



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

**DISTRICT BOARD OF TRUSTEES**

January 27, 2026

## **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.

AGENDA

The District Board of Trustees

State College of Florida, Manatee - Sarasota

Regular Meeting

SCF Bradenton - Board Room

January 27, 2026 5:30 pm

- 1. Meeting Call to Order – Mr. Goodson**
- 2. Invocation and Pledge of Allegiance - Dr. Pyjas**
- 3. Public Comment - Mr. Goodson**
- 4. President's Report - President Gregory**
- 5. Mission Moment - SCF Radiography Program - Program Director & Professor Pat Patterson**
- 6. CFO Report - Jennifer Price**
- 7. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of December 9, 2025 BOT Meeting - Page 5
Exhibit B:	Amended Spring 2026 Lifelong Learning & Workforce Development Schedule - Page 8
Exhibit C:	HR Personnel Actions Monthly Report November & December 2025 - Page 12
Exhibit D:	Out of Country Travel Requests - Page 14
Exhibit E:	Grant No. 25-08 Linking Industry to Nursing (LINE) - Page 23
Exhibit F:	Grant No. 26-01 Italian/Italian American Classes – Pathway - Page 25

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

Exhibit G:	CFO Monthly Report - Page 27
Exhibit H:	Budget Amendment FY 2025-26 October & November 2025 #11-14 - Page 39
Exhibit I:	Acceptance of Gifts and Grants October & November 2025 - Page 45
Exhibit J:	Property Disposals - Page 46

- 9. Facilities Project List (Informational Only) - Chris Wellman**

Exhibit K: Project List - Page 50

- 10. Facilities**

**Construction Projects & Updates – Chris Wellman**

Exhibit L: SCFCS Venice & Parrish Architect - Page 51

Exhibit M: SCFCS Venice & Parrish Construction Manager - Page 52

Exhibit N: SCF Bradenton Athletic Fields Refurbishment - Page 53

Exhibit O: Annual Safety Inspection (Informational Only) - Page 54

**11. SCF Mission, Vision, Values – Draft Revisions - Dr. Hale**

Exhibit P: SCF Mission, Vision, Values - Page 65

**12. SCF Board of Trustees Self-Evaluation Response - Mr. Prouty**

**13. Synopsis of Pending Rule Revisions - Mr. Prouty**

Exhibit Q: Holidays and Other Paid Non-Duty Days Rule 6HX14-2.26 - Page 67

**14. Old Business**

- President's Goals
- Board Meeting Schedule

**15. New Business**

**16. SCF Foundation - Cassandra Holmes**

**17. Board Comments**

**18. Board Adjournment**

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

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**Date:** December 9, 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 December 9, 2025 at SCF Bradenton.

**Board Members Present:** Mark Goodson, Mike Fuller, Taylor Collins, Lon Deckard, Jamie DiDomenico, Jennifer Infanti, Britt Riner, Karen Rose, and Rod Thomson

**Administrators Present:** President Tommy Gregory, Vice Presidents Jennifer Price, Dr. Patricia Rand, and Chris Wellman, and General Counsel Steve Prouty.

Absent: Dr. Ryan Hale and Dr. Brittany Pyjas.

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

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

**2. Invocation and Pledge of Allegiance**

Mr. Prouty delivered the invocation and led the pledge.

**3. Public Comment**

None

**4. President's Report**

President Gregory directed the Board to his report of community contacts and meetings, upcoming events and fall 2025 graduation information. President Gregory shared with the Trustees a draft of goals for 2025-26. The President offered to provide a mid-term report in January. The Trustees will review the goals document and discuss them further at the January Board meeting. President Gregory highlighted recent grant awards SCF has received and the tremendous work that goes into the application process.

**5. Mission Moment****Fleet Force CDL Program – Terry Clark and Tra Williams**

Ms. Clark and Mr. Williams provided the Board of Trustees with an overview of the CDL Program. They highlighted the SCF partnership with Fleet Force and the Statewide consortium that they are leading.

**6. CFO Report - Jennifer Price**

Ms. Price reviewed the changes that were made to the format of the SCF financial report in the board packet. These changes were made in response to the Trustees' request and provide relevant context for the monthly financial reports.

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

Exhibit A:	Minutes of October 28, 2025 BOT Meeting - Page 5
Exhibit B:	Amended Fall 2025 Lifelong Learning & Workforce Development Schedule - Page 8
Exhibit C:	CDR – Curriculum Revisions Dec. 2025 - Page 12
Exhibit D:	HR Personnel Actions Monthly Report October 2025 - Page 14
Exhibit E:	SCFCS Bradenton, Annual Audit, Year Ending June 30, 2025 - Page 15
Exhibit F:	SCFCS Venice, Annual Audit, Year Ending June 30, 2025 - Page 54
Exhibit G:	SCF / SCFCS 2026-2027 Annual Articulation Agreement - Page 92

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

## 8. Approval of Financial Consent Agenda Items (Consent Agenda B)

Exhibit H:	Monthly Financial Report - Page 104
Exhibit I:	Budget Amendment FY 2025-26 September 2025 #8-10 Page 115
Exhibit J:	Acceptance of Gifts and Grants September 2025 - Page 119
Exhibit K:	Write-Offs - Page 120
Exhibit L:	Property Disposals - Page 123

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

## 9. Facilities Project List (informational Only) - Chris Wellman

Exhibit M: Project List - Page 126

## 10. Facilities

### Construction Projects & Updates – Chris Wellman

Exhibit N: Building 26 Roof Replacement - Page 127

Mr. Wellman requested an increase of \$7,892.00 to the budget for this project.

After due discussion and consideration, Ms. Riner motioned to approve the budget increase, Ms. Collins seconded, and the Board unanimously approved.

Mr. Wellman requested contract approval with The Garland Company in the amount of \$507,892.00 for the replacement of the roof on building 26. After due discussion and consideration, Ms. Riner motioned to approve the contract, Mr. Thomson seconded, and the Board unanimously approved.

## 11. Public Notice, Public Hearing and Final Action for Revised Rule – Board Chair

Synopsis of Pending Rule Revisions for Final Action - Mr. Prouty

Exhibit O: Responsibility and Authority of the President No. 6HX14-1.07 - Page 128

Mr. Prouty explained to the Board the changes to the rule reflected position title changes, the President's reorganization to the cabinet, and who is responsible in the President's absence.

Trustee Goodson opened the meeting to public comment, there being none, he closed it to public comment. After due discussion and consideration, Ms. Rose motioned to approve Exhibit O, Ms. Riner seconded, and the Board unanimously approved.

## 12. Old Business

none

### **13. New Business**

SCF Board Self Evaluation - Mr. Goodson

Mr. Goodson shared with the Board Members a recap of the Board's 2025 self-evaluation.

Mr. Goodson noted the Trustees desire to have additional educational opportunities.

President Gregory advised that he would include an informational slide, related to the Board's responsibilities, in future meetings.

### **14. SCF Foundation Update - Cassandra Holmes**

Ms. Holmes provided an SCF Foundation update.

### **15. Board Comments**

Ms. Riner shared how impressed she was with the CDL program.

Mr. Infant expressed her interest in expanding the SCF collegiate school program.

Ms. Collins wished everyone a Merry Christmas and happy New Year.

Mr. Fuller stated that he liked having the program presentations at each meeting.

Mr. Deckard shared his enthusiasm having just attended his first SCF graduation.

Ms. Rose congratulated the CDL presenters for a job well done. Ms. Rose expressed her interest in expanding the SCF collegiate school program. Ms. Rose recognized the work that went into the CDR.

Mr. DiDomenico applauded Ms. Price on the revisions to the financial reports.

Mr. Thomson commented on the improvement to the financial report and shared he too was impressed by the broadness of the CDL program.

Mr. Goodson thanked Jennifer for the changes to the financial report. Mr. Goodson noted that SCF met the needs of the community with the CDL program.

### **16. Adjournment**

The meeting adjourned at 6:47 p.m.

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Mark Goodson, Chair, Board of Trustees

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Tommy Gregory, Secretary, Board of Trustees

## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2026

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
17014	Winter Series Homeschool	1/6/26	3/3/26	\$129.00	SCF Lakewood Ranch (CIT)	*
17068	Financial Strategies for Successful Retirement- Venice Campus	2/18/26	3/11/26	\$89.00	SCF Venice (Building 800)	Dunlap
17069	Financial Strategies for Successful Retirement- Lakewood Ranch Campus	1/13/26	2/3/26	\$89.00	SCF Lakewood Ranch (CIT)	Dunlap
17084	Social Security 101	2/24/26	2/24/26	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17085	Social Security 101	2/26/26	2/26/26	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17086	Social Security 101	3/24/26	3/24/26	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17087	Social Security 101	3/26/26	3/26/26	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17088	Social Security 101	4/21/26	4/21/26	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17089	Social Security 101	4/23/26	4/23/26	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
17095	Retirement Planning Today	1/27/26	2/3/26	\$49.00	SCF Lakewood Ranch (CIT)	Pope
17096	Retirement Planning Today	1/29/26	2/5/26	\$49.00	SCF Lakewood Ranch (CIT)	Pope
17111	Retirement Readiness Masterclass	1/19/26	1/26/26	\$49.00	SCF Bradenton (Building 18)	Sherrell
17112	Retirement Readiness Masterclass	1/20/26	1/27/26	\$49.00	SCF Bradenton (Building 18)	Sherrell
17113	Retirement Readiness Masterclass	4/20/26	4/27/26	\$49.00	SCF Bradenton (Building 18)	Sherrell
17114	Retirement Readiness Masterclass	4/21/26	4/28/26	\$49.00	SCF Bradenton (Building 18)	Sherrell
17130	Medicare 101 - Everything You Need to Know!	1/13/26	1/13/26	\$29.00	SCF Bradenton (Building 18)	Cochran
17131	Medicare 101 - Everything You Need to Know!	2/4/26	2/4/26	\$29.00	SCF Lakewood Ranch (CIT)	Cochran
17132	Medicare 101 - Everything You Need to Know!	4/7/26	4/7/26	\$29.00	SCF Bradenton (Building 18)	Cochran
17136	Medicare 101 - Everything You Need to Know!	3/10/26	3/10/26	\$29.00	SCF Venice (Building 300)	Cochran
17285	Cybersecurity CompTIA CySA+ Bootcamp	1/21/26	4/29/26	\$5,500.00		Ortiz
17292	TOP - Elevate Your Impact: A Workshop for Professional Growth & Fulfillment	2/11/26	2/11/26	\$0.00	SCF Lakewood Ranch (CIT)	Gutmann
17293	TOP - Room Reservations & Event Scheduling 101	4/14/26	4/14/26	\$0.00	Microsoft Teams	Ferda
17314	TOP - Customer Service	1/21/26	1/21/26	\$0.00	Microsoft Teams	Smith
17315	TOP - Outlook - Beyond the Basics	1/22/26	1/22/26	\$0.00	SCF Lakewood Ranch (CIT)	Devine
17316	TOP - SMART Goals: How to Achieve More with Less	1/27/26	1/27/26	\$0.00	Microsoft Teams	Pride
17317	TOP - Excel Pivot Tables & Macros	1/29/26	1/29/26	\$0.00	SCF Lakewood Ranch (CIT)	Devine
17318	TOP - SCF Library So Much More Than Books	1/29/26	1/29/26	\$0.00	Microsoft Teams	Hawkins
17321	TOP - Stop the Bleed	2/5/26	2/5/26	\$0.00	SCF Bradenton (Building 3)	Wardman
17322	TOP - Active Threat	2/5/26	2/5/26	\$0.00	SCF Bradenton (Building 3)	Patten
17323	TOP - Mastering the Virtual Meeting; Virtual Meetings using Microsoft Teams	2/10/26	2/10/26	\$0.00	Microsoft Teams	Frazier
17324	TOP - Feedback that Fuels Growth SUPERVISOR LEADERSHIP TRACK	2/19/26	2/19/26	\$0.00	Zoom	Frazier

(\$0.00 denotes paid by corporate.)

## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2026

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
17325	TOP - Demystifying Adobe Pro	2/24/26	2/24/26	\$0.00	Microsoft Teams	Smith
17326	TOP - The Art of Managing Relationships - Communicating for Change SUPERVISOR LEADERSHIP TRACK	3/11/26	3/11/26	\$0.00	SCF Lakewood Ranch (CIT)	Gutmann
17327	TOP - Canva: Level Up Your Skills	3/18/26	3/18/26	\$0.00	Microsoft Teams	Link
17328	TOP - Professional Email Writing Dos & Don'ts	3/18/26	3/18/26	\$0.00	Microsoft Teams	Smith
17329	TOP - Canva for Beginners	3/19/26	3/19/26	\$0.00	Microsoft Teams	Link
17330	TOP - SCF Policies, Procedures and Management Expectations SUPERVISOR LEADERSHIP TRACK	3/25/26	3/25/26	\$0.00	Microsoft Teams	Myers
17331	TOP - CPR	3/26/26	3/26/26	\$0.00	SCF Bradenton (Building 3)	Wardman
17332	TOP - Creating a Culture of Care	3/30/26	3/30/26	\$0.00	Microsoft Teams	McNeil
17333	TOP - Microsoft Forms	4/9/26	4/9/26	\$0.00	Microsoft Teams	Smith
17334	TOP - Advancing Education through Micro-Learning	4/15/26	4/15/26	\$0.00	SCF Lakewood Ranch (CIT)	Gutmann
17340	TOP - Practical Applications for ChatGPT	2/19/26	2/19/26	\$0.00	Microsoft Teams	Massengale
17343	TOP - Microsoft Copilot	2/17/26	2/17/26	\$0.00	Microsoft Teams	Reed
17345	TOP - Who's Who at SCF - Beyond College Credit	2/11/26	2/11/26	\$0.00	Microsoft Teams	TBD
17353	TOP - CPR	1/15/26	1/15/26	\$0.00	SCF Lakewood Ranch (CIT)	Wardman
17357	TOP - Excel Level 2	1/22/26	1/29/26	\$0.00	SCF Lakewood Ranch (CIT)	Devine
17358	TOP - Travel Authorization forms and procedures	1/23/26	1/23/26	\$0.00	Microsoft Teams	Dittmann
17370	Manatee Community Concert Band (January Concert)	1/6/26	1/31/26	\$0.00	SCF Bradenton (Building 11)	Cleary
17371	Manatee Community Concert Band (March Concert)	2/3/26	3/7/26	\$0.00	SCF Bradenton (Building 11)	Cleary
17372	Manatee Community Concert Band (April Concert)	3/10/26	4/11/26	\$0.00	SCF Bradenton (Building 11)	Cleary
17415	English for College and Communication - Part 2 (Lakewood Ranch) <sup>o</sup>	1/19/26	3/12/26	\$550.00	SCF Lakewood Ranch (CIT)	Wood
17416	English for College and Communication - Part 1 (Lakewood Ranch)	1/19/26	3/12/26	\$550.00	SCF Lakewood Ranch (CIT)	Wood
17417	English for College and Communication - Part 1 (Venice)	1/20/26	3/5/26	\$550.00	SCF Venice	Wood
17419	Excel - Level 1	1/13/26	1/13/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17420	Excel - Level 2	1/27/26	1/27/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17422	Excel - Level 3	2/10/26	2/10/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17423	Excel - Level 1	2/19/26	2/19/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17424	Excel - Level 4	2/24/26	2/24/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17425	Excel - Level 2	3/5/26	3/5/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17426	Excel - Level 3	3/19/26	3/19/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17428	Excel - Level 1	3/24/26	3/24/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17429	Excel - Level 4	4/2/26	4/2/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17430	Excel - Level 2	4/7/26	4/7/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine

(\$0.00 denotes paid by corporate.)

## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2026

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
17431	Excel - Level 3	4/21/26	4/21/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17432	Excel - Level 1	4/30/26	4/30/26	\$129.00	SCF Lakewood Ranch (CIT)	Devine
17438	Pronunciation Intensive	3/16/26	3/26/26	\$150.00	SCF Lakewood Ranch (CIT)	Wood
17440	Contract Training_Wesco Turf Recognition that Resonates Lunch & Learn	2/24/26	2/24/26	\$0.00	Zoom	Frazier
17441	Contract Training_Wesco Turf Retaining Your Team	4/10/26	4/10/26	\$0.00	Zoom	Frazier
17443	Contract Training_Wesco Turf: Stress It's Your Superpower Level 2 (Session 1)	1/23/26	1/23/26	\$0.00	Off-site Sarasota (contract training)	Johnson
17444	Contract Training_Wesco Turf: Stress It's Your Superpower Level 2 (Session 2)	3/27/26	3/27/26	\$0.00	Off-site Sarasota (contract training)	Johnson
17446	Historical Heroes (Elementary and Middle School)	1/6/26	3/3/26	\$129.00	SCF Lakewood Ranch (CIT)	*
17447	Python Coding Specialist	1/27/26	3/17/26	\$3,250.00	Microsoft Teams	Bagley
17448	Tinker Tots: Code Edition (Early Childhood)	1/8/26	3/5/26	\$129.00	SCF Lakewood Ranch (CIT)	*
17449	KidScoop Chronicles (Elementary and middle school)	1/8/26	3/5/26	\$129.00	SCF Lakewood Ranch (CIT)	*
17450	JavaScript Coding Specialist	1/27/26	3/17/26	\$3,250.00	Location : Online	Taylor
17451	KidScoop Chronicles (Elementary and middle school)	1/7/26	3/4/26	\$129.00	SCF Bradenton (26 West Center)	*
17452	AI Adventures (Middle and High School)	1/12/26	3/2/26	\$129.00	SCF Bradenton (26 West Center)	*
17453	WordPress Certified Editor	1/26/26	3/16/26	\$3,250.00	SCF Bradenton (26 West Center)	Link
17454	UX/UI Web Developer	1/27/26	3/17/26	\$3,250.00	SCF Bradenton (26 West Center)	Link
17458	ComptIA Security+ Certification	1/27/26	3/17/26	\$3,250.00	Microsoft Teams	*
17473	AOI Career Fair - Group 1	4/8/26	4/8/26	\$50.00	SCF Bradenton (Building 17)	*
17474	AOI Career Fair - Group 2	4/9/26	4/9/26	\$50.00	SCF Bradenton (Building 17)	*
17475	Contract Training_Excel Level 1	3/10/26	3/10/26	\$0.00	Off-site Sarasota (contract training)	Devine
17476	Contract Training_Excel 2	1/15/26	1/15/26	\$0.00	Off-site Sarasota (contract training)	Devine
17477	Contract Training_Excel 2	4/9/26	4/9/26	\$0.00	Off-site Sarasota (contract training)	Devine
17478	Contract Training_Excel 3 & 4 (modified)	2/12/26	2/12/26	\$0.00	Off-site Sarasota (contract training)	Devine
17484	Meeting Facilitation-Children First	1/5/26	1/5/26	\$0.00	SCF Venice	*
17486	Concert Choir	1/13/26	4/30/26	\$50.00	SCF Bradenton (Building 11A)	Dickerson
17487	Chamber Choir	1/13/26	4/30/26	\$50.00	SCF Bradenton (Building 11A)	Dickerson
17488	Music Theatre Ensemble	1/12/26	4/29/26	\$50.00	SCF Bradenton (Building 11A)	Dickerson
17489	Symphonic Band	1/13/26	4/30/26	\$50.00	SCF Bradenton (Building 11)	Neuman
17490	Bradenton Symphony Orchestra	1/14/26	4/29/26	\$50.00	SCF Bradenton (Building 11)	Neuman
17491	Jazz Orchestra	1/13/26	4/30/26	\$50.00	SCF Bradenton (Building 11)	Carney
17492	Jazz Combo	1/12/26	4/29/26	\$50.00	SCF Bradenton (Building 11)	Carney
17493	Guitar Ensemble	1/12/26	4/29/26	\$50.00	SCF Bradenton (Building 11A)	Scoville
17495	TOP - CPR	3/12/26	3/12/26	\$0.00	SCF Bradenton (Building 3)	Wardman

(\$0.00 denotes paid by corporate.)

## SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SPRING 2026

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
17496	Acting II	1/13/26	4/30/26	\$50.00	SCF Bradenton (Building 11)	Schlachter
17497	Stage Movement for the Actor	1/13/26	4/30/26	\$50.00	SCF Bradenton (Building 14)	Schlachter
17498	Production Involvement	1/13/26	5/1/26	\$25.00	SCF Bradenton (Building 11)	Smith
17499	Introduction to Dance	1/13/26	4/30/26	\$50.00	SCF Bradenton (Building 14)	Burnette
17500	Private Investigator 40-Hour Course	2/14/26	2/22/26	\$395.00	SCF Bradenton (Building 9)	Jones
17501	SCF Leadership Boot Camp - Level 1	1/30/26	1/30/26	\$299.00	SCF Lakewood Ranch (CIT)	Dudley
17502	SCF Leadership Boot Camp - Level 1	2/27/26	2/27/26	\$299.00	SCF Lakewood Ranch (CIT)	Dudley
17504	SCF Leadership Bootcamp - The Next Chapter	3/27/26	3/27/26	\$299.00	SCF Lakewood Ranch (CIT)	Dudley
17506	Contract Training_MS Outlook and Power Point Combo	1/14/26	1/14/26	\$0.00	Off-site Sarasota (contract training)	Devine
17508	Contract Training_Sarasota Memorial Hospital _Fundamentals of Project Management	1/16/26	1/16/26	\$0.00	Off-site Sarasota (contract training)	Dudley
17509	Contract Training_Children First Nurturing Employee Fit Lunch & Learn	4/17/26	4/17/26	\$0.00	Microsoft Teams	Frazier
17510	Contract Training_Children First Understanding Communication Styles Lunch n Learn	3/27/26	3/27/26	\$0.00	Microsoft Teams	Frazier
17511	Contract Training_Children First The Power of the Pivot Lunch n Learn	1/23/26	1/23/26	\$0.00	Microsoft Teams	Frazier
17514	KidScoop Chronicles (elementary and middle school)	1/6/26	2/24/26	\$129.00	SCF Venice (Building 800)	*
17515	Historical Heroes (Elementary and Middle School)	1/8/26	3/5/26	\$129.00	SCF Venice (Building 800)	*
17516	Leadership & Team Challenge Lab: Build Skills, Lead Change	1/12/26	5/11/26	\$170.00	SCF Bradenton (26 West Center)	*
17517	Young Entrepreneurs Lab: From Ideas to Impact	1/7/26	5/13/26	\$170.00	SCF Bradenton (26 West Center)	*
17519	Meeting Facilitation-Selby Foundation	1/21/26	10/28/26	\$0.00	SCF Lakewood Ranch (CIT)	*
17520	Meeting Facilitation-Florida Engineering Society	2/13/26	2/13/26	\$0.00	SCF Bradenton (26 West Center)	*
17523	Venice - Elementary and Middle - Interactive Story Lab	3/24/26	5/19/26	\$130.00	SCF Venice (Building 300)	*
17524	Venice - Elementary and Middle - Interactive Story Lab	3/26/26	5/21/26	\$130.00	SCF Venice (Building 300)	*
17525	Bradenton - Teens - Cybersecurity Essentials	3/23/26	5/18/26	\$130.00	SCF Bradenton (26 West Center)	*
17526	Bradenton - Elementary and Middle - Interactive Story Lab	3/25/26	5/20/26	\$130.00	SCF Bradenton (26 West Center)	*
17527	Lakewood Ranch - Age 3 to 6 - Mission IS Possible	3/26/26	5/21/26	\$130.00	SCF Lakewood Ranch (CIT)	*
17528	Lakewood Ranch - Elementary and Middle - Interactive Story	3/26/26	5/21/26	\$130.00	SCF Lakewood Ranch (CIT)	*

(\$0.00 denotes paid by corporate.)

## Human Resources Office Personnel Actions Board Exhibits: November 2025

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b><u>Appointments</u></b>					
Katherine Hunt	11/05/2025	Career	Testing Technician	Testing Center	Venice
Christian Arniger	11/10/2025	Career	Campus Resource Officer	Public Safety	Venice
Lynn Zimmerman	11/17/2025	Professional	Supervisor, Accounts Payable	Accounting and Payroll	Bradenton
Bryanna Mansi	11/17/2025	Career	Advisor, Student Life	Student Life	Bradenton
<b><u>Changes</u></b>					
Maria Ontiveros	11/03/2025	From Career	Specialist, Payroll	Accounting and Payroll	Bradenton
		To Professional	Accountant	Accounting and Payroll	Bradenton
Elliott Anderson	11/12/2025	From Professional	Associate Director, Financial Aid	Financial Aid	Bradenton
		To Administration	Director, Financial Aid	Financial Aid	Bradenton
<b><u>Separations</u></b>					
Megan Roberts	11/03/2025	Administration	Director, Lifelong Learning	Lifelong Learning and Workforce Development	Bradenton
Cheri Bassett	11/19/2025	Professional	Supervisor, Accounts Payable	Accounting and Payroll	Bradenton
Nicholas Contreras	11/21/2025	Career	Specialist, Accounts Payable	Accounting and Payroll	Bradenton

Human Resources Office Personnel Actions Board Exhibits: December 2025

<u>Name</u>	<u>Effective Date</u>	<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b><u>Appointments</u></b>					
Susan Tyrpak	12/01/2025	Career	Supplemental Instructional Specialist/Paraprofessional	Collegiate School	Venice
Christopher Oberding	12/08/2025	Career	Lead, Campus Resource Officer	Public Safety	Bradenton
<b><u>Changes</u></b>					
Eric Dinsbier	12/01/2025	From Career	Specialist, Payroll	Accounting and Payroll	Bradenton
		To Career	Coordinator, Payroll	Accounting and Payroll	Bradenton
Yuri Da Rosa Mota	12/01/2025	From Career	Specialist, Admissions	Admissions	Venice
		To Professional	Coordinator, Pathway Navigator	Office of College and Career Success	Venice
Janet Shoup	12/01/2025	From Professional	Manager, Accounts Payable	Accounting and Payroll	Bradenton
		To Professional	Associate Controller	Accounting and Payroll	Bradenton
Laura Tomaino	12/01/2025	From Career	Skills Lab Technician	Nursing	Bradenton
		To Career	Faculty and Student Liaison, MTSC	Nursing	Bradenton
<b><u>Separations</u></b>					
Tracy Kozelski	12/05/2025	Professional	Coordinator, Online Learning	Online Learning	Bradenton
Nathan Wellman	12/08/2025	Professional	Bursar	Cashiering and Fee Payment	Bradenton
<b><u>Retirements</u></b>					
William Culver	12/05/2025	Faculty	Associate Professor	Computer Science	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."

Date: 1/9/2026

Applicant: Emily Gravely

Department: Collegiate School - Bradenton

Dates of Travel: June 17, 2025 – June 25, 2025 (Projected Dates)

Reason: EF Tour – 20<sup>th</sup> Century Japan

Location: Japan: Tokyo → Yokohama → Hiroshima → Osaka

Purpose of Travel: The purpose of this travel is to accompany students on a 9-day educational tour of Japan, providing them with an exceptional opportunity to study the nation's evolution from a militaristic empire to a global leader in peacebuilding and technological advancement. Through visits to historically and culturally significant sites, students will gain a deeper understanding of the impact of World War II and Japan's efforts to reshape its national identity. This experience will broaden their perspectives on international relations, cultural resilience, and the role of innovation in modern societies. The program directly supports SCFCS' core tenets by promoting global awareness, enriching the curriculum with authentic cross-cultural learning, and advancing the school's commitment to developing independent learners and engaged global citizens.

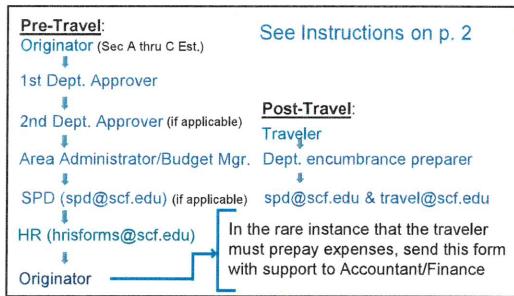
Estimated Cost: The estimated cost to the college is \$190.00. Most chaperone expenses are already calculated into the cost per student traveler.

Other Comments: See attached detailed itinerary and presentation materials

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

---

Date



**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? **No**

Ven	Inv	A/P	TAR (PCard GL04)
Pre-Travel: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Post-Travel: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Originator Name: <b>Jodi Doman</b>		Phone: <b>65469</b>	

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 Business 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: **Emily Gravley** G00# (last 4 digits only): **G00\_5154** Today's Date: **01/06/26**

Departure Date: **06/17/26** Departure Time: **06:00 AM** Return Date: **06/25/26** Return Time: **11:30 PM**

Purpose of Travel: **SCFCS Chaperone EF Tour to Japan** Location (include City & State): **Japan**

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

**B. DEFINITIONS/ACCOUNTING:**

Class A  
**Out-of-Country**

	Fund	Org	Account	Amount	Max SPD
1.	<b>23000</b>	<b>230000</b>	<b>60502</b>	<input type="text"/>	0.00%
2.	<input type="text"/>	<input type="text"/>	Select Acct	<input type="text"/>	0.00%
3.	<input type="text"/>	<input type="text"/>	Select Acct	<input type="text"/>	0.00%

Total All Amounts

**\$ 0.00**

**>10%**  
 Estimate **(a)** Actual **(b)** Pd by **(c)** Pre-Travel **(d)** Post-Travel **(e)**  
 PCard Reimb. Reimb. Reimb.

Total Lodging **\$ 0.00**       
 Breakfasts @ \$ 6.00 each = \$ 0.00     
 Lunches @ \$ 11.00 each = \$ 0.00     
 Dinners @ \$ 19.00 each = \$ 0.00     
 Total Meals **0.00** **\$ 0.00**       
 The college will not reimburse meals for Class C In-District Travel. **TOTAL LODGING/MEALS** **\$ 0.00** **\$ 0.00** **\$ 0.00** **\$ 0.00** **\$ 0.00**

**TRANSPORTATION:**

1. Lodging: Attach receipts for lodging (single occupancy).....
2. Meal Allowances:  Breakfasts @ \$ 6.00 each = \$ 0.00  
 Lunches @ \$ 11.00 each = \$ 0.00  
 Dinners @ \$ 19.00 each = \$ 0.00  Total Meals **0.00** **\$ 0.00**

1.  Prepaid by SCF  Paid by Traveler.....  **\$ 0.00**
2. Vicinity mileage when applicable  miles @ \$ 0.445 per mile.....  **\$ 0.00**
3. Tourist Class Air Fare:  Prepaid by SCF  Paid by Traveler.....  **\$ 0.00**

1.  Prepaid by SCF  Paid by Traveler.....  **\$ 0.00**
2. Vicinity mileage when applicable  miles @ \$ 0.445 per mile.....  **\$ 0.00**
3. Tourist Class Air Fare:  Prepaid by SCF  Paid by Traveler.....  **\$ 0.00**

1.  Prepaid by SCF  Paid by Traveler.....  **\$ 0.00**
2. Meals included in registration and deducted from expenses (attach agenda and registration).....  **\$ 0.00**

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# 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."

Date: 1/9/2026

Applicant: Anna-May Jeffreys

Department: Collegiate School - Bradenton

Dates of Travel: June 17, 2025 – June 25, 2025 (Projected Dates)

Reason: EF Tour – 20<sup>th</sup> Century Japan

Location: Japan: Tokyo → Yokohama → Hiroshima → Osaka

Purpose of Travel: The purpose of this travel is to accompany students on a 9-day educational tour of Japan, providing them with an exceptional opportunity to study the nation's evolution from a militaristic empire to a global leader in peacebuilding and technological advancement. Through visits to historically and culturally significant sites, students will gain a deeper understanding of the impact of World War II and Japan's efforts to reshape its national identity. This experience will broaden their perspectives on international relations, cultural resilience, and the role of innovation in modern societies. The program directly supports SCFCS' core tenets by promoting global awareness, enriching the curriculum with authentic cross-cultural learning, and advancing the school's commitment to developing independent learners and engaged global citizens.

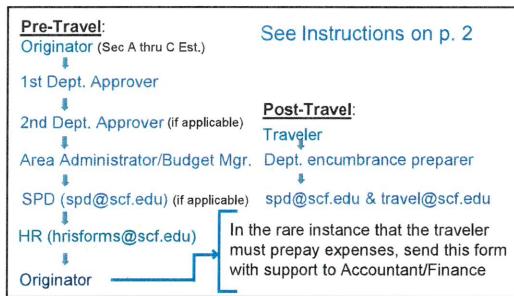
Estimated Cost: The estimated cost to the college is \$190.00. Most chaperone expenses are already calculated into the cost per student traveler.

Other Comments: See attached detailed itinerary and presentation materials

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

---

Date



**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? **No**

Ven	Inv	A/P	TAR (PCard GL04)
Pre-Travel: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Post-Travel: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Originator Name: <b>Jodi Doman</b>	Phone: <b>65469</b>		

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 Business Office **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: **Anna-May Jeffreys** G00# (last 4 digits only): **G00\_2396** Today's Date: **01/06/26**

Departure Date: **06/17/26** Departure Time: **06:00 AM** Return Date: **06/25/26** Return Time: **11:30 PM**

Purpose of Travel: **SCFCS Chaperone EF Tour to Japan** Location (include City & State): **Japan**

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

**B. DEFINITIONS/ACCOUNTING:**

	Fund	Org	Account	Amount	Max SPD
1. <b>Class A</b>	<b>23000</b>	<b>230000</b>	<b>60502</b>	<input type="text"/>	0.00%
2. <b>Out-of-Country</b>	<input type="text"/>	<input type="text"/>	<b>Select Acct</b>	<input type="text"/>	0.00%
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Select Acct</b>	<input type="text"/>	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:**

	Total All Amounts	\$ 0.00			
1. Lodging: Attach receipts for lodging (single occupancy).....	Total Lodging <input type="text"/>	\$ 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Meal Allowances: <input type="text"/> 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	Total Meals <input type="text"/> 0.00	\$ 0.00	<input type="text"/>	<input type="text"/>

The college will not reimburse meals for Class C In-District Travel. **TOTAL LODGING/MEALS**  \$ 0.00  \$ 0.00  \$ 0.00  \$ 0.00

**TRANSPORTATION:**

1. <input type="checkbox"/> Own	Additional Travelers: <b>Sean Sell, Emily Gravley</b>					
2. Mileage: Computed from (Google Map, etc.) <input type="checkbox"/> miles @ \$ 0.445 per mile...		\$ 0.00	\$ 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vicinity mileage when applicable <input type="checkbox"/> miles @ \$ 0.445 per mile.....		\$ 0.00	\$ 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Tourist Class Air Fare: <input type="checkbox"/> Prepaid by SCF <input type="checkbox"/> Paid by Traveler.....	<input type="radio"/>	\$ 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**REGISTRATION FEE:**

1. <input type="checkbox"/> Prepaid by SCF <input type="checkbox"/> Paid by Traveler.....	<input type="radio"/>	\$ 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Meals included in registration and deducted from expenses (attach agenda and registration).....		\$ 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Details of Other/Multiple: <b>Projected tour insurance</b>	<input type="text"/> \$ 190.00	\$ 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**TOTAL EXPENSES**  \$ 190.00  \$ 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 **Anna-May Jeffreys** Digitally signed by Anna-May Jeffreys Date: 2026.01.06 11:07:40 -05'00'

**9417525469**

**SCFCS**

#2

Traveler's (Pre-Travel) Signature

Traveler's Phone #

Traveler's Department

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  
n, Karen  
Digitally signed  
by Lewelle,  
Karen  
Date: 2026.01.06  
13:47:58 -05'00'

Kelly  
Monod  
Digitally signed  
by Kelly Monod  
Date: 2026.01.07  
14:58:44 -05'00'

Patricia  
Rand  
Digitally signed  
by Patricia Rand  
Date: 2026.01.12  
10:55:55 -05'00'

Area Administrator

SPD Chair  
(if applicable)



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

**Finance**

Accountant / Post:

# 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."

Date: 1/9/2026

Applicant: Sean Sell

Department: Collegiate School - Bradenton

Dates of Travel: June 17, 2025 – June 25, 2025 (Projected Dates)

Reason: EF Tour – 20<sup>th</sup> Century Japan

Location: Japan: Tokyo → Yokohama → Hiroshima → Osaka

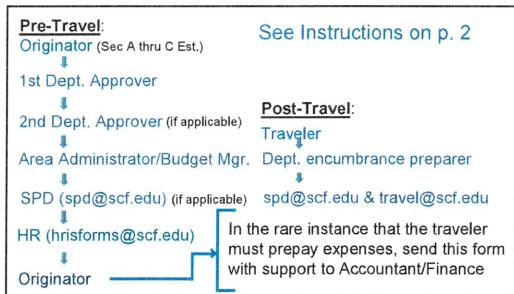
Purpose of Travel: The purpose of this travel is to accompany students on a 9-day educational tour of Japan, providing them with an exceptional opportunity to study the nation's evolution from a militaristic empire to a global leader in peacebuilding and technological advancement. Through visits to historically and culturally significant sites, students will gain a deeper understanding of the impact of World War II and Japan's efforts to reshape its national identity. This experience will broaden their perspectives on international relations, cultural resilience, and the role of innovation in modern societies. The program directly supports SCFCS' core tenets by promoting global awareness, enriching the curriculum with authentic cross-cultural learning, and advancing the school's commitment to developing independent learners and engaged global citizens.

Estimated Cost: The estimated cost to the college is \$0.00 as team lead. The chaperone expense and travel insurance for group leader is calculated into the cost per student traveler.

Other Comments: See attached detailed itinerary and presentation materials

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

\_\_\_\_\_  
Date



**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? **No**

Pre-Travel:	Ven	Inv	A/P	TAR (PCard GL04)
Post-Travel:				
Originator Name:	Jodi Doman	Phone:	65469	

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 Business Office **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: **01/06/26**

Departure Date: **06/17/26** Departure Time: **06:00 AM** Return Date: **06/25/26** Return Time: **11:30 PM**

Purpose of Travel: **SCFCS Chaperone EF Tour to Japan** Location (include City & State): **Japan**

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

**B. DEFINITIONS/ACCOUNTING:**

Class A  
Out-of-Country

	Fund	Org	Account	Amount	Max SPD
1.	23000	230000	60502		0.00%
2.			Select Acct		0.00%
3.			Select Acct		0.00%

Total All Amounts **\$ 0.00**

**>10%** **(a)** **(b)** **(c)** **(d)** **(e)**  
Estimate Actual Pd by Pre-Travel Post-Travel  
PCard Reimb. Reimb.

**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).....	Total Lodging	\$ 0.00					
2. Meal Allowances: Enter all meals here and deduct those covered by registration in the REGISTRATION FEE section.	Breakfasts @ \$ 6.00 each = \$ 0.00 Lunches @ \$ 11.00 each = \$ 0.00 Dinners @ \$ 19.00 each = \$ 0.00	Total Meals	\$ 0.00	\$ 0.00			

The college will not reimburse meals for Class C In-District Travel. **TOTAL LODGING/MEALS...** **\$ 0.00** **\$ 0.00** **\$ 0.00** **\$ 0.00**

**TRANSPORTATION:**

1. <input checked="" type="checkbox"/> Own	Additional Travelers: <b>Anna-May Jeffreys, Emily Gravley</b>						
2. Mileage: Computed from (Google Map, etc.) <input type="checkbox"/> miles @ \$ 0.445 per mile...		\$ 0.00	\$ 0.00				
Vicinity mileage when applicable <input type="checkbox"/> miles @ \$ 0.445 per mile.....		\$ 0.00	\$ 0.00				
3. Tourist Class Air Fare: <input type="checkbox"/> Prepaid by SCF <input type="checkbox"/> Paid by Traveler.....	<input checked="" type="radio"/>	\$ 0.00					

**REGISTRATION FEE:**

1. <input type="checkbox"/> Prepaid by SCF <input type="checkbox"/> Paid by Traveler.....	<input checked="" type="radio"/>	\$ 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: <input type="checkbox"/>		\$ 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: 2026.01.06 11:12:13  
-05'00' **9417525494** **SCFCS** #2 \_\_\_\_\_  
Traveler's (Pre-Travel) Signature Traveler's Phone # Traveler's Department 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  
n, Karen**  
Digitally signed  
by Lewelle,  
Date: 2026.01.06  
13:49:22 -05'00'

**Kelly  
Monod**  
Digitally signed  
by Kelly Monod  
Date: 2026.01.07  
14:57:56 -05'00'

**Patricia  
Rand**  
Digitally signed by  
Patricia Rand  
Date: 2026.01.12  
10:56:44 -05'00'

Area Administrator

SPD Chair  
(if applicable)

19



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

**Finance**

Accountant / Post:



EDUCATIONAL  
TOURS

Watch videos, read  
reviews, and enroll on your  
**teacher's Tour Website**

[eftours.com/](http://eftours.com/)

This is also your tour number

## 20<sup>TH</sup> CENTURY JAPAN

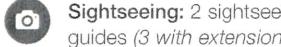
9 or 12 days | Tokyo | Yokohama | Hiroshima | Osaka | Extension to South Korea

In the final days of World War II, Japan was the target of the world's first atomic weapons. The bombing of Hiroshima—along with decades of militarization and imperialism—have shaped Japan and its shift from military to technological might. Immerse yourself in a country devoted to rewriting its legacy as one of the world's leaders in international peacekeeping and technological innovation while exploring the imperialistic roots that led to these changes in national identity.

### EVERYTHING YOU GET:



Full-time Tour Director



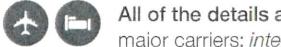
Sightseeing: 2 sightseeing tours led by expert, licensed local guides (3 with extension)



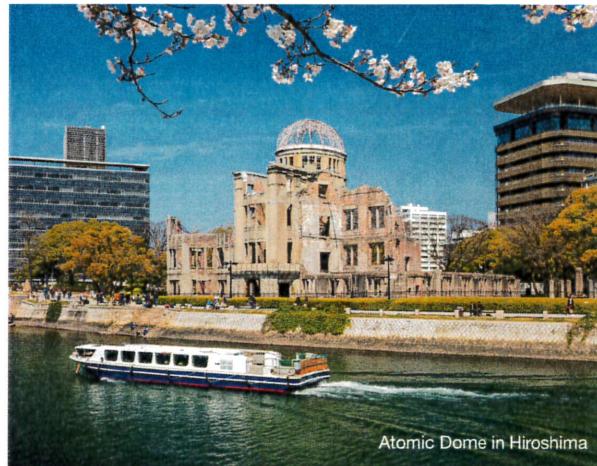
Entrances: Meiji Shinto Shrine; Shitamachi Museum; Sky Garden; Hikawa Maru; Hiroshima Peace Park and Museum; Mazda Museum; ferry to Miyajima Island; Miyajima Park; Itsukushima Shrine; Osaka Castle; karaoke; Dotonbori street food tasting; with extension: N Seoul Tower; Gyeongbokgung Palace; Korean cooking class; Bukchon Hanok Village; Hyundai Motorstudio



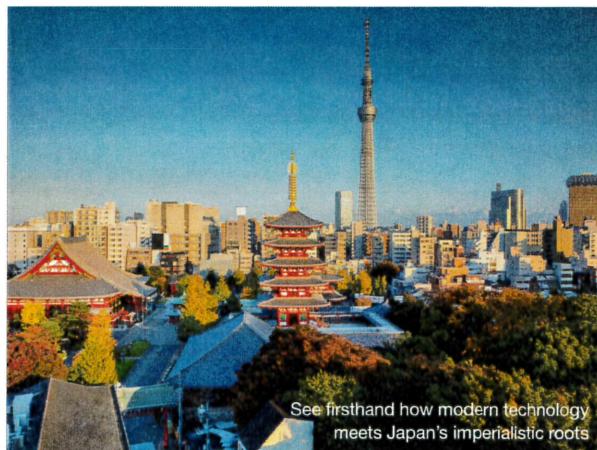
Personalized learning guide: Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.



All of the details are covered: Round-trip flights on major carriers; internal flight with extension; comfortable motorcoach; bullet train; 7 overnight stays in hotels with private bathrooms (10 with extension); breakfast and dinner daily



Atomic Dome in Hiroshima



See firsthand how modern technology meets Japan's imperialistic roots

Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@Eftours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

— MELISSA, TRAVELER



Via Twitter



## CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at [eftours.com/](http://eftours.com/)

Your teacher's Tour Website



Learn from your Tour Director and expert local guides



Osaka Castle



Traditional bento dinner while traveling

## What you'll experience on your tour

### Day 1: Fly overnight to Tokyo

### Day 2: Tokyo

- Meet your Tour Director at the airport in Tokyo, a city of contrasts.

### Day 3: Tokyo

- Take an expert-led tour of Tokyo including the Imperial Palace Plaza grounds, Harajuku shopping district, and the Metropolitan Government Building.
- Counteract the bustle of Tokyo's streets with a visit to the Meiji Shinto Shrine. Quiet and stillness reign inside its elaborate Inner Garden, a wooded oasis in the middle of the city.
- Enjoy free time for lunch in the Harajuku shopping district.
- Take a walking tour of Shibuya, a major commercial and finance center with a famously crowded pedestrian crossing

### Day 4: Tokyo

- Visit the Shitamachi Museum, which highlights what life in this part of the city was like during the Taisho and Edo periods.
- Visit Asakusa Kannon Temple, the city's oldest Buddhist temple. Here, restaurants, theaters, and cinemas surround a five-story pagoda—a perfect symbol of Tokyo's enduring past and ultramodern future.
- Take a tour of Akihabara Electric Town
- Enjoy free time to explore more of Tokyo or **⊕** participate in a traditional tea ceremony.

### Day 5: Yokohama | Hiroshima

- Travel to Yokohama.
- Enjoy 360-degree panoramic views at Sky Garden, the highest observation deck in Yokohama.
- Tour Yamashita Park with your Tour Director.
- Visit the Hikawa Maru, an ocean liner turned World War II hospital ship that is now a museum.
- Board a bullet train, a perfect example of post-war Japanese innovation, and travel to Hiroshima.
- Savor a bento dinner, the classic traveling food of Japan.

### Day 6: Hiroshima

- Tour Hiroshima with an expert local guide.
- Visit Hiroshima Peace Park and Memorial Museum for a solemn reflection on the events that ultimately ended World War II.
- Explore Hiroshima on your own.

### Day 7: Hiroshima

- Visit the Mazda Museum (if closed, groups tour the JMSDF Kure Museum instead).
- Travel by ferry to Miyajima Island.
- Visit Miyajima Park and Itsukushima Shrine, a Shinto shrine dedicated to the three daughters of the god of seas and storms.

### Day 8: Osaka

- Travel to Osaka by bullet train.
- Visit Osaka Castle, a fully-restored castle constructed in 1597.
- Enjoy karaoke in your group's own private room.
- Spend time seeing more of Osaka or **⊕** learn to play a taiko drum.
- For dinner, you'll have time to wander through Dotonbori Canal Street, a bustling area full of vendors selling traditional Japanese street food like takoyaki (a fried dough ball with octopus inside), talyaki (a fish-shaped pastry), okonomiyaki (a savory pancake), and more.

### Day 9: Depart for home

### • 3-DAY TOUR EXTENSION

#### Day 9: Tokyo | Seoul

- Travel to Seoul, a modern city that stays close to its ancient roots.
- View the gorgeous Seoul landscape, including Namsan Mountain, from N Seoul Tower.

#### Day 10: Seoul

- Enjoy Tour Director-led sightseeing of Seoul, and see Cheonggyecheon Stream, a scenic and beloved urban waterway that winds through downtown Seoul. Continue to Cheonggye Plaza, which commemorates the restoration of the stream. Then, visit Gwanghwamun Square which features statues of Admiral Yi Sun-sin and King Sejong the Great. Explore the Gyeongbokgung Palace, where you might have a chance to witness a guard-changing ceremony.
- Prepare a traditional Korean meal during a cooking class.
- Explore the narrow alleys and hanoks of the 600-year old Bukchon Hanok Village.
- Visit Hyundai Motorstudio to see Hyundai's cutting-edge car models and get a peek into the future of mobility.

#### Day 11: Seoul

- Enjoy a free day in Seoul or **⊕** take a full-day tour of Korea's Demilitarized Zone.

### Day 12: Depart for home

*This was an amazing trip! I highly recommend it to everyone! We saw and experienced so many things. Japan is a beautiful country with very welcoming people. Looking forward to my next EF Tour!*

– JENNIFER, GROUP LEADER

 Via Facebook

*This was the best trip I have ever been on. Japan was absolutely beautiful and so very clean. The dining experiences were fascinating and something I would like to dive into again. The shopping in Kyoto and Tokyo was fantastic. Everything in Japan is just so...so...efficient!*

– SAMANTHA, TRAVELER

 Tour review

### TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

NO: <b>25-08</b>	<b>TITLE:</b> <b>Linking Industry to Nursing (LINE)</b>	<b>FUNDS REQUESTED:</b> <b>\$ 430,000</b>
SPONSORING AGENCY: <b>Florida Department of Education</b>		SCF Cash Match: <b>\$ 430,000</b>
PROPOSERS: Dr. Tammy Sawmelle, Dean of Nursing & Mrs. Cassandra Holmes, SCF Foundation Executive Director		SCF In-Kind Match: \$

***College departments and participating personnel:*** Ms. Cassandra Holmes, SCF Foundation Executive Director; Dr. Patricia Rand, VP of Academic Affairs; Dr. Tammy Sawmelle, Dean of Nursing.

**GRANT SUMMARY:**

Senate Bill 2524 (2022) established a new competitive grant opportunity for districts, Florida College System (FCS) institutions, and independent nonprofit colleges and universities in Florida. Section (s.) 1009.8962, Florida Statutes (F.S.) was created to incentivize collaboration between nursing education programs and health care partners to combat the growing nursing shortage in the state.

This program, titled the Linking Industry to Nursing Education (LINE) Fund, provides matching funds, on a dollar-for-dollar basis, to participating agencies that partner with health care providers.

State College of Florida, Manatee-Sarasota (SCF), in partnership with the State College of Florida Foundation, has received pledges from five industry partners, totaling \$430,000. These generous industry partners include Sarasota Memorial Healthcare System (\$200,000), Manatee Memorial Hospital (\$100,000), Lakewood Ranch Medical Center (\$100,000), Empath Health (\$25,000), and Manatee Memorial Foundation (\$5,000). These matching funds allow SCF to apply for an equal amount from the Florida Department of Education's LINE Fund. These contributions, along with the match from the Florida Department of Education, bring the total grant funds that will benefit SCF's nursing program to \$860,000.

Funds will be used to award scholarships to students who meet the residency for tuition purposes requirements and to recruit or retain additional faculty to support instruction, the growth of the Dual Language program and the simulation centers that were funded with LINE funds in the 2023-2024 and 2024-2025 academic years.

The grant runs through June 30, 2026.

**Signature Page**  
**Proposal # 25-8**

By signing below, I acknowledge that I read and approve Grant Proposal # 25-8.



**Dr. Tammy Sawmelle- Area Administrator**

01/05/2026



**Erin Buckley - Sponsored Projects**

**Date**

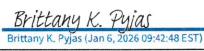
01/05/2026



**Paul Berkle - Director Human Resources**

**Date**

01/05/2026

  
Brittany K. Pyjas (Jan 6, 2026 09:42:48 EST)

**Dr. Brittany Pyjas - VP Student Services & Enrollment Management**

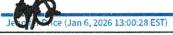
**Date**

01/06/2026

  
Ryan Hale (Jan 6, 2026 09:56:43 EST)

**Dr. Ryan Hale - VP for Institutional Effectiveness**

**Date**

  
Jennifer Price (Jan 6, 2026 13:00:28 EST)

**Jennifer Price – VP of Finance & CFO**

**Date**

01/06/2026



**Dr. Patricia Rand – VP of Academic Affairs**

**Date**

01/06/2026



**Tommy Gregory - President**

**Date**

**Submitted to Board of Trustees**

**Date**

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

NO: 26-01	TITLE: Italian/Italian American Classes - Pathway	FUNDS REQUESTED: \$2,220
SPONSORING AGENCY: Consulate General of Italy in Miami		SCF Cash Match: \$0
PROPOSERS: Courtney J. Ruffner Grieneisen, Ph.D., Chair, Department of Language and Literature		SCF In-Kind Match: \$0
<p><i>College departments and participating personnel:</i></p> <p>Courtney J. Ruffner Grieneisen, Ph.D., Chair, Department of Language and Literature; Jamie Tracy, Dean, Academic Affairs; and Dr. Patricia Rand, Vice President, Academic Affairs</p>		

**GRANT SUMMARY:**

This grant from the Consulate General of Italy in Miami is a \$2,220 continuation award that provides State College of Florida, Manatee-Sarasota (SCF) with funding to continue to pay Language and Literature instructors to teach courses in Italian/Italian Studies as part of a certificate pathway.

This certificate pathway integrates into the general education requirements of SCF so that students can use the courses to maximize the outcomes with efficiency. This integration motivates students to continue the study of Italian and deepen their understanding and appreciation of Italian culture.

One goal of the grant is to add a digital badge to the students' transcripts if a specific sequence of courses is completed. This will be the result of a union between the Italian language and Digital Humanities courses, with a Capstone project and a course of choice concerning the culture, literature, cinema or the history of Italian Americans. Digital storytelling forms the basis of the Capstone project: students are asked to build narratives of the Italian diaspora, retrieving travel information to include interviews and archival research, building digital spaces to tell these stories (using maps, text narratives, audio, video and other such digital frameworks).

**Signature Page**  
**Proposal #26-01**

By signing below, I acknowledge that I read and approve Grant Proposal #26-01.



\_\_\_\_\_  
Jamie Tracy (Jan 7, 2026 08:20:02 EST)

**Jamie Tracy- Area Administrator**



\_\_\_\_\_  
Erin Buckley

**Erin Buckley - Sponsored Projects**



\_\_\_\_\_  
Paul Berkle

**Paul Berkle - Director Human Resources**



\_\_\_\_\_  
Brittany K. Pyjas (Jan 7, 2026 11:50:33 EST)

**Dr. Brittany Pyjas - VP Student Services & Enrollment Management**



\_\_\_\_\_  
Ryan Hale (Jan 7, 2026 11:52:24 EST)

**Dr. Ryan Hale - VP for Institutional Effectiveness**



\_\_\_\_\_  
Jennifer Price (Jan 8, 2026 10:27:57 EST)

**Jennifer Price – VP of Finance & CFO**



\_\_\_\_\_  
Patricia Rand

**Dr. Patricia Rand – VP of Academic Affairs**



\_\_\_\_\_  
Tommy Gregory (Jan 8, 2026 10:27:57 EST)

**Tommy Gregory - President**

**Submitted to Board of Trustees**

01/07/26

**Date**

01/07/26

**Date**

01/07/26

**Date**

01/07/26

**Date**

01/07/26

**Date**

01/08/26

**Date**

01/08/26

**Date**

01/12/26

**Date**

**Date**

State College of Florida Manatee-Sarasota

# CFO Report

January 27, 2026

Through November 30, 2025, SCF's operating activities are reporting a strong year-to-date operating margin of \$7.0M, representing a \$7.8M improvement over the prior year. Total revenue is modestly higher (+1.6%), supported by improved student fee performance and stable state support, while Collegiate School revenues remain generally stable with campus-level timing and non-recurring variances.

The most significant factor in the improved year-over-year performance is the reduction in total expenses (-21.3%), primarily driven by the non-recurrence of prior-year transfers out of Fund 1 Operating accounts and continued operational spending discipline. Personnel costs remain generally controlled, though benefit inflation continues to be a cost pressure, and Venice Collegiate School shows higher year-over-year spending that will require continued monitoring.

Overall, SCF is demonstrating improved financial flexibility and stronger operating performance early in the fiscal year, with continued focus needed on benefit cost escalation, contracted service trends, and campus-level spending patterns to sustain results through year-end.

## SCF LOWER & UPPER LEVEL PROGRAMS:

### Lower Level Programs – as of November 30, 2025

Lower Level Programs show a significant improvement in net margin year-over-year, moving from a -\$2.1M deficit to a +\$5.7M surplus through November 30, 2025. However, this improvement is primarily attributable to the non-recurrence of an \$8.3M transfer out that occurred in the prior year.

When transfers are excluded to evaluate core operating performance, Lower Level Programs remain in a strong positive position, but the margin is slightly lower than prior year (approximately \$5.7M vs. \$6.2M see “Core Net Margin” below). This indicates that while revenues are stable and trending upward modestly, operating cost pressures—particularly contracted services and benefit inflation—are emerging and will continue to need monitoring.

The reported year-over-year improvement reflects improved financial flexibility driven by reduced non-recurring outflows, while underlying operating performance remains solid and generally stable.

**Total Revenue (YTD): \$29,278,229 vs. \$28,767,905 (+\$510,324 | +2%)**

**Total Expense (YTD): \$23,568,885 vs. \$30,910,529 (-\$7,341,644 | -24%)**

**Net Operating Margin (YTD): +\$5,709,344 vs. -\$2,142,624 (+\$7,851,968)**

**Core Net Margin (YTD) (Excluding Transfers):**

**+\$5,709,344 vs. +\$6,157,376 (-\$448,032 | -7%)**

## **Upper Level Programs - as of November 30, 2025**

Upper Level Programs continue to report a positive and improving year-to-date operating margin, with revenue up \$70K (+6%) compared to the prior year. Growth is driven by student fee performance, consistent with increased enrollment and fee activity, partially offset by a decline in interest-related “Other Revenue.”

Expenses are essentially flat year-over-year (+\$9K, +1%). Personnel costs are trending higher due to state health insurance premium increases, while non-personnel spending is materially lower due to the non-recurrence of prior-year accreditation fees and reduced fee waiver activity.

Overall, Upper Level Programs remain financially stable and performing favorably to prior year, with continued attention needed on benefit inflation as the fiscal year progresses.

**Total Revenue (YTD): \$1,182,525 vs. \$1,112,273 ( +\$70,252 | +6%)**

**Total Expense (YTD): \$654,651 vs. \$645,752 ( +\$8,899 | +1%)**

**Net Operating Margin (YTD): +\$527,874 vs. +\$466,521 ( +\$61,353)**

## **Consolidated Summary – as of November 30, 2025**

Through November 30, 2025 Lower and Upper Level Programs reflect stable and improving revenue performance, with total revenues up \$581K (+1.9%) year-over-year. This increase is primarily driven by continued strength in student fee activity and stable state support trends within the operating programs.

As reported, the combined programs show a year-to-date net operating margin of \$6.24M, representing a \$7.91M improvement compared to the prior year. It is important to note, however, that the prior-year results included a \$8.3M transfer (out) of funds to Fund 7 recorded within Lower Level Programs, which materially reduced FY25 net margin and does not repeat in the current year-to-date period.

When results are evaluated net of transfer activity (Core Operations), the College's operating performance remains strong and positive: core net margin is \$6.24M in FY26 compared to \$6.62M in FY25, reflecting a modest \$387K decline (–5.8%) in underlying operating margin. This indicates that while revenue is trending favorably, there are emerging cost pressures—particularly in contracted services and benefit inflation—that should continue to be monitored through mid-year to ensure year-end budget alignment.

**State College of Florida**  
**Two Year Revenue and Expense Comparison Report**  
**FY 2025-26 vs. FY 2024-25**  
**Lower Level Programs - Funds 11000 & 1300x**

AC Type	Description	November 30, 2025				November 30, 2024				Percent Change CY YTD Actual / PY YTD Actual
		Orig Budget	Adj Budget	YTD Actual	Adj Budget	Orig Budget	Adj Budget	YTD Actual	Adj Budget	
<b>Revenue</b>										
41	Student Fees	\$ 14,728,889	\$ 14,728,889	\$ 11,600,406		79%	\$ 13,835,060	\$ 13,835,060	\$ 10,610,985	77%
42	Other Student Fees [1]	5,831,028	5,831,028	3,092,424		53%	3,950,858	3,950,858	2,081,433	53%
43	Support From Local Government [1]	-	-	-			1,447,861	1,447,861	1,598,604	49%
44	State Support	39,920,007	39,920,007	14,013,069		35%	35,579,924	33,871,248	13,322,238	-100%
45	Federal Support	150,000	150,000	26,739		18%	3,026,000	3,026,000	85,374	5%
47	Sales and Services Department [2]	681,352	681,352	287,270		42%	977,364	977,364	591,448	3%
49	Other Revenue [3]	608,538	608,538	258,524		42%	1,173,320	1,173,320	478,326	-51%
4A	Non-Revenue Receipts	279,003	279,003	(202)			275,268	277,788	(1,003)	-46%
<b>Total : Revenue</b>		<b>62,199,017</b>	<b>62,198,817</b>	<b>29,278,239</b>		47%	<b>60,265,655</b>	<b>58,559,479</b>	<b>28,767,905</b>	0%
<b>Grand Total : Revenue</b>		<b>\$ 62,199,017</b>	<b>\$ 62,198,817</b>	<b>\$ 29,278,239</b>		47%	<b>\$ 60,265,655</b>	<b>\$ 58,559,479</b>	<b>\$ 28,767,905</b>	2%
<b>Expense</b>										
<b>Personnel</b>										
51	Salaries-Full Time & Perm Part Time	\$ 26,866,901	\$ 26,919,653	\$ 9,469,162		35%	\$ 26,959,740	\$ 27,247,563	\$ 9,691,049	36%
52	Other Personnel Exp P/T (NonPerm)	3,811,289	3,811,289	1,106,883		29%	3,756,892	3,765,292	1,178,659	-2%
53	Personnel Benefits [4]	12,716,503	12,705,972	4,157,986		33%	11,685,362	11,359,372	3,754,020	-6%
<b>Total : Personnel</b>		<b>43,394,693</b>	<b>43,436,913</b>	<b>14,734,032</b>		34%	<b>42,411,994</b>	<b>42,372,227</b>	<b>14,623,728</b>	11%
<b>Current Expense</b>										33%
61	Services [5]	16,270,591	16,220,874	7,185,420		44%	15,293,254	15,559,896	6,216,496	35%
62	Materials and Supplies	4,013,564	4,032,324	1,286,979		32%	4,289,406	4,406,282	1,358,260	16%
63	Other Current Charges [6]	4,182,605	4,143,617	321,939		8%	5,508,677	3,766,673	387,705	-5%
<b>Total : Current Expense</b>		<b>24,466,760</b>	<b>24,396,815</b>	<b>8,794,338</b>		36%	<b>25,091,337</b>	<b>23,732,850</b>	<b>7,962,461</b>	-17%
<b>Transfers</b>										10%
69	Other Transfers [7]	1,433,772	1,433,772	-		0%	-	-	8,300,000	100%
<b>Total : Transfers</b>		<b>1,433,772</b>	<b>1,433,772</b>	<b>-</b>		0%	<b>-</b>	<b>-</b>	<b>8,300,000</b>	100%
<b>Capital</b>										-100%
71	Capital Outlay	146,104	160,065	40,515		25%	2,013,000	1,996,683	24,340	66%
<b>Total : Capital</b>		<b>146,104</b>	<b>160,065</b>	<b>40,515</b>		25%	<b>2,013,000</b>	<b>1,996,683</b>	<b>24,340</b>	66%
<b>Grand Total : Expense</b>		<b>\$ 69,441,329</b>	<b>\$ 69,427,565</b>	<b>\$ 23,568,885</b>		34%	<b>\$ 69,516,331</b>	<b>\$ 76,401,760</b>	<b>\$ 30,910,529</b>	-24%
<b>Variance Analysis: Variances <math>\geq +/- 10\%</math></b>										
[1]	Dual enrollment revenue reclassification/correction from prior period									
[2]	Reduction due to reclassification/correction of college facility rental to Fund 3 Auxiliary									
[3]	Reduction in interest rates									
[4]	Increase due to state health insurance premiums									
[5]	Increase due to contracted services fee increases									
[6]	Reduction in fundable fee waivers from the prior period									
[7]	Reduction in transfers out to Fund 7 (Capital/Plant)									

**State College of Florida**  
**Two Year Revenue and Expense Comparison Report**  
**FY 2025-26 vs. FY 2024-25**  
**Upper Level Programs - Fund 12000**

AC Type Description	Orig Budget	Adj Budget	November 30, 2025		November 30, 2024		Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent CY YTD Actual / PY YTD Actual
			YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	YTD Actual	Adj Budget			
<b>Revenue</b>									
41 Student Fees	\$ 1,595,596	\$ 1,595,596	\$ 1,026,966	64%	\$ 1,439,766	\$ 1,439,766	\$ 957,833	67%	7%
42 Other Student Fees [1]	151,332	151,332	93,410	62%	140,149	140,149	79,935	57%	17%
44 State Support	178,164	178,164	-	0%	178,164	178,164	-	0%	
49 Other Revenue [2]	150,000	150,000	62,118	41%	159,183	159,183	74,505	47%	-17%
<b>Total : Revenue</b>	<b>2,075,092</b>	<b>2,075,092</b>	<b>1,182,525</b>	<b>57%</b>	<b>1,917,262</b>	<b>1,917,262</b>	<b>1,112,273</b>	<b>58%</b>	<b>6%</b>
<b>Grand Total : Revenue</b>	<b>\$ 2,075,092</b>	<b>\$ 2,075,092</b>	<b>\$ 1,182,525</b>	<b>57%</b>	<b>\$ 1,917,262</b>	<b>\$ 1,917,262</b>	<b>\$ 1,112,273</b>	<b>58%</b>	<b>6%</b>
<b>Expense</b>									
<b>Personnel</b>									
51 Salaries-Full Time & Perm Part Time	\$ 1,012,004	\$ 1,012,004	\$ 321,860	32%	\$ 813,108	\$ 820,108	\$ 303,591	37%	6%
52 Other Personnel Exp P/T (Non-Perm)	367,000	367,000	194,522	53%	363,600	363,600	190,735	52%	2%
53 Personnel Benefits [3]	329,515	329,515	127,728	39%	394,129	394,665	92,567	23%	38%
<b>Total : Personnel</b>	<b>1,708,519</b>	<b>1,708,519</b>	<b>644,110</b>	<b>38%</b>	<b>1,570,837</b>	<b>1,578,373</b>	<b>586,894</b>	<b>37%</b>	<b>10%</b>
<b>Current Expense</b>									
61 Services [4]	31,684	31,559	808	3%	34,675	33,525	4,479	13%	-82%
62 Materials and Supplies [5]	95,077	95,193	7,952	8%	86,143	86,136	5,781	7%	38%
63 Other Current Charges [6]	239,851	239,851	1,781	1%	93,616	93,616	48,598	52%	-96%
<b>Total : Current Expense</b>	<b>366,612</b>	<b>366,602</b>	<b>10,541</b>	<b>3%</b>	<b>214,434</b>	<b>213,277</b>	<b>58,858</b>	<b>28%</b>	<b>-82%</b>
<b>Grand Total : Expense</b>	<b>\$ 2,075,131</b>	<b>\$ 2,075,121</b>	<b>\$ 654,651</b>	<b>32%</b>	<b>\$ 1,785,271</b>	<b>\$ 1,791,650</b>	<b>\$ 645,752</b>	<b>36%</b>	<b>1%</b>

**Variance Analysis: Variances  $\geq +/- 10\%$**

- [1] Increase due to increased enrollment
- [2] Decrease in interest rates
- [3] Increase due to state health insurance premiums
- [4] Decrease due to prior year accreditation fees
- [5] Increase due to Library license payments
- [6] Decrease in fundable fee waivers

## SCF COLLEGIATE SCHOOLS:

### Bradenton Campus Summary – as of November 30, 2025

Bradenton Collegiate School is reporting a positive and improving year-to-date operating margin, despite total revenue trending 7% below the prior year. The revenue decline is primarily attributable to non-recurring prior-year federal support and lower interest-rate driven “Other Revenue,” while core local support remains stable and state support is modestly higher due to timing of payments.

Total expenses are down 11% year-over-year, reflecting continued spending discipline in services, materials, and capital outlay. Personnel costs increased modestly overall, driven primarily by state health insurance premium increases, partially offset by reduced OPS usage.

Overall, Bradenton’s results reflect sound operational control and improved margin performance, with continued attention recommended on benefit cost escalation and the timing of revenue receipts.

**Total Revenue (YTD): \$1,980,020 vs. \$2,131,317 ( -\$151,297 | -7%)**

**Total Expense (YTD): \$1,639,029 vs. \$1,837,226 ( -\$198,197 | -11%)**

**Net Operating Margin (YTD): +\$340,991 vs. +\$294,091 (+\$46,900)**

### Venice Campus Summary – as of November 30, 2025

Venice Collegiate School is reporting higher year-to-date revenue (+7%), driven primarily by increased local government support due to enrollment increases and increased earnings on balances. However, the campus also experienced significant year-over-year expense growth (+43%), resulting in a reduced operating margin compared to the prior year.

The expense increase is concentrated in personnel (+32%), reflecting higher salary allocations and state health insurance premium inflation, as well as current expenses (+50%) driven largely by timing of payments and increased supply activity. In addition, capital outlay increased due to planned operational investments (equipment and canopy improvements).

Overall, Venice remains in a positive operating position, but margin compression indicates a need to continue monitoring personnel allocations, benefit cost escalation, and non-personnel spending trends to ensure expenditures remain aligned with available operating resources.

**Total Revenue (YTD): \$1,405,435 vs. \$1,308,703 (+\$96,732 | +7%)**

**Total Expense (YTD): \$960,439 vs. \$672,082 (+\$288,357 | +43%)**

**Net Operating Margin (YTD): +\$444,996 vs. +\$636,621 (-\$191,625)**

### **Consolidated Summary – as of November 30, 2025**

Year-to-date through November 30, 2025, the Collegiate Schools (Bradenton and Venice combined) continue to operate with a positive margin of \$786K, though this represents a decline of \$145K (-16%) compared to the prior year. Total revenue is slightly lower year-over-year (-1.6%), primarily due to Bradenton's prior-year non-recurring federal support not repeating, partially offset by improved local government support at Venice.

Total expenses increased modestly (+3.6%), driven by personnel and operating cost growth at Venice, including higher salary allocations, substitute usage, and statewide benefit premium increases. Bradenton's expense profile remains well controlled, with reductions in services, supplies, and capital activity compared to the prior year.

Overall, Collegiate School operations remain financially stable, but margin compression reinforces the need to monitor personnel cost drivers, benefit inflation, and campus-level spending patterns to maintain alignment with available operating resources.

**State College of Florida**  
**Two Year Revenue and Expense Comparison Report**  
**FY 2025-26 vs. FY 2024-25**  
**Collegiate School - Bradenton Campus**

AC Type Description	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent Change	
									CY YTD Actual / FY YTD Actual	
<b>Revenue</b>										
43 Support From Local Government	4,636,099	4,636,099	1,784,973	39%	4,492,106	4,492,106	1,783,322	40%	0%	0%
44 State Support [1]	-	498,727	150,762	30%	-	-	102,033	48%	48%	
45 Federal Support	34,536	34,536	-	0%	27,268	27,268	191,516	702%	-19%	
49 Other Revenue [2]	157,000	157,000	44,286	28%	-	-	54,446	-7%	-7%	
<b>Total : Revenue</b>	<b>4,827,635</b>	<b>5,326,362</b>	<b>1,980,020</b>	<b>37%</b>	<b>4,519,374</b>	<b>4,519,374</b>	<b>2,131,317</b>	<b>47%</b>		
<b>Grand Total : Revenue</b>	<b>4,827,635</b>	<b>5,326,362</b>	<b>1,980,020</b>	<b>37%</b>	<b>4,519,374</b>	<b>4,519,374</b>	<b>2,131,317</b>	<b>47%</b>		
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	2,535,433	2,535,433	867,485	34%	2,497,195	2,497,695	850,238	34%	2%	
52 Other Personnel Exp P/T (Non-Perm) [3]	62,520	62,520	6,844	11%	59,520	59,520	10,262	17%	-33%	
53 Personnel Benefits [4]	902,231	902,231	372,330	41%	732,988	733,026	294,290	40%	27%	
<b>Total : Personnel</b>	<b>3,500,184</b>	<b>3,500,184</b>	<b>1,246,659</b>	<b>36%</b>	<b>3,289,703</b>	<b>3,290,241</b>	<b>1,154,790</b>	<b>35%</b>		
<b>Current Expense</b>										
61 Services	1,272,397	1,273,247	163,334	13%	1,235,145	1,168,402	238,976	20%	-32%	
62 Materials and Supplies [5]	313,543	316,510	153,296	48%	295,214	371,897	206,131	55%	-26%	
63 Other Current Charges	-	-	1,567	-	-	-	-	-	-	
<b>Total : Current Expense</b>	<b>1,585,940</b>	<b>1,589,757</b>	<b>318,197</b>	<b>20%</b>	<b>1,530,360</b>	<b>1,540,299</b>	<b>445,107</b>	<b>29%</b>		
<b>Capital</b>										
71 Capital Outlay [6]	96,833	672,409	74,173	11%	-	296,899	337,352	237,329	70%	
<b>Total : Capital</b>	<b>96,833</b>	<b>672,409</b>	<b>74,173</b>	<b>11%</b>	<b>-</b>	<b>296,899</b>	<b>337,352</b>	<b>237,329</b>	<b>70%</b>	
<b>Grand Total : Expense</b>	<b>5,182,957</b>	<b>5,762,350</b>	<b>1,639,029</b>	<b>28%</b>	<b>5,116,962</b>	<b>5,167,893</b>	<b>1,837,226</b>	<b>36%</b>		

**Variance Analysis: Variances ≥ +/- 10%**

- [1] Increase due to timing of payments received
- [2] Decrease in interest rates
- [3] Decrease in OPS personnel usage
- [4] Increase due to state health insurance premiums
- [5] Decrease due to prior year software purchase
- [6] Decrease due to prior year building remodel

State College of Florida  
 Two Year Revenue and Expense Comparison Report  
 FY 2025-26 vs. FY 2024-25  
 Collegiate School - Venice Campus

AC	Type Description	November 30, 2025				November 30, 2024				Percent Change / CY YTD Actual / PY YTD Actual
		Orig Budget	Adj Budget	YTD Actual	Orig Budget / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	
	<b>Revenue</b>									
43	Support From Local Government	3,051,939	3,051,939	1,329,537	44%	2,613,647	2,613,647	1,216,837	47%	9%
44	State Support [1]	-	198,698	62,812	32%	-	-	79,708	-	-21%
45	Federal Support [2]	12,680	12,680	93	1%	12,680	12,680	1,153	9%	-92%
49	Other Revenue [3]	3,000	3,000	12,993	433%	3,000	3,000	11,005	367%	18%
<b>Total : Revenue</b>		<b>3,067,619</b>	<b>3,266,317</b>	<b>1,405,435</b>	<b>43%</b>	<b>2,629,327</b>	<b>2,629,327</b>	<b>1,308,703</b>	<b>50%</b>	<b>7%</b>
	<b>Grand Total : Revenue</b>	<b>3,067,619</b>	<b>3,266,317</b>	<b>1,405,435</b>						
	<b>Expense</b>									
	<b>Personnel</b>									
51	Salaries-Full Time & Perm Part Time [4]	1,209,498	1,293,569	471,071	36%	1,124,871	1,124,871	384,820	34%	22%
52	Other Personnel Exp P/T (Non-Perm) [5]	25,000	25,000	5,175	21%	25,000	25,000	1,806	7%	18%
53	Personnel Benefits [6]	507,330	539,958	211,669	39%	367,987	367,987	133,218	36%	59%
	<b>Total : Personnel</b>	<b>1,741,828</b>	<b>1,858,527</b>	<b>687,914</b>	<b>37%</b>	<b>1,517,858</b>	<b>1,517,858</b>	<b>519,843</b>	<b>34%</b>	<b>32%</b>
	<b>Current Expense</b>									
61	Services [7]	947,006	980,206	128,311	13%	800,958	816,958	94,372	12%	36%
62	Materials and Supplies [8]	255,124	222,224	94,080	42%	230,356	214,356	55,339	26%	70%
63	Other Current Charges	-	-	2,136	-	-	-	-	-	-
	<b>Total : Current Expense</b>	<b>1,202,430</b>	<b>1,202,430</b>	<b>224,528</b>	<b>19%</b>	<b>1,031,314</b>	<b>1,031,314</b>	<b>149,710</b>	<b>15%</b>	<b>50%</b>
	<b>Capital</b>									
71	Capital Outlay [9]	68,606	121,512	47,996	39%	5,000	17,000	2,529	15%	179%
	<b>Total : Capital</b>	<b>68,606</b>	<b>121,512</b>	<b>47,996</b>	<b>39%</b>	<b>5,000</b>	<b>17,000</b>	<b>2,529</b>	<b>15%</b>	<b>179%</b>
	<b>Grand Total : Expense</b>	<b>3,012,864</b>	<b>3,182,469</b>	<b>960,439</b>	<b>30%</b>	<b>2,554,172</b>	<b>2,556,172</b>	<b>672,082</b>	<b>26%</b>	<b>43%</b>

**Variance Analysis: Variances  $\geq +/- 10\%$**

- [1] Decrease due to timing of payments received
- [2] Decrease due to timing of payments received
- [3] Increase due to earnings on balances
- [4] Increase due to salary allocations from SCFCS - Bradenton
- [5] Increase due to increased substitute services
- [6] Increase due to state health insurance premiums
- [7] Increase due to timing of payments
- [8] Increase due to purchases of small equipment and canopy for drive-thru line
- [9] Increase due to purchases of small equipment and canopy for drive-thru line

# Fund Balance and Purpose for the Fiscal Year Ending June 30, 2025

FUND	Restrictions	June 30, 2024 Reserves & Unallocated Balances	June 30, 2025 Estimated Reserves & Unallocated Balances	June 30, 2025	
				Sources	Uses
<b>Fund 1 Current Funds – Unrestricted:</b> This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college.	Restrictions on the resources of this fund are those imposed by law, regulation or the approved budget.	\$26,684,926	\$20,354,904	Legislative Appropriations, General Revenue, Lottery, Special Categorical Funds, Student Fees, Interest Earnings, Transfers and Other Fees	Salaries, Materials, Supplies, Utilities, Phones, Postage, Travel, Consulting, Services, etc., Furniture, Equipment, Library Books, Computers
<b>Fund 2 Current Funds – Restricted</b> This fund is also used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college.	Restrictions on the resources of this fund are those imposed by donors or other outside agencies.	\$8,631,209	\$10,014,032	Federal Grants, State Grants, Restricted Funds, Local/Special Grants	Salaries, Supplies, Travel, Materials, etc.
<b>Fund 3 Auxiliary Funds:</b> Auxiliary enterprises are established primarily to provide non-instructional services for sale to students, faculty, staff and which are intended to be self-supporting.	Restrictions on the resources of this fund are those imposed by the College and aligned with best practices and generally accepted accounting principles (GAAP).	\$7,239,153	\$8,407,109	Bookstore Commissions, Food Service Commissions, Other Self-Supporting Activities	Salaries, Scholarships, Transfers Out
<b>Fund 4 Loan Funds:</b> Loan funds are those resources available for loans to students regardless of whether the institution is responsible for the collection of the loan.	Restrictions on the resources of this fund are those imposed by the College or other outside agencies.	\$484,713	\$484,968	Contributions, Parking Fines, Interest Earnings	Student Loans
<b>Fund 5 Scholarship Funds:</b> This fund is used to account for resources available for awards to students which are not in payment for services rendered to the College and will not require repayment to the College.	Restrictions on the resources of this fund are those imposed by the College, the donor or other outside agencies.	\$177,058	\$333,112	Federal Grants, State Grants, Local Scholarship Awards, General Donations	Scholarships
<b>Fund 6 Agency Funds:</b> This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs.	Restrictions on the resources of this fund are those imposed by the club or organization for which the funds are held.	\$0.00	\$0.00	Fundraising by Student Clubs & Organizations	Student Club Project Activities

FUND	Restrictions	June 30, 2025 Reserves & Unallocated Balances	June 30, 2026 Estimated Reserves & Unallocated Balances	June 30, 2026 Estimated Reserves & Unallocated Balances	
				Sources	Uses
<b>Fund 7 Unexpended Plant Funds:</b> This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institution purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.	Restrictions on the resources of this fund are imposed by statute for PECO funds and are restricted to new construction, renovations/ remodeling, major repairs, capital equipment, site acquisition and the associated services to manage the physical plant.			PECO Funds, CO&DS Bonds/License Tag Fees, Interest Earnings, Local Transfers	New Buildings, Renovation/Remodeling, Major Repairs, Site Acquisition, Capital Equipment, Plant Management Services
<b>Fund 8 Debt Service Funds:</b> This fund is used to account for the long- term debt of a college and for the resources which will be used to retire the debt and pay the interest on the obligation(s).	Restrictions on the resources of this fund are limited to debt service payments.			\$45,363,649	
<b>Fund 9 Invested in Plant Funds:</b> This fund is used to account for the cumulative costs of plant assets and associated liabilities. The assets consist of land, buildings, other structures and improvements, furniture, machinery, equipment, data software, construction in progress, assets under capital lease, if any.				\$0.00	\$0.00
	Restrictions include a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for buildings and other structures and improvements.				Depreciation and Deletions of Outdated, Obsolete, and Outmoded Equipment, Library Books, Furniture etc.
	Depreciation is computed as follows: Buildings, 40 years; Other Structures, 10 years; Computer Equipment, 3 years; Vehicles, Office Machines and Ed. Eq., 5 years; and Furniture, 7 years.			\$102,795,510	Recordkeeping for Capital Purchases (Land, Buildings, Equipment, Library Books)
	Total			\$174,449,863	\$106,612,422
					\$191,570,196

**Definitions:**

**Encumbrances**

Encumbrances representing outstanding purchase orders or other external commitments for materials or services not received as of the reporting date. Encumbrances are not reported as expenditures or liabilities. Rather, encumbrances are reported as a reserve against fund balance.

**Fund Balance**

The excess of assets over liabilities. To the extent that assets cannot or will not be converted to cash, reserves are established from fund balance.

**Unallocated Fund Balance**

A portion of ending fund balance which is available to fund new expenditures in the next fiscal year.

**Community College Program Fund (CCPF)**

Fund established in law which shall comprise the majority of appropriations made by the Legislature for the support of the current operating program of the State's colleges.

**PECO Funding**

The State allocates gross receipts taxes, generally known as Public Education Capital Outlay (PECO) funding, to the College on an annual basis. The College is authorized to expend these resources only upon applying for and receiving an encumbrance authorization from the Florida Department of Education. The allocation of PECO money is recognized as an addition to Unexpected Plant Funds when it is allocated and as a deduction if the allocation is subsequently reduced.

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

**RESOLUTION NUMBER: Eleven (11)**  
**AMENDMENT NUMBER: Eleven (11)**

**FISCAL YEAR: 2025-26**  
**October and November 2025**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 16,284,302	\$	\$	\$ 16,284,302
REVENUES	60,628,517		200 <b>&lt;a&gt;</b>	60,628,317
TOTAL TO BE ACCOUNTED FOR	\$ 76,912,819	\$ 0	\$ 200	\$ 76,912,619
SALARIES	\$ 42,406,601	\$ 1,000 <b>&lt;b&gt;</b>	\$	\$ 42,407,601
CURRENT EXPENSES	25,287,317		11,352 <b>&lt;c&gt;</b>	25,275,965
CAPITAL OUTLAY	156,138	3,927 <b>&lt;d&gt;</b>		160,065
ENDING FUND BALANCE	9,062,763	6,225 <b>&lt;e&gt;</b>		9,068,988
TOTAL ACCOUNTED FOR	\$ 76,912,819	\$ 11,152	\$ 11,352	\$ 76,912,619

**JUSTIFICATION:**

**<a>** The \$200 decrease in Revenue is due to:

Cover cash shortage \$ (200)  
Transfer to cover cash shortage \$ (200)

**<b>** The \$1,000 increase in Salaries Expense is due to:

Transfer to cover supplemental payroll \$ 1,000  
\$ 1,000

**<c>** The \$11,352 decrease in Current Expenses is due to:

Transfer funds to Student Life to cover Trunk or Treat expenses \$ (5,000)  
Purchase Printer for PGY program \$ (1,289)  
Transfer to cover supplemental payroll \$ (1,000)  
Transfer community outreach budget to student life/career accelerator \$ (1,000)  
Cover cash shortage \$ (200)  
Purchase LWR office supplies \$ (225)  
Purchase of laptop for Manager, Facilities Management \$ (1,249)  
Purchase of laptop for Retention, Assessment & Testing \$ (1,389)  
\$ (11,352)

**<d>** The \$3,927 increase in Capital Outlay is due to:

Purchase Printer for PGY program \$ 1,289  
Purchase of laptop for Manager, Facilities Management \$ 1,249  
Purchase of laptop for Retention, Assessment & Testing \$ 1,389  
\$ 3,927

**<e>** The \$6,225 increase in Fund Balance is due to:

Transfer funds to Student Life to cover Trunk or Treat expenses \$ 5,000  
Transfer community outreach budget to student life/career accelerator \$ 1,000  
Purchase LWR office supplies \$ 225  
\$ 6,225

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

**RESOLUTION NUMBER: Twelve (12)**  
**AMENDMENT NUMBER: Twelve (12)**

**FISCAL YEAR: 2025-26**  
**October and November 2025**

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: **TWO**

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 5,301,817			\$ 5,301,817
REVENUES	15,440,165		83,460 <b>&lt; a &gt;</b>	15,356,705
TOTAL TO BE ACCOUNTED FOR	\$ 20,741,982	\$ 0	\$ 83,460	\$ 20,658,522
SALARIES	\$ 10,723,891	\$ 112,375 <b>&lt; b &gt;</b>		10,836,266
CURRENT EXPENSES	6,287,658		223,276 <b>&lt; c &gt;</b>	6,064,382
CAPITAL OUTLAY	222,675	29,299 <b>&lt; d &gt;</b>		251,974
ENDING FUND BALANCE	3,507,758		1,858 <b>&lt; e &gt;</b>	3,505,900
TOTAL ACCOUNTED FOR	\$ 20,741,982	\$ 141,674	\$ 225,134	\$ 20,658,522

**JUSTIFICATION:**

**< a >** The \$83,460 decrease in Revenue is due to:

Reverse CCAMPIS grant budget	(186,229)
Budget transfers to pay course creation project invoices	35,000
Reverse budget created in error (CROP 23/24 Fund)	(37,901)
Establish Pathway Navigator budget	100,000
Roll forward AHEC budget	5,670
	\$ <u><u>(83,460)</u></u>

**< b >** The \$112,375 increase in Salaries Expense is due to:

Reverse CCAMPIS grant budget	(10,138)
Increase hours for TRIO recruitment position	3,274
Reverse budget created in error (CROP 23/24 Fund)	(27,083)
Establish Pathway Navigator budget	88,822
Payroll increases for Student Life and Athletics (SABR funded)	57,500
	\$ <u><u>112,375</u></u>

**< c >** The \$223,276 decrease in Current Expense is due to:

Reverse CCAMPIS grant budget	(179,483)
Increase hours for TRIO recruitment position	(3,274)
Budget transfers to pay course creation project invoices	35,000
Reverse budget created in error (CROP 23/24 Fund)	(5,818)
Establish Pathway Navigator budget	11,178
Purchase of ILA device with Translate Live (Bishop Parker grant)	(2,499)
Sim2Grow accounting allocation (Bishop Parker grant)	(6,800)
Roll forward AHEC budget	(80)
Transfer from Fund 1 to cover expenses for Trunk or Treat	5,000
Transfer community outreach budget to student life/career accelerator	1,000
Pay increases for Student Life and Athletics and replace esports gaming computers	(77,500)
	\$ <u><u>(223,276)</u></u>

**< d >** The \$29,299 increase in Capital Outlay Expense is due to:

Purchase of ILA device with Translate Live (Bishop Parker grant)	2,499
Sim2Grow accounting allocation (Bishop Parker grant)	6,800
Replace Student Life Esports gaming computers	20,000
	\$ <u><u>29,299</u></u>

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

**RESOLUTION NUMBER: Twelve (12)**  
**AMENDMENT NUMBER: Twelve (12)**

**FISCAL YEAR: 2025-26**  
**October and November 2025**

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: **TWO**

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 5,301,817	\$	\$	\$ 5,301,817
REVENUES	15,440,165		83,460 <b>&lt;a&gt;</b>	15,356,705
TOTAL TO BE ACCOUNTED FOR	\$ 20,741,982	\$ 0	\$ 83,460	\$ 20,658,522
SALARIES	\$ 10,723,891	\$ 112,375 <b>&lt;b&gt;</b>		10,836,266
CURRENT EXPENSES	6,287,658		223,276 <b>&lt;c&gt;</b>	6,064,382
CAPITAL OUTLAY	222,675	29,299 <b>&lt;d&gt;</b>		251,974
ENDING FUND BALANCE	3,507,758		1,858 <b>&lt;e&gt;</b>	3,505,900
TOTAL ACCOUNTED FOR	\$ 20,741,982	\$ 141,674	\$ 225,134	\$ 20,658,522

**<e>** The \$1,858 decrease in Ending Fund Balance is due to:

Reverse CCAMPIS grant budget	3,392
Reverse budget created in error (CROP 23/24 Fund)	(5,000)
Roll forward AHEC budget	5,750
Transfer from Fund 1 to cover expenses for Trunk or Treat	(5,000)
Transfer community outreach budget to student life/career accelerator	(1,000)
	\$ <u><u>(1,858)</u></u>

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

**RESOLUTION NUMBER: Thirteen (13)**  
**AMENDMENT NUMBER: Thirteen (13)**

**FISCAL YEAR: 2025-26**  
**October and November 2025**

FUND NAME: COLLEGIATE SCHOOL-VC

FUND NUMBER: **23001**

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 970,655	\$	\$	\$ 970,655
REVENUES	3,067,619			3,067,619
TOTAL TO BE ACCOUNTED FOR	\$ 4,038,274	\$ 0	\$ 0	\$ 4,038,274
SALARIES	\$ 1,741,828	\$ 116,699 <b>&lt;a&gt;</b>		\$ 1,858,527
CURRENT EXPENSES	1,178,678			1,178,678
CAPITAL OUTLAY	15,000			15,000
ENDING FUND BALANCE	1,102,768		\$ 116,699 <b>&lt;b&gt;</b>	986,069
TOTAL ACCOUNTED FOR	\$ 4,038,274	\$ 116,699	\$ 116,699	\$ 4,038,274

**JUSTIFICATION:**

**<a>** The \$116,699 increase in Salaries Expense is due to:  
Allocation of salary expenses to be split between both SCFCS\_BC and VC

\$ 116,699  
\$ 116,699

**<b>** The \$116,699 decrease in Fund Balance is due to:  
Allocation of salary expenses to be split between both SCFCS\_BC and VC

\$ (116,699)  
\$ (116,699)

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

**RESOLUTION NUMBER: Fourteen (14)**  
**AMENDMENT NUMBER: Fourteen (14)**

**FISCAL YEAR: 2025-26**  
**October and November 2025**

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: **SEVEN**

PRESENT

REVISED

CATEGORY	BUDGET	INCREASE	DECREASE	BUDGET
Beginning Fund Balance	\$ 36,434,297	\$	\$	\$ 36,434,297
REVENUES	9,628,084	4,403,100 <b>&lt;a&gt;</b>		14,031,184
TOTAL TO BE ACCOUNTED FOR	\$ 46,062,381	\$ 4,403,100	\$ 0	\$ 50,465,481
SALARIES	\$ 347,236	\$		347,236
CURRENT EXPENSES	849,591	4,954 <b>&lt;b&gt;</b>		854,545
CAPITAL OUTLAY	46,688,718	4,603,146 <b>&lt;c&gt;</b>		51,291,864
ENDING FUND BALANCE	(1,823,164)		205,000 <b>&lt;d&gt;</b>	(2,028,164)
TOTAL ACCOUNTED FOR	\$ 46,062,381	\$ 4,608,100	\$ 205,000	\$ 50,465,481

**JUSTIFICATION:**

**<a>** The \$4,403,100 increase in Revenue is due to:

Establish budget for SCFCS_BC courtyard renovations	\$ 149,000
Establish budget for SCFCS_BC sod replacement	30,000
Establish budget for SCFCS_VC restroom access controls	10,000
Establish budget for Bldg 100 noise suppressant panels	4,100
Establish budget for the Foundation's commitment for Parrish Phase I	4,000,000
Establish budget for grounds rehabilitation project	100,000
Establish budget for Baseball pressbox renovations	60,000
Establish budget for Venice Campus observation deck	50,000
	\$ <u><u>4,403,100</u></u>

**<b>** The \$4,954 increase in Current Expenses is due to:

Purchase of software for Bldg 11 Howard Theatre sound equipment replacement	\$ 301
Purchase furniture/equipment for Bldg 4 Student Annex remodel	4,653
	\$ <u><u>4,954</u></u>

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

**RESOLUTION NUMBER: Fourteen (14)**  
**AMENDMENT NUMBER: Fourteen (14)**

**FISCAL YEAR: 2025-26**  
**October and November 2025**

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: **SEVEN**

PRESENT

REVISED

CATEGORY	BUDGET	INCREASE	DECREASE	BUDGET
Beginning Fund Balance	\$ 36,434,297	\$	\$	\$ 36,434,297
REVENUES	9,628,084	4,403,100 <b>&lt;a&gt;</b>		14,031,184
TOTAL TO BE ACCOUNTED FOR	\$ 46,062,381	\$ 4,403,100	\$ 0	\$ 50,465,481
SALARIES	\$ 347,236	\$		347,236
CURRENT EXPENSES	849,591	4,954 <b>&lt;b&gt;</b>		854,545
CAPITAL OUTLAY	46,688,718	4,603,146 <b>&lt;c&gt;</b>		51,291,864
ENDING FUND BALANCE	<b>(1,823,164)</b>		205,000 <b>&lt;d&gt;</b>	<b>(2,028,164)</b>
TOTAL ACCOUNTED FOR	\$ 46,062,381	\$ 4,608,100	\$ 205,000	\$ 50,465,481

**<c>** The \$4,603,146 increase in Capital Outlay is due to:

Establish budget for SCFCS_BC courtyard renovations	\$ 149,000
Establish budget for SCFCS_BC sod replacement	30,000
Establish budget for SCFCS_BC sod replacement	5,000
Establish budget for SCFCS_VC restroom access controls	10,000
Purchase of software for Bldg 11 Howard Theatre sound equipment replacement	<b>(301)</b>
Purchase furniture/equipment for Bldg 4 Student Annex remodel	<b>(4,653)</b>
Establish budget for Bldg 100 noise suppressant panels	4,100
Establish budget for the Foundation's commitment for Parrish Phase I	4,000,000
Increase Major Maintenance budget	200,000
Establish budget for grounds rehabilitation project	100,000
Establish budget for Baseball pressbox renovations	60,000
Establish budget for Venice Campus observation deck	50,000
	<b>\$ 4,603,146</b>

**<d>** The \$205,000 decrease in Ending Fund Balance is due to:

Establish budget for SCFCS_BC sod replacement	\$ <b>(5,000)</b>
Increase Major Maintenance budget	<b>(200,000)</b>
	<b>\$ (205,000)</b>

## 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.

### October 2025

<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b>Grants:</b>		
United States Department of Education		
October YTD Revenue	59,564	
September YTD Revenue	5	
Change for Month of October	<u>59,559</u>	Pell Grant 2023-24
October YTD Revenue	864,050	
September YTD Revenue	864,261	
Change for Month of October	<u>(211)</u>	Pell Grant 2024-25
October YTD Revenue	-	
September YTD Revenue	-	
Change for Month of October	<u>-</u>	Pell Grant 2025-26
<b>Total Received (Returned) - Pell Grant</b>	<b>59,348</b>	

### November 2025

<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b>Grants:</b>		
United States Department of Education		
November YTD Revenue	5	
October YTD Revenue	59,564	
Change for Month of November	<u>(59,559)</u>	Pell Grant 2023-24
November YTD Revenue	859,861	
October YTD Revenue	864,050	
Change for Month of November	<u>(4,189)</u>	Pell Grant 2024-25
November YTD Revenue	-	
October YTD Revenue	-	
Change for Month of November	<u>-</u>	Pell Grant 2025-26
<b>Total Received (Returned) - Pell Grant</b>	<b>(63,748)</b>	

**PROPERTY DISPOSAL**  
(Complete and route to Vice President, Finance/CFO)



Proposed by Stephanie Roy

Date: 1/1/2026

Title Manager, Business Operations

Model Name	Asset ID	Cost	Purchase Date	Disposal Reason	Method of Disposal
AMX Precis LT Fixed Matrix Switcher	29213	\$1,481.11	05/26/2010	Tech Refresh	E-Scrap
Crestron Processor	29214	\$1,737.46	05/26/2010	Tech Refresh	E-Scrap
Crestron Touch Panel	29215	\$1,674.79	05/26/2010	Tech Refresh	E-Scrap
Elmo Document Camera	26469	\$2,548.78	11/09/2005	Obsolete	E-Scrap
Elmo Document Camera	27457	\$1,726.67	06/23/2008	Obsolete	E-Scrap
Epson SureColor SC-P6000 Printer	33244	\$3,345.00	07/13/2017	Obsolete	GovDeals
Extron Input Switcher w/ Mono Audio Amp	25725	\$1,091.46	02/28/2005	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36832	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36833	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36834	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36835	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36836	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36837	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36838	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36839	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36840	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36842	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36843	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36844	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36845	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36846	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36847	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36848	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36849	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iMac, Mid 2017, 21.5" i5 16GB 256GB SSD	36850	\$1,229.00	07/27/2021	Obsolete	E-Scrap
iPad Air 2, 9.7" Wi-Fi 64GB,	32023	\$574.00	09/22/2015	Obsolete	E-Scrap
iPad Air, 4th Gen, 10.9" Wi-Fi 64GB	35503	\$599.00	12/18/2020	Obsolete	E-Scrap
iPad Air, 4th Gen, 10.9" Wi-Fi 64GB	35504	\$599.00	12/18/2020	Obsolete	E-Scrap
iPad Air, 4th Gen, 10.9" Wi-Fi 64GB	35505	\$599.00	12/18/2020	Obsolete	E-Scrap
iPad Air, 4th Gen, 10.9" Wi-Fi 64GB	35506	\$599.00	12/18/2020	Obsolete	E-Scrap
iPad Mini, 5th Gen, 7.9" Wi-Fi 64GB	35538	\$394.00	12/03/2020	Obsolete	E-Scrap
iPad Pro, 5th Gen, 12.9" Wi-Fi 128GB,	36478	\$1,099.99	07/22/2021	Obsolete	E-Scrap
iPad Pro, 5th Gen, 12.9" Wi-Fi 128GB	36479	\$1,099.99	07/22/2021	Obsolete	E-Scrap
iPad Pro, 5th Gen, 12.9" Wi-Fi 128GB	36477	\$999.00	07/22/2021	Obsolete	E-Scrap
iPad Pro, 6th Gen, 12.9" Wi-Fi 1TB	38818	\$1,699.00	04/03/2024	Obsolete	E-Scrap
iPad Pro, 6th Gen, 12.9" Wi-Fi 1TB	38819	\$1,699.00	04/03/2024	Obsolete	E-Scrap

## PROPERTY DISPOSAL

(Complete and route to Vice President, Finance/CFO)

iPad Pro, 6th Gen, 12.9" Wi-Fi 1TB	38820	\$1,699.00	04/03/2024	Obsolete	E-Scrap
iPad Pro, 6th Gen, 12.9" Wi-Fi 1TB	38822	\$1,699.00	04/03/2024	Obsolete	E-Scrap
iPad Pro, 6th Gen, 12.9" Wi-Fi 1TB	39006	\$1,699.00	04/03/2024	Obsolete	E-Scrap
iPad, 4th Gen, 9.7" Wi-Fi 16GB	31073	\$429.00	03/24/2014	Obsolete	E-Scrap
iPad, 7th Gen, 10.2" Wi-Fi 32GB	35126	\$259.99	01/13/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2" Wi-Fi 32GB	35210	\$299.00	05/12/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2" Wi-Fi 32GB	35211	\$299.00	05/12/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2" Wi-Fi 32GB	35212	\$299.00	05/12/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2" Wi-Fi 32GB	35213	\$299.00	05/12/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2" Wi-Fi 32GB	35214	\$299.00	05/12/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2" Wi-Fi 32GB	35215	\$299.00	05/12/2020	Obsolete	E-Scrap
iPad, 7th Gen, 10.2" Wi-Fi 32GB	35216	\$299.00	05/12/2020	Obsolete	E-Scrap
iPad, 9th Gen, 10.2" Wi-Fi 64GB	37959	\$299.00	01/31/2023	Obsolete	E-Scrap
iPad, 9th Gen, 10.2" Wi-Fi 64GB	37985	\$299.00	01/31/2023	Obsolete	E-Scrap
Krug 36" x 24" x 68" AV Cabinet w/ Pocket Doors	24433	\$1,897.92	06/29/2002	Obsolete	E-Scrap
Latitude 3410	37885	\$0.00	10/11/2022	Obsolete	E-Scrap
Latitude 3410	37886	\$0.00	10/11/2022	Obsolete	E-Scrap
Latitude 3410	37887	\$0.00	10/11/2022	Obsolete	E-Scrap
Latitude 3410	37888	\$0.00	10/11/2022	Obsolete	E-Scrap
Latitude 3410	37889	\$0.00	10/11/2022	Obsolete	E-Scrap
Latitude 3410 BTX	35593	\$475.00	01/19/2021	Obsolete	E-Scrap
Latitude 3410 BTX	35594	\$475.00	01/19/2021	Obsolete	E-Scrap
Latitude 3410 BTX	35596	\$475.00	01/19/2021	Obsolete	E-Scrap
Latitude 3410 BTX	35598	\$475.00	01/19/2021	Obsolete	E-Scrap
Latitude 3410 BTX	35601	\$475.00	01/19/2021	Obsolete	E-Scrap
Latitude 5400 XCTO	35158	\$1,150.00	02/24/2020	Obsolete	E-Scrap
Latitude 5400 XCTO	35514	\$1,041.30	11/05/2020	Obsolete	E-Scrap
Latitude 5400 XCTO	35516	\$1,041.30	11/05/2020	Obsolete	E-Scrap
Latitude 5400 XCTO	35519	\$1,041.30	11/05/2020	Obsolete	E-Scrap
Latitude 5420 XCTO	36509	\$1,090.00	06/22/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36522	\$1,090.00	06/22/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36704	\$1,090.00	06/22/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36708	\$1,090.00	06/22/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36712	\$1,090.00	06/22/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36723	\$1,090.00	06/22/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36729	\$1,090.00	06/22/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36741	\$1,090.00	06/22/2021	Broken	E-Scrap
Latitude 5420 XCTO	36780	\$1,090.00	06/17/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36786	\$1,090.00	06/17/2021	Obsolete	E-Scrap
Latitude 5420 XCTO	36789	\$1,090.00	06/17/2021	Obsolete	E-Scrap
Latitude 5430 BTX	37873	\$1,201.00	10/05/2022	Obsolete	E-Scrap
Latitude 5430 BTX	38107	\$1,218.00	02/23/2023	Broken	E-Scrap
Latitude 5510 BTX	35353	\$1,350.00	07/30/2020	Obsolete	E-Scrap
Latitude 5510 BTX	35354	\$1,350.00	07/30/2020	Obsolete	E-Scrap
Latitude 5510 BTX	35453	\$1,350.00	08/20/2020	Obsolete	E-Scrap
Latitude 5510 XCTO	35539	\$1,350.00	10/12/2020	Obsolete	E-Scrap
Latitude 5510 XCTO	35540	\$1,350.00	10/12/2020	Obsolete	E-Scrap

## PROPERTY DISPOSAL

(Complete and route to Vice President, Finance/CFO)

Latitude 5510 XCTO	35540	\$1,350.00	10/12/2020	Obsolete	E-Scrap
Latitude 5510 XCTO	35548	\$1,350.00	10/12/2020	Obsolete	E-Scrap
Latitude 5510 XCTO	35879	\$1,200.00	01/28/2021	Obsolete	E-Scrap
Latitude 5510 XCTO	35942	\$1,380.29	04/09/2021	Obsolete	E-Scrap
Latitude 5510 XCTO	36115	\$1,378.41	05/10/2021	Obsolete	E-Scrap
Latitude 5510 XCTO	36118	\$1,362.42	05/18/2021	Obsolete	E-Scrap
Latitude 5510 XCTO	36119	\$1,378.41	05/19/2021	Obsolete	E-Scrap
Latitude 5510 XCTO	36120	\$1,375.83	05/19/2021	Obsolete	E-Scrap
Latitude 5511 MLK XCTO	36217	\$2,265.64	06/04/2021	Obsolete	E-Scrap
MacBook Air, Late 2018, 13" i5 1.6GHz	34423	\$1,349.00	05/29/2019	Obsolete	E-Scrap
MacBook Pro, 2019, 16" i9 2.4GHz	35526	\$3,199.00	10/21/2020	Obsolete	E-Scrap
MacBook Pro, 2020, 13" i5 2GHz 16GB	37168	\$1,699.00	09/30/2021	Broken,	E-Scrap
OptiPlex 3060 Micro BTX	34014	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34015	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34016	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34017	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34018	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34019	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34020	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34021	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34023	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34024	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34025	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34026	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34027	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34028	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3060 Micro BTX	34029	\$550.00	09/14/2018	Obsolete	E-Scrap
OptiPlex 3070 Micro BTX	35202	\$602.65	04/03/2020	Obsolete	E-Scrap
OptiPlex 3080 Micro XCTO	36424	\$725.00	06/22/2021	Tech Refresh	E-Scrap
OptiPlex 5040 Mini XCTO	32946	\$1,147.66	04/28/2017	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34213	\$933.20	04/08/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34328	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34344	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34351	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34361	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34362	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34365	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34366	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34367	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34369	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	34384	\$900.00	05/03/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	35019	\$850.00	12/02/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	35020	\$850.00	12/02/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	35023	\$850.00	12/02/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	35030	\$850.00	12/02/2019	Obsolete	E-Scrap
OptiPlex 5060 Mini XCTO	35134	\$850.00	12/17/2019	Obsolete	E-Scrap
OptiPlex 5070 Tower XCTO	35164	\$975.00	02/24/2020	Obsolete	E-Scrap

## PROPERTY DISPOSAL

(Complete and route to Vice President, Finance/CFO)

OptiPlex 5070 Tower XCTO	35181	\$975.00	03/09/2020	Obsolete	E-Scrap
OptiPlex 5070 Tower XCTO	35182	\$975.00	03/09/2020	Obsolete	E-Scrap
OptiPlex 5070 Tower XCTO	35187	\$975.00	03/09/2020	Obsolete	E-Scrap
OptiPlex 5070 Tower XCTO	35189	\$975.00	03/09/2020	Obsolete	E-Scrap
OptiPlex 5070 Tower XCTO	35195	\$975.00	03/09/2020	Obsolete	E-Scrap
OptiPlex 5070 Tower XCTO	35197	\$975.00	03/09/2020	Obsolete	E-Scrap
Samsung Digital Presenter	29212	\$2,423.84	05/26/2010	Obsolete	E-Scrap
Smart Widescreen Sympodium	29211	\$3,011.54	05/26/2010	Obsolete	E-Scrap
Surface Laptop 4, 15" i7 512GB	37668	\$1,747.99	06/13/2022	Obsolete	E-Scrap
Surface Laptop 4, 15" i7 512GB	37669	\$1,747.99	06/13/2022	Obsolete	E-Scrap
Surface Pro 7, i5 128GB	35572	\$919.99	12/10/2020	Obsolete	E-Scrap
XPS 13 9310	35946	\$1,606.36	04/13/2021	Obsolete	E-Scrap
XPS 13 9310	37076	\$1,410.00	07/16/2021	Obsolete	E-Scrap
XPS 15 9500	36985	\$1,445.00	06/22/2021	Obsolete	E-Scrap
XPS 15 9500	36986	\$1,445.00	06/22/2021	Obsolete	E-Scrap
XPS 17 9700	36318	\$2,093.86	06/22/2021	Obsolete	E-Scrap

Stephanie Roy

12/8/25

Proposer

Date

Rebecca Lida

01/02/26

Business Services Administrator

Date



01/13/26

Signature of Vice President, Finance/CFO

Date

State College of Florida Current Capital Projects over \$150K 1-27-2026	Board of Trustee Approved Budget	Date Board Approved Budget	Source of Funds	Project Justification	Comments
<b>Completed</b>					
Building Deferred Maintenance, Buildings 17,29,500	1,270,000	6/28/2022	\$8.2M State CARES	Deferred Maint.	Complete
<b>Pre-Construction/Construction</b>					
Parrish Phase 1 Development	39,265,385	5/23/2023	PECO, Other	Population Shift	Construction in Process
Building 28 OT/PT HVAC Upgrades	220,000	12/10/2024	Capital Reserve	Deferred Maint.	Equipment on Order
Building 26 Roof Replacement	500,000	6/24/2025	Capital Reserve	Deferred Maint.	In Process
Howard Theatre Audio System Replacement	200,000	6/24/2025	CIF	Deferred Maint.	Advertise & Bidding
<b>Approval, Planning or Design</b>					
Building 19 Collegiate School HVAC Upgrade	600,000	6/24/2025	Collegiate PECO, Capital Res.	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	9/30/2025	PECO, Other	Demand	A&E and CM Selection
Parrish Collegiate School Building	16,900,000	9/30/2025	PECO, Other	Demand	A&E and CM Selection
Refurbish Athletic Fields	900,000	TBD	Capital Reserve	Deferred Maint.	BOT Project Approval
<b>Total</b>	<b>74,835,385</b>				-

Meeting of the  
 DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
 January 27, 2026

**AGENDA ITEM:**

Board Approval to negotiate with the top ranked Architect for the Venice & Parrish Collegiate Schools Designs.

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to negotiate with Sweet Sparkman Architects for the Venice & Parrish Collegiate Schools Designs**

**STAFF ANALYSIS:**

Per SREF and Florida Statute, the college followed the Consultant Competitive Negotiation Act. An RFQ was issued and firms were evaluated and ranked based on screening criteria such as experience, past performance, ability, office staff and presence in the community. An evaluation committee was formed, including Trustee Goodson. Below is the ranked order from the committee scoring.

Requesting approval to negotiate with the top ranked Architectural firm, Sweet Sparkman Architects, for design services for both the Venice Collegiate School project and separately the Parrish Collegiate School project. The design contracts will be brought to the Board for approval, pending available funding.

Shortlisted Firms (order of presentations)	Ranking
PBK	4
Sweet Sparkman	1
Rowe	3
Fleishman Garcia Maslowski	2

**FISCAL IMPACT** Yes

Funding Source: State Funds, Foundation, Capital Reserve

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: TBD

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
January 27, 2026

**AGENDA ITEM:**

Board Approval to negotiate with the top ranked Construction Management Firm for the Venice & Parrish Collegiate Schools Construction

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to negotiate with Willis Smith Construction for the Venice & Parrish Collegiate Schools Construction**

**STAFF ANALYSIS:**

Per SREF and Florida Statute, the college followed the Consultant Competitive Negotiation Act. An RFQ was issued, and firms were evaluated and ranked based on screening criteria such as experience, past performance, ability, office staff and presence in the community. An evaluation committee was formed, including Trustee Goodson. Below is the ranked order from the committee scoring.

Requesting approval to negotiate with the top-ranked CM firm, Willis Smith Construction, for pre-construction services and construction for the Venice Collegiate School project and separately the Parrish Collegiate School project. All contracts over \$325,000 will be brought to the Board for approval.

<b>Shortlisted Firms (order of presentations)</b>	<b>Ranking</b>
Creative Contractors	3
Halfacre	2
Willis Smith	1

**FISCAL IMPACT** Yes

Funding Source: State Funds, Foundation, Capital Reserve

Will this action result in a Budget Amendment? Yes

If yes, indicate the dollar amount: TBD

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
January 27, 2026

**AGENDA ITEM:**

Baseball & Softball Athletic Fields Refurbishment Capital Project Approval

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees the Baseball & Softball Athletic Fields Refurbishment Capital Project approval.**

**STAFF ANALYSIS:**

The College's baseball and softball athletic fields have not undergone a comprehensive refurbishment in more than a decade, resulting in deteriorating conditions and deferred maintenance. This project will rehabilitate both fields through new irrigation systems, laser leveling to improve drainage, and replacement of existing soil, clay, and turf surfaces, including artificial turf in select high-wear areas.

The improvements will enhance field safety, functionality, and maintenance efficiency while extending the useful life of the facilities. The total project budget is \$900,000 and will come from Capital Reserve funding. The project will be completed by a specialty contractor experienced in athletic field restoration.

**FISCAL IMPACT:** Yes

Funding Source: Capital Reserve

Will this action result in a Budget Amendment? Yes

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

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

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58**  
**FISCAL YEAR 2025-2026**

<p>College Facility:  <b>SCHOOL / FACILITY:</b> State College of Florida - Manatee  <b>ADDRESS:</b> 5840 26 ST West, Bradenton, FL</p>	<p># OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u></p>	<p># OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>0</u></p>
<p>Jeb Bynum (Municipal Fire Safety Inspector)</p> <hr/> <p>COLLEGE BOARD FIRE SAFETY INSPECTOR NAME PRINTED</p>		
<p>Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-302-3993</p> <hr/> <p>INSPECTOR ADDRESS &amp; PHONE NUMBER</p>		
<p></p> <hr/> <p>12/13/2025</p> <hr/> <p>COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE</p>		
<p>133209</p> <hr/> <p>FIRE INSPECTOR CERTIFICATION NUMBER</p>		
<p><b>LOCATION:</b></p> <p>Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency is in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.</p>		
<p><input checked="" type="checkbox"/> State College of Florida-Manatee has met the requirements of F.S.S. 1013.12(2)(d): <u>X</u> YES <u>  </u> NO</p>		
<p>Approval of Reports by Board (Including Letter) <u>YES</u> <u>  </u> NO</p>		
<p>THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.</p>		
<p>Chris Wellman  <small>FACILITY ADMINISTRATOR NAME PRINTED</small>  <b>VP Operations</b>  <small>FACILITY ADMINISTRATOR TITLE</small></p>	<p></p> <hr/> <p>FACILITY ADMINISTRATOR SIGNATURE</p>	<p>12/15/2025</p> <hr/> <p>SIGNATURE DATE</p>

CODE NUMBER	Insp. Initials	SREF 2025/2026 Fire Safety Deficiencies - State College of Florida-Manatee Bradenton Campus			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description						
	JB	01 Bldg.: No deficiencies noted						1
	JB	02 Bldg.: No deficiencies noted						2
	JB	03 Bldg.: No deficiencies noted						3
	JB	04 Bldg.: No deficiencies noted						4
	JB	05 Bldg.: No deficiencies noted						5
	JB	06 Bldg.: No deficiencies noted						6
	JB	07 Bldg.: No deficiencies noted						7
	JB	08 Bldg.: No deficiencies noted						8
	JB	09 Bldg.: No deficiencies noted						9
	JB	10 Bldg.: No deficiencies noted						10
	JB	11 Bldg.: No deficiencies noted						11
	JB	12 Bldg.: No deficiencies noted						12
	JB	13 Bldg.: No deficiencies noted						13
	JB	14 Bldg.: No deficiencies noted						14
	JB	15 Bldg.: No deficiencies noted						15
	JB	16 Bldg.: No deficiencies noted						16
	JB	17 Bldg.: No deficiencies noted						17
	JB	18 Bldg.: No deficiencies noted						18
	JB	19 Bldg.: No deficiencies noted						19
	JB	20 Bldg.: No deficiencies noted						20
	JB	21 Bldg.: No deficiencies noted						21
	JB	22 Bldg.: No deficiencies noted						22
	JB	25 Bldg.: No deficiencies noted						23
	JB	25A Bldg.: No deficiencies noted - new science						24
	JB	26 Bldg.: No deficiencies noted						25
	JB	27 Bldg.: No deficiencies noted						26





**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58**  
**FISCAL YEAR 2025-2026**

College Facility: <b>SCHOOL / FACILITY:</b>	State College of Florida - Manatee Venice Campus 142	# OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
ADDRESS:	8000 S. Tamiami Trail, Venice, FL	# OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)	Jeb Bynum (Municipal Fire Safety Inspector)	INSPECTION DATE <u>December 12, 2025</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)		COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE <u>12/13/2025</u>
SIGNATURE DATE	FIRE INSPECTOR CERTIFICATION NUMBER	FIRE INSPECTOR CERTIFICATION NUMBER <u>133209</u>
<b>LOCATION:</b> Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency is in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.		

<sup>50</sup>

State College of Florida-Manatee has met the requirements of F.S.S. 1013.12(2)(d):  YES  NO

Approval of Reports by Board (Including Letter)  YES  NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

Chris Wellman

FACILITY ADMINISTRATOR NAME PRINTED

VP Operations

FACILITY ADMINISTRATOR TITLE

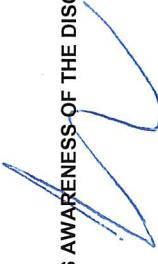
  
 FACILITY ADMINISTRATOR SIGNATURE  
12/15/2025  
 SIGNATURE DATE



CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2025/2026 Casualty/Sanitation Deficiencies - State College of Florida - Manatee Venice Campus	Location, Deficiency Description	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
	JB	No deficiencies noted					1



ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58  
FISCAL YEAR 2025-2026

College Facility: <b>SCHOOL / FACILITY:</b> State College of Florida - Manatee Lakewood Campus 143 7131 Professional Parkway East, Sarasota, FL	# OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
ADDRESS:	# OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)	Jeb Bynum (Municipal Fire Safety Inspector) COLLEGE BOARD FIRE SAFETY INSPECTOR NAME PRINTED
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)	 FIRE INSPECTOR ADDRESS & PHONE NUMBER
SIGNATURE DATE	12/13/2025 COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE
<b>LOCATION:</b> Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency is in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.	
State College of Florida-Manatee has met the requirements of F.S.S. 1013.12(2)(d): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Approval of Reports by Board (Including Letter) <input type="checkbox"/> YES <input type="checkbox"/> NO	
THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES. 	
Chris Wellman FACILITY ADMINISTRATOR NAME PRINTED VP Operations FACILITY ADMINISTRATOR TITLE	FACILITY ADMINISTRATOR SIGNATURE 12/15/2025 SIGNATURE DATE





Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
January 27, 2026

**AGENDA ITEM:**

**Revised SCF Mission, Vision, and Values**

**MISSION**

**Old 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.

**New Mission**

- SCF's mission is student success. Through high-quality, open-access education, we create pathways that empower students to achieve prosperity, transform lives, and strengthen their communities.

**VISION**

**Old Vision**

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

**New Vision**

- SCF's vision is to be a national leader in student success and paths to graduation, driving transformation across communities and industries.

## **VALUES**

### **Old 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.

### **New Values**

To drive student success SCF has committed to adhere to the following values:

#### **► Accountability**

SCF meets our commitments with honesty, integrity, and transparency, owning our outcomes, and continuously improving.

#### **► Excellence**

SCF emphasizes high standards, and consistent delivery, to prioritize excellence in teaching and learning.

#### **► Belonging**

SCF is a community where every student and employee is welcomed and supported.

#### **► Teamwork**

SCF works as one college, building trust and partnership to find solutions and achieve shared goals.

#### **► Community Connections**

SCF forges strong community relationships to create educational opportunities that generate lasting impact

**SYNOPSIS OF PENDING RULE REVISIONS JANUARY 27, 2026**

<u>Rule</u>	<u>Title</u>	<u>Revision</u>
6HX14-2.26	Holidays and Other Paid Non-Duty Days	Revisions to Rule

# RULE

<b>Subject</b>	<b>Holidays and Other Paid Non-Duty Days</b>	<b>Number:</b> 6HX14-2.26
<b>Authority</b>	F.S. 1001.64, 1001.65, 1006.53	<b>Date:</b>
<b>History</b>	1/18/84, 3/27/91, 11/16/94, 8/16/00, 3/16/05, 10/27/2015, <u>02/25/2020</u>	
<b>Source</b>	— <u>Human Resources</u> —	

The following holidays and paid non-duty days shall be observed by the College:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
<u>Spring Break</u>	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Winter Break

In addition, other days may be designated as holidays or non-duty days by the President of the College upon approval by the Board of Trustees.

In the event that a designated holiday falls on a Saturday, it shall be observed on the previous Friday. If the designated holiday falls on a Sunday, it will be observed on the following Monday.

Requests to observe religious holidays other than those identified above will be reasonably accommodated in accordance with College procedure. In its discretion the College may require an employee to work on scheduled holidays. In such cases, the employee shall receive another day off in lieu of the holiday with prior approval of the immediate supervisor.

# RULE

<b>Subject</b>	<b>Holidays and Other Paid Non-Duty Days</b>	<b>Number:</b> 6HX14-2.26
<b>Authority</b>	F.S. 1001.64, 1001.65, 1006.53	<b>Date:</b>
<b>History</b>	1/18/84, 3/27/91, 11/16/94, 8/16/00, 3/16/05, 10/27/2015, 02/25/2020	

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