



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 – Board of Trustee Room 7/160</p> <p style="text-align: center;">September 30, 2025 5:30 pm</p>

1. **Meeting Call to Order – Mr. Thomson**
2. **Invocation and Pledge of Allegiance - Dr. Pyjas**
3. **Public Comment - Mr. Thomson**
4. **Organizational Meeting as required by 1001.61(4) Florida Statutes, for the purpose of electing a Chair and Vice Chair of the District Board of Trustees - President Gregory**
5. **Annual Review - Dr. Hale and Dr. Johnson**
 - **SCF Mission Statement**
 - **SCF Strategic Planning**
6. **President’s Report**
7. **Presentations:**
 - **SCF Employment Update - Paul Berkle, SCF H/R Director**
 - **SCF Fall Enrollment Update - Dr. Pyjas**
8. **Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of June 24, 2025 BOT Meeting - Page 5
Exhibit B:	Minutes of the September 2, 2025 Traffic Safety Institute Quarterly Meeting- Page 8
Exhibit C:	Amended Fall 2025 Lifelong Learning & Workforce Development Schedule - Page 11
Exhibit D:	HR Personnel Actions Monthly Report June, July & August 2025 - Page 15
Exhibit E:	Out of Country Travel Request - Page 21
Exhibit F:	FCS College Affordability Report - Page 31
Exhibit G:	Annual 2025-26 SCFCS School Improvement Plan - Page 41
Exhibit H:	Annual 2025-26 SCFCS Teacher Salary Allocation Plan - Page 86
Exhibit I:	Annual 2025-26 SCFCS Teachers Out of Field Notice - Page 90

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

Exhibit J:	Monthly Financial Report June 2025 - Page 92
Exhibit K:	Budget Amendment FY 2024-25 June 2025 #48- 52 - Page 98
Exhibit L:	SCFCS Financial Report(s) June 2025 - Page 104
Exhibit M:	Acceptance of Gifts and Grants June 2025 - Page 106
Exhibit N:	Property Disposals - Page 107
Exhibit O:	Carry Forward Spending Plan - Page 113
Exhibit P:	Grant No. 25-04 Federal Motor Carrier Safety Administration’s (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant - Page 115
Exhibit Q:	Grant No. 25-05 Carl D. Perkins, Career and Technical Education Postsecondary Programs (Federal Funds) Fiscal Year 2025-2026 Grant - Page 117

10. Facilities Project List (Informational Only) - Chris Wellman

Exhibit R: Project List - Page 119

11. Facilities

Construction Projects & Updates – Chris Wellman

Exhibit S: Venice Collegiate School Buildings Project Approval - Page 120

Exhibit T: Parrish Collegiate School Buildings Project Approval - Page 121

12. Synopsis of Pending Rule Revisions - Steve Prouty

Exhibit U: Rule: 6HX14-1.07 Responsibility and Authority of the President 122

13. Goals

President’s 2024-25 Completed Goals - President Gregory

14. SCF Foundation Update - Cassandra Holmes

15. Old Business

16. New Business

17. Board Comments

18. Board Adjournment

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

Date: June 24, 2025 5:30 p.m.**Location:** SCF Bradenton**Proceedings:**

The District Board of Trustees of State College of Florida, Manatee – Sarasota held a Regular Meeting on June 24, 2025 at SCF Bradenton.

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

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

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

Professor Jason Reed addressed the Board Members to thank them for their support of the Future Business Leaders of America and to recap the students' participation in the national conference.

4. President's Report

President Gregory shared that SCF has received a grant to startup a Division 2 Men's and Women's Cross Country program. President Gregory highlighted numerous SCF employees that worked nights and weekends to respond to the Florida DOGE requests. President Gregory shared that this Board meeting would be the last for Julie Jakway and thanked her for her dedication and wished her well on her retirement.

5. Dual Enrollment / Early College Presentation - Heather Shehorn, Dean, Academic Success & Early College Programs

Ms. Shehorn provided the Board Member with an overview of SCF's Early College Programs. Ms. Shehorn introduced two SCF Graduates of the program, Darius Lee, and Laura Halsey, who shared their success stories.

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

Exhibit A:	Minutes of May 20, 2025 BOT Meeting - Page 5
Exhibit B:	SCF District Board of Trustees 2025-2026 Calendar - Page 8
Exhibit C:	Minutes of June 3, 2025 Traffic Safety Institute Advisory Committee Meeting - Page 10
Exhibit D:	2025-26 Annual SCF Manatee County School Board D/E Articulation Agreement - Page 12
Exhibit E:	2025-27 SCF Manatee & Sarasota County Schools CTE Articulation Agreement - Page 44
Exhibit F:	Annual SCFCS District Comprehensive Evidence-Based Reading Plan (CERP) - Page 66
Exhibit G:	Annual SCFCS Mental Health Assistance Allocation Plan (MHAA) - Page 94
Exhibit H:	Annual SCFCS Safety Reunification Plan - Page 115
Exhibit I:	HR Personnel Actions Monthly Report May ₅ 2025 - Page 121

Exhibit J:	Amended Summer 2025 Lifelong Learning & Workforce Development Schedule - Page 123
Exhibit K:	FLDOE General Education Course Review - Page 130
Exhibit KK:	Curriculum Revision (CDR) Report: Educator Preparation Institute (EPI) - see handout

Ms. Collins requested Exhibits F & G be pulled for further discussion. After due discussion and consideration, Mr. Goodson motioned to approve the remaining items without F & G from the Non-Financial Consent Agenda, Ms. Collins seconded, and the Board unanimously approved. After further discussion and clarification, Mr. Moore motioned to approve Exhibits F & G, Ms. Collins seconded, and the Board unanimously approved.

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

Exhibit L:	Monthly Financial Report May 2025 - Page 137
Exhibit M:	Budget Amendment FY 2024-25 May 2025 #42-47 - Page 142
Exhibit N:	SCFCS Financial Report(s) May 2025 - Page 147
Exhibit O:	Acceptance of Gifts and Grants May 2025 - Page 149
Exhibit P:	Property Disposals - Page 150

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

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

Exhibit Q: Project List - Page 152

9. Facilities Construction Projects & Updates - Chris Wellman and Rebecca Ferda

Exhibit R: Miscellaneous Capital Projects - Page 153

Mr. Wellman requested Board approval of the miscellaneous list of capital projects, with a budget of \$1,550,000. After due discussion and consideration, Mr. DiDomenico motioned to approve Exhibit R, Mr. Goodson seconded, and the Board unanimously approved.

Exhibit S: SCF Bradenton, Building 29, Nursing Auditorium Renovation - Page 154

Mr. Wellman requested Board approval to contract with Willis Smith Construction to renovate the Nursing Auditorium, SCF Bradenton Building 29, with a budget of \$511,046. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit S, Ms. Collins seconded, and the Board unanimously approved.

Exhibit T: SCF Bradenton, Landscape Maintenance - Page 155

Ms. Ferda requested Board approval to contract with Yellowstone Landscape to provide landscape maintenance for SCF Bradenton for a period of three years and two 1-year options with a budget of \$1,364,448. After due discussion and consideration, Mr. Fuller motioned to approve Exhibit T, Ms. Collins seconded, and the Board unanimously approved.

Ms. Ferda provided the Board with a Hurricane Recovery update.

10. FY 2025-2026 Operating Budget - Julie Jakway

Exhibit U: FY 2025-2026 Operating Budget - Page 156

Ms. Jakway highlighted the SCF responses to the Florida DOGE requests led by Dr. Rebecca Caskey. Ms. Jakway presented to the Board the proposed 2025-2026 SCF Operating Budget. Ms. Jakway highlighted the adjustments to revenue and expense for all fund sources for 2025-2026. Ms. Jakway requested the Board's approval of the 2025-2026 operating budget. After due discussion and consideration, Mr. Fuller motioned to approve Exhibit U, Mr. Moore seconded, and the Board unanimously approved.

11. SCF Foundation Update - Cassandra Holmes

Exhibit V: SCFF 2023-2024 Annual Audit & 990 - Page 166

Ms. Holmes shared with the Board SCF Foundation updates and highlights. Ms. Holmes requested Board approval of the SCFF Audit Report and IRS Form 990. After due discussion and consideration, noting the audit findings and corrective measures, Mr. Fuller motioned to approve Exhibit V, Ms. Collins seconded, and the Board unanimously approved.

12. Old Business

None

13. New Business

Exhibit W: Disaster Recovery and Remediation Services - see handout

Ms. Ferda requested the Board's approval to contract with Belfor Property Restoration and BMS CAT, LLC to provide disaster recovery and remediation services. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit W, Mr. Fuller seconded, and the Board unanimously approved.

14. Board Comments/Updates & Adjournment

Mr. Goodson commended Julie Jakway on a job well done and wished her a happy retirement.

Mr. DiDomenico echoed Mr. Goodson's sentiments.

Mr. DiDomenico expressed his concern for the SCF budget and the need for additional recurring operating funds.

Mr. Fuller thanked Heather for her presentation, it was extremely helpful.

Ms. Collins thanked Julie Jakway for her service and wished her well.

Ms. Collins applauded the SCF summer camp program.

Mr. Moore also thanked Julie Jakway, applauded the SCF collegiate school, expressed his appreciation for the improvements to the athletic programs and facilities.

Mr. Moore praised President Gregory for the additional funds awarded this legislative session.

Mr. Thomson congratulated Julie Jakway for a job well done and wished her well on her upcoming retirement. Mr. Thomson also praised President Gregory on the legislative win for the Parrish funding.

The meeting was adjourned at 7:08 p.m.

Chair, Board of Trustees

Tommy Gregory, Secretary, Board of Trustees

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

Advisory Committee Quarterly Meeting – 9/2/25

ATTENDING: Dana McMahon, Manatee County Probation; Jennifer Burgh, Manatee County Probation; Celeste Bilodeau, State Attorney's Office; Darlene Ragoonanan, State Attorney's Office; Sgt. William Coleman, Manatee County Sheriff's Office (non-voting); Sgt. Chuck Flint, Sarasota County Sheriff's Office; Michael Miranda, Citizen Representative; Sgt. Dennis Bogusky, Florida Highway Patrol (invited guest), Vicki Gillerin, TSI Director and Clinical Supervisor

The meeting was called to order by TSI Director Gillerin at 12:05 pm.

OLD BUSINESS: Dana McMahon made a motion to approve the minutes of the 6/3/25 TSI Advisory Committee meeting and it was seconded by Celeste Bilodeau. Motion passed.

OUTPUT-TSI Report:

- A. Director Gillerin presented TSI's student contact numbers since the last quarterly meeting. The total number of contacts during this period was significantly higher than the same time frame in 2024. Historically DUI enrollments slowdown in June, July, and August, but that did not occur this year until mid-August.

TSI Student Enrollments/Contacts	6/3/25 – 9/1/25
BDI	39
IDI	11
DUI Level One	463
DUI Level Two	135
DUI Evaluations	519
DUI Victim Panel	170
IID Updates	68
SSS Periodic Updates	205
Totals:	1,610

- B. Director Gillerin provided an update on TSI staffing and programming. TSI remains fully staffed at both office locations. Total revenue for all programming between 7/1/24 to 6/30/25 was just over \$944,000.00, including unearned revenue. There were 5800 student contacts during that period.
- C. Director Gillerin reminded the Committee that the end of the 2024-2025 fiscal year was 6/30/25 and the annual DUI/SSS audit required by FLHSMV is due no later than 10/28/25. There is a new Vice President/Chief Financial Officer and a new Assistant Vice President, Finance/ Controller as of this month which may impact our ability to complete the audit by the due date; however, there is language in F.A.C. 15A-10.012 that this period may be extended by FLHSMV for up to sixty (60) additional calendar days upon a program's written request, when the audit has been delayed through no fault of the program or for other extenuating circumstances. TSI reported \$82,710.21 in unearned DUI revenue for the period ending 6/30/25 and \$1,140.00 in unearned Driver Improvement revenue for the period ending 6/30/25.

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Advisory Committee Quarterly Meeting – 9/2/25

- D. Director Gillerin reported that the DUI Level I and DUI Level II registration fees will increase pursuant to Rule 15A-10.0141 F.A.C. which states that Level I and Level II registration fees will increase annually on October 1 by the lesser of 3% or the Consumer Price Index (CPI) increase ending June 30th. The CPI ending on June 30, 2025, was 2.7%, therefore, the 2025 increase for Level I would be $\$325 \times 2.7\% = \8.78 , rounded to nearest \$5 increment = \$10.00. The increase for Level II would be $\$490 \times 2.7\% = \13.23 , rounded to nearest \$5 increment = \$15.00. Registration fees for Levels I and II would increase to \$335.00 and \$505.00, respectively.

TSI's current Level I enrollment fee is \$346.00 including all DHSMV approved fees. TSI's current Level II enrollment fee is \$ 511.00 including all DHSMV approved fees. Director Gillerin asked the TSI Advisory Committee to approve the \$10.00 fee increase for Level I enrollment fees and the \$15.00 fee increase for Level II enrollment fees. Sgt. Chuck Flint made a motion to approve the \$10.00 Level I enrollment fee increase, and the \$15.00 Level II enrollment fee increase. The motion was seconded by Michael Miranda. Motion passed.

Effective October 1, 2025, the DUI Level I enrollment fee including all FLHSMV approved fees will be \$356.00, and the DUI Level II enrollment fee including all FLHSMV fees will be \$526.00.

- E. Director Gillerin distributed the National Highway Traffic Safety Administration (NHTSA) Alcohol Impaired Driving Traffic Safety Facts 2023 Data report published in May 2025. Key findings indicated that traffic fatalities in alcohol-impaired-driving crashes decreased by 7.6 % from 2022 to 2023. In 2023 there were 12,429 fatalities in motor vehicle traffic crashes in which at least one driver was alcohol impaired. Also, one alcohol-impaired-driving fatality occurred every 42 minutes in the United States in 2023. The 21 – to 24-year-old age group had the highest percentage (28%) of alcohol-impaired drivers involved in fatal traffic crashes compared to other age groups in 2023. Alcohol-impaired-driving fatalities were highest in Texas (1,699), followed by California (1,355), and Florida (839).

INPUT

Law Enforcement:

Sgt. Coleman reported that so far in 2025, MCSO has arrested 435 individuals for DUI compared to 340 DUI arrests for the same time period in 2024. The Traffic Unit lost 4 deputies who were responsible for many of the DUI arrests this year. The positions will likely be filled sometime in October, and he hopes to have 7 or 8 positions posted. MCSO has worked 56% more crashes this year compared to last year due in part to Florida Highway Patrol (FHP) officers being assigned to work on other initiatives. MCSO received additional grant funding from the Florida Department of Transportation (FDOT) for the High Visibility Enforcement (HVE) program as this area continues to have high crash rates involving pedestrians and bicyclists.

Sgt. Flint reported that SCSO arrested 327 individuals for DUI between January and July, which is close to the number of arrests for the same time period last year. They currently have 3 open positions for DUI enforcement. The total number of tickets/citations is up from last year, and crashes are down 26.6% from January to August compared to the same time period last year. SCSO is focused on School Bus Safety for the

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Advisory Committee Quarterly Meeting – 9/2/25

month of September and will be focused on enforcing violations related to school buses. SCSO also received additional grant funding from FDOT for the HVE program. SCSO will be funding two new traffic positions for a Special Traffic Area Response (STAR) team to address ongoing traffic concerns.

Misdemeanor Probation:

Dana McMahon reports that the Probation Unit has one vacant position in the Offender Work Program. Probation Officer caseloads remain steady at 175 -180 clients per officer.

Jennifer Burgh reports that Pretrial Services and the Offender Work Program (OWP) continue to be very busy. She has asked for 3 additional positions and is still waiting to find out if they will be approved for the next fiscal year that begins 10/1/25.

State Attorney's Office:

Darlene Ragoonanan reports that her office now has some vacancies as two felony attorneys left the agency and things shifted leaving them with only four attorneys in Division 2.

Celeste Bilodeau reported that her caseload of TPTI clients remains steady. She has noticed that more individuals who are illegally using disabled permits are getting charged criminally instead of civilly.

Clinical Supervisor/Treatment Representative:

Vicki Gillerin reported that DUI evaluations are currently being scheduled 4 weeks out from registration.

Citizen/Business Representative:

Nothing to report.

With no further business the meeting was adjourned at 1:04 pm.

NEXT MEETING: Tuesday, December 2, 2025 - 12:00 pm - Lunch will be provided.

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

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16721	SCF Leadership Boot Camp	11/14/25	11/14/25	\$299.00	SCF Lakewood Ranch (CIT)	Dudley
16801	Retirement Readiness Masterclass	10/7/25	10/14/25	\$49.00	SCF Bradenton (Building 18)	Sherrill
16802	Retirement Readiness Masterclass	10/9/25	10/16/25	\$49.00	SCF Bradenton (Building 18)	Sherrill
16976	Excel - Level 1	9/30/25	9/30/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16977	Excel - Level 4	11/19/25	11/19/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16978	Excel - Level 2	12/4/25	12/4/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16979	Excel - Level 2	10/23/25	10/23/25	\$129.00	SCF Venice (Building 300)	Devine
16982	Children & Divorce (Spanish)	12/13/25	12/13/25	\$55.00	SCF Bradenton (Building 18)	Cestero
16998	Children & Divorce	9/20/25	9/20/25	\$55.00	SCF Lakewood Ranch (CIT)	Bates-Buchanan
16999	Children & Divorce	10/15/25	10/15/25	\$55.00	Zoom	Bates-Buchanan
17000	Children & Divorce	12/11/25	12/11/25	\$55.00	Zoom	Bates-Buchanan
17001	Children & Divorce	11/15/25	11/15/25	\$55.00	SCF Lakewood Ranch (CIT)	Bates-Buchanan
17014	November: Historical Heroes--A Living Museum of the Past	11/4/25	11/20/25	\$129.00	SCF Lakewood Ranch (CIT)	Schleter
17016	Italian Cuisine Dinner	9/17/25	9/17/25	\$99.00	Pineapple Kitchen	Kitchen
17023	In Bloom-Premium Harvest Design	10/15/25	10/15/25	\$195.00	SCF Lakewood Ranch (CIT)	*
17024	In Bloom-Mini Harvest Design	11/13/25	11/13/25	\$120.00	SCF Lakewood Ranch (CIT)	*
17025	In Bloom-Premium Festive Holiday Centerpieces	12/4/25	12/4/25	\$195.00	SCF Lakewood Ranch (CIT)	*
17026	In Bloom-Mini Festive Holiday Centerpieces	11/22/25	11/22/25	\$120.00	SCF Lakewood Ranch (CIT)	*
17058	(Single Classes) Sort and Simplify Session 3 AM: Fall into Simplicity	10/14/25	10/14/25	\$35.00	SCF Lakewood Ranch (CIT)	Stock
17059	(Single Classes) Sort and Simplify Session 3 PM: Fall into Simplicity	10/14/25	10/14/25	\$35.00	SCF Lakewood Ranch (CIT)	Stock
17060	(Single Classes) Sort and Simplify Bonus Session 4 AM: Cheers to Success and Tailored Coaching	11/11/25	11/11/25	\$35.00	SCF Lakewood Ranch (CIT)	Stock
17061	(Single Classes) Sort and Simplify Bonus Session 4 PM: Cheers to Success and Tailored Coaching	11/11/25	11/11/25	\$35.00	SCF Lakewood Ranch (CIT)	Stock
17076	Social Security 101	9/9/25	9/9/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17077	Social Security 101	9/11/25	9/11/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17078	Social Security 101	10/7/25	10/7/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17079	Social Security 101	10/9/25	10/9/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17080	Social Security 101	11/4/25	11/4/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17081	Social Security 101	11/6/25	11/6/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17082	Social Security 101	12/2/25	12/2/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17083	Social Security 101	12/4/25	12/4/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17094	Retirement Planning Today	9/24/25	10/1/25	\$49.00	SCF Lakewood Ranch (CIT)	Pope

Exhibit C

(\$0.00 denotes paid by corporate.)

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
17117	October: Creator Studio - Youth Tech Exploration - Middle and High School	10/7/25	10/30/25	\$129.00	SCF Bradenton (26 West Center)	*
17118	September: Inventing with Arduino Coding Youth Tech Exploration - Middle and High School	9/2/25	9/30/25	\$129.00	SCF Bradenton (26 West Center)	*
17119	November: Minecraft Coding Adventures - Youth Tech Exploration - Middle and High School	11/4/25	11/27/25	\$129.00	SCF Bradenton (26 West Center)	*
17122	September: Minecraft Jr. Coding Quest - Youth Tech Exploration - Elementary	9/3/25	9/29/25	\$129.00	SCF Bradenton (26 West Center)	*
17123	October: Jimu Robotics Obstacle Course Design - Youth Tech Exploration - Elementary	10/1/25	10/29/25	\$129.00	SCF Bradenton (26 West Center)	*
17124	November: Mars Mission 3D Print - Youth Tech Exploration - Elementary	11/3/25	11/26/25	\$129.00	SCF Bradenton (26 West Center)	*
17128	Medicare 101 - Everything You Need to Know!	10/8/25	10/8/25	\$29.00	SCF Bradenton (Building 18)	Cochran
17129	Medicare 101 - Everything You Need to Know!	11/5/25	11/5/25	\$29.00	SCF Lakewood Ranch (CIT)	Cochran
17134	Medicare 101 - Everything You Need to Know!	9/17/25	9/17/25	\$29.00	SCF Venice (Building 300)	Cochran
17135	Medicare 101 - Everything You Need to Know!	12/2/25	12/2/25	\$29.00	SCF Venice (Building 300)	Cochran
17176	Meeting Facilitation_AAA Auto Club	10/25/25	10/25/25	\$0.00	SCF Lakewood Ranch (CIT), SCF Lakewood Ranch (MTSC)	*
17198	(BLS/CPR) Basic Life Support	10/17/25	10/17/25	\$60.00	SCF Lakewood Ranch (CIT)	Landes
17199	(BLS/CPR) Basic Life Support	10/22/25	10/22/25	\$60.00	SCF Lakewood Ranch (CIT)	Landes
17200	(BLS/CPR) Basic Life Support	10/24/25	10/24/25	\$60.00	SCF Lakewood Ranch (CIT)	Landes
17201	(BLS/CPR) Basic Life Support	10/28/25	10/28/25	\$60.00	SCF Lakewood Ranch (CIT)	Landes
17216	(BLS/CPR) Basic Life Support	10/25/25	10/25/25	\$60.00	SCF Lakewood Ranch (CIT)	Landes
17267	(BLS/CPR) Basic Life Support	10/18/25	10/18/25	\$60.00	SCF Lakewood Ranch (CIT)	Landes
17271	Excel - Level 1	9/23/25	9/23/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17274	Investing 101: Strategic Foundations for Emerging High Net Worth Investors	9/18/25	9/25/25	\$89.00	SCF Lakewood Ranch (CIT)	Hays
17278	English for College and Communication - Part 1 (Lakewood Ranch)	10/13/25	12/4/25	\$550.00	SCF Lakewood Ranch (CIT)	Wood
17279	English for College and Communication - Part 2 (Lakewood Ranch)	10/28/25	12/11/25	\$550.00	SCF Lakewood Ranch (CIT)	Wood
17280	English for College and Communication - Part 2 (Lakewood Ranch)	10/13/25	12/4/25	\$550.00	SCF Lakewood Ranch (CIT)	Wood
17281	Autumn Market 2025	10/18/25	10/18/25	\$200.00	SCF Lakewood Ranch (CIT)	*
17290	Python Coding Specialist	10/7/25	12/2/25	\$3,250.00	Microsoft Teams	Bagley
17291	JavaScript Coding Specialist	10/8/25	12/1/25	\$3,250.00	Location : Online	Taylor

(\$0.00 denotes paid by corporate.)

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
17294	TOP - Transforming Your Emotionally Intelligent Leadership - INTRA-Personal Development (Part 1 of 3) SUPERVISOR LEADERSHIP TRACK	9/4/25	9/4/25	\$0.00	Microsoft Teams	Bechtol
17295	TOP - Powerpoint	9/17/25	9/17/25	\$0.00	SCF Lakewood Ranch (CIT)	Devine
17296	TOP - Office Organization 101	9/17/25	9/17/25	\$0.00	Microsoft Teams	Smith
17297	TOP - SCF Library So Much More Than Books	9/25/25	9/25/25	\$0.00	Microsoft Teams	Hawkins
17298	TOP - Travel Authorization forms and procedures	9/19/25	9/19/25	\$0.00	Microsoft Teams	Dittmann
17299	TOP - Building a Winning Culture SUPERVISOR LEADERSHIP TRACK	9/30/25	9/30/25	\$0.00	Zoom	Frazier
17300	TOP - Excel Formulas & Filtering	10/1/25	10/1/25	\$0.00	SCF Lakewood Ranch (CIT)	Devine
17301	TOP - Keyboarding - Type Faster and More Accurately	10/7/25	10/7/25	\$0.00	Microsoft Teams	Reed
17302	TOP - Transforming Your Emotionally Intelligent Leadership - INTER-Personal Development (Part 2 of 3) SUPERVISOR LEADERSHIP TRACK	10/9/25	10/9/25	\$0.00	Microsoft Teams	Bechtol
17303	TOP - Working with Difficult People – The Top 10 (Part 1) SUPERVISOR LEADERSHIP TRACK	10/15/25	10/15/25	\$0.00	Zoom	Gutmann
17304	TOP - SCF Student Support Services: Students of Concern, Student Conduct and Academic Integrity (Offered Hybrid)	10/21/25	10/21/25	\$0.00	SCF Bradenton (Building 7)	Walters
17305	TOP - Recognition & Gratitude – Fueling Engagement Through Appreciation SUPERVISOR LEADERSHIP TRACK	10/23/25	10/23/25	\$0.00	Zoom	Frazier
17306	TOP - Respect in the Workplace	11/7/25	11/7/25	\$0.00	SCF Lakewood Ranch (CIT)	Williams
17307	TOP - Working with Difficult People in the Digital Age (Part 2) SUPERVISOR LEADERSHIP TRACK	11/12/25	11/12/25	\$0.00	SCF Lakewood Ranch (CIT)	Gutmann
17308	TOP - Experience New Student Orientation	11/21/25	11/21/25	\$0.00	SCF Bradenton (Building 1)	Lux
17309	TOP - Time Management - Developing Skills to Get the Right Things Done	12/10/25	12/10/25	\$0.00	Zoom	Gutmann
17310	TOP - Microsoft Forms	12/11/25	12/11/25	\$0.00	Microsoft Teams	Smith
17311	TOP - Web Communication & Marketing	11/19/25	11/19/25	\$0.00	Microsoft Teams	Smith
17312	TOP - Transforming Your Emotionally Intelligent Leadership - Work & Community Applications (Part 3 of 3) SUPERVISOR LEADERSHIP TRACK	11/13/25	11/13/25	\$0.00	Microsoft Teams	Bechtol
17313	TOP - CPR	10/16/25	10/16/25	\$0.00	SCF Venice (Building 800)	Wardman
17336	Meeting Facilitation-BNI	9/12/25	9/12/25	\$0.00	SCF Lakewood Ranch (CIT)	*
17337	Meeting Facilitation_Florida Association for Infant Mental Health	9/25/25	9/25/25	\$0.00	SCF Lakewood Ranch (CIT)	*
17338	Meeting Facilitation_Selby Foundation	10/29/25	10/29/25	\$0.00	SCF Lakewood Ranch (CIT)	*

(\$0.00 denotes paid by corporate.)

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
17341	TOP - AI in the Classroom: Getting Familiar with ChatGPT and Google Gemini	10/29/25	10/29/25	\$0.00	Microsoft Teams	Massengale
17342	TOP - Banner Basics: Purchase Orders and Requisitions	10/28/25	10/28/25	\$0.00	SCF Bradenton (Building 3)	Weber
17344	TOP - Who's Who at SCF - Beyond College Credit	9/3/25	9/3/25	\$0.00	Microsoft Teams	Roberts
17346	TOP - Room Reservations & Event Scheduling 101	11/6/25	11/6/25	\$0.00	Microsoft Teams	Ferda
17350	Contract Training - Psychological Safety	9/11/25	12/5/25	\$0.00	Off-site Venice (contract training)	Dudley
17351	Excel - Level 3	11/6/25	11/6/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17352	TOP - Sharepoint Deep Dive	11/7/25	11/7/25	\$0.00	Microsoft Teams	*
17354	TOP - Excel Level 1	9/17/25	10/1/25	\$0.00	SCF Lakewood Ranch (CIT)	Devine
17359	Excel - Level 1	10/15/25	10/15/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17360	October: Little Marine Biologist	10/1/25	10/29/25	\$129.00	SCF Lakewood Ranch (CIT)	TBD
17361	Contract Training_Network Building-The Power of Connection	9/17/25	9/17/25	\$0.00	Zoom	Frazier
17363	WordPress Certified Editor	10/6/25	12/1/25	\$3,250.00	SCF Bradenton (26 West Center)	Link
17364	UX/UI Web Developer	10/7/25	12/2/25	\$3,250.00	SCF Bradenton (26 West Center)	Link
17365	Leadership Lunch 'N Learn: Cultivating a Growth Mindset at Work	10/15/25	10/15/25	\$79.00	Location : Online	Frazier
17366	Leadership Lunch 'N Learn: Recognition & Gratitude – Fueling Engagement Through Appreciation	10/28/25	10/28/25	\$79.00	Location : Online	Frazier
17367	Leadership Lunch 'N Learn: Mastering the Virtual Meeting	11/4/25	11/4/25	\$79.00	Location : Online	Frazier
17368	Manatee Community Concert Band (November Concert)	9/30/25	11/1/25	\$0.00	SCF Bradenton (Building 11)	Cleary
17369	Manatee Community Concert Band (December Concert)	11/4/25	12/13/25	\$0.00	SCF Bradenton (Building 11)	Cleary
17373	Leadership Lunch 'N Learn: Creating Your Career Development Path	9/25/25	9/25/25	\$79.00	Location : Online	Dudley
17374	Leadership Lunch 'N Learn: Fearless Public Speaking	10/8/25	10/8/25	\$79.00	Location : Online	Dudley
17375	Leadership Lunch 'N Learn: Creating a Powerful Professional Network	10/22/25	10/22/25	\$79.00	Location : Online	Dudley

(\$0.00 denotes paid by corporate.)

Human Resources Office Personnel Actions Board Exhibits: June 2025

<u>Name</u>	<u>Effective Date</u>			<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<u>Appointments</u>							
Hara Wright-Smith	06/03/2025			Professional	Coordinator, Workforce Development	Lifelong Learning and Workforce Development	Bradenton
Rose Jarolin	06/09/2025			Career	Specialist, Admissions	Admissions	Bradenton
Beth Odell	06/16/2025			Career	Registration Specialist, Testing Coordinator	Collegiate School - Venice	Venice
<u>Separations</u>							
Tya Saunders	06/03/2025			Career	Supplemental Instruction Specialist	Tutoring and Academic Success Center	Bradenton
Meredith Butulis	06/27/2025			Faculty	Associate Professor, Physical Therapist Assistant	Physical Therapy	Bradenton
Angela Bechtel	06/30/2025			Professional	Accounting and Finance Manager	Foundation	Bradenton
Deshjuana Bagley	06/30/2025			Administration	Executive Director, Center for Advanced Technology and Innovation	Center for Advanced Technology and Innovation	Bradenton
<u>Retirements</u>							
Jose Ors	06/01/2025			Faculty	Assistant Professor, Chemistry	Natural Science	Venice
Peter Bumpus	06/20/2025			Faculty	Lecturer, Natural Science	Natural Science	Bradenton

Human Resources Office Personnel Actions Board Exhibits: July 2025

<u>Name</u>	<u>Effective Date</u>		<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Appointments						
Sybil Cunard	07/01/2025		Career	Generalist	Human Resources	Bradenton
Hannah Morgan	07/07/2025		Career	Assistant, Office of the Registrar	Office of the Registrar	Bradenton
Brittany Pellegrino	07/08/2025		Professional	Certified School Counselor	Collegiate School - Bradenton	Bradenton
Tracy Kozielecki	07/14/2025		Professional	Coordinator, Online Learning	Online Learning	Bradenton
Jennifer Price	07/14/2025		Administration	Vice President, Chief Financial Officer	Finance and Administrative Services	Bradenton
Monique Perkins	07/31/2025		Career	Supplemental Instruction Specialist/Paraprofessional	Collegiate School - Venice	Venice
Changes						
Andrea Inman	07/01/2025	From	Professional	Manager, HRIS	Human Resources	Bradenton
		To	Professional	Senior Manager, HRIS	Human Resources	Bradenton
Elizabeth Niemczynski	07/01/2025	From	Career	Specialist II, HR Benefits	Human Resources	Bradenton
		To	Professional	Coordinator, Human Resources Operations	Human Resources	Bradenton
Madeline Hazuda	07/01/2025	From	Career	Specialist II, Human Resources	Human Resources	Bradenton
		To	Career	Generalist, Human Resources	Human Resources	Bradenton
Dawn Hale	07/14/2025	From	Faculty	Instructor - Collegiate School	Collegiate School - Bradenton	Bradenton
		To	Professional	Coordinator, Center for Teaching Learning Excellence	Online Learning	Bradenton
Meredith Olk	07/14/2025	From	Career	Generalist, Human Resources	Human Resources	Bradenton
		To	Professional	Coordinator, Creative Content	Marketing	Bradenton
Alissa Perry	07/30/2025	From	Career	Supplemental Instruction Specialist/Paraprofessional	Collegiate School - Venice	Venice
		To	Faculty	Instructor, ESE Specialist	Collegiate School - Venice	Venice
Separations						
Javier Herrera	07/07/2025		Career	Specialist, Central Services	Central Services, Mail and Copy Shop	Bradenton
Rachel Stancavage	07/11/2025		Career	Registration Specialist, Testing Coordinator	Collegiate School - Venice	Venice

Human Resources Office Personnel Actions Board Exhibits: July 2025

<u>Name</u>	<u>Effective Date</u>			<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Paige Riehl	07/14/2025			Career	Skills Lab Technician	Nursing	Bradenton
Tessa Bravata-Nolf	07/24/2025			Professional	Coordinator, Student Life	Student Life	Bradenton
Krista Julian	07/24/2025			Professional	Manager, Marketing	Marketing	Bradenton
Kelvin Pinkney Jr.	07/29/2025			Career	Assistant, Office of the Registrar	Office of the Registrar	Bradenton
Alisa Lannon	07/29/2025			Professional	Coordinator, Systems and Operations	Office of the Registrar	Bradenton
<u>Retirements</u>							
DiAnne Brown	07/31/2025			Career	Laboratory Technician and Support Specialist	Natural Science	Bradenton

Human Resources Office Personnel Actions Board Exhibits: August 2025

<u>Name</u>	<u>Effective Date</u>		<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Appointments						
Spencer Kelly	08/04/2025		Administration	Director, Foundation Financial Services	Foundation	Bradenton
Dillon Harrington	08/05/2025		Professional	Head Athletic Trainer	Athletics	Bradenton
Christine Bower	08/07/2025		Faculty	ASN/BSN Instructional Faculty	Nursing	Bradenton
Austin Briggs	08/07/2025		Faculty	Assistant Professor, Filmmaking	Art, Design and Humanities	Bradenton
Zachary DeBacco	08/07/2025		Faculty	Lecturer, History	Social and Behavioral Sciences	Venice
Juan Esparra Jr.	08/07/2025		Faculty	Instructor, History	Social and Behavioral Sciences	Bradenton
Julie Ott	08/07/2025		Faculty	Instructor, Mathematics	Mathematics	Bradenton
Marta Pasternak	08/07/2025		Faculty	ASN/BSN Instructional Faculty	Nursing	Bradenton
Kevin Pyatt	08/07/2025		Faculty	Assistant Professor, Computer Science	Computer Science	Bradenton
David Redett	08/07/2025		Faculty	Assistant Professor, Mathematics	Mathematics	Bradenton
Carrie Salmon	08/07/2025		Faculty	Assistant Professor, Chemistry	Natural Science	Venice
Micah Scoville	08/07/2025		Faculty	Instructor, Music Theory	Performing Arts	Bradenton
Nicole Teich	08/07/2025		Faculty	Instructor, Psychology	Social and Behavioral Sciences	Lakewood Ranch
Sara Tobin	08/07/2025		Faculty	Instructor, English Composition	Language and Literature	Bradenton
Sarah Quincey	08/18/2025		Career	Generalist, Human Resources	Human Resources	Bradenton
Denise Lamboley	08/25/2025		Faculty	Instructor - Collegiate School	Collegiate School - Bradenton	Bradenton
Shan-Mei Phillips	08/28/2025		Administration	AVP, Finance/Controller	Accounting and Payroll	Bradenton
Name	Effective Date		<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Changes						
Victoria Cobb	08/07/2025	From	Faculty	Lecturer, Language and Literature	Language and Literature	Bradenton
		To	Faculty	Instructor, English Composition	Language and Literature	Bradenton

Human Resources Office Personnel Actions Board Exhibits: August 2025

<u>Name</u>	<u>Effective Date</u>		<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
Changes						
Michael Mick	08/07/2025	From	Faculty	Lecturer, Information Technology	Computer Science	Venice
		To	Faculty	Instructor, Computer Science	Computer Science	Venice
Henry Dixon	08/07/2025	From	Faculty	Lecturer, Language and Literature	Language and Literature	Bradenton
		To	Faculty	Instructor, English Composition	Language and Literature	Bradenton
Roberta Reed	08/07/2025	From	Professional	Associate Controller	Accounting and Payroll	Bradenton
		To	Faculty	Instructor, General Business	Business	Bradenton
Ingrid Medina Roman	8/7/2025	From	Faculty	ASN/BSN Instructional Faculty	Nursing	Bradenton
		To	Faculty	Instructional Faculty, Nursing Dual Language	Nursing	Bradenton
Renee Davies	08/11/2025	From	Career	Advisor, Student Life	Student Life	Venice
		To	Professional	Coordinator, Student Life	Student Life	Bradenton
Lisa Copenhaver	08/11/2025	From	Career	Office Supervisor, Office of the Registrar	Office of the Registrar	Bradenton
		To	Professional	Coordinator, Operations and Student Experience	Office of the Registrar	Bradenton
Giovanna Prodger	08/13/2025	From	Career	Testing Technician	Nursing	Lakewood Ranch
		To	Career	Skills Lab Technician	Nursing	Lakewood Ranch
Marci Smith	08/18/2025	From	Career	Specialist, Technology Support	Information Technology Services	Bradenton
		To	Professional	Supervisor, Client Technical Support	Information Technology Services	Bradenton
Matthew Kenne	08/25/2025	From	Career	Campus Resource Officer	Public Safety	Venice
		To	Career	Supervisor, Public Safety	Public Safety	Venice
Allison Taylor	08/25/2025	From	Professional	Web Application Programmer/Analyst	Information Technology Services	Bradenton
		To	Professional	Senior Web Application Programmer/Analyst	Information Technology Services	Bradenton

Human Resources Office Personnel Actions Board Exhibits: August 2025

Name	Effective Date		Classification	Classification Title	Department	Site
Faculty Promotions						
Miguel Benitez	08/07/2025	From	Faculty	Assistant Professor, Humanities	Art, Design and Humanities	Bradenton
		To	Faculty	Associate Professor, Humanities	Art, Design and Humanities	Bradenton
Charles Darwin	08/07/2025	From	Faculty	Instructor, Graphic Design 2D	Art, Design and Humanities	Venice
		To	Faculty	Assistant Professor, Graphic Design 2D	Art, Design and Humanities	Venice
Peter Carney	08/07/2025	From	Faculty	Associate Professor, Music	Performing Arts	Bradenton
		To	Faculty	Professor, Music	Performing Arts	Bradenton
Separations						
Melissa Bailey	08/05/2025		Career	Supervisor, Public Safety	Public Safety	Venice
Linda McKeag	08/06/2025		Faculty	Associate Professor, Accounting	Business	Bradenton
Madelaine Verbeek	08/06/2025		Faculty	Instructor, Biology	Natural Science	Bradenton
Nicholas Pascale	08/08/2025		Professional	Webmaster, Communications and Media	Marketing	Bradenton
Andrea Arica	08/15/2025		Career	Supplemental Instruction Specialist	Tutoring and Academic Success Center	Bradenton
Cody Hoffman	08/22/2025		Career	Testing Technician	Testing Center	Lakewood Ranch
Rose Clyburn	08/27/2025		Career	Lab Instructor, 2D	Art, Design and Humanities	Bradenton
Erin Montgomery	08/27/2025		Administration	AVP, Finance/Controller	Accounting and Payroll	Bradenton
Andrea Babb	08/29/2025		Administration	Director, Financial Aid	Financial Aid	Bradenton
Melissa Warthen	08/29/2025		Professional	Associate Director, Career Accelerator	Academics	Bradenton

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."

(REQUEST MUST BE TYPED)

Date: 8/4/2025

Applicant: Sean Sell

Department: Collegiate School - Bradenton

Dates of Travel: October 9, 2025 – October 13, 2025

Reason: EF Tour – 20th Century Japan training session

Location: Rome, Italy

Purpose of Travel: The purpose of this travel is to receive training as a tour leader in advance of accompanying students on a 9-day international exploration of Japan's transformation from a militaristic empire to a global leader in peacebuilding and technological innovation through historical and cultural immersion.

Estimated Cost: \$0.00

Other Comments: See attached detailed itinerary

Approved: _____
Chairman, Board of Trustees

Date

Pre-Travel:
 Originator (Sec A thru C Est.)
 1st Dept. Approver
 2nd Dept. Approver (if applicable)
 Area Administrator/Budget Mgr.
 SPD (spd@scf.edu) (if applicable)
 HR (hrisforms@scf.edu)
 Originator

Post-Travel:
 Traveler
 Dept. encumbrance preparer
 spd@scf.edu & travel@scf.edu

In the rare instance that the traveler must prepay expenses, send this form with support to Accountant/Finance

See Instructions on p. 2

STATE COLLEGE OF FLORIDA
 MANATEE-SARASOTA

TRAVEL AUTHORIZATION AND VOUCHER FORM
 (FOR EMPLOYEES ONLY)

Reimbursement of College expense will be according to SCF Rule 6HX14-1.29 Travel Authorization and Funding

PRE-TRAVEL ENCUMBRANCE:
 POST-TRAVEL ENCUMBRANCE:

NCE? **N/A** SPD? **No**

Pre-Travel: Ven Inv A/P TAR (PCard GL04)
 Post-Travel:

Originator Name: Phone:

Note: All travel must be for performance of a public purpose authorized by law to be performed by the College. All Out-Of-District, Out-of-State, and Out-of-Country travel shall be authorized and approved IN ADVANCE by the President's designated representative. Out-of-Country travel shall be approved by the Board. After travel has been performed, submit to the Office of the President **WITHIN TEN (10) DAYS OF THE TRAVELER'S RETURN** to the College. Attach a copy of the Agenda/Brochure and all receipts. Refer to "Travel Guidelines" on Pg. 2.

A. TRAVEL INFORMATION: Name: **Sean Sell** G00# (last 4 digits only): G00 **5146** Today's Date: **08/15/25**

Departure Date: **10/09/25** Departure Time: **12:00 AM** Return Date: **10/13/25** Return Time: **12:00 AM**

Purpose of Travel: **EF Training Tour for Japan to Rome** Location (include City & State): **Rome Italy**

Administrators/Faculty: Total Working Days: # days Substitute needed? **Y/N** Career Employees: # hours

B. DEFINITIONS/ACCOUNTING:

Select Class

Out-of-Country

	Fund	Org	Account	Amount	Max SPD
1.	23000	230000	60503	0.00%	
2.			Select Acct	0.00%	
3.			Select Acct	0.00%	

C. EXPENSES:

If ACTUAL expenses exceed ESTIMATED by more than 10%, mark each item and justify in Report section below.

LODGING & MEAL REIMBURSEMENT:

1. Lodging: Attach receipts for lodging (single occupancy).....

2. Meal Allowances: Breakfasts @ \$ 6.00 each = \$ 0.00

Enter all meals here and deduct those covered by registration in the REGISTRATION FEE section. Lunches @ \$ 11.00 each = \$ 0.00

Dinners @ \$ 19.00 each = \$ 0.00

The college will not reimburse meals for Class C In-District Travel. **TOTAL LODGING/MEALS...**

TRANSPORTATION:

1. **SCF or Own?** Additional Travelers:

2. Mileage: Computed from (Google Map, etc.) miles @ \$ 0.445 per mile... \$ 0.00

Vicinity mileage when applicable miles @ \$ 0.445 per mile... \$ 0.00

3. Tourist Class Air Fare: ☐ Prepaid by SCF ☒ Paid by Traveler... \$ 0.00

REGISTRATION FEE:

1. ☐ Prepaid by SCF ☐ Paid by Traveler... \$ 0.00

2. Meals included in registration and deducted from expenses (attach agenda and registration)..... \$ 0.00

OTHER EXPENSES (include receipts): **Select Other Expenses**

Details of Other/Multiple: ... \$ 0.00

TOTAL EXPENSES

\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00

D. CERTIFICATION: This travel voucher is true and correct in every material matter. These expenses were actually incurred by me and were necessary for the performance of official duties of the College. I have not obtained, nor do I intend to obtain, reimbursement for these same expenses from any other source.

#1 **Sean Sell**
 Digitally signed by Sean Sell
 Date: 2025.08.15 13:52:34 -04'00'

Traveler's (Pre-Travel) Signature

Traveler's Phone #

Traveler's Department

#2
 Traveler's (Post-Travel) Signature

REPORT Complete this portion AFTER your return (use additional sheet if necessary). Give an account showing how the leave was fulfilled and what benefits have accrued to the College as a result.

Explanation of difference between ESTIMATED and ACTUAL (greater than 10%):

AUTHORIZATION

Approved by:

Lewelle
 Digitally signed by Karen
 Date: 2025.08.20 11:28:04 -04'00'

1st Departmental Approval

Kelly
 Digitally signed by Kelly Monod
 Date: 2025.08.20 11:39:18 -04'00'

2nd Departmental Approval (if applicable)

Patricia
 Digitally signed by Patricia Rand
 Date: 2025.08.22 11:38:45 -04'00'

Area Administrator

SPD Chair (if applicable)



Click to e-mail form

NOTE: each time this form is e-mailed, copy the originator.

Finance

Accountant / Post:

TG

Rome

Training Tour

We are committed to ensuring every new Group Leader is fully prepared to lead an EF Educational Tour with their students. Our training tour program includes online, classroom, and experiential learning components, which are facilitated by EF staff, EF Tour Directors, and Global Education Ambassadors from across the United States. The combination of a simulated tour experience and classroom learnings will provide Group Leaders with all the tools, practice, and knowledge necessary to be confident and organized when they travel with their own students.



Rome Training Tour

5 Day

Key Learnings:

- Experience international travel while considering how to navigate the airport with your group.
- Familiarize yourself with the pace of a student tour.
- Discuss safety on tour as it applies to your role as a Group Leader
- Gain a better understand of EF's worldwide presence and approach to safety
- Learn how to safely move as a large group in a major city
- Understand how to set expectations and provide structure during free time on tour
- Practice reflection exercises to connect on-tour learning with classroom lessons
- Collaborate with fellow educators and staff on EF's Learning Outcomes

Day 1 |

Fly overnight to Italy.

Day 2 | D

Arrive in Rome: "Ciao," and welcome to Rome, the capital of Italy and home of architectural gems, Renaissance art, and religious treasure. At the airport, you will be greeted by your Tour Director and EF staff, who will remain with you for the duration of the tour. Your hotel will likely not be ready for check-in, so you will store your luggage there before heading into the city.

Welcome dinner: Become acquainted with your colleagues, experienced EF Group Leaders, and EF staff members as you enjoy a typical on-tour meal.










Day 3 | B

Training seminar one: This collaborative session offers the opportunity to hear from EF staff and experienced Group Leaders about the on-tour experience with EF. In a panel discussion, we will review best practices surrounding safety, group management, student engagement, and various Group Leader responsibilities on tour. You'll also learn about on-tour reflection exercises, which can be brought back to your classroom.

Guided tour of the Apostolic Palace:

Travel to Castel Gandolfo, a Roman village on the Alban Hills, where you will explore the Apostolic Palace. The palace served as a summer home for the Pope for centuries. Enjoy the palace's beautiful gardens and scenic views of the Italian countryside.

What's included:

-  Full-time Tour Director with EF staff
-  Round-trip flights on major carriers
-  Upgraded hotel accommodations
-  Comfortable motorcoach
-  Breakfast, lunch, and dinner (BLD) included as specified per day
-  Sightseeing to select attractions
-  Entrances to select attractions
-  Training seminar with EF & Experienced Group Leaders
-  25 Professional Development Hours

Not included:

- Free time activities
- Select meals (see itinerary)
- Global Travel Protection
- Tips

Rome

Training Tour

Itinerary continued

Free evening in Rome: Tonight, you spend a free evening exploring the city and enjoying dinner with other educators. Take a stroll through the picturesque Piazza della Rotonda, where you can see the Pantheon's glow.

Day 4 | BD

Training seminar two: During this session, collaborate with new and experienced Group Leaders on different ways to ensure your students have positive physical journeys while traveling, but also meaningful personal growth. Discuss a range of important pre-tour topics, such as curricular alignment, successful recruiting strategies, student-driven learning, building your travel team, and creating a global education plan.

Guided sightseeing of Rome: Enjoy an expert led tour of Rome where you will see the Colosseum and the Roman Forum. Together, they offer a glimpse into the glory of the Roman Empire and its lasting influence on Italy's cultural and historical identity.

Walking tour of Rome: Enjoy a self guided tour of the city. Where you'll have the chance to explore Piazza Navona, the Trevi Fountain, the Pantheon, and Piazza Venezia (also known as the "Wedding Cake Monument").

Farewell dinner: Reflect on what you've learned in Rome at tonight's farewell dinner

Day 5 | B

Your Tour Director will facilitate your transport to the airport, where you will check in for your return flight home.

*Itinerary subject to change.
Accommodations and flight details to be announced approximately 14 days prior to departure.*



"This experience has truly given me not just the tools, but also the confidence that leading a student group requires."

-Carie H.



Looking for more?

/////

For on-demand training videos, registration for upcoming webinars, or to connect with a Global Education Ambassador one-on-one, visit eftours.com/virtual-training-program

Contact Us

/////

855-782-2076
Training.tours@ef.com

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: 10/23/2025 to 10/27/2025

APPLICANT: Jesse Clark

DEPARTMENT: Performing Arts

REASON: SPD

LOCATION: London, England

PURPOSE OF TRAVEL:

To attend Darbar Music Counsel

ESTIMATED COST: \$2,000

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.

Peter Carney

Digitally signed by Peter Carney
Date: 2025.09.11 16:23:28
-04'00'

Department Chair

Jamie Tracy

Digitally signed by Jamie
Tracy
Date: 2025.09.12
08:39:25 -04'00'

Department Dean

Patricia Rand

Digitally signed by Patricia Rand
Date: 2025.09.15 15:00:02
-04'00'

Interim Provost

Approved: _____

Chairman, Board of Trustees

Date

TG 9/16/25

Pre-Travel:
 Originator (Sec A thru C Est.)
 1st Dept. Approver
 2nd Dept. Approver (if applicable)
 Area Administrator/Budget Mgr.
 SPD (spd@scf.edu) (if applicable)
 HR (hrisforms@scf.edu)
 Originator

Post-Travel:
 Traveler
 Dept. encumbrance preparer
 spd@scf.edu & travel@scf.edu

In the rare instance that the traveler must prepay expenses, send this form with support to Accountant/Finance

See Instructions on p. 2

STATE COLLEGE OF FLORIDA
 MANATEE-SARASOTA

TRAVEL AUTHORIZATION AND VOUCHER FORM
 (FOR EMPLOYEES ONLY)

Reimbursement of College expense will be according to SCF Rule 6HX14-1.29 Travel Authorization and Funding

PRE-TRAVEL ENCUMBRANCE: _____
 POST-TRAVEL ENCUMBRANCE: _____

NCE? **NCE?** SPD? **Y/N**

Pre-Travel: Ven Inv A/P TAR (PCard GL04)
 Post-Travel: _____
 Originator Name: _____ Phone: _____

Note: All travel must be for performance of a public purpose authorized by law to be performed by the College. All Out-Of-District, Out-of-State, and Out-of-Country travel shall be authorized and approved IN ADVANCE by the President's designated representative. Out-of-Country travel shall be approved by the Board. After travel has been performed, submit to the Office **WITHIN TEN (10) DAYS OF THE TRAVELER'S RETURN** to Busi the College. Attach a copy of the Agenda/Brochure and all receipts. Refer to "Travel Guidelines" on Pg. 2.

A. TRAVEL INFORMATION: Name: **Dr. Jesse Clark** G00# (last 4 digits only): G00 **5705** Today's Date: **09/15/25**

Departure Date: **10/25/25** Departure Time: **05:00 AM** Return Date: **10/29/25** Return Time: **10:00 AM**

Purpose of Travel: **SPD** Location (include City & State): **London, England**

Administrators/Faculty: _____ Total Working Days: **1** # days Substitute needed? **No** Career Employees: _____ # hours

B. DEFINITIONS/ACCOUNTING:

Fund	Org	Account	Amount	Max SPD
1.		Select Acct		0.00%
2.		Select Acct		0.00%
3.		Select Acct		0.00%

Class A
 Out-of-Country

C. EXPENSES:

If ACTUAL expenses exceed ESTIMATED by more than 10%, mark each item and justify in Report section below.

LODGING & MEAL REIMBURSEMENT:

	(a) Estimate	(b) Actual	(c) Pd by PCard	(d) Pre-Travel Reimb.	(e) Post-Travel Reimb.
1. Lodging: Attach receipts for lodging (single occupancy).....	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Meal Allowances:					
4 Breakfasts @ \$ 6.00 each = \$ 24.00					
4 Lunches @ \$ 11.00 each = \$ 44.00					
4 Dinners @ \$ 19.00 each = \$ 76.00					
Total Meals	144.00	\$ 0.00			\$ 0.00
Total All Amounts	\$ 144.00	\$ 0.00	\$ 0.00		\$ 0.00

The college will not reimburse meals for Class C In-District Travel. **TOTAL LODGING/MEALS...**

TRANSPORTATION:

	(a) Estimate	(b) Actual	(c) Pd by PCard	(d) Pre-Travel Reimb.	(e) Post-Travel Reimb.
1. Own Additional Travelers: _____					
2. Mileage: Computed from (Google Map, etc.) 121 miles @ \$ 0.445 per mile...	\$ 53.85	\$ 0.00			\$ 0.00
Vicinity mileage when applicable _____ miles @ \$ 0.445 per mile.....	\$ 0.00	\$ 0.00			\$ 0.00
3. Tourist Class Air Fare: <input checked="" type="checkbox"/> Prepaid by SCF <input type="checkbox"/> Paid by Traveler.....	\$ 772.31	\$ 772.31	\$ 772.31	\$ 0.00	\$ 0.00
REGISTRATION FEE:					
1. <input type="checkbox"/> Prepaid by SCF <input checked="" type="checkbox"/> Paid by Traveler.....	\$ 363.40	\$ 227.69	\$ 0.00	\$ 0.00	\$ 227.69
2. Meals included in registration and deducted from expenses (attach agenda and registration).....	\$ 0.00				\$ 0.00
OTHER EXPENSES (include receipts): Select Other Expenses					
Details of Other/Multiple: _____		\$ 0.00			
TOTAL EXPENSES	\$ 1,333.5	\$ 1,000.00	\$ 772.31	\$ 0.00	\$ 227.69

D. CERTIFICATION: This travel voucher is true and correct in every material matter. These expenses were actually incurred by me and were necessary for the performance of official duties of the College. I have not obtained, nor do I intend to obtain, reimbursement for these same expenses from any other source.

#1 **Jesse D. Clark** Digitally signed by Jesse D. Clark Date: 2025.09.15 15:49:43 -04'00' Traveler's (Pre-Travel) Signature

7174490174 Traveler's Phone #

Performing Arts Traveler's Department

#2 _____ Traveler's (Post-Travel) Signature

REPORT Complete this portion AFTER your return (use additional sheet if necessary). Give an account showing how the leave was fulfilled and what benefits have accrued to the College as a result.

Explanation of difference between ESTIMATED and ACTUAL (greater than 10%):

AUTHORIZATION

Approved by:

1st Departmental Approval _____

2nd Departmental Approval (if applicable) _____

Area Administrator **Patricia Rand** Digitally signed by Patricia Rand Date: 2025.09.15 16:13:03 -04'00'

SPD Chair (if applicable) _____

Click to e-mail form

Finance Accountant / Post: _____

NOTE: each time this form is e-mailed, copy the originator.

TG 9/16/25

Friday 24th October

24
OCT

Tabla duet by Yashwant Vaishnav + Vivek Pandya

13:00
The Barbican Centre

[Read more](#) [buy tickets](#)



24
OCT

Amaan Hussain + Sriranjani Tapasya

18:15
The Barbican Centre

[Read more](#) [buy tickets](#)



Saturday 25th October

25
OCT

Aurabreath – breathwork with Davel Patel

10:00
The Barbican Centre

[Read more](#) [buy tickets](#)




25
OCT

Future of Indian classical music: TM Krishna

12:00
The Barbican Centre

[Read more](#) [buy tickets](#)



25
OCT

Beyond Sitar: Ustad Shahid Parvez

15:00
The Barbican Centre

[Read more](#) [buy tickets](#)



25
OCT





Tributes to Shivkumar Sharma and Zakir Hussain

18:00
The Barbican Centre

[Read more](#) [buy tickets](#)



Sunday 26th October

26 OCT	Aurabreath – breathwork with Davel Patel	10:00 The Barbican Centre	
	Read more ➞ buy tickets ➞		
26 OCT	The Genius of TM Krishna	10:00 The Barbican Centre	
	Read more ➞ buy tickets ➞		
26 OCT	Rhythmic Revelations: A Tribute to Zakir Hussain	12:00 The Barbican Centre	
	Read more ➞ buy tickets ➞		
26 OCT	Solo by Tanmay Deochake	15:00 The Barbican Centre	
	Read more ➞ buy tickets ➞		

[Read more](#) [buy tickets](#)



26
OCT

Rhythmic Revelations: A Tribute to Zakir Hussain

12:00
The Barbican Centre



[Read more](#) [buy tickets](#)

26
OCT

Solo by Tanmay Deochake

15:00
The Barbican Centre



[Read more](#) [buy tickets](#)

26
OCT

Rakesh Chaurasia + Shahid Parvez & Shakir Khan

17:00
The Barbican Centre



[Read more](#) [buy tickets](#)

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
September 30, 2025

AGENDA ITEM:

Approval of 2025 Florida College System Affordability Report

RECOMMENDATION:

The College recommends District Board of Trustees approval of the attached 2025 Florida College System Affordability Report, in accordance with Florida Statutes 1004.084 and 1004.085.

STAFF ANALYSIS:

The State College of Florida Manatee-Sarasota is required to submit an update on initiatives and strategies to promote college affordability to the Florida College System each September. For fiscal year 24/25, SCF met the requirements for textbook affordability for the report as it has since the Statute was enacted.

FISCAL IMPACT No

Funding Source: Auxiliary Funds

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: N/A

REQUESTED BY: Rebecca Caskey, Director, Institutional Compliance

FUNDING VERIFIED AND APPROVED BY: Jennifer Price
Vice President, Chief Financial Officer

Instructions

Affordability remains a top priority for all 28 Florida College System (FCS) institutions. The Division of Florida Colleges (DFC) requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.).

Submission

By September 30, 2025, each college must submit institutional responses for the 2025 FCS Affordability Report via <https://www.research.net/r/FCS2025Affordability>.

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

Department of Education Contact

If you have any questions about completing the report, please contact Research and Analytics at FCSResearch@fldoe.org.

(For Planning Purposes Only)

College Affordability***Institution Contact Information***

1. College Name

State College of Florida, Manatee-Sarasota

2. Contact Information

Name	Jennifer Price
Title	VP, Chief Financial Officer
Email Address	PriceJ@scf.edu

Tuition and Fees

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

☒ Yes☐ No

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

Click or tap here to enter text.

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

☒ Yes☐ No

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

Click or tap here to enter text.

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

☐ Yes☒ No

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

Click or tap here to enter text.

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

☒ Yes

☐ No

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

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

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

☐ Yes

☒ No

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

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

Textbook Affordability

Policies and Strategies

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

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

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

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

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

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

☒ Adoption of Open Educational Resources (OER)

- ☒ Usage of digital textbooks and learning objects
- ☒ Textbook affordability committees
- ☒ Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
- ☒ Program(s) with no textbook costs
- ☒ Faculty grants for development of textbooks
- ☐ Bulk textbook purchasing
- ☐ Offering students opt-in provisions for the purchase of materials
- ☒ Offering students opt-out provisions for the purchase of materials
- ☒ Consideration of the length of time that textbooks and instructional materials remain in use
- ☒ Course-wide adoption, specifically for high-enrollment general education courses
- ☒ Other (please specify): SCF Manatee-Sarasota has implemented several additional cost-saving measures, including: **Price Matching:** The college bookstore offers price matching with large online retailers, ensuring students get competitive prices on their course materials. **Continual Textbook Use Initiative:** There is an ongoing effort to promote the continued use of previous textbooks, which helps grow the third-party sale and rental market, further reducing costs for students. **Library Textbook Availability:** The SCF Library maintains multiple copies of both low and high-cost textbooks, allowing students to borrow them at no expense, reducing the financial burden on students. **Open Educational Resources (OER) Pilots:** The college has expanded its pilots of Open Educational Resources in various courses through a partnership with Follett/Lumen Learning. OER materials are often freely accessible, reducing the need for costly textbooks. **Follett Access Program:** The implementation of the Follett Access program provides students with access to textbooks and courseware at negotiated prices lower than those offered directly by publishers, offering a more affordable option for course materials.

Forty-Five (45) Day Posting Requirement

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

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

- A. **Adoption Deadline:** SCF maintains the requirement that all textbooks must be adopted at least 75 days prior to the start of the semester. This allows the bookstore ample time to source the content at the most favorable prices.
- B. **Website Posting:** A comprehensive list of all required textbooks is published on the college's website no later than 45 days prior to the commencement of the upcoming term.
- C. **Real-Time Notification:** When faculty members adopt textbooks through the bookstore's adoption system, these adoptions are instantly reflected in SCF's course registration system. This functionality ensures that students receive real-time notifications of the required materials as they select their classes.
- D. **Departmental Certification:** Departments are obligated to submit written certification, along with the approval of the dean or department head, when considering new course materials. This certification process takes into account various factors, including:
 - o Whether the textbook is part of a bundle.
 - o If the textbook is bundled with supplementary materials, whether all components will be utilized.

- Whether the text is a new edition.
- The availability of the previous edition.
- If the previous edition is available, the extent to which the new edition offers instructional benefits.
- Whether open-access textbooks were evaluated during the selection process.

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

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

Reporting Requirements	Fall 2024	Spring 2025
<i>Total Number of Course Sections</i>	1519	2239
<i>Number/Percentage of Course Sections Able to Meet 45-Day Deadline</i>	1485/ 97.76%	2182/97.45%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception</i>	34/2.24%	57/2.55%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception</i>	0	0

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

Searchable Textbooks and Instructional Materials List

13. Indicate whether your institution made the list of textbooks and instructional materials searchable by the required components for this reporting cycle by answering Yes or No.

Required Components	Yes/No
<i>Course subject</i>	Yes
<i>Course number</i>	Yes
<i>Course title</i>	Yes
<i>Name of the instructor of the course</i>	Yes
<i>Title of each assigned textbook or instructional material</i>	Yes

<i>Each author of an assigned textbook or instructional material</i>	Yes
--	-----

If any component of your institution's list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance.

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

Downloadable Textbooks and Instructional Materials List

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students.

[All textbook lists are available as a downloadable, searchable PDF file format.](#)

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

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

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

If your institution did not implement an icon, please provide a brief explanation and identify activities to come into compliance.

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

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

16. Indicate whether all general education core course syllabi included the required components for this reporting cycle by answering Yes or No.

Required Components	Yes/No
<i>Curriculum</i>	Yes
<i>Goals</i>	Yes
<i>Objectives</i>	Yes
<i>Student expectations of the course</i>	Yes
<i>How student performance will be measured</i>	Yes

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance.

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

17. Indicate whether your institution posted the course syllabi for at least 95% of the general education core course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions, by answering Yes or No.

Reasonable exceptions include:

- A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline.
- The course section is added after the forty-five (45) day notification deadline.

Posting Requirements	Yes/No
<i>The syllabi for at least 95% of the general education core course sections <u>were posted</u> 45 days before the first day of classes this reporting cycle.</i>	No
<i>The syllabi for at least 95% of the general education core course sections <u>were not posted</u> 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.</i>	No
<i>The syllabi for at least 95% of the general education core course sections <u>were not posted</u> 45 days before the first day of classes this reporting cycle.</i>	Yes

If your institution did not meet the syllabi posting requirement for which a reasonable exception applies, please provide a brief explanation, and identify activities to come into compliance.

During the reporting period, our institution continued to undergo a restructuring of leadership as we have implemented our new syllabus software. Training is underway for all faculty on this new software. Information regarding compliance with this requirement is being widely published and emphasized to achieve compliance by or before Summer 2026.

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

18. Indicate whether your institution updated and posted the list of required and recommended textbooks for the preceding five (5) academic years by September 1, 2025, by answering Yes or No.

Preceding 5 Academic Years	Yes/No
2019-20	Yes
2020-21	Yes
2021-22	Yes
2022-23	Yes
2023-24	Yes

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

19. Indicate whether the list of required and recommended textbooks for the preceding five (5) academic years included all of the required components by answering Yes or No.

Required Components	Yes/No
<i>Course subject</i>	Yes
<i>Course number</i>	Yes
<i>Course title</i>	Yes
<i>Name of the instructor of the course</i>	Yes
<i>Title of each assigned textbook or instructional material</i>	Yes
<i>Each author of an assigned textbook or instructional material</i>	Yes

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

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

Textbooks Website- <https://www.scf.edu/about/consumer-information/textbook-affordability/>

Syllabus Website- <https://scf.simplesyllabus.com/en-US/syllabus-library>

Financial Aid Policies That Promote Affordability.

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

- ☐ Targeted aid to students close to completing (including Last Mile)
- ☒ Targeted aid to students who were in need, but not eligible for Pell Grants
- ☒ Emergency student aid fund for students in emergency financial situations with unplanned costs
- ☒ Single online scholarship application management system for all institutional scholarships
- ☒ Partnerships with community-based organizations
- ☒ Other (please specify): [SCF implemented the EZ Access program which has saved students over \\$1.3 million dollars since inception in 2022.](#)

Other Affordability Strategies

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

[During the summer of 2022, SCF initiated a pilot program called EZ Access, which encompassed four selected courses. The program has grown and now includes over 600 sections. This program grants digital access to course materials up to two weeks prior to the start of the term, ensuring that students have immediate access on the very first day. The negotiated pricing for these materials guaranteed that the cost to students remained below the national list price set by the publisher.](#)

To date, the program has seen a 99.6% participation rate, saving our students over \$1.3 million dollars since inception.



STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL

 5840 26th St. W., Bradenton, FL 34207 • 941-752-5494
 8000 S. Tamiami Trail, Venice, FL 34293 • 941-408-1451

BRADENTON | VENICE

SCFCS.SCF.edu

The SCF Collegiate Schools, School Improvement Plans (SIP) for 2025-26 have been included in the board packet for review by trustees. Please note that the SIPs are created from a template designed by the FLDOE. The state is focused on meeting guidelines and tracking schools, specifically those below a certain percentage rate of student comprehension and competency, as determined from testing each spring reflecting state standards.

The SCF Collegiate Schools are above any criteria that monitors for deficiencies. The following SIPs are helpful for a breakdown of testing scores and annual school goals that are reported to the state. Overall, the charters' student scores are historically above those for the district and the state averages. A brief summary of the SIPs will reveal the following:

SCF Collegiate School – grades 6-10 required to test

Percentage of students meeting academic criteria for grade level proficiency, 2024-25.

Subject Area	SCFCS-BC	Manatee	Florida
English Language Arts	84% (from 78% in 2023-24)	53%	59%
Math	92% (from 90% in 2023-24)	43%	49%
Science	88% (from 82% in 2023-24)	72%	72%

SCF Collegiate School-Venice – grades 9-10 required to test

Percentage of students meeting academic criteria for grade level proficiency, 2024-25.

Subject Area	SCFCS-VC	Sarasota	Florida
English Language Arts	77% (from 76% in 2023-24)	63%	59%
Math	84% (from 78% in 2023-24)	58%	49%
Science	94% (from 82% in 2023-24)	77%	72%

The Collegiate Schools share school goals for 2025-26:

- Focus on instructional coaching paired with a systematic and specific review of student progress and mastery of skills, utilizing formative assessments, with a focus in Reading.
- Integrating a “growth mindset” into school culture as a means to celebrate learning, encourage curiosity and build self-confidence.

Kelly Monod
 AVP, Collegiate Schools

Manatee County Public Schools

STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL



2025-26 Schoolwide Improvement Plan

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SIP Authority

Section (s.) 1001.42(18)(a), Florida Statutes (F.S.), requires district school boards to annually approve and require implementation of a new, amended or continuation SIP for each school in the district which has a school grade of D or F; has a significant gap in achievement on statewide, standardized assessments administered pursuant to s. 1008.22, F.S., by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA), 20 U.S. Code (U.S.C.) § 6311(c)(2); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. 1008.34, F.S., and as calculated under s. 1008.34(3)(b), F.S., who passed statewide, standardized assessments; has been identified as requiring instructional supports under the Reading Achievement Initiative for Scholastic Excellence (RAISE) program established in s. 1008.365, F.S.; or has significantly lower graduation rates for a subgroup when compared to the state's graduation rate.

SIP Template in Florida Continuous Improvement Management System Version 2 (CIMS2)

The Department's SIP template meets:

1. All state and rule requirements for public district and charter schools.
2. ESEA components for targeted or comprehensive support and improvement plans required for public district and charter schools identified as Additional Targeted Support and Improvement (ATSI), Targeted Support and Improvement (TSI), and Comprehensive Support and Improvement (CSI).
3. Application requirements for eligible schools applying for Unified School Improvement Grant (UniSIG) funds.

Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Department encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year.

I. School Information

A. School Mission and Vision

Provide the school's mission statement

State College of Florida Collegiate School's mission is to guide and mentor student achievement by equipping them to attain a high school diploma and an Associate in Arts Degree concurrently upon graduation.

Provide the school's vision statement

Beginning in 6th grade in Bradenton, SCFCS students' progress in a rigorous academic environment, permeated by technology. The program utilizes demanding and innovative initiatives to establish a system that encourages independent learning, preparing students for success in a full-time college schedule beginning their junior year.

B. School Leadership Team, Stakeholder Involvement and SIP Monitoring

1. School Leadership Membership

School Leadership Team

For each member of the school leadership team, enter the employee name, and identify the position title and job duties/responsibilities as they relate to SIP implementation for each member of the school leadership team.

Leadership Team Member #1

Employee's Name

Kelly Monod

Position Title

AVP, Collegiate Schools, State College of Florida

Leadership Team Member #2

Employee's Name

Karen Lewellen

Position Title

Head of School

Leadership Team Member #3

Employee's Name

Kristin Goddard

Position Title

Director of Curriculum and Instruction

Leadership Team Member #4

Employee's Name

Vicki Vara

Position Title

Director of Student Services and Counseling

Leadership Team Member #5

Employee's Name

Sean Sell

Position Title

ESE Coordinator

2. Stakeholder Involvement

Describe the process for involving stakeholders [including the school leadership team, teachers and school staff, parents, students (mandatory for secondary schools) and families, and business or community leaders] and how their input was used in the SIP development process (20 U.S.C. § 6314(b)(2), ESEA Section 1114(b)(2)).

The SIP is prepared by the school leadership team and shared with teachers and parents in the School Advisory Council. As a partner with the State College of Florida, Manatee-Sarasota, the school goals are shared with the School District of Manatee County and approved by the Board of Trustees.

3. SIP Monitoring

Describe how the SIP will be regularly monitored for effective implementation and impact on increasing the achievement of students in meeting the state academic standards, particularly for those students with the greatest achievement gap. Describe how the school will revise the plan with stakeholder feedback, as necessary, to ensure continuous improvement (20 U.S.C. § 6314(b)(3), ESEA Section 1114(b)(3)).

The SIP goals are integrated into normal school operations, and monitored by the school leadership. State standards are continually monitored by the Director of Curriculum and Instruction. Student achievement and gaps is monitored by the Director of Student Services and Counseling, including the MTSS team with the ESE coordinator and paraprofessionals. Behavior is monitored by the Behavior Specialist.

C. Demographic Data

2025-26 STATUS (PER MSID FILE)	ACTIVE
SCHOOL TYPE AND GRADES SERVED (PER MSID FILE)	SENIOR HIGH 6-12
PRIMARY SERVICE TYPE (PER MSID FILE)	K-12 GENERAL EDUCATION
2024-25 TITLE I SCHOOL STATUS	NO
2024-25 ECONOMICALLY DISADVANTAGED (FRL) RATE	51.3%
CHARTER SCHOOL	YES
RAISE SCHOOL	NO
2024-25 ESSA IDENTIFICATION *UPDATED AS OF 1	N/A
ELIGIBLE FOR UNIFIED SCHOOL IMPROVEMENT GRANT (UNISIG)	
2024-25 ESSA SUBGROUPS REPRESENTED (SUBGROUPS WITH 10 OR MORE STUDENTS) (SUBGROUPS BELOW THE FEDERAL THRESHOLD ARE IDENTIFIED WITH AN ASTERISK)	STUDENTS WITH DISABILITIES (SWD) ENGLISH LANGUAGE LEARNERS (ELL) ASIAN STUDENTS (ASN) BLACK/AFRICAN AMERICAN STUDENTS (BLK) HISPANIC STUDENTS (HSP) MULTIRACIAL STUDENTS (MUL) WHITE STUDENTS (WHT) ECONOMICALLY DISADVANTAGED STUDENTS (FRL)
SCHOOL GRADES HISTORY <i>*2022-23 SCHOOL GRADES WILL SERVE AS AN INFORMATIONAL BASELINE.</i>	2024-25: A 2023-24: A 2022-23: A 2021-22: A 2020-21: A

D. Early Warning Systems

1. Grades K-8

Current Year 2025-26

Using 2024-25 data, complete the table below with the number of students by current grade level that exhibit each early warning indicator listed:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
School Enrollment							70	70	70	210
Absent 10% or more school days							5	3	4	12
One or more suspensions							0	5	0	5
Course failure in English Language Arts (ELA)							1	5	3	9
Course failure in Math							3	9	14	26
Level 1 on statewide ELA assessment							4	4	5	13
Level 1 on statewide Math assessment							5	1	0	6
Number of students with a substantial reading deficiency as defined by Rule 6A-6.053, F.A.C. (only applies to grades K-3)										0
Number of students with a substantial mathematics defined by Rule 6A-6.0533, F.A.C. (only applies to grades K-4)										0

Current Year 2025-26

Using the table above, complete the table below with the number of students by current grade level that have two or more early warning indicators:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Students with two or more indicators							5	2	3	10

Current Year 2025-26

Using the table above, complete the table below with the number of students retained:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Retained students: current year										0
Students retained two or more times										0

Prior Year (2024-25) As Last Reported (pre-populated)

The number of students by grade level that exhibited each early warning indicator:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Absent 10% or more school days							4	5	7	16
One or more suspensions							5	2	3	10
Course failure in English Language Arts (ELA)								1	5	6
Course failure in Math								2	10	12
Level 1 on statewide ELA assessment							6	2	7	15
Level 1 on statewide Math assessment							1	2		3
Number of students with a substantial reading deficiency as defined by Rule 6A-6.053, F.A.C. (only applies to grades K-3)										0
Number of students with a substantial mathematics defined by Rule 6A-6.0533, F.A.C. (only applies to grades K-4)										0

Prior Year (2024-25) As Last Reported (pre-populated)

The number of students by current grade level that had two or more early warning indicators:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Students with two or more indicators							1	2	2	5

Prior Year (2024-25) As Last Reported (pre-populated)

The number of students retained:

INDICATOR	GRADE LEVEL									TOTAL
	K	1	2	3	4	5	6	7	8	
Retained students: current year										0
Students retained two or more times										0

2. Grades 9-12 (optional)

Current Year (2025-26)

Using 2024-25 data, complete the table below with the number of students by current grade level that exhibit each early warning indicator listed:

INDICATOR	GRADE LEVEL				TOTAL
	9	10	11	12	
School Enrollment	75	75	65	65	280
Absent 10% or more school days	5	3	0	0	8
One or more suspensions	0	6	0	0	6
Course failure in English Language Arts (ELA)	0	2	5	0	7
Course failure in Math	9	1	10	4	24
Level 1 on statewide ELA assessment	3	3	0	0	6
Level 1 on statewide Algebra assessment	2	0	0	0	2

Current Year (2025-26)

Using the table above, complete the table below with the number of students by current grade level that have two or more early warning indicators:

INDICATOR	GRADE LEVEL				TOTAL
	9	10	11	12	
Students with two or more indicators	5	0	1	0	6

Prior Year (2024-25) As Last Reported (pre-populated)

The number of students by grade level that exhibited each early warning indicator:

INDICATOR	GRADE LEVEL				TOTAL
	9	10	11	12	
Absent 10% or more school days	10	11			21
One or more suspensions	2	4			6
Course failure in English Language Arts (ELA)	4	1			5
Course failure in Math	14	1	15	4	34
Level 1 on statewide ELA assessment	10	11			21
Level 1 on statewide Algebra assessment	4				4

Prior Year (2024-25) As Last Reported (pre-populated)

The number of students by grade level that exhibited each early warning indicator:

INDICATOR	GRADE LEVEL				TOTAL
	9	10	11	12	
Students with two or more indicators	3	3			6

Prior Year (2024-25) As Last Reported (pre-populated)

The number of students by grade level that exhibited each early warning indicator:

INDICATOR	GRADE LEVEL				TOTAL
	9	10	11	12	
Retained students: current year					0
Students retained two or more times					0

II. Needs Assessment/Data Review (ESEA Section 1114(b)(6))

A. ESSA School, District, State Comparison

The district and state averages shown here represent the averages for similar school types (elementary, middle, high school or combination schools). Each “blank” cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school.

Data for 2024-25 had not been fully loaded to CIMIS at time of printing.

ACCOUNTABILITY COMPONENT	2025			2024			2023**		
	SCHOOL	DISTRICT†	STATE†	SCHOOL	DISTRICT†	STATE†	SCHOOL	DISTRICT†	STATE†
ELA Achievement*	84	53	59	78	52	55	63	44	50
Grade 3 ELA Achievement									
ELA Learning Gains	68	52	58	72	56	57			
ELA Lowest 25th Percentile	69	52	56	67	54	55			
Math Achievement*	92	43	49	90	41	45	85	42	38
Math Learning Gains	81	41	47	80	44	47			
Math Lowest 25th Percentile	75	29	49	84	33	49			
Science Achievement	88	72	72	82	69	68	86	64	64
Social Studies Achievement*	92	70	75	97	67	71	90	59	66
Graduation Rate	100	90	92	100	86	90	100	84	89
Middle School Acceleration	8			17			15		
College and Career Acceleration	100	67	69	100	69	67	100	61	65
Progress of ELLs in Achieving English Language Proficiency (ELP)	100	49	52	100	42	49	62	41	45

*In cases where a school does not test 95% of students in a subject, the achievement component will be different in the Federal Percent of Points Index (FPPi) than in school grades calculation.

**Grade 3 ELA Achievement was added beginning with the 2023 calculation.

† District and State data presented here are for schools of the same type: elementary, middle, high school, or combination.

B. ESSA School-Level Data Review (pre-populated)

2024-25 ESSA FPPI	
ESSA Category (CSI, TSI or ATSI)	N/A
OVERALL FPPI – All Students	80%
OVERALL FPPI Below 41% - All Students	No
Total Number of Subgroups Missing the Target	0
Total Points Earned for the FPPI	957
Total Components for the FPPI	12
Percent Tested	99%
Graduation Rate	100%

ESSA OVERALL FPPI HISTORY						
2024-25	2023-24	2022-23	2021-22	2020-21**	2019-20*	2018-19
80%	81%	76%	69%	74%		78%

* Any school that was identified for Comprehensive or Targeted Support and Improvement in the previous school year maintained that identification status and continued to receive support and interventions in the 2020-21 school year. In April 2020, the U.S. Department of Education provided all states a waiver to keep the same school identifications for 2019-20 as determined in 2018-19 due to the COVID-19 pandemic.

** Data provided for informational purposes only. Any school that was identified for Comprehensive or Targeted Support and Improvement in the 2019-20 school year maintained that identification status and continued to receive support and interventions in the 2021-22 school year. In April 2021, the U.S. Department of Education approved Florida's amended waiver request to keep the same school identifications for 2020-21 as determined in 2018-19 due to the COVID-19 pandemic.

C. ESSA Subgroup Data Review (pre-populated)

2024-25 ESSA SUBGROUP DATA SUMMARY				
ESSA SUBGROUP	FEDERAL PERCENT OF POINTS INDEX	SUBGROUP BELOW 41%	NUMBER OF CONSECUTIVE YEARS THE SUBGROUP IS BELOW 41%	NUMBER OF CONSECUTIVE YEARS THE SUBGROUP IS BELOW 32%
Students With Disabilities	47%	No		
English Language Learners	79%	No		
Asian Students	77%	No		
Black/African American Students	82%	No		
Hispanic Students	78%	No		
Multiracial Students	92%	No		
White Students	78%	No		
Economically Disadvantaged Students	78%	No		

D. Accountability Components by Subgroup

Each “blank” cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school.

	2024-25 ACCOUNTABILITY COMPONENTS BY SUBGROUPS													L
	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.	GRAD RATE 2023-24	C&C ACCEL 2023-24	ELP PROGRESS	
All Students	84%		68%	69%	92%	81%	75%	88%	92%	8%	100%	100%	100%	
Students With Disabilities	33%		18%		62%	75%								
English Language Learners	63%		71%	79%	85%	73%	76%	71%	90%				100%	
Asian Students	89%		50%		94%	76%								
Black/African American Students	75%		64%		92%	85%		92%						
Hispanic Students	77%		70%	73%	90%	76%	80%	86%	83%	0%	100%	100%	100%	
Multiracial Students	100%		77%		100%	91%								
White Students	89%		69%	60%	92%	85%	67%	91%	97%	8%	100%	100%		
Economically Disadvantaged Students	78%		65%	69%	89%	77%	73%	80%	90%	10%	100%	100%	100%	

2023-24 ACCOUNTABILITY COMPONENTS BY SUBGROUPS													
	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.	GRAD RATE 2022-23	C&C ACCEL 2022-23	EL PROG
All Students	78%		72%	67%	90%	80%	84%	82%	97%	17%	100%	100%	100%
Students With Disabilities	33%		73%		73%	80%	80%						
English Language Learners	47%		53%	55%	76%	73%	71%	67%					100%
Asian Students	88%		71%		100%	85%							
Black/African American Students	90%		83%		81%	89%		70%					88%
Hispanic Students	68%		63%	58%	88%	72%	78%	92%	96%	19%	100%	100%	100%
Multiracial Students	86%		62%		92%	83%							
White Students	81%		78%	74%	92%	84%	90%	75%	100%	13%	100%	100%	
Economically Disadvantaged Students	70%		69%	65%	89%	79%	83%	81%	96%	13%	100%	100%	100%

2022-23 ACCOUNTABILITY COMPONENTS BY SUBGROUPS													
	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.	GRAD RATE 2021-22	C&C ACCEL 2021-22	ELP PROGRESS
All Students	63%				85%			86%	90%	15%	100%	100%	62%
Students With Disabilities	15%				50%								
English Language Learners	26%				61%			80%	77%				67%
Asian Students	56%				93%								
Black/African American Students	62%				71%								
Hispanic Students	59%				79%			83%	86%	20%	100%	100%	69%
Multiracial Students	75%				93%								
White Students	65%				89%			88%	97%	13%	100%	100%	
Economically Disadvantaged Students	52%				79%			84%	88%	12%	100%	100%	62%

E. Grade Level Data Review – State Assessments (pre-populated)

The data are raw data and include ALL students who tested at the school. This is not school grade data. The percentages shown here represent ALL students who received a score of 3 or higher on the statewide assessments.

An asterisk (*) in any cell indicates the data has been suppressed due to fewer than 10 students tested or all tested students scoring the same.

2024-25 SPRING						
SUBJECT	GRADE	SCHOOL	DISTRICT	SCHOOL - DISTRICT	STATE	SCHOOL - STATE
ELA	10	88%	52%	36%	58%	30%
ELA	6	86%	53%	33%	60%	26%
ELA	7	81%	52%	29%	57%	24%
ELA	8	76%	52%	24%	55%	21%
ELA	9	84%	50%	34%	56%	28%
Math	6	71%	61%	10%	60%	11%
Math	7	95%	45%	50%	50%	45%
Math	8	94%	57%	37%	57%	37%
Science	8	81%	50%	31%	49%	32%
Civics		92%	73%	19%	71%	21%
Biology		96%	70%	26%	71%	25%
Algebra		88%	55%	33%	54%	34%
Geometry		97%	52%	45%	54%	43%

III. Planning for Improvement

A. Data Analysis/Reflection (ESEA Section 1114(b)(6))

Answer the following reflection prompts after examining any/all relevant school data sources.

Most Improvement

Which data component showed the most improvement? What new actions did your school take in this area?

The data illustrates that there was an increase in the whole student population for the pass rate of English Language Arts (ELA) to 84% from 78%, and math to 92% from 90%. From the data in the subgroups, the English Language Learners (ELL) increased to a 63% ELA pass rate from 47% last year, and an increase in math to 85% from 76%. The ELLs also increase significantly in science for pass rate and annual growth. There was an overall increase in the subgroups for Hispanic and Economically Disadvantaged subgroups in ELA.

Lowest Performance

Which data component showed the lowest performance? Explain the contributing factor(s) to last year's low performance and discuss any trends.

The lowest performance was in the sub group of students with disabilities, which maintained at a 33% pass rate in ELA, with an overall learning gains (LG) of only 18%. There was a pass rate of 62% in math, which also declined from 73% the previous year.

Greatest Decline

Which data component showed the greatest decline from the prior year? Explain the factor(s) that contributed to this decline.

The greatest decline was the Black/African American subgroup that declined from 90% pass rate in ELA to 75%. However, the math did increase from 81% to 92% pass rate and science from 70% to 92%. The remaining data does not show a significant decline in other subjects or subgroups.

Greatest Gap

Which data component had the greatest gap when compared to the state average? Explain the factor(s) that contributed to this gap and any trends.

There are no gaps of any subject area/grade level with the state. The trend is that the SCFCS students are typically many percentage points ahead of the district and state for passing scores. The area that is closet to the state averages is 6th grade math. Most students are enrolled in 6th grade from the district schools.

EWS Areas of Concern

Reflecting on the EWS data from Part I, identify one or two potential areas of concern.

The area of concern from the EWS data is focused on math progress and success in class. In grades 6-10, the class failures do not always translate to a failure of the state testing requirements.

Highest Priorities

Rank your highest priorities (maximum of 5) for school improvement in the upcoming school year.

- Equally high proficiency in all subgroups.
- 6th grade incoming students to meet annual progress and proficiency.
- 10th grade expectations and success to promote to the dual enrollment program junior year.
- Dual enrollment success in math courses generally, and more tracking and support.

B. Area(s) of Focus (Instructional Practices)

(Identified key Area of Focus that addresses the school's highest priority based on any/all relevant data sources)

Area of Focus #1

Address the school's highest priorities based on any/all relevant data sources.

Instructional Practice specifically relating to Instructional Coaching

Area of Focus Description and Rationale

Area of Focus Description and Rationale: Include a description of your Area of Focus for each relevant grade level, how it affects student learning and a rationale explaining how it was identified as a crucial need from the prior year data reviewed.

Practicing professional development from the Florida Charter Institute (FCI) to provide a framework and concrete techniques for teachers to improve their effectiveness, particularly through instructional coaching. It emphasizes observable, actionable strategies for classroom management, lesson delivery, and student engagement, often involving close observation and feedback loops. FCI's approach is grounded in research and focuses on maximizing instructional time and student learning, especially in traditionally under served communities.

Evidence-based Intervention:

Evidence-based intervention: Describe the evidence-based intervention (practices/programs) being implemented to achieve the measurable outcomes in each relevant grade level and describe how the identified interventions will be monitored for this Area of Focus (20 U.S.C. § 7801(21)(A)(i) and (B), ESEA Section 8101(21)(A) and (B)).

Description of Intervention #1:

Supporting instructional coaching with professional development for teachers from "Teach Like a Champion," (TLAC) by Doug Lemov.

TLAC techniques are not vague principles but rather specific, actionable steps teachers can take to improve their practice. Instructional coaches use observations, performance data, and self-assessments to identify areas for growth and provide targeted feedback. TLAC encourages coaches and teachers to use data to track progress and make informed decisions about instruction.

Tier of Evidence-based Intervention:

Tier 1 – Strong Evidence, Tier 2 – Moderate Evidence, Tier 3 – Promising Evidence

IV. Positive Learning Environment

Area of Focus #1

Other: School Culture - focus on norms

Area of Focus Description and Rationale

Include a description of your Area of Focus for each relevant grade level, how it affects student learning and a rationale explaining how it was identified as a crucial need from the prior year data reviewed.

Planning for redefining and communicating school norms and expectations focuses on classroom instruction, routines and overall shared expectations and language. This is linked to positive culture and environment. Student culture is affected when students are in a positive learning environment with high expectations, and have agency to create and participate in leadership roles and overall collaboration in building the community.

Sarasota County Schools

STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL-VENICE



2025-26 Schoolwide Improvement Plan

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SIP Authority

Section (s.) 1001.42(18)(a), Florida Statutes (F.S.), requires district school boards to annually approve and require implementation of a new, amended or continuation SIP for each school in the district which has a school grade of D or F; has a significant gap in achievement on statewide, standardized assessments administered pursuant to s. 1008.22, F.S., by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA), 20 U.S. Code (U.S.C.) § 6311(c)(2); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. 1008.34, F.S., and as calculated under s. 1008.34(3)(b), F.S., who passed statewide, standardized assessments; has been identified as requiring instructional supports under the Reading Achievement Initiative for Scholastic Excellence (RAISE) program established in s. 1008.365, F.S.; or has significantly lower graduation rates for a subgroup when compared to the state's graduation rate.

SIP Template in Florida Continuous Improvement Management System Version 2 (CIMS2)

The Department's SIP template meets:

1. All state and rule requirements for public district and charter schools.
2. ESEA components for targeted or comprehensive support and improvement plans required for public district and charter schools identified as Additional Targeted Support and Improvement (ATSI), Targeted Support and Improvement (TSI), and Comprehensive Support and Improvement (CSI).
3. Application requirements for eligible schools applying for Unified School Improvement Grant (UniSIG) funds.

Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Department encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year.

I. School Information

A. School Mission and Vision

Provide the school's mission statement

State College of Florida Collegiate School - Venice's (SCFCSV) mission is to guide and mentor student achievement by equipping them to attain a high school diploma and an Associate in Arts Degree concurrently upon graduation.

Provide the school's vision statement

Beginning in 9th grade in Venice, SCFCSV students' progress in a rigorous academic environment, permeated by technology. The program utilizes demanding and innovative initiatives to establish a system that encourages independent learning, preparing students for success in a full-time college schedule beginning their junior year.

B. School Leadership Team, Stakeholder Involvement and SIP Monitoring

1. School Leadership Membership

School Leadership Team

For each member of the school leadership team, enter the employee name, and identify the position title and job duties/responsibilities as they relate to SIP implementation for each member of the school leadership team.

Leadership Team Member #1

Employee's Name

Kelly Monod

Position Title

AVP, Collegiate Schools

Leadership Team Member #2

Employee's Name

Dr. Karen Peck

Position Title

Head of School

Leadership Team Member #3

Employee's Name

Lorie Trzeciak

Position Title

Certified Counselor

Leadership Team Member #4

Employee's Name

Malia Rowland

Position Title

Instructor Team Lead Chair

2. Stakeholder Involvement

Describe the process for involving stakeholders [including the school leadership team, teachers and school staff, parents, students (mandatory for secondary schools) and families, and business or community leaders] and how their input was used in the SIP development process (20 U.S.C. § 6314(b)(2), ESEA Section 1114(b)(2)).

Note: If a School Advisory Council is used to fulfill these requirements, it must include all required stakeholders.

The SIP is prepared by the school leadership team and shared with teachers and parents in the School Advisory Council. As a partner with the State College of Florida, Manatee-Sarasota, the school goals are shared with the Sarasota County Schools District and approved by the SCF Board of Trustees.

3. SIP Monitoring

Describe how the SIP will be regularly monitored for effective implementation and impact on increasing the achievement of students in meeting the state academic standards, particularly for those students with the greatest achievement gap. Describe how the school will revise the plan with stakeholder feedback, as necessary, to ensure continuous improvement (20 U.S.C. § 6314(b)(3), ESEA Section 1114(b)(3)).

The SIP goals are integrated into normal school operations, and monitored by the school leadership. State standards are continually monitored by the the Head of School and Instructor Team Lead Chair. Student achievement and gaps is monitored by the certified counselor, including the Multi Tiered System of Supports (MTSS) team with the Special Education (ESE) coordinator and paraprofessionals. Behavior is monitored by the Behavior Specialist.

C. Demographic Data

2025-26 STATUS (PER MSID FILE)	ACTIVE
SCHOOL TYPE AND GRADES SERVED (PER MSID FILE)	SENIOR HIGH 9-12
PRIMARY SERVICE TYPE (PER MSID FILE)	K-12 GENERAL EDUCATION
2024-25 TITLE I SCHOOL STATUS	NO
2024-25 ECONOMICALLY DISADVANTAGED (FRL) RATE	37.8%
CHARTER SCHOOL	YES
RAISE SCHOOL	NO
2024-25 ESSA IDENTIFICATION *UPDATED AS OF 1	N/A
ELIGIBLE FOR UNIFIED SCHOOL IMPROVEMENT GRANT (UNISIG)	
2024-25 ESSA SUBGROUPS REPRESENTED (SUBGROUPS WITH 10 OR MORE STUDENTS) (SUBGROUPS BELOW THE FEDERAL THRESHOLD ARE IDENTIFIED WITH AN ASTERISK)	HISPANIC STUDENTS (HSP) MULTIRACIAL STUDENTS (MUL) WHITE STUDENTS (WHT) ECONOMICALLY DISADVANTAGED STUDENTS (FRL)
SCHOOL GRADES HISTORY <i>*2022-23 SCHOOL GRADES WILL SERVE AS AN INFORMATIONAL BASELINE.</i>	2024-25: A 2023-24: A 2022-23: A 2021-22: A 2020-21:

D. Early Warning Systems

1. Grades K-8

This section intentionally left blank because it addresses grades not taught at this school or the school opted not to include data for these grades.

2. Grades 9-12 (optional)

Current Year (2025-26)

Using 2024-25 data, complete the table below with the number of students by current grade level that exhibit each early warning indicator listed:

INDICATOR	GRADE LEVEL				TOTAL
	9	10	11	12	
School Enrollment	101	83	66	55	305
Absent 10% or more school days	2	4	0	0	6
One or more suspensions	3	1	0	0	4
Course failure in English Language Arts (ELA)	1	0	2	2	5
Course failure in Math	1	4	3	0	8
Level 1 on statewide ELA assessment	4	3	0	0	7
Level 1 on statewide Algebra assessment	0	3	0	0	3

Current Year (2025-26)

Using the table above, complete the table below with the number of students by current grade level that have two or more early warning indicators:

INDICATOR	GRADE LEVEL				TOTAL
	9	10	11	12	
Students with two or more indicators	0	0	0	0	0

II. Needs Assessment/Data Review (ESEA Section 1114(b)(6))

A. ESSA School, District, State Comparison

The district and state averages shown here represent the averages for similar school types (elementary, middle, high school or combination schools). Each “blank” cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school.

Data for 2024-25 had not been fully loaded to CIMIS at time of printing.

ACCOUNTABILITY COMPONENT	2025			2024			2023**		
	SCHOOL	DISTRICT†	STATE†	SCHOOL	DISTRICT†	STATE†	SCHOOL	DISTRICT†	STATE†
ELA Achievement*	77	63	59	76	59	55	83	58	50
Grade 3 ELA Achievement									
ELA Learning Gains	59	57	58	61	53	57			
ELA Lowest 25th Percentile	65	54	56	63	48	55			
Math Achievement*	84	58	49	78	55	45	83	49	38
Math Learning Gains	69	54	47	55	54	47			
Math Lowest 25th Percentile	63	50	49	60	46	49			
Science Achievement	94	77	72	82	76	68	93	73	64
Social Studies Achievement*		78	75		76	71		75	66
Graduation Rate	93	93	92	100	90	90	100	89	89
Middle School Acceleration									
College and Career Acceleration	100	76	69	100	75	67	100	74	65
Progress of ELLs in Achieving English Language Proficiency (ELP)		60	52		51	49		55	45

*In cases where a school does not test 95% of students in a subject, the achievement component will be different in the Federal Percent of Points Index (FPPi) than in school grades calculation.

**Grade 3 ELA Achievement was added beginning with the 2023 calculation.

† District and State data presented here are for schools of the same type: elementary, middle, high school, or combination.

B. ESSA School-Level Data Review (pre-populated)

2024-25 ESSA FPPI	
ESSA Category (CSI, TSI or ATSI)	N/A
OVERALL FPPI – All Students	78%
OVERALL FPPI Below 41% - All Students	No
Total Number of Subgroups Missing the Target	0
Total Points Earned for the FPPI	704
Total Components for the FPPI	9
Percent Tested	100%
Graduation Rate	93%

ESSA OVERALL FPPI HISTORY						
2024-25	2023-24	2022-23	2021-22	2020-21**	2019-20*	2018-19
78%	75%	92%	84%			

* Any school that was identified for Comprehensive or Targeted Support and Improvement in the previous school year maintained that identification status and continued to receive support and interventions in the 2020-21 school year. In April 2020, the U.S. Department of Education provided all states a waiver to keep the same school identifications for 2019-20 as determined in 2018-19 due to the COVID-19 pandemic.

** Data provided for informational purposes only. Any school that was identified for Comprehensive or Targeted Support and Improvement in the 2019-20 school year maintained that identification status and continued to receive support and interventions in the 2021-22 school year. In April 2021, the U.S. Department of Education approved Florida's amended waiver request to keep the same school identifications for 2020-21 as determined in 2018-19 due to the COVID-19 pandemic.

C. ESSA Subgroup Data Review (pre-populated)

2024-25 ESSA SUBGROUP DATA SUMMARY				
ESSA SUBGROUP	FEDERAL PERCENT OF POINTS INDEX	SUBGROUP BELOW 41%	NUMBER OF CONSECUTIVE YEARS THE SUBGROUP IS BELOW 41%	NUMBER OF CONSECUTIVE YEARS THE SUBGROUP IS BELOW 32%
Hispanic Students	78%	No		
Multiracial Students	70%	No		
White Students	81%	No		
Economically Disadvantaged Students	71%	No		

D. Accountability Components by Subgroup

Each “blank” cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school.

2024-25 ACCOUNTABILITY COMPONENTS BY SUBGROUPS													
	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.	GRAD RATE 2023-24	C&C ACCEL 2023-24	ELP PROGRESS
All Students	77%		59%	65%	84%	69%	63%	94%			93%	100%	
Hispanic Students	74%		50%		90%	80%		94%					
Multiracial Students	75%		64%										78
White Students	79%		61%	70%	85%	72%	71%	95%			100%	100%	
Economically Disadvantaged Students	72%		63%	72%	78%	61%	58%	93%					

2023-24 ACCOUNTABILITY COMPONENTS BY SUBGROUPS													
	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.	GRAD RATE 2022-23	C&C ACCEL 2022-23	ELP PROGRESS
All Students	76%		61%	63%	78%	55%	60%	82%			100%	100%	
English Language Learners	55%		50%		90%			100%					
Hispanic Students	75%		50%		73%	45%		91%					
Multiracial Students	67%		60%		77%			70%					
White Students	77%		64%	65%	79%	59%	69%	82%			100%	100%	79
Economically Disadvantaged Students	66%		55%	69%	75%	61%		76%					

Page 133

2022-23 ACCOUNTABILITY COMPONENTS BY SUBGROUPS										
	ELA ACH.	GRADE 3 ELA ACH.	ELA LG	ELA LG L25%	MATH ACH.	MATH LG	MATH LG L25%	SCI ACH.	SS ACH.	MS ACCEL.
All Students	83%				83%			93%		
								100%	100%	
Hispanic Students	79%				50%			80%		
White Students	84%				89%			96%		
								100%	100%	
Economically Disadvantaged Students	75%				77%			89%		
								100%	100%	

E. Grade Level Data Review – State Assessments (pre-populated)

The data are raw data and include ALL students who tested at the school. This is not school grade data. The percentages shown here represent ALL students who received a score of 3 or higher on the statewide assessments.

An asterisk (*) in any cell indicates the data has been suppressed due to fewer than 10 students tested or all tested students scoring the same.

2024-25 SPRING						
SUBJECT	GRADE	SCHOOL	DISTRICT	SCHOOL - DISTRICT	STATE	SCHOOL - STATE
ELA	10	76%	61%	15%	58%	18%
ELA	9	75%	64%	11%	56%	19%
Biology		93%	76%	17%	71%	22%
Algebra		90%	67%	23%	54%	36%
Geometry		79%	62%	17%	54%	25%

III. Planning for Improvement

A. Data Analysis/Reflection (ESEA Section 1114(b)(6))

Answer the following reflection prompts after examining any/all relevant school data sources.

Most Improvement

Which data component showed the most improvement? What new actions did your school take in this area?

The subject area showing the most improvement was math, where all students increase from a 78% pass rate to 84%. Science also increased significantly from 82% to 94% pass rate. Most of the sub group data increased in all subjects, including learning gains.

Lowest Performance

Which data component showed the lowest performance? Explain the contributing factor(s) to last year's low performance and discuss any trends.

There was not a significant decrease in performance in any area.

Greatest Decline

Which data component showed the greatest decline from the prior year? Explain the factor(s) that contributed to this decline.

There was not a significant decline in performance in any area.

Greatest Gap

Which data component had the greatest gap when compared to the state average? Explain the factor(s) that contributed to this gap and any trends.

All subjects illustrated a pass rate percentage of students above the district and the state.

EWS Areas of Concern

Reflecting on the EWS data from Part I, identify one or two potential areas of concern.

There were not any students who met the Early Warning System concerns.

Highest Priorities

Rank your highest priorities (maximum of 5) for school improvement in the upcoming school year.

The highest priority is to keep learning gains of all subgroups, and increase reading proficiency rates in 9th and 10th grade.

B. Area(s) of Focus (Instructional Practices)

(Identified key Area of Focus that addresses the school's highest priority based on any/all relevant data sources)

Area of Focus #1

Address the school's highest priorities based on any/all relevant data sources.

Instructional Practice specifically relating to Instructional Coaching

Area of Focus Description and Rationale

Area of Focus Description and Rationale: Include a description of your Area of Focus for each relevant grade level, how it affects student learning and a rationale explaining how it was identified as a crucial need from the prior year data reviewed.

Practicing professional development from the Florida Charter Institute (FCI) to provide a framework and concrete techniques for teachers to improve their effectiveness, particularly through instructional coaching. It emphasizes observable, actionable strategies for classroom management, lesson delivery, and student engagement, often involving close observation and feedback loops. FCI's approach is grounded in research and focuses on maximizing instructional time and student learning, especially in traditionally under served communities.

Evidence-based Intervention:

Evidence-based intervention: Describe the evidence-based intervention (practices/programs) being implemented to achieve the measurable outcomes in each relevant grade level and describe how the identified interventions will be monitored for this Area of Focus (20 U.S.C. § 7801(21)(A)(i) and (B), ESEA Section 8101(21)(A) and (B)).

Description of Intervention #1:

Supporting instructional coaching with professional development for teachers from "Teach Like a Champion," (TLAC) by Doug Lemov.

TLAC techniques are not vague principles but rather specific, actionable steps teachers can take to improve their practice. Instructional coaches use observations, performance data, and self assessments to identify areas for growth and provide targeted feedback. TLAC encourages coaches and teachers to use data to track progress and make informed decisions about instruction.

Tier of Evidence-based Intervention:

Tier 1 – Strong Evidence, Tier 2 – Moderate Evidence, Tier 3 – Promising Evidence

Area of Focus #2

Address the school's highest priorities based on any/all relevant data sources.

Instructional Practice specifically relating to ELA

Area of Focus Description and Rationale

Area of Focus Description and Rationale: Include a description of your Area of Focus for each relevant grade level, how it affects student learning and a rationale explaining how it was identified as a crucial need from the prior year data reviewed.

Reading scores are above state and district proficiency rates, however, the charter leadership team would like to increase the goals for reading proficiency to 80%. The counselor has recently earned a literacy credential to support the Lead Instructor and English teachers for aligned strategy in the classrooms and individual follow up for individual students as identified by Achieve 3000 remediation software and the FLDOE Progress Monitoring test results.

Additionally, the charter will be working with typically more students who classify as English Language Learners. The counselor will work specifically with the ESOL coordinator and ELA instructors for support of these students.

IV. Positive Learning Environment

Area of Focus #1

Other: School Cluture - Shared Norms

Area of Focus Description and Rationale

Include a description of your Area of Focus for each relevant grade level, how it affects student learning and a rationale explaining how it was identified as a crucial need from the prior year data reviewed.

Planning for improvement of school norms focuses on classroom instruction, routines and overall shared expectations and language. This is linked to positive culture and environment. Student culture is affected when students are in a positive learning environment with high expectations, and have agency to create and participate in leadership roles and overall collaboration in building the

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-
SARASOTA
September 30, 2025

AGENDA ITEM:

Approval to accept the 2025-26 Teacher Allocation Salary
Allocation and salary schedule revision.

RECOMMENDATION:

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

EXPLANATION:

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

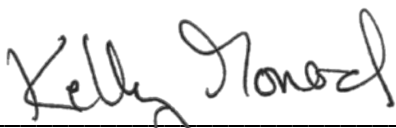
FISCAL IMPACT ☒ Yes ☐ No ☐ N/A

Funding Source: state allocation

Allocations: Approx \$185,914.00 for Bradenton & estimated \$117,998.00 for Venice

Will this action result in a Budget Amendment? ☐ Yes ☒ No

REQUESTED BY:



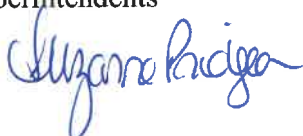
Kelly Monod, AVP, SCF Collegiate Schools



Ryan Petty, *Chair*
Esther Byrd, *Vice Chair*
Members
Grazie P. Christie
Layla Collins
Daniel P. Foganholi, Sr.
Kelly Garcia
MaryLynn Magar

MEMORANDUM

TO: District School Superintendents

FROM: Suzanne Pridgeon 

DATE: August 28, 2025

SUBJECT: **2025-26 Salary Increase Allocation**

In the 2025-26 fiscal year, the Florida Education Finance Program (FEFP) includes \$1,356,579,107 in funding for the Classroom Teacher and Other Instructional Personnel Salary Increase Allocation. Of that total, 6.67 percent of each school district's Base Funding Allocation, or \$1,254,976,789, is allocated to maintain the salary increases provided in previous years. The remaining \$101,602,318, or 0.54 percent of each school district's Base Funding Allocation, is provided for salary increases in the current year.

[Chapter 2025-198, Laws of Florida](#), passed by the Florida Legislature in the 2025 session, requires that growth allocation funds be used only for 1) increased personnel compensation costs, or 2) to provide salary increases to either full-time classroom teachers with at least two years of full-time teaching experience in a Florida public school and other instructional personnel. Please see the attached FAQ for additional information.

Attachment 1 shows the Salary Increase Allocations for the 2025-26 fiscal year as computed in the 2025-26 FEFP Conference Calculation. These amounts will not change in any subsequent calculation of the FEFP.

Just as the calculated Salary Increase Allocation amounts for school districts are based on each district's base funding amount, charter schools' maintenance and growth allocations, respectively, should be 6.67 percent and 0.54 percent of their base funding. School districts should not recalculate a school's allocation after it has been calculated as of the 2025-26 FEFP Conference Calculation.

2025-26 Maintenance Allocation

In 2025-26, the Florida Department of Education (department) began paying maintenance allocation funds to districts with the first FEFP payment. The only Salary Increase Allocation funding withheld by the department will be growth allocation funds, which will be distributed to districts upon submission of a board-approved and union-ratified distribution plan that has been determined by the department to be compliant with law.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

2025-26 Salary Increase Allocation Distribution Plans

Districts and charter schools will be required to use the attached templates for the submission of the statutorily required distribution plans. Plans that are approved by the school board and ratified by the union **must be submitted to the department by October 1, 2025**. Salary Increase Allocation growth funds will not be distributed to school districts until they have submitted a plan that is determined by the department to be compliant with law. Charter schools should submit their board-approved distribution plans to their sponsoring school district so that they can be submitted to the department. Plans that are not completed using the attached, unaltered templates will not be accepted and will need to be revised. Completed plans should be submitted to <https://survey.alchemer.com/s3/8414519/2025-2026-Salary-Increase-Allocation-Plan>.

If a district's plan has not yet been approved by the school board and ratified by the union by the October 1, 2025, deadline, please submit a statement to the department by this date detailing what steps the district has taken and whether it has an anticipated date for completion. Failure to submit a school board-approved plan by the October 1 deadline may result in a request for the superintendent and school board chair to attend a State Board of Education meeting to personally explain the delay.

If you have questions regarding program reporting requirements, please email Anne Nyman at edrecognition@fldoe.org. For FEFP or finance questions, please email James Andrews at James.Andrews@fldoe.org.

SP/ja

Attachment 1 – 2025-26 Salary Increase Allocations

Attachment 2 – 2025-26 District Distribution Plan Template

Attachment 3 – 2025-26 Charter School Distribution Plan Template

Attachment 4 – 2025-26 Salary Increase Allocation Frequently Asked Questions

Attachment 5 – 2025-26 Salary Increase Allocation Implementation Timeline

cc: District Finance Officers
District Charter School Contacts
Li Liu, Bureau Chief, School Business Services
Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting
Virginia Whitaker, Senior Program Director, Division of Public Schools
James Andrews, Educational Policy Consultant, Office of Funding and Financial Reporting
Anne Nyman, Teacher Liaison, Division of Public Schools

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

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

*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/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

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

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

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

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.

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

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

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA
September 30, 2025

AGENDA ITEM:

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

RECOMMENDATION:

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

EXPLANATION:

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

FISCAL IMPACT ____ yes __X__ no

REQUESTED BY:



Kelly Monod, AVP, Collegiate Schools

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

SCF Collegiate School

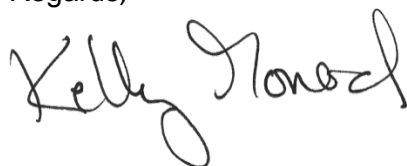
- Amanda Cozzens and Emily Gravely are English Language Arts instructors currently working on their 300 hours required for the endorsement for ESOL, English as a Second Language, and must be reported out of field.

SCF Collegiate School - Venice

- Lori Masucci is an English Language Arts instructor currently working on her 300 hours required for the endorsement for ESOL, English as a Second Language, and must be reported out of field.

Please email directly with any questions, monodk@scf.edu.

Regards,



Kelly Monod
AVP, Collegiate Schools
State College of Florida, Manatee-Sarasota
September 30, 2025

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

Jennifer Price, Vice President of Finance and Chief Financial Officer

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

FROM: Jennifer Price
Vice President of Finance and Chief Financial Officer

SUBJECT: *Monthly Financial Report – June 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 June 30, 2025.

Student Fees revenue for the current year is 2% higher compared to the same period last year. Other Student Fees revenue decreased by 13% over Other Student Fees reported through June of last year. This is mainly due to decreased tuition in continuing workforce education and self-supporting programs. Support from Local Government increased by 20% over Support from Local Government through June of last year. This increase is due to higher dual enrollment in the current year. State Support increased by 8% over State Support through June of last year. This increase is mainly due to increases in state allocations for the current fiscal year.

In the category of Expenses, overall Personnel costs are 6% lower as compared to last June. Services expenses increased 4% and Materials and Supplies expenses increased by 16% compared to June of last year. Materials and Supplies increase is due to an increase in data software and minor equipment purchases in the current year. Other Current Charges decreased by 24% compared to the same category through June of last year. This is mainly due to fundable fee waivers and a decrease due to prior year corrections.

During fiscal year 2025, the College approved and executed a transfer of funds to support capital initiatives. The transfer totaled \$8.3 million, providing \$1.3 million to match legislative appropriations for the Parrish campus project and \$7 million to support college facility deferred maintenance, repairs and renovations.

With the year 100% complete, personnel costs are at 96% of the amount budgeted for the current year, which is slightly lower compared to the three-year average for this time of year of 97%. Current expenses represent 70% of the amount budgeted, higher than the three-year average of 67% this time of year.

In summary, with the year 100% complete:

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 June 30, 2025.

Student Fees revenue for the current year is 3% higher compared to the same period last year. Other Student Fees revenue increased by 5% over Other Student Fees reported through June of last year. These increases are due to increased enrollment.

In the category of Expenses, overall Personnel costs are 16% higher compared to last June. The increases are mainly due to higher 9-month instructional salaries and increased health insurance costs. Services expenses decreased 33% and Materials and Supplies expenses increased by 19% compared to June of last year. Services expenses decreased mainly due to a decrease in accreditation fees. Materials and Supplies increase is due to an increase in e-resources licenses, library and data software expenses. Other Current Charges increased compared to the same category through June of last year due to increased fundable fee waivers.

With this year 100% complete, actual revenues were 88% of the amount budgeted for the current year, which is lower when compared to the three-year average of 95%. Overall actual expenses are 90% of adjusted budget amounts when compared to the 85% three-year average with personnel costs at 98% of the amount budgeted for the current year, which is higher compared to the three-year average for this same period at 82%. Current expenses represent 52% of the amount budgeted, lower than the three-year average of 61%.

Collegiate School – Bradenton Campus

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of June 30, 2025, totaled \$5,214,561 compared to the three-year average of \$5,225,301. Support from Local Government is \$4,542,541 compared to the three-year average of \$4,477,282 for this time of year. State Support is \$541,655 compared to the three-year average of \$402,412 for this time of year. Federal Support is \$2,415 compared to the three-year average of \$231,583 for this time of year. This change is due to all ESSER funds being spent at this time. Other Revenue is \$127,950 compared to the three-year average of \$114,023 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 \$5,219,583, with Personnel totaling \$3,421,518, Current Expense totaling \$1,507,878 and Capital Outlay expenses totaling \$290,188 during the period. These figures compared to the three-year averages of \$5,012,193, \$3,190,817, \$1,497,732, and \$323,644, respectively, for this time of year.

On a percentage basis, Total Revenue is 99% of that budgeted, flat with the three-year average of 99% for this time of year. Total Expense is 98% of that budgeted, higher than the three-year average of 91% for this time of year.

Collegiate School – Venice Campus

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of June 30, 2025, totaled \$3,559,412 compared to the three-year average of \$2,843,089. Support from Local Government is \$2,863,687 compared to the three-year average of \$2,180,868 for this time of year. State Support is \$676,189 compared to the three-year average of \$359,797. Federal Support is \$(10,927) compared to the three-year average of \$78,849 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 \$30,463 compared to the three-year average of \$223,575 for this time of year.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$3,003,445, with Personnel totaling \$1,561,565, Current Expense totaling \$1,439,351 and Capital Outlay expenses totaling \$2,529 during the period. These figures are compared to the three-year averages of \$2,486,491, \$1,418,615, \$875,882, and \$191,994, respectively, for this time of year.

During fiscal year 2025, the school transferred \$500,000 in repayment to the college for prior portable relocation and renovation expenses.

On a percentage basis, Total Revenue is 106% of that budgeted, less than the three-year average of 108% for this time of year. Total Expense, including transfers out, is 107% of that budgeted, which is more than the three-year average of 95% 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 Type Description	June 30, 2025					June 30, 2024					Percent CY YTD Actual/ PY YTD Actual
	Percent					Percent					
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget		
Revenue											
41 Student Fees	13,835,060	16,424,650	14,212,698	87%		13,679,170	13,903,963	13,869,578	100%	2%	
42 Other Student Fees	3,950,858	4,161,884	3,377,570	81%		3,678,121	3,934,226	3,883,219	98%	-13%	
43 Support From Local Government [1]	1,447,861	2,070,606	1,733,566	84%		1,343,347	1,442,047	1,440,464	100%	20%	
44 State Support	35,579,924	33,871,248	36,933,654	109%		35,999,152	34,206,828	34,187,692	100%	8%	
45 Federal Support	3,026,000	3,026,000	195,073	6%		26,000	4,177,286	4,091,689	98%		
46 Gifts, Private Grants & Contracts	0	0	0			0	0	0			
47 Sales and Services Department	977,364	1,050,195	1,000,323	95%		827,665	1,187,621	1,094,139	92%	-9%	
49 Other Revenue [2]	1,173,320	1,173,601	829,430	71%		476,544	1,055,423	986,059	93%	-16%	
4A Non-Revenue Receipts [3]	275,268	277,768	77,101			296,548	100	24,396	24396%		
Total : Revenue	60,265,655	62,055,952	58,359,415	94%		56,326,547	59,907,494	59,557,236	99%	-2%	
Grand Total : Revenue	60,265,655	62,055,952	58,359,415	94%		56,326,547	59,907,494	59,557,236	99%	-2%	
Expense											
Personnel											
51 Salaries-Full Time & Perm Part Time	26,959,740	26,932,107	27,049,901	100%		25,165,669	25,132,838	25,327,331	101%	7%	
52 Other Personnel Exp P/T (Non-Perm)	3,756,892	3,819,399	2,956,580	77%		3,709,408	3,797,208	3,039,352	80%	-3%	
53 Personnel Benefits	11,695,362	12,006,131	11,012,328	92%		11,991,426	12,382,786	15,432,316	125%	-29%	
Total : Personnel	42,411,994	42,757,637	41,018,809	96%		40,866,503	41,312,833	43,798,999	106%	-6%	
Current Expense											
61 Services [4]	15,293,254	15,836,695	12,697,286	80%		11,146,170	15,228,847	12,249,841	80%	4%	
62 Materials and Supplies	4,289,406	4,423,550	3,380,135	76%		4,114,207	4,113,158	2,913,053	71%	16%	
63 Other Current Charges [5]	5,508,677	3,600,308	717,524	20%		6,608,353	5,829,009	941,028	16%	-24%	
Total : Current Expense	25,091,337	23,860,553	16,794,945	70%		21,868,730	25,171,014	16,103,922	64%	4%	
Transfers											
69 Other Transfers [6]	0	11,084,767	8,300,000	75%		0	0	0			
Total : Transfers	0	11,084,767	8,300,000	75%		0	0	0			
Capital											
Capital Outlay	2,013,000	2,184,579	76,868	4%		1,145,586	1,128,859	435,051	39%	-82%	
Total : Capital	2,013,000	2,184,579	76,868	4%		1,145,586	1,128,859	435,051	39%	-82%	
Grand Total : Expense	69,516,331	79,887,535	66,190,622	83%		63,880,819	67,612,705	60,337,971	89%	10%	

- [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 Type	Description	June 30, 2025				June 30, 2024				Percent CY YTD Actual/ PY YTD Actual
		Revenue		Expense		Revenue		Expense		
		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	
41	Student Fees	1,439,766	1,690,427	1,450,271	86%	1,302,969	1,414,288	1,413,278	100%	3%
42	Other Student Fees	140,149	152,169	126,749	83%	123,689	130,089	120,153	92%	5%
44	State Support	178,164	178,164	178,164	100%	178,164	178,164	178,164	100%	0%
49	Other Revenue [1]	159,183	159,183	170,191	107%	68,438	147,517	177,173	120%	-4%
Total : Revenue		1,917,262	2,179,943	1,925,374	88%	1,673,260	1,870,058	1,888,768	101%	2%
Grand Total : Revenue		1,917,262	2,179,943	1,925,374	88%	1,673,260	1,870,058	1,888,768	101%	2%
Expense										
Personnel										
51	Salaries-Full Time & Perm Part Time	813,108	874,132	924,635	106%	800,253	845,608	752,605	89%	23%
52	Other Personnel Exp P/T (Non-Perm)	363,600	483,101	481,950	100%	400,451	451,551	486,020	108%	-1%
53	Personnel Benefits	394,129	396,700	310,415	78%	259,408	263,758	235,808	89%	32%
Total : Personnel		1,570,837	1,753,933	1,717,000	98%	1,460,112	1,560,917	1,474,433	94%	16%
Current Expense										
61	Services [2]	34,675	27,084	11,328	42%	35,755	33,600	16,806	50%	-33%
62	Materials and Supplies	86,143	99,857	91,876	92%	83,777	87,592	77,425	88%	19%
63	Other Current Charges [3]	93,616	194,121	63,045	32%	93,616	189,449	28,689	15%	
Total : Current Expense		214,434	321,062	166,249	52%	213,148	310,641	122,920	40%	
Capital										
71	Capital Outlay	0	0	0		0	0	0		
Total : Capital		0	0	0		0	0	0		
Grand Total : Expense		1,785,271	2,082,975	1,883,249	90%	1,673,260	1,871,558	1,597,353	85%	18%

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

BUDGET AMENDMENT REQUEST
STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA

RESOLUTION NUMBER: Forty-eight (48)
AMENDMENT NUMBER: Forty-eight (48)

FISCAL YEAR: 2024-25
June 2025

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 21,722,247	\$	\$	\$ 21,722,247
REVENUE	62,055,951			62,055,951
TOTAL TO BE ACCOUNTED FOR	\$ 83,778,198 =====	\$ 0 =====	\$ 0 =====	\$ 83,778,198 =====
SALARIES	\$ 42,838,232	\$	74,495 <a>	42,763,737
CURRENT EXPENSE	34,498,450		21,020 	34,477,430
CAPITAL OUTLAY	1,156,716	22,595 <c>		1,179,311
ENDING FUND BALANCE	5,284,800	72,920 <d>		5,357,720
TOTAL ACCOUNTED FOR	\$ 83,778,198 =====	\$ 95,515 =====	\$ 95,515 =====	\$ 83,778,198 =====

JUSTIFICATION:

<a> The \$74,328 decrease in salaries expense is due to:
Supplemental pay redistribution

(74,495)
\$ (74,495)

 The \$21,020 decrease in current expense is due to:
Install new lines to replace current HUBS
Purchase new laptop for Registrar's Office
Purchase uniforms for Public Safety
Purchase new laptop for Government Relations and Public Information
Align budget to cover costs thru end of fiscal year
Library window design

(15,960)
(1,500)
1,500
(1,548)
(3,521)
9
\$ (21,020)

<c> The \$22,595 increase in capital outlay is due to:
Install new lines to replace current HUBS
Purchase new laptop for Registrar's Office
Purchase new laptop for Government Relations and Public Information
Align budget to cover costs thru end of fiscal year
Library window design

15,960
1,500
1,548
3,596
(9)
22,595

<d> The \$21,020 increase in capital outlay is due to:
Supplemental pay redistribution
Purchase uniforms for Public Safety
Align budget to cover costs thru end of fiscal year

74,495
(1,500)
(75)
72,920

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

RESOLUTION NUMBER: Forty-nine (49)
AMENDMENT NUMBER: Forty-nine (49)

FISCAL YEAR: 2024-25
June 2025

FUND NAME: Upper Division Fund

FUND NUMBER: 12000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 3,833,338	\$	\$	\$ 3,833,338
REVENUE	2,360,944			2,360,944
TOTAL TO BE ACCOUNTED FOR	\$ 6,194,282	\$ 0	0	\$ 6,194,282
SALARIES	\$ 1,915,981	\$ 18,955	<a>	\$ 1,934,937
CURRENT EXPENSE	321,062			321,062
CAPITAL OUTLAY	7,980			7,980
ENDING FUND BALANCE	3,949,261		18,955	 3,930,306
TOTAL ACCOUNTED FOR	\$ 6,194,284	\$ 18,955	\$ 18,955	\$ 6,194,284

JUSTIFICATION:

<a> The \$18,955 increase in salaries is due to:
Supplemental pay redistribution

18,955
18,955

 The \$18,955 decrease in fund balance is due to:
Supplemental pay redistribution

(18,955)
\$ (18,955)

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

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

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

FUND NAME: COLLEGIATE SCHOOL - BC

FUND NUMBER: 23000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 2,734,463	\$	\$	\$ 2,734,463
REVENUE	4,732,633			4,732,633
TOTAL TO BE ACCOUNTED FOR	\$ 7,467,096 =====	\$ 0 =====	\$ 0 =====	\$ 7,467,096 =====
SALARIES	\$ 3,403,528	\$ 1,077 <a>		\$ 3,404,605
CURRENT EXPENSE	1,435,471			1,435,471
CAPITAL OUTLAY	35,339			35,339
ENDING FUND BALANCE	2,592,758	(1,077) 		2,591,682
TOTAL ACCOUNTED FOR	\$ 7,467,096 =====	\$ 0 =====	\$ 0 =====	\$ 7,467,096 =====

JUSTIFICATION:

<a> The \$1,077 increase in Salaries is due to:
Supplemental pay redistribution

1,077
\$ 1,077
=====

 The \$1,077 decrease Fund Balance is due to:
Supplemental pay redistribution

(1,077)
\$ (1,077)
=====

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

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

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

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 20,719,533	\$	\$	\$ 20,719,533
REVENUE	9,901,190	429,930 <a>		10,331,120
TOTAL TO BE ACCOUNTED FOR	\$ 11,973,143 =====	\$ 429,930 =====	\$ 0 =====	\$ 12,403,072 =====
SALARIES	\$ 6,235,223	\$ 473,516 		6,708,739
CURRENT EXPENSE	4,148,150	3,464 <c>		4,151,614
CAPITAL OUTLAY	246,624		2 <d>	246,622
ENDING FUND BALANCE	1,343,147		47,050 <e>	1,296,097
TOTAL ACCOUNTED FOR	\$ 11,973,142 =====	\$ 476,980 =====	\$ 47,052 =====	\$ 12,403,072 =====

JUSTIFICATION:

<a> The \$429,930 increase in Revenue is due to:	
CROP from SPC FY25	(5,070)
Adjust LINE grant budget per amendment from State	435,000
	\$ 429,930
 The \$474,594 increase in Salaries Expense is due to:	
Supplemental pay redistribution	44,066
Align budget to cover costs thru end of fiscal year	5,890
Adjust LINE grant budget per amendment from State	423,560
	\$ 473,516
<c> The \$3,464 increase in Current Expense is due to:	
CROP from SPC FY25	(7,978)
Adjust LINE grant budget per amendment from State	11,442
	\$ 3,464
<d> The \$2 decrease in Capital Outlay Expense is due to:	
Adjust LINE grant budget per amendment from State	(2)
	\$ (2)
<d> The \$48,128 decrease to fund balance is due to:	
CROP from SPC FY25	2,908
Supplemental pay redistribution	(44,068)
Align budget to cover costs thru end of fiscal year	(5,890)
Adjust LINE grant budget per amendment from State	(2)
	\$ (47,052)

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

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

**FISCAL YEAR: 2024-25
June 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	62,439,447			62,439,447
TOTAL TO BE ACCOUNTED FOR	\$ 86,864,961	\$ 0	0	\$ 86,864,961
SALARIES	\$ 313,005	\$ 6,887 <a>		319,891
CURRENT EXPENSE	603,416	11,548 		614,964
CAPITAL OUTLAY	35,987,673		34,345 <c>	35,953,328
ENDING FUND BALANCE	49,960,867	15,910 <d>		49,976,777
TOTAL ACCOUNTED FOR	\$ 86,864,961	\$ 34,345	\$ 34,345	\$ 86,864,961

JUSTIFICATION:

<a> The \$6,887 increase in Salaries is due to:
Contingency transfer for S5 payroll

\$	6,887
\$	6,887

 The \$11,548 increase in Current Expense is due to:
The purchase of furniture for Government Relations and Public Information
Close out CIF fund
Establish CIF fund for Dental Lab camera insatllation
The purchase of satellite simulation equipment
Nursing auditorium remodel

	5,000
	(2)
	6,350
	6,700
	(6,500)
\$	11,548

<c> The \$34,345 decrease in Capital Outlay is due to:
The purchase of furniture for Government Relations and Public Information
Close out CIF for SCFCS_VC Fence
Increase CIF for Minor Equipment purchases
Increase CIF for minor maintenance and repairs
Close out CIF for parking lot lighting
Close out CIF for office suite remodel
Close out CIF for VC Chiller plant
Establish CIF for dental lab camera installation
The purchase of satellite simulation equipment
Increase CIF for Building 3 remodel
Nursing auditorium remodel
Increase CIF for Mechanical controls

\$	(5,000)
	(12,000)
	50,000
	50,000
	(158,447)
	(95,841)
	(982)
	8,650
	(17,513)
	288
	6,500
	140,000
\$	(34,345)

<d> The \$15,910 increase in Fund Balance is due to:
Close out CIF for SCFCS_VC Fence
Contingency transfer for S5 payroll
Increase CIF for Minor Equipment purchases
Increase CIF for minor maintenance and repairs
Close out CIF for parking lot lighting
Close out CIF for office suite remodel
Close out CIF for VC Chiller plant
Establish CIF fund for Dental Lab camera insatllation
Establish CIF for dental lab camera installation
The purchase of satellite simulation equipment
Increase CIF for Building 3 remodel
Increase CIF for Mechanical controls

	12,000
	(6,887)
	(50,000)
	(50,000)
	158,447
	95,843
	982
	(6,350)
	(8,650)
	10,813
	(288)
	(140,000)
\$	15,910

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

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

**FISCAL YEAR: 2024-25
June 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	62,439,447			62,439,447
TOTAL TO BE ACCOUNTED FOR	\$ 86,864,961	\$ 0	0	\$ 86,864,961
SALARIES	\$ 313,005	\$ 6,887 <a>		319,891
CURRENT EXPENSE	603,416	11,548 		614,964
CAPITAL OUTLAY	35,987,673		34,345 <c>	35,953,328
ENDING FUND BALANCE	49,960,867	15,910 <d>		49,976,777
TOTAL ACCOUNTED FOR	\$ 86,864,961	\$ 34,345	\$ 34,345	\$ 86,864,961

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

AC Type	Description	June 30, 2025					June 30, 2024					Percent Change CY YTD Actual/ PY YTD Actual
		Percent					Percent					
		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget		
Revenue												
43	Support From Local Government [1]	4,492,106	4,584,535	4,542,541	99%		3,954,102	4,589,313	4,657,118	101%		-2%
44	State Support [2]	0	542,355	541,655	100%		40	287,994	402,934			34%
45	Federal Support [3]	27,268	14,084	2,415	17%		27,268	669,606	389,996	58%		
49	Other Revenue [4]	0	127,218	127,950	101%		79,430	176,182	121,158	69%		6%
	Total : Revenue	4,519,374	5,268,193	5,214,561	99%		4,060,840	5,723,096	5,571,206	97%		-6%
	Grand Total : Revenue	4,519,374	5,268,193	5,214,561	99%		4,060,840	5,723,096	5,571,206	97%		-6%
Expense												
Personnel												
51	Salaries-Full Time & Perm Part Time	2,497,195	2,516,417	2,450,620	97%		1,834,689	2,544,712	2,378,269	93%		3%
52	Other Personnel Exp P/T (Non-Perm)	59,520	65,258	36,131	55%		59,520	83,574	32,135	38%		12%
53	Personnel Benefits	732,988	863,526	934,767	108%		732,988	892,882	826,873	93%		13%
	Total : Personnel	3,289,703	3,445,201	3,421,518	99%		2,627,197	3,521,168	3,237,277	92%		6%
Current Expense												
61	Services [5]	1,235,145	1,139,513	1,201,132	105%		1,065,835	1,249,763	1,167,286	93%		3%
62	Materials and Supplies	295,214	367,726	306,746	83%		269,154	310,593	270,062	87%		14%
63	Other Current Charges	0	0	0			0	0	0			
	Total : Current Expense	1,530,360	1,507,238	1,507,878	100%		1,334,989	1,560,356	1,437,347	92%		5%
Capital												
71	Capital Outlay	296,899	370,864	290,188	78%		538,038	943,212	516,098	55%		
	Total : Capital	296,899	370,864	290,188	78%		538,038	943,212	516,098	55%		
	Grand Total : Expense	5,116,962	5,323,302	5,219,584	98%		4,500,223	6,024,736	5,190,723	86%		1%

[1] Includes revenue from Manatee County school district

[2] Includes capital funding from Manatee County school district

[3] Includes grant revenue

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

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

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

AC Type	Description	June 30, 2025					June 30, 2024					Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual/ PY YTD Actual	
		Percent				YTD Actual / Adj Budget	Percent				YTD Actual / Adj Budget			
		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget				
	Revenue													
43	Support From Local Government [1]	2,613,647	2,879,627	2,863,687	99%	2,364,033	2,205,427	2,237,670	101%					28%
44	State Support [2]	0	437,004	676,189	155%	0	251,017	251,017	100%					169%
45	Federal Support [3]	12,680	12,680	(10,927)	-86%	30,000	238,493	126,984	53%					
49	Other Revenue [4]	3,000	31,829	30,463	96%	2,000	14,800	17,097	116%					
4A	Non-Revenue Receipts	0	0	0		0	0	0						
	Total : Revenue	2,629,327	3,361,139	3,559,412	106%	2,396,033	2,709,737	2,632,768	97%					35%
	Grand Total : Revenue	2,629,327	3,361,139	3,559,412	106%	2,396,033	2,709,737	2,632,768	97%					35%
	Expense													
	Personnel													
51	Salaries-Full Time & Perm Part Time	1,124,871	1,124,871	1,093,294	97%	1,044,146	1,119,435	1,036,035	93%					6%
52	Other Personnel Exp P/T (Non-Perm)	25,000	25,000	16,907	68%	17,000	29,493	25,535	87%					-34%
53	Personnel Benefits	367,987	398,636	451,364	113%	359,599	415,046	369,233	89%					22%
	Total : Personnel	1,517,858	1,548,507	1,561,565	101%	1,420,745	1,563,974	1,430,803	91%					9%
	Current Expense													
61	Services [5]	800,958	840,105	737,503	88%	547,840	597,260	448,796	75%					64%
62	Materials and Supplies	230,356	211,977	201,848	95%	184,687	165,647	140,233	85%					44%
63	Other Current Charges	0	203,923	0	0%	0	0	0						
	Total : Current Expense	1,031,314	1,256,005	939,351	75%	732,527	762,907	589,028	77%					59%
	Transfers													
69	Transfer	0	0	500,000		0	0	0						
	Total : Transfers	0	0	500,000		0	0	0						
	Capital													
71	Capital Outlay	5,000	12,000	2,529	21%	5,000	85,316	69,515	81%					-96%
	Total : Capital	5,000	12,000	2,529	21%	5,000	85,316	69,515	81%					-96%
	Grand Total : Expense	2,554,172	2,816,512	3,003,445	107%	2,158,272	2,412,197	2,089,346	87%					44%

- [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.

June 2025

<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<u>Gifts:</u>		
No gifts received		
<u>Grants:</u>		
United States Department of Education		
June YTD Revenue	669,834	
May YTD Revenue	669,834	
Change for Month of June	0	Pell Grant 2023-24
June YTD Revenue	16,645,161	
May YTD Revenue	14,685,607	
Change for Month of June	1,959,554	Pell Grant 2024-25
Total Received - Gifts	-	
Total Received (Returned) - Pell Grant	1,959,555	

PROPERTY DISPOSAL

(Complete and route to Vice President, Operations)



Proposed by Stephanie Roy

Date 9/5/2025

Title Manager, Business Operations

Description	Asset #	Cost	Purchase Order Date	Reason for Disposal	Method of Disposal
OptiPlex 5060 Mini	00034378	\$ 900.00	5/3/2019	Tech Refresh	E-Scrap
OptiPlex 5060 Mini	00035033	\$ 850.00	12/2/2019	Tech Refresh	E-Scrap
Latitude 5400	00035067	\$ 1,020.00	12/17/2019	obsolete	E-Scrap
Latitude 5400	00035261	\$ 1,200.00	5/29/2020	obsolete	E-Scrap
Latitude 5400	00035289	\$ 1,200.00	5/29/2020	obsolete	E-Scrap
Latitude 5400	00035290	\$ 1,200.00	5/29/2020	obsolete	E-Scrap
Latitude 5400	00035291	\$ 1,200.00	5/29/2020	obsolete	E-Scrap
iPad, 7th Gen, 10.2	00035346	\$ 299.00	5/28/2020	obsolete	E-Scrap
iPad, 7th Gen, 10.2	00035347	\$ 299.00	5/28/2020	obsolete	E-Scrap
iPad, 7th Gen, 10.2	00035348	\$ 299.00	5/28/2020	obsolete	E-Scrap
iPad, 7th Gen, 10.2	00035349	\$ 299.00	5/28/2020	obsolete	E-Scrap
iPad, 7th Gen, 10.2	00035350	\$ 299.00	5/28/2020	obsolete	E-Scrap
Latitude 5510 XCTO	00035541	\$ 1,350.00	10/12/2020	obsolete	E-Scrap
OptiPlex 7080 Micro	00035559	\$ 675.00	12/9/2020	Tech Refresh	E-Scrap
Latitude 5410 XCTO	00035577	\$ 1,498.04	1/8/2021	obsolete	E-Scrap
Latitude 5510 XCTO	00036116	\$ 1,362.42	5/18/2021	obsolete	E-Scrap
OptiPlex 5270 BTX	00036418	\$ 1,402.45	3/9/2021	Tech Refresh	E-Scrap
OptiPlex 5270 BTX	00036419	\$ 1,402.45	3/9/2021	Tech Refresh	E-Scrap
OptiPlex 3080 Micro	00036542	\$ 725.00	6/17/2021	Tech Refresh	E-Scrap
Latitude 5420	00036710	\$ 1,090.00	6/22/2021	obsolete	E-Scrap
iMac, Mid 2017,	00036851	\$ 1,229.00	7/27/2021	obsolete	E-Scrap
iMac, Mid 2017,	00036852	\$ 1,229.00	7/27/2021	obsolete	E-Scrap
iMac, Mid 2017,	00036855	\$ 1,229.00	7/27/2021	obsolete	E-Scrap
iMac, Mid 2017,	00036857	\$ 1,229.00	7/27/2021	obsolete	E-Scrap
iMac, Mid 2017,	00036859	\$ 1,229.00	7/27/2021	obsolete	E-Scrap
iMac, 2020, 27 Retina	00036905	\$ 2,259.00	7/16/2021	obsolete	E-Scrap
iMac, 2020, 27 Retina	00036950	\$ 2,259.00	7/16/2021	obsolete	E-Scrap
Latitude 5420	00036984	\$ 1,090.00	7/27/2021	obsolete	E-Scrap
Latitude 5420	00037796	\$ 714.00	10/10/2022	obsolete	E-Scrap
Latitude 5340	00041380	\$ 1,149.00	5/2/2024	obsolete	E-Scrap
iMac, 2024, 24 Retina	00041753	\$ 1,979.00	4/21/2025	Warranty Replacement	Warranty Replacement
PTW-Freiburg Diamantor Meter	013017	\$ 2,170.00	7/2/1979	obsolete	E-Scrap
Analytical Balance	019281	\$ 1,139.00	10/13/1992	obsolete	E-Scrap
Analytical Balance	019303	\$ 1,139.00	10/13/1992	obsolete	E-Scrap
FitStep Stair Climber	020143	\$ 2,816.00	4/5/1995	obsolete	Gov-Deals
3 Section Hi-Lo Treatment Table	020972	\$ 2,039.97	6/30/1997	obsolete	Gov-Deals
Century Series All-Electric Bed	021988	\$ 2,566.00	5/4/1999	obsolete	E-Scrap
Advanced Grandma Manikin	022342	\$ 1,629.49	1/13/2000	obsolete	E-Scrap
Epson lumen Projector	022730	\$ 2,969.00	10/17/2000	obsolete	E-Scrap
Magnum Leg Press	022949	\$ 2,410.00	3/28/2001	Room Refresh	Gov-Deals
Magnum Angled Smith Press	022950	\$ 2,245.00	3/28/2001	Room Refresh	Gov-Deals
Magnum Expandable Tower System	022951	\$ 6,750.00	3/28/2001	Room Refresh	Gov-Deals
AFP Mini-Med Auto Film Processor	023145	\$ 3,895.00	5/8/2001	Obsolete	E-Scrap
Mediatech Lectern	023836	\$ 1,439.00	5/29/2002	Room Refresh	Gov-Deals
SMART Board 580 72"	024213	\$ 1,399.00	11/21/2002	Obsolete	E-Scrap
Mediatech Lectern	024258	\$ 2,039.80	10/30/2002	Room Refresh	Gov-Deals
SMART Board 580 72"	024398	\$ 1,604.00	9/13/2002	Obsolete	E-Scrap
U Shaped Workstation	024469	\$ 1,686.24	6/29/2002	Obsolete	Gov-Deals
Mediatech Lectern	024804	\$ 1,350.00	12/20/2002	Room Refresh	Gov-Deals
SMART Board 580 72"	024834	\$ 1,474.00	8/1/2003	Obsolete	E-Scrap
MediaTech Lectern	025722	\$ 1,797.59	2/28/2005	Room Refresh	Gov-Deals
MediaTech Lectern	025724	\$ 1,797.59	2/28/2005	Room Refresh	Gov-Deals
Pro Power Rack	025833	\$ 1,365.00	2/16/2005	Room Refresh	Gov-Deals
MediaTech Lectern	026009	\$ 1,797.59	8/15/2005	Room Refresh	Gov-Deals
MediaTech Lectern	026034	\$ 1,797.59	8/15/2005	Room Refresh	Gov-Deals
MD Workstation-Server	026675	\$37,500.00	9/1/2006	Obsolete	E-Scrap
Mediatech Lectern	026768	\$ 3,289.11	10/17/2006	Room Refresh	Gov-Deals
Digital Piano	027482	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027483	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027484	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals

PROPERTY DISPOSAL

(Complete and route to Vice President, Operations)

Description	Asset #	Cost	Purchase Order Date	Reason for Disposal	Method of Disposal
Digital Piano	027485	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027486	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027487	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027488	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027489	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027490	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027491	\$ 2,394.00	4/17/2008	Room Refresh	Gov-Deals
Digital Piano	027492	\$ 2,998.00	4/17/2008	Room Refresh	Gov-Deals
Cisco Port Switch	027526	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027527	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027528	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027532	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027536	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027537	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027538	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027539	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027540	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027543	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027558	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027560	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Cisco Port Switch	027561	\$ 2,346.58	12/19/2008	Obsolete	Gov-Deals
Star Trac Bike	027936	\$ 1,845.00	9/9/2009	Room Refresh	Gov-Deals
Cisco 1121 Appliance	028707	\$14,247.15	8/23/2010	Obsolete	Gov-Deals
FireKing Lateral File	028719	\$ 1,689.00	6/9/2010	Room Refresh	Gov-Deals
RondoLift Table	029011	\$ 1,320.06	6/9/2010	Room Refresh	Gov-Deals
Series 600 Cupboard	029020	\$ 1,624.82	6/9/2010	Room Refresh	Gov-Deals
Mediatech Lectern	029210	\$ 2,429.84	5/26/2010	Room Refresh	Gov-Deals
Nursing Kelly - SimPad	029817	\$ 6,735.42	4/25/2011	Obsolete	Gov-Deals
RondoLift Table	029853	\$ 1,019.20	5/23/2011	Room Refresh	Gov-Deals
RondoLift Table	029854	\$ 1,019.20	5/23/2011	Room Refresh	Gov-Deals
RondoLift Table	029855	\$ 1,019.20	5/23/2011	Room Refresh	Gov-Deals
Steelcase Table	029886	\$11,317.74	8/9/2011	Room Refresh	Gov-Deals
Steelcase Table	029887	\$11,317.74	8/9/2011	Room Refresh	Gov-Deals
NetApp Disk Shelf	029918	\$22,644.00	9/23/2011	Room Refresh	E-Scrap
NetApp Disk Shelf	030020	\$24,362.55	8/23/2010	Room Refresh	E-Scrap
NetApp Disk Shelf	030021	\$33,679.01	8/23/2010	Room Refresh	E-Scrap
55" LCD Display	030287	\$ 5,993.67	10/7/2010	Obsolete	Gov-Deals
iStan Patient Simulator	030358	\$69,506.75	4/18/2012	Obsolete	E-Scrap
Mediatech Lectern	030362	\$ 2,114.00	3/20/2012	Room Refresh	Gov-Deals
Chair-Bix Section	030376	\$ 1,629.87	6/29/2011	Room Refresh	Gov-Deals
Chair-Bix Section	030377	\$ 1,629.87	6/29/2011	Room Refresh	Gov-Deals
Chair-Bix Section	030378	\$ 1,629.87	6/29/2011	Room Refresh	Gov-Deals
Chair-Bix Section	030379	\$ 1,629.87	6/29/2011	Room Refresh	Gov-Deals
Chair-Bix Section	030380	\$ 3,159.14	6/29/2011	Room Refresh	Gov-Deals
Chair-Bix Section	030381	\$ 3,159.14	6/29/2011	Room Refresh	Gov-Deals
Chair-Bix Section	030382	\$ 3,159.14	6/29/2011	Room Refresh	Gov-Deals
Chair-Bix Section	030383	\$ 3,159.14	6/29/2011	Room Refresh	Gov-Deals
Mind-Share Bench	030544	\$ 2,090.40	8/2/2012	Room Refresh	Gov-Deals
Mind-Share Bench	030545	\$ 2,090.40	8/2/2012	Room Refresh	Gov-Deals
Mind-Share Bench	030546	\$ 1,368.61	8/2/2012	Room Refresh	Gov-Deals
Mind-Share Bench	030547	\$ 1,368.61	8/2/2012	Room Refresh	Gov-Deals
Mind-Share Bench	030548	\$ 2,090.40	8/2/2012	Room Refresh	Gov-Deals
Computer Assembly	030605	\$ 1,088.44	10/23/2012	Obsolete	E-Scrap
Brocade 48-/ Ports	030815	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030816	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030817	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030818	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030819	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030820	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030821	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030822	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030823	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Brocade 48-/ Ports	030824	\$ 1,825.90	10/16/2013	Obsolete	E-Scrap
Radiography Station	030986	\$57,000.00	12/12/2013	Obsolete	E-Scrap
Counter Refrigerator	031570	\$ 1,269.09	10/28/2014	Room Refresh	Gov-Deals
Mind-Share Bench	031641	\$ 1,369.14	9/15/2014	Room Refresh	Gov-Deals
Mind-Share Bench	031642	\$ 1,369.14	9/15/2014	Room Refresh	Gov-Deals
Mind-Share Bench	031643	\$ 1,369.14	9/15/2014	Room Refresh	Gov-Deals
Mind-Share Bench	031644	\$ 1,369.14	9/15/2014	Room Refresh	Gov-Deals
Mind-Share Bench	031645	\$ 1,115.06	9/15/2014	Room Refresh	Gov-Deals
Mind-Share Bench	031646	\$ 1,115.06	9/15/2014	Room Refresh	Gov-Deals
Mind-Share Bench	031647	\$ 1,115.06	9/15/2014	Room Refresh	Gov-Deals
Mind-Share Bench	031648	\$ 1,115.06	9/15/2014	Room Refresh	Gov-Deals
iPad Air, 9.7	031846	\$ 758.00	4/9/2015	Obsolete	E-Scrap
iPad Air, 9.7	031847	\$ 758.00	4/9/2015	Obsolete	E-Scrap

PROPERTY DISPOSAL

(Complete and route to Vice President, Operations)

Description	Asset #	Cost	Purchase Order Date	Reason for Disposal	Method of Disposal
iPad Air 2, 9.7	032053	\$ 574.00	9/22/2015	Obsolete	E-Scrap
iPad Air 2, 9.7	032256	\$ 512.45	2/22/2016	Obsolete	E-Scrap
iPad Air 2, 9.7	032329	\$ 621.35	4/2/2016	Obsolete	E-Scrap
Lectern w/ A/V	032333	\$12,194.79	10/12/2015	Room Refresh	Gov-Deals
Pre-Hosp Sim System	032397	\$43,503.50	6/8/2016	Obsolete	E-Scrap
Pre-Hosp Sim System	032398	\$43,503.50	6/8/2016	Obsolete	E-Scrap
OptiPlex 3040 Medium	032624	\$ 582.93	11/3/2016	Tech Refresh	E-Scrap
OptiPlex 3040 Medium	032636	\$ 582.93	11/10/2016	Tech Refresh	E-Scrap
OptiPlex 3040 Medium	032638	\$ 582.93	11/10/2016	Tech Refresh	E-Scrap
OptiPlex 3040 Medium	032639	\$ 582.93	11/10/2016	Tech Refresh	E-Scrap
Electric Air Compressor	032644	\$ 1,039.55	10/28/2016	Obsolete	Gov-Deals
OptiPlex 5040 Small	032704	\$ 879.73	11/1/2016	Tech Refresh	E-Scrap
iPad Air 2, 9.7	032853	\$ 340.99	2/28/2017	Obsolete	E-Scrap
iPad Air 2, 9.7	032854	\$ 340.99	2/28/2017	Obsolete	E-Scrap
iPad Air 2, 9.7	032855	\$ 340.99	2/28/2017	Obsolete	E-Scrap
iPad Air 2, 9.7	032856	\$ 340.99	2/28/2017	Obsolete	E-Scrap
Chair /w Sled Base	032884	\$ 1,070.91	1/4/2017	Room Refresh	Gov-Deals
Chair /w Sled Base	032885	\$ 1,070.91	1/4/2017	Room Refresh	Gov-Deals
Chair /w Sled Base	032886	\$ 1,070.91	1/4/2017	Room Refresh	Gov-Deals
Chair /w Sled Base	032887	\$ 1,070.91	1/4/2017	Room Refresh	Gov-Deals
Elliptical Trainer	032941	\$ 4,815.00	4/28/2017	Room Refresh	Gov-Deals
iPad, 5th Gen, 9.7	032954	\$ 299.00	5/2/2017	Obsolete	E-Scrap
OptiPlex 3040 Micro	033056	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033057	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033058	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033059	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033060	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033081	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033082	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033083	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033084	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033085	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033086	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033087	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033088	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033089	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033090	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033091	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033092	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033093	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033094	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033095	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033096	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033097	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033098	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033099	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033100	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033101	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033102	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033103	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033104	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033105	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033106	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033107	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033108	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033112	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033119	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033120	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033121	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap

PROPERTY DISPOSAL

(Complete and route to Vice President, Operations)

Description	Asset #	Cost	Purchase Order Date	Reason for Disposal	Method of Disposal
OptiPlex 3040 Micro	033122	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033123	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033124	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033125	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033126	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033127	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033128	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033129	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033130	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033131	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
OptiPlex 3040 Micro	033132	\$ 658.98	4/20/2017	Tech Refresh	E-Scrap
Vinyl Cutter and Plotter	033299	\$ 1,195.00	9/21/2017	Tech Refresh	E-Scrap
Campfire Big Lounge	033346	\$ 1,209.50	5/5/2017	Room Refresh	Gov-Deals
OptiPlex 5050 Mini	033402	\$ 1,079.69	11/8/2017	Tech Refresh	E-Scrap
OptiPlex 5050 Mini	033597	\$ 725.00	3/29/2018	Tech Refresh	E-Scrap
OptiPlex 5050 Mini	033671	\$ 725.00	3/29/2018	Tech Refresh	E-Scrap
Latitude 5580	033766	\$ 1,233.05	5/7/2018	Obsolete	E-Scrap
iPad, 6th Gen, 9.7	033776	\$ 299.00	5/22/2018	Obsolete	E-Scrap
OptiPlex 3050 Micro	033843	\$ 655.48	6/15/2018	Tech Refresh	E-Scrap
Fire File Cabinet	033858	\$ 2,640.15	6/29/2011	Room Refresh	Gov-Deals
OptiPlex 3050 Micro	033914	\$ 711.98	8/24/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033916	\$ 711.98	8/24/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033929	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033930	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033932	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033933	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033934	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033935	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033936	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033937	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033938	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033939	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033940	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033941	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033942	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033943	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033944	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033945	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3050 Micro	033946	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033947	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033949	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033952	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033953	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033954	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033955	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033956	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033957	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033958	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033959	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033960	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033961	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033963	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033965	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033966	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033968	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033969	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033970	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033972	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033973	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033974	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033975	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033976	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033977	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033978	\$ 550.00	8/22/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033982	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033983	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033987	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033991	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033992	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033994	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	033995	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	034001	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
OptiPlex 3060 Micro	034002	\$ 550.00	8/31/2018	Tech Refresh	E-Scrap
Rowen Loveseat	034184	\$ 1,888.80	10/24/2018	Room Refresh	Gov-Deals
iPad, 6th Gen, 9.7	034189	\$ 339.99	3/28/2019	obsolete	E-Scrap

PROPERTY DISPOSAL

(Complete and route to Vice President, Operations)

Description	Asset #	Cost	Purchase Order Date	Reason for Disposal	Method of Disposal
Learning Space Kiosk	034400	\$ 9,073.00	2/27/2018	Room Refresh	Gov-Deals
OptiPlex 5060 Mini	034432	\$ 1,050.00	5/22/2019	Tech Refresh	E-Scrap
Education Lectern R	034901	\$ 1,275.94	5/15/2019	Room Refresh	Gov-Deals
Education Lectern L	034997	\$ 1,029.25	4/8/2019	Room Refresh	Gov-Deals
Education Lectern R	035001	\$ 1,029.25	4/8/2019	Room Refresh	Gov-Deals
Education Lectern R	035002	\$ 1,029.25	4/8/2019	Room Refresh	Gov-Deals
Education Lectern R	035004	\$ 1,029.25	4/8/2019	Room Refresh	Gov-Deals
iPad, 7th Gen, 10.2	035356	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035358	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035360	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035361	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035364	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035365	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035368	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035373	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035375	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035381	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035383	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035386	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035388	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035390	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035398	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035402	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035408	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035410	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035413	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035414	\$ 294.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035415	\$ 299.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035416	\$ 299.00	8/5/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2	035419	\$ 299.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035421	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035422	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035423	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035424	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035425	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035426	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035427	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035428	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035429	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035430	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035431	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035432	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035433	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035434	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035435	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035436	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035437	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035438	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035439	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035440	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035441	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035442	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035443	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035444	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035445	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035446	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035447	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035448	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035449	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
MacBook Air, 2017	035450	\$ 1,012.00	8/5/2020	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035672	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035675	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035680	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035682	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035694	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035698	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035701	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035717	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035719	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035720	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035734	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035755	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035766	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035772	\$ 294.00	1/27/2021	Obsolete	E-Scrap
iPad, 8th Gen, 10.2	035775	\$ 294.00	1/27/2021	Obsolete	E-Scrap

PROPERTY DISPOSAL

(Complete and route to Vice President, Operations)

Description	Asset #	Cost	Purchase Order Date	Reason for Disposal	Method of Disposal
AV Cabinet w/ doors	024433	\$ 1897.92	6/29/2002	Room Refresh	Gov Deals

Stephanie Roy

9/8/2025

Proposer

Date

Rebecca Fida

09/08/25

Business Services Administrator

Date

Christopher Wellman

09/08/25

Signature of Vice President, Operations

Date

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
September 30, 2025

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

The College recommends District Board of Trustees approval of the attached Carry Forward Spending Plan pursuant to FS 1013.841 for the Fund Balance ending June 30, 2025.

STAFF ANALYSIS:

The State College of Florida Manatee-Sarasota must submit a spending plan for the use of excess funds over 5% for colleges whose FTE is less than 15,000. The SCF fund balance was inflated at year end due to nonrecurring grant balances and self-supporting funds. The Board of Trustees approved a spending plan for 25/26 for a portion of these funds.

Updated Commitments 7/1/25

Balance of State Specific Grants and Self Support Funds	\$ 1,575,244
Prior Year Encumbrances	\$ 1,456,279
Capital Outlay/Equipment	\$ 2,134,228
Contingency/Nonrecurring/Equipment	<u>\$ 3,709,009</u>
Subtotal	<u>\$ 8,874,760</u>

Additional Items Proposed for Future Commitments

Nonrecurring Health Insurance Gap Coverage	\$ 2,460,000
Maintenance/Renovation/Equipment/Retention	\$ 4,337,789

Funding to Facilitate Recovery from a Major Storm

Hurricane Deductible (5% of insured value, x 33%)	<u>\$ 4,500,000</u>
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Total Carryforward Spending Plan	\$20,172,549
Plus 5% Required Minimum Reserve	<u>\$ 4,457,710</u>
Total Carryforward Spending Plan	<u>\$24,630,259</u>

FISCAL IMPACT YesFunding Source: General Operating Funds (Tuition, Fees, State Appropriations)Will this action result in a Budget Amendment? YesIf yes, indicate the dollar amount: Various by Project**REQUESTED BY:** Jennifer Price

FUNDING VERIFIED AND APPROVED BY: Jennifer Price
Vice President, Finance and Administrative Services

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY 2025-26	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(e) Operating expenditures	Previous Year Encumbrances	1,456,279	1	2026	2026	Previous year outstanding encumbrances
2.	(e) Operating expenditures	Balance of State Supporting Grants and Self-Supporting Funds	1,575,244	1	2026	2026	Balance of state grants and self-supporting units including Coding Academy, 26 West, CDL, Nursing Excellence,
3.	(g) Commitment to contingency reserve related to state declared emergency	Insurance deductible/repairs for storm related damages	4,500,000	1	2026	2026	Reserve to offset FEMA/insurance delays, tuition loss
4.	(e) Operating expenditures	Nonrecurring expenses for equip replcmnt, health ins, retention programs	8,932,017	2	2026	2027	Equip replace, QEP, unfunded health ins, retention
5.	(e) Operating expenditures	Operating reserves for future use	3,709,009	3	2026	2029	Nonrecurring operating expenses

Total as of July 1, 2025: *	\$	20,172,549
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Amount Requiring Spending Plan	\$	20,172,549
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**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
GRANT PROPOSAL**

NO: 25-04	TITLE: Commercial Motor Vehicle Operator Safety Training Grant Program	FUNDS REQUESTED: \$ 200,000
SPONSORING AGENCY: U.S. Department of Transportation (US DOT) Federal Motor Carrier Safety Administration (FMCSA)		SCF Cash Match: \$ 0
PROPOSERS: Erin Buckley		SCF In-Kind Match: \$ 0
<i>College departments and participating personnel: Erin Buckley, Director, Sponsored Projects</i>		

GRANT SUMMARY:

The State College of Florida, Manatee-Sarasota (SCF), applied for funding through the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Motor Vehicle Operator Safety Training (CMVOST) grant program. The purpose of this grant is to increase the number of safe, qualified commercial motor vehicle operators by funding tuition expenses and other reimbursable educational expenses for qualified students wishing to become commercial vehicle operators. The Notice of Funding Opportunity for this grant prioritizes applications that focus on training current and former members of the armed forces in the safe operation of commercial vehicles.

SCF's proposed *Driving Success* project specifically seeks funding to provide scholarships to military service members, veterans, and low-income individuals, enabling them to complete the Entry-Level Driver Training (ELDT) program and obtain their Commercial Driver's License (CDL). The ELDT program, already delivered in partnership with FleetForce, is a four-week, 200-hour training course that includes classroom instruction, hands-on driving experience, and job placement support. The total tuition cost for this program per student is \$6,995.

Leveraging their established partnership, SCF and FleetForce will recruit 75 students through targeted outreach, with the goal of funding non-credit CDL training for 60 qualified students; each of these students will receive a \$3,333 scholarship to offset tuition costs by approximately 50% of the original cost. Additionally, SCF and FleetForce will provide career advising, job placement assistance and other support services to ensure 52 project participants obtain their CDL and 48 secure and retain employment in the trucking industry.

By reducing the financial burden on students and providing comprehensive training and career support, the *Driving Success* project aims to address the regional driver shortage and create pathways to stable, high-wage employment for current and former members of the armed forces and low-income individuals.

Signature Page
Proposal #25-04


By signing below, I acknowledge that I have read and approve Grant Proposal #25-04.


Erin Buckley - Sponsored Projects

08/28/25
Date


Paul Berkle - Director Human Resources

08/27/25
Date


Dr. Brittany Pyjas - VP Student Services & Enrollment Management

09/01/25
Date


Jamie Tracy - Dean of Academic Affairs


09/02/25
Date


Dr. Ryan Hale - VP for Institutional Effectiveness

09/02/25
Date


Jennifer Price - VP of Finance & CFO

09/02/25
Date


Dr. Patricia Rand - Interim Provost

09/02/25
Date


Tommy Gregory - President

Date

Submitted to Board of Trustees

Date

STATE COLLEGE OF FLORIDA GRANT PROPOSAL

NO: 25-05	TITLE: Carl D. Perkins, Career and Technical Education Postsecondary Programs (Federal Funds) Fiscal Year 2025-2026	FUNDS REQUESTED: \$ 340,251
SPONSORING AGENCY: Office of Workforce Education – Florida Department of Education		SCF CASH MATCH: \$0
PROPOSER: Dr. Ryan Hale, VP for Institutional Effectiveness, and Erin Buckley, Director, Sponsored Projects		SCF IN-KIND MATCH: \$0

College departments and participating personnel: Dr. Ryan Hale, VP for Institutional Effectiveness; Dr. Brittany Pyjas, VP, Student Services & Enrollment Management; Dr. Patricia Rand, Interim Provost for Academic & Faculty Affairs; Eri Buckley, Director, Sponsored Projects; Ron Serpliss, Director, Career and Technical Education; A.S. Degree Program Managers and Academic Department Chairs




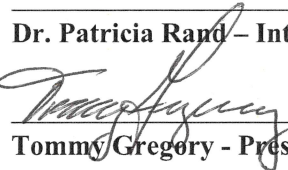
GRANT SUMMARY:

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

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

Signature Page
Proposal #25-05

By signing below, I acknowledge that I have read and approve Grant Proposal #25-05.

 Erin Buckley - Area Administrator & Sponsored Projects	08/27/25 Date
 Ron Serpliss – Director for Career Technical Education	08/27/25 Date
 Paul Berkle - Director Human Resources	08/27/25 Date
 Dr. Brittany Pyjas - VP Student Services & Enrollment Management	09/01/25 Date
 Jamie Tracy- Dean of Academic Affairs	09/02/25 Date
 Dr. Ryan Hale - VP for Institutional Effectiveness	09/02/25 Date
 Jennifer Price – VP of Finance & CFO	09/02/25 Date
 Dr. Patricia Rand – Interim Provost	09/02/25 Date
 Tommy Gregory - President	Date
Submitted to Board of Trustees	Date

State College of Florida Current Capital Projects over \$150K 9-30-2025					Board of Trustee Approved Budget	Date Board Approved Budget	Source of Funds	Project Justification	Comments
Completed									
3-Court Tournament Sand Volleyball					250,000	12/10/2024	Capital Reserve/SABR	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
Pre-Construction/Construction									
Hurricane Milton Repairs					4,615,705	10/29/2024	Capital Reserve	Repairs	Awning Replacement
Building Deferred Maintenance, Buildings 17,29,500					1,270,000	6/28/2022	\$8.2M State CARES	Deferred Maint.	Building 500 Ext. Doors
Building 29 Nursing Auditorium Upgrades					750,000	12/10/2024	Capital Reserve	Deferred Maint.	Construction in Process
Weight Room and Equipment Upgrades					500,000	12/10/2024	Capital Reserve/SABR	Deferred Maint.	Construction in Process
Building 28 OT/PT HVAC Upgrades					220,000	12/10/2024	Capital Reserve	Deferred Maint.	Bidding
Building 26 Roof Replacement					500,000	6/24/2025	Capital Reserve	Deferred Maint.	Bidding
Approval, Planning or Design									
Parrish Phase 1 Development					39,265,385	5/23/2023	PECO, Other	Population Shift	GMP Development
Building 19 Collegiate School HVAC Upgrade					600,000	6/24/2025	Collegiate PECO, Capital Res.	Deferred Maint.	In-Design
Howard Theatre Audio System Replacement					200,000	6/24/2025	CIF	Deferred Maint.	In-Design
LWR HVAC Controls Upgrade					250,000	6/24/2025	Capital Reserve	Deferred Maint.	Planning
Venice Collegiate School Building					16,000,000	Pending	PECO, Other	Demand	Requesting Project Approval
Parrish Collegiate School Building					16,900,000	Pending	PECO, Other	Demand	Requesting Project Approval
Total					84,552,866		-	-	

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
September 30, 2025

AGENDA ITEM:

Permanent Venice Collegiate School, Capital Project Approval

RECOMMENDATION:

The College recommends approval by the Board of Trustees the Permanent Collegiate School, Capital Project.

STAFF ANALYSIS:

The State College of Florida Manatee-Sarasota Venice Collegiate School Buildings will be permanent structures to replace the aged portables that currently house SCF's Venice Collegiate School, a public charter high school providing accelerated dual enrollment opportunities to local students. The project costs include design, site development, building construction, furniture, fixtures and equipment. The project will include approximately 22,000 gross square feet of classrooms, collaborative space, administrative offices, cafeteria and auditorium. The total project budget is estimated to be \$16,000,000 assuming late 2027 construction costs.

Under a separate request college staff will be seeking Board approval for a permanent Parrish Collegiate School. The college intends to use the Venice Collegiate School building design and adapt it for the Parrish Collegiate School site. This will save the college design costs for the Parrish Collegiate School and provide construction efficiencies resulting in higher quality, reduced schedule and potential construction cost savings.

Fall 2025, the college intends to follow Florida statute and use the Consultant's Competitive Negotiation Act (CCNA) in the selection of the Architect and separately the Construction Manager. The selected Architect and Construction Manager will be used for both the Venice and Parrish Collegiate School projects. As with prior projects, college staff request Trustee Goodson participate in the CCNA process. Staff will then request Board approval to negotiate with the top-ranked Architect and Construction Manager. The final design contract for each project will be brought to the Board for approval. The final construction contracts for each project will also be brought to the Board for approval.

FISCAL IMPACT: Yes

Funding Source: PECO, Foundation, Capital Reserve

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$16,000,000

REQUESTED BY: Chris Wellman, VP, Operations

Meeting of the
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
September 30, 2025

AGENDA ITEM:

Permanent Parrish Collegiate School, Capital Project Approval

RECOMMENDATION:

The College recommends approval by the Board of Trustees the Permanent Parrish Collegiate School, Capital Project.

STAFF ANALYSIS:

The State College of Florida Manatee-Sarasota Parrish Collegiate School Buildings will be permanent structures to meet the demands of the population growth in North Manatee County. The Parrish Collegiate School will be a public charter high school providing accelerated dual enrollment opportunities to local students. The project costs include design, site development, building construction, furniture, fixtures and equipment. The project will include approximately 22,000 gross square feet of classrooms, collaborative space, administrative offices, cafeteria and auditorium. The total project budget is estimated to be \$16,900,000 assuming late 2028 construction costs.

Under a separate request college staff will be seeking Board approval for a permanent Venice Collegiate School. The college intends to use the Venice Collegiate School building design and adapt it for the Parrish Collegiate School site. This will save the college design costs for the Parrish Collegiate School and provide construction efficiencies resulting in higher quality, reduced schedule and potential construction cost savings.

Fall 2025, the college intends to follow Florida statute and use the Consultant's Competitive Negotiation Act (CCNA) in the selection of the Architect and separately the Construction Manager. The selected Architect and Construction Manager will be used for both the Venice and Parrish Collegiate School projects. As with prior projects, staff request Trustee Goodson participate in the CCNA process. Staff will then request Board approval to negotiate with the top-ranked Architect and Construction Manager. The final design contract for each project will be brought to the Board for approval. The final construction contracts for each project will also be brought to the Board for approval.

FISCAL IMPACT: Yes

Funding Source: PECO, Foundation, Capital Reserve

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: \$16,900,000

REQUESTED BY: Chris Wellman, VP, Operations

SYNOPSIS OF PENDING RULE REVISIONS SEPTEMBER 30, 2025

	<u>Rule</u>	<u>Title</u>	<u>Revision</u>
1	6HX14-1.07	Responsibility and Authority of the President	Update Titles

RULE

Subject	Responsibility and Authority of the President	Number: 6HX14-1.07
Authority	F.S. 1001.64, 1001.65	Date:
History	1/18/84, 12/15/99, 2/18/04, 9/17/08, 10/23/13, 10/30/2018, 12/13/2022	
Source	President	

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

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

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

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

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