------------------------------------------------------|------------|----------|-------------|----------------------------------------------|--------------|
| 16984    | Cybersecurity CompTIA CySA+ Bootcamp                                                                                 | 8/4/25     | 11/19/25 | \$6,500.00  |                                              | Ortiz        |
| 16985    | AI Web Application Development                                                                                       | 8/4/25     | 11/19/25 | \$6,500.00  |                                              | Hodge        |
| 16989    | CompTIA Data+ Certification                                                                                          | 6/9/25     | 8/25/25  | \$3,250.00  | Microsoft Teams                              | Bagley       |
| 16993    | Casablanca" Film Study & Themed Dinner"                                                                              | 5/21/25    | 5/21/25  | \$75.00     | Pineapple Kitchen                            | Kitchen      |
| 16997    | Children & Divorce                                                                                                   | 8/19/25    | 8/19/25  | \$55.00     | Zoom                                         | Doran        |
| 17002    | Social Confidence Mini-Workshop                                                                                      | 7/17/25    | 7/17/25  | \$130.00    | SCF Lakewood Ranch (CIT)                     | Roth         |
| 17003    | Cooking Class - Southwest Cuisine Dinner                                                                             | 5/7/25     | 5/7/25   | \$99.00     | Pineapple Kitchen                            | Kitchen      |
| 17004    | Cooking Class - Indulgent Dessert Making                                                                             | 5/14/25    | 5/14/25  | \$75.00     | Pineapple Kitchen                            | Kitchen      |
| 17005    | Cooking Class - Asian Cuisine Dinner                                                                                 | 6/3/25     | 6/3/25   | \$99.00     | Pineapple Kitchen                            | Kitchen      |
| 17009    | Exploratorium: Invention Challenge: Design, Create, & Pitch Your Idea!                                               | 8/5/25     | 8/28/25  | \$129.00    | SCF Lakewood Ranch (CIT)                     | Schleter     |
| 17021    | In Bloom: Summer Premium Design                                                                                      | 7/17/25    | 7/17/25  | \$195.00    | SCF Lakewood Ranch (CIT)                     | *            |
| 17022    | In Bloom: Summer Mini Design                                                                                         | 8/13/25    | 8/13/25  | \$120.00    | SCF Lakewood Ranch (CIT)                     | *            |
| 17027    | Cookies and Frosting: Spring Mother's Day Set                                                                        | 5/10/25    | 5/10/25  | \$70.00     | SCF Lakewood Ranch (CIT)                     | *            |
| 17028    | Grant Writing Basics: Individual Class- Basics                                                                       | 6/3/25     | 6/3/25   | \$79.00     | SCF Lakewood Ranch (CIT)                     | Wright-Smith |
| 17029    | Grant Writing Basics: Individual Class- Brand Identity, How to Tell Your Story                                       | 6/10/25    | 6/10/25  | \$79.00     | SCF Lakewood Ranch (CIT)                     | Wright-Smith |
| 17030    | Grant Writing Basics: Individual Class- Writing the Problem Statement                                                | 6/17/25    | 6/17/25  | \$79.00     | SCF Lakewood Ranch (CIT)                     | Wright-Smith |
| 17031    | Grant Writing Basics: Individual Class- Dos and Don'ts of Grant Writing                                              | 6/24/25    | 6/24/25  | \$79.00     | SCF Lakewood Ranch (CIT)                     | Wright-Smith |
| 17032    | Introduction to Civic and Community Engagement: Individual Class- Planning, Development & Implementation             | 6/12/25    | 6/12/25  | \$79.00     | SCF Lakewood Ranch (CIT)                     | Wright-Smith |
| 17033    | Introduction to Civic and Community Engagement: Individual Class- Building an Engagement Plan, Framing Your Strategy | 6/19/25    | 6/19/25  | \$79.00     | SCF Lakewood Ranch (CIT)                     | Wright-Smith |
| 17034    | CompTIA Tech+ Certification                                                                                          | 6/10/25    | 8/26/25  | \$3,250.00  | SCF Bradenton (26 West Center)               | Lonseth      |
| 17035    | Meeting Facilitation - YMCA                                                                                          | 6/7/25     | 6/7/25   | \$0.00      | SCF Lakewood Ranch (CIT), SCF Lakewood Ranch | *            |
| 17037    | (BLS/CPR) Basic Life Support                                                                                         | 5/16/25    | 5/16/25  | \$60.00     | SCF Lakewood Ranch (CIT)                     | Landes       |
| 17038    | (BLS/CPR) Basic Life Support                                                                                         | 5/21/25    | 5/21/25  | \$60.00     | SCF Lakewood Ranch (CIT)                     | Landes       |
| 17039    | (BLS/CPR) Basic Life Support                                                                                         | 6/20/25    | 6/20/25  | \$60.00     | SCF Lakewood Ranch (CIT)                     | Landes       |
| 17040    | (BLS/CPR) Basic Life Support                                                                                         | 6/21/25    | 6/21/25  | \$60.00     | SCF Lakewood Ranch (CIT)                     | Landes       |
| 17041    | (BLS/CPR) Basic Life Support                                                                                         | 6/25/25    | 6/25/25  | \$60.00     | SCF Lakewood Ranch (CIT)                     | Landes       |
| 17042    | (BLS/CPR) Basic Life Support                                                                                         | 6/27/25    | 6/27/25  | \$60.00     | SCF Lakewood Ranch (CIT)                     | Landes       |
| 17043    | (BLS/CPR) Basic Life Support                                                                                         | 6/28/25    | 6/28/25  | \$60.00     | SCF Lakewood Ranch (CIT)                     | Landes       |

(\$0.00 denotes paid by corporate.)

SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2025

| Class ID | Class Name                                                                                             | Start Date | End Date | Tuition Fee | Location                              | Instructor    |
|----------|--------------------------------------------------------------------------------------------------------|------------|----------|-------------|---------------------------------------|---------------|
| 17053    | Effective Communication Coaching                                                                       | 5/9/25     | 5/9/25   | \$0.00      | Off-site Sarasota (contract training) | Smith         |
| 17054    | (Single Classes) Sort and Simplify Session 1 AM: Sizzle Out of Summer- Refresh and Organize Your Space | 8/12/25    | 8/12/25  | \$35.00     | SCF Lakewood Ranch (CIT)              | Stock         |
| 17055    | (Single Classes) Sort and Simplify Session 1 PM: Sizzle Out of Summer- Refresh and Organize Your Space | 8/12/25    | 8/12/25  | \$35.00     | SCF Lakewood Ranch (CIT)              | Stock         |
| 17062    | FAA Part 107 UAS Drone Safety                                                                          | 5/31/25    | 5/31/25  | \$299.00    | SCF Bradenton (26 West Center)        | Bagley        |
| 17072    | Calm in Chaos                                                                                          | 5/14/25    | 5/14/25  | \$0.00      | Zoom                                  | Nelson-Palmer |
| 17074    | Social Security 101                                                                                    | 8/12/25    | 8/12/25  | \$0.00      | SCF Lakewood Ranch (CIT)              | Cornell       |
| 17075    | Social Security 101                                                                                    | 8/14/25    | 8/14/25  | \$0.00      | SCF Lakewood Ranch (CIT)              | Cornell       |
| 17098    | Meeting Facilitation - FL Association for Infant Mental Health                                         | 5/30/25    | 5/30/25  | \$0.00      | SCF Lakewood Ranch (MTSC)             | *             |
| 17099    | Meeting Facilitation - Selby Foundation                                                                | 6/25/25    | 6/25/25  | \$0.00      | SCF Lakewood Ranch (CIT)              | *             |
| 17100    | Language Verification                                                                                  | 5/21/25    | 5/21/25  | \$0.00      | Off-site Sarasota (contract training) | Cintron       |
| 17101    | JavaScript Coding Specialist                                                                           | 6/16/25    | 8/6/25   | \$3,250.00  | Location : Online                     | Taylor        |
| 17102    | AI Industry Acceleration Specialist                                                                    | 6/16/25    | 8/6/25   | \$3,250.00  |                                       | Bagley        |
| 17103    | Python Coding Specialist                                                                               | 6/16/25    | 8/6/25   | \$3,250.00  | SCF Bradenton (26 West Center)        | Bagley        |
| 17104    | Coding in AI Specialist (Python)                                                                       | 6/17/25    | 8/5/25   | \$3,250.00  | SCF Bradenton (26 West Center)        | Bagley        |
| 17105    | WordPress Certified Editor                                                                             | 6/16/25    | 8/6/25   | \$3,250.00  | SCF Bradenton (26 West Center)        | Link          |
| 17106    | UX/UI Web Developer                                                                                    | 6/17/25    | 8/7/25   | \$3,250.00  | SCF Bradenton (26 West Center)        | Link          |
| 17107    | Excel 1                                                                                                | 5/22/25    | 5/22/25  | \$0.00      | Off-site Sarasota (contract training) | Devine        |
| 17108    | Excel 2                                                                                                | 7/10/25    | 7/10/25  | \$0.00      | Off-site Sarasota (contract training) | Devine        |
| 17109    | Excel 1                                                                                                | 7/29/25    | 7/29/25  | \$0.00      | Off-site Sarasota (contract training) | Devine        |
| 17110    | Excel 2                                                                                                | 8/5/25     | 8/5/25   | \$0.00      | Off-site Sarasota (contract training) | Devine        |

(\$0.00 denotes paid by corporate.)

Human Resources Office Personnel Actions Board Exhibits: April 2025

| <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> |                       |      |                       |                                                                                  |                                               |             |
| Andrea Arica               | 04/15/2025            |      | Career                | Supplemental Instruction Specialist, Tutoring and Academic Success Center (TASC) | Tutoring and Academic Success Center (TASC)   | Bradenton   |
| <b><u>Changes</u></b>      |                       |      |                       |                                                                                  |                                               |             |
| Frederick Stewart          | 04/01/2025            | From | Career                | Specialist, Admissions                                                           | Admissions                                    | Bradenton   |
|                            |                       | To   | Career                | Coordinator, Student Employment and Outreach                                     | Financial Aid                                 | Bradenton   |
| Cheri Bassett              | 04/07/2025            | From | Career                | Specialist, Accounts Payable                                                     | Accounting and Payroll                        | Bradenton   |
|                            |                       | To   | Professional          | Accountant, Accounts Payable and Fixed Assets                                    | Accounting and Payroll                        | Bradenton   |
| Madeline Mangas            | 04/09/2025            | From | Professional          | Coordinator, Community Outreach                                                  | Foundation                                    | Bradenton   |
|                            |                       | To   | Professional          | Advancement Associate-Corporate and Community Partnerships                       | Foundation                                    | Bradenton   |
| <b><u>Separations</u></b>  |                       |      |                       |                                                                                  |                                               |             |
| Renata Lins                | 04/04/2025            |      | Professional          | Accountant, Accounts Payable and Fixed Assets                                    | Accounting and Payroll                        | Bradenton   |
| Angela Lipa                | 04/04/2025            |      | Career                | Specialist, Graduation                                                           | Office of the Registrar                       | Bradenton   |
| Neil Keith                 | 04/30/2025            |      | Professional          | Coordinator, Business Development, Advanced Technology Center                    | Center for Advanced Technology and Innovation | Bradenton   |

**EARLY COLLEGE  
(DUAL ENROLLMENT)  
ARTICULATION AGREEMENT**

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

**2025-2026**

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## **Introduction**

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

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

## **Early College Programs Defined**

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

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

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

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

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

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

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

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

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

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

### **College Enrichment**

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



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

### **Purpose**

The purpose of the Agreement is to develop and implement a comprehensive accelerated program for public high school students reducing the time needed to complete requirements of a high school diploma and college degree, broaden the scope of curricular options available to students, and increase the rigor and variety of course offerings available to students. The program provides eligible secondary students the opportunity to take SCF classes while concurrently enrolled in high school.

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

All required costs associated with tuition and fees for Early College programs are waived. Students enrolled in these programs can also participate in both the academic and extracurricular activities provided by the college, have full library privileges, and access to the Tutoring and Academic Success Center.

Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction. Additional requirements included in the agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses or limit the number of dual enrollment courses in which a student may enroll based solely upon enrollment by the student at an independent postsecondary institution. §1007.271, Florida Statutes. In accordance with this statutory language, SCF and the school district have carefully considered the admissions criteria which are best suited to ensure students have the opportunity to be successful in their dual enrollment coursework.

### **Early College Deadlines**

Enrollment deadlines include submission of an application for Early College, placement test results, Early College (dual enrollment) Contract, online Orientation, and Registration. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the Early College programs.

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

Deadlines for each term will remain constant as defined above.

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

## **Eligibility, Responsibilities, and Impact**

### **Dual Enrollment**

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

#### **Initial Eligibility**

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

#### **Continuing Eligibility**

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

#### **Academic Impact**

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

#### **Student Enrollment Responsibilities**

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

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

#### **Counselor Enrollment Responsibilities**

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

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

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

## **Early Admission**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

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

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

### **Counselor Enrollment Responsibilities**

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

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

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

## **Accelerated Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

## **Academic Impact**



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

### **Student Enrollment Responsibilities**

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

### **Counselor Enrollment Responsibilities**

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



## **Career Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

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

### **Counselor Enrollment Responsibilities**

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

## **Career Early Admissions**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

testing. The student schedule testing using this link:

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

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

#### **Counselor Enrollment Responsibilities**

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

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

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

## **College Enrichment**

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

## **Academic Impact**

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

## **Costs**

### **Tuition**

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

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

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

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

### **Textbooks**

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

## **Special Notes and Requirements**

### **General Notes**

- 1) Dual Enrollment students are permitted to take courses on all SCF campuses, which includes online, blended, and lecture courses.
- 2) Students are strongly encouraged to take full-term (16 week) courses during Fall and Spring semesters.
- 3) Students interested in summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.

- 4) Early College (dual enrollment) students are allowed one attempt per course as a part of dual enrollment. Any courses a student wishes to repeat must be taken as a part of the College Enrichment Program by applying to SCF as a non-degree seeking student as described above. (A grade of “W” is considered an attempt).
- 5) Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a “W” on their transcript. Fees will still be charged to the district.
- 6) Students who earn a W, D, or F will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the school district representative, and the college representative.
- 7) Students who withdraw or who are withdrawn from SCF must notify the high school counselor immediately.
- 8) Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during the Spring and Fall semesters. Summer dual enrollment will be allowed contingent upon available funding from the state. Any courses registered for by a student outside of the parameters described in this agreement shall not be considered dual enrollment.
- 9) Students may **not** be classified as both Dual Enrollment and College Enrichment in the same semester.
- 10) Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:
  - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses and the high school credit awarded for those courses. This listing is updated annually on [www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf) (Appendix B).
  - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
  - c. Upper-level baccalaureate courses will not be available as part of SCF’s Early College programs.
  - d. Certain nursing and health science courses are not available for Early College (dual enrollment) programs as they are a part of a limited enrollment program.
  - e. Courses eligible for Early College (dual enrollment) must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.
- 11) Courses must be worth 3 or more college credits in order to earn high school credit.
- 12) In the event of an administrative emergency order(s) and/or natural disaster(s) the college and district will entertain alternative methods for placement testing. PSAT scores according to 6A-10.0315 may be used to assess student readiness for college-level work in communication and computation.

## **Student Information**

### **Campus Resources**

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

**Parking Decals**

All Early College students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their class schedule in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

**SCF Student I.D.**

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



## **SCF Policies**

### **Academic Policies**

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

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

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

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

#### **Repeat Policy**

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

#### **Withdrawal Policy**

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

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

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

## **Grading Policy**

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

## **Transcripts**

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

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

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

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

## **Student Services Policies**

### **Student Code of Conduct**

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

### **Collegiate Environment**

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

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

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

### **Attendance Policy**

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

### **Academic Misconduct**

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

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

### **Statement of Plagiarism Policy**

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

## **Administrative Policies and Procedures**

### **Career Pathways Articulation**

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

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

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

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

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

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

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

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

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

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

### **Relationship of Responsibilities**

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

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

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

<https://scf.edu/content/PDF/Procedures/4.14.03%20FINAL.pdf>

### **Statement of Nondiscrimination**

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

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

## APPENDIX A

### Early College Qualifying Test Scores

#### 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation

|                                                                                  |                |
|----------------------------------------------------------------------------------|----------------|
| Florida Postsecondary Education Readiness Test (PERT)                            | Standard Score |
| Reading                                                                          | 106            |
| Writing                                                                          | 103            |
| Mathematics                                                                      | 114            |
| Next-Generation ACCUPLACER, The College Board (Interim Scores) Through July 2022 |                |
| Quantitative Reasoning, Algebra, and Statistics (QAS)                            | 242            |
| Reading                                                                          | 245            |
| Writing                                                                          | 245            |
| Next-Generation ACCUPLACER, The College Board Since August 2022                  |                |
| Quantitative Reasoning, Algebra, and Statistics (QAS)                            | 261            |
| Reading                                                                          | 256            |
| Writing                                                                          | 253            |
| SAT, The College Board                                                           |                |
| Reading Test                                                                     | 24             |
| Writing and Language Test                                                        | 25             |
| Math Test                                                                        | 24             |
| Digital SAT, The College Board Since June 2023                                   |                |
| Evidence-Based Reading and Writing Section                                       | 490            |
| Math Section                                                                     | 480            |
| ACT with Writing or ACT, Inc.                                                    |                |
| Reading                                                                          | 19             |
| English                                                                          | 17             |
| Mathematics                                                                      | 19             |
| Classic Learning Test, Classic Learning Initiatives, LLC Since August 2023       |                |
| Sum of the Verbal Reasoning and Grammar/Writing Sections                         | 38             |
| Quantitative Reasoning Section                                                   | 16             |

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

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

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

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

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

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

ACT - 0741

SAT - 5427

## APPENDIX B

### Dual Enrollment Course Equivalency Information

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

For the most up to date list, please go to

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

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

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

### Calculating Course Credit Equivalency for Dual Credit

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

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

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

### Bright Futures Eligibility

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

### Gold Seal Eligibility

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and



where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

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

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

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND  
SARASOTA COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2025- 2026**

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

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

The term of this Agreement shall remain in effect for the 2024-2025 academic year, which includes Fall 2025, Spring 2026, and Summer 2026. An executed and signed letter of intent will constitute annual renewal.

**SARASOTA COUNTY SCHOOL BOARD APPROVAL:**



Chairperson

Date

Sarasota County School Board

4/15/25



Superintendent

Sarasota County School Board

4/15/2025

Date

Approved as to Form and Legal Content  
by Shumaker, Loop & Kendrick, LLP  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: MRM  
Date: March 8, 2025

Legal Counsel

Sarasota County School Board

Date

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

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

  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**EARLY COLLEGE  
(DUAL ENROLLMENT)  
ARTICULATION AGREEMENT**

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

**2025-2026**

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## **Introduction**

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

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

## **Early College Programs Defined**

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

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

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

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

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

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

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

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

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

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

## **College Enrichment**



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

### **Purpose**

The purpose of the Agreement is to develop and implement a comprehensive accelerated program for public high school students reducing the time needed to complete requirements of a high school diploma and college degree, broaden the scope of curricular options available to students, and increase the rigor and variety of course offerings available to students. The program provides eligible secondary students the opportunity to take SCF classes while concurrently enrolled in high school.

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

All required costs associated with tuition and fees for Early College programs are waived. Students enrolled in these programs can also participate in both the academic and extracurricular activities provided by the college, have full library privileges, and access to the Tutoring and Academic Success Center.

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

In accordance with this statutory language, SCF and the school districts have carefully considered the admissions criteria which are best suited to ensure students have the opportunity to be successful in their dual enrollment coursework.

### **Early College Deadlines**

Enrollment deadlines include submission of an application for Early College, placement test results, Early College (dual enrollment) Contract, online Orientation, and Registration. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the Early College programs.

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

Deadlines for each term will remain constant as defined above.

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

## Eligibility, Responsibilities, and Impact

### Dual Enrollment

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

#### Initial Eligibility

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

#### Continuing Eligibility

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

#### Academic Impact

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

#### Student Enrollment Responsibilities

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

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

#### **Counselor Enrollment Responsibilities**

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

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

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

## **Early Admission**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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



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

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

#### **Counselor Enrollment Responsibilities**

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

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

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

## **Accelerated Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

### **Counselor Enrollment Responsibilities**

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



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

## **Career Dual Enrollment**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

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

### **Counselor Enrollment Responsibilities**

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

## **Career Early Admissions**

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

### **Initial Eligibility**

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

### **Continuing Eligibility**

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

### **Academic Impact**

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

### **Student Enrollment Responsibilities**

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

testing. The student schedule testing using this link:

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

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

#### **Counselor Enrollment Responsibilities**

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

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

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

### **College Enrichment**

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

### **Academic Impact**

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



## **Costs**

### **Tuition**

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

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

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

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

### **Textbooks**

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

## **Special Notes and Requirements**

### **General Notes**

- 1) Dual Enrollment students are permitted to take courses on all SCF campuses, which includes online, blended, and lecture courses.
- 2) Students are strongly encouraged to take full term (16 week) courses during Fall and Spring semesters.
- 3) Students interested in Summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.

- 4) Early College (dual enrollment) students are allowed one attempt per course as a part of dual enrollment. Any courses a student wishes to repeat must be taken as a part of the College Enrichment Program by applying to SCF as a non-degree seeking student as described above. (A grade of "W" is considered an attempt).
- 5) Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a "W" on their transcript. Fees will still be charged to the district.
- 6) Students who earn a W, D, or F will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the school district representative, and the college representative.
- 7) Students who withdraw or who are withdrawn from SCF must notify the high school counselor immediately.
- 8) Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during the Spring and Fall semesters. Summer dual enrollment will be allowed contingent upon available funding from the state. Any courses registered for by a student outside of the parameters described in this agreement shall not be considered dual enrollment.
- 9) Students may **not** be classified as both Dual Enrollment and College Enrichment in the same semester.
- 10) Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:
  - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses and the high school credit awarded for those courses. This listing is updated annually on [www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf) (Appendix B).
  - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
  - c. Upper-level baccalaureate courses will not be available as part of SCF's Early College programs.
  - d. Certain nursing and health science courses are not available for Early College (dual enrollment) programs as they are a part of a limited enrollment program.
  - e. Courses eligible for Early College (dual enrollment) must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.
- 11) Courses must be worth 3 or more college credits in order to earn high school credit.
- 12) In the event of an administrative emergency order(s) and/or natural disaster(s) the college and district will entertain alternative methods for placement testing. PSAT scores according to 6A-10.0315 may be used to assess student readiness for college-level work in communication and computation.

## **Student Information**

### **Campus Resources**

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



**Parking Decals**

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their class schedule in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

**SCF Student I.D.**

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

## **SCF Policies**

### **Academic Policies**

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

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

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

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

#### **Repeat Policy**

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

#### **Withdrawal Policy**

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

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

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

#### **Grading Policy**

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

### **Transcripts**

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

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

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

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

## **Student Services Policies**

### **Student Code of Conduct**

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

### **Collegiate Environment**

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

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

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

### **Attendance Policy**

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

### **Academic Misconduct**

Should any instance of academic misconduct arise, the instructor will confer with the Department Chair on the proper manner in which to proceed. Additional information on the student code of conduct can be found in the current SCF Catalog.  
<https://catalog.scf.edu/content.php?catoid=11&navoid=796> and the Student Handbook/Planner.

### **Statement of Plagiarism Policy**

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

## **Administrative Policies and Procedures**

### **Career Pathways Articulation**

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

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

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

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

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

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

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

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

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

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

### **Relationship of Responsibilities**

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

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

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

**<https://scf.edu/content/PDF/Procedures/4.14.03%20FINAL.pdf>Statement of Nondiscrimination**

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

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



## APPENDIX A

### Early College Qualifying Test Scores

#### 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation

|                                                                                  |                |
|----------------------------------------------------------------------------------|----------------|
| Florida Postsecondary Education Readiness Test (PERT)                            | Standard Score |
| Reading                                                                          | 106            |
| Writing                                                                          | 103            |
| Mathematics                                                                      | 114            |
| Next-Generation ACCUPLACER, The College Board (Interim Scores) Through July 2022 |                |
| Quantitative Reasoning, Algebra, and Statistics (QAS)                            | 242            |
| Reading                                                                          | 245            |
| Writing                                                                          | 245            |
| Next-Generation ACCUPLACER, The College Board Since August 2022                  |                |
| Quantitative Reasoning, Algebra, and Statistics (QAS)                            | 261            |
| Reading                                                                          | 256            |
| Writing                                                                          | 253            |
| SAT, The College Board                                                           |                |
| Reading Test                                                                     | 24             |
| Writing and Language Test                                                        | 25             |
| Math Test                                                                        | 24             |
| Digital SAT, The College Board Since June 2023                                   |                |
| Evidence-Based Reading and Writing Section                                       | 490            |
| Math Section                                                                     | 480            |
| ACT with Writing or ACT, Inc.                                                    |                |
| Reading                                                                          | 19             |
| English                                                                          | 17             |
| Mathematics                                                                      | 19             |
| Classic Learning Test, Classic Learning Initiatives, LLC Since August 2023       |                |
| Sum of the Verbal Reasoning and Grammar/Writing Sections                         | 38             |
| Quantitative Reasoning Section                                                   | 16             |

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

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

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

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

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

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

ACT--0741

SAT—5427



## **APPENDIX B**

### **Dual Enrollment Course Equivalency Information**

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

For the most up to date list, please go to

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

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

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

### **Calculating Course Credit Equivalency for Dual Credit**

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

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

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

### **Bright Futures Eligibility**

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

### **Gold Seal Eligibility**

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

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

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

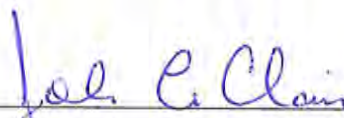
**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND  
CHARLOTTE COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2025- 2026**

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

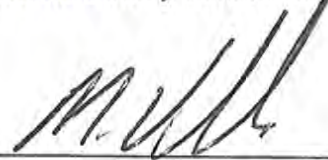
This Agreement is pursuant to and in furtherance of the provision of 1007.271.

The term of this Agreement shall remain in effect for the 2025-2026 academic year, which includes Fall 2025, Spring 2026, and Summer 2026. An executed and signed letter of intent will constitute annual renewal.

**CHARLOTTE COUNTY SCHOOL BOARD APPROVAL:**

  
\_\_\_\_\_  
Chairperson  
Charlotte County School Board

3/11/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent  
Charlotte County School Board

3/11/2025  
\_\_\_\_\_  
Date

Approved as to Form and Legal Content  
by Shumaker, Loop & Kendrick, LLP  
Attorneys for The School Board  
of Charlotte County, Florida  
Signed: MRM  
Date: February 5, 2025

\_\_\_\_\_  
Legal Counsel  
Charlotte County School Board

\_\_\_\_\_  
Date

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:



President

State College of Florida, Manatee-Sarasota



Date

\_\_\_\_\_  
Chairman, District Board of Trustees

State College of Florida, Manatee-Sarasota

\_\_\_\_\_  
Date

# State College of Florida, Manatee-Sarasota

## Approval Request For Out Of Country Travel

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

**DATES OF TRAVEL:** June 24-27

**APPLICANT:** Eric O. Cintron

**DEPARTMENT:** Language and Literature

**REASON:** I will be attending the Congreso Internacional de Literatura y Estudios Hispánicos

**LOCATION:** Madrid, Spain

**PURPOSE OF TRAVEL:**

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

**ESTIMATED COST:** \$2,050  
Yes, I understand I am responsible for the other part

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

Dr. Courtney  
Ruffner

Digitally signed by Dr. Courtney  
Ruffner  
Date: 2025.04.14 13:56:06 -04'00'

Department Chair

Patricia Rand

Digitally signed by Patricia Rand  
Date: 2025.04.22 11:22:10  
-04'00'

Interim Provost

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

April 21, 2025

Prof. Eric Cintrón

State College of Florida

Dear Prof. Cintrón,

On behalf of the XXXIX Congreso Internacional de Literatura y Estudios Hispánicos, I am delighted to inform you of the acceptance of your paper “La literatura y la historia puertorriqueña de un pájaro las dos alas, en trabajos de Eugenio María de Hostos, Antonio S. Pedreira y Magali García Ramis” for inclusion in the program. It is a privilege to host this year’s conference in the vibrant and culturally rich city of Madrid.

I would like to take this opportunity to congratulate you on your work; I am confident your participation will directly contribute to the success of our event. To aid you in your presentation preparation, allow me to advise you that the delivery of papers, in Spanish or English, will be limited to 20 minutes. Papers will be presented continuously within their panel, and there will be a 20-minute closing panel discussion

All conference activities will be held at the Catalonia Gran Vía Hotel Convention Center. If you wish to stay at the Catalonia Gran Vía, you may use the following link to make your reservation: [Reservaciones Catalonina](https://www.cataloniahotels.com/es/hotel/catalonia-gran-via), or copy and paste this address into your browser: <https://www.cataloniahotels.com/es/hotel/catalonia-gran-via>. Please note that guests can receive up to a 15% discount by enrolling in the hotel’s complimentary membership program, *Cliente Reward*. Keep in mind that room reservations are a direct transaction with the hotel or your choice provider, so you must read their policies and regulations carefully before confirming your reservation.

Following the tradition of all CILHs, the registration fees include the Welcome Dinner, the Closing Dinner and the Cultural Activities. Registration Fees for Professors are \$585, Retired Professors, Auditors, or Students \$540, and Companions \$265. To register, please complete the registration form on the CILH website ([www.CILHs.org](http://www.CILHs.org)) and mail your payment as instructed. Alternatively, you may choose electronic payment, which incurs a

\$20 processing fee. Payments must be completed or postmarked by May 16 to avoid a \$45 late registration fee.

We look forward to your presentation as well as count on your scholarly involvement in the other scheduled panels, as is expected of all CILH scholars past and present. All participants must insure their presence in Madrid for the two full days of presentations (Thursday, June 26, and Friday June 27). Kindly note that requests for specific scheduling preferences cannot be accommodated. Our order of events at the XXXIX CILH is the following: Distribution of conference materials, a guided cultural tour, and Opening Dinner will take place on Wednesday, June 25<sup>th</sup>. Thursday and Friday will be devoted to the scholarly and creative presentations. The Closing Dinner will be Friday evening.

After May 30<sup>th</sup>, detailed information regarding the master program, schedules, instructions, and tips to help you further with your planning, will be mailed to you electronically.

If you have any questions or require any assistance, please do not hesitate to contact me.

I look forward to your contribution and to celebrating our 39<sup>th</sup> CILH with you!

Sincerely,

*Enrique Herrera, Chair XXXIX CILH*

CILH – 1287 Longfellow Ln – State College PA 16803

[www.CILHs.org](http://www.CILHs.org) - [CongresoCILH@comcast.net](mailto:CongresoCILH@comcast.net) - (814) 574-6882



# State College of Florida, Manatee-Sarasota

## Approval Request For Out Of Country Travel

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

**DATES OF TRAVEL:** July 3-24 (Festival is July 5-14)

**APPLICANT:** Don Bryn

**DEPARTMENT:** Performing Arts

**REASON:** SPD - Costa Rica Piano Festival

**LOCATION:** Heredia/San Jose, Costa Rica

**PURPOSE OF TRAVEL:**

SPD - QUALITY: Be the community's academic cornerstone as the only 4-year, full-college experience - Set the standard for teaching and learning excellence.

I am so excited and honored to be asked to be a panelist for student recitals for this festival! My 2021 SPD was approved to attend this festival as an attendee, but because of the timing I had to change my proposal that year. This time I've been invited to participate as a panelist. If we are trying to set the standard for teaching excellence, I can't think of a better way to do it than have me interact with students, teachers, and performers from Costa Rica, Brazil, Columbia, Russia, and Belgium in an intense, piano-focused festival. I will gain a wider and deeper understanding of teaching piano to a variety of learners with different levels. I will also gain experience interacting with music faculty of different backgrounds and training. Sharing masterclasses and panels with them is experience that cannot be rivaled with other types of learning. This has a direct impact on my teaching and my ability to recruit and interact with adjunct piano faculty. This will definitely earn some bragging rights for the department, the college, and myself, but it also will enhance the entire program as it enhances my piano teaching. Every non-piano music major goes through my class piano courses and everything I learn about new ways to present material and approach pedagogy and

**ESTIMATED COST:** \$1130 Total  
\$850 airfare, \$280 meals during festival.

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

Melodie Dickerson  
Digitally signed by Melodie Dickerson  
Date: 2025.05.05 13:53:38 -04'00'  
Department Chair

Patricia Rand  
Digitally signed by Patricia Rand  
Date: 2025.05.07 09:13:59 -04'00'  
Interim Provost

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





# Costa Rica Piano Festival 2025

## Schedule

July 5 to 12

|       | Day 1<br>Saturday 5 | Day 2<br>Sunday 6 | Day 3<br>Monday 7        | Day 4<br>Tuesday 8       | Day 5<br>Wednesday 9     | Day 6<br>Thursday 10     | Day 7<br>Friday 11       | Day 8<br>Saturday 12 | Day 9<br>Sunday 13 | Day 10<br>Monday 14 |
|-------|---------------------|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------|---------------------|
| 7am   |                     | Breakfast         | Breakfast                | Breakfast                | Breakfast                | Breakfast                | Breakfast                | Breakfast            | Breakfast          | Breakfast           |
| 8 am  |                     |                   |                          |                          |                          |                          |                          |                      |                    |                     |
| 9 am  | Arrival             |                   | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson |                      |                    | Departure           |
| 10 am |                     |                   | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Coffee               | Zip Lining         |                     |
| 11am  |                     | Farmers           | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Tour                 | Tour               |                     |
| 12pm  | Orientation         | Market            | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson | Practice Time/<br>Lesson |                      |                    |                     |
| 1 pm  | Lunch               | Lunch             | Lunch                    | Lunch                    | Lunch                    | Lunch                    | Lunch                    | Lunch                | Lunch              |                     |
| 2 pm  | City Tour           | Volcano           | Improv<br>Workshop       | Masterclass              | Masterclass              | Masterclass              | Masterclass              | La Paz               |                    |                     |
| 3 pm  |                     | Hike              | Improv<br>Workshop       | Masterclass              | Masterclass              | Masterclass              | Masterclass              | Waterfall            | Beach Day          |                     |
| 4 pm  |                     |                   |                          | Masterclass              | Masterclass              | Masterclass              | Masterclass              | Gardens              |                    |                     |
| 5 pm  |                     |                   | Dinner                   |                          |                          |                          |                          |                      |                    |                     |
| 6 pm  | Dinner              | Special<br>Dinner |                          | Dinner                   | Dinner                   | Dinner                   | Dinner                   | Dinner               | Dinner             |                     |
| 7 pm  |                     | Tiquicia          | Student<br>Concert       | Competition<br>Award     | Student<br>Concert       | Student Concert          | Student Gala<br>Concert  | Closing<br>Concert   |                    |                     |
| 8 pm  |                     |                   |                          | Ceremony                 |                          |                          |                          | Faculty              |                    |                     |

\*All activities are subject to change

Competition  
Finals (All day)

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

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

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

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

**SUBJECT:** *Monthly Financial Report – April 2025*

**Two Year Programs**

The report for Two Year Programs presents the Budget and Year-To-Date Revenue and Expense for this fiscal year and last fiscal year as of April 30, 2025.

Student Fees revenue for the current year is 3% higher compared to the same period last year. Other Student Fees revenue decreased by 2% over Other Student Fees reported through April of last year. Support from Local Government increased by 20% over Support from Local Government through April of last year. This increase is due to higher dual enrollment in the current year. State Support decreased by 2% over State Support through April of last year.

In the category of Expenses, overall Personnel costs are 4% higher as compared to last April. Services expenses increased 16% and Materials and Supplies expenses increased by 17% compared to April of last year. Services expenses increased mainly due to increased contractual services. Materials and Supplies increase are due to an increase in data software and minor equipment purchases in the current year. Other Current Charges decreased by 5% compared to the same category through March of last year.

With the year 84% complete, personnel costs are at 74% of the amount budgeted for the current year, which is slightly higher compared to the three-year average for this time of year of 72%. Current expenses represent 60% of the amount budgeted, higher than the three-year average of 58% this time of year.

***In summary, with the year 84% complete:***

- Year-To-Date Actual Revenue is 81% of the Adjusted Budget, which is slightly higher compared with the three-year average of 83% this time of year.
- Year-To-Date Actual Expense is 68% of the Adjusted Budget, which is higher than the three-year average of 66% for this time of year.
- With exception of a \$8.3 million transfer from fund 1 to fund 7, revenues are higher and expenses are lower as would be expected as a percentage of budget basis.

**Baccalaureate Programs**

The report for Baccalaureate Programs presents the Budget and Year-To-Date Revenue and Expense for this fiscal year and last fiscal year as of April 30, 2025.

Student Fees revenue for the current year is 2% higher compared to the same period last year. Other Student Fees revenue increased by 6% over Other Student Fees reported through April of last year. This is due to an increase in repeat course fees.

In the category of Expenses, overall Personnel costs are 7% higher compared to last April. Services expenses decreased 48% and Materials and Supplies expenses increased by 25% compared to April of last year. Services expenses decreased mainly due to a decrease in accreditation fees. Materials and Supplies increase are due to an increase in e-resources licenses library expenses. Other Current Charges increased compared to the same category through April of last year due to increased fundable fee waivers.

With this year 84% complete, revenue is 76% of the amount budgeted for the current year, which is lower compared to the three-year average of 85%. Overall expenses are 68% of the actual budgeted amount compared to 61%, a three-year average with personnel costs at 72% of the amount budgeted for the current year, which is higher compared to the three-year average for this time of year of 63%. Current expenses represent 46% of the amount budgeted, higher than the three-year average of 43% this time of year.

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

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of April 30, 2025, totaled \$4,289,877 compared to the three-year average of \$4,159,700. Support from Local Government is \$3,722,017 compared to the three-year average of \$3,442,342 for this time of year. State Support is \$471,762 compared to the three-year average of \$332,137 for this time of year. Federal Support is \$272 compared to the three-year average of \$82,273 for this time of year. This change is due to all ESSER funds being expensed at this time. Other Revenue is \$95,826 compared to the three-year average of \$82,626 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 \$3,451,588, with Personnel totaling \$2,640,443, Current Expense totaling \$1,052,920 and Capital Outlay expenses totaling \$219,044 during the period. These figures compared to the three-year averages of \$3,523,193, \$2,438,995, \$961,736, and \$276,067, respectively, for this time of year.

On a percentage basis, Total Revenue is 82% of that budgeted, flat with the three-year average of 84% for this time of year. Total Expense is 72% of that budgeted, higher than the three-year average of 68% 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 April 30, 2025, totaled \$2,908,839 compared to the three-year average of \$2,092,635. Support from Local Government is \$2,514,318 compared to the three-year average of \$1,880,552 for this time of year. State Support is \$386,342 compared to the three-year average of \$203,217. Federal Support is \$(13,273) compared to the three-year average of \$(6,823) for this time of year. This change is due to accruing ESSER grants funds in previous fiscal years. All ESSER funds have been expensed at this time. Other Revenue is \$21,452 compared to the three-year average of \$15,689 for this time of year.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$1,492,686, with Personnel totaling \$1,202,884, Current Expense totaling \$284,074 and Capital Outlay expenses totaling \$5,729 during the period. These figures are compared to the three-year averages of \$1,522,486, \$1,083,796, \$259,387, and \$202,075, respectively, for this time of year.

On a percentage basis, Total Revenue is 88% of that budgeted, more than the three-year average of 80% for this time of year. Total Expense is 55% of that budgeted, which is less than the three-year average of 60% this time of year.

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2024-25 vs. FY 2023-24  
Lower Level Programs - Fund 11000

| AC<br>Type      | Description                         | April 31, 2025 |            |            |                            | April 31, 2024 |            |            |                            | Percent<br>CY YTD Actual/<br>PY YTD Actual |
|-----------------|-------------------------------------|----------------|------------|------------|----------------------------|----------------|------------|------------|----------------------------|--------------------------------------------|
|                 |                                     | Orig Budget    | Adj Budget | YTD Actual | YTD Actual /<br>Adj Budget | Orig Budget    | Adj Budget | YTD Actual | YTD Actual /<br>Adj Budget |                                            |
|                 |                                     |                |            |            |                            |                |            |            |                            |                                            |
| Revenue         |                                     |                |            |            |                            |                |            |            |                            |                                            |
| 41              | Student Fees                        | 13,835,060     | 16,424,650 | 13,933,440 | 85%                        | 13,679,170     | 13,903,963 | 13,515,247 | 97%                        | 3%                                         |
| 42              | Other Student Fees                  | 3,950,858      | 4,161,884  | 3,268,098  | 79%                        | 3,678,121      | 3,560,906  | 3,324,160  | 93%                        | -2%                                        |
| 43              | Support From Local Government [1]   | 1,447,861      | 2,070,606  | 1,725,505  | 83%                        | 1,343,347      | 1,442,047  | 1,434,849  | 100%                       | 20%                                        |
| 44              | State Support                       | 35,579,924     | 33,871,248 | 29,671,421 | 88%                        | 35,999,152     | 35,015,298 | 30,291,523 | 87%                        | -2%                                        |
| 45              | Federal Support                     | 3,026,000      | 3,026,000  | 137,416    | 5%                         | 26,000         | 4,177,286  | 327,285    | 8%                         |                                            |
| 46              | Gifts, Private Grants & Contracts   | 0              | 0          | 0          |                            | 0              | 0          | 0          |                            |                                            |
| 47              | Sales and Services Department       | 977,364        | 1,050,195  | 830,130    | 79%                        | 827,665        | 1,187,621  | 1,012,506  | 85%                        | -18%                                       |
| 49              | Other Revenue [2]                   | 1,173,320      | 1,173,601  | 678,261    | 58%                        | 476,544        | 915,326    | 1,062,066  | 116%                       | -36%                                       |
| 4A              | Non-Revenue Receipts [3]            | 275,268        | 277,768    | 32,726     |                            | 296,548        | 100        | (3)        | -3%                        |                                            |
|                 | Total : Revenue                     | 60,265,655     | 62,055,952 | 50,276,996 | 81%                        | 56,326,547     | 60,202,547 | 50,967,632 | 85%                        | -1%                                        |
|                 | Grand Total : Revenue               | 60,265,655     | 62,055,952 | 50,276,996 | 81%                        | 56,326,547     | 60,202,547 | 50,967,632 | 85%                        | -1%                                        |
| Expense         |                                     |                |            |            |                            |                |            |            |                            |                                            |
| Personnel       |                                     |                |            |            |                            |                |            |            |                            |                                            |
| 51              | Salaries-Full Time & Perm Part Time | 26,959,740     | 27,534,776 | 20,642,461 | 75%                        | 25,165,669     | 26,464,322 | 20,107,654 | 76%                        | 3%                                         |
| 52              | Other Personnel Exp P/T (Non-Perm)  | 3,756,892      | 3,819,399  | 2,443,911  | 64%                        | 3,709,408      | 3,797,208  | 2,506,995  | 66%                        | -3%                                        |
| 53              | Personnel Benefits                  | 11,695,362     | 11,484,057 | 8,445,912  | 74%                        | 11,991,426     | 11,052,253 | 7,590,377  | 69%                        | 11%                                        |
|                 | Total : Personnel                   | 42,411,994     | 42,838,232 | 31,532,284 | 74%                        | 40,866,503     | 41,313,783 | 30,205,026 | 73%                        | 4%                                         |
| Current Expense |                                     |                |            |            |                            |                |            |            |                            |                                            |
| 61              | Services [4]                        | 15,293,290     | 15,780,658 | 11,034,639 | 70%                        | 11,146,170     | 15,172,530 | 9,553,649  | 63%                        | 16%                                        |
| 62              | Materials and Supplies              | 4,289,406      | 4,487,184  | 2,764,742  | 62%                        | 4,114,207      | 4,057,581  | 2,358,980  | 58%                        | 17%                                        |
| 63              | Other Current Charges [5]           | 5,508,677      | 3,656,808  | 631,876    | 17%                        | 6,608,353      | 4,279,308  | 665,806    | 16%                        | -5%                                        |
|                 | Total : Current Expense             | 25,091,373     | 23,924,650 | 14,431,257 | 60%                        | 21,868,730     | 23,509,419 | 12,578,435 | 54%                        | 15%                                        |
| Capital         |                                     |                |            |            |                            |                |            |            |                            |                                            |
| 71              | Capital Outlay                      | 2,013,000      | 2,118,943  | 29,410     | 1%                         | 1,145,586      | 1,188,000  | 287,594    | 24%                        | -90%                                       |
|                 | Total : Capital                     | 2,013,000      | 2,118,943  | 29,410     | 1%                         | 1,145,586      | 1,188,000  | 287,594    | 24%                        | -90%                                       |
|                 | Grand Total : Expense [6]           | 69,516,367     | 79,966,592 | 54,292,951 | 68%                        | 63,880,819     | 66,011,201 | 43,071,055 | 65%                        | 26%                                        |

[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, and over and short

[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

[6] Includes non-mandatory transfers out to Fund 7 (For FY 24-25 this total is \$8.3 million)

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2024-25 vs. FY 2023-24  
Upper Level Programs - Fund 12000

| AC<br>Type              | Description                         | April 30, 2025 |            |            |            | April 30, 2024 |            |                |            | Percent<br>CY YTD Actual/<br>PY YTD Actual |
|-------------------------|-------------------------------------|----------------|------------|------------|------------|----------------|------------|----------------|------------|--------------------------------------------|
|                         |                                     | Revenue        |            | Percent    |            | Percent        |            | Percent Change |            |                                            |
|                         |                                     | Orig Budget    | Adj Budget | YTD Actual | Adj Budget | YTD Actual     | Adj Budget | YTD Actual     | Adj Budget |                                            |
| 41                      | Student Fees                        | 1,439,766      | 1,690,427  | 1,397,863  | 83%        | 1,302,969      | 1,414,288  | 1,373,542      | 97%        | 2%                                         |
| 42                      | Other Student Fees                  | 140,149        | 152,169    | 122,546    | 81%        | 123,689        | 130,089    | 115,604        | 89%        | 6%                                         |
| 44                      | State Support                       | 178,164        | 178,164    | 0          | 0%         | 178,164        | 178,164    | 0              | 0%         | 0%                                         |
| 49                      | Other Revenue [1]                   | 159,183        | 159,183    | 129,017    | 81%        | 68,438         | 147,517    | 147,507        | 100%       | -13%                                       |
| Total : Revenue         |                                     | 1,917,262      | 2,179,943  | 1,649,427  | 76%        | 1,673,260      | 1,870,058  | 1,636,654      | 88%        | 1%                                         |
| Grand Total : Revenue   |                                     | 1,917,262      | 2,179,943  | 1,649,427  | 76%        | 1,673,260      | 1,870,058  | 1,636,654      | 88%        | 1%                                         |
| Expense                 |                                     |                |            |            |            |                |            |                |            |                                            |
| Personnel               |                                     |                |            |            |            |                |            |                |            |                                            |
| 51                      | Salaries-Full Time & Perm Part Time | 813,108        | 856,524    | 656,715    | 77%        | 800,253        | 845,608    | 603,771        | 71%        | 9%                                         |
| 52                      | Other Personnel Exp P/T (Non-Perm)  | 363,600        | 483,101    | 364,115    | 75%        | 400,451        | 451,551    | 371,408        | 82%        | -2%                                        |
| 53                      | Personnel Benefits                  | 394,129        | 395,353    | 222,738    | 56%        | 259,408        | 263,758    | 182,936        | 69%        | 22%                                        |
| Total : Personnel       |                                     | 1,570,837      | 1,734,978  | 1,243,569  | 72%        | 1,460,112      | 1,560,917  | 1,158,114      | 74%        | 7%                                         |
| Current Expense         |                                     |                |            |            |            |                |            |                |            |                                            |
| 61                      | Services [2]                        | 34,675         | 26,332     | 8,576      | 33%        | 35,755         | 33,600     | 16,563         | 49%        | -48%                                       |
| 62                      | Materials and Supplies              | 86,143         | 108,589    | 79,432     | 73%        | 83,777         | 87,592     | 63,340         | 72%        | 25%                                        |
| 63                      | Other Current Charges [3]           | 93,616         | 194,121    | 62,568     | 32%        | 93,616         | 189,449    | 19,761         | 10%        | 10%                                        |
| Total : Current Expense |                                     | 214,434        | 329,042    | 150,575    | 46%        | 213,148        | 310,641    | 99,664         | 32%        | 32%                                        |
| Capital                 |                                     |                |            |            |            |                |            |                |            |                                            |
| 71                      | Capital Outlay                      | 0              | 0          | 0          | 0          | 0              | 0          | 0              | 0          | 0                                          |
| Total : Capital         |                                     | 0              | 0          | 0          | 0          | 0              | 0          | 0              | 0          | 0                                          |
| Grand Total : Expense   |                                     | 1,785,271      | 2,064,020  | 1,394,144  | 68%        | 1,673,260      | 1,871,558  | 1,257,777      | 67%        | 11%                                        |

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

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

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

**FISCAL YEAR: 2024-25**  
**April 2025**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

| CATEGORY                  | PRESENT<br>BUDGET | INCREASE       | DECREASE    | REVISED<br>BUDGET |
|---------------------------|-------------------|----------------|-------------|-------------------|
| Beginning Fund Balance    | \$ 21,722,247     | \$             | \$          | \$ 21,722,247     |
| REVENUE                   | 58,579,479        | 3,476,472 <a>  |             | 62,055,951        |
| TOTAL TO BE ACCOUNTED FOR | \$ 80,301,726     | \$ 3,476,472   | \$ 0        | \$ 83,778,198     |
| SALARIES                  | \$ 42,318,837     | \$ 519,395 <b> |             | 42,838,232        |
| CURRENT EXPENSE           | 31,578,436        | 2,957,787 <c>  | 0           | 34,536,223        |
| CAPITAL OUTLAY            | 999,139           | 119,804 <d>    |             | 1,118,943         |
| ENDING FUND BALANCE       | 5,405,314         |                | 120,514 <e> | 5,284,800         |
| TOTAL ACCOUNTED FOR       | \$ 80,301,726     | \$ 3,596,986   | \$ 120,514  | \$ 83,778,198     |

**JUSTIFICATION:**

<a> The \$3,476,472 increase in revenue is due to:

Increase to reflect anticipated revenue through June 30, 2025

3,476,472  
\$ 3,476,472

<b> The \$519,395 increase in salaries is due to:

Increase to move funds to pay Supplement for Venice dean support  
Increase to move funds to pay BOT approved \$1,000 pay to employees on TRIO grant  
Increase to reflect anticipated expense through June 30, 2025

500  
6,100  
512,795  
\$ 519,395

<c> The \$2,957,787 increase in current expense is due to:

Decrease to move funds to pay Supplement for Venice dean support  
Decrease to move funds to purchase Dell computer & using MacOS  
Decrease to move funds to purchase Computers  
Increase to purchase office supplies  
Increase to reflect anticipated expense through June 30, 2025

(500)  
(1,499)  
(4,005)  
114  
2,963,677  
2,957,787

<d> The \$119,804 increase in capital outlay is due to:

Increase to purchase Dell computer & using MacOS  
Increase to purchase Computers  
Increase to purchase supplies for Industry 4.0 Lab for the Advance Technology Center

1,499  
4,005  
114,300  
119,804

<e> The \$120,514 increase to fund balance is due to:

Increase to move funds to pay BOT approved \$1,000 pay to employees on TRIO grant  
Increase to purchase office supplies  
Increase to purchase supplies for Industry 4.0 Lab for the Advance Technology Center

6,100  
114  
114,300  
120,514

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

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

**FISCAL YEAR: 2024-25  
April 2025**

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

| CATEGORY                  | PRESENT<br>BUDGET      | INCREASE            | DECREASE          | REVISED<br>BUDGET      |
|---------------------------|------------------------|---------------------|-------------------|------------------------|
| Beginning Fund Balance    | \$ 2,071,953           | \$                  | \$                | \$ 2,071,953           |
| REVENUE                   | 9,789,462              | 111,727 <a>         |                   | 9,901,190              |
| TOTAL TO BE ACCOUNTED FOR | \$ 11,861,415<br>===== | \$ 111,727<br>===== | \$ 0<br>=====     | \$ 11,973,143<br>===== |
| SALARIES                  | \$ 6,199,675           | \$ 31,662 <b>       |                   | 6,231,338              |
| CURRENT EXPENSE           | 4,157,236              |                     | 5,336 <c>         | 4,151,900              |
| CAPITAL OUTLAY            | 223,912                | 22,712 <d>          |                   | 246,624                |
| ENDING FUND BALANCE       | 1,280,593<br>-----     | 62,689 <e>          |                   | 1,343,282<br>-----     |
| TOTAL ACCOUNTED FOR       | \$ 11,861,415<br>===== | \$ 117,063<br>===== | \$ 5,336<br>===== | \$ 11,973,142<br>===== |

JUSTIFICATION:

<a> The \$111,727 increase in Revenue is due to:

Increase due to establishing budget for TRIO grant  
Increase due to Perkins FY25 Amendment 2

40,064  
71,663  
\$ 111,727

<b> The \$31,662 increase in Salaries Expense is due to:

Increase due to establishing budget for TRIO grant

31,662  
\$ 31,662

<c> The \$6,133 decrease in Current Expense is due to:

Increase due to establishing budget for TRIO grant  
Decrease due to Perkins FY25 Amendment 2  
Increase due to 2026 venue rental FIRST LEGO League  
Decrease due to CTE - Balance of Perkins equipment

1,376  
(17,872)  
16,000  
(4,840)  
\$ (5,336)

<d> The \$17,125 increase in Capital Outlay Expense is due to:

Increase due to Perkins FY25 Amendment 2  
Increase due to CTE - Balance of Perkins equipment

17,872  
4,840  
\$ 22,712

<e> The \$62,689 increase to fund balance is due to:

Increase due to establishing budget for TRIO grant  
Increase due to 2026 venue rental FIRST LEGO League  
Decrease due to 2026 venue rental FIRST LEGO League

7,026  
71,663  
(16,000)  
\$ 62,689



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

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

**FISCAL YEAR: 2024-25  
April 2025**

**FUND NAME: UNEXPENDED PLANT FUND**

**FUND NUMBER: SEVEN**

|                           | PRESENT       |             |             | REVISED       |
|---------------------------|---------------|-------------|-------------|---------------|
| CATEGORY                  | BUDGET        | INCREASE    | DECREASE    | BUDGET        |
| Beginning Fund Balance    | \$ 24,425,514 | \$          | \$          | \$ 24,425,514 |
| REVENUE                   | 61,466,883    |             |             | 61,466,883    |
| TOTAL TO BE ACCOUNTED FOR | \$ 85,892,397 | \$ 0        | 0           | \$ 85,892,397 |
| SALARIES                  | \$ 313,005    | \$          |             | 313,005       |
| CURRENT EXPENSE           | 489,955       | 91,000 <a>  |             | 580,955       |
| CAPITAL OUTLAY            | 35,696,061    | 123,000 <b> |             | 35,819,061    |
| ENDING FUND BALANCE       | 49,393,376    |             | 214,000 <c> | 49,179,376    |
| TOTAL ACCOUNTED FOR       | \$ 85,892,397 | \$ 214,000  | \$ 214,000  | \$ 85,892,397 |

**JUSTIFICATION:**

<a> The \$91,000 increase in Current Expense is due to:

|                                                                   |                  |
|-------------------------------------------------------------------|------------------|
| Increase to establish budget for SCFCS-VC Bldg design             | 19,000           |
| Increase due to purchase storage lockers                          | 9,000            |
| Increase due to CIF collegewide furniture fund increase           | 30,000           |
| Decrease due to closeout of CIF Bldg 100 Door Replacement project | (7,000)          |
| Increase to purchase weight room equipment for Bldg 17 BC         | 25,000           |
| Increase to purchase furniture for Simulation Lab project         | 15,000           |
|                                                                   | <u>\$ 91,000</u> |

<b> The \$123,000 increase in Current Outlay is due to:

|                                                                         |                   |
|-------------------------------------------------------------------------|-------------------|
| Decrease to move funds to purchase storage lockers - CIF                | (9,000)           |
| Increase due to CIF collegewide furniture fund increase                 | 97,000            |
| Increase due to CIT Minor Maint/Repair/Ren project increase             | 75,000            |
| Decrease to move funds to purchase weight room equipment for Bldg 17 BC | (25,000)          |
| Decrease to move funds to purchase furniture for Simulation Lab project | (15,000)          |
|                                                                         | <u>\$ 123,000</u> |

<c> The \$214,000 decrease in Fund Balance is due to:

|                                                                   |                     |
|-------------------------------------------------------------------|---------------------|
| Decrease due to establishing budget for SCFCS-VC Bldg design      | (19,000)            |
| Decrease due to CIF collegewide furniture fund increase           | (127,000)           |
| Decrease due to CIT Minor Maint/Repair/Ren increase               | (75,000)            |
| Decrease due to closeout of CIF Bldg 100 Door Replacement project | 7,000               |
|                                                                   | <u>\$ (214,000)</u> |

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

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

**FISCAL YEAR: 2024-25  
April 2025**

FUND NAME: COLLEGIATE SCHOOL - BC

FUND NUMBER: 23000

| CATEGORY                  | PRESENT<br>BUDGET | INCREASE   | DECREASE   | REVISED<br>BUDGET |
|---------------------------|-------------------|------------|------------|-------------------|
| Beginning Fund Balance    | \$ 2,734,463      | \$         | \$         | \$ 2,734,463      |
| REVENUE                   | 4,519,374         |            |            | 4,519,374         |
| TOTAL TO BE ACCOUNTED FOR | \$ 7,253,837      | \$ 0       | \$ 0       | \$ 7,253,837      |
| SALARIES                  | \$ 3,251,260      | \$         |            | \$ 3,251,260      |
| CURRENT EXPENSE           | 1,469,066         |            | 33,595 <a> | 1,435,471         |
| CAPITAL OUTLAY            | 1,744             | 33,595 <b> |            | 35,339            |
| ENDING FUND BALANCE       | 2,531,767         |            |            | 2,531,767         |
| TOTAL ACCOUNTED FOR       | \$ 7,253,837      | \$ 33,595  | \$ 33,595  | \$ 7,253,837      |

JUSTIFICATION:

<a> The \$33,595 decrease in Current Expense is due to:  
Purchase of new furniture for the Café

(33,595)  
\$ (33,595)

<b> The \$33,595 increase in Capital Outlay is due to:  
Purchase of new furniture for the Café

33,595  
\$ 33,595

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

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

**FISCAL YEAR: 2024-25  
April 2025**

FUND NAME: Upper Division Fund

FUND NUMBER: 12000

| CATEGORY                  | PRESENT<br>BUDGET | INCREASE       | DECREASE | REVISED<br>BUDGET |
|---------------------------|-------------------|----------------|----------|-------------------|
| Beginning Fund Balance    | \$ 3,833,338      | \$             | \$       | \$ 3,833,338      |
| REVENUE                   | 1,917,262         | 262,682 <a>    |          | 2,179,944         |
| TOTAL TO BE ACCOUNTED FOR | \$ 5,750,600      | \$ 262,682     | 0        | \$ 6,013,282      |
| SALARIES                  | \$ 1,588,062      | \$ 146,917 <b> |          | \$ 1,734,980      |
| CURRENT EXPENSE           | 213,277           | 115,765 <c>    |          | 329,042           |
| CAPITAL OUTLAY            | 0                 |                |          | 0                 |
| ENDING FUND BALANCE       | 3,949,261         |                | 0        | 3,949,261         |
| TOTAL ACCOUNTED FOR       | \$ 5,750,600      | \$ 262,682     | \$ 0     | \$ 6,013,282      |

**JUSTIFICATION:**

<a> The \$262,682 increase in revenue is due to:  
Increase to reflect anticipated revenue through June 30, 2025

262,682  
262,682

<b> The \$146,917 increase in salaries is due to:  
Increase to reflect anticipated expense through June 30, 2025

146,917  
146,917

<c> The \$115,765 decrease in current expense is due  
Increase to reflect anticipated expense through June 30, 2025

115,765  
\$ 115,765

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

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

**FISCAL YEAR: 2024-25  
April 2025**

FUND NAME: COLLEGIATE SCHOOL-VC

FUND NUMBER: 23001

| CATEGORY                  | PRESENT<br>BUDGET | INCREASE      | DECREASE | REVISED<br>BUDGET |
|---------------------------|-------------------|---------------|----------|-------------------|
| Beginning Fund Balance    | \$ 495,400        | \$            | \$       | \$ 495,400        |
| REVENUE                   | 2,629,327         | 244,620 <a>   |          | 2,873,947         |
| TOTAL TO BE ACCOUNTED FOR | \$ 3,124,727      | \$ 244,620    | \$ 0     | \$ 3,369,347      |
| SALARIES                  | \$ 1,517,858      | \$ 30,649 <b> |          | \$ 1,548,507      |
| CURRENT EXPENSE           | 953,398           | 213,971 <c>   |          | 1,167,369         |
| CAPITAL OUTLAY            | 19,000            |               |          | 19,000            |
| ENDING FUND BALANCE       | 634,471           |               |          | 634,471           |
| TOTAL ACCOUNTED FOR       | \$ 3,124,727      | \$ 244,620    | \$ 0     | 3,369,347         |

**JUSTIFICATION:**

<a> The \$244,620 increase in Revenue is due to:  
Increase to reflect anticipated revenue through June 30, 2025

244,620  
244,620

<b> The \$30,649 increase in Salaries is due to:  
Increase to reflect anticipated expense through June 30, 2025

30,649  
\$ 30,649

<c> The \$213,971 increase in Current Expense is due to:  
Increase to reflect anticipated expense through June 30, 2025

213,971  
\$ 213,971

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2024-25 vs. FY 2023-24  
Collegiate School - Bradenton Campus

| AC<br>Type      | Description                         | April 30, 2025 |            |            |                            |  | April 30, 2024 |            |            |                            |  | Percent<br>Change<br>CY YTD Actual/<br>PY YTD Actual |
|-----------------|-------------------------------------|----------------|------------|------------|----------------------------|--|----------------|------------|------------|----------------------------|--|------------------------------------------------------|
|                 |                                     | Percent        |            |            |                            |  | Percent        |            |            |                            |  |                                                      |
|                 |                                     | Orig Budget    | Adj Budget | YTD Actual | YTD Actual /<br>Adj Budget |  | Orig Budget    | Adj Budget | YTD Actual | YTD Actual /<br>Adj Budget |  |                                                      |
| Revenue         |                                     |                |            |            |                            |  |                |            |            |                            |  |                                                      |
| 43              | Support From Local Government [1]   | 4,492,106      | 4,644,373  | 3,722,017  | 80%                        |  | 3,954,102      | 4,523,988  | 3,711,423  | 82%                        |  | 0%                                                   |
| 44              | State Support [2]                   | 0              | 535,560    | 471,762    | 88%                        |  | 40             | 7,162      | 327,830    |                            |  | 44%                                                  |
| 45              | Federal Support [3]                 | 27,268         | 27,268     | 272        | 1%                         |  | 27,268         | 448,386    | 214,581    | 48%                        |  |                                                      |
| 49              | Other Revenue [4]                   | 0              | 0          | 95,826     |                            |  | 79,430         | 176,182    | 101,205    | 57%                        |  | -5%                                                  |
|                 | Total : Revenue                     | 4,519,374      | 5,207,201  | 4,289,877  | 82%                        |  | 4,060,840      | 5,155,718  | 4,355,038  | 84%                        |  | -1%                                                  |
|                 | Grand Total : Revenue               | 4,519,374      | 5,207,201  | 4,289,877  | 82%                        |  | 4,060,840      | 5,155,718  | 4,355,038  | 84%                        |  | -1%                                                  |
| Expense         |                                     |                |            |            |                            |  |                |            |            |                            |  |                                                      |
| Personnel       |                                     |                |            |            |                            |  |                |            |            |                            |  |                                                      |
| 51              | Salaries-Full Time & Perm Part Time | 2,497,195      | 2,515,417  | 1,905,412  | 76%                        |  | 1,834,689      | 2,380,873  | 1,788,122  | 75%                        |  | 7%                                                   |
| 52              | Other Personnel Exp P/T (Non-Perm)  | 59,520         | 65,258     | 26,672     | 41%                        |  | 59,520         | 67,574     | 24,185     | 36%                        |  | 10%                                                  |
| 53              | Personnel Benefits                  | 732,988        | 863,449    | 708,360    | 82%                        |  | 732,988        | 892,882    | 626,533    | 70%                        |  | 13%                                                  |
|                 | Total : Personnel                   | 3,289,703      | 3,444,124  | 2,640,443  | 77%                        |  | 2,627,197      | 3,341,329  | 2,438,839  | 73%                        |  | 8%                                                   |
| Current Expense |                                     |                |            |            |                            |  |                |            |            |                            |  |                                                      |
| 61              | Services [5]                        | 1,235,145      | 1,139,513  | 767,738    | 67%                        |  | 1,065,835      | 1,208,762  | 695,343    | 58%                        |  | 10%                                                  |
| 62              | Materials and Supplies              | 295,214        | 392,726    | 285,181    | 73%                        |  | 269,154        | 310,213    | 201,258    | 65%                        |  | 42%                                                  |
| 63              | Other Current Charges               | 0              | 0          | 0          |                            |  | 0              | 0          | 0          |                            |  |                                                      |
|                 | Total : Current Expense             | 1,530,360      | 1,532,238  | 1,052,920  | 69%                        |  | 1,334,989      | 1,518,975  | 896,601    | 59%                        |  | 17%                                                  |
| Capital         |                                     |                |            |            |                            |  |                |            |            |                            |  |                                                      |
| 71              | Capital Outlay                      | 296,899        | 425,584    | 219,044    | 51%                        |  | 538,038        | 922,103    | 458,940    | 50%                        |  |                                                      |
|                 | Total : Capital                     | 296,899        | 425,584    | 219,044    | 51%                        |  | 538,038        | 922,103    | 458,940    | 50%                        |  |                                                      |
|                 | Grand Total : Expense               | 5,116,962      | 5,401,946  | 3,912,406  | 72%                        |  | 4,500,223      | 5,782,407  | 3,794,380  | 66%                        |  | 3%                                                   |

[1] Includes revenue from Manatee County school district

[2] Includes capital funding from Manatee County school district

[3] Includes grant revenue

[4] Includes interest and dividend, teacher supply funds and Best & Brightest Scholarships awarded by Manatee County school board.

[5] Includes travel, postage, printing, lease, insurance, contracted services (including DE), and professional fees

[6] Includes central store, scholarships, debt interest, bad debt expense, unemployment comp, uninsured losses

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2024-25 vs. FY 2023-24  
Collegiate School - Venice Campus

| AC<br>Type | Description                         | April 30, 2025 |            |            |                            | April 30, 2024 |            |            |      | Percent<br>YTD Actual /<br>Adj Budget | Percent Change<br>CY YTD Actual/<br>PY YTD Actual |
|------------|-------------------------------------|----------------|------------|------------|----------------------------|----------------|------------|------------|------|---------------------------------------|---------------------------------------------------|
|            |                                     | Orig Budget    | Adj Budget | YTD Actual | YTD Actual /<br>Adj Budget | Orig Budget    | Adj Budget | YTD Actual |      |                                       |                                                   |
|            |                                     |                |            |            |                            |                |            |            |      |                                       |                                                   |
|            | Revenue                             |                |            |            |                            |                |            |            |      |                                       |                                                   |
| 43         | Support From Local Government [1]   | 2,613,647      | 2,858,268  | 2,514,318  | 88%                        | 2,364,033      | 2,205,427  | 1,880,306  | 85%  |                                       | 34%                                               |
| 44         | State Support [2]                   | 0              | 437,004    | 386,342    | 88%                        | 0              | 0          | 164,624    |      |                                       | 135%                                              |
| 45         | Federal Support [3]                 | 12,680         | 12,680     | (13,273)   | -105%                      | 30,000         | 224,346    | (8,996)    | -4%  |                                       |                                                   |
| 49         | Other Revenue [4]                   | 3,000          | 3,000      | 21,452     | 715%                       | 2,000          | 14,800     | 14,752     | 100% |                                       |                                                   |
| 4A         | Non-Revenue Receipts                | 0              | 0          | 0          |                            | 0              | 0          | 0          |      |                                       |                                                   |
|            | Total : Revenue                     | 2,629,327      | 3,310,952  | 2,908,840  | 88%                        | 2,396,033      | 2,444,573  | 2,050,686  | 84%  |                                       | 42%                                               |
|            | Grand Total : Revenue               | 2,629,327      | 3,310,952  | 2,908,840  | 88%                        | 2,396,033      | 2,444,573  | 2,050,686  | 84%  |                                       | 42%                                               |
|            | Expense                             |                |            |            |                            |                |            |            |      |                                       |                                                   |
|            | Personnel                           |                |            |            |                            |                |            |            |      |                                       |                                                   |
| 51         | Salaries-Full Time & Perm Part Time | 1,124,871      | 1,124,871  | 855,046    | 76%                        | 1,044,146      | 1,109,577  | 771,562    | 70%  |                                       | 11%                                               |
| 52         | Other Personnel Exp P/T (Non-Perm)  | 25,000         | 25,000     | 11,256     | 45%                        | 17,000         | 27,500     | 19,384     | 70%  |                                       | -42%                                              |
| 53         | Personnel Benefits                  | 367,987        | 398,636    | 336,581    | 84%                        | 359,599        | 415,046    | 272,145    | 66%  |                                       | 24%                                               |
|            | Total : Personnel                   | 1,517,858      | 1,548,507  | 1,202,884  | 78%                        | 1,420,745      | 1,552,123  | 1,063,092  | 68%  |                                       | 13%                                               |
|            | Current Expense                     |                |            |            |                            |                |            |            |      |                                       |                                                   |
| 61         | Services [5]                        | 800,958        | 821,105    | 184,878    | 23%                        | 547,840        | 586,560    | 95,898     | 16%  |                                       | 93%                                               |
| 62         | Materials and Supplies              | 230,356        | 211,977    | 99,196     | 47%                        | 184,687        | 176,452    | 80,966     | 46%  |                                       | 23%                                               |
|            | Total : Current Expense             | 1,031,314      | 1,033,082  | 284,074    | 27%                        | 732,527        | 763,013    | 176,864    | 23%  |                                       | 61%                                               |
|            | Capital                             |                |            |            |                            |                |            |            |      |                                       |                                                   |
| 71         | Capital Outlay                      | 5,000          | 127,200    | 5,729      | 5%                         | 5,000          | 117,428    | 96,560     | 82%  |                                       | -94%                                              |
|            | Total : Capital                     | 5,000          | 127,200    | 5,729      | 5%                         | 5,000          | 117,428    | 96,560     | 82%  |                                       | -94%                                              |
|            | Grand Total : Expense               | 2,554,172      | 2,708,789  | 1,492,686  | 55%                        | 2,158,272      | 2,432,564  | 1,336,515  | 55%  |                                       | 12%                                               |

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

## ACCEPTANCE OF GIFTS AND GRANTS

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

### April 2025

| <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         |                |                    |
| April YTD Revenue                             | 669,834        |                    |
| March YTD Revenue                             | 669,834        |                    |
| Change for Month of April                     | <u>0</u>       | Pell Grant 2023-24 |
| April YTD Revenue                             | 14,673,251     |                    |
| March YTD Revenue                             | 13,756,891     |                    |
| Change for Month of April                     | <u>916,360</u> | Pell Grant 2024-25 |
| <b>Total Received - Gifts</b>                 | -              |                    |
| <b>Total Received (Returned) - Pell Grant</b> | <b>916,360</b> |                    |

# PROPERTY DISPOSAL

(Complete and route to Vice President, Operations)

Proposed by Stephanie RoyDate 5/1/2025Title Manager, Business Operations

| Description                         | Asset #  | Cost        | Purchase Date | Reason for Disposal | Method of Disposal |
|-------------------------------------|----------|-------------|---------------|---------------------|--------------------|
| OptiPlex 5070 Tower XCTO            | 00035192 | \$ 975.00   | 03/09/2020    | Obsolete            | E-Scrap            |
| Latitude 5400 XCTO                  | 00035265 | \$ 1,200.00 | 05/29/2020    | Obsolete            | E-Scrap            |
| Latitude 5400 XCTO                  | 00035270 | \$ 1,200.00 | 05/29/2020    | Obsolete            | E-Scrap            |
| In-Field Reel Mower 25" 5HP         | 020622   | \$ 1,150.00 | 10/14/2009    | Obsolete            | GovDeals           |
| 100 Gallon Poly Sprayer             | 020951   | \$ 2,130.30 | 10/14/2009    | Obsolete            | GovDeals           |
| OptiPlex 790 Mini                   | 030044   | \$ 819.00   | 12/13/2011    | Obsolete            | E-Scrap            |
| 2011 Club Car Precedent, Green Body | 031562   | \$ 3,196.43 | 10/06/2014    | Obsolete            | GovDeals           |
| 2011 Club Car Precedent             | 031564   | \$ 3,521.43 | 10/06/2014    | Obsolete            | GovDeals           |
| 2010 Security Cart, Four-Seater     | 031662   | \$ 6,070.00 | 11/06/2014    | Obsolete            | GovDeals           |
| Canon imagePROGRAF Inkjet Printer   | 031931   | \$ 4,813.00 | 3/31/2015     | Obsolete            | E-Scrap            |
| 2013 Club Car Precedent Golf Cart   | 032412   | \$ 4,658.00 | 6/2/2016      | Obsolete            | GovDeals           |
| Tsurumi Submersible Pump            | 032830   | \$ 1,765.00 | 01/04/2017    | Obsolete            | GovDeals           |
| Speed Queen Frontload Washer        | 032839   | \$ 1,608.75 | 01/12/2017    | Obsolete            | Scrap              |
| OptiPlex 3040 Micro XCTO            | 033109   | \$ 658.98   | 04/20/2017    | Obsolete            | E-Scrap            |
| OptiPlex 3040 Micro XCTO            | 033118   | \$ 658.98   | 04/20/2017    | Obsolete            | E-Scrap            |
| OptiPlex 3040 Micro XCTO            | 033145   | \$ 658.98   | 04/20/2017    | Obsolete            | E-Scrap            |
| OptiPlex 5050 Mini XCTO             | 033585   | \$ 725.00   | 03/29/2018    | Obsolete            | E-Scrap            |
| OptiPlex 5050 Mini XCTO             | 033616   | \$ 725.00   | 3/29/2018     | Obsolete            | E-Scrap            |
| OptiPlex 3060 Micro XCTO            | 034173   | \$ 715.14   | 01/11/2019    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035357   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035359   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035363   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035366   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035367   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035370   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035374   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035380   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035382   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035384   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035393   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035394   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035397   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035403   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035406   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035407   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035409   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035411   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035412   | \$ 294.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035417   | \$ 299.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 7th Gen, 10.2                 | 035418   | \$ 299.00   | 08/05/2020    | Obsolete            | E-Scrap            |
| iPad, 8th Gen, 10.2                 | 035673   | \$ 294.00   | 1/27/2021     | Obsolete            | E-Scrap            |



## PROPERTY DISPOSAL

(Complete and route to Vice President, Operations)

|                     |        |           |           |          |         |
|---------------------|--------|-----------|-----------|----------|---------|
| iPad, 8th Gen, 10.2 | 035684 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035685 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035689 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035692 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035696 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035706 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035707 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035708 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035709 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035711 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035721 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035726 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035733 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035743 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035751 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035752 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035757 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035763 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035765 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035768 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035774 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |
| iPad, 8th Gen, 10.2 | 035778 | \$ 294.00 | 1/27/2021 | Obsolete | E-Scrap |

*Stephanie Roy*

Proposer

5/1/2025

Date

*Rebecca Fida*

Business Services Administrator

05/01/25

Date

*Christopher Wellman*

Signature of Vice President, Operations

05/01/25

Date

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 27, 2025

**AGENDA ITEM:****Approval to Write-off Delinquent Accounts – \$176,406.15****RECOMMENDATION:**

**The College recommends District Board of Trustees' approval of a Delinquent Account Write-off.**

**STAFF ANALYSIS:**

The College is submitting for approval the delinquent account write-off lists for uncollected receivables recorded prior to June 30, 2023. Each receivable is at least two years old. Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register until the debt is satisfied.

Accounts to be written off for fiscal year 2024-25 totaled \$175,472.17. In addition, \$269.98 will be written off due to bankruptcy and \$664.00 will be written off due to a death of a student.

| <u>Fiscal Year</u>  | <u>Amount</u> | <u>Years Included</u> |
|---------------------|---------------|-----------------------|
| Written off in 2024 | \$ 4,481.30   | 1990 to 6/30/22       |
| Written off in 2023 | \$ 00.00**    | 1990 to 6/30/21       |
| Written off in 2022 | \$ 282,536.61 | 1990 to 6/30/20       |
| Written Off in 2021 | \$ 291,046.32 | 1990 to 6/30/19       |
| Written Off in 2020 | \$ 276,911.01 | 1990 to 6/30/18       |
| Written Off in 2019 | \$ 331,834.07 | 1990 to 6/30/17       |
| Written Off in 2018 | \$ 366,197.98 | 1990 to 6/30/16       |
| Written Off in 2017 | \$ 452,375.17 | 1990 to 6/30/15       |
| Written Off in 2016 | \$ 479,373.16 | 1990 to 6/30/14       |

\*\*In fiscal year 2023 write-off's totaled \$0.00 due to HEERF funds being used to cover student balances incurred during COVID, to allow the students a 2<sup>nd</sup> chance to re-enroll in school.

**FISCAL IMPACT** YES

Funding Source: N/A

Amount: \$175,472.17

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: N/A

Attachment

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

## AUTHORIZATION TO CHARGE-OFF DELINQUENT STUDENT AND OTHER ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to charge off the following delinquent student and other accounts:

| <u>STUDENT IDENTIFIER</u> | <u>TERM</u> | <u>BALANCE</u> |
|---------------------------|-------------|----------------|
| RM-2314                   | 201910      | 20.00          |
| LT-5193                   | 202020      | 0.42           |
| KE-1598                   | 202320      | 376.24         |
| MI-0973                   | 202310      | 225.00         |
| ET-0825                   | 202310      | 1,616.70       |
| AC-8874                   | 202310      | 990.00         |
| DH-1519                   | 202310      | 1.00           |
| LH-1691                   | 202310      | 892.00         |
| LR-0139                   | 202310      | 35.00          |
| CT-8227                   | 202320      | 74.99          |
| AA-2402                   | 200630      | 50.00          |
| PA-3952                   | 202410      | 25.00          |
| BA-8434                   | 202320      | 1,535.80       |
| SA-6830                   | 202410      | 84.00          |
| MA-8173                   | 202310      | 138.98         |
| CA-6732                   | 202320      | 48.63          |
| JA-2850                   | 202310      | 635.00         |
| EA-8527                   | 202330      | 485.52         |
| DA-7968                   | 202320      | 650.00         |
| HA-1551                   | 202320      | 624.00         |
| JA-2351                   | 202320      | 40.00          |
| DA-5577                   | 202320      | 481.00         |
| EA-2635                   | 202320      | 557.00         |
| SA-8168                   | 202330      | 327.00         |
| DA-2146                   | 202320      | 852.12         |
| KA-1063                   | 202330      | 1,507.00       |
| CB-4154                   | 202310      | 256.07         |
| IB-3483                   | 202320      | 0.20           |
| AB-7877                   | 202310      | 635.00         |
| KB-1039                   | 202320      | 475.15         |
| SB-5523                   | 202320      | 1,275.56       |
| RB-2665                   | 202330      | 342.98         |
| KB-4537                   | 202320      | 690.24         |
| SB-5867                   | 202310      | 37.00          |
| IB-4842                   | 202320      | 1,566.43       |
| CB-0144                   | 202320      | 767.00         |
| AB-7978                   | 202210      | 19.76          |
| JB-9214                   | 202320      | 3.76           |
| LB-2203                   | 202310      | 2,586.00       |
| AB-3798                   | 202330      | 352.44         |
| FB-0363                   | 202320      | 922.32         |
| SB-2897                   | 202310      | 92.00          |

## AUTHORIZATION TO CHARGE-OFF DELINQUENT STUDENT AND OTHER ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to charge off the following delinquent student and other accounts:

| <u>STUDENT IDENTIFIER</u> | <u>TERM</u> | <u>BALANCE</u> |
|---------------------------|-------------|----------------|
| MB-3256                   | 202330      | 283.54         |
| DB-0062                   | 202330      | 1,069.02       |
| LB-9284                   | 202330      | 40.00          |
| AB-9169                   | 202410      | 389.44         |
| MB-2336                   | 202320      | 307.44         |
| DB-9544                   | 202310      | 104.99         |
| LB-4690                   | 202310      | 661.00         |
| NB-9431                   | 202320      | 34.35          |
| NB-5364                   | 202310      | 523.00         |
| JB-4698                   | 202320      | 546.86         |
| SB-7729                   | 202320      | 532.56         |
| GB-8908                   | 202310      | 69.53          |
| TB-1520                   | 202320      | 331.45         |
| LB-6928                   | 202320      | 372.00         |
| DB-0834                   | 202310      | 104.99         |
| JB-3518                   | 202330      | 42.00          |
| KC-9034                   | 202310      | 416.00         |
| SC-0465                   | 202320      | 352.00         |
| JC-4321                   | 202320      | 749.00         |
| BC-4958                   | 202320      | 836.00         |
| MC-5999                   | 202330      | 769.00         |
| GC-0952                   | 202310      | 1,029.16       |
| JC-3180                   | 202330      | 379.69         |
| BC-1431                   | 202310      | 305.97         |
| AC-3473                   | 202320      | 195.00         |
| EC-6860                   | 202410      | 494.67         |
| DC-8417                   | 202330      | 40.00          |
| FC-8202                   | 202310      | 72.25          |
| JC-5325                   | 202330      | 4,678.24       |
| TC-0670                   | 202320      | 11.97          |
| TC-3954                   | 202320      | 1,604.20       |
| EC-7242                   | 202410      | 449.92         |
| SC-7798                   | 202310      | 363.94         |
| SC-7798                   | 202320      | 758.67         |
| HC-2902                   | 202120      | 102.48         |
| JC-7308                   | 202310      | 827.32         |
| MC-2673                   | 202320      | 601.00         |
| KC-5141                   | 202330      | 200.00         |
| AC-9319                   | 202330      | 42.00          |
| MC-3943                   | 202320      | 4,430.70       |
| LD-3305                   | 202410      | 100.13         |
| ED-2647                   | 202320      | 0.60           |
| MD-8560                   | 202320      | 536.00         |

## AUTHORIZATION TO CHARGE-OFF DELINQUENT STUDENT AND OTHER ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to charge off the following delinquent student and other accounts:

| <u>STUDENT IDENTIFIER</u> | <u>TERM</u> | <u>BALANCE</u> |
|---------------------------|-------------|----------------|
| PD-3550                   | 202320      | 1,759.00       |
| DD-9391                   | 202410      | 493.00         |
| ND-2427                   | 202410      | 376.24         |
| WD-6526                   | 202410      | 654.88         |
| JD-2965                   | 202330      | 327.00         |
| DD-8103                   | 202410      | 205.11         |
| SE-7723                   | 202310      | 75.75          |
| JE-3626                   | 202310      | 522.50         |
| CE-1055                   | 202330      | 389.44         |
| LE-4769                   | 202320      | 567.58         |
| LF-5431                   | 202310      | 519.00         |
| WF-5185                   | 202410      | 347.44         |
| JF-8335                   | 202320      | 40.00          |
| DF-6911                   | 202330      | 232.92         |
| MF-7692                   | 202330      | 962.32         |
| IF-9958                   | 202320      | 104.50         |
| GG-8491                   | 202310      | 75.75          |
| BG-2663                   | 202410      | 1,335.77       |
| FG-9138                   | 202320      | 865.60         |
| VG-3104                   | 202320      | 517.49         |
| AG-1611                   | 202320      | 347.44         |
| TG-2472                   | 202320      | 3.99           |
| NG-6412                   | 202320      | 472.88         |
| RG-1220                   | 202310      | 37.00          |
| ZG-2651                   | 202330      | 618.00         |
| AG-2093                   | 202330      | 347.44         |
| MG-7808                   | 202310      | 327.00         |
| MG-9950                   | 202310      | 781.56         |
| LG-6694                   | 202310      | 174.00         |
| JG-8284                   | 202410      | 1,269.76       |
| CG-6018                   | 202310      | 633.00         |
| SG-0053                   | 202320      | 635.00         |
| CH-5404                   | 202310      | 764.00         |
| AH-1378                   | 202330      | 78.84          |
| JH-2423                   | 202320      | 95.99          |
| QH-1709                   | 202330      | 1,814.44       |
| BH-2180                   | 202330      | 75.46          |
| AH-5306                   | 202310      | 365.00         |
| OH-6664                   | 202330      | 763.00         |
| RH-5964                   | 202410      | 40.00          |
| NH-0572                   | 202320      | 39.50          |
| JH-8140                   | 202310      | 75.75          |
| NH-9812                   | 202310      | 342.45         |

## AUTHORIZATION TO CHARGE-OFF DELINQUENT STUDENT AND OTHER ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to charge off the following delinquent student and other accounts:

| <u>STUDENT IDENTIFIER</u> | <u>TERM</u> | <u>BALANCE</u> |
|---------------------------|-------------|----------------|
| UH-4024                   | 202310      | 75.75          |
| SH-4549                   | 202320      | 1,280.00       |
| GH-9243                   | 202320      | 673.00         |
| DH-9365                   | 202320      | 65.00          |
| MH-1246                   | 202410      | 600.00         |
| BH-9059                   | 202320      | 763.64         |
| EH-4878                   | 202310      | 365.00         |
| LI-2110                   | 202320      | 789.00         |
| TI-5681                   | 202320      | 1,018.98       |
| EI-7822                   | 202330      | 5.00           |
| JJ-6519                   | 202320      | 635.00         |
| SJ-2700                   | 202310      | 39.50          |
| DJ-6491                   | 202310      | 686.00         |
| CJ-4606                   | 202310      | 1,417.76       |
| JJ-2874                   | 202330      | 2,359.12       |
| MJ-3996                   | 202410      | 151.44         |
| KJ-5345                   | 202310      | 75.75          |
| KJ-5345                   | 202320      | 347.44         |
| BJ-1872                   | 202410      | 1,394.01       |
| SJ-8582                   | 202310      | 180.74         |
| SJ-6356                   | 202310      | 673.00         |
| SJ-6356                   | 202320      | 875.86         |
| VK-3623                   | 202320      | 20.00          |
| BK-5730                   | 201320      | 238.00         |
| AK-1096                   | 202310      | 75.75          |
| SK-0172                   | 202310      | 1,027.03       |
| JL-6323                   | 202310      | 307.44         |
| JL-9096                   | 202310      | 501.00         |
| BL-7431                   | 202330      | 527.50         |
| GL-7782                   | 202310      | 432.00         |
| NL-7621                   | 202410      | 411.86         |
| GL-0653                   | 202310      | 75.75          |
| ML-2336                   | 202410      | 40.00          |
| EL-2421                   | 202320      | 115.75         |
| JL-2759                   | 202320      | 390.69         |
| AL-5977                   | 202320      | 40.00          |
| NL-7742                   | 202310      | 341.00         |
| JL-9807                   | 202410      | 846.11         |
| RL-6001                   | 202320      | 193.00         |
| AM-1699                   | 202310      | 673.00         |
| TM-9241                   | 202320      | 840.79         |
| LM-9684                   | 202320      | 827.41         |
| MM-7727                   | 202330      | 654.88         |

## AUTHORIZATION TO CHARGE-OFF DELINQUENT STUDENT AND OTHER ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to charge off the following delinquent student and other accounts:

| <u>STUDENT IDENTIFIER</u> | <u>TERM</u> | <u>BALANCE</u> |
|---------------------------|-------------|----------------|
| SM-8096                   | 202310      | 546.00         |
| AM-2011                   | 202410      | 382.88         |
| AM-9776                   | 202320      | 810.28         |
| KM-6790                   | 202410      | 1,001.01       |
| PM-0643                   | 202310      | 74.99          |
| WM-9969                   | 202410      | 310.67         |
| KM-9853                   | 202320      | 928.76         |
| IM-6169                   | 202330      | 0.56           |
| SM-6930                   | 202320      | 588.00         |
| LM-8145                   | 202320      | 272.50         |
| MM-9870                   | 202330      | 519.52         |
| CM-6765                   | 202320      | 40.00          |
| AM-0897                   | 202310      | 347.00         |
| JM-9512                   | 202310      | 39.50          |
| CM-8175                   | 202010      | 204.96         |
| CM-8175                   | 202020      | 102.48         |
| DM-8700                   | 202310      | 555.00         |
| CM-4358                   | 202320      | 269.52         |
| HM-0019                   | 202320      | 652.00         |
| CM-3015                   | 202320      | 301.00         |
| JM-1447                   | 202320      | 710.07         |
| JM-5049                   | 202320      | 75.75          |
| GM-8232                   | 202320      | 40.00          |
| SM-5557                   | 202310      | 652.00         |
| AM-7790                   | 202310      | 327.00         |
| LM-8464                   | 202320      | 1,009.96       |
| CM-7274                   | 202310      | 1,049.00       |
| CM-7274                   | 202320      | 5,934.00       |
| LN-7747                   | 202330      | 423.19         |
| DN-4422                   | 202330      | 803.71         |
| HN-7950                   | 202310      | 174.00         |
| WN-9100                   | 202320      | 372.00         |
| MN-9476                   | 202320      | 388.19         |
| MO-2413                   | 202320      | 327.00         |
| DO-2533                   | 202320      | 72.25          |
| OO-5863                   | 202310      | 623.00         |
| SO-2046                   | 202320      | 1,160.11       |
| SO-3929                   | 202310      | 307.44         |
| RO-7580                   | 202310      | 555.00         |
| SP-0738                   | 202410      | 536.88         |
| SP-8933                   | 202320      | 1.68           |
| SP-8933                   | 202330      | 517.00         |
| CP-8094                   | 202310      | 75.75          |

## AUTHORIZATION TO CHARGE-OFF DELINQUENT STUDENT AND OTHER ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to charge off the following delinquent student and other accounts:

| <u>STUDENT IDENTIFIER</u> | <u>TERM</u> | <u>BALANCE</u> |
|---------------------------|-------------|----------------|
| EP-3432                   | 202320      | 1,161.08       |
| JP-1256                   | 202410      | 709.88         |
| SP-6547                   | 202330      | 245.95         |
| LP-1788                   | 202320      | 357.93         |
| AP-0396                   | 202410      | 372.44         |
| BP-5562                   | 202410      | 654.88         |
| NP-0990                   | 202330      | 1,201.00       |
| SP-7884                   | 202330      | 145.78         |
| KP-1483                   | 202320      | 47.04          |
| ZP-9290                   | 202330      | 86.25          |
| BP-1562                   | 202330      | 284.57         |
| MP-5876                   | 202320      | 1,238.28       |
| MP-5876                   | 202330      | 347.44         |
| MP-3250                   | 202320      | 806.16         |
| VP-2886                   | 202320      | 315.00         |
| CP-5562                   | 202320      | 139.00         |
| LP-6540                   | 202410      | 347.44         |
| JP-5835                   | 202330      | 712.48         |
| KQ-0427                   | 202330      | 1,372.24       |
| NR-6334                   | 202410      | 15.50          |
| DR-3972                   | 202320      | 637.00         |
| ER-6055                   | 202320      | 498.00         |
| ER-5197                   | 202320      | 495.23         |
| JR-8293                   | 202320      | 839.00         |
| JR-8293                   | 202330      | 347.44         |
| SR-6621                   | 202310      | 829.00         |
| KR-7305                   | 202320      | 347.00         |
| DR-8141                   | 202310      | 365.00         |
| MR-7022                   | 202320      | 499.92         |
| NR-7439                   | 202330      | 654.88         |
| IR-2467                   | 202320      | 389.63         |
| QR-9248                   | 202330      | 347.44         |
| AR-2599                   | 202320      | 614.00         |
| SR-8055                   | 202320      | 662.00         |
| SR-8055                   | 202330      | 1,471.79       |
| JR-1443                   | 202320      | 784.00         |
| CR-2807                   | 202310      | 139.72         |
| ER-8086                   | 202320      | 361.78         |
| JR-1389                   | 202320      | 753.11         |
| LR-5293                   | 202320      | 685.39         |
| JR-9292                   | 202320      | 681.00         |
| DR-2528                   | 202320      | 269.96         |
| ES-1130                   | 202320      | 532.00         |



## AUTHORIZATION TO CHARGE-OFF DELINQUENT STUDENT AND OTHER ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to charge off the following delinquent student and other accounts:

| <u>STUDENT IDENTIFIER</u> | <u>TERM</u> | <u>BALANCE</u> |
|---------------------------|-------------|----------------|
| OS-5472                   | 202330      | 171.49         |
| JS-6470                   | 202310      | 5,000.00       |
| AS-2554                   | 202320      | 368.37         |
| BS-1914                   | 202320      | 867.75         |
| SS-8779                   | 202310      | 503.91         |
| LS-0584                   | 202310      | 75.75          |
| TS-0585                   | 202310      | 80.00          |
| BS-6866                   | 202330      | 727.13         |
| AS-6853                   | 202220      | 20.00          |
| JS-8242                   | 202320      | 239.00         |
| ES-6869                   | 202320      | 567.58         |
| JS-2496                   | 202330      | 347.44         |
| CS-5107                   | 202320      | 362.44         |
| DS-9917                   | 202330      | 481.00         |
| AS-3657                   | 202310      | 710.00         |
| TS-5021                   | 202330      | 289.00         |
| AS-0547                   | 202320      | 862.00         |
| AS-9644                   | 202320      | 782.00         |
| AS-2516                   | 202320      | 151.00         |
| KS-5035                   | 202320      | 561.00         |
| KS-5035                   | 202330      | 658.12         |
| CS-1510                   | 202320      | 39.50          |
| LS-7518                   | 202310      | 1,159.56       |
| CS-0966                   | 202320      | 732.49         |
| AS-9407                   | 202320      | 341.00         |
| SS-6026                   | 202320      | 485.28         |
| MS-7149                   | 202330      | 654.88         |
| NS-9407                   | 202320      | 775.00         |
| JS-5782                   | 202410      | 131.33         |
| MS-8680                   | 202330      | 5.00           |
| ES-0659                   | 202320      | 43.25          |
| JS-1013                   | 202330      | 361.00         |
| CS-8331                   | 202330      | 230.73         |
| CS-4160                   | 202320      | 378.18         |
| BT-2636                   | 202410      | 101.88         |
| RT-6979                   | 202320      | 417.00         |
| GT-7662                   | 202330      | 236.99         |
| RT-9051                   | 202130      | 237.64         |
| FT-5809                   | 202410      | 809.87         |
| JT-7694                   | 202320      | 138.84         |
| TT-0470                   | 202320      | 1,102.31       |
| CU-4737                   | 202310      | 326.00         |
| JU-0772                   | 202310      | 724.00         |

### AUTHORIZATION TO CHARGE-OFF DELINQUENT STUDENT AND OTHER ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to charge off the following delinquent student and other accounts:

| <u>STUDENT IDENTIFIER</u> | <u>TERM</u> | <u>BALANCE</u> |
|---------------------------|-------------|----------------|
| AV-0713                   | 202320      | 0.40           |
| HV-5485                   | 202330      | 18.30          |
| NV-6697                   | 202310      | 104.99         |
| JV-9764                   | 202330      | 1,037.75       |
| CW-1587                   | 202330      | 307.44         |
| JW-9476                   | 202310      | 327.00         |
| CW-0146                   | 202330      | 40.00          |
| CW-9398                   | 202310      | 582.00         |
| MW-6045                   | 202310      | 326.00         |
| CW-0124                   | 202320      | 633.85         |
| JW-1961                   | 202320      | 1,383.00       |
| JW-0259                   | 202320      | 1,587.44       |
| BW-5134                   | 202320      | 551.00         |
| CW-6035                   | 202410      | 328.32         |
| TW-0420                   | 202310      | 1,173.00       |
| JW-8073                   | 202320      | 734.88         |
| AW-9918                   | 202310      | 75.75          |
| BW-0991                   | 202330      | 962.32         |
| TW-0543                   | 202320      | 265.93         |
| EW-0821                   | 202410      | 13.00          |
| EW-0821                   | 202330      | 200.00         |
| MW-9374                   | 202320      | 338.00         |
| SY-1903                   | 202310      | 700.00         |
| JY-1458                   | 202410      | 65.65          |
| KY-0306                   | 202320      | 962.32         |
| NZ-0831                   | 202310      | 75.75          |
|                           |             | 175,472.17     |

## AUTHORIZATION TO WRITE-OFF DELINQUENT STUDENT ACCOUNTS

It is respectfully requested that the Board of Trustees of State College of Florida, Manatee-Sarasota grant authorization to write-off the following delinquent student accounts:

| ID      |    | Amount | Type         | Term   | Reason     |
|---------|----|--------|--------------|--------|------------|
| LT-5703 | \$ | 269.98 | Non-Title IV | 202420 | Bankruptcy |
| MV-4606 | \$ | 664.00 | Title IV     | 202510 | Deceased   |
|         |    |        |              |        |            |
|         |    |        |              |        |            |
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|         |    |        |              |        |            |
|         |    |        |              |        |            |
| TOTAL   | \$ | 933.98 |              |        |            |

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
MAY 20, 2025

**AGENDA ITEM:**

**Approval of the renegotiated 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 approval of the renegotiated 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**

**EXPLANATION:**

The renegotiated Agreement was ratified by the bargaining unit by election on April 29, 2025.

**FISCAL IMPACT**     X   yes          no

Funding Source:   Various, see attached     Amount: \$   \$860,000  

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

If yes, indicate the dollar amount: \$   See attached  

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

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

**2025 Nonrecurring Salary Increment – Full Time Faculty and Staff  
\$2,000 per FT Employee**

| <b>Fund Type</b>   |                  |
|--------------------|------------------|
| Fund 1 Lower Level | \$750,000        |
| Fund 1 Upper Level | \$20,000         |
| Fund 2             | \$80,000         |
| Fund 3             | \$2,000          |
| Fund 7             | \$8,000          |
| Total              | <b>\$860,000</b> |

| State College of Florida<br>Current Capital Projects With Budgets over<br>\$150,000 as of May 20, 2025 |                                     |                                  |                      |                       |                         |  |
|--------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------|----------------------|-----------------------|-------------------------|--|
|                                                                                                        | Board of Trustee<br>Approved Budget | Date Board<br>Approved<br>Budget | Source of Funds      | Project Justification | Comments                |  |
|                                                                                                        |                                     |                                  |                      |                       |                         |  |
|                                                                                                        |                                     |                                  |                      |                       |                         |  |
| In-Construction                                                                                        |                                     |                                  |                      |                       |                         |  |
| Hurricane Milton Damages, Misc                                                                         | 4,615,705                           | 10/29/2024                       | Capital Reserve      | Hurricane Damages     | Construction in Process |  |
| 3-Court Tournament Sand Volleyball                                                                     | 250,000                             | 12/10/2024                       | Capital Reserve/SABR | Deferred Maint.       | Construction in Process |  |
| Building Deferred Maintenance, Buildings 17,29,500                                                     | 1,270,000                           | 6/28/2022                        | \$8.2M State CARES   | Deferred Maint.       | Construction in Process |  |
| HVAC Deferred Maintenance, Buildings 26                                                                | 2,658,776                           | 6/28/2022                        | \$8.2M State CARES   | Deferred Maint.       | Construction in Process |  |
| Building 26 Science Walk-In Laboratory Refrigeration                                                   | 165,000                             | 12/10/2024                       | Capital Reserve      | Deferred Maint.       | Construction in Process |  |
| Building 2 Radiography X-Ray Equipment & Space Upgrade                                                 | 408,000                             | 12/10/2024                       | Capital Reserve      | Deferred Maint.       | Construction in Process |  |
| Building 28 OT/PT HVAC Upgrades                                                                        | 220,000                             | 12/10/2024                       | Capital Reserve      | Deferred Maint.       | Construction in Process |  |
| Building 29 Nursing Auditorium Upgrades                                                                | 750,000                             | 12/10/2024                       | Capital Reserve      | Deferred Maint.       | GMP Development         |  |
| Weight Room and Equipment Upgrades                                                                     | 500,000                             | 12/10/2024                       | Capital Reserve/SABR | Deferred Maint.       | GMP Development         |  |
|                                                                                                        |                                     |                                  |                      |                       |                         |  |
|                                                                                                        |                                     |                                  |                      |                       |                         |  |
| Approval, Planning or Design                                                                           |                                     |                                  |                      |                       |                         |  |
| Parrish Phase 1 Design                                                                                 | 2,209,750                           | 5/23/2023                        | PECO                 | Population Shift      | Design in process       |  |
|                                                                                                        |                                     |                                  |                      |                       |                         |  |
|                                                                                                        |                                     |                                  |                      |                       |                         |  |
| Total                                                                                                  | 13,047,231                          |                                  | -                    | -                     |                         |  |

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 20<sup>st</sup>, 2025

**AGENDA ITEM:**

Approve the proposed FY 2026-2027 through FY2030-2031 Capital Improvement Program (CIP)

**RECOMMENDATION:**

**Recommend approval of the proposed FY2026-2027 through FY2030-2031 Capital Improvement Program (CIP) priorities listed below.**

**STAFF ANALYSIS:**

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

1. Parrish Phase 1 Development
2. General Maintenance/Repair/Renovation, College-wide.
3. Venice Collegiate School
4. Parrish Collegiate School

Also to be included in the CIP:

- Status of “current” capital projects paid out of PECO, CIF, CO&DS, SYD and Local Funds. Found in section CIF 1.
- 3-Year list of future maintenance, repair, and renovation projects to be paid out of Various Fund Sources. Found in section CIF 2.

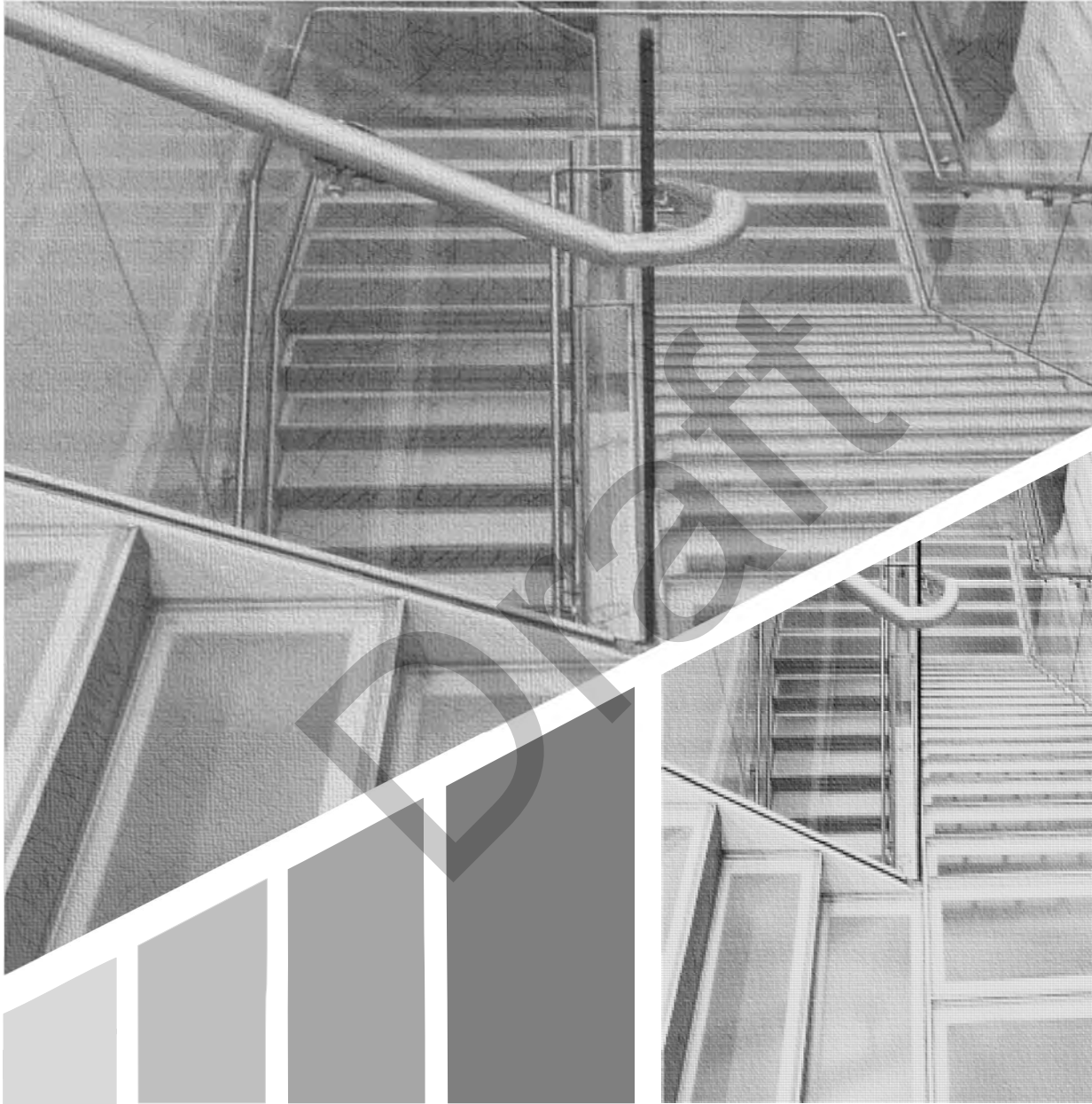
**FISCAL IMPACT**    Yes ☒ No    N/A

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

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

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

**REQUESTED BY:** Chris Wellman, VP, Operations



## CAPITAL IMPROVEMENT PROGRAM (CIP)

**FY2026-2027**



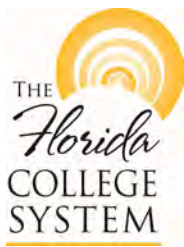
**State College of Florida, Manatee-Sarasota**  
**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**FY 2026-27**

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| THREE   | PROJECT SUMMARY (CIP 2)                               | 3-8   |
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# SECTION ONE

**SIGNATURE PAGE**



**FLORIDA COLLEGE SYSTEM  
CAPITAL IMPROVEMENT PLAN &  
LEGISLATIVE BUDGET REQUEST  
FY 2026-27**

**TRANSMITTAL FORM**

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

**APPROVED BY BOARD OF TRUSTEES** May 20, 2025  
**(DATE)**

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

**PRINT NAME** Tommy Gregory, J.D.

**TITLE** President

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

**CONTACT PERSON NAME** Emmanuel Acheampong

**TELEPHONE** (941) 752-5130

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

# SECTION TWO

## CURRENT STATUS OF FUNDED PROJECTS (CIP 1)

FLORIDA COLLEGE SYSTEM

CIP 1

CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR  
YEAR 2026-2027

CIP 1

COLLEGE: State College of Florida, Manatee-Sarasota

DATE: May 6, 2025

| PROJECT TITLE (Include Site)                                                     |  | SITE No. | FUNDING SOURCE(s)      | YEAR(S) FUNDED | GROSS SQUARE FEET (GSF) | PRIOR APPROPRIATED STATE FUNDS* | ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED* | AMOUNT OF OTHER FUNDS | TOTAL PROJECT COSTS | ON APPROVED SURVEY? ** | ON APPROVED PPL? *** | CURRENT STATUS (Select One from List) | ESTIMATED OR ACTUAL COMPLETION DATE |
|----------------------------------------------------------------------------------|--|----------|------------------------|----------------|-------------------------|---------------------------------|-----------------------------------------------|-----------------------|---------------------|------------------------|----------------------|---------------------------------------|-------------------------------------|
| Building # 26 - HVAC System                                                      |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$2,658,776.00        | \$ 2,658,776.00     | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Building # 2 Radiography X-Ray Equipment & Space Renovation Project              |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$408,000.00          | \$ 408,000.00       | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Building 29 - Nursing Auditorium Upgrades                                        |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$750,000.00          | \$ 750,000.00       | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Building # 28, Occupational Therapy Lab Remodel                                  |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$125,000.00          | \$ 125,000.00       | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Building 17 - Weight Room & Equipment Upgrades                                   |  | 1        | CIF, Collegiate PECO   | 2025-26        |                         |                                 |                                               | \$500,000.00          | \$ 500,000.00       | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Athletics - (3) Sand Volleyball Tournament Courts                                |  | 1        | CIF, SABRE             | 2025-26        |                         |                                 |                                               | \$250,000.00          | \$ 250,000.00       | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Building # 500 Roof Coating                                                      |  | 2        | CIF                    | 2025-26        |                         |                                 |                                               | \$71,500.00           | \$ 71,500.00        | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Building # 28 Air Handling Unit Upgrades                                         |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$220,000.00          | \$ 220,000.00       | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Building # 26 Large Walk-In Refrigerator Replacement                             |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$165,000.00          | \$ 165,000.00       | YES                    | Not Applicable       | Construction                          | 12/31/2025                          |
| Building # 1300 Hydronic Circulating Pump Replacement                            |  | 2        | CIF                    | 2025-26        |                         |                                 |                                               | \$27,500.00           | \$ 27,500.00        | YES                    | Not Applicable       | Construction                          | 6/30/2026                           |
| Venice Campus Irrigation Pump System w/ Filters and Controls Repairs             |  | 2        | CIF                    | 2025-26        |                         |                                 |                                               | \$90,000.00           | \$ 90,000.00        | YES                    | Not Applicable       | Construction                          | 6/30/2026                           |
| Lakewood Ranch Campus Mechanical Controls Upgrades                               |  | 3        | CIF                    | 2025-26        |                         |                                 |                                               | \$110,000.00          | \$ 110,000.00       | YES                    | Not Applicable       | Construction                          | 6/30/2026                           |
| CIT Exterior Stucco Repair and Paint                                             |  | 3        | CIF                    | 2025-26        |                         |                                 |                                               | \$100,000.00          | \$ 100,000.00       | YES                    | Not Applicable       | Construction                          | 6/30/2026                           |
| Building # 800 Exterior Shade & Fans                                             |  | 2        | Collegiate PECO        | 2025-26        |                         |                                 |                                               | \$100,000.00          | \$ 100,000.00       | YES                    | Not Applicable       | Construction                          | 6/30/2026                           |
| CIT Building ADA Door Operator, North Exterior Entrance                          |  | 3        | CO&DS                  | 2025-26        |                         |                                 |                                               | \$5,000.00            | \$ 5,000.00         | YES                    | Not Applicable       | Construction                          | 6/30/2026                           |
| Bradenton Campus Sidewalk Concrete Repairs - Various                             |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$47,000.00           | \$ 47,000.00        | YES                    | Not Applicable       | Construction                          | 6/30/2026                           |
| Building # 2 Dental Hygiene Lab Camera Installation                              |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$15,000.00           | \$ 15,000.00        | YES                    | Not Applicable       | Planning                              | 6/30/2026                           |
| Building # 4 Student Annex Remodel                                               |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$149,000.00          | \$ 149,000.00       | YES                    | Not Applicable       | Planning                              | 6/30/2026                           |
| Building # 1 DRC Office Suite Remodel                                            |  | 1        | CIF, Baccalaureate CIF | 2025-26        |                         |                                 |                                               | \$140,000.00          | \$ 140,000.00       | YES                    | Not Applicable       | Planning                              | 6/30/2026                           |
| Building # 100 Noise Suppressant Panels - DRC Office Suite                       |  | 2        | CIF                    | 2025-26        |                         |                                 |                                               | \$15,000.00           | \$ 15,000.00        | YES                    | Not Applicable       | Planning                              | 6/30/2026                           |
| Building # 18 Engineering Technology Lab Electrical for New & Existing Equipment |  | 1        | CIF                    | 2025-26        |                         |                                 |                                               | \$75,000.00           | \$ 75,000.00        | YES                    | Not Applicable       | Planning                              | 6/30/2026                           |
| Building # 11 Howard Theatre Sound Equipment Replacement                         |  | 1        | CIF, Capital Transfer  | 2025-26        |                         |                                 |                                               | \$200,000.00          | \$ 200,000.00       | YES                    | Not Applicable       | Planning                              | 6/30/2026                           |
|                                                                                  |  |          |                        |                |                         |                                 |                                               |                       |                     |                        |                      |                                       |                                     |
| Venice Collegiate School Building, Venice Campus                                 |  | 2        | SCF Capital, State     |                |                         |                                 |                                               | \$15,000,000.00       | \$ 15,000,000.00    | NO                     | Not Applicable       | Requires Additional Funds             |                                     |
| Parrish Collegiate School Building, Parrish Campus                               |  | 5        | SCF Capital, State     |                |                         |                                 |                                               | \$15,000,000.00       | \$ 15,000,000.00    | NO                     | Not Applicable       | Requires Additional Funds             |                                     |
| State College of Florida, Manatee Sarasota Parrish Center Phase I                |  | 5        | PECO/Transfer          | 2023-24        | 43,322                  | \$27,000,000.00                 | \$8,665,386.00                                | \$3,600,000.00        | \$ 39,265,386.00    | YES                    | Not Applicable       | Requires Additional Funds             | 5/1/2027                            |
|                                                                                  |  |          |                        |                |                         |                                 |                                               |                       |                     |                        |                      |                                       |                                     |
| Medical Technology & Simulation Bldg., (FECGP)                                   |  | 3        | FECGP                  | 2010           |                         |                                 | \$712,518.00                                  |                       | \$ 712,518.00       | YES                    | Not Applicable       |                                       |                                     |

Add lines as necessary.  
NOTES:

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

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

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

# SECTION THREE

## PROJECT SUMMARY (CIP 2)

FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY

CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2026-2027 through 2028-2029

CIP 2

COLLEGE:

State College of Florida Manatee-Sarasota

MAINTENANCE, REPAIR & RENOVATION PROJECTS

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)                                                                      | SITE No. | 2026-2027   | 2027-2028 | 2028-2029 | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|---------------------------------------------------------------------------------------------------|----------|-------------|-----------|-----------|------------------|--------------------|-------------|---------------------|---------------------|
| 2          | 2020                 | Maint/Repair | Aluminum Frame and Glazing Replacement - Operable Windows (Building # 17)                         | 1        | \$200,000   |           |           | \$200,000        |                    |             | \$200,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Galvanized Metal Roof, Lap Seam Panels, Gutters, Downspouts (Building # 12, 20, 21, 22, 37, 1400) | 1,2      | \$55,000    |           |           | \$55,000         |                    |             | \$55,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Campus Wide Interior Painting                                                                     | 1,2,3    | \$50,000    |           |           | \$50,000         |                    |             | \$50,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 400 Carpet Tile (Medium Traffic)                                                       | 2        | \$50,000    |           |           | \$50,000         |                    |             | \$50,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Bathroom Upgrades (Building # 37, 26)                                                             | 1        | \$300,000   |           |           | \$300,000        |                    |             | \$300,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Electric Water Heater Replacement (Building # 200, 700)                                           | 2        | \$6,000     |           |           | \$6,000          |                    |             | \$6,000             | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 26 Air Compressor (Replacement)                                                        | 1        | \$15,000    |           |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 23 Air Handling Unit Replacement                                                       | 1        | \$15,000    |           |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 2          | 2020                 | Renovation   | Building #2 Dark Room Split Unit Replacement                                                      | 1        | \$10,000    |           |           | \$10,000         |                    |             | \$10,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 19 Air Handling Units (7 Units) & Variable Frequency Drive Replacement                 | 1        | \$600,000   |           |           | \$600,000        |                    |             | \$600,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 26 VAV Terminal, Cooling, HW or Electric (Replacement)                                 | 1        | \$150,000   |           |           | \$150,000        |                    |             | \$150,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Supply or Exhaust Fans Replacement (Building # 17, 100)                                           | 1,2      | \$15,000    |           |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Hot Water Piping Replacement (Bradenton)                                                          | 1        | \$2,000,000 |           |           | \$2,000,000      |                    |             | \$2,000,000         | YES                 |
| 2          | 2020                 | Maint/Repair | Hot Water Piping Replacement (Venice)                                                             | 2        | \$14,000    |           |           | \$14,000         |                    |             | \$14,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Mechanical Controls Upgrades (Bradenton)                                                          | 1        | \$2,000,000 |           |           | \$2,000,000      |                    |             | \$2,000,000         | YES                 |
| 2          | 2020                 | Maint/Repair | Mechanical Controls Upgrades (Venice)                                                             | 2        | \$250,000   |           |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Mechanical Controls Upgrades (LWR)                                                                | 3        | \$250,000   |           |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Campus Wide Variable Frequency Drive Upgrades (Bldg. 18, 29, 200, 7131)                           | 1,2,3    | \$90,000    |           |           | \$90,000         |                    |             | \$90,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Bradenton Campus Packaged Terminal Air Conditioning Unit Replacement (Building # 17, 34)          | 1        | \$13,000    |           |           | \$13,000         |                    |             | \$13,000            | YES                 |

FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY

CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2026-2027 through 2028-2029

CIP 2

COLLEGE:

State College of Florida Manatee-Sarasota

MAINTENANCE, REPAIR & RENOVATION PROJECTS

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)                                                   | SITE No. | 2026-2027 | 2027-2028   | 2028-2029 | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|--------------------------------------------------------------------------------|----------|-----------|-------------|-----------|------------------|--------------------|-------------|---------------------|---------------------|
| 2          | 2020                 | Maint/Repair | Building # 11 Energy Recovery Unit Replacement                                 | 1        | \$110,000 |             |           | \$110,000        |                    |             | \$110,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Baseball & Softball Outdoor Stadium Light Fixture Replacement                  | 1        | \$250,000 |             |           | \$250,000        |                    |             | \$250,000           | YES                 |
| 2          | 2020                 | Maint/Repair | College Wide CCTV Camera Replacement                                           | 1,2,3    | \$50,000  |             |           | \$50,000         |                    |             | \$50,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Door Access Controls (Bradenton)                                               | 1        | \$300,000 |             |           | \$300,000        |                    |             | \$300,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 12 Fire Alarm System (Smoke Detectors) Replacement                  | 1        | \$2,000   |             |           | \$2,000          |                    |             | \$2,000             | YES                 |
| 2          | 2020                 | Maint/Repair | Campus Wide Food Service Equipment Replacement (Building # 14, 500, 800, 7131) | 1,2,3    | \$70,000  |             |           | \$70,000         |                    |             | \$70,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 29 Kitchenette Upgrades                                             | 1        | \$20,000  |             |           | \$20,000         |                    |             | \$20,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 4 Kitchenette Upgrades                                              | 1        | \$20,000  |             |           | \$20,000         |                    |             | \$20,000            | YES                 |
| 2          | 2020                 | Maint/Repair | Campus Wide Concrete Sidewalk Replacement                                      | 1,2,3    | \$200,000 |             |           | \$200,000        |                    |             | \$200,000           | YES                 |
| 2          | 2021                 | Maint/Repair | Turf and plantings (Bradenton)                                                 | 1        | \$750,000 |             |           | \$750,000        |                    |             | \$750,000           | YES                 |
| 2          | 2021                 | Maint/Repair | Turf and plantings (Venice)                                                    | 2        | \$150,000 |             |           | \$150,000        |                    |             | \$150,000           | YES                 |
| 2          | 2021                 | Maint/Repair | Turf and plantings (LWR)                                                       | 3        | \$200,000 |             |           | \$200,000        |                    |             | \$200,000           | YES                 |
| 2          | 2020                 | Maint/Repair | Building # 17 HVAC Upgrades/Replacement Project                                | 1        |           | \$3,500,000 |           | \$3,500,000      |                    |             | \$3,500,000         | YES                 |
| 3          | 2021                 | Maint/Repair | Building #100 Folding Accordion Partition Replacement                          | 2        |           | \$15,000    |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Campus Wide Interior Painting                                                  | 1,2,3    |           | \$75,000    |           | \$75,000         |                    |             | \$75,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 5440 Carpet Replacement                                             | 3        |           | \$50,000    |           | \$50,000         |                    |             | \$50,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Restroom Upgrades (Building # 800)                                             | 1        |           | \$300,000   |           | \$300,000        |                    |             | \$300,000           | YES                 |
| 3          | 2021                 | Maint/Repair | A/C split Systems Replacement (Building # 22, 23, 5440)                        | 1,3      |           | \$15,000    |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Air Handling Unit Upgrades (Building # 11, 17)                                 | 1        |           | \$290,000   |           | \$290,000        |                    |             | \$290,000           | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 800 VAV Terminal, Cooling Replacement                               | 2        |           | \$100,000   |           | \$100,000        |                    |             | \$100,000           | YES                 |
| 3          | 2021                 | Maint/Repair | Supply & Exhaust Fan Replacement (Building # 200, 500)                         | 1,2      |           | \$40,000    |           | \$40,000         |                    |             | \$40,000            | YES                 |



FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY

CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2026-2027 through 2028-2029

CIP 2

COLLEGE:

State College of Florida Manatee-Sarasota

MAINTENANCE, REPAIR & RENOVATION PROJECTS

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)                                                       | SITE No. | 2026-2027 | 2027-2028 | 2028-2029 | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|------------------------------------------------------------------------------------|----------|-----------|-----------|-----------|------------------|--------------------|-------------|---------------------|---------------------|
| 3          | 2021                 | Maint/Repair | Hot Water Piping Replacement (Venice)                                              | 2        |           | \$14,500  |           | \$14,500         |                    |             | \$14,500            | YES                 |
| 3          | 2021                 | Maint/Repair | VFD Replacement (Building # 27, 600, 800)                                          | 1,2      |           | \$62,000  |           | \$62,000         |                    |             | \$62,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Walk-In Refrigerator/Freezer Compressor Replacement (Building # 14)                | 1        |           | \$20,000  |           | \$20,000         |                    |             | \$20,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Surface-Mounted Outdoor Fixture Replacement (Building # 100, 200, 900, 1200, 1300) | 2        |           | \$15,000  |           | \$15,000         |                    |             | \$15,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Campus Wide CCTV Camera Replacement                                                | 1,2,3    |           | \$42,000  |           | \$42,000         |                    |             | \$42,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Motor control Center Replacement (Building # 1200)                                 | 2        |           | \$58,000  |           | \$58,000         |                    |             | \$58,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Food Services Equipment Replacement (Building # 17, 28, 500, 800)                  | 2        |           | \$55,000  |           | \$55,000         |                    |             | \$55,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 600 Carpet Tile (Medium Traffic)                                        | 2        |           | \$10,000  |           | \$10,000         |                    |             | \$10,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 33 Asphalt Shingle Roof Replacement                                     | 1        |           | \$12,000  |           | \$12,000         |                    |             | \$12,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 28 Bathroom Upgrades                                                    | 1        |           | \$50,000  |           | \$50,000         |                    |             | \$50,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 19 Water Heater Replacement                                             | 1        |           | \$5,000   |           | \$5,000          |                    |             | \$5,000             | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 22 A/C split Systems Replacement                                        | 1        |           | \$4,500   |           | \$4,500          |                    |             | \$4,500             | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 200 Air Handling Unit Replacement                                       | 2        |           | \$180,000 |           | \$180,000        |                    |             | \$180,000           | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 27 Air Handling Unit Replacement (3 Units)                              | 1        |           | \$645,000 |           | \$645,000        |                    |             | \$645,000           | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 400 Computer Room Packaged Cooling Unit Replacement                     | 2        |           | \$25,000  |           | \$25,000         |                    |             | \$25,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 28 Fire Alarm Annunciator Panel Replacement                             | 1        |           | \$4,000   |           | \$4,000          |                    |             | \$4,000             | YES                 |
| 3          | 2021                 | Maint/Repair | Building # 28 Fire Alarm System Replacement                                        | 1        |           | \$25,000  |           | \$25,000         |                    |             | \$25,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Concrete Replacement (Bradenton)                                                   | 1        |           | \$115,000 |           | \$115,000        |                    |             | \$115,000           | YES                 |

FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY

CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2026-2027 through 2028-2029

CIP 2

COLLEGE:

State College of Florida Manatee-Sarasota

MAINTENANCE, REPAIR & RENOVATION PROJECTS

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)                                        | SITE No. | 2026-2027 | 2027-2028 | 2028-2029 | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|---------------------------------------------------------------------|----------|-----------|-----------|-----------|------------------|--------------------|-------------|---------------------|---------------------|
| 3          | 2021                 | Maint/Repair | Concrete Replacement ( LWR)                                         | 3        |           | \$16,000  |           | \$16,000         |                    |             | \$16,000            | YES                 |
| 3          | 2021                 | Maint/Repair | Concrete Replacement ( Venice)                                      | 2        |           | \$31,000  |           | \$31,000         |                    |             | \$31,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Venice Campus Gutter Replacement                                    | 2        |           | \$75,000  |           | \$75,000         |                    |             | \$75,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Campus Wide Exterior Building Painting (Building # 1, 5, 200, 1400) | 1,2,3    |           |           | \$90,000  | \$90,000         |                    |             | \$90,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Campus Wide Re-Roof Replacement (Building # 15, 26, 34)             | 1,2      |           |           | \$105,000 | \$105,000        |                    |             | \$105,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 300 Carpet Tile (Medium Traffic)                         | 2        |           |           | \$10,000  | \$10,000         |                    |             | \$10,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Campus wide Elevator Cab Renovation (Building # 18, 7131)           | 1,3      |           |           | \$50,000  | \$50,000         |                    |             | \$50,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Building Elevator Upgrades College Wide (Building # 18, 7131)       | 1,3      |           |           | \$310,000 | \$310,000        |                    |             | \$310,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Electric Water Heater Replacement (Building # 1, 18, 100, 600, 900) | 1,2      |           |           | \$10,000  | \$10,000         |                    |             | \$10,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 10 Air Compressor Replacement (10 HP Unit)               | 1        |           |           | \$17,000  | \$17,000         |                    |             | \$17,000            | YES                 |
| 4          | 2022                 | Maint/Repair | A/C Unit Replacement (Building # 4, 700, 800)                       | 1,2      |           |           | \$40,000  | \$40,000         |                    |             | \$40,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Heat Pump Condensing Unit Replacement (Building # 900, 7131)        | 2,3      |           |           | \$5,500   | \$5,500          |                    |             | \$5,500             | YES                 |
| 4          | 2022                 | Maint/Repair | A/C Unit Replacement (Building # 7131)                              | 3        |           |           | \$425,000 | \$425,000        |                    |             | \$425,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 14 Air Handling Unit Replacement (4 Units)               | 1        |           |           | \$650,000 | \$650,000        |                    |             | \$650,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 29 Air Handling Unit Replacement (3 Units)               | 1        |           |           | \$500,000 | \$500,000        |                    |             | \$500,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 7131 Air Handling Unit Replacement                       | 3        |           |           | \$6,500   | \$6,500          |                    |             | \$6,500             | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 7 Air Handling Unit Replacement (2 Units)                | 1        |           |           | \$125,000 | \$125,000        |                    |             | \$125,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 18 Air Handling Unit Replacement (2 Units)               | 1        |           |           | \$235,000 | \$235,000        |                    |             | \$235,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 1 VAV Terminal Replacement                               | 1        |           |           | \$115,000 | \$115,000        |                    |             | \$115,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 7 Fan Coil Unit Replacement                              | 1        |           |           | \$12,000  | \$12,000         |                    |             | \$12,000            | YES                 |

FLORIDA COLLEGE SYSTEM

CIP 2 SUMMARY

CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST

2026-2027 through 2028-2029

CIP 2

COLLEGE:

State College of Florida Manatee-Sarasota

MAINTENANCE, REPAIR & RENOVATION PROJECTS

| PRIORITY # | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (Include Site)                                                 | SITE No. | 2026-2027 | 2027-2028 | 2028-2029   | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|------------|----------------------|--------------|------------------------------------------------------------------------------|----------|-----------|-----------|-------------|------------------|--------------------|-------------|---------------------|---------------------|
| 4          | 2022                 | Maint/Repair | Building # 1100 Hydronic Circulating Pump Replacement                        | 2        |           |           | \$12,000    | \$12,000         |                    |             | \$12,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Supply or Exhaust Fans Replacement (Building # 600)                          | 2        |           |           | \$6,000     | \$6,000          |                    |             | \$6,000             | YES                 |
| 4          | 2022                 | Maint/Repair | VFD Replacement (Building # 7, 10, 14, 17, 300, 500)                         | 1,2      |           |           | \$90,000    | \$90,000         |                    |             | \$90,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 23 A/C Unit Replacement                                           | 1        |           |           | \$6,000     | \$6,000          |                    |             | \$6,000             | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 16 Chiller Replacement (1,000 Ton)                                | 1        |           |           | \$2,050,000 | \$2,050,000      |                    |             | \$2,050,000         | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 7131 Expansion Tank                                               | 1        |           |           | \$2,500     | \$2,500          |                    |             | \$2,500             | YES                 |
| 4          | 2022                 | Maint/Repair | Campus Wide CCTV Camera Replacement                                          | 1,2,3    |           |           | \$45,000    | \$45,000         |                    |             | \$45,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 7131 Theater Lighting Dimmer Control Panel Replacement            | 3        |           |           | \$25,000    | \$25,000         |                    |             | \$25,000            | YES                 |
| 4          | 2022                 | Maint/Repair | Outdoor Fixture Replacement (Building # 600)                                 | 2        |           |           | \$8,000     | \$8,000          |                    |             | \$8,000             | YES                 |
| 4          | 2022                 | Maint/Repair | Door Access Controls (LWR)                                                   | 1        |           |           | \$165,000   | \$165,000        |                    |             | \$165,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 1 Fire Alarm Annunciator Panel Replacement                        | 1        |           |           | \$4,000     | \$4,000          |                    |             | \$4,000             | YES                 |
| 4          | 2022                 | Maint/Repair | Campus Wide Food Service Equipment Replacement (Building # 1, 14, 500, 7131) | 1,2,3    |           |           | \$110,000   | \$110,000        |                    |             | \$110,000           | YES                 |
| 4          | 2022                 | Maint/Repair | Building # 1 Fire Alarm System Replacement (Smoke Detectors)                 | 1        |           |           | \$95,000    | \$95,000         |                    |             | \$95,000            | YES                 |

FLORIDA COLLEGE SYSTEM

CIP 2 SUMMARY

CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST

2026-2027 through 2028-2029

CIP 2

COLLEGE:

State College of Florida Manatee-Sarasota

MAINTENANCE, REPAIR & RENOVATION PROJECTS

| PRIORITY #                                            | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)                   | SITE No. | 2026-2027                                       | 2027-2028   | 2028-2029   | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|-------------------------------------------------------|----------------------|--------------|------------------------------------------------|----------|-------------------------------------------------|-------------|-------------|------------------|--------------------|-------------|---------------------|---------------------|
| 4                                                     | 2022                 | Maint/Repair | Campuswide Roof, Gutter, Downspout Replacement | 1,2,3    |                                                 |             | \$250,000   | \$250,000        |                    |             | \$250,000           | YES                 |
| 4                                                     | 2022                 | Maint/Repair | Concrete Replacement (Bradenton)               | 1        |                                                 |             | \$120,000   | \$120,000        |                    |             | \$120,000           | YES                 |
| 4                                                     | 2022                 | Maint/Repair | Concrete Replacement (LWR)                     | 3        |                                                 |             | \$20,000    | \$20,000         |                    |             | \$20,000            | YES                 |
| 4                                                     | 2022                 | Maint/Repair | Concrete Replacement (Venice)                  | 2        |                                                 |             | \$35,000    | \$35,000         |                    |             | \$35,000            | YES                 |
|                                                       |                      |              |                                                |          |                                                 |             |             |                  |                    |             |                     |                     |
| *Total Project Cost includes funding from all sources |                      |              |                                                |          | TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS |             |             |                  |                    |             |                     |                     |
|                                                       |                      |              |                                                |          | \$8,205,000                                     | \$5,849,000 | \$5,749,500 | \$19,803,500     |                    |             |                     |                     |

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

| PRIORITY #                                            | INITIAL REQUEST YEAR | PROJECT TYPE | PROJECT TITLE (include Site)                                      | SITE No. | 2026-2027                                                              | 2027-2028 | 2028-2029 | THREE YEAR TOTAL | TOTAL PRIOR APPROP | LOCAL FUNDS | TOTAL PROJECT COST* | ON APPROVED SURVEY? |
|-------------------------------------------------------|----------------------|--------------|-------------------------------------------------------------------|----------|------------------------------------------------------------------------|-----------|-----------|------------------|--------------------|-------------|---------------------|---------------------|
| 1                                                     | 2023                 | New Const    | State College of Florida, Manatee Sarasota Parrish Center Phase I | 4        | \$8,665,385                                                            |           |           | \$8,665,385      | \$27,000,000       | \$3,600,000 | \$39,265,385        | YES                 |
|                                                       |                      |              |                                                                   |          |                                                                        |           |           |                  |                    |             |                     |                     |
|                                                       |                      |              |                                                                   |          |                                                                        |           |           |                  |                    |             |                     |                     |
|                                                       |                      |              |                                                                   |          |                                                                        |           |           |                  |                    |             |                     |                     |
| *Total Project Cost includes funding from all sources |                      |              |                                                                   |          | TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS |           |           |                  |                    |             |                     |                     |
|                                                       |                      |              |                                                                   |          | \$8,665,385                                                            | \$0       | \$0       | \$8,665,385      |                    |             |                     |                     |
|                                                       |                      |              |                                                                   |          | 16,870,385                                                             | \$        | 5,849,000 | \$               | 5,749,500          | \$          | 28,468,885          |                     |

# SECTION FOUR

## PROJECT EXPLANATION (CIP 3A)

**FLORIDA COLLEGE SYSTEM**  
**CIP 3A CAPITAL PROJECT EXPLANATION**  
**2026-27 through 2028-29**

**CIP 3A**

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

**GEOGRAPHIC LOCATION**

|                                     |                            |             |               |
|-------------------------------------|----------------------------|-------------|---------------|
| <b>Official College Site Number</b> | <b>Site Street Address</b> | <b>City</b> | <b>County</b> |
| 5                                   | 11680 Erie Road            | Parrish     | Manatee       |
|                                     |                            |             |               |

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

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

**RESERVE ESCROW 0.5% (per s. 1001.03(19)(c), F.S.)**

Building value: \$ 23,706,257  
Source of valuation for remodel or renovation:  
1st year escrow deposit amount: \$118,531  
Escrow funding source: Fund 1 Operating

Comments:

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

**List All Proposed Sources of Funding:**

PECO  
SCF Local Funds

**Projected Bid Date/Start of Construction (Month, Year):** October 2025  
**Projected Occupancy Date (Month, Year):** March 2027

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

| <b>Date of Survey</b> | <b>Survey Recommendation No.</b> | <b>Space Category</b> | <b>Survey Recommended Total NSF</b> | <b>NSF Used</b> | <b>Student Stations Used</b> |
|-----------------------|----------------------------------|-----------------------|-------------------------------------|-----------------|------------------------------|
| 3/22/2024             | SPOT Survey 3.2                  | Voc. Lab              |                                     | 27,000          |                              |
|                       |                                  | Office                |                                     | 3,500           |                              |
|                       |                                  |                       |                                     |                 |                              |
|                       |                                  |                       |                                     |                 |                              |
|                       |                                  |                       |                                     |                 |                              |
| <b>Total NSF Used</b> |                                  |                       |                                     | <b>30,500</b>   |                              |

## CIP 3B COST WORKSHEET

State College of Florida, Manatee Sarasota Parrish Center  
Phase I

CIP 3B

State College of Florida Manatee-Sarasota

## BUILDING SPACE DESCRIPTION

| NEW CONSTRUCTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |               |                        |              |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|------------------------|--------------|----------------------|
| CATEGORY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | NSF           | GSF           | \$/GSF                 | Local Factor | Const. Cost          |
| Classroom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 0             | \$ 435.75              | 1.01         | \$ -                 |
| Teaching Lab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               | 0             | \$ 456.52              | 1.01         | \$ -                 |
| Library                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               | 0             | \$ 386.29              | 1.01         | \$ -                 |
| Vocational Lab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 27,000        | 38,351        | \$ 551.04              | 1.01         | \$ 21,344,264        |
| Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3,500         | 4,971         | \$ 470.45              | 1.01         | \$ 2,361,993         |
| Auditorium - Exhibit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               | 0             | \$ 491.85              | 1.01         | \$ -                 |
| Instructional Media                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               | 0             | \$ 319.16              | 1.01         | \$ -                 |
| Gymnasium                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | 0             | \$ 344.27              | 1.01         | \$ -                 |
| Student Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               | 0             | \$ 468.83              | 1.01         | \$ -                 |
| Support Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               | 0             | \$ 320.32              | 1.01         | \$ -                 |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>30,500</b> | <b>43,322</b> | <b>Wt. Avg. 446.72</b> |              |                      |
| <b>New Construction Cost</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |               |                        |              | <b>\$ 23,706,257</b> |
| REMODELING/RENOVATION*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |               |                        |              |                      |
| NOTE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NSF*          | GSF*          | \$/GSF*                | Local Factor | Const. Cost          |
| Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.                                                                                                                                                                                                                                                                                                                                                                                                                           |               | 0             |                        | 1.01         | \$ -                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |               |                        | 1.01         | \$ -                 |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>-</b>      | <b>0</b>      |                        |              | <b>\$ -</b>          |
| <b>Remodeling/Renovation Cost*</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |               |                        |              | <b>\$ -</b>          |
| <p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p> <p>Base Construction for New &amp; Rem/Ren \$ 23,706,257<br/>Site development/improvement** (2.6%)</p> <p><b>Total Base Construction Costs \$ 23,706,257</b></p> |               |               |                        |              |                      |

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

## PROJECT COMPONENT COSTS &amp; PROJECTIONS

|                                             |                                                    | Costs            | Year 1              | Year 2     | Year 3     | TOTAL               |
|---------------------------------------------|----------------------------------------------------|------------------|---------------------|------------|------------|---------------------|
|                                             |                                                    | Incurred to date | 2025-26             | 2026-27    | 2027-28    |                     |
| <b>1. CONSTRUCTION COSTS</b>                |                                                    |                  |                     |            |            |                     |
| a.                                          | Total Base Construction Cost (from above)          |                  | \$23,706,257        |            |            | \$23,706,257        |
| Additional Extraordinary Construction Costs |                                                    |                  |                     |            |            |                     |
| b.                                          | Environmental Impacts/Mitigation                   |                  | \$250,000           |            |            | \$250,000           |
| c.                                          | Site preparation                                   |                  | \$400,000           |            |            | \$400,000           |
| d.                                          | Landscape/Irrigation                               |                  | \$350,000           |            |            | \$350,000           |
| e.                                          | Plaza/Walks                                        |                  | \$250,000           |            |            | \$250,000           |
| f.                                          | Roadway improvements                               |                  | \$600,000           |            |            | \$600,000           |
| g.                                          | Parking spaces:                                    |                  | \$800,000           |            |            | \$800,000           |
| h.                                          | Telecommunication                                  |                  | \$150,000           |            |            | \$150,000           |
| i.                                          | Electrical service                                 |                  | \$450,000           |            |            | \$450,000           |
| j.                                          | Water distribution                                 |                  | \$300,000           |            |            | \$300,000           |
| k.                                          | Sanitary sewer system                              |                  | \$1,300,000         |            |            | \$1,300,000         |
| l.                                          | Chilled water system                               |                  | \$150,000           |            |            | \$150,000           |
| m.                                          | Storm water system                                 |                  | \$750,000           |            |            | \$750,000           |
| n.                                          | Energy efficient equipment                         |                  | \$100,000           |            |            | \$100,000           |
| o.                                          | Other: access control system                       |                  | \$150,000           |            |            | \$150,000           |
| p.                                          | Inflation/Instability in Construction Costs (3.3%) |                  | \$775,959           |            |            | \$775,959           |
| Subtotal: CONSTRUCTION COSTS                |                                                    | \$0              | \$30,482,216        | \$0        | \$0        | \$30,482,216        |
| <b>2. OTHER PROJECT COSTS</b>               |                                                    |                  |                     |            |            |                     |
| a.                                          | Land/existing facility acquisition***              | \$0              |                     |            |            | \$0                 |
| b.                                          | Professional Fees                                  |                  |                     |            |            |                     |
|                                             | 1) Planning/programming (1%)                       |                  | \$237,063           |            |            | \$237,063           |
|                                             | 2) A/E fees (7.8%)                                 |                  | \$1,849,088         |            |            | \$1,849,088         |
|                                             | 3) Inspection Services*** (sugg. 0.5%)             |                  | \$118,531           |            |            | \$118,531           |
|                                             | 4) On-site representation (1.3%)                   |                  | \$308,181           |            |            | \$308,181           |
|                                             | 5) Other prof. services*** (sugg. 0.5%)            |                  | \$118,531           |            |            | \$118,531           |
| c.                                          | Testing/surveys (2.2%)                             |                  | \$521,538           |            |            | \$521,538           |
| d.                                          | Permit/Environmental Fees***                       |                  | \$177,797           |            |            | \$177,797           |
| e.                                          | Miscellaneous cost*** (sugg. 1-3%)                 |                  | \$237,063           |            |            | \$237,063           |
| f.                                          | Movable equipment/furnishings (10.2%)              |                  | \$5,215,377         |            |            | \$5,215,377         |
| *** As needed                               | Subtotal: OTHER PROJECT COSTS                      | \$0              | \$8,783,168         | \$0        | \$0        | \$8,783,168         |
| <b>TOTAL PROJECT COST</b>                   |                                                    | <b>\$0</b>       | <b>\$39,265,385</b> | <b>\$0</b> | <b>\$0</b> | <b>\$39,265,385</b> |

## PROJECT FUNDING

| Funding Received to Date<br>(all sources) |    |                      | Projected Supplemental Funding |    |                     | Projected PECO Requests |              | Total Project Cost                             |
|-------------------------------------------|----|----------------------|--------------------------------|----|---------------------|-------------------------|--------------|------------------------------------------------|
| Source                                    | FY | Amount               | Source                         | FY | Amount              | FY                      | Amount       |                                                |
| PECO                                      | 24 | \$ 9,000,000         | Transfer                       | 24 | \$ 3,600,000        | 25                      | \$ 8,665,385 | (number below should equal Total Project Cost) |
| PECO                                      | 25 | \$ 18,000,000        |                                |    |                     |                         |              |                                                |
|                                           |    |                      |                                |    |                     |                         |              |                                                |
|                                           |    | <b>\$ 27,000,000</b> |                                |    | <b>\$ 3,600,000</b> |                         |              | <b>\$ 39,265,385</b>                           |

## Higher Educational Facilities Return on Investment

Institution: State College of Florida, Manatee-Sarasota

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

Total Funding: \$39,265,386

Previous Funding (State and Local): \$27,000,000 PECO and \$3,600,000 Local  
Workforce Project (Yes or No): Yes

Contact Person (Name, Position, Phone No.): Chris Wellman, Vice President,  
Operations, 941-752-5443

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

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

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

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

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

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

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



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

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

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

Explanation:

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

Explanation:

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

Explanation:

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

Explanation:

7. ☒ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation: SCF has set aside \$3,600,000 of its own local funds to be applied directly to the financing of the Parrish Center Phase I project.

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

Explanation:

9. ☐ Projected Facility Utilization Rate

Explanation:

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

# SECTION FIVE

## CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION (CIP 4A)

**FLORIDA COLLEGE SYSTEM**  
**CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION**  
**2026-27 through 2028-29**

**CIP 4A**

|                               |                                                   |                 |
|-------------------------------|---------------------------------------------------|-----------------|
| <b>College Name</b>           | State College of Florida Manatee-Sarasota         |                 |
| <b>Project Title</b>          | Miscellaneous Maintenance & Repairs - Campus Wide |                 |
| <b>Budget Entity Priority</b> | 2                                                 |                 |
| <b>Statutory Authority</b>    | Sec. 1013.64                                      |                 |
| <b>Type Project</b>           | <b>Noncritical</b>                                | <b>Critical</b> |
|                               | X                                                 |                 |

**GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)**

| <b>Project/Building Name</b> | <b>Building No.</b> | <b>NASF</b> | <b>Site Address</b>    | <b>City</b> | <b>County</b> |
|------------------------------|---------------------|-------------|------------------------|-------------|---------------|
| Bradenton Campus             |                     |             | 5840 26th Street West  | Bradenton   | Manatee       |
| Venice Campus                |                     |             | 8000 S. Tamiami Trail  | Venice      | Sarasota      |
| Lakewood Ranch Campus        |                     |             | 7131 Professional Pkwy | Sarasota    | Sarasota      |
|                              |                     |             |                        |             |               |

**PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)**

This College wide-project includes all work related to SCF's standard college-wide recommendations and site recommendations not accounted for in other projects in this CIP. Work in this project includes but is not limited to: general renovations, repairs or improvements to building envelopes, roofs, building systems, life safety, educational instructional improvements, administrative support realignment and communication systems. Examples of specific projects include Building # 19 Air Handling Units & Variable Frequency Drive Replacement, Air Handling Unit Upgrades (Building # 11, 17, 19), Campus wide electric water heater Replacement (Bldg. 4, 28, 200, 700), Building # 14 Air Handling Unit Replacement, Building # 16 Chiller Replacement (1,000 Ton), Campus Wide ADA Access Upgrades, Campus Wide Mechanical Controls Upgrades, Building # 28 Fire Alarm Annunciator Replacement, Campus Wide Re-Roof Replacement (Building # 15, 26, 34, 500), Building # 29 Air Handling Unit Replacement, Campus Wide CCTV Camera Replacement.

**APPLICABLE SURVEY RECOMMENDATIONS**

| <b>Date of Survey</b> | <b>Recommendation No.</b>                                                     | <b>Requested for</b> |
|-----------------------|-------------------------------------------------------------------------------|----------------------|
| 6/23/2021             | SR.01, 02, 04, 05, 06,                                                        |                      |
| 6/23/2021             | 1.001, 1.002, 1.003,<br>1.004, 1.005, 1.006,<br>1.007, 1.008, 1.009,<br>1.010 |                      |
| 6/23/2021             | 2.001, 2.002, 2.003,<br>2.004, 2.005, 2.006,<br>2.007                         |                      |
| 6/23/2021             | 3.001, 3.002, 3.003,<br>3.004, 3.005, 3.006,<br>3.007                         |                      |



# SECTION SIX

REQUEST FOR  
LEGISLATIVE ACTION

**DIVISION OF FLORIDA COLLEGES  
2026-27 Request for Legislative Action**

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

**Requested Actions: Property acquisition (land or facilities) or construction of new facility using non-PECO fund source, which will require state operating dollars; or request for reappropriation of funds from one project to another (survey-recommended) project.**

1. Acquire land/facilities and construct/remodel/renovate facilities for classrooms, labs, offices, support space and parking, from local funds at the State Board of Education approved campuses, centers, and special purposes centers.
2. Construct Collegiate School facility from State and local funds at the State Board of Education approved Venice Campus.
3. Construct Collegiate School facility from State and local funds at the State Board of Education approved Parrish Campus.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 20, 2025

**AGENDA ITEM:**

**2025/26 Salary Schedule**

**RECOMMENDATION:**

**The College recommends approval by the District Board of Trustees for the 2025/26 Salary Schedule.**

**STAFF ANALYSIS:**

The 2025/26 College Salary Schedule includes: elimination of positions that are no longer utilized, the addition of new positions and changes to existing positions.

**FISCAL IMPACT** Yes

**Funding Source:** State Appropriations, Grants, Contracts

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: TBD

**REQUESTED BY:** Julie Jakway

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

## STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

### ~~2024—2025~~2025 – 2026 SALARY SCHEDULE

These Salary Schedules are established pursuant to F.S. 1001.65 and rules or policies of the Board of Trustees and serve as a guide for compliance.

Personnel actions submitted to the Board of Trustees for approval in conformance with the salary schedules and/or in accordance with applicable SCF Rules and Procedures will be considered routine personnel actions. The President may authorize variations in hiring practices, travel reimbursements, leaves, compensatory time, overtime, special compensation, severance and pay in lieu of notice, subject to legal requirements and based upon justification and appropriate recommendations of the Director, Human Resources, and executive staff. Special rates of pay that have been adopted for services requiring special certification, and for unique or difficult to fill assignments may be continued or revised to meet College needs and market conditions as deemed necessary by the President. Examples include, but are not limited to, assignments in support of Health Professions Programs; contracts with industry; local, state, or federal grant programs; high technology programs; new College initiatives; and special Staff and Program Development activities.

Other full or part-time job classifications and hourly rates will be added as required. The President, as needed, may authorize special fees and salary rates for independent contractors, consultants, workshops, seminars, exams, grants, and other services. Compensation determinations will consider experience, education, special credentials, and employment market factors.

#### COMPENSATION PHILOSOPHY

State College of Florida's Compensation Strategy creates an innovative and progressive program that is competitive, internally equitable, fiscally responsible, and integrated with performance management. The program supports the attainment of the College's goals by attracting and retaining talent and providing personal and professional growth opportunities during an employee's career at SCF. The program is flexible and is based on benchmarking reflective of local, regional, and educational industry market considerations. The College will strive to administer the compensation program in a manner that is consistent, equitable and free of discrimination.

The College is committed to openness and transparency around the compensation program to ensure that all employees understand the principles that guide salary decisions. At a minimum, this includes communicating the College's compensation strategy, compensation ranges, and accurate job responsibilities with existing and future employees.

(THE IMPLEMENTATION OF THESE RATES WILL BE IN ACCORDANCE WITH STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA PROFESSORIAL RANKING SYSTEM AND RULES AND PROCEDURES MANUALS, AND ANY STATE OR FEDERAL LAWS THAT APPLY.)

NOTE: Non-Faculty employees hired after March 31, ~~2024~~2025, will not be eligible for any approved salary increases effective fiscal year ~~2024~~2025-2026 unless approved by the President.

Commented [MO1]: Change requested per Paul Berkle.



STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

~~2024 – 2025~~ 2025 – 2026 ADMINISTRATIVE/PROFESSIONAL SUPPORT SALARY SCHEDULE

Twelve Month Positions Except Where Noted

| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                               | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|-------------------------------------------------------------------------------------|----------------|----------------|
| 211          | Accountant                                                                          | \$37,111       | \$58,635       |
|              | Accountant, Accounts Payable and Fixed Assets                                       |                |                |
|              | Accountant – Finance                                                                |                |                |
|              | Accountant, Grants                                                                  |                |                |
|              | Assistant Bursar                                                                    |                |                |
|              | <del>Coordinator, Admissions (Nursing)</del>                                        |                |                |
|              | <del>Coordinator, Assessment and Evaluation (Nursing)</del>                         |                |                |
|              | <del>Coordinator, Business, 26 West Entrepreneurship Center</del>                   |                |                |
|              | Coordinator, College and Career Success                                             |                |                |
|              | <del>Coordinator, Dual Language Program</del>                                       |                |                |
|              | <del>Coordinator, Enrollment Services</del>                                         |                |                |
|              | Coordinator, Enrollment Technology                                                  |                |                |
|              | Coordinator, Lifelong Learning                                                      |                |                |
|              | <del>Coordinator, Natural Science Lab</del>                                         |                |                |
|              | <del>Coordinator, Nursing and Education Operations (NEOC)</del>                     |                |                |
|              | <del>Coordinator, Simulation Center and Nursing Communications</del>                |                |                |
|              | <del>Coordinator, Nursing Operations</del>                                          |                |                |
|              | Coordinator, Student Life                                                           |                |                |
|              | Coordinator, Student Success, Bridge to Baccalaureate (B2B)                         |                |                |
|              | Coordinator, Systems and Operations                                                 |                |                |
|              | Coordinator, TRIO/Student Support Services Grant Program                            |                |                |
|              | Coordinator, Workforce Development                                                  |                |                |
|              | <del>DUI Evaluator/Instructor</del>                                                 |                |                |
|              | DUI/Special Supervision Evaluator                                                   |                |                |
|              | <del>Experiential Learning Coordinator</del>                                        |                |                |
|              | <del>Financial &amp; Business Support Coord., 26 West Entrepreneurship Center</del> |                |                |
|              | International Student Coordinator & Success Coach                                   |                |                |
|              | <del>Head Coach, Softball/Intramurals Coordinator</del>                             |                |                |
|              | Program Coordinator, 26 West Entrepreneurship Center                                |                |                |
| 212          | Administrator, Learning Management System (LMS)                                     | \$41,453       | \$65,495       |
|              | Advancement Associate Corporate and Community Partnerships                          |                |                |
|              | Advancement Associate, Events and Marketing                                         |                |                |
|              | Assistant Director, Public Safety                                                   |                |                |
|              | Associate Director, International Student Services                                  |                |                |
|              | Associate Registrar                                                                 |                |                |

Commented [MO2]: Position eliminated.

Commented [MO3]: Reclassified to Coordinator, Academic Research and Evaluation (level 212).

Commented [MO4]: Retitled to Financial and Business Support Coordinator, 26 West Entrepreneurship Center.

Commented [MO5]: Reclass of Specialist, Nursing Admissions (115).

Commented [MO6]: Reclassified to a 118 level Career-Exempt position.

Commented [MO7]: Reclassified to Manager, Natural Science Lab (212) as part of the Natural Science Lab reorg.

Commented [MO8]: Title change from Coordinator, Nursing Operations.

Commented [MO9]: New position.

Commented [MO10]: Retitled to Coordinator, Nursing and Education Operations (NEOC).

Commented [MO11]: Reclassified to DUI/SSS Evaluator and DUI Instructor (212).

Commented [MO12]: Reclassified to Director, Career Technical Education (214).

Commented [MO13]: Title change from Coordinator, Business, 26 Entrepreneurship Center.

Commented [MO14]: New position.

|              | <del>Coordinator, Academic Research and Evaluation</del>                  |                |                | Commented [MO15]: Reclass of Coordinator, Assessment and Evaluation (211).                                                          |
|--------------|---------------------------------------------------------------------------|----------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------|
|              | Coordinator, Alternative Certification Program (ACP)                      |                |                |                                                                                                                                     |
|              | <del>Coordinator, Business Development, Advanced Technology Center</del>  |                |                | Commented [MO16]: Title change from Coordinator, IT/Coding Academy.                                                                 |
|              | Coordinator, CCAMPIS Grant Program                                        |                |                |                                                                                                                                     |
|              | Coordinator, Communications and Media                                     |                |                |                                                                                                                                     |
|              | Coordinator, Community Outreach                                           |                |                |                                                                                                                                     |
|              | Coordinator, Creative Content                                             |                |                |                                                                                                                                     |
|              | Coordinator, Database Services, Foundation                                |                |                |                                                                                                                                     |
| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                     | <u>MINIMUM</u> | <u>MAXIMUM</u> |                                                                                                                                     |
| 212          | Coordinator, Environmental Safety & Health                                | \$41,453       | \$65,495       |                                                                                                                                     |
|              | Coordinator, Facilities Management                                        |                |                |                                                                                                                                     |
|              | <del>Coordinator, IT/Coding Academy</del>                                 |                |                | Commented [MO17]: Retitled to Coordinator, Business Development, Advanced Technology Center.                                        |
|              | <del>Coordinator, K-12 STEM and Tech</del>                                |                |                | Commented [MO18]: Title change from Manager, Digital Marketing and Fabrication.                                                     |
|              | <del>Coordinator, Online Learning</del>                                   |                |                | Commented [MO19]: Reclass of Lead Specialist, Instructional Design and Technology (213).                                            |
|              | Coordinator, Procurement                                                  |                |                |                                                                                                                                     |
|              | Coordinator, Procurement & Fiscal Performance                             |                |                |                                                                                                                                     |
|              | Coordinator, Retention and Assessment & Testing                           |                |                |                                                                                                                                     |
|              | <del>Coordinator, Student Support Services</del>                          |                |                | Commented [MO20]: Title updated to Coordinator, Student CARE Services.                                                              |
|              | <del>Coordinator, Student CARE Services</del>                             |                |                | Commented [MO21]: Title change from Coordinator, Student Support Services.                                                          |
|              | Coordinator, Talent Acquisition                                           |                |                |                                                                                                                                     |
|              | <del>DUI/SSS Evaluator and DUI Instructor</del>                           |                |                | Commented [MO22]: Reclass of DUI Evaluator/Instructor (211)                                                                         |
|              | Graphics and Web Designer, 26 West Entrepreneurship Center                |                |                |                                                                                                                                     |
|              | <del>Head Athletic Trainer</del>                                          |                |                | Commented [MO23]: New position, was previously a contracted role.                                                                   |
|              | Head Coach, Baseball                                                      |                |                |                                                                                                                                     |
|              | Librarian, P/T                                                            |                |                |                                                                                                                                     |
|              | Librarian, Reference & Instruction                                        |                |                |                                                                                                                                     |
|              | <del>Manager, 26 West Community Engagements and Partnerships</del>        |                |                | Commented [MO24]: Title change to Manager, Business Development, 26 West Entrepreneurship Center.                                   |
|              | <del>Manager, 26 West Digital Content</del>                               |                |                | Commented [MO25]: Reclassified to Senior Marketing Manager - The Digital Collective (213).                                          |
|              | <del>Manager, Business Development, 26 West Entrepreneurship Center</del> |                |                | Commented [MO26]: Replaces Manager, 26 West Community Engagements and Partnerships.                                                 |
|              | <del>Manager, Digital Marketing and Fabrication</del>                     |                |                | Commented [MO27]: Title change to Coordinator, K-12 STEM and Technology Lab.                                                        |
|              | Manager, Digital Production                                               |                |                |                                                                                                                                     |
|              | Manager, Natural Science Lab                                              |                |                | Commented [MO28]: Part of Natural Science Lab reorg. Reclassified to Director, Natural Science Lab (214).                           |
|              | <del>Manager, Performing Arts Center</del>                                |                |                | Commented [MO29]: Reclassified from a 212 to a 213.                                                                                 |
|              | Manager, Traffic Safety Institute                                         |                |                |                                                                                                                                     |
|              | <del>Program Director, College Readiness</del>                            |                |                | Commented [MO30]: Part of a reclass of two positions into one position, Director, College Readiness & Early College Programs (214). |
|              | <del>Program Director, Early College Programs</del>                       |                |                | Commented [MO31]: Part of a reclass of two positions into one position, Director, College Readiness & Early College Programs (214). |
|              | <del>Project Coord., Lifelong Learning and Workforce Development</del>    |                |                | Commented [MO32]: Reclassified to Director, Lifelong Learning & Workforce Development Operations (214).                             |
|              | Research Analyst                                                          |                |                |                                                                                                                                     |
|              | Specialist, Instructional Design                                          |                |                |                                                                                                                                     |
|              | Systems Analyst, Financial Aid Services                                   |                |                |                                                                                                                                     |
| 213          | <del>Assistant Director, Enrollment Services</del>                        | \$46,303       | \$73,159       | Commented [MO33]: New position as part of the Enrollment Services reorg.                                                            |

|              | <u>Associate Director, Career Accelerator</u>                           |                |                | Commented [MO34]: New position (grant funded).                                                                                                            |
|--------------|-------------------------------------------------------------------------|----------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | Associate Director, Financial Aid Services                              |                |                |                                                                                                                                                           |
|              | Coordinator, Disability Resource Center                                 |                |                |                                                                                                                                                           |
|              | Coordinator, Office of the President and Trustee Relations              |                |                |                                                                                                                                                           |
|              | Coordinator, Sponsored Projects                                         |                |                |                                                                                                                                                           |
|              | <u>Lead Specialist, Instructional Design and Learning Technology</u>    |                |                | Commented [MO35]: Reclassified to Coordinator, Online Learning (212).                                                                                     |
|              | Library Supervisor, Access Services                                     |                |                |                                                                                                                                                           |
|              | Library Supervisor, Collection Development & Technical Services         |                |                |                                                                                                                                                           |
|              | Library Supervisor, Venice Campus                                       |                |                |                                                                                                                                                           |
|              | Manager, Business Operations                                            |                |                |                                                                                                                                                           |
|              | Manager, Facilities Management                                          |                |                |                                                                                                                                                           |
|              | Manager, Human Resources Information Systems                            |                |                |                                                                                                                                                           |
|              | Manager, Marketing                                                      |                |                |                                                                                                                                                           |
|              | Manager, Nursing Admissions                                             |                |                |                                                                                                                                                           |
|              | <u>Manager, Performing Arts Center</u>                                  |                |                | Commented [MO36]: Reclassified to a 213 from a 212.                                                                                                       |
|              | Manager, Tutoring and Academic Success Center (TASC)                    |                |                |                                                                                                                                                           |
|              | Project Manager, Marketing                                              |                |                |                                                                                                                                                           |
|              | <u>Senior Marketing Manager – The Digital Collective</u>                |                |                | Commented [MO37]: Reclassified from Manager, 26 West Digital Content (212).                                                                               |
| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                   | <u>MINIMUM</u> | <u>MAXIMUM</u> |                                                                                                                                                           |
| 214          | Bursar                                                                  | \$51,720       | \$81,718       |                                                                                                                                                           |
|              | Director, Advancement, Institutional Development                        |                |                |                                                                                                                                                           |
|              | Director, Athletics                                                     |                |                |                                                                                                                                                           |
|              | Director, Career Accelerator                                            |                |                |                                                                                                                                                           |
|              | Director, Career Technical Education                                    |                |                |                                                                                                                                                           |
|              | <u>Director, College Readiness &amp; Early College Programs</u>         |                |                | Commented [MO38]: Part of a reclass of the Program Director, College Readiness and Program Director, Early College Programs (both 212) into one position. |
|              | Director, Grants and Scholarships, Institutional Development            |                |                |                                                                                                                                                           |
|              | Director, Institutional Reporting                                       |                |                |                                                                                                                                                           |
|              | <u>Director, Lifelong Learning</u>                                      |                |                | Commented [MO39]: Reclass of Assistant Dean, Lifelong Learning and Workforce Development (215).                                                           |
|              | <u>Director, Lifelong Learning and Workforce Development Operations</u> |                |                | Commented [MO40]: Reclass of Project Coordinator, Lifelong Learning and Workforce Development (212)                                                       |
|              | <u>Director, Natural Science Lab</u>                                    |                |                | Commented [MO41]: Reclass of the Manager, Natural Science Lab (212) as part of the Natural Science Lab reorg.                                             |
|              | <u>Director, Workforce Operations</u>                                   |                |                | Commented [MO42]: Title change from Director, Workforce Services.                                                                                         |
|              | <u>Director, Workforce Services</u>                                     |                |                | Commented [MO43]: Title change to Director, Workforce Operations                                                                                          |
|              | Manager, Accounts Payable                                               |                |                |                                                                                                                                                           |
|              | Manager, Facilities Planning, Design and Construction                   |                |                |                                                                                                                                                           |
|              | Manager, Financial Services                                             |                |                |                                                                                                                                                           |
|              | Project Director, TRIO Student Support Services (SSS) Grant             |                |                |                                                                                                                                                           |
|              | Senior Manager, Human Resources                                         |                |                |                                                                                                                                                           |
|              | Senior Research Analyst                                                 |                |                |                                                                                                                                                           |
|              | Webmaster                                                               |                |                |                                                                                                                                                           |
| 215          | Accounting & Finance Manager, Institutional Development                 | \$57,771       | \$91,278       |                                                                                                                                                           |
|              | Associate Controller                                                    |                |                |                                                                                                                                                           |

|              |                                                                                                                    |                |                |
|--------------|--------------------------------------------------------------------------------------------------------------------|----------------|----------------|
|              | <del>Assistant Dean, Early College Programs and Strategic Academic Initiatives, Campus Administrator, Venice</del> |                |                |
|              | <del>Assistant Dean, Lifelong Learning and Workforce Development</del>                                             |                |                |
|              | Assistant Dean of Students                                                                                         |                |                |
|              | Assistant Director, Facilities Management                                                                          |                |                |
|              | Assistant Director, Human Resources                                                                                |                |                |
|              | <del>Director, 26 West Entrepreneurship Center</del>                                                               |                |                |
|              | <del>Director, Advanced Technology Center</del>                                                                    |                |                |
|              | Director, Enrollment Services                                                                                      |                |                |
|              | Director, Library                                                                                                  |                |                |
|              | Director, Marketing                                                                                                |                |                |
|              | Director, Retention and College & Career Success                                                                   |                |                |
| 216          | Director, Business Services                                                                                        | \$64,529       | \$101,956      |
|              | Director, CTLE and Online Learning                                                                                 |                |                |
|              | Director, Public Safety and Emergency Management                                                                   |                |                |
|              | Director, Sponsored Projects                                                                                       |                |                |
|              | Director, Traffic Safety Institute                                                                                 |                |                |
|              | <del>Executive Director, 26 West Entrepreneurship Center</del>                                                     |                |                |
|              | <del>Executive Director, Advanced Technology Center</del>                                                          |                |                |
| 217          | College Registrar                                                                                                  | \$72,078       | \$113,884      |
|              | Director, Financial Aid                                                                                            |                |                |
|              | Director, Human Resources                                                                                          |                |                |
| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                              | <u>MINIMUM</u> | <u>MAXIMUM</u> |
| 217          | Director, Institutional Compliance                                                                                 | \$72,078       | \$113,884      |
| 218          | AVP, Communications and Government Relations                                                                       | \$80,513       | \$127,210      |
|              | AVP, Facilities Management                                                                                         |                |                |
|              | AVP, Finance/Controller                                                                                            |                |                |
|              | AVP, Institutional Effectiveness and Research                                                                      |                |                |
|              | AVP, Student Services and Enrollment Management                                                                    |                |                |
|              | <del>Dean, Academic Affairs</del>                                                                                  |                |                |
|              | <del>Dean, Academic Success and Early College Programs</del>                                                       |                |                |
|              | Dean of Lifelong Learning & Workforce Development                                                                  |                |                |
|              | Dean of Nursing                                                                                                    |                |                |
|              | Dean of Students                                                                                                   |                |                |
| 219          | Associate Provost for Academic and Faculty Affairs                                                                 | \$97,811       | \$154,541      |
| 220          | <del>Vice President, Academic Affairs</del>                                                                        | \$107,592      | \$169,995      |
|              | Vice President, Advancement & Executive Director, SCF Foundation                                                   |                |                |

Commented [MO44]: Reclassified to Dean, Academic Success and Early College (218).

Commented [MO45]: Reclassified to Director, Lifelong Learning (214).

Commented [MO46]: Reclassified to Executive Director, 26 West Entrepreneurship Center (216).

Commented [MO47]: Reclassified to Executive Director, Advanced Technology Center (216).

Commented [MO48]: Reclass of Director, 26 West Entrepreneurship Center (215).

Commented [MO49]: Reclass of Director, Advanced Technology Center (215).

Commented [MO50]: New position, replacing old Assistant Dean positions.

Commented [MO51]: Reclassified from Assistant Dean, Early College Programs and Strategic Academic Initiatives (215).

Commented [MO52]: Reclass of Executive Vice President and Provost (221).

~~Vice President, Chief Financial Officer~~

~~Vice President, Finance & Administrative Services~~

Vice President, Institutional Effectiveness

~~Vice President, Operations~~

Vice President, Student Services & Enrollment Management

Vice President and General Counsel

Commented [MO53]: Position created from the restructuring of the VP, Finance & Administrative Services role.

Commented [MO54]: Restructured into two separate positions (VP, Operations and VP, Chief Financial Officer).

Commented [MO55]: New position. Position created from the restructuring of the VP, Finance & Administrative Services role.

~~221 Executive Vice President and Provost~~

299 President

President Emeriti

~~Negotiated\*~~

Negotiated\*

Commented [MO56]: Reclassified to Vice President, Academic Affairs (220)

\*In accordance with s. 1012.885 F.S. and s. 1012.886 F.S.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**~~2024—2025~~2025 – 2026 NON-INSTRUCTIONAL COMPENSATION POLICIES**

**1. ANNUAL SALARY INCREASE DATE:**

Non-instructional employees, full-time or part-time, who occupy a position, approved by the Board of Trustees, which provides an administrative, professional support, technical/paraprofessional, clerical/secretarial, skilled crafts or maintenance service for the College, have a common anniversary date for salary increases, which is recommended by the President to the Board of Trustees for each fiscal year.

**2. PAY LEVEL:**

Each non-instructional employee position is assigned to a pay level depending upon the relative complexity and level of responsibility of the tasks involved in its job description and labor market competitive rates, based on the College approved job evaluation structure. Each pay level has a distinct salary range determined by an annual review of the salary schedule by the Office of Human Resources. Positions are established within the level structure on the following pages based on recommendations by the Office of Human Resources and approval of the President.

Pay rates/ranges for hard-to-fill positions may be changed to meet College needs and market conditions as deemed necessary by the President.

**3. BEGINNING SALARY:**

New employees, who meet minimum qualifications will usually be placed at the minimum rate for the pay level, regardless of the fund source.

Additional credit will be allowed for related experience above the minimum experience qualification of the position, up to a maximum of 10 years prior experience over the minimum requirements for new employees. Current employees may receive more than the 10 years maximum experience credit for SCF experience if it is relevant to the new position.

The Director, Human Resources may approve a step increment credit for each year of related experience above the minimum requirements, up to 5 years additional related experience. Usually, the employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position. An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Director, Human Resources.

~~Starting salaries greater than 10% above the mid-point of the range may only be granted with the President's approval.~~ In some cases, relevant education above the minimum requirements may be substituted for experience on a year for year basis. Depending on the position, it may also be possible to substitute some experience for education requirements. All experience calculations and salary rates above mid-point must be approved by the Director, Human Resources, or designee, and, where applicable, the Vice President, Chief Financial Officer.

Commented [MO57]: Removed per Paul Berkle.

Commented [MO58]: Added per President and Julie Jakway.

4. PROMOTION, REASSIGNMENT, REDUCTION:

- A. PROMOTION is the selection for appointment to a position with a higher pay level than the current position. The salary rate for an employee being promoted will be calculated in accordance with section 3, "Beginning Salary" period. The employee will either receive this calculated rate or 5% for a one level promotion; or 10% for a promotion of two levels, or the minimum salary rate for the level, whichever is greater.
- B. RECLASSIFICATION is the change in position title and/or pay level based upon a significant change in the job responsibilities. Reclassifications for positions currently filled by an incumbent are usually requested during the annual budget process. Under rare circumstances to accommodate the critical needs of the College, reclassifications for vacant positions may be requested at the time of the vacancy. A pay increase may be granted upon the recommendation of the supervisor and the area Vice President to the Director, Human Resources. The job descriptions for recommended reclassification shall be scored by the Director, Human Resources or designee and submitted by the Director, Human Resources to be presented to the ~~President's Advisory Council and~~ President for approval. Calculation of new salary rates for reclassification will be handled the same way as Promotions, as stated in section 4.A. Salary changes for reclassification during the annual budget process will usually become effective on July 1 of the next fiscal year. Salary changes for reclassification requests for vacant positions will become effective as approved by the President.
- C. REASSIGNMENT is the selection for appointment to a position with the same pay level as the current position held. An employee who is reassigned will usually retain his/her current salary. With extenuating circumstances, the employee may either receive a 10% increase based on the recommendations of the supervisor and the Office of Human Resources and the approval of the President, or they may receive a new salary calculation.
- D. REDUCTION is the selection for appointment to a position with a lower pay level than the current position. An employee who is reduced in pay level will receive either the calculated salary as stated in section 3, "Beginning Salary", or a 5% reduction in salary for one level lower, or a 10% reduction in salary for two or more levels lower, whichever salary rate is less of a reduction, unless otherwise approved by the President.
- E. Promotions, reassignments, or reductions will be effective the date the employee assumes the position or the date the position becomes vacant, whichever is later.
- F. Generally, internal applicants must complete at least six months in their current position at a satisfactory level before they are eligible to apply for another position. The area Vice President and the Director, Human Resources may waive this requirement if it is deemed to be in the best interest of the College.
- G. Employees who are on a performance improvement plan are not eligible to apply for another position, nor are they eligible for approved increases until they have satisfactorily completed the performance improvement plan.

Commented [MO59]: Removed per Paul Berkle.

5. PART-TIME EMPLOYEES:

A part-time employee is an employee who is hired to fill a Board approved regular classification position. Part-time employees who are in budgeted positions of ~~25-30~~ hours or more per week are considered full-time for benefits eligibility only.

Commented [MO60]: Hours updated due to the change over to state benefits.

Part-time employees will be paid based on the salary schedule and prorated based on the number of hours approved for the position.

6. TRAINING OPPORTUNITY PROGRAM (TOP):

Career and Professional Support employees, hired to fill a regular position, approved by the Board of Trustees, have the opportunity to earn additional pay for participation in training/education programs that improve their job skills and enhance their contribution to the College, subject to budget availability. When an eligible employee completes one fiscal year of the required training/education activities that meet TOP criteria and are approved for TOP credit, they will earn \$250, provided the employee is in a paid position at the time of the disbursement. Retirees will be paid the disbursement with their final paycheck. A pro-rated portion may be approved by the President subject to budget availability. Payments will be made in a lump sum, minus required taxes during the first pay period of December. Temporary employees are ineligible for this program.



7. **CLASSIFICATION PLAN:**

Career – Non-Exempt

| <u>LEVEL</u>   | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <u>MINIMUM</u>     | <u>MAXIMUM</u>     |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|
| 112            | Groundskeeper<br>Specialist, Mailroom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$15.00            | \$18.00            |
| <del>113</del> | <del>Assistant, Laboratory</del>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <del>\$15.20</del> | <del>\$19.30</del> |
| 113            | Assistant, Library<br>Assistant, Office of the Registrar<br>Campus Resource Officer<br>Specialist, Central Services<br>Specialist, Ticketing and Guest Services<br>Staff Assistant II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$15.20            | \$19.30            |
| 114            | Academic Department Secretary<br><del>Assistant, Admissions</del><br>Assistant, Graduation<br>Assistant, Laboratory – Natural Science<br>Assistant, Student Services (Call Center)<br>Groundskeeper/Sports<br><del>Specialist, Athletics</del><br>Specialist, Museum<br>Specialist, Traffic Safety Institute Customer Service<br>Staff Assistant III<br>Staff Assistant III – Student Life<br>Trades Worker II – Electrical<br>Trades Worker II – General Maintenance<br>Trades Worker II – General Maintenance (Evening Shift)<br>Trades Worker II – General Maintenance (Part-Time)<br>Trades Worker II – General Maintenance - LWR<br>Trades Worker II – HVAC Mechanical<br>Trades Worker II – Small Engine Mechanic | \$15.40            | \$20.60            |
| 115            | Business Service & Purchasing Assistant<br>Executive Assistant II<br>Lead, Student Services Assistant (Call Center)<br>Specialist, Accounts Payable<br><del>Specialist, Admissions</del><br>Specialist, Admissions Transfer and Evaluation<br>Specialist, CCAMPIS Grant Program<br>Specialist, CTLE & Online Learning<br>Specialist, Customer Service/Facilities Operations - VC                                                                                                                                                                                                                                                                                                                                        | \$15.60            | \$21.90            |

Commented [MO61]: Position eliminated as part of the Natural Science Lab reorg.

Commented [MO62]: Reclassified to Specialist, Admissions (115) as part of the Enrollment Services reorg.

Commented [MO63]: New position.

Commented [MO64]: Reclass of Assistant, Admissions (114).

|              | Specialist, Driver Improvement                                                 |                |                |
|--------------|--------------------------------------------------------------------------------|----------------|----------------|
|              | <del>Specialist, Nursing Admissions</del>                                      |                |                |
|              | Specialist, Office of the Registrar                                            |                |                |
|              | Specialist, Payroll                                                            |                |                |
| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                          | <u>MINIMUM</u> | <u>MAXIMUM</u> |
| 115          | Specialist, Scholarship, Institutional Development                             | \$15.60        | \$21.90        |
|              | Specialist, Transfer Credit                                                    |                |                |
|              | Specialist II, Accounting                                                      |                |                |
|              | Specialist II, Human Resources                                                 |                |                |
|              | Testing Technician                                                             |                |                |
|              | <del>Testing Technician, Lifelong Learning</del>                               |                |                |
| 116          | Accounting Technician I                                                        | \$15.80        | \$23.20        |
|              | Executive Assistant III – VP/ED                                                |                |                |
|              | Graphic Artist                                                                 |                |                |
|              | <del>Instructional Assistant</del>                                             |                |                |
|              | <del>Laboratory Support Specialist, Natural Science Lab</del>                  |                |                |
|              | <del>Laboratory Technician &amp; Support Specialist, Natural Science Lab</del> |                |                |
|              | <del>Lead, Admissions Specialist</del>                                         |                |                |
|              | <del>Office Supervisor, Advanced Technology Center</del>                       |                |                |
|              | Office Supervisor, Library Services                                            |                |                |
|              | Office Supervisor, Office of the Registrar                                     |                |                |
|              | Simulation Center Technician                                                   |                |                |
|              | Skills Lab Technician                                                          |                |                |
|              | <del>Specialist, IT/Coding Academy</del>                                       |                |                |
|              | Specialist, Public Safety Technology                                           |                |                |
|              | <del>Specialist, Recruitment</del>                                             |                |                |
|              | Specialist, Recruitment and New Student – <del>South Sarasota County</del>     |                |                |
|              | <del>Specialist, Retention – Special Programs</del>                            |                |                |
| 117          | Accounting Technician II                                                       | \$16.43        | \$24.64        |
|              | Adjunct Coordinator                                                            |                |                |
|              | <del>Coordinator, Student Employment and Outreach</del>                        |                |                |
|              | Lead Graphic Artist                                                            |                |                |
|              | Legal Assistant                                                                |                |                |
|              | Specialist, Accommodation Administration                                       |                |                |
|              | <del>Specialist, Auditorium Support</del>                                      |                |                |
|              | Specialist, Degree Evaluations and Projects                                    |                |                |
|              | Specialist, Graduation                                                         |                |                |
|              | Specialist, Library Support                                                    |                |                |
|              | Specialist, Technology/Access                                                  |                |                |
|              | <del>Specialist, Theatre Technician</del>                                      |                |                |

Commented [MO65]: Reclassified to Coordinator, Dual Language Program (211).

Commented [MO66]: Position created to be specific to Lifelong Learning.

Commented [MO67]: Position has not been utilized.

Commented [MO68]: Title updated to Laboratory Technician and Support Specialist, Natural Science Lab as part of the Natural Science Lab reorg.

Commented [MO69]: Title updated from the Laboratory Support Specialist, Natural Science Lab.

Commented [MO70]: Reclass of an Assistant, Admissions position as part of the Enrollment Services reorg.

Commented [MO71]: Title updated from Specialist, IT/Coding Academy.

Commented [MO72]: Title updated to Office Supervisor, Advanced Technology Center.

Commented [MO73]: Position eliminated as part of the Enrollment Services reorg.

Commented [MO74]: Title updated to remove "South Sarasota County"

Commented [MO75]: Reclassified to Program Coordinator, College Readiness (118).

Commented [MO76]: Reclassified position from an E18; replacing Financial Aid Officer, Student Employment.

Commented [MO77]: Title update to Specialist, Theatre Technician.

Commented [MO78]: Title updated from Specialist, Auditorium Support.

Supervisor, Early College Programs  
 Supervisor, Public Safety – VC  
 Trades Worker III – Construction Lead  
 Trades Worker III – Electrician  
 Trades Worker III – HVAC Mechanical  
 Trades Worker III – Preventive/General Maintenance

|     |                                                   |         |         |
|-----|---------------------------------------------------|---------|---------|
| 118 | <del>Coordinator, Enrollment Services</del>       | \$18.07 | \$27.11 |
|     | <del>Program Coordinator, College Readiness</del> |         |         |
|     | Supervisor, Maintenance and Site Utilities        |         |         |
|     | Supervisor, Maintenance Operations                |         |         |

Commented [MO79]: Reclassified from a 211 to a 118.

Commented [MO80]: Reclassified from Specialist, Retention - Special Programs (116).

#### 8. CLASSIFICATION PLAN:

Career – Exempt

| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| E16          | Lab Instructor – 2 D<br>Lab Instructor – Ceramics<br>Lab Instructor – Film<br>Lab Instructor – Graphic Design<br>Lab Instructor – Photography<br>Production Instructor – Theatre<br>Supplemental Instruction Specialist – TRIO SSS<br>Supplemental Instruction Specialist – TASC                                                                                                                                                                                                            | \$29,862       | \$43,842       |
| E17          | Site Coordinator, Tutoring and Academic Success Center (TASC)                                                                                                                                                                                                                                                                                                                                                                                                                               | \$32,043       | \$48,065       |
| E18          | Advisor, Student Life<br>Advisor II, Veterans Benefits<br>College & Career Success Coach<br>Financial Aid Officer, Federal Programs<br>Financial Aid Officer, Scholarships and Grants<br><del>Financial Aid Officer, Student Employment</del><br>IT/Coding Academy Student Success Coach<br>Lead, Financial Aid Customer Experience<br>Site Manager, Venice Disability Resource Center<br>Specialist, Loan Officer, Financial Aid Services<br>Specialist, Processor, Financial Aid Services | \$35,245       | \$52,868       |

Commented [MO81]: Reclassified to Coordinator, Student Employment and Outreach (117).

\*Salary ranges stated are for 12-month positions and are prorated for 9 and 10-month positions.

9. **CLASSIFICATION PLAN:**

Information Technology

| <u>LEVEL</u>                          | <u>POSITION TITLE</u>                                                                                                                                                      | <u>MINIMUM</u>      | <u>MAXIMUM</u>       |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|
| CAREER – NON-EXEMPT                   |                                                                                                                                                                            |                     |                      |
| 311                                   | Specialist, Help Desk<br>Specialist, Technical Support                                                                                                                     | \$15.00             | \$25.86              |
| 312                                   | Lab Technical Manager<br>Specialist, Desktop - Audio Visual Support                                                                                                        | \$19.56             | \$31.30              |
| ADMINISTRATIVE / PROFESSIONAL SUPPORT |                                                                                                                                                                            |                     |                      |
| 313                                   | Lead, Help Desk Office 365 Specialist<br>Manager, IT Projects<br>Network Systems Administrator<br>Programmer/Report Writer<br>Systems Administrator                        | \$37,111            | \$71,247             |
| 314                                   | Manager, IT Client Services<br>Programmer/Analyst<br>Senior Network Systems Administrator<br>Web Application Programmer/Analyst<br>Web Programmer/SharePoint Administrator | \$47,750            | \$88,894             |
| 315                                   | Manager, IT Infrastructure<br>Manager, IT Security<br>Senior Programmer/Analyst                                                                                            | \$59,577            | \$110,913            |
| 316                                   | Associate Director, IT Operations                                                                                                                                          | \$66,956            | \$117,401            |
| <del>317</del>                        | <del>Director, Information Operations</del>                                                                                                                                | <del>\$74,334</del> | <del>\$123,889</del> |
| 318                                   | AVP, Information Technology Services                                                                                                                                       | Negotiated          |                      |

Commented [MO82]: Reclassified to AVP, Information Technology Services (318).

Commented [MO83]: Reclass of Director, Information Operations (317).

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2024 – 2025 2025 – 2026 COLLEGIATE SCHOOL EMPLOYEE'S SALARY SCHEDULE**

| LEVEL                                        | POSITION TITLE                                                      | MINIMUM                               | MAXIMUM                                 |
|----------------------------------------------|---------------------------------------------------------------------|---------------------------------------|-----------------------------------------|
| <b>CAREER NON-EXEMPT</b>                     |                                                                     |                                       |                                         |
| <del>410</del> <del>42</del>                 | Café Server                                                         | \$15.00                               | \$18.00                                 |
| <del>410</del> <del>42</del>                 | Custodian - Collegiate School                                       | \$15.00                               | \$18.00                                 |
| <del>412</del> <del>44</del>                 | Staff Assistant III                                                 | \$15.40                               | \$20.60                                 |
| <del>413</del> <del>45</del>                 | Assistant, Technology                                               | \$15.60                               | \$21.90                                 |
| <del>413</del> <del>45</del>                 | Executive Assistant II                                              | \$15.60                               | \$21.90                                 |
| <del>415</del> <del>45</del>                 | Registration Specialist/Testing Coordinator                         | <del>\$16.30</del> <del>15.60</del>   | \$21.90                                 |
| <del>415</del> <del>46</del>                 | Collegiate School Behavior Specialist and SCF Public Safety Liaison | <del>\$16.30</del> <del>15.80</del>   | \$23.20                                 |
| <del>416</del>                               | <del>Collegiate School Resource Officer/Behavior Specialist</del>   | <del>\$15.80</del>                    | <del>\$23.20</del>                      |
| <del>415</del> <del>46</del>                 | Office Supervisor, Collegiate School                                | <del>\$16.30</del> <del>15.80</del>   | \$23.20                                 |
| <del>418</del> <del>48</del>                 | Coordinator, Technology (all campuses)                              | <del>\$19.46</del> <del>18.07</del>   | <del>\$27.23</del> <del>44</del>        |
| <del>419</del>                               | <del>School Nurse</del>                                             | <del>\$25.00</del>                    | <del>\$27.00</del>                      |
| <b>CAREER EXEMPT</b>                         |                                                                     |                                       |                                         |
| <del>E16</del> <del>420</del>                | Supplemental Instruction Specialist, 1:1 ESE Student Teacher Aide   | \$29,862                              | \$43,842                                |
| <del>E16</del> <del>420</del>                | Supplemental Instruction Specialist, Collegiate School              | \$29,862                              | \$43,842                                |
| <b>ACADEMIC</b>                              |                                                                     |                                       |                                         |
| <del>425</del> <del>241</del>                | Advisor/Instructor                                                  | <del>\$53,500</del>                   | <del>\$65,300</del> <del>64,800</del>   |
| <del>425</del> <del>440</del>                | Instructor - Collegiate School                                      | <del>\$53,500</del>                   | <del>\$65,300</del> <del>64,800</del>   |
| <del>425</del>                               | <del>Instructor ESE - Collegiate School</del>                       | <del>\$53,500</del>                   | <del>\$65,300</del>                     |
| <del>426</del> <del>240</del>                | <del>Certified School Counselor, High School</del>                  | <del>\$53,500</del>                   | <del>\$70,200</del>                     |
| <del>426</del>                               | <del>Certified School Counselor, Middle School</del>                | <del>\$53,500</del>                   | <del>\$70,200</del>                     |
| <b>ADMINISTRATIVE / PROFESSIONAL SUPPORT</b> |                                                                     |                                       |                                         |
| <del>426</del>                               | <del>Mental Health Coordinator, Middle School</del>                 | <del>\$53,500</del>                   | <del>\$70,200</del>                     |
| <del>427</del> <del>244</del>                | Manager, Accounts Payable                                           | <del>\$53,500</del> <del>51,720</del> | \$81,718                                |
| <del>428</del> <del>244</del>                | Director of Curriculum and Instruction - Collegiate School          | <del>\$60,554</del> <del>51,720</del> | \$81,718                                |
| <del>429</del> <del>244</del>                | Director of Student Services and Counseling – Collegiate School     | <del>\$68,161</del> <del>51,720</del> | \$81,718                                |
| <del>439</del> <del>247</del>                | Head of School – Collegiate School                                  | <del>\$72,078</del> <del>90,000</del> | <del>\$129,000</del> <del>143,884</del> |
| <del>440</del> <del>248</del>                | AVP, Collegiate Schools                                             | <del>\$94,041</del> <del>80,513</del> | <del>\$137,056</del> <del>27,210</del>  |

\*Salary ranges stated are for 12-month positions and are prorated for 9 and 10-month positions

Commented [MO84]: A new 400-level salary tier has been established to more effectively align with positions at Collegiate School.

Commented [MO85]: Salary range updated to align with Manatee School District.  
[https://www.manateeschools.net/cms/lib/FL02202357/Centricity/doctypeinstanceid=7698&dataid=49515&FileName=2024-25\\_12-MO\\_HOURLY\\_NON-BARGAINING\\_SCHEDULES\\_with\\_2\\_.pdf](https://www.manateeschools.net/cms/lib/FL02202357/Centricity/doctypeinstanceid=7698&dataid=49515&FileName=2024-25_12-MO_HOURLY_NON-BARGAINING_SCHEDULES_with_2_.pdf)

[https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=7698&dataid=49515&FileName=2024-25\\_12-MO\\_HOURLY\\_NON-BARGAINING\\_SCHEDULES\\_with\\_2\\_.pdf](https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=7698&dataid=49515&FileName=2024-25_12-MO_HOURLY_NON-BARGAINING_SCHEDULES_with_2_.pdf)

Commented [MO86]: Salary range updated to align with Manatee School District.  
[https://www.manateeschools.net/cms/lib/FL02202357/Centricity/doctypeinstanceid=7698&dataid=49515&FileName=2024-25\\_12-MO\\_HOURLY\\_NON-BARGAINING\\_SCHEDULES\\_with\\_2\\_.pdf](https://www.manateeschools.net/cms/lib/FL02202357/Centricity/doctypeinstanceid=7698&dataid=49515&FileName=2024-25_12-MO_HOURLY_NON-BARGAINING_SCHEDULES_with_2_.pdf)

PAY GRADE: 29  
[https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=7698&dataid=49515&FileName=2024-25\\_12-MO\\_HOURLY\\_NON-BARGAINING\\_SCHEDULES\\_with\\_2\\_.pdf](https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=7698&dataid=49515&FileName=2024-25_12-MO_HOURLY_NON-BARGAINING_SCHEDULES_with_2_.pdf)

Commented [MO87]: Position eliminated.

Commented [MO88]: Salary range updated to align with Manatee School District.  
[https://www.manateeschools.net/cms/lib/FL02202357/Centricity/doctypeinstanceid=7698&dataid=49515&FileName=2024-25\\_12-MO\\_HOURLY\\_NON-BARGAINING\\_SCHEDULES\\_with\\_2\\_.pdf](https://www.manateeschools.net/cms/lib/FL02202357/Centricity/doctypeinstanceid=7698&dataid=49515&FileName=2024-25_12-MO_HOURLY_NON-BARGAINING_SCHEDULES_with_2_.pdf)

PAY GRADE: 30  
[https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=7698&dataid=49515&FileName=2024-25\\_12-MO\\_HOURLY\\_NON-BARGAINING\\_SCHEDULES\\_with\\_2\\_.pdf](https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=7698&dataid=49515&FileName=2024-25_12-MO_HOURLY_NON-BARGAINING_SCHEDULES_with_2_.pdf)

Commented [MO89]: Salary range updated to align with Manatee School District.

Commented [MO90]: Position moved from the "Contracts" section of the Collegiate School Salary Schedule.

Commented [MO91]: Existing position added to the Salary Schedule.

Commented [MO92]: Salary range updated to align with Manatee School District.

Commented [MO93]: Salary range updated to align with Manatee School District.

Commented [MO94]: Existing position added to the Salary Schedule.

Commented [MO95]: Revised position title to accurately reflect the school and grade levels.

Commented [MO96]: Salary range updated to align with Manatee School District.

Commented [MO97]: Revised position title to accurately reflect the school and grade levels.

Commented [MO98]: New position.

Commented [MO99]: Salary range updated to align with Manatee School District.

Commented [MO100]: Salary range updated to align with Manatee School District.

Commented [MO101]: Salary range updated to align with Manatee School District.

Commented [MO102]: Salary range updated to align with Manatee School District.

Commented [MO103]: Salary range updated to align with Manatee School District.

Commented [MO104]: Added standard verbiage on salary ranges.

## NEW SALARIES

In accordance with F.S. 1012.22, newly hired Instructional personnel will be placed within the salary schedule range based on the evaluation of experience. Base salaries do not include compensation for advanced degrees.

## ADVANCED DEGREE/HOURS ANNUAL SALARY SUPPLEMENT

In accordance with F.S. 1012.22(1)(c), compensation for advanced degrees is paid in an annual salary supplement. To be eligible for the salary supplement the advanced degree must be held in the individual's area of certification. The supplement does not become part of the employee's continuing base salary. Salary supplements for obtaining advanced degrees are paid in addition to the base salary for the following fiscal year providing official transcripts are received.

Example – Obtaining a master's degree in December – the salary supplement is paid the following fiscal year.

## ADDITIONAL ACADEMIC RESPONSIBILITIES

In accordance with F.S. 1012.22(1)(c), compensation for additional academic responsibilities is paid in a salary supplement of 10% of an employee's base salary, unless otherwise authorized by the President due to extenuating circumstances.

## ANNUAL PERFORMANCE ADJUSTMENTS

Instructors, Certified School Counselors, Administrators

In accordance with F.S. 1012.22, annual adjustments to salary are based on achieving a "highly effective" or "effective" annual performance rating. Annual performance adjustments are added to the employee's permanent base salary at the start of the following fiscal year.

Annual performance adjustments are dependent on the budget constraints of SCFCS and Board of Trustee approval.

## CONTRACTS

Newly hired instructional personnel and school administrators are placed on a probationary contract. Upon successful completion of the probationary period, employees are awarded an annual contract.

Instructors working off contract earn \$150/day for new hire orientation, summer conferences or supplemental assistance.

Instructors working off contract for more than 3 days earn their daily rate. This may take effect when teachers are working off contract during summer school.

Adjunct Teachers: Part-time, temporary

Overload: full-time teachers

Overload & adjunct teachers will be compensated at a rate of \$2,000 per 3 semester hours, \$667/hour.

Overload & adjunct teachers will be compensated at a rate of ~~\$2,660-3,335~~ per 5 semester hours, \$667/hour.

Commented [MO105]: Rates updated per Kelly Monod.

Overload and adjunct teachers will have a deduction from their total compensation for each hour of class time for which they are absent.

Substitute Teachers:

Regular substitute teachers will be paid \$120 per day. Long term substitute teachers, defined as working more than three consecutive weeks, will be paid between \$120 and \$150 per day, depending on experience and discipline.

School Nurse (RN required): \$26 per hour

Commented [MO106]: Position moved under Collegiate School Career Non-Exempt.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2024-2025, 2025 – 2026 COLLEGIATE SCHOOL MISCELLANEOUS SALARY SCHEDULE**

| <b>Special Salaries for chartered clubs and legislative requirements. Advisors may be any SCF full-time employee.</b> |                          |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>AMOUNTS ARE FOR THE CONTRACT YEAR UNLESS OTHERWISE STATED</b>                                                      |                          |
| Anti-Bullying Club Advisor                                                                                            | \$1,200                  |
| Builders Club Advisor                                                                                                 | \$1,200                  |
| Culture Club Advisor                                                                                                  | \$1,200                  |
| FBLA – Future Business Leaders of America Advisor                                                                     | \$1,200                  |
| HOSA – Health Occupations Students of America Advisor                                                                 | \$1,200                  |
| <del>International Thespian Society Advisor</del>                                                                     | <del>\$1,000</del>       |
| Key Club Advisor                                                                                                      | \$1,200                  |
| <del>Lead Instructor - Chair</del>                                                                                    | <del>Up to \$4,000</del> |
| Lead Teacher or Mentor Teacher Development                                                                            | \$1,500                  |
| National Honor Society Advisor                                                                                        | \$1,200                  |
| National Junior Honor Society Advisor                                                                                 | \$1,200                  |
| Odyssey of the Mind Advisor                                                                                           | \$1,200                  |
| Student Leadership Team Advisor                                                                                       | \$1,200                  |
| <del>Theatre Production (Spring/Fall)</del>                                                                           | <del>\$730 sem.</del>    |
| TSA – Technology Student Association Advisor                                                                          | \$1,200                  |
| <del>Yearbook Lead</del>                                                                                              | <del>\$1,200</del>       |

Commented [MO107]: All rates updated to align with Manatee School District.  
[https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=7698&dataid=49051&FileName=2024-25 MEA Salary Supplement Schedule.pdf](https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=7698&dataid=49051&FileName=2024-25%20MEA%20Salary%20Supplement%20Schedule.pdf)

Commented [MO108]: Position eliminated.

Commented [MO109]: New position.

Commented [MO110]: Position eliminated.

Commented [MO111]: New position.



**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**~~2024 – 2025~~ 2025 – 2026 FACULTY SALARY SCHEDULE – LOWER DIVISION**

**1. ASSIGNMENT OF ACADEMIC RANK:**

A. Assignment of Academic Rank to new faculty and promotional decisions of existing faculty will be made according to the criteria in the Initial Hiring Criteria or Professorial Ranking System, approved by the Board of Trustees, as amended from time to time.

B. The Professorial Ranking System recognizes the six ranks listed below:

(1) ADJUNCT FACULTY: Part-time, temporary. See Section #4 below for salary information.

(2) LECTURER: Full-time, with benefits.

(3) INSTRUCTOR

(4) ASSISTANT PROFESSOR

(5) ASSOCIATE PROFESSOR

(6) PROFESSOR

Refer to Section #3B in this section for salaries for Lecturer, Instructor, Assistant Professor, Associate Professor and Professor.

**2. ANNUAL, MULTIYEAR, AND CONTINUING CONTRACT STATUS:** All new faculty with the Professorial Rank of Instructor, Assistant Professor, Associate Professor, or Professor will be placed on annual or multiyear contract regardless of the number of years of experience.

*Note: Those new faculty who begin employment after the regular start of the fall semester will have their pay pro-rated and paid through the final pay date of the 12-month deferred pay schedule. For years subsequent to the first year, the faculty member may elect to change status and be paid over 20, 23, or 26 pays, depending on the length of contract, with prior notice to the Director, Human Resources no later than July 1 of that year.*

Continuing contract, multi-year contract, annual contract or partial year contract status for full-time faculty will be determined in accordance with rules and policies of the State Board of Education and the District Board of Trustees.

### 3. FULL-TIME FACULTY – LOWER DIVISION

A. Full-time faculty are those faculty members who carry a full credit teaching load which is defined as a minimum of 15 classroom or on-line contact hours per week, or its equivalent, in each semester. A full-time faculty member's contract will state the amount of the salary and the term of employment.

B. The following salary schedule will be used for all full-time 9-month faculty:

| <u>Level</u> | <u>Rank</u>         | <u>Minimum</u> | <u>Maximum</u> |
|--------------|---------------------|----------------|----------------|
| A1           | Lecturer            | \$25,200       | \$36,468       |
| A2           | Instructor          | \$40,930       | \$46,442       |
| A3           | Assistant Professor | \$48,147       | \$54,324       |
| A4           | Associate Professor | \$56,348       | \$63,205       |
| A5           | Professor           | \$65,522       | \$83,423       |

The following positions are twelve (12) month positions: Clinical Education Coordinators (PTA, OTA and Radiography)

- ~~Assistant Deans~~
- ~~Clinical Coordinator~~
- ~~Completion Coordinator~~
- ~~Director of Curriculum and Instruction (ASN and BSN)~~
- ~~Director of Simulation Center~~
- ~~Program Directors in Health Professions~~

Commented [MO112]: Assistant Dean role eliminated and restructured.

Commented [MO113]: Positions moved under Nursing page (Faculty - Upper Division, PG. 21) for consistency.

Commented [MO114]: Removed to streamline and clean up this section.

C. ~~The following salary schedule will be used for twelve (12) month Program Directors in Health Professions.~~

Commented [MO115]: Salary ranges added for Program Directors in Health Professions per Dr. Kim Bastin.

| <u>Level</u>  | <u>Rank</u>                    | <u>Minimum</u>      | <u>Maximum</u>       |
|---------------|--------------------------------|---------------------|----------------------|
| <del>C3</del> | <del>Assistant Professor</del> | <del>\$64,819</del> | <del>\$70,996</del>  |
| <del>C4</del> | <del>Associate Professor</del> | <del>\$73,020</del> | <del>\$79,877</del>  |
| <del>C5</del> | <del>Professor</del>           | <del>\$82,650</del> | <del>\$100,095</del> |

#### ~~C.D.~~ Establishing Salaries

1. New Faculty will be placed within the range based on the evaluation of experience in accordance with College procedure for Initial Placement of New Faculty.
2. Faculty will move within the range in accordance with District Board of Trustees approved salary increases.
3. Faculty who have been awarded a promotion according to the Professional Ranking policy will receive the minimum salary for the next rank at the beginning of the next academic year.

~~D.E.~~ SUMMER A OR SUMMER B: Full-time faculty who have been recommended for employment for the next academic year, and who teach in the Summer semester(s) will be compensated at a rate of \$2,550.00 per 3 semester hours, up to a maximum of 12 ILH total for all summer sessions. Summer semester hours taught above the established maximum (12) will be compensated at the standard overload rate.

E.F. SUMMER BENEFIT: Full-time faculty who have been recommended for employment for the next academic year, will be maintained on benefits, including health and other benefits paid for by the College between contract years.

4. OVERLOADS (CREDIT): Both in-unit and out-of-unit full-time faculty (credit) will be compensated at a rate of \$2,100 per 3 semester hours.

Overload faculty will have \$34.05 deducted from their total compensation for each hour of class time for which they are absent.

5. ADJUNCT FACULTY: Adjunct faculty will be compensated at a rate of \$2,000 per 3 semester hours.

Adjunct faculty will have \$30 deducted from their total compensation for each hour of class time for which they are absent.

6. SUBSTITUTES: Substitutes will be paid \$30 per teaching hour. A full-time faculty member in a regular, budgeted position will receive the substitute rate of \$34.05 per teaching hour when substituting outside of his/her regularly established schedule.

7. SPECIAL FACULTY SALARIES:

|                                                                              |                   |
|------------------------------------------------------------------------------|-------------------|
| A. Artist-in-Residence<br>( <i>Faculty who teach applied music classes</i> ) | \$183 per student |
|------------------------------------------------------------------------------|-------------------|

|                                                                                         |                    |
|-----------------------------------------------------------------------------------------|--------------------|
| B. Faculty Assessment of Prior Learning (Exam and Review, Portfolio Review) CEL Program | \$6 per credit hr. |
|-----------------------------------------------------------------------------------------|--------------------|

|                                                               |                    |
|---------------------------------------------------------------|--------------------|
| C. Faculty Re-assessment (Re-Review of Portfolio) CEL Program | \$3 per credit hr. |
|---------------------------------------------------------------|--------------------|

8. Duties other than those listed will be compensated by an overload, a multiple of an overload, a fraction thereof, or be paid based on a proration of the bargaining unit member's base salary.

9. MILITARY SERVICE will be accepted as credit for initial placement provided the instructor was teaching immediately preceding and immediately following obligatory military service, up to a maximum of 5 years.

10. PROFESSIONAL/INDUSTRIAL EXPERIENCE directly related to the assignment at State College of Florida, Manatee-Sarasota may be accepted in lieu of teaching experience up to a maximum of 5 years.

11. HOSPITAL WORK EXPERIENCE MAY BE ACCEPTED, therefore, full-time experience (not internship) may be credited for health science education faculty, up to a maximum of 5 years.

12. DIVIDED TIME EXPERIENCE: Employment of less than 9 months in one position can be added to those months of employment of another location during a single calendar year for credit of one year's experience. For example: 6 months of professional work, plus 4 months of teaching during one calendar year will equate to one year of credit experience.

13. DIRECTED STUDY RATES:

| FULL-TIME FACULTY | ADJUNCT FACULTY |
|-------------------|-----------------|
|-------------------|-----------------|

|                  |                              |                   |                              |                      |
|------------------|------------------------------|-------------------|------------------------------|----------------------|
| <b>5 (ILH)</b>   | Class = 1/14 x \$ 3,500.00 = | \$250 per student | Class = 1/14 x \$ 3,333.33 = | \$238.00 per student |
| <b>4.5 (ILH)</b> | Class = 1/14 x \$ 3,150.00 = | \$225 per student | Class = 1/14 x \$ 3,000.00 = | \$214.20 per student |
| <b>4 (ILH)</b>   | Class = 1/14 x \$ 2,800.00 = | \$200 per student | Class = 1/14 x \$ 2,666.67 = | \$190.40 per student |
| <b>3 (ILH)</b>   | Class = 1/14 x \$ 2,100.00 = | \$150 per student | Class = 1/14 x \$ 2,000.00 = | \$142.80 per student |
| <b>2 (ILH)</b>   | Class = 1/14 x \$ 1,400.00 = | \$100 per student | Class = 1/14 x \$ 1333.33 =  | \$ 95.20 per student |
| <b>1 (ILH)</b>   | Class = 1/14 x \$ 700.00 =   | \$50 per student  | Class = 1/14 x \$ 666.67 =   | \$47.60 per student  |

## STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

### ~~2024 – 2025~~2025 – 2026 FACULTY SALARY SCHEDULE – Upper Division

#### BSN Program or other High Demand Disciplines

##### A. FULL TIME FACULTY

- Faculty will be hired on annual contracts, or contracts of less than one (1) year, and usually require a Doctorate degree. Masters +30 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACSCOC have been met, with the approval of the ~~Executive Vice President and Provost~~Vice President, Academic Affairs, the Director, Human Resources, and the President.
- Faculty in the BSN program will be hired on a 9-month contract, with the hiring salary based on experience and education and length of contract.

|                          |                 |                 |
|--------------------------|-----------------|-----------------|
| <u>BSN Salary Range:</u> | <u>Minimum:</u> | <u>Maximum:</u> |
| Doctorate Degree:        | \$63,122        | \$91,943        |
| Master's Degree + 30:    | \$53,665        | \$78,351        |

- The following positions are twelve (12) month faculty positions: Director Simulation Center, Director of ASN Curriculum & Instruction, and Director of BSN Curriculum & Instruction

Commented [MO116]: Updated to reflect the reclass of Executive VP and Provost to the VP, Academic Affairs.

Commented [MO117]: 12-month faculty positions were moved from the lower division page to the upper division page where they should have been.

##### B. ADJUNCT FACULTY

- Adjunct and overload rate for doctorate degree faculty is \$2,875 per 3 credit course.
- Adjunct and overload rate for master's degree faculty is \$2,375 per 3 credit course.

##### C. STIPENDS: Clinical Coordinator Completion Coordinator

Commented [MO118]: Stipends moved from pg. 18 under the lower division to this section for consistency.

#### All Other Disciplines

##### A. FULL TIME FACULTY

- Faculty will be hired on annual contracts and require a Doctorate degree. Master's Degree + 18 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACS have been met, with the approval of the ~~Executive Vice President and Provost~~Vice President, Academic Affairs, the Director, Human Resources, and the President.
- Faculty in the Baccalaureate Programs will be hired on a 9-month contract, with hiring salary based on experience and education and length of contract.

|                      |                |                 |
|----------------------|----------------|-----------------|
| <u>Salary Range:</u> | <u>Minimum</u> | <u>Maximum:</u> |
|----------------------|----------------|-----------------|

Commented [MO119]: Updated to reflect the reclass of Executive VP and Provost to the VP, Academic Affairs.

|                       |          |          |
|-----------------------|----------|----------|
| Doctorate Degree:     | \$57,732 | \$82,502 |
| Master's Degree + 30: | \$53,621 | \$78,287 |
| Master's Degree + 18: | \$49,531 | \$72,316 |

B. ADJUNCT FACULTY

- Adjunct and overload rate for doctorate degree faculty is \$2,600 per 3 credit course.
- Adjunct and overload rate for master's degree faculty is \$2,185 per 3 credit course.

|              |                                            |         |
|--------------|--------------------------------------------|---------|
| C. STIPENDS: | Program Manager, Baccalaureate Programs    | \$2,000 |
|              | Co-Program Manager, Baccalaureate Programs | \$1,000 |

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
~~2024—2025~~2025 – 2026 MISCELLANEOUS SALARY SCHEDULE

ATHLETICS

SPECIAL SALARIES

|                                 |                     |
|---------------------------------|---------------------|
| Interim Coach                   | Up to \$100/per day |
| Interim Trainer                 | Up to \$150/per day |
| Mascot/Spotter                  | \$18/per hour       |
| Sports Camp Assistant*          | \$50-250/camp       |
| Sports Camp Assistant Director* | \$300-750/camp      |
| Sports Camp Director*           | \$500-1,000         |
| Sports Camp Student Assistant*  | \$15/per hour       |

STIPENDS

|                                                |                           |
|------------------------------------------------|---------------------------|
| Assistant Coach – Baseball                     | Up to \$8,755             |
| Assistant Coach, Beach Volleyball              | Up to \$8,250             |
| Assistant Coach, Court Volleyball              | Up to \$8,250             |
| <del>Assistant Coach, Softball</del>           | <del>Up to \$8,755</del>  |
| Head Coach, Beach Volleyball                   | Up to \$15,000            |
| Head Coach, Court Volleyball                   | Up to \$15,000            |
| <del>Head Coach, Softball</del>                | <del>Up to \$15,000</del> |
| Scorekeepers, Clock, Scoreboard, Ticket Takers | \$35 per contest          |
| <del>Sports Information Specialist</del>       | <del>\$6,000</del>        |

Commented [MO120]: Existing position.

Commented [MO121]: Position moved to full-time role.

Commented [MO122]: Position eliminated.

\*Salary will be based on the experience in the field of the individual. The Department will recommend the salary, and it will be approved by the Director, Athletics.

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
~~2024—2025~~**2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**ACADEMICS**

**SPECIAL SALARIES**

|                                       |      |
|---------------------------------------|------|
| Guest Speaker, Science Speaker Series | \$75 |
|---------------------------------------|------|

**STIPEND**

|                                                            |                            |
|------------------------------------------------------------|----------------------------|
| Advisor – Brain Bowl                                       | \$2,000                    |
| Advisor – Honors PTK Club-Bradenton Campus                 | \$2,000                    |
| Advisor – Honors PTK Club-Venice Campus                    | \$2,000                    |
| Advisor – Phi Beta Lambda-Bradenton Campus                 | \$2,000                    |
| Advisor – Phi Beta Lambda-Venice Campus                    | \$2,000                    |
| Assistant Dean                                             | Up to \$20,000             |
| Building Code Administrator                                | \$6,400                    |
| Chair – Department                                         | Up to \$9,000              |
| Collection Manager                                         | \$3,000                    |
| Course Development                                         | Up to \$2,000              |
| CROP Site Coordinators                                     | \$525 per semester         |
| Director – MLK                                             | \$2,000                    |
| DRC Technical/Lab Assistant                                | \$3,000                    |
| Externship Program Development                             | \$2,000                    |
| Faculty Senate – Officer                                   | \$400                      |
| Faculty Senate – President                                 |                            |
| Gallery Manager                                            | \$3,000                    |
| Guided Pathways                                            | Up to \$2,100              |
| Instructional Faculty/Clinical Education Coordinator (PTA) | \$10,000                   |
| Sigma Kappa Delta - Bradenton                              | Up to \$2,000              |
| Sigma Kappa Delta - Venice                                 | Up to \$2,000              |
| Strategic Initiatives                                      | Up to \$10,000             |
| Summer Initiatives                                         | Up to \$15,000             |
| Test Administrators/Proctors:                              |                            |
| Test Administration                                        |                            |
| Administrator – \$75.00 (under 3 hours)                    | Proctor - \$16.67/per hour |
| Administrator – \$100.00 (over 3 hours)                    |                            |

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
~~2024—2025~~**2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**PERFORMING ARTS**

**SPECIAL SALARIES**

|                                                         |                               |
|---------------------------------------------------------|-------------------------------|
| Accompanist                                             | \$20- <del>530</del> per hour |
| Accompanist for Production                              | \$1,000 per production        |
| Guest Conductor/Clinician/Recitalist/Visiting Artist    |                               |
| Category “A” – Local Venue Experience*                  | Up to \$199                   |
| Category “B” – Statewide/Regional Venue Experience*     | \$200–499                     |
| Category “C” – National/International Venue Experience* | \$500–4,500                   |
| Models                                                  | \$18                          |
| Theatre Prod. Director, Actor, Choreographer, Support   | Up to \$2,000                 |

**STIPENDS**

|                                    |                        |
|------------------------------------|------------------------|
| Director – Choral Ensembles        | \$2,000                |
| Director – College Orchestra       | \$1,000                |
| Director – Guitar Ensemble         | \$1,000                |
| Director – Jazz Ensemble           | \$2,000                |
| Director – Symphonic Wind Ensemble | \$1,000                |
| Musical Production Director        | \$3,000                |
| Presidential Ensemble Coordinator  | \$1,750                |
| Presidential Jazz Ensemble Coach   | \$1,500                |
| Presidential String Quartet Coach  | \$1,500                |
| Theatre Designer                   | \$2,000 per production |

\*Category placement will be based on a review of several professional factors such as academic affiliation, format of performance, degree of technical difficulty of the performance, critic reviews, geographic venues, and reputation of individual(s). The Department will recommend the category and it will be approved by the appropriate Dean, as defined in Category definitions.

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).



STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
~~2024—2025~~2025 – 2026 MISCELLANEOUS SALARY SCHEDULE

SPECIAL SALARIES

Wellness Trainer - \$25-50/per hour  
Licensed Dental Professional (Must be currently licensed in the State of Florida) - \$40/per hour

STIPENDS

ASN Level Coordinator - \$500-1,000

Clinical Instructor: Radiography  
- Class I (per semester) 1-5 students - \$300  
- Class II (per semester) 6 or more students - \$450

Program Manager – \$2,000

|                                            |                                          |
|--------------------------------------------|------------------------------------------|
| 2D Studio Art, A.S.                        | Engineering Technology, A.S.             |
| 3D Studio Art, A.S.                        | Entrepreneurship, A.S.                   |
| Accounting Technology, A.S.                | Exceptional Student Education, A.S.      |
| Biotechnology, A.S.                        | Fire Science Technology, A.S.            |
| Business Administration, A.S.              | Graphic Design Technology, A.S.          |
| CIT & Programming Analyst                  | Hospitality and Tourism Management, A.S. |
| Course Coord. & Equipment Management, A.S. | Music Technology, A.S.                   |
| Computer Info Technology, A.S.             | Networking & PM, A.S.                    |
| Criminal Justice Technology, A.S.          | Paralegal/Legal Assisting, A.S.          |
| Digital Cinema, A.S.                       | Risk Management, A.S.                    |
| Digital Photography, A.S.                  | Theatre, A.A.                            |
| Early Childhood Education, A.S.            | Weekend College, A.S.                    |

Commented [MO123]: Existing stipend that was not listed in last year's Salary Schedule.

Program Manager, Baccalaureate Programs – \$2,000

Supervision and Management, B.A.S.  
Early Childhood Education  
Elementary Education  
Public Safety and Emergency Management

Program Manager, Baccalaureate Programs - \$5,000

BAS/BS Coordination

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**~~2024 – 2025~~2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**1. STUDENTS:**

- A. For the purposes of employment at State College of Florida, Manatee-Sarasota, students are placed in one of three categories:
- 1) Federal Work Study - Student seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota, meeting Federal Financial Aid requirements, preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
  - 2) Student Assistants - Student seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota and preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
  - 3) Peer Advisor Assistants, Campus Ambassadors and SGA Executive Officers – Students seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- B. Students will be paid \$15 per hour.
- C. Interns: Employment/placement in an SCF paid internship position for SCF Students is through the Office of College and Career Success department, and for all other paid Interns through the Human Resources Office. All internships must be approved in advance by the Vice President, – Chief Financial Officer~~Finance and Administrative Services~~.

Commented [MO124]: Updated to reflect the reclass of VP, Finance and Administrative Services to Vice President, Chief Financial Officer.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**~~2024 – 2025~~2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**1. TEMPORARY EMPLOYEES:**

A. **TEMPORARY EMPLOYEES:** Most Temporary employees will be hired through the contracted vendor/vendors of the College. Individuals hired to work at State College of Florida, Manatee-Sarasota on a temporary basis will be paid within the range of the position to which they are assigned based on market and experience.

Retired and/or former employees of State College of Florida, Manatee-Sarasota, hired on a temporary basis, may be paid based on the position to be filled and their past SCF experience and prior relative experience as determined by the Director, Human Resources, or designee.

B. **TEMPORARY EMPLOYEES IN INTERIM POSITION:** When the College determines that it requires an existing employee to fill an Interim Position which is in addition to the employee's current position, the College may pay a supplement which is normally 10% of the employee's current base pay, or the minimum rate for the range of said Interim Position, whichever is greater, based on the evaluation of the Director, Human Resources, and subject to the approval of the area Vice President, ~~the Vice President, Chief Financial Officer~~ ~~Finance and Administrative Services, and the President.~~

Commented [MO125]: Updated to reflect the reclass of VP, Finance and Administrative Services to Vice President, Chief Financial Officer.

**2. GRANT PERSONNEL:** The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel.

**3. OVERTIME AND COMPENSATORY TIME:** The provisions of the Fair Labor Standards Act and its amendments govern all overtime and compensatory time considerations.

**4. COMPLIANCE:** The College complies with Section 1012.885 and 1012.886, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

**5. EMPLOYMENT OF RETIREES:** Re-employment of SCF retirees, or former employees that have taken a distribution and/or retirees of other Florida state agencies shall be employed subject to FRS regulations.

**6. PERFORMANCE INCENTIVE PAYMENT:** Regular full-time employees, except for SCFCS instructional and SCFCS management staff, who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement may be eligible for a performance increase (less applicable taxes). (Those regular part-time employees who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement, may receive a pro-rata share of the one-time salary supplement check, less applicable taxes).

**7. RECOGNITION:** Regular part-time and full-time employees may be eligible for a recognition incentive payment for years of service and upon retirement after at least 5 years of service.

**STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA**  
~~2024 – 2025~~ **2025 – 2026 NON-CREDIT SALARY SCHEDULE**

**INSTRUCTIONAL STAFF (NON-CREDIT):**

Part-time, non-credit instructional staff will be paid as follows:

- |    |                                                                                                                                                                           |                                                                                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| A. | (1) Lifelong Learning and Workforce Development Instructional Staff                                                                                                       | \$18-65/per hour                                                                          |
|    | (2) Technical Expertise                                                                                                                                                   | \$75-150/per hour (with approval of Dean, Lifelong Learning & Workforce Development, LWR) |
|    | (3) Highly Specialized                                                                                                                                                    | \$150+/per hour (with approval of <del>EVP/Provost</del> <b>VPAA</b> )                    |
| B. | Coordination: Coordination includes registration, planning, promotion, and other functions such as Range Aide deemed necessary to facilitate the instructional component. |                                                                                           |
|    | (1) Class Coordinator                                                                                                                                                     | \$15/per hour                                                                             |
|    | (2) Student Assistant                                                                                                                                                     | \$15/per hour                                                                             |
| C. | Curriculum Development                                                                                                                                                    | \$ <del>15</del> 8-65/per hour                                                            |
| D. | Proctor                                                                                                                                                                   | \$15-35/per hour                                                                          |
| E. | Traffic Safety Institute:                                                                                                                                                 |                                                                                           |
|    | (1) Clinical Supervisor*                                                                                                                                                  | Varies                                                                                    |
|    | (2) Level II Class Instructor - DUI                                                                                                                                       | \$22-35/per hour                                                                          |
|    | (3) Evaluator – Special Supervision & DUI                                                                                                                                 | \$22-35/per hour                                                                          |
|    | (4) Level I Class Instructor - DUI                                                                                                                                        | \$22-35/per hour                                                                          |
|    | (5) Instructor – Driver Improvement                                                                                                                                       | \$22-35/per hour                                                                          |
|    | (6) Highly Specialized Roles                                                                                                                                              | \$35+ (with approval of Dean, Lifelong Learning & Workforce Development, LWR)             |

Commented [MO126]: Updated to reflect the reclass of the Executive VP and Provost to the Vice President, Academic Affairs.

Commented [MO127]: Expanding range.

\*Clinical supervisor rates will vary based upon contractual agreement.

All instructors are required to attend LLWD orientation with their respective director and complete SCF required background check and training such as but not limited to Preventing Workplace Harassment/Title IX and FERPA training, as well as any other required or mutually agreed upon training.

## **STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA 2025 – 2026 SALARY SCHEDULE**

These Salary Schedules are established pursuant to F.S. 1001.65 and rules or policies of the Board of Trustees and serve as a guide for compliance.

Personnel actions submitted to the Board of Trustees for approval in conformance with the salary schedules and/or in accordance with applicable SCF Rules and Procedures will be considered routine personnel actions. The President may authorize variations in hiring practices, travel reimbursements, leaves, compensatory time, overtime, special compensation, severance and pay in lieu of notice, subject to legal requirements and based upon justification and appropriate recommendations of the Director, Human Resources, and executive staff. Special rates of pay that have been adopted for services requiring special certification, and for unique or difficult to fill assignments may be continued or revised to meet College needs and market conditions as deemed necessary by the President. Examples include, but are not limited to, assignments in support of Health Professions Programs; contracts with industry; local, state, or federal grant programs; high technology programs; new College initiatives; and special Staff and Program Development activities.

Other full or part-time job classifications and hourly rates will be added as required. The President, as needed, may authorize special fees and salary rates for independent contractors, consultants, workshops, seminars, exams, grants, and other services. Compensation determinations will consider experience, education, special credentials, and employment market factors.

### **COMPENSATION PHILOSOPHY**

State College of Florida's Compensation Strategy creates an innovative and progressive program that is competitive, internally equitable, fiscally responsible, and integrated with performance management. The program supports the attainment of the College's goals by attracting and retaining talent and providing personal and professional growth opportunities during an employee's career at SCF. The program is flexible and is based on benchmarking reflective of local, regional, and educational industry market considerations. The College will strive to administer the compensation program in a manner that is consistent, equitable and free of discrimination.

The College is committed to openness and transparency around the compensation program to ensure that all employees understand the principles that guide salary decisions. At a minimum, this includes communicating the College's compensation strategy, compensation ranges, and accurate job responsibilities with existing and future employees.

(THE IMPLEMENTATION OF THESE RATES WILL BE IN ACCORDANCE WITH STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA PROFESSORIAL RANKING SYSTEM AND RULES AND PROCEDURES MANUALS, AND ANY STATE OR FEDERAL LAWS THAT APPLY.)

NOTE: Non-Faculty employees hired after March 31, 2025, will not be eligible for any approved salary increases effective fiscal year 2025-2026 unless approved by the President.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2025 – 2026 ADMINISTRATIVE/PROFESSIONAL SUPPORT SALARY SCHEDULE**  
Twelve Month Positions Except Where Noted

| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 211          | Accountant<br>Accountant, Accounts Payable and Fixed Assets<br>Accountant – Finance<br>Accountant, Grants<br>Assistant Bursar<br>Coordinator, College and Career Success<br>Coordinator, Dual Language Program<br>Coordinator, Enrollment Technology<br>Coordinator, Lifelong Learning<br>Coordinator, Nursing and Education Operations (NEOC)<br>Coordinator, Simulation Center and Nursing Communications<br>Coordinator, Student Life<br>Coordinator, Student Success, Bridge to Baccalaureate (B2B)<br>Coordinator, Systems and Operations<br>Coordinator, TRIO/Student Support Services Grant Program<br>Coordinator, Workforce Development<br>DUI/Special Supervision Evaluator<br>Financial & Business Support Coord., 26 West Entrepreneurship Center<br>International Student Coordinator & Success Coach<br>Head Coach, Softball/Intramurals Coordinator<br>Program Coordinator, 26 West Entrepreneurship Center | \$37,111       | \$58,635       |
| 212          | Administrator, Learning Management System (LMS)<br>Advancement Associate Corporate and Community Partnerships<br>Advancement Associate, Events and Marketing<br>Assistant Director, Public Safety<br>Associate Director, International Student Services<br>Associate Registrar<br>Coordinator, Academic Research and Evaluation<br>Coordinator, Alternative Certification Program (ACP)<br>Coordinator, Business Development, Advanced Technology Center<br>Coordinator, CCAMPIS Grant Program<br>Coordinator, Communications and Media<br>Coordinator, Community Outreach<br>Coordinator, Creative Content<br>Coordinator, Database Services, Foundation                                                                                                                                                                                                                                                                  | \$41,453       | \$65,495       |

| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 212          | Coordinator, Environmental Safety & Health<br>Coordinator, Facilities Management<br>Coordinator, K-12 STEM and Tech<br>Coordinator, Online Learning<br>Coordinator, Procurement<br>Coordinator, Procurement & Fiscal Performance<br>Coordinator, Retention and Assessment & Testing<br>Coordinator, Student CARE Services<br>Coordinator, Talent Acquisition<br>DUI/SSS Evaluator and DUI Instructor<br>Graphics and Web Designer, 26 West Entrepreneurship Center<br>Head Athletic Trainer<br>Head Coach, Baseball<br>Librarian, P/T<br>Librarian, Reference & Instruction<br>Manager, Business Development, 26 West Entrepreneurship Center<br>Manager, Digital Production<br>Manager, Natural Science Lab<br>Manager, Traffic Safety Institute<br>Research Analyst<br>Specialist, Instructional Design<br>Systems Analyst, Financial Aid Services | \$41,453       | \$65,495       |
| 213          | Assistant Director, Enrollment Services<br>Associate Director, Career Accelerator<br>Associate Director, Financial Aid Services<br>Coordinator, Disability Resource Center<br>Coordinator, Office of the President and Trustee Relations<br>Coordinator, Sponsored Projects<br>Library Supervisor, Access Services<br>Library Supervisor, Collection Development & Technical Services<br>Library Supervisor, Venice Campus<br>Manager, Business Operations<br>Manager, Facilities Management<br>Manager, Human Resources Information Systems<br>Manager, Marketing<br>Manager, Nursing Admissions<br>Manager, Performing Arts Center<br>Manager, Tutoring and Academic Success Center (TASC)<br>Project Manager, Marketing<br>Senior Marketing Manager – The Digital Collective                                                                      | \$46,303       | \$73,159       |

| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 214          | Bursar<br>Director, Advancement, Institutional Development<br>Director, Athletics<br>Director, Career Accelerator<br>Director, Career Technical Education<br>Director, College Readiness & Early College Programs<br>Director, Grants and Scholarships, Institutional Development<br>Director, Institutional Reporting<br>Director, Lifelong Learning<br>Director, Lifelong Learning and Workforce Development Operations<br>Director, Natural Science Lab<br>Director, Workforce Operations<br>Manager, Accounts Payable<br>Manager, Facilities Planning, Design and Construction<br>Manager, Financial Services<br>Project Director, TRIO Student Support Services (SSS) Grant<br>Senior Manager, Human Resources<br>Senior Research Analyst<br>Webmaster | \$51,720       | \$81,718       |
| 215          | Accounting & Finance Manager, Institutional Development<br>Associate Controller<br>Assistant Dean of Students<br>Assistant Director, Facilities Management<br>Assistant Director, Human Resources<br>Director, Enrollment Services<br>Director, Library<br>Director, Marketing<br>Director, Retention and College & Career Success                                                                                                                                                                                                                                                                                                                                                                                                                          | \$57,771       | \$91,278       |
| 216          | Director, Business Services<br>Director, CTLE and Online Learning<br>Director, Public Safety and Emergency Management<br>Director, Sponsored Projects<br>Director, Traffic Safety Institute<br>Executive Director, 26 West Entrepreneurship Center<br>Executive Director, Advanced Technology Center                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$64,529       | \$101,956      |
| 217          | College Registrar<br>Director, Financial Aid<br>Director, Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$72,078       | \$113,884      |



| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 217          | Director, Institutional Compliance                                                                                                                                                                                                                                                                                                                                                   | \$72,078       | \$113,884      |
| 218          | AVP, Communications and Government Relations<br>AVP, Facilities Management<br>AVP, Finance/Controller<br>AVP, Institutional Effectiveness and Research<br>AVP, Student Services and Enrollment Management<br>Dean, Academic Affairs<br>Dean, Academic Success and Early College Programs<br>Dean of Lifelong Learning & Workforce Development<br>Dean of Nursing<br>Dean of Students | \$80,513       | \$127,210      |
| 219          | Associate Provost for Academic and Faculty Affairs                                                                                                                                                                                                                                                                                                                                   | \$97,811       | \$154,541      |
| 220          | Vice President, Academic Affairs<br>Vice President, Advancement & Executive Director, SCF Foundation<br>Vice President, Chief Financial Officer<br>Vice President, Institutional Effectiveness<br>Vice President, Operations<br>Vice President, Student Services & Enrollment Management<br>Vice President and General Counsel                                                       | \$107,592      | \$169,995      |
| 299          | President<br>President Emeriti                                                                                                                                                                                                                                                                                                                                                       | Negotiated*    |                |

\*In accordance with s. 1012.885 F.S. and s. 1012.886 F.S.

# STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

## 2025 – 2026 NON-INSTRUCTIONAL COMPENSATION POLICIES

### 1. ANNUAL SALARY INCREASE DATE:

Non-instructional employees, full-time or part-time, who occupy a position, approved by the Board of Trustees, which provides an administrative, professional support, technical/paraprofessional, clerical/secretarial, skilled crafts or maintenance service for the College, have a common anniversary date for salary increases, which is recommended by the President to the Board of Trustees for each fiscal year.

### 2. PAY LEVEL:

Each non-instructional employee position is assigned to a pay level depending upon the relative complexity and level of responsibility of the tasks involved in its job description and labor market competitive rates, based on the College approved job evaluation structure. Each pay level has a distinct salary range determined by an annual review of the salary schedule by the Office of Human Resources. Positions are established within the level structure on the following pages based on recommendations by the Office of Human Resources and approval of the President.

Pay rates/ranges for hard-to-fill positions may be changed to meet College needs and market conditions as deemed necessary by the President.

### 3. BEGINNING SALARY:

New employees, who meet minimum qualifications will usually be placed at the minimum rate for the pay level, regardless of the fund source.

Additional credit will be allowed for related experience above the minimum experience qualification of the position, up to a maximum of 10 years prior experience over the minimum requirements for new employees. Current employees may receive more than the 10 years maximum experience credit for SCF experience if it is relevant to the new position.

The Director, Human Resources may approve a step increment credit for each year of related experience above the minimum requirements, up to 5 years additional related experience. Usually, the employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position. An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Director, Human Resources.

In some cases, relevant education above the minimum requirements may be substituted for experience on a year for year basis. Depending on the position, it may also be possible to substitute some experience for education requirements. All experience calculations and salary rates above mid-point must be approved by the Director, Human Resources, or designee, and, where applicable, the Vice President, Chief Financial Officer.

#### 4. PROMOTION, REASSIGNMENT, REDUCTION:

- A. PROMOTION is the selection for appointment to a position with a higher pay level than the current position. The salary rate for an employee being promoted will be calculated in accordance with section 3, “Beginning Salary” period. The employee will either receive this calculated rate or 5% for a one level promotion; or 10% for a promotion of two levels, or the minimum salary rate for the level, whichever is greater.
- B. RECLASSIFICATION is the change in position title and/or pay level based upon a significant change in the job responsibilities. Reclassifications for positions currently filled by an incumbent are usually requested during the annual budget process. Under rare circumstances to accommodate the critical needs of the College, reclassifications for vacant positions may be requested at the time of the vacancy. A pay increase may be granted upon the recommendation of the supervisor and the area Vice President to the Director, Human Resources. The job descriptions for recommended reclassification shall be scored by the Director, Human Resources or designee and submitted by the Director, Human Resources to be presented to the President for approval. Calculation of new salary rates for reclassification will be handled the same way as Promotions, as stated in section 4.A. Salary changes for reclassification during the annual budget process will usually become effective on July 1 of the next fiscal year. Salary changes for reclassification requests for vacant positions will become effective as approved by the President.
- C. REASSIGNMENT is the selection for appointment to a position with the same pay level as the current position held. An employee who is reassigned will usually retain his/her current salary. With extenuating circumstances, the employee may either receive a 10% increase based on the recommendations of the supervisor and the Office of Human Resources and the approval of the President, or they may receive a new salary calculation.
- D. REDUCTION is the selection for appointment to a position with a lower pay level than the current position. An employee who is reduced in pay level will receive either the calculated salary as stated in section 3, “Beginning Salary”, or a 5% reduction in salary for one level lower, or a 10% reduction in salary for two or more levels lower, whichever salary rate is less of a reduction, unless otherwise approved by the President.
- E. Promotions, reassignments, or reductions will be effective the date the employee assumes the position or the date the position becomes vacant, whichever is later.
- F. Generally, internal applicants must complete at least six months in their current position at a satisfactory level before they are eligible to apply for another position. The area Vice President and the Director, Human Resources may waive this requirement if it is deemed to be in the best interest of the College.
- G. Employees who are on a performance improvement plan are not eligible to apply for another position, nor are they eligible for approved increases until they have satisfactorily completed the performance improvement plan.

## 5. PART-TIME EMPLOYEES:

A part-time employee is an employee who is hired to fill a Board approved regular classification position. Part-time employees who are in budgeted positions of 30 hours or more per week are considered full-time for benefits eligibility only.

Part-time employees will be paid based on the salary schedule and prorated based on the number of hours approved for the position.

## 6. TRAINING OPPORTUNITY PROGRAM (TOP):

Career and Professional Support employees, hired to fill a regular position, approved by the Board of Trustees, have the opportunity to earn additional pay for participation in training/education programs that improve their job skills and enhance their contribution to the College, subject to budget availability. When an eligible employee completes one fiscal year of the required training/education activities that meet TOP criteria and are approved for TOP credit, they will earn \$250, provided the employee is in a paid position at the time of the disbursement. Retirees will be paid the disbursement with their final paycheck. A pro-rated portion may be approved by the President subject to budget availability. Payments will be made in a lump sum, minus required taxes during the first pay period of December. Temporary employees are ineligible for this program.

**7. CLASSIFICATION PLAN:**

Career – Non-Exempt

| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 112          | Groundskeeper<br>Specialist, Mailroom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$15.00        | \$18.00        |
| 113          | Assistant, Library<br>Assistant, Office of the Registrar<br>Campus Resource Officer<br>Specialist, Central Services<br>Specialist, Ticketing and Guest Services<br>Staff Assistant II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$15.20        | \$19.30        |
| 114          | Academic Department Secretary<br>Assistant, Graduation<br>Assistant, Laboratory – Natural Science<br>Assistant, Student Services (Call Center)<br>Groundskeeper/Sports<br>Specialist, Athletics<br>Specialist, Museum<br>Specialist, Traffic Safety Institute Customer Service<br>Staff Assistant III<br>Staff Assistant III – Student Life<br>Trades Worker II – Electrical<br>Trades Worker II – General Maintenance<br>Trades Worker II – General Maintenance (Evening Shift)<br>Trades Worker II – General Maintenance (Part-Time)<br>Trades Worker II – General Maintenance - LWR<br>Trades Worker II – HVAC Mechanical<br>Trades Worker II – Small Engine Mechanic | \$15.40        | \$20.60        |
| 115          | Business Service & Purchasing Assistant<br>Executive Assistant II<br>Lead, Student Services Assistant (Call Center)<br>Specialist, Accounts Payable<br>Specialist, Admissions<br>Specialist, Admissions Transfer and Evaluation<br>Specialist, CCAMPIS Grant Program<br>Specialist, CTLE & Online Learning<br>Specialist, Customer Service/Facilities Operations - VC<br>Specialist, Driver Improvement<br>Specialist, Office of the Registrar<br>Specialist, Payroll                                                                                                                                                                                                    | \$15.60        | \$21.90        |

| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 115          | Specialist, Scholarship, Institutional Development<br>Specialist, Transfer Credit<br>Specialist II, Accounting<br>Specialist II, Human Resources<br>Testing Technician<br>Testing Technician, Lifelong Learning                                                                                                                                                                                                                                                                                                                                                                                                   | \$15.60        | \$21.90        |
| 116          | Accounting Technician I<br>Executive Assistant III – VP/ED<br>Graphic Artist<br>Laboratory Technician & Support Specialist, Natural Science Lab<br>Lead, Admissions Specialist<br>Office Supervisor, Advanced Technology Center<br>Office Supervisor, Library Services<br>Office Supervisor, Office of the Registrar<br>Simulation Center Technician<br>Skills Lab Technician<br>Specialist, Public Safety Technology<br>Specialist, Recruitment and New Student                                                                                                                                                  | \$15.80        | \$23.20        |
| 117          | Accounting Technician II<br>Adjunct Coordinator<br>Coordinator, Student Employment and Outreach<br>Lead Graphic Artist<br>Legal Assistant<br>Specialist, Accommodation Administration<br>Specialist, Degree Evaluations and Projects<br>Specialist, Graduation<br>Specialist, Library Support<br>Specialist, Technology/Access<br>Specialist, Theatre Technician<br>Supervisor, Early College Programs<br>Supervisor, Public Safety – VC<br>Trades Worker III – Construction Lead<br>Trades Worker III – Electrician<br>Trades Worker III – HVAC Mechanical<br>Trades Worker III – Preventive/General Maintenance | \$16.43        | \$24.64        |
| 118          | Coordinator, Enrollment Services<br>Program Coordinator, College Readiness<br>Supervisor, Maintenance and Site Utilities<br>Supervisor, Maintenance Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$18.07        | \$27.11        |

## 8. CLASSIFICATION PLAN:

Career – Exempt

| <u>LEVEL</u> | <u>POSITION TITLE</u>                                                                                                                                                                                                                                                                                                                                                                                                               | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| E16          | Lab Instructor – 2 D<br>Lab Instructor – Ceramics<br>Lab Instructor – Film<br>Lab Instructor – Graphic Design<br>Lab Instructor – Photography<br>Production Instructor – Theatre<br>Supplemental Instruction Specialist – TRIO SSS<br>Supplemental Instruction Specialist – TASC                                                                                                                                                    | \$29,862       | \$43,842       |
| E17          | Site Coordinator, Tutoring and Academic Success Center (TASC)                                                                                                                                                                                                                                                                                                                                                                       | \$32,043       | \$48,065       |
| E18          | Advisor, Student Life<br>Advisor II, Veterans Benefits<br>College & Career Success Coach<br>Financial Aid Officer, Federal Programs<br>Financial Aid Officer, Scholarships and Grants<br>IT/Coding Academy Student Success Coach<br>Lead, Financial Aid Customer Experience<br>Site Manager, Venice Disability Resource Center<br>Specialist, Loan Officer, Financial Aid Services<br>Specialist, Processor, Financial Aid Services | \$35,245       | \$52,868       |

\*Salary ranges stated are for 12-month positions and are prorated for 9 and 10-month positions.

**9. CLASSIFICATION PLAN:**

Information Technology

| <u>LEVEL</u>                          | <u>POSITION TITLE</u>                                                                                                                                                      | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| CAREER – NON-EXEMPT                   |                                                                                                                                                                            |                |                |
| 311                                   | Specialist, Help Desk<br>Specialist, Technical Support                                                                                                                     | \$15.00        | \$25.86        |
| 312                                   | Lab Technical Manager<br>Specialist, Desktop - Audio Visual Support                                                                                                        | \$19.56        | \$31.30        |
| ADMINISTRATIVE / PROFESSIONAL SUPPORT |                                                                                                                                                                            |                |                |
| 313                                   | Lead, Help Desk Office 365 Specialist<br>Manager, IT Projects<br>Network Systems Administrator<br>Programmer/Report Writer<br>Systems Administrator                        | \$37,111       | \$71,247       |
| 314                                   | Manager, IT Client Services<br>Programmer/Analyst<br>Senior Network Systems Administrator<br>Web Application Programmer/Analyst<br>Web Programmer/SharePoint Administrator | \$47,750       | \$88,894       |
| 315                                   | Manager, IT Infrastructure<br>Manager, IT Security<br>Senior Programmer/Analyst                                                                                            | \$59,577       | \$110,913      |
| 316                                   | Associate Director, IT Operations                                                                                                                                          | \$66,956       | \$117,401      |
| 318                                   | AVP, Information Technology Services                                                                                                                                       | Negotiated     |                |



**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2025 – 2026 COLLEGIATE SCHOOL EMPLOYEE'S SALARY SCHEDULE**

| <u>LEVEL</u>                          | <u>POSITION TITLE</u>                                               | <u>MINIMUM</u> | <u>MAXIMUM</u> |
|---------------------------------------|---------------------------------------------------------------------|----------------|----------------|
| CAREER NON-EXEMPT                     |                                                                     |                |                |
| 410                                   | Café Server                                                         | \$15.00        | \$18.00        |
| 410                                   | Custodian - Collegiate School                                       | \$15.00        | \$18.00        |
| 412                                   | Staff Assistant III                                                 | \$15.40        | \$20.60        |
| 413                                   | Assistant, Technology                                               | \$15.60        | \$21.90        |
| 413                                   | Executive Assistant II                                              | \$15.60        | \$21.90        |
| 415                                   | Registration Specialist/Testing Coordinator                         | \$16.30        | \$21.90        |
| 415                                   | Collegiate School Behavior Specialist and SCF Public Safety Liaison | \$16.30        | \$23.20        |
| 415                                   | Office Supervisor, Collegiate School                                | \$16.30        | \$23.20        |
| 418                                   | Coordinator, Technology (all campuses)                              | \$19.46        | \$27.23        |
| 419                                   | School Nurse                                                        | \$25.00        | \$27.00        |
| CAREER EXEMPT                         |                                                                     |                |                |
| 420                                   | Supplemental Instruction Specialist, 1:1 ESE Student Teacher Aide   | \$29,862       | \$43,842       |
| 420                                   | Supplemental Instruction Specialist, Collegiate School              | \$29,862       | \$43,842       |
| ACADEMIC                              |                                                                     |                |                |
| 425                                   | Advisor/Instructor                                                  | \$53,500       | \$65,300       |
| 425                                   | Instructor - Collegiate School                                      | \$53,500       | \$65,300       |
| 425                                   | Instructor ESE - Collegiate School                                  | \$53,500       | \$65,300       |
| 426                                   | Certified School Counselor, High School                             | \$53,500       | \$70,200       |
| 426                                   | Certified School Counselor, Middle School                           | \$53,500       | \$70,200       |
| ADMINISTRATIVE / PROFESSIONAL SUPPORT |                                                                     |                |                |
| 426                                   | Mental Health Coordinator, Middle School                            | \$53,500       | \$70,200       |
| 427                                   | Manager, Accounts Payable                                           | \$53,500       | \$81,718       |
| 428                                   | Director of Curriculum and Instruction - Collegiate School          | \$60,554       | \$81,718       |
| 429                                   | Director of Student Services and Counseling – Collegiate School     | \$68,161       | \$81,718       |
| 439                                   | Head of School – Collegiate School                                  | \$90,000       | \$129,000      |
| 440                                   | AVP, Collegiate Schools                                             | \$94,041       | \$137,056      |

\*Salary ranges stated are for 12-month positions and are prorated for 9 and 10-month positions

## NEW SALARIES

In accordance with F.S. 1012.22, newly hired Instructional personnel will be placed within the salary schedule range based on the evaluation of experience. Base salaries do not include compensation for advanced degrees.

## ADVANCED DEGREE/HOURS ANNUAL SALARY SUPPLEMENT

In accordance with F.S. 1012.22(1)(c), compensation for advanced degrees is paid in an annual salary supplement. To be eligible for the salary supplement the advanced degree must be held in the individual's area of certification. The supplement does not become part of the employee's continuing base salary. Salary supplements for obtaining advanced degrees are paid in addition to the base salary for the following fiscal year providing official transcripts are received.

Example – Obtaining a master's degree in December – the salary supplement is paid the following fiscal year.

## ADDITIONAL ACADEMIC RESPONSIBILITIES

In accordance with F.S. 1012.22(1)(c), compensation for additional academic responsibilities is paid in a salary supplement of 10% of an employee's base salary, unless otherwise authorized by the President due to extenuating circumstances.

## ANNUAL PERFORMANCE ADJUSTMENTS

Instructors, Certified School Counselors, Administrators

In accordance with F.S. 1012.22, annual adjustments to salary are based on achieving a "highly effective" or "effective" annual performance rating. Annual performance adjustments are added to the employee's permanent base salary at the start of the following fiscal year.

Annual performance adjustments are dependent on the budget constraints of SCFCS and Board of Trustee approval.

## CONTRACTS

Newly hired instructional personnel and school administrators are placed on a probationary contract. Upon successful completion of the probationary period, employees are awarded an annual contract.

Instructors working off contract earn \$150/day for new hire orientation, summer conferences or supplemental assistance.

Instructors working off contract for more than 3 days earn their daily rate. This may take effect when teachers are working off contract during summer school.

Adjunct Teachers: Part-time, temporary

Overload: full-time teachers

Overload & adjunct teachers will be compensated at a rate of \$2,000 per 3 semester hours, \$667/hour.

Overload & adjunct teachers will be compensated at a rate of \$3,335 per 5 semester hours, \$667/hour.

Overload and adjunct teachers will have a deduction from their total compensation for each hour of class time for which they are absent.

Substitute Teachers:

Regular substitute teachers will be paid \$120 per day. Long term substitute teachers, defined as working more than three consecutive weeks, will be paid between \$120 and \$150 per day, depending on experience and discipline.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2025 – 2026 COLLEGIATE SCHOOL MISCELLANEOUS SALARY SCHEDULE**

| <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                                                             |               |
| Anti-Bullying Club Advisor                                                                                            | \$1,200       |
| Builders Club Advisor                                                                                                 | \$1,200       |
| Culture Club Advisor                                                                                                  | \$1,200       |
| FBLA – Future Business Leaders of America Advisor                                                                     | \$1,200       |
| HOSA – Health Occupations Students of America Advisor                                                                 | \$1,200       |
| Key Club Advisor                                                                                                      | \$1,200       |
| Lead Instructor - Chair                                                                                               | Up to \$4,000 |
| Lead Teacher or Mentor Teacher Development                                                                            | \$1,500       |
| National Honor Society Advisor                                                                                        | \$1,200       |
| National Junior Honor Society Advisor                                                                                 | \$1,200       |
| Odyssey of the Mind Advisor                                                                                           | \$1,200       |
| Student Leadership Team Advisor                                                                                       | \$1,200       |
| TSA – Technology Student Association Advisor                                                                          | \$1,200       |
| Yearbook Lead                                                                                                         | \$1,200       |

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2025 – 2026 FACULTY SALARY SCHEDULE – LOWER DIVISION**

**1. ASSIGNMENT OF ACADEMIC RANK:**

A. Assignment of Academic Rank to new faculty and promotional decisions of existing faculty will be made according to the criteria in the Initial Hiring Criteria or Professorial Ranking System, approved by the Board of Trustees, as amended from time to time.

B. The Professorial Ranking System recognizes the six ranks listed below:

(1) ADJUNCT FACULTY: Part-time, temporary. See Section #4 below for salary information.

(2) LECTURER: Full-time, with benefits.

(3) INSTRUCTOR

(4) ASSISTANT PROFESSOR

(5) ASSOCIATE PROFESSOR

(6) PROFESSOR

Refer to Section #3B in this section for salaries for Lecturer, Instructor, Assistant Professor, Associate Professor and Professor.

**2. ANNUAL, MULTIYEAR, AND CONTINUING CONTRACT STATUS:** All new faculty with the Professorial Rank of Instructor, Assistant Professor, Associate Professor, or Professor will be placed on annual or multiyear contract regardless of the number of years of experience.

*Note: Those new faculty who begin employment after the regular start of the fall semester will have their pay pro-rated and paid through the final pay date of the 12-month deferred pay schedule. For years subsequent to the first year, the faculty member may elect to change status and be paid over 20, 23, or 26 pays, depending on the length of contract, with prior notice to the Director, Human Resources no later than July 1 of that year.*

Continuing contract, multi-year contract, annual contract or partial year contract status for full-time faculty will be determined in accordance with rules and policies of the State Board of Education and the District Board of Trustees.

### 3. FULL-TIME FACULTY – LOWER DIVISION

A. Full-time faculty are those faculty members who carry a full credit teaching load which is defined as a minimum of 15 classroom or on-line contact hours per week, or its equivalent, in each semester. A full-time faculty member's contract will state the amount of the salary and the term of employment.

B. The following salary schedule will be used for all full-time 9-month faculty:

| <u>Level</u> | <u>Rank</u>         | <u>Minimum</u> | <u>Maximum</u> |
|--------------|---------------------|----------------|----------------|
| A1           | Lecturer            | \$25,200       | \$36,468       |
| A2           | Instructor          | \$40,930       | \$46,442       |
| A3           | Assistant Professor | \$48,147       | \$54,324       |
| A4           | Associate Professor | \$56,348       | \$63,205       |
| A5           | Professor           | \$65,522       | \$83,423       |

The following positions are twelve (12) month positions: Clinical Education Coordinators (PTA, OTA and Radiography)

C. The following salary schedule will be used for twelve (12) month Program Directors in Health Professions.

| <u>Level</u> | <u>Rank</u>         | <u>Minimum</u> | <u>Maximum</u> |
|--------------|---------------------|----------------|----------------|
| C3           | Assistant Professor | \$64,819       | \$70,996       |
| C4           | Associate Professor | \$73,020       | \$79,877       |
| C5           | Professor           | \$82,650       | \$100,095      |

D. Establishing Salaries

1. New Faculty will be placed within the range based on the evaluation of experience in accordance with College procedure for Initial Placement of New Faculty.
2. Faculty will move within the range in accordance with District Board of Trustees approved salary increases.
3. Faculty who have been awarded a promotion according to the Professional Ranking policy will receive the minimum salary for the next rank at the beginning of the next academic year.

E. SUMMER A OR SUMMER B: Full-time faculty who have been recommended for employment for the next academic year, and who teach in the Summer semester(s) will be compensated at a rate of \$2,550.00 per 3 semester hours, up to a maximum of 12 ILH total for all summer sessions. Summer semester hours taught above the established maximum (12) will be compensated at the standard overload rate.

F. SUMMER BENEFIT: Full-time faculty who have been recommended for employment for the next academic year, will be maintained on benefits, including health and other benefits paid for by the College between contract years.

4. OVERLOADS (CREDIT): Both in-unit and out-of-unit full-time faculty (credit) will be compensated at a rate of \$2,100 per 3 semester hours.

Overload faculty will have \$34.05 deducted from their total compensation for each hour of class time for which they are absent.

5. **ADJUNCT FACULTY:** Adjunct faculty will be compensated at a rate of \$2,000 per 3 semester hours.

Adjunct faculty will have \$30 deducted from their total compensation for each hour of class time for which they are absent.

6. **SUBSTITUTES:** Substitutes will be paid \$30 per teaching hour. A full-time faculty member in a regular, budgeted position will receive the substitute rate of \$34.05 per teaching hour when substituting outside of his/her regularly established schedule.
7. **SPECIAL FACULTY SALARIES:**
- A. Artist-in-Residence \$183 per student  
(*Faculty who teach applied music classes*)
  - B. Faculty Assessment of Prior Learning (Exam and Review, Portfolio Review) CEL Program \$6 per credit hr.
  - C. Faculty Re-assessment (Re-Review of Portfolio) CEL Program \$3 per credit hr.
8. Duties other than those listed will be compensated by an overload, a multiple of an overload, a fraction thereof, or be paid based on a proration of the bargaining unit member's base salary.
9. **MILITARY SERVICE** will be accepted as credit for initial placement provided the instructor was teaching immediately preceding and immediately following obligatory military service, up to a maximum of 5 years.
10. **PROFESSIONAL/INDUSTRIAL EXPERIENCE** directly related to the assignment at State College of Florida, Manatee-Sarasota may be accepted in lieu of teaching experience up to a maximum of 5 years.
11. **HOSPITAL WORK EXPERIENCE MAY BE ACCEPTED**, therefore, full-time experience (not internship) may be credited for health science education faculty, up to a maximum of 5 years.
12. **DIVIDED TIME EXPERIENCE:** Employment of less than 9 months in one position can be added to those months of employment of another location during a single calendar year for credit of one year's experience. For example: 6 months of professional work, plus 4 months of teaching during one calendar year will equate to one year of credit experience.
13. **DIRECTED STUDY RATES:**

|                  | <b>FULL-TIME FACULTY</b>            |                   | <b>ADJUNCT FACULTY</b>              |                      |
|------------------|-------------------------------------|-------------------|-------------------------------------|----------------------|
| <b>5 (ILH)</b>   | Class = $1/14 \times \$ 3,500.00 =$ | \$250 per student | Class = $1/14 \times \$ 3,333.33 =$ | \$238.00 per student |
| <b>4.5 (ILH)</b> | Class = $1/14 \times \$ 3,150.00 =$ | \$225 per student | Class = $1/14 \times \$ 3,000.00 =$ | \$214.20 per student |
| <b>4 (ILH)</b>   | Class = $1/14 \times \$ 2,800.00 =$ | \$200 per student | Class = $1/14 \times \$ 2,666.67 =$ | \$190.40 per student |
| <b>3 (ILH)</b>   | Class = $1/14 \times \$ 2,100.00 =$ | \$150 per student | Class = $1/14 \times \$ 2,000.00 =$ | \$142.80 per student |
| <b>2 (ILH)</b>   | Class = $1/14 \times \$ 1,400.00 =$ | \$100 per student | Class = $1/14 \times \$ 1333.33 =$  | \$ 95.20 per student |
| <b>1 (ILH)</b>   | Class = $1/14 \times \$ 700.00 =$   | \$50 per student  | Class = $1/14 \times \$ 666.67 =$   | \$47.60 per student  |

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2025 – 2026 FACULTY SALARY SCHEDULE – Upper Division**

**BSN Program or other High Demand Disciplines**

**A. FULL TIME FACULTY**

- Faculty will be hired on annual contracts, or contracts of less than one (1) year, and usually require a Doctorate degree. Masters +30 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACSCOC have been met, with the approval of the Vice President, Academic Affairs, the Director, Human Resources, and the President.
- Faculty in the BSN program will be hired on a 9-month contract, with the hiring salary based on experience and education and length of contract.

| <u>BSN Salary Range:</u> | <u>Minimum:</u> | <u>Maximum:</u> |
|--------------------------|-----------------|-----------------|
| Doctorate Degree:        | \$63,122        | \$91,943        |
| Master's Degree + 30:    | \$53,665        | \$78,351        |

- The following positions are twelve (12) month faculty positions: Director Simulation Center, Director of ASN Curriculum & Instruction, and Director of BSN Curriculum & Instruction

**B. ADJUNCT FACULTY**

- Adjunct and overload rate for doctorate degree faculty is \$2,875 per 3 credit course.
- Adjunct and overload rate for master's degree faculty is \$2,375 per 3 credit course.

**C. STIPENDS: Clinical Coordinator**  
**Completion Coordinator**

**All Other Disciplines**

**A. FULL TIME FACULTY**

- Faculty will be hired on annual contracts and require a Doctorate degree. Master's Degree + 18 with exceptional experience may be considered in hard to fill areas, providing the requirements of SACS have been met, with the approval of the Vice President, Academic Affairs, the Director, Human Resources, and the President.
- Faculty in the Baccalaureate Programs will be hired on a 9-month contract, with hiring salary based on experience and education and length of contract.

| <u>Salary Range:</u>  | <u>Minimum</u> | <u>Maximum:</u> |
|-----------------------|----------------|-----------------|
| Doctorate Degree:     | \$57,732       | \$82,502        |
| Master's Degree + 30: | \$53,621       | \$78,287        |
| Master's Degree + 18: | \$49,531       | \$72,316        |

**B. ADJUNCT FACULTY**

- Adjunct and overload rate for doctorate degree faculty is \$2,600 per 3 credit course.
- Adjunct and overload rate for master's degree faculty is \$2,185 per 3 credit course.

**C. STIPENDS: Program Manager, Baccalaureate Programs**      \$2,000  
**Co-Program Manager, Baccalaureate Programs**      \$1,000

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**ATHLETICS**

**SPECIAL SALARIES**

|                                 |                     |
|---------------------------------|---------------------|
| Interim Coach                   | Up to \$100/per day |
| Interim Trainer                 | Up to \$150/per day |
| Mascot/Spotter                  | \$18/per hour       |
| Sports Camp Assistant*          | \$50-250/camp       |
| Sports Camp Assistant Director* | \$300-750/camp      |
| Sports Camp Director*           | \$500-1,000         |
| Sports Camp Student Assistant*  | \$15/per hour       |

**STIPENDS**

|                                                |                  |
|------------------------------------------------|------------------|
| Assistant Coach – Baseball                     | Up to \$8,755    |
| Assistant Coach, Beach Volleyball              | Up to \$8,250    |
| Assistant Coach, Court Volleyball              | Up to \$8,250    |
| Assistant Coach, Softball                      | Up to \$8,755    |
| Head Coach, Beach Volleyball                   | Up to \$15,000   |
| Head Coach, Court Volleyball                   | Up to \$15,000   |
| Scorekeepers, Clock, Scoreboard, Ticket Takers | \$35 per contest |

\*Salary will be based on the experience in the field of the individual. The Department will recommend the salary, and it will be approved by the Director, Athletics.

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).



**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**ACADEMICS**

**SPECIAL SALARIES**

|                                       |      |
|---------------------------------------|------|
| Guest Speaker, Science Speaker Series | \$75 |
|---------------------------------------|------|

**STIPEND**

|                                                            |                            |
|------------------------------------------------------------|----------------------------|
| Advisor – Brain Bowl                                       | \$2,000                    |
| Advisor – Honors PTK Club-Bradenton Campus                 | \$2,000                    |
| Advisor – Honors PTK Club-Venice Campus                    | \$2,000                    |
| Advisor – Phi Beta Lambda-Bradenton Campus                 | \$2,000                    |
| Advisor – Phi Beta Lambda-Venice Campus                    | \$2,000                    |
| Assistant Dean                                             | Up to \$20,000             |
| Building Code Administrator                                | \$6,400                    |
| Chair – Department                                         | Up to \$9,000              |
| Collection Manager                                         | \$3,000                    |
| Course Development                                         | Up to \$2,000              |
| CROP Site Coordinators                                     | \$525 per semester         |
| Director – MLK                                             | \$2,000                    |
| DRC Technical/Lab Assistant                                | \$3,000                    |
| Externship Program Development                             | \$2,000                    |
| Faculty Senate – Officer                                   | \$400                      |
| Faculty Senate – President                                 |                            |
| Gallery Manager                                            | \$3,000                    |
| Guided Pathways                                            | Up to \$2,100              |
| Instructional Faculty/Clinical Education Coordinator (PTA) | \$10,000                   |
| Sigma Kappa Delta - Bradenton                              | Up to \$2,000              |
| Sigma Kappa Delta - Venice                                 | Up to \$2,000              |
| Strategic Initiatives                                      | Up to \$10,000             |
| Summer Initiatives                                         | Up to \$15,000             |
| Test Administrators/Proctors:                              |                            |
| Test Administration                                        |                            |
| Administrator – \$75.00 (under 3 hours)                    | Proctor - \$16.67/per hour |
| Administrator – \$100.00 (over 3 hours)                    |                            |

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**PERFORMING ARTS**

**SPECIAL SALARIES**

|                                                         |                        |
|---------------------------------------------------------|------------------------|
| Accompanist                                             | \$20–50 per hour       |
| Accompanist for Production                              | \$1,000 per production |
| Guest Conductor/Clinician/Recitalist/Visiting Artist    |                        |
| Category “A” – Local Venue Experience*                  | Up to \$199            |
| Category “B” – Statewide/Regional Venue Experience*     | \$200–499              |
| Category “C” – National/International Venue Experience* | \$500–4,500            |
| Models                                                  | \$18                   |
| Theatre Prod. Director, Actor, Choreographer, Support   | Up to \$2,000          |

**STIPENDS**

|                                    |                        |
|------------------------------------|------------------------|
| Director – Choral Ensembles        | \$2,000                |
| Director – College Orchestra       | \$1,000                |
| Director – Guitar Ensemble         | \$1,000                |
| Director – Jazz Ensemble           | \$2,000                |
| Director – Symphonic Wind Ensemble | \$1,000                |
| Musical Production Director        | \$3,000                |
| Presidential Ensemble Coordinator  | \$1,750                |
| Presidential Jazz Ensemble Coach   | \$1,500                |
| Presidential String Quartet Coach  | \$1,500                |
| Theatre Designer                   | \$2,000 per production |

\*Category placement will be based on a review of several professional factors such as academic affiliation, format of performance, degree of technical difficulty of the performance, critic reviews, geographic venues, and reputation of individual(s). The Department will recommend the category and it will be approved by the appropriate Dean, as defined in Category definitions.

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**SPECIAL SALARIES**

**Wellness Trainer - \$25-50/per hour**

**Licensed Dental Professional** (Must be currently licensed in the State of Florida) - **\$40/per hour**

**STIPENDS**

**ASN Level Coordinator - \$500-1,000**

**Clinical Instructor: Radiography**

- Class I (per semester) 1-5 students - \$300
- Class II (per semester) 6 or more students - \$450

**Program Manager – \$2,000**

|                                            |                                          |
|--------------------------------------------|------------------------------------------|
| 2D Studio Art, A.S.                        | Engineering Technology, A.S.             |
| 3D Studio Art, A.S.                        | Entrepreneurship, A.S.                   |
| Accounting Technology, A.S.                | Exceptional Student Education, A.S.      |
| Biotechnology, A.S.                        | Fire Science Technology, A.S.            |
| Business Administration, A.S.              | Graphic Design Technology, A.S.          |
| CIT & Programming Analyst                  | Hospitality and Tourism Management, A.S. |
| Course Coord. & Equipment Management, A.S. | Music Technology, A.S.                   |
| Computer Info Technology, A.S.             | Networking & PM, A.S.                    |
| Criminal Justice Technology, A.S.          | Paralegal/Legal Assisting, A.S.          |
| Digital Cinema, A.S.                       | Risk Management, A.S.                    |
| Digital Photography, A.S.                  | Theatre, A.A.                            |
| Early Childhood Education, A.S.            | Weekend College, A.S.                    |

**Program Manager, Baccalaureate Programs – \$2,000**

Supervision and Management, B.A.S.  
Early Childhood Education  
Elementary Education  
Public Safety and Emergency Management

**Program Manager, Baccalaureate Programs - \$5,000**

BAS/BS Coordination

Note: All stipends are periodically reviewed for alignment (amounts and contact hours).

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**1. STUDENTS:**

- A. For the purposes of employment at State College of Florida, Manatee-Sarasota, students are placed in one of three categories:
- 1) Federal Work Study - Student seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota, meeting Federal Financial Aid requirements, preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
  - 2) Student Assistants - Student seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota and preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
  - 3) Peer Advisor Assistants, Campus Ambassadors and SGA Executive Officers – Students seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- B. Students will be paid \$15 per hour.
- C. Interns: Employment/placement in an SCF paid internship position for SCF Students is through the Office of College and Career Success department, and for all other paid Interns through the Human Resources Office. All internships must be approved in advance by the Vice President, Chief Financial Officer.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2025 – 2026 MISCELLANEOUS SALARY SCHEDULE**

**1. TEMPORARY EMPLOYEES:**

**A. TEMPORARY EMPLOYEES:** Most Temporary employees will be hired through the contracted vendor/vendors of the College. Individuals hired to work at State College of Florida, Manatee-Sarasota on a temporary basis will be paid within the range of the position to which they are assigned based on market and experience.

Retired and/or former employees of State College of Florida, Manatee-Sarasota, hired on a temporary basis, may be paid based on the position to be filled and their past SCF experience and prior relative experience as determined by the Director, Human Resources, or designee.

**B. TEMPORARY EMPLOYEES IN INTERIM POSITION:** When the College determines that it requires an existing employee to fill an Interim Position which is in addition to the employee's current position, the College may pay a supplement which is normally 10% of the employee's current base pay, or the minimum rate for the range of said Interim Position, whichever is greater, based on the evaluation of the Director, Human Resources, and subject to the approval of the area Vice President, the Vice President, Chief Financial Officer

**2. GRANT PERSONNEL:** The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel.

**3. OVERTIME AND COMPENSATORY TIME:** The provisions of the Fair Labor Standards Act and its amendments govern all overtime and compensatory time considerations.

**4. COMPLIANCE:** The College complies with Section 1012.885 and 1012.886, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

**5. EMPLOYMENT OF RETIREES:** Re-employment of SCF retirees, or former employees that have taken a distribution and/or retirees of other Florida state agencies shall be employed subject to FRS regulations.

**6. PERFORMANCE INCENTIVE PAYMENT:** Regular full-time employees, except for SCFCS instructional and SCFCS management staff, who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement may be eligible for a performance increase (less applicable taxes). (Those regular part-time employees who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement, may receive a pro-rata share of the one-time salary supplement check, less applicable taxes).

**7. RECOGNITION:** Regular part-time and full-time employees may be eligible for a recognition incentive payment for years of service and upon retirement after at least 5 years of service.

**STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA**  
**2025 – 2026 NON-CREDIT SALARY SCHEDULE**

**INSTRUCTIONAL STAFF (NON-CREDIT):**

Part-time, non-credit instructional staff will be paid as follows:

- |    |                                                                                                                                                                           |                                                                                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| A. | (1) Lifelong Learning and Workforce Development Instructional Staff                                                                                                       | \$18-65/per hour                                                                          |
|    | (2) Technical Expertise                                                                                                                                                   | \$75-150/per hour (with approval of Dean, Lifelong Learning & Workforce Development, LWR) |
|    | (3) Highly Specialized                                                                                                                                                    | \$150+/per hour (with approval of VPAA)                                                   |
| B. | Coordination: Coordination includes registration, planning, promotion, and other functions such as Range Aide deemed necessary to facilitate the instructional component. |                                                                                           |
|    | (1) Class Coordinator                                                                                                                                                     | \$15/per hour                                                                             |
|    | (2) Student Assistant                                                                                                                                                     | \$15/per hour                                                                             |
| C. | Curriculum Development                                                                                                                                                    | \$15-65/per hour                                                                          |
| D. | Proctor                                                                                                                                                                   | \$15-35/per hour                                                                          |
| E. | Traffic Safety Institute:                                                                                                                                                 |                                                                                           |
|    | (1) Clinical Supervisor*                                                                                                                                                  | Varies                                                                                    |
|    | (2) Level II Class Instructor - DUI                                                                                                                                       | \$22-35/per hour                                                                          |
|    | (3) Evaluator – Special Supervision & DUI                                                                                                                                 | \$22-35/per hour                                                                          |
|    | (4) Level I Class Instructor - DUI                                                                                                                                        | \$22-35/per hour                                                                          |
|    | (5) Instructor – Driver Improvement                                                                                                                                       | \$22-35/per hour                                                                          |
|    | (6) Highly Specialized Roles                                                                                                                                              | \$35+ (with approval of Dean, Lifelong Learning & Workforce Development, LWR)             |

\*Clinical supervisor rates will vary based upon contractual agreement.

All instructors are required to attend LLWD orientation with their respective director and complete SCF required background check and training such as but not limited to Preventing Workplace Harassment/Title IX and FERPA training, as well as any other required or mutually agreed upon training.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 20, 2025

**AGENDA ITEM:**

SCF Schedule of Course Fees, 2025-2026 Academic Year

**RECOMMENDATION:**

The College recommends approval by the District Board of Trustees for the 2025/26 Fee Schedule in accordance with FS 1009.23.

**STAFF ANALYSIS:**

In accordance with Rule # 6XH14-1.07, the College has reviewed special course/lab fees and has no recommended changes.

**FISCAL IMPACT** YES

**Funding Source:** Student Fees

Will this action result in a Budget Amendment? NO

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

**REQUESTED BY:** Julie Jakway

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

# Schedule of Course Fees

2025 - 2026 Academic Year

[Click here for current tuition per credit hour.](#)

Courses listed below carry special fees in addition to tuition per credit hour.

## ART

### Per Term:

|                                     |      |
|-------------------------------------|------|
| ART 1201C, 1205C, 1300C, 1301C..... | \$10 |
| ART 1203C, 2701C, 2702C.....        | 40   |
| ART 2330C, 2331C.....               | 20   |
| ART 2500C, 2501C.....               | 25   |
| ART 2715C.....                      | 75   |
| ART 2750C, 2752C, 2753C, 2771C..... | 60   |
| ART 2751C.....                      | 68   |

## DENTAL HYGIENE

|                 |      |
|-----------------|------|
| DEH 1002C.....  | \$55 |
| DEH 1800C*..... | 113  |
| DEH 2802C.....  | 100  |
| DEH 2804C*..... | 191  |
| DEH 2806C*..... | 163  |
| DES 1020*.....  | 13   |
| DES 1100C.....  | 35   |
| DES 1200C.....  | 100  |

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

## ENGINEERING TECHNOLOGY

|                              |      |
|------------------------------|------|
| EET 1033C, 1141C, 2142C..... | \$25 |
|------------------------------|------|

## EDUCATION

|                     |      |
|---------------------|------|
| EDE 4942, 4945..... | \$66 |
| EEX 3830, 4995..... | 66   |
| LAE 3414.....       | 10   |
| RED 3309.....       | 10   |

## FILM

### Per Term:

|                     |      |
|---------------------|------|
| FIL 1420.....       | \$10 |
| FIL 1537.....       | 15   |
| FIL 2423.....       | 15   |
| FIL 2441.....       | 25   |
| FIL 2552, 2571..... | 35   |
| FIL 2580.....       | 25   |

## GRAPHIC DESIGN

|                                            |      |
|--------------------------------------------|------|
| GRA 1100C, 1206C, 2121C, 2122C, 2950C..... | \$20 |
| GRA 2190C.....                             | 5    |

## HEALTH SCIENCES

|               |      |
|---------------|------|
| HSC 2401..... | \$35 |
|---------------|------|

## MUSIC

|                                                                                                                                                                                                                                                         |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| MUC 1211, 1211B, 2221, 2221B.....                                                                                                                                                                                                                       | \$240 |
| MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....                                         | 240   |
| MVK 1011A, 1011B, 1013A, 1013B, 1311, 1311B, 1313, 1313B, 2321, 2321B, 2323, 2323B....                                                                                                                                                                  | 240   |
| MVP 1011A, 1011B, 1311, 1311B, 2321, 2321B.....                                                                                                                                                                                                         | 240   |
| MVS 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1016A, 1016B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 1316, 1316B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B, 2326, 2326B..... | 240   |
| MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B.....                                                                                                                                                                                                         | 240   |
| MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....                                         | 240   |

**\*\*Fees are subject to change without notice and whenever conditions dictate. Updated fees are posted on the SCF website: SCF.edu/Tuition**

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# Schedule of Course Fees

2025 - 2026 Academic Year

**Courses listed below carry special fees in addition to tuition per credit hour.**

## NATURAL SCIENCE

### Per Term:

|                                            |       |
|--------------------------------------------|-------|
| BSC 1005C, 2419C, 2420C, 2426C, 2427C..... | \$40  |
| BSC 1007L.....                             | 35    |
| BSC 1421.....                              | 12.50 |
| BSC 2010L, 2011L, 2086L.....               | 50    |
| BSC 2085L.....                             | 45    |
| CHM 1020C.....                             | 40    |
| CHM 1025L, 2045L.....                      | 35    |
| CHM 2046L.....                             | 45    |
| CHM 2210L, 2211L.....                      | 60    |
| ESC 1000C.....                             | 25    |
| MCB 2010L.....                             | 70    |
| OCB 1000C.....                             | 30    |
| PHY 1020C.....                             | 30    |
| PHY 2048L, 2053L.....                      | 35    |
| PHY 2049L, 2054L.....                      | 45    |

## NURSING

|                 |        |
|-----------------|--------|
| NSP 4275C.....  | \$225  |
| NUR 1023*.....  | 145.50 |
| NUR 2731C*..... | 13     |
| NUR 2732C.....  | 130    |
| NUR 2703C*..... | 210    |
| NUR 4636L*..... | 13     |

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

## OCCUPATIONAL THERAPY ASSISTANT

|                       |       |
|-----------------------|-------|
| OTH 1001C.....        | \$13  |
| OTH 1014C*.....       | 15.50 |
| OTH 1114C.....        | 15    |
| OTH 2840L, 2841L..... | 12    |
| OTH 2261C.....        | 54    |

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

## PHOTOGRAPHY

|                                            |      |
|--------------------------------------------|------|
| PGY 1800C, 2401C, 2404C, 2405C, 2801C..... | \$40 |
|--------------------------------------------|------|

## PHYSICAL EDUCATION

### Per Term:

|               |      |
|---------------|------|
| LEI 1263..... | \$10 |
| PEN 2251..... | 15   |

## PHYSICAL THERAPIST ASSISTANT

|                         |      |
|-------------------------|------|
| PHT 1007C, 1211C.....   | \$20 |
| PHT 1124C*, 2321C*..... | 13   |
| PHT 2337C.....          | 7    |
| PHT 2931.....           | 50   |

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

## POLITICAL SCIENCE

|                             |       |
|-----------------------------|-------|
| INR 2500, 2500A, 2500B..... | \$100 |
|-----------------------------|-------|

## PSYCHOLOGY

|                                                     |      |
|-----------------------------------------------------|------|
| SLS 1301 (Includes career & affective testing)..... | \$27 |
|-----------------------------------------------------|------|

## RADIOGRAPHY

|                       |         |
|-----------------------|---------|
| RTE 1002*.....        | \$15.50 |
| RTE 1804L.....        | 28      |
| RTE 1814L, 2844L..... | 10      |
| RTE 1824C*.....       | 25      |
| RTE 2834L.....        | 10      |

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

Continued on next page

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# Additional Fees

2025 - 2026 Academic Year

|                                                                                                                                                                                                                                                          |                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Access Fee</b> .....                                                                                                                                                                                                                                  | \$40.00 per term, nonrefundable            |
| <b>Credit for Experiential Learning (C.E.L.) Application Fee</b> .....                                                                                                                                                                                   | \$5.00 nonrefundable                       |
| <b>Credit Card Convenience Fee</b> .....                                                                                                                                                                                                                 | 1.25% nonrefundable <sup>1</sup>           |
| <b>College Application Fee</b> .....                                                                                                                                                                                                                     | \$20.00 nonrefundable <sup>2</sup>         |
| <b>Duplicate Diploma Fee</b> .....                                                                                                                                                                                                                       | \$15.00 nonrefundable                      |
| (Payable before the application for graduation is processed, for each degree.)                                                                                                                                                                           |                                            |
| <b>Health Professions Programs</b>                                                                                                                                                                                                                       |                                            |
| <b>Application Fee</b> .....                                                                                                                                                                                                                             | \$20.00/\$35.00 nonrefundable <sup>3</sup> |
| (One time fee, payable before application can be processed for admittance to each health profession program, with the exception of ASN-Nursing.)                                                                                                         |                                            |
| <b>Health Occupations Basic Entrance Test (HOBETV)</b> .....                                                                                                                                                                                             | \$50.00 nonrefundable                      |
| <b>Insurance Fee</b> .....                                                                                                                                                                                                                               | \$15.50 nonrefundable                      |
| <b>Nursing (ASN) Application Fee</b> .....                                                                                                                                                                                                               | \$35.00 nonrefundable                      |
| <b>Test of Essential Academic Skills (TEAS)</b> .....                                                                                                                                                                                                    | \$50.00 nonrefundable                      |
| <b>International Student Application for Admission Fee</b> .....                                                                                                                                                                                         | \$75.00 nonrefundable                      |
| <b>Late Fee</b> .....                                                                                                                                                                                                                                    | \$50.00 nonrefundable                      |
| <b>Inactive OneCard Replacement Fee</b> .....                                                                                                                                                                                                            | \$10.00 nonrefundable                      |
| <b>Parking Violations</b>                                                                                                                                                                                                                                |                                            |
| <b>Improperly parked in a handicapped space or blocking handicapped ramp</b> .....                                                                                                                                                                       | \$250.00                                   |
| <b>Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over the line</b> .....                                                                                                                                       | \$30.00                                    |
| <b>No current SCF decal, improper decal, or no decal showing</b> .....                                                                                                                                                                                   | \$20.00                                    |
| <b>Parking in a reserved or visitor space or parked in a motorcycle space</b> .....                                                                                                                                                                      | \$30.00                                    |
| <b>Moving Violations (College student court)</b> .....                                                                                                                                                                                                   | \$20.00 minimum                            |
| <b>Reinstatement Fee</b> .....                                                                                                                                                                                                                           | \$50.00 nonrefundable                      |
| <b>Returned Check Fee</b> .....                                                                                                                                                                                                                          | \$20.00 nonrefundable                      |
| (A minimum of \$20.00 will be charged for NSF (insufficient) checks. The maximum charge permitted by law is the greater of \$40.00 or 5% of the face amount of the check. The check writer is also responsible for costs associate with the collection.) |                                            |
| <b>Student ID Card Replacement Fee</b> .....                                                                                                                                                                                                             | \$10.00 nonrefundable                      |

<sup>1</sup>Effective January 1, 2022

<sup>2</sup>Effective for Spring 2022 application submitted on and after October 1, 2021. Prior application fees are applicable toward tuition.

<sup>3</sup>Effective for Spring 2022 application submitted on and after October 1, 2021, the application fee for all health professions program will be \$35.00

# Additional Fees

2025 - 2026 Academic Year

## Testing Fees: nonrefundable

|                                                                                                                                                                                                    | SCF Student                                   | Non-SCF Student                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------|
| PERT – Reading                                                                                                                                                                                     | -0-                                           | \$10.00                                                                                                  |
| PERT – Writing                                                                                                                                                                                     | -0-                                           | \$10.00                                                                                                  |
| PERT – Math                                                                                                                                                                                        | -0-                                           | \$10.00                                                                                                  |
| PERT – Retake*                                                                                                                                                                                     | \$10.00                                       | \$10.00                                                                                                  |
| NOTE: PERT = Postsecondary Education Readiness Test                                                                                                                                                |                                               |                                                                                                          |
| FCELPT – Reading                                                                                                                                                                                   | -0-                                           | \$10.00                                                                                                  |
| FCELPT – Sentence Skills                                                                                                                                                                           | -0-                                           | \$10.00                                                                                                  |
| FCELPT – Arithmetic                                                                                                                                                                                | -0-                                           | \$10.00                                                                                                  |
| FCELPT – Elementary Algebra                                                                                                                                                                        | -0-                                           | \$10.00                                                                                                  |
| FCELPT – College Level Math                                                                                                                                                                        | -0-                                           | \$10.00                                                                                                  |
| FCELPT – Retake*<br>(each section)                                                                                                                                                                 | \$10.00                                       | \$10.00                                                                                                  |
| NOTE: FCELPT = Florida College Entry Level Placement Test                                                                                                                                          |                                               |                                                                                                          |
| <i>The PERT and FCELPT nonrefundable retest fee is \$10.00 per section for both SCF and non-SCF students. If your PERT or FCELPT scores are more than two years old, no retest fee is charged.</i> |                                               |                                                                                                          |
| CLEP                                                                                                                                                                                               | CLEP test fee + \$15.00<br>Administration Fee | Same                                                                                                     |
| Proctored Exams                                                                                                                                                                                    | -0-                                           | \$25.00 per test up to three<br>hours in length.<br>\$50.00 per test more than<br>three hours in length. |

**Transcript Fee.....** \$7.00 nonrefundable  
(For each transcript, payable with each request. One free official transcript is mailed to each student upon graduation from SCF.)

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**DATE:** Tuesday, May 20, 2025**TO:** State College of Florida Board of Trustees**FROM:** State College of Florida Foundation Board of Directors**SUBJECT:** Approval of naming recommendations-SCF Parrish-Phase I, SCFF Board of Directors Meeting, April 24, 2025

- I. **SCF Parrish-Phase I:** \$3M - \$8M (*Outside Building Naming*)
- II. **First Floor-Phase I:**
- a. Grand Foyer (Lobby): \$250k - \$500k
  - b. Community Room: \$250k - \$500k
  - c. Library & Academic Success Center: \$250k - \$500k
  - d. Outdoor Patio (*in front of library*): \$75k - \$150k
    - i. Back of building facing natural Florida landscape preserve.
- III. **Second Floor-Phase I:**
- a. SCF Nursing Skills Lab: \$250k - \$300k
  - b. General Ed. Large Lecture Hall: \$50k - \$75k
  - c. One Medium Classroom: \$25k - \$50k
  - d. Six Classrooms: \$20k - \$25k each

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

Tommy Gregory, J.D., SCF President

8 May 2025

Date

Rod Thomson, SCF Board of Trustee Chair

Date

*OUR MISSION: We connect donors' passions and regional partners with State College of Florida's outstanding students, faculty, programs, and community, and we steward foundation assets consistent with our donors' intent.*

