



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

DISTRICT BOARD OF TRUSTEES

## **SCF Mission:**

State College of Florida, Manatee-Sarasota, guided by measurable standards of institutional excellence, provides engaging and accessible learning environments that result in student success and community prosperity.

## **SCF Vision:**

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

## **SCF Values:**

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

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

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

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

<p><b>AGENDA</b></p> <p>The District Board of Trustees</p> <p>State College of Florida, Manatee - Sarasota</p> <p>Regular Meeting</p> <p>SCF Bradenton - Board Room 7/160</p> <p>May 21, 2024 5:30 pm</p>
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1. Meeting Call to Order – Mr. Thomson
2. Invocation and Pledge of Allegiance - Dr. Nielsen
3. Public Comment - Mr. Thomson
4. President’s Report - Dr. Probstfeld
  - Mission Moment - SCF Mission Statement Annual Review - Dr. Ryan Hale
5. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)

Exhibit A:	Minutes of April 30, 2024 BOT Meeting - Page 5
Exhibit B:	2024-2025 SCF Board of Trustees Calendar - Page 8
Exhibit C:	Amended Summer 2024 Lifelong Learning & Workforce Development Schedule - Page 9
Exhibit D:	HR Personnel Actions Monthly Report April 2024 - Page 13
Exhibit E:	Sabbatical Leave Requests - Page 14

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

Exhibit F:	Monthly Financial Report March 2024 - Page 25
Exhibit G:	Budget Amendment FY 2023-24 March 2024 #28-31 - Page 30
Exhibit H:	SCFCS Financial Report(s) March 2024 - Page 35
Exhibit I:	Acceptance of Gifts and Grants March 2024 - Page 37
Exhibit J:	Property Disposals - Page 38
Exhibit K:	Campus Bookstore Services Contract - Page 40

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

Exhibit L: Project List - Page 59

**8. Facilities**

**Construction Projects & Updates - Chris Wellman**

Exhibit M: Capital Improvement Program Fiscal Year 2025-26 through 2029-30 - Page 60

**9. FY 2024-2025 Draft Operating Budget - Julie Jakway**

Exhibit N: Fee Schedule - Page 88  
Tracked Changes - Page 89  
Exhibit Clean Copy - Page 93

Exhibit O: Salary Schedule - Page 97  
Tracked Changes - Page 98  
Clean Copy - Page 126

Exhibit P: Budget - Page 152

**10. Old Business**

**11. New Business**

**12. Board Comments & Meeting Adjournment**

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

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**Date:** April 30, 2024 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 April 30, 2024 at SCF Bradenton.

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

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

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

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

**2. Invocation and Pledge of Allegiance**

Dr. Nielsen delivered the invocation and led the pledge.

**3. Public Comment**

Faculty Member and Union President, Jennifer Bieselin, addresses the Board concerning the impact of inflation and housing costs on SCF faculty . Ms. Bieselin shared the results and comments of a recent union survey regarding this issue.

**4. President’s Report**

Dr. Probstfeld highlighted the upcoming graduation events.

**5. Mission Moment: Fall Enrollment & Student Profile – Dr. Ryan Hale & Dr. Brittany Nielsen**

Dr. Hale provided the Board with an SCF enrollment update for Fall 2023. Dr. Hale highlighted and compared various trends, student retention/persistence, and student success, all moving in a positive direction.

Dr. Nielsen shared with the Board the SCF Spring 2024 student profile. Dr. Nielsen highlighted the overall student enrollment increase, graduation, student services, and marketing/ recruitment events.

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

Exhibit A:	Minutes of February 27, 2024 BOT Meeting - Page 5
Exhibit B:	Minutes of March 5, 2024 TSI Advisory Committee Meeting - Page 8
Exhibit C:	CDR - Curriculum Revision - Page 10
Exhibit D:	Amended Spring 2024 Lifelong Learning & Workforce Development Schedule - Page 14
Exhibit E:	HR Personnel Actions Monthly Report February - March 2024 - Page 21
Exhibit F:	SCFCS 2022-23 Annual FLDOE Accountability Reports - Page 23
Exhibit G:	2023-24 Annual Comprehensive Safety Inspection - Page 40

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

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

Exhibit H:	Monthly Financial Report January 2024 - Page 51
Exhibit I:	Budget Amendment FY 2023-24 January 2024 #21-24 - Page 56
Exhibit J:	SCFCS Financial Report(s) January 2024 - Page 60
Exhibit K:	Acceptance of Gifts and Grants January 2024 - Page 62
Exhibit L:	Monthly Financial Report February 2024 - Page 63
Exhibit M:	Budget Amendment FY 2023-24 February 2024 #25-27 - Page 68
Exhibit N:	SCFCS Financial Report(s) February 2024 - Page 71
Exhibit O:	Acceptance of Gifts and Grants February 2024 - Page 73
Exhibit P:	Property Disposals - Page 74
Exhibit Q:	2022-2023 Annual Financial Report - Page 78

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

**8. Facilities Project List (informational Only)**

Exhibit R: Project List - Page 175

**9. Facilities**

**Construction Projects & Updates - Chris Wellman**

Exhibit S: Deferred Maintenance Contract Approval, Buildings BC 17, 29 & VC 500 - Page 176  
Mr. Wellman requested contract approval with Jon Swift Construction in the amount of \$1,160,000 to address deferred maintenance on Buildings 17, 29 & 500 at the Bradenton and Venice Campuses. After due discussion and consideration, Mr. Fuller motioned to approve Exhibit S, Mr. Goodson seconded the motion, and the Board unanimously approved.

Exhibit T: Deferred Maintenance Contract Approval, Building 300 Venice Campus - Page 177  
Mr. Wellman requested contract approval with Jon Swift Construction in the amount of \$917,000 to address deferred maintenance on Building 300 Auditorium, Lobby & Restroom at the Venice Campus. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit T, Mr. Moore seconded the motion, and the Board unanimously approved.

Exhibit U: Deferred Maintenance Contract Approval, Roof Coatings Collegewide - Page 178  
Mr. Wellman requested contract approval with Jon Swift Construction in the amount of \$874,254.35 to address deferred maintenance roof coatings collegewide. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit U, Mr. Moore seconded the motion, and the Board unanimously approved.

Exhibit V: Deferred Maintenance Contract Approval, Roofing and Flooring Collegewide - Page 179  
Mr. Wellman requested contract approval with Tandem Construction in the amount of \$351,716.42 to provide roofing and flooring deferred maintenance collegewide. After due discussion and consideration, Mr. Fuller motioned to approve Exhibit V, Mr. Goodson seconded the motion, and the Board unanimously approved.

Exhibit W: Site Improvements Contract Approval, Bradenton Campus - Page 180  
Mr. Wellman requested contract approval with Tandem Construction in the amount of \$524,753.09 to provide site improvements at the Bradenton Campus. After due discussion and consideration,

Mr. Goodson motioned to approve Exhibit W, Mr. Moore seconded the motion, and the Board unanimously approved.

Exhibit X: Building 14 Student Union BC Floor Replacement Budget Increase Approval - Page 181  
Mr. Wellman requested Board approval to increase the budget for the Building 14 Student Union flooring at the Bradenton Campus from \$200,000 to \$334,679. After due discussion and consideration, Mr. Fuller motioned to approve Exhibit X, Mr. Goodson seconded the motion, and the Board unanimously approved.

## **10. Old Business**

**None**

## **11. New Business**

Mr. Fuller explained to the Board that the SCF Foundation Board of Directors have voted to name the SCF Library and Learning Center after Dr. Probstfeld and want to waive the one year waiting period which is part of their policy. After due discussion and consideration, Mr. Thomson made a motion to name the SCF Library and Learning Center after Dr. Probstfeld in accordance with the recommendation of the Foundation Board of Directors, Mr. Moore seconded the motion, and the Board unanimously approved.

## **12. Board Comments/Updates & Adjournment**

Mr. Goodson discussed the importance of the SCF Annual Financial Report and suggested all of the Board Members review it thoroughly. Mr. Goodson shared that over the past three years the total of SCF's capital projects has exceeded \$30 million dollars. Mr Goodson added that this is immense achievement and gave credit to Mr. Wellman and his team. It was also noted that these funds are restricted capital funds and cannot be used elsewhere, such as for salary increases.

Mr. Fuller provided the Board with an SCF Foundation update.

Mr. Thomson commended Mr. Wellman on the consistency of his projects coming in under budget.

Dr. Probstfeld shared with the Board how impressed a donor, who had not been on the SCF campus in decades, was when he recently visited SCF Bradenton. The donor was so pleased that he assured Dr. Probstfeld & Cassandra Holmes of his support for the Parrish Campus.

The meeting was adjourned at 6:15 p.m.

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Chair, Board of Trustees

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Carol Probstfeld, Secretary, Board of Trustees

**State College of Florida, Manatee – Sarasota  
District Board of Trustees  
2024-2025 Calendar  
DRAFT**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
September 24, 2024	5:30 PM	SCF BOT Meeting <b>(Organizational)</b>	SCF Bradenton Board Room #7 – 160
October 29, 2024	5:30 PM	SCF BOT Meeting	SCF - Venice Selby Room
November 8, 2024		SCFF Annual Scholarship Luncheon	
<b>December 6, 2024</b>		<b>SCF Commencement</b>	
<u>December 10, 2024</u>	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
January 28, 2025	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
February 22, 2025		SCFF Avenues to the Future	
February 25, 2025	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
March 25, 2025	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
April 5, 2025		SCFF Evening Under the Stars	
April 29, 2025	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
<b>May 2, 2025</b>		<b>SCF Commencement</b>	
<u>May 20, 2025</u>	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
June 24, 2025	5:30 PM	SCF BOT Budget Meeting	SCF Bradenton Board Room #7 – 160



**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2024**

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16007	SCF Softball Recruitment Camp (Girls - High School)	7/22/24	7/25/24	\$250.00	SCF Bradenton (Softball Field)	TBD
16055	Social Security 101 - Lakewood Ranch Campus	5/21/24	5/21/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16056	Social Security 101 - Lakewood Ranch Campus	5/23/24	5/23/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16057	Social Security 101 - Lakewood Ranch Campus	6/25/24	6/25/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16058	Social Security 101 - Lakewood Ranch Campus	6/27/24	6/27/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16067	SCF Leadership Academy Boot Camp	8/23/24	8/23/24	\$299.00	SCF Lakewood Ranch (CIT)	Dudley
16068	SCF Leadership Academy Boot Camp	5/31/24	5/31/24	\$249.00	Zoom	Dudley
16078	Business Writing	5/16/24	5/16/24	\$0.00	SCF Bradenton (Building 3)	Rogers
16079	Conducting Effective Meetings	5/21/24	5/21/24	\$0.00	Zoom	Roth
16086	Accountability	8/21/24	8/21/24	\$0.00	Zoom	Dudley
16087	Priority & Time Management	6/12/24	6/12/24	\$0.00	Zoom	Dudley
16089	Change Management	5/8/24	5/8/24	\$0.00	Zoom	Bresler
16090	Change Management	7/10/24	7/10/24	\$0.00	Zoom	Bresler
16104	FAA REMOTE PILOT - DRONE SAFETY	6/15/24	6/15/24	\$299.00	SCF Bradenton (26 West Center)	Bagley
16143	05: MAY 14th — 26 West Center Tours	5/14/24	5/14/24	\$0.00	SCF Bradenton (26 West Center)	Rodgers-Misliyan
16144	06: JUNE 11th — 26 West Center Tours	6/11/24	6/11/24	\$0.00	SCF Bradenton (26 West Center)	Rodgers-Misliyan
16145	07: JULY 18th — 26 West Center Tours	7/18/24	7/18/24	\$0.00	SCF Bradenton (26 West Center)	Rodgers-Misliyan
16146	08: AUGUST 15th — 26 West Center Tours	8/15/24	8/15/24	\$0.00	SCF Bradenton (26 West Center)	Rodgers-Misliyan
16157	ChatGPT/Artificial Intelligence: Beginner	5/21/24	5/21/24	\$129.00	SCF Bradenton (26 West Center)	Bagley
16158	ChatGPT/Artificial Intelligence: Beginner	6/4/24	6/4/24	\$129.00	SCF Bradenton (26 West Center)	Bagley
16161	Microsoft Co-Pilot & Power Automate: Beginner	6/14/24	6/14/24	\$299.00	SCF Bradenton (26 West Center)	Bagley
16165	Office Tools for Remote Professionals: Beginner	5/16/24	5/16/24	\$199.00	SCF Bradenton (26 West Center)	Bagley
16168	HubSpot: Manage Your Prospects/Customers: Beginner	5/10/24	5/10/24	\$129.00	SCF Bradenton (26 West Center)	*
16171	Teams Design Better Together Using FIGMA: Beginner	5/10/24	5/10/24	\$299.00	SCF Bradenton (26 West Center)	Link
16174	Canva Digital Design: Beginner	5/22/24	5/22/24	\$129.00	SCF Bradenton (26 West Center)	*
16209	Leadership Session 3	5/9/24	5/9/24	\$0.00	Zoom	Marco
16210	Leadership Session 4	5/16/24	5/16/24	\$0.00	Zoom	Marco
16211	Leadership Session 5	5/30/24	5/30/24	\$0.00	Zoom	Marco
16214	Excel 4	5/14/24	5/14/24	\$0.00	Off-site Sarasota (contract training)	Devine
16215	Excel 1	8/13/24	8/13/24	\$0.00	Off-site Sarasota (contract training)	Devine
16216	Excel 2	8/27/24	8/27/24	\$0.00	Off-site Sarasota (contract training)	Devine
16219	Peer Today, Boss Tomorrow	5/13/24	5/13/24	\$0.00	Off-site Sarasota (contract training)	Dudley
16220	Netiquette	5/20/24	5/20/24	\$0.00	Off-site Sarasota (contract training)	Smith
16225	Computer Basics	5/29/24	5/29/24	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
16226	Excel - Level 2	5/16/24	5/16/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16227	Excel - Level 1	5/2/24	5/2/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine

(\$0.00 denotes paid by corporate.)

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2024**

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16228	Excel - Level 3	6/6/24	6/6/24	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
16229	Outlook	6/11/24	6/11/24	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
16230	Excel - Level 4	6/20/24	6/20/24	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
16231	Computer Basics	6/29/24	6/29/24	\$129.00	SCF Lakewood Ranch (CIT)	Miscik
16240	CDCA-WREB-CITA Testing Site Fee	5/1/24	5/1/24	\$125.00	SCF Bradenton (Building 2)	*
16241	SCF Baseball Camp (Boys - High School)	7/8/24	7/11/24	\$250.00	SCF Bradenton (Baseball Field)	Hill
16242	SCF Beach Volleyball Camp (Girls - High School)	6/17/24	6/20/24	\$250.00	SCF Bradenton (Beach Volleyball Court)	Vercosa
16243	SCF Court Volleyball Camp (Girls - High School)	7/15/24	7/18/24	\$250.00	SCF Bradenton (Building 17)	Bobo-McKenzie
16244	STEAM Detective Agency (Venice)	6/3/24	6/7/24	\$299.00	SCF Venice (Building 800)	TBD
16245	STEAM Artful Engineering (Venice)	6/10/24	6/14/24	\$299.00	SCF Venice (Building 800)	TBD
16247	STEAM Future Innovators (Venice)	6/17/24	6/21/24	\$299.00	SCF Venice (Building 800)	TBD
16248	STEAM Time Travelers (Venice)	6/24/24	6/28/24	\$299.00	SCF Venice (Building 800)	TBD
16250	STEAM and the Great Outdoors (Venice)	7/15/24	7/19/24	\$299.00	SCF Venice (Building 800)	TBD
16251	STEAM in the Kitchen (Venice)	7/22/24	7/26/24	\$299.00	SCF Venice (Building 800)	TBD
16264	Introduction to Robotics - Middle School - 9:00AM-3:00PM	6/10/24	6/14/24	\$299.00	SCF Bradenton (26 West Center)	Bagley
16266	2024 Elementary STEM Camp - Week 1 - LWR - 8am - 12noon - Tinkering Tech ""	6/10/24	6/14/24	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
16267	2024 Elementary STEM Camp - Week 2 - LWR - 8am - 12noon - Makers and Inventors""	6/17/24	6/21/24	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
16268	2024 Elementary STEM Camp - Week 3 - LWR - 8am - 12noon - Chemistry and Magic""	6/24/24	6/28/24	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
16269	2024 Elementary STEM Camp - Week 4 - LWR - 8am - 12noon - Circuit Breakers""	7/8/24	7/12/24	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
16270	2024 Coding Academy Elementary STEM Camp - Week 4 - Venice - 8am - 12noon - Circuit Breakers""	7/8/24	7/12/24	\$175.00	SCF Venice (Building 800)	Bagley
16271	2024 Elementary STEM Camp - Week 5 - LWR - 8am - 12noon - Rollercoaster Mania""	7/15/24	7/19/24	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
16272	2024 Coding Academy Elementary STEM Camp - Week 5 - Venice - 8am - 12noon - Rollercoaster Mania""	7/15/24	7/19/24	\$175.00	SCF Venice (Building 800)	Bagley
16273	2024 Elementary STEM Camp - Week 6 - LWR - 8am - 12noon - Crime Scene Science""	7/22/24	7/26/24	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
16274	2024 Elementary STEM Camp - Week 7 - LWR - 8am - 12noon - Deep Blue Discoveries""	7/29/24	8/2/24	\$175.00	SCF Lakewood Ranch (CIT)	Roberts
16275	Intermediate Robotics - Middle School - 9:00AM-3:00PM	6/17/24	6/21/24	\$299.00	SCF Bradenton (26 West Center)	Bagley
16276	Ethical Hacking and Manufacturing - Middle and High School - 9:00AM-3:00PM	6/24/24	6/28/24	\$299.00	SCF Bradenton (26 West Center)	Bagley

(\$0.00 denotes paid by corporate.)

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2024**

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16277	Futuristic Finishing using Virtual Reality - Middle and High School - 9:00AM-3:00PM	7/8/24	7/12/24	\$299.00	SCF Bradenton (26 West Center)	Bagley
16278	AI Manufacturing - High School - 9:00AM-3:00PM	7/15/24	7/19/24	\$299.00	SCF Bradenton (26 West Center)	Bagley
16279	Before and After Care BRADENTON - Middle and High School Camps - 8:00AM-4:00PM	6/10/24	7/19/24	\$50.00	SCF Bradenton (26 West Center)	Roberts
16281	Enrolled Agent Live Online	7/17/24	12/7/24	\$1,199.00	Online or Hybrid	Groff
16285	Retirement Planning Today - Bradenton Campus	5/7/24	5/14/24	\$49.00	SCF Bradenton (Building 18)	Carota
16286	Retirement Planning Today - Bradenton Campus	5/9/24	5/16/24	\$49.00	SCF Bradenton (Building 18)	Carota
16292	(BLS/CPR) Basic Life Support	5/11/24	5/11/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16293	(BLS/CPR) Basic Life Support	5/15/24	5/15/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16294	(BLS/CPR) Basic Life Support	5/17/24	5/17/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16295	(BLS/CPR) Basic Life Support	5/18/24	5/18/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16296	(BLS/CPR) Basic Life Support	5/24/24	5/24/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16297	(BLS/CPR) Basic Life Support	6/21/24	6/21/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16298	(BLS/CPR) Basic Life Support	6/22/24	6/22/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16299	(BLS/CPR) Basic Life Support	6/26/24	6/26/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16300	(BLS/CPR) Basic Life Support	6/28/24	6/28/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16301	(BLS/CPR) Basic Life Support	6/29/24	6/29/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16302	(BLS/CPR) Basic Life Support	7/10/24	7/10/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16303	(BLS/CPR) Basic Life Support	7/12/24	7/12/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16304	(BLS/CPR) Basic Life Support	7/13/24	7/13/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16305	(BLS/CPR) Basic Life Support	7/17/24	7/17/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16306	(BLS/CPR) Basic Life Support	8/17/24	8/17/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16307	(BLS/CPR) Basic Life Support	8/28/24	8/28/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16310	(BLS/CPR) Basic Life Support	8/24/24	8/24/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16313	Meeting Facilitation	5/30/24	5/30/24	\$0.00	SCF Lakewood Ranch (CIT)	*
16314	Meeting Facilitation	5/18/24	5/18/24	\$0.00	SCF Lakewood Ranch (CIT)	*
16316	PowerPoint 2 Tutoring	5/9/24	5/9/24	\$255.00	SCF Venice (Building 300)	Devine
16317	Summer Jazz Band Workshop	6/3/24	6/6/24	\$179.00	SCF Bradenton (Building 11)	*
16318	Music Production Workshop	6/10/24	6/14/24	\$179.00	SCF Bradenton (26 West Center)	*
16319	Music Theatre Audition Intensive	6/20/24	6/20/24	\$29.00	SCF Bradenton (Building 11)	*
16320	Children & Divorce (Spanish)	5/22/24	5/22/24	\$55.00	SCF Bradenton (Building 18)	Cestero
16321	Children & Divorce (Spanish)	6/22/24	6/22/24	\$55.00	SCF Bradenton (Building 18)	Cestero
16322	Children & Divorce (Spanish)	7/13/24	7/13/24	\$55.00	SCF Lakewood Ranch (CIT)	Cestero
16323	Children & Divorce	7/20/24	7/20/24	\$55.00	SCF Bradenton (Building 18)	Doran
16324	Children & Divorce	6/22/24	6/22/24	\$55.00	SCF Lakewood Ranch (CIT)	Doran

(\$0.00 denotes paid by corporate.)

**AMENDED SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, SUMMER 2024**

<b>Class ID</b>	<b>Class Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Tuition Fee</b>	<b>Location</b>	<b>Instructor</b>
16325	Children & Divorce	5/18/24	5/18/24	\$55.00	SCF Bradenton (Building 18)	Doran
16326	Children & Divorce	5/6/24	5/6/24	\$55.00	Zoom	Doran
16327	Children & Divorce	5/30/24	5/30/24	\$55.00	Zoom	Doran
16328	Children & Divorce	6/11/24	6/11/24	\$55.00	Zoom	Doran
16329	Children & Divorce	6/27/24	6/27/24	\$55.00	Zoom	Doran
16330	Children & Divorce	7/8/24	7/8/24	\$55.00	Zoom	Doran
16331	Children & Divorce	7/30/24	7/30/24	\$55.00	Zoom	Doran
16332	Retirement Readiness Masterclass - Bradenton Campus	6/4/24	6/11/24	\$49.00	SCF Bradenton (Building 18)	Sherrill
16333	Retirement Readiness Masterclass - Bradenton Campus	6/6/24	6/13/24	\$49.00	SCF Bradenton (Building 18)	Sherrill
16335	Social Security 101 - Lakewood Ranch Campus	7/23/24	7/23/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16336	Social Security 101 - Lakewood Ranch Campus	7/25/24	7/25/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16337	Social Security 101 - Lakewood Ranch Campus	8/20/24	8/20/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16338	Social Security 101 - Lakewood Ranch Campus	8/22/24	8/22/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16350	English for College and Communication (Lakewood Ranch)	6/3/24	7/26/24	\$500.00	SCF Lakewood Ranch (CIT)	Wood
16351	English for College and Communication (Bradenton)	6/11/24	8/7/24	\$500.00	SCF Bradenton (Building 18)	Elliott
16352	SCF Summer String Orchestra Workshop	6/25/24	6/28/24	\$179.00	SCF Bradenton (Building 11)	*
16358	Language Verification	5/30/24	5/30/24	\$0.00	Off-site Sarasota (contract training)	Cintron
16363	Meeting Facilitation	5/20/24	5/21/24	\$0.00	SCF Lakewood Ranch (CIT)	*
16364	Meeting Facilitation	6/20/24	6/20/24	\$0.00	SCF Lakewood Ranch (CIT)	*
16365	Kick Off: Team Project Breakout (ELP)	6/19/24	6/19/24	\$0.00	SCF Bradenton (Building 3)	Roth
16366	Mindfulness In The Workplace	5/9/24	5/9/24	\$0.00	Online or Hybrid	Roth
16367	OCA Java Programming	6/10/24	8/7/24	\$3,250.00		Bagley
16368	WordPress Web Developer	6/10/24	8/7/24	\$3,250.00	SCF Bradenton (26 West Center)	Link
16369	UX/UI Web Developer	6/11/24	8/8/24	\$3,250.00	SCF Bradenton (26 West Center)	Link
16370	AWS Cloud Practitioner	6/11/24	8/8/24	\$3,250.00		Lonseth
16371	JavaScript Coding Specialist	6/11/24	8/8/24	\$3,250.00	Location : Online	Taylor
16372	CompTIA Security+ Certification	8/13/24	11/13/24	\$3,250.00	SCF Bradenton (26 West Center)	Seymore
16373	Python Coding Specialist with Industry Certification	6/11/24	8/8/24	\$3,250.00	SCF Bradenton (26 West Center)	Bagley

(\$0.00 denotes paid by corporate.)

Human Resources Office Personnel Actions Board Exhibits: April 2024

Name	Effective Date	Classification	Classification Title	Department	Site
<b>Appointments</b>					
Lorie Trzeciak	04/01/24	Professional	Certified School Counselor	Collegiate School	Venice
Destiny Berry	04/01/24	Career	Assistant, Admissions	Admissions	Bradenton
Wendy Trach	04/01/24	Professional	Coordinator, Lifelong Learning	Lifelong Learning and Workforce Development	Lakewood Ranch
Javier Herrera	04/15/24	Career	Specialist, Central Services	Central Services	Bradenton
Michael Eagan	04/29/24	Career	Campus Resource Officer	Public Safety	Venice
<b>Changes</b>					
Carrie Hanson	04/08/24	From	Staff Assistant III, Early College	Early College	Bradenton
		To	Supervisor, Early College Program	Early College	Bradenton
Katherine Nilsson	04/12/24	From	Staff Assistant III, Lifelong Learning and Workforce Development	Lifelong Learning and Workforce Development	Lakewood Ranch
		To	Coordinator, Workforce Development	Lifelong Learning and Workforce Development	Lakewood Ranch
<b>Separations</b>					
Megan Renner	4/1/2024	Professional	Coordinator, Retention	Retention	Bradenton
Shellie Feola	4/1/2024	Professional	Human Resources Officer	Human Resources	Bradenton
Monique Vinagre	4/1/2024	Professional	Assessment and Evaluation Coordinator	Nursing	Bradenton
Peter Gedeon	4/2/2024	Career	Lab Instructor, Ceramics	Art, Design, and Humanities	Bradenton
Danielle Reddick	4/10/2024	Career	Specialist, Payroll	Payroll	Bradenton
Jade Gao	4/11/2024	Professional	Senior Research Analyst	Institutional Research	Bradenton
Chris Doucakis	4/18/2024	Career	Specialist, Office of the Registrar	Office of the Registrar	Bradenton

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 21, 2024

**AGENDA ITEM:**

**Approval of Sabbatical Leave Request**

**RECOMMENDATION:**

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

**STAFF ANALYSIS:**

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

2025 Fall Semester: Kristen Zaborski, Economics, Bradenton Campus

2025 Fall Semester and 2026 Spring Semester: Jennifer True, Language and Literature, Lakewood Ranch

**FISCAL IMPACT NO**

**Funding Source:**

Will this action result in a Budget Amendment? NO

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

**REQUESTED BY:** Paul Berkle, Director, Human Resources

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

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

APPLICATION FOR SABBATICAL LEAVE  
Revised February, 2015

NAME: Kristen L. Zaborski DATE: 3/18/2024

DEPARTMENT/DIVISION: Bus./Bus. & Tech. CAMPUS: Bradenton

Number of years of full-time service at SCF: 14 years

Number of years completed on Continuing Contract: 11

Teaching area or specialization: Economics

Semester (s) and date (s) requested: Spring 2025, Fall 2025 or Spring 2026

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

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

APPLICATION REQUIREMENTS

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

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

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

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

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

Kristen Zaborski  
Signature of Applicant

3/18/2024  
Date

Applicant: Submit application to Immediate Supervisor by March 20.

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

Recommended  Not Recommended

Please state how this Sabbatical Leave will benefit the college if recommended, or reasons why you do not recommend. This Sabbatical Leave will benefit the college by having available the 2nd edition of the two Economics Texts currently used at SCF to be updated for student use.

  
Immediate Supervisor Signature

3/25/2024  
Date

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

Recommended  Not Recommended

Comments: THE COMMITTEE UNANIMOUSLY AGREED THAT THIS WOULD PROVIDE A TANGIBLE BENEFIT TO THE COLLEGE.

  
Sabbatical Chair Signature

4-15-24  
Date

Vice President: Submit to the President by April 24.

Recommend  Not Recommend

Please state how this Sabbatical Leave will benefit the College if recommended, or reasons why you do not recommend: I am in support of this proposal as it will benefit the college so out here

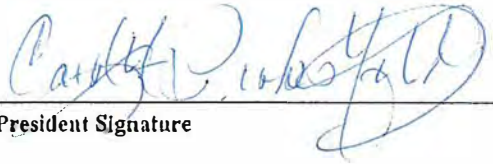
  
Vice President Signature

4/24/24  
Date

President: Submit to the Sabbatical Chair by May 1.

Recommended  Not Recommended



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

4/24/24  
\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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

**Kristen L. Zaborski-Narrative Supporting Sabbatical Application**

**Professor of Economics, Department Chair of Business**

**SCF Bradenton Campus**

**Spring 2024**

Dear Members of the Sabbatical Selection Committee,

I am delighted to be applying for sabbatical leave. My leave is flexible depending on other sabbatical applicants' specific time request. I would be available to take a sabbatical during either Spring 2025, Fall 2025 or Spring 2026 semester.

1. **Purpose:** The purpose of my sabbatical leave is to update and redesign all three of my current publications in economics. I have written three college-level e-textbooks in the economics discipline. The first e-textbook, first edition, *Principles of Macroeconomics in Modules* was published in 2018. The second e-textbook, first edition, *Principles of Microeconomics in Modules* was published in 2019. The third e-textbook, first edition, *Economics for Managers in Modules* was published in 2020. College textbooks become outdated rather quickly, especially in the economics discipline, due to new trends in data, numerical examples, graphical analysis, and overall content. For example, many economics college textbooks are not updated to include the economic impacts of the Covid-19 Global Pandemic or the recent spike in the inflation rate post-Covid. Now is the time for me to provide a 2<sup>nd</sup> edition for each of the three e-textbooks listed above. It is incredibly important to remain current in the discipline and provide our students with the most up-to-date information.
2. **Benefit to college:** Currently, all economics full-time and adjunct faculty are using my e-textbooks. This was decided after many conversations evaluating the current textbooks in the market. Overall, the content provided, affordability, and interactive nature of the e-textbooks was decided on. The e-textbooks were a collaborative effort that included much feedback from my economics colleagues and professionals in the field. I want the e-textbooks used to teach our Principles of Economics courses to include the latest topics in the field that will be useful to our students past their time at SCF which will benefit them in their future academic and professional pursuits.
3. **Benefit to me:** I do not want my e-textbooks and my courses to become stale, and I would love to have the opportunity to research and improve upon the current content in each e-textbook to share with our students. Without taking a sabbatical, I fear I would not have enough time outside of my regular teaching and department chair duties to complete the project in a timely manner. The field of economics rapidly changes, so time is of the essence.

- 4. Tangible product:** Upon completion of the research and writing, I will provide a second edition for each e-textbook. These e-textbooks are used by all faculty in the Business department which will directly impact our students.
- 5. Activity to be pursued:** Conduct research and begin revising each module in each e-textbook. Work with the publisher to update pictures, graphs, and overall content. Complete project by the end of Sabbatical.
- 6. Contributions to SCF/Community:** I have worked in the Business department at SCF for 14 years and was recently promoted to Professor of Economics. Additionally, I have been serving as the Chair of the Business department over each campus since Fall 2023. I serve on the Faculty Senate Executive Team, Joint Advisory Council, Publication Committee, and Sabbatical Selection Committee. I also serve as an economics guest speaker on local news channels ABC 7 and CBS 10, and I volunteer as a Big Sister at Big Brothers Big Sisters of the Suncoast. Earlier in my career at SCF, I served as the Phi Theta Kappa faculty advisor, various other college-wide committees, including several search committees inside and outside of my department. I have also earned my Quality Matters certification for my online Principles of Macroeconomics and Microeconomics courses.
- 7. Other information:** I hope to stay in my role as an SCF Economics professor for the rest of my career, and a sabbatical would provide me the opportunity to update my three e-textbook publications used at the college without the constraints of my current job duties. I cannot create enough time to really dig into a project of this magnitude. A sabbatical would provide the opportunity to challenge myself, rejuvenate my love of learning, researching, and incorporate new content into my e-textbooks which will ultimately benefit all Principles of Macro and Microeconomics students when I return.

Thank you for serving on the Sabbatical Selection Committee. I will recuse myself from evaluating my own proposal as a member of this committee. Your decision regarding my proposal should and must remain confidential. I have past familiarity with this while serving on the Publication Committee having submitted publication credits for approval.

# STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

## APPLICATION FOR SABBATICAL LEAVE

Revised February, 2015

NAME: Jennifer True

DATE: March 7, 2024

DEPARTMENT/DIVISION: Humanities, Arts, Letters (Language and Literature)

CAMPUS: Lakewood Ranch

Number of years of full-time service at SCF: 21

Number of years completed on Continuing Contract: 20

Teaching area or specialization: Lang and Lit; Creative Writing, Reading, Composition; Business Writing and Communication

Semester (s) and date (s) requested: Fall 2025 and Spring 26

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

1. Continuing or pursuing degree (certificate)

2. Updating Professional skills

3. Formal research

4. Non-academic structured professional pursuit

### APPLICATION REQUIREMENTS

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

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

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

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

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

*Jennifer True*

*March 7, 2023*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

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

X \_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended

Please state how this Sabbatical Leave will benefit the college if recommended, or reasons why you do not recommend. I support Jennifer in this proposal. As a Senior Faculty member and Department Chair, these courses could benefit SCF through workshops in the CLE

[Signature] \_\_\_\_\_ Date 3-15-24

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

\_\_\_\_\_ Recommended X Not Recommended

Comments: THE COMMITTEE FELT THE BENEFIT TO THE COLLEGE WAS QUESTIONABLE, AND THEY FELT THAT A FULL YEAR WAS TOO MUCH TIME FOR A BENEFIT WE MAY OR MAY NOT UTILIZE.

[Signature] \_\_\_\_\_ Date 4-15-24

Vice President: Submit to the President by April 24.

✓ \_\_\_\_\_ Recommend \_\_\_\_\_ Not Recommend

Please state how this Sabbatical Leave will benefit the College if recommended, or reasons why you do not recommend: I Support this so it will enhance the diverse offerings at LWR.

[Signature] \_\_\_\_\_ Date 4/24/24



### Sabbatical Proposal: Fall 2025/Spring 2026

#### Purpose of the Leave/Activities to Be Pursued/Resulting Tangible Product

I propose to take a one-year sabbatical (Fall 25/Spring 26) to complete a graduate certificate in Leadership of Nonprofit Organizations. Per SCF Procedure 2.30.02 and as verified by the head of HR, because I am requesting a full year, I have already presented this request to Dr. Fritch, who has indicated his support of this proposal.

This certificate requires 6 classes, so I would complete these courses as a full-time graduate student, if approved. This certificate would likely lead to the completion of an MBA in Organizational Leadership as well (as the courses below would count toward it). This program is offered by an accredited university (SNHU) and designed to be completed in a year, so there will be no problem with course availability.

Required Courses for Graduate Certificate in Leadership of Nonprofit Organizations
1. Marketing Strategies (MKT 500)
2. Marketing Strategies for Not-For-Profit Organizations (MKT 660)
3. Human Behavior in Organizations (OL 500)
4. Leading Change (OL 663)
5. Leading/Managing Not-For-Profit Organizations (OL 665)
6. Organizational Leadership (OL 670)
<b>18 hours total</b>

#### Expected Benefits to College, Students, and Applicant

The proposed sabbatical, activities, and resulting products will offer the following concrete benefits for SCF, our students, as well as me personally.

- 1. The courses above will directly enhance the work I am already doing for the campus by providing me with knowledge, tools, and strategies to advance campus growth, morale, and innovation.** I have been the academic department chair for the LWR campus for 4 years now. This is a unique leadership position at the college owing to the need for the LWR department chair to collaborate with most of the other chairs, all the assistant deans, the associate provost, the campus administrator, and student services. In sum, the coursework will enable me to be a more effective collaborator and advocate for the LWR campus and weekend college. Further, the certificate will prepare me for other potential leadership positions at the college.
- 2. These courses will also benefit the BAS in Leadership and Management program at SCF. I teach Business Writing and Communication (GEB 3213) for this program. Presently, this course benefits from my MA in composition and rhetoric and years of experience teaching professional writing. The coursework for the certificate will provide context as well as leadership and management principles that are applicable outside of nonprofits. Specifically, I will take the opportunity of the sabbatical to integrate the leadership concepts into the class along with refreshing the course design and assignments overall. Upon my return, I will submit the course to be QM reviewed.**
- 3. Finally, this certificate will enable me to better meet LWR scheduling needs. By acquiring an additional teaching specialization in business, I will be credentialed to teach Introduction to Business (GEB 1011), which would enable us to expand LWR's daytime course offering upon my return from sabbatical.** This is particularly beneficial because LWR hasn't been able to offer this course in the daytime since Fall 2021 (when it ran to capacity). The difficulty in running the course in the daytime is finding someone to teach it, and it's always preferable to have a FT faculty member teach a course.

Upon the completion of the MBA, I will also have a qualification to teach marketing and/or management courses (depending on electives). **This will be potentially advantageous given the notable impact we expect the revision of general education at the state level to have on the Humanities, Arts, and Letters division.**

### **Applicant Contributions Outside Primary Duties and Other Relevant Background**

I have been a full-time faculty member at SCF since 2001. Starting as an instructor, I regularly exceeded my basic duties in order to earn 3 promotions to full professor. Since I have been at the college, I have completed coursework and/or degrees to acquire two additional teaching specialties, including earning an MFA (requiring 60 graduate credits) after I was full professor (and didn't need credit for promotion). I also earned a NISOD award, served a term as faculty senate president, was the interim online director for a year (under the title eLearning Coordinator), and have had 2 of my online courses QM certified (with perfect scores).

Most recently, I have stepped into leadership as the chair of academics at LWR. I started in this role 3 months early (over the summer of 2020) due to the pandemic and have since worked tirelessly to assess the needs of LWR Academics and advocated to provide this campus with the resources it needs to realize its full potential and maximize enrollment in general education. This includes working with 4 assistant deans and interfacing with an often-changing cast of campus administrators and student services representatives. I have met with various advisors, presented to the entire team the LWR F2F schedule and the strategy behind it, invited their feedback, partnered with them to launch classroom visits to bolster enrollment and raise the profile of student services on the LWR campus.

Additionally, I have advocated for food services, student activities/events, and bookstore representation at LWR. This semester, we have made strides in establishing an SGA student representative for the LWR campus. I have also reached out to the guidance counselors at Braden River and Lakewood Ranch High and our DE unit here at SCF to learn more about our DE students and optimize the LWR schedule to attract these students.

During my tenure as chair, we have diversified and expanded our course offerings, created a cohesive scheduling block, and as of Fall 23, realized an enrollment increase of 7%. In the classroom, I have undertaken a class for the BAS programs in business and offered an online developmental class when we needed additional sections to meet enrollment needs.

My work these last four years has provided a foundation for my absence. To wit, we now have a solid framework for the LWR schedule, a quality, stable pool of adjuncts and support cohorts headed by my FT faculty to provide an additional layer of communication and support for our adjuncts. Beginning in Fall 24, the LWR will again have 2 department chairs. I will retain SBS and HAL, while Claire Geiger will join the campus to chair math and science. Claire would be able to cover SBS and HAL in my absence.

Finally, I have discussed class coverage for my classes with the assistant deans of both divisions in which I teach as well as to ensure that the schedule would not be negatively impacted. Both are supportive of this proposal. I am excited to undertake the graduate certificate in Leadership of Nonprofit Organizations and energized by the benefits it would offer my work at the college. Thank you for considering this proposal.



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

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

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

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

**SUBJECT:** *Monthly Financial Report – March 2024*

**Two Year Programs**

The report for Two Year Programs presents the Budget and Year-To-Date Revenue and Expense for this fiscal year and last fiscal year as of March 31, 2024.

Student Fees revenue for the current year is lower by 1% compared to the same period last year. Other Student Fees revenue increased by 11% over Other Student Fees reported through March of last year. This is mainly due to an increase in continuing workforce education tuition. Support from Local Government increased by 3% over Support from Local Government through March of last year. State Support increased by 26% over State Support through March of last year due to increased appropriations for Nursing and CDL grants.

In the category of Expenses, overall Personnel costs are 10% higher as compared to last March. Services expense increased 32% and Materials and Supplies expense decreased 3% compared to March of last year. Materials and Supplies expense decrease is due to reduction in data software, minor equipment purchases and library books. Other Current Charges decreased 29% compared to the same category through March of last year. This decrease is due to a reduction in fundable fee waivers. Capital Outlay in March was \$238,292 compared to \$35,464 last March. This increase is mainly due to an increase in office furniture and equipment purchases.

With this fiscal year 75% complete, personnel costs are at 66% of the amount budgeted for the current year, slightly higher compared to the three-year average of 62% for this time of year. Current expenses represent 47% of the amount budgeted, less than the three-year average of 50% this time of year.

***In summary, with the year 75% complete:***

- Year-To-Date Actual Revenue is 77% of the Adjusted Budget, which is flat compared with the three-year average of 76% for this time of year.
- Year-To-Date Actual Expense is 58% of the Adjusted Budget, which is flat with the three-year average of 58% for this time of year.
- Revenues are higher and expenses are lower as would be expected as a percentage of budget basis.

**Baccalaureate Programs**

Total Revenue for Baccalaureate Programs consists of Student Fees, Other Student Fees, and Other Revenue. Total Revenue as of March 31, 2024, totaled \$1,570,597, compared to the three-year average of \$1,437,010. Student Fees revenue is \$1,327,274 and Other Student Fees revenue is \$110,671, compared to the three-year average of \$1,261,032 and \$113,811, respectively, for this time of year. Other Revenue is \$132,653 compared to the three-year average of \$62,167 for this time of year. This increase is largely due to higher interest rates in the current year.

Total Expense for Baccalaureate Programs consists of Personnel and Current expenses. Total Expense is \$1,101,353, with Personnel totaling \$1,017,051 and Current Expense totaling \$84,302, compared to the three-year average of \$888,217, \$796,305, and \$92,889, respectively, for this time of year.

On a percentage basis, Total Revenue is 94% of that budgeted compared to the three-year average of 87% for this time of year. Total Expense is 66% of that budgeted, which is higher than the 54% three-year average for this time of year.

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

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of March 31, 2024, totaled \$3,978,601 compared to the three-year average of \$3,524,036. Support from Local Government is \$3,417,775 compared to the three-year average of \$3,168,398 for this time of year. State Support is \$306,328 compared to the three-year average of \$234,523 for this time of year. Federal Support is \$163,074 compared to the three-year average of \$71,110 for this time of year. This decrease is due to accruing ESSER grants funds back into the previous fiscal year. Other Revenue is \$91,424 compared to the three-year average of \$50,006 for this time of year. This increase is driven by the rise in interest rates in the current fiscal year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$3,461,087, with Personnel totaling \$2,173,315, Current Expense totaling \$828,832 and Capital Outlay expenses totaling \$458,940 during the period. These figures compared to the three-year averages of \$3,063,074, \$1,936,092, \$816,974, and \$310,008, respectively, for this time of year.

On a percentage basis, Total Revenue is 77% of that budgeted, more than the three-year average of 71% for this time of year. Total Expense is 60% of that budgeted, higher than the three-year average of 58% for this time of year.

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

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of March 31, 2024, totaled \$1,833,845 compared to the three-year average of \$1,322,341. Support from Local Government is \$1,679,173 compared to the three-year average of \$1,221,724 for this time of year. State Support is \$150,065 compared to the three-year average of \$73,720. Federal Support is \$(8,996) compared to the three-year average of \$19,169 for this time of year. This decrease is due to accruing ESSER grants funds back into the previous fiscal year. Other Revenue is \$13,603 compared to the three-year average of \$7,727 for this time of year. This increase is driven by the rise in interest rates in the current fiscal year.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$1,197,287, with Personnel totaling \$956,889, Current Expense totaling \$143,838 and Capital Outlay expenses totaling \$96,560 during the period. These figures compared to the three-year averages of \$1,361,615, \$799,232, \$239,438, and \$322,945, respectively, for this time of year.

On a percentage basis, Total Revenue is 75% of that budgeted, more than the three-year average of 70% for this time of year. Total Expense is 49% of that budgeted, which is more than the three-year average of 45% for this time of year.

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2023-24 vs. FY 2022-23  
Lower Level Programs - Fund 11000

AC Type	Description	March 31, 2024				March 31, 2023				Percent Change CY YTD Actual/ PY YTD Actual
		Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	
	<b>Revenue</b>									
41	Student Fees	13,679,170	13,679,170	13,061,569	95%	13,334,618	13,444,618	13,175,626	98%	-1%
42	Other Student Fees	3,678,121	3,678,121	3,129,617	85%	3,039,243	3,175,893	2,829,814	89%	11%
43	Support From Local Government [1]	1,343,347	1,343,347	1,410,160	105%	1,789,423	1,789,423	1,375,466	77%	3%
44	State Support	35,999,152	35,999,152	26,499,960	74%	32,334,055	32,334,055	21,025,571	65%	26%
45	Federal Support	26,000	3,876,000	316,775	8%	0	26,000	24,814	95%	1177%
46	Gifts, Private Grants & Contracts	0	0	0		0	510,000	510,000	100%	-100%
47	Sales and Services Department	827,665	827,665	774,489	94%	555,362	643,380	753,222	117%	3%
49	Other Revenue [2]	476,544	502,544	973,668	194%	141,817	391,817	413,651	106%	135%
4A	Non-Revenue Receipts [3]	296,548	296,548	(3)	0%	298,548	298,548	4	0%	-169%
	<b>Total : Revenue</b>	<b>56,326,547</b>	<b>60,202,547</b>	<b>46,166,235</b>	<b>77%</b>	<b>51,493,066</b>	<b>52,613,734</b>	<b>40,108,168</b>	<b>76%</b>	<b>15%</b>
	<b>Grand Total : Revenue</b>	<b>56,326,547</b>	<b>60,202,547</b>	<b>46,166,235</b>	<b>77%</b>	<b>51,493,066</b>	<b>52,613,734</b>	<b>40,108,168</b>	<b>76%</b>	<b>15%</b>
	<b>Expense</b>									
	<b>Personnel</b>									
51	Salaries-Full Time & Perm Part Time	25,165,669	26,344,742	17,995,900	68%	23,727,397	25,351,136	16,178,262	64%	11%
52	Other Personnel Exp P/T (Non-Perm)	3,709,408	3,709,408	2,180,368	59%	3,743,109	3,748,359	2,331,524	62%	-6%
53	Personnel Benefits	11,991,426	10,821,353	6,807,954	63%	12,357,008	11,057,119	6,015,903	54%	13%
	<b>Total : Personnel</b>	<b>40,866,503</b>	<b>40,875,503</b>	<b>26,984,222</b>	<b>66%</b>	<b>39,827,514</b>	<b>40,156,615</b>	<b>24,525,690</b>	<b>61%</b>	<b>10%</b>
	<b>Current Expense</b>									
61	Services [4]	11,146,170	15,318,989	8,429,097	55%	10,182,279	10,474,793	6,389,844	61%	32%
62	Materials and Supplies	4,114,207	4,105,687	2,058,339	50%	3,689,740	3,763,950	2,112,630	56%	-3%
63	Other Current Charges [5]	6,608,353	4,283,594	618,311	14%	4,472,369	4,505,787	872,661	19%	-29%
	<b>Total : Current Expense</b>	<b>21,866,730</b>	<b>23,708,270</b>	<b>11,105,747</b>	<b>47%</b>	<b>18,344,388</b>	<b>18,744,530</b>	<b>9,375,135</b>	<b>50%</b>	<b>18%</b>
	<b>Capital</b>									
71	Capital Outlay	1,145,586	1,427,428	238,292	17%	1,029,246	1,001,115	35,464	4%	572%
	<b>Total : Capital</b>	<b>1,145,586</b>	<b>1,427,428</b>	<b>238,292</b>	<b>17%</b>	<b>1,029,246</b>	<b>1,001,115</b>	<b>35,464</b>	<b>4%</b>	<b>572%</b>
	<b>Grand Total : Expense</b>	<b>63,880,819</b>	<b>66,011,200</b>	<b>38,328,261</b>	<b>58%</b>	<b>59,201,148</b>	<b>59,902,259</b>	<b>34,936,289</b>	<b>58%</b>	<b>10%</b>

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

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2023-24 vs. FY 2022-23  
Upper Level Programs - Fund 12000

AC Type	Description	March 31, 2024				March 31, 2023				Percent Change CY YTD Actual/ PY YTD Actual	
		Orig Budget		Adj Budget		Orig Budget		Adj Budget			
		YTD Actual	YTD Actual / Adj Budget	YTD Actual	YTD Actual / Adj Budget	YTD Actual	YTD Actual / Adj Budget	YTD Actual	YTD Actual / Adj Budget		
	<b>Revenue</b>										
41	Student Fees	1,302,969	1,302,969	1,327,274	102%	1,283,737	1,283,737	1,234,040	96%	8%	
42	Other Student Fees	123,689	123,689	110,671	89%	123,689	123,689	114,471	93%	-3%	
44	State Support	178,164	178,164	0	0%	178,164	178,164	0	0%	0%	
49	Other Revenue [1]	68,438	68,438	132,653	194%	3,767	48,767	72,650	149%	149%	
	<b>Total : Revenue</b>	<b>1,673,260</b>	<b>1,673,260</b>	<b>1,570,597</b>	<b>94%</b>	<b>1,589,357</b>	<b>1,634,357</b>	<b>1,421,161</b>	<b>87%</b>	<b>11%</b>	
	<b>Grand Total : Revenue</b>	<b>1,673,260</b>	<b>1,673,260</b>	<b>1,570,597</b>	<b>94%</b>	<b>1,589,357</b>	<b>1,634,357</b>	<b>1,421,161</b>	<b>87%</b>	<b>11%</b>	
	<b>Expense</b>										
	<b>Personnel</b>										
51	Salaries-Full Time & Perm Part Time	800,253	800,253	532,459	67%	728,407	728,407	278,276	38%	91%	
52	Other Personnel Exp P/T (Non-Perm)	400,451	400,451	321,822	80%	367,000	367,000	354,661	97%	-9%	
53	Personnel Benefits	259,408	259,408	162,770	63%	275,679	275,679	87,744	32%	86%	
	<b>Total : Personnel</b>	<b>1,460,112</b>	<b>1,460,112</b>	<b>1,017,051</b>	<b>70%</b>	<b>1,371,086</b>	<b>1,371,086</b>	<b>720,680</b>	<b>53%</b>	<b>41%</b>	
	<b>Current Expense</b>										
61	Services [2]	35,755	36,330	16,330	45%	25,070	25,183	16,657	66%	-2%	
62	Materials and Supplies	83,777	84,702	51,621	61%	77,765	83,514	54,819	66%	-6%	
63	Other Current Charges [3]	93,616	93,616	16,352	17%	115,601	115,601	32,447	28%	-50%	
	<b>Total : Current Expense</b>	<b>213,148</b>	<b>214,648</b>	<b>84,302</b>	<b>39%</b>	<b>218,436</b>	<b>224,298</b>	<b>103,923</b>	<b>46%</b>	<b>-19%</b>	
	<b>Capital</b>										
71	Capital Outlay	0	0	0		2,931	(2,931)	(2,931)	100%	-100%	
	<b>Total : Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>2,931</b>	<b>(2,931)</b>	<b>(2,931)</b>	<b>100%</b>	<b>-100%</b>	
	<b>Grand Total : Expense</b>	<b>1,673,260</b>	<b>1,674,760</b>	<b>1,101,354</b>	<b>66%</b>	<b>1,592,453</b>	<b>1,592,453</b>	<b>821,672</b>	<b>52%</b>	<b>34%</b>	

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

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

**RESOLUTION NUMBER: Twenty-eight (28)  
AMENDMENT NUMBER: Twenty-eight (28)**

**FISCAL YEAR: 2023-24  
March 2024**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

CATEGORY	PRESENT			REVISED
	BUDGET	INCREASE	DECREASE	BUDGET
Beginning Fund Balance	\$ 10,406,451	\$	\$	\$ 10,406,451
REVENUE	60,202,547			60,202,547
TOTAL TO BE ACCOUNTED FOR	\$ 70,608,998	\$ 0	\$ 0	\$ 70,608,998
SALARIES	\$ 40,875,502	\$		\$ 40,875,502
CURRENT EXPENSE	23,402,548		43,894 <a>	23,358,654
CAPITAL OUTLAY	1,376,553	43,894 <b>		1,420,447
ENDING FUND BALANCE	4,954,395			4,954,395
TOTAL ACCOUNTED FOR	\$ 70,608,998	\$ 43,894	\$ 43,894	\$ 70,608,998

JUSTIFICATION:

<a> The \$43,894 decrease in Current Expense is due to:  
Purchase new servers for Venice and LWR

(43,894)  
 \$ (43,894)

<b> The \$43,894 increase in Capital Outlay is due to:  
Purchase new servers for Venice and LWR

43,894  
 \$ 43,894

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

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

FISCAL YEAR: 2023-24  
March 2024

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 1,608,811	\$	\$	\$ 1,608,811
REVENUE	5,036,025	8,560,000 <a>		13,596,025
TOTAL TO BE ACCOUNTED FOR	\$ 6,644,836	\$ 8,560,000	\$ 0	\$ 15,204,836
SALARIES	\$ 4,123,370	\$	8,753 <b>	4,114,617
CURRENT EXPENSE	2,612,341	2,573 <c>		2,614,914
CAPITAL OUTLAY	889,337	192,663 <d>		1,082,000
ENDING FUND BALANCE	(980,213)	8,373,517 <e>		7,393,304
TOTAL ACCOUNTED FOR	\$ 6,644,835	\$ 8,568,753	\$ 8,753	\$ 15,204,835

JUSTIFICATION:

<a> The \$8,560,000 increase in Revenue is due to:

Establish WIOA grant budget	(270,628)
Establish WIOA grant budget	6,261,842
Establish Pipeline grant budget	1,862,607
CROP budget re-alignment	(58)
Academic Incentives budget re-alignment	(10,500)
B2B budget re-alignment	76,932
CCAMPIS grant budget adjustments	151,016
Establish EUM (Equipment Upgrade & Maintenance) grant	155,808
Establish PCOG (Pathways to Career Opportunities) grant budget	312,980
For anticipated budget needs for Athletics department thru fiscal year end	20,000
	<u>\$ 8,560,000</u>

<b> The \$8,753 decrease in Salaries Expense is due to:

Establish WIOA grant budget	(11,807)
CROP budget re-alignment	2,961
CCAMPIS grant budget adjustments	(1,600)
B2B grant budget modification	1,693
	<u>\$ (8,753)</u>

<c> The \$2,573 increase in Current Expense is due to:

Establish WIOA grant budget	11,807
CCAMPIS grant budget adjustments	(3,018)
Academic Incentives budget re-alignment	2,332
Establish EUM (Equipment Upgrade & Maintenance) grant	12,900
For anticipated budget needs for Athletics department thru fiscal year end	20,000
B2B grant budget modification	(1,693)
Perkins budget re-alignment	(50,355)
CCAMPIS grant budget adjustment for NC4 Conference expenses	600
Establish budget for Foundation pass thru scholarship expenses	10,000
	<u>\$ 2,573</u>

<d> The \$192,663 increase in Capital Outlay Expense is due to:

Establish EUM (Equipment Upgrade & Maintenance) grant	142,908
Perkins budget re-alignment	50,355
CCAMPIS grant budget adjustment for NC4 Conference expenses	(600)
	<u>\$ 192,663</u>

<e> The \$8,373,517 decrease in Fund Balance is due to:

Establish WIOA grant budget	(270,628)
Establish WIOA grant budget	6,261,842
Establish Pipeline grant budget	1,862,607
Academic Incentives budget re-alignment	(10,500)
CCAMPIS grant budget adjustments	76,200
Establish EUM (Equipment Upgrade & Maintenance) grant	151,016

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

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

FISCAL YEAR: 2023-24  
March 2024

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 1,608,811	\$	\$	\$ 1,608,811
REVENUE	5,036,025	8,560,000 <a>		13,596,025
TOTAL TO BE ACCOUNTED FOR	\$ 6,644,836	\$ 8,560,000	\$ 0	\$ 15,204,836
SALARIES	\$ 4,123,370	\$	8,753 <b>	4,114,617
CURRENT EXPENSE	2,612,341	2,573 <c>		2,614,914
CAPITAL OUTLAY	889,337	192,663 <d>		1,082,000
ENDING FUND BALANCE	(980,213)	8,373,517 <e>		7,393,304
TOTAL ACCOUNTED FOR	\$ 6,644,835	\$ 8,568,753	\$ 8,753	\$ 15,204,835

Establish PCOG (Pathways to Career Opportunities) grant budget  
Establish budget for Foundation pass thru scholarship expenses

312,980  
(10,000)  
\$ 8,373,517



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

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

**FISCAL YEAR: 2023-24  
March 2024**

FUND NAME: COLLEGIATE SCHOOL - BC

FUND NUMBER: 23000

CATEGORY	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
Beginning Fund Balance	\$ 2,381,295	\$	\$	\$ 2,381,295
REVENUE	4,568,791			4,568,791
TOTAL TO BE ACCOUNTED FOR	\$ 6,950,086	\$ 0	\$ 0	\$ 6,950,086
SALARIES	\$ 3,317,576	\$	\$	\$ 3,317,576
CURRENT EXPENSE	1,495,972	1,639 <a>		1,497,611
CAPITAL OUTLAY	29,828		1,639 <b>	28,189
ENDING FUND BALANCE	2,106,710			2,106,710
TOTAL ACCOUNTED FOR	\$ 6,950,086	\$ 1,639	\$ 1,639	\$ 6,950,086

JUSTIFICATION:

<a> The \$1,639 increase in Current Expense is due to:  
Purchase lawn signs and for field trip travel  
FY24 budget realignment

\$	1,389
	250
\$	<u>1,639</u>

<b> The \$1,639 decrease in Capital Outlay is due to:  
Purchase lawn signs and for field trip travel  
FY24 budget realignment

\$	(1,389)
	(250)
\$	<u>(1,639)</u>

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

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

FISCAL YEAR: 2023-24  
March 2024

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: SEVEN

	PRESENT			REVISED
CATEGORY	BUDGET	INCREASE	DECREASE	BUDGET
Beginning Fund Balance	\$ 13,739,408	\$	\$	\$ 13,739,408
REVENUE	24,417,642			24,417,642
TOTAL TO BE ACCOUNTED FOR	\$ 38,157,050	\$ 0	\$ 0	\$ 38,157,050
SALARIES	\$ 0	\$	\$	0
CURRENT EXPENSE	1,760,301	5,000	<a>	1,765,301
CAPITAL OUTLAY	42,387,804	138,980	<b>	42,526,784
ENDING FUND BALANCE	(5,991,055)	<c>	(143,980)	(6,135,035)
TOTAL ACCOUNTED FOR	\$ 38,157,050	\$ 143,980	\$ (143,980)	\$ 38,157,050

JUSTIFICATION:

<a> The \$5,000 increase in Current Expense is due to:  
Tech refresh

5,000
\$ 5,000

<b> The \$138,980 increase in Capital Outlay is due to:  
Increase in CO&DS for campus roof repairs  
Increase in CO&DS for minor maintenance/repair/renovation  
Establish CIF for minor maint/repair/renovation  
Close out Bldg 19 fencing project  
Tech refresh  
Move CIF funds to campus-wide UPS maintenance

25,000
50,000
100,000
(41,020)
(5,000)
10,000
\$ 138,980

<c> The \$143,980 net decrease in Ending Fund Balance is due to:  
Increase in CO&DS for campus roof repairs  
Increase in CO&DS for minor maintenance/repair/renovation  
Establish CIF for minor maint/repair/renovation  
Close out Bldg 19 fencing project  
Move CIF funds to campus-wide UPS maintenance

(25,000)
(50,000)
(100,000)
41,020
(10,000)
(143,980)

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2023-24 vs. FY 2022-23  
Collegiate School - Bradenton Campus

AC Type Description	March 31, 2024				March 31, 2023				Percent Change CY YTD Actual/ PY YTD Actual	
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent	Orig Budget	Adj Budget	YTD Actual		YTD Actual / Adj Budget
<b>Revenue</b>										
43 Support From Local Government [1]	3,954,102	4,627,862	3,417,775	74%	3,938,551	4,216,154	3,154,678	75%	8%	
44 State Support [2]	40	40	306,328		40	150,040	177,189	118%	73%	
45 Federal Support [3]	27,268	448,386	163,074	36%	27,268	365,308	31,965	9%	410%	
49 Other Revenue [4]	79,430	79,430	91,424	115%	79,430	79,430	66,510	84%	37%	
<b>Total : Revenue</b>	<b>4,060,840</b>	<b>5,155,718</b>	<b>3,978,601</b>	<b>77%</b>	<b>4,045,289</b>	<b>4,810,932</b>	<b>3,430,342</b>	<b>71%</b>	<b>16%</b>	
<b>Grand Total : Revenue</b>	<b>4,060,840</b>	<b>5,155,718</b>	<b>3,978,601</b>	<b>77%</b>	<b>4,045,289</b>	<b>4,810,932</b>	<b>3,430,342</b>	<b>71%</b>	<b>16%</b>	
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	1,834,689	2,361,068	1,592,665	67%	1,834,689	2,210,382	1,501,521	68%	6%	
52 Other Personnel Exp P/T (Non-Perm)	59,520	65,520	21,296	33%	59,520	75,520	33,511	44%	-36%	
53 Personnel Benefits	732,988	890,988	559,353	63%	732,988	732,988	477,373	65%	17%	
<b>Total : Personnel</b>	<b>2,627,197</b>	<b>3,317,576</b>	<b>2,173,315</b>	<b>66%</b>	<b>2,627,197</b>	<b>3,018,890</b>	<b>2,012,405</b>	<b>67%</b>	<b>8%</b>	
<b>Current Expense</b>										
61 Services [5]	1,065,835	1,227,214	641,174	52%	1,082,540	1,147,341	643,224	56%	0%	
62 Materials and Supplies	269,154	319,513	187,658	59%	269,155	282,160	240,745	85%	-22%	
63 Other Current Charges	0	0	0		0	0	0			
<b>Total : Current Expense</b>	<b>1,334,989</b>	<b>1,546,728</b>	<b>828,832</b>	<b>54%</b>	<b>1,351,695</b>	<b>1,429,501</b>	<b>883,968</b>	<b>62%</b>	<b>-6%</b>	
<b>Capital</b>										
71 Capital Outlay	538,038	918,103	458,940	50%	274,508	608,661	150,218	25%		
<b>Total : Capital</b>	<b>538,038</b>	<b>918,103</b>	<b>458,940</b>	<b>50%</b>	<b>274,508</b>	<b>608,661</b>	<b>150,218</b>	<b>25%</b>		
<b>Grand Total : Expense</b>	<b>4,500,223</b>	<b>5,782,407</b>	<b>3,461,087</b>	<b>60%</b>	<b>4,253,400</b>	<b>5,057,052</b>	<b>3,046,591</b>	<b>60%</b>	<b>14%</b>	

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

State College of Florida  
Two Year Revenue and Expense Comparison Report  
FY 2023-24 vs. FY 2022-23  
Collegiate School - Venice Campus

AC Type Description	March 31, 2024				March 31, 2023				Percent YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget			
<b>Revenue</b>											
43 Support From Local Government [1]	2,364,033	2,265,227	1,679,173	74%	1,661,312	1,495,055	1,009,483	68%	66%		
44 State Support [2]	0	0	150,065		0	58,376	42,622	73%	252%		
45 Federal Support [3]	30,000	176,346	(8,996)	-5%	15,000	210,558	1,801	1%	-599%		
49 Other Revenue [4]	2,000	3,000	13,603	453%	1,817	9,817	9,795	100%	0%		
4A Non-Revenue Receipts	0	0	0		3,274	169,274	0	0%	72%		
<b>Total : Revenue</b>	<b>2,396,033</b>	<b>2,444,573</b>	<b>1,833,845</b>	<b>75%</b>	<b>1,681,403</b>	<b>1,943,080</b>	<b>1,063,701</b>	<b>55%</b>	<b>72%</b>		
<b>Grand Total : Revenue</b>	<b>2,396,033</b>	<b>2,444,573</b>	<b>1,833,845</b>	<b>75%</b>	<b>1,681,403</b>	<b>1,943,080</b>	<b>1,063,701</b>	<b>55%</b>	<b>72%</b>		
<b>Expense</b>											
<b>Personnel</b>											
51 Salaries-Full Time & Perm Part Time	1,044,146	1,107,477	694,682	63%	890,246	1,027,392	656,335	64%	6%		
52 Other Personnel Exp P/T (Non-Perm)	17,000	25,000	16,794	67%	25,000	37,960	10,855	29%	55%		
53 Personnel Benefits	359,599	415,046	245,413	59%	349,599	387,677	219,740	57%	12%		
<b>Total : Personnel</b>	<b>1,420,745</b>	<b>1,547,523</b>	<b>956,889</b>	<b>62%</b>	<b>1,264,845</b>	<b>1,453,029</b>	<b>886,929</b>	<b>61%</b>	<b>8%</b>		
<b>Current Expense</b>											
61 Services [5]	547,840	591,160	73,052	12%	312,664	407,902	99,984	25%	-27%		
62 Materials and Supplies	184,687	176,452	70,786	40%	213,138	218,353	173,667	80%	-59%		
<b>Total : Current Expense</b>	<b>732,527</b>	<b>767,613</b>	<b>143,838</b>	<b>19%</b>	<b>525,802</b>	<b>626,255</b>	<b>273,651</b>	<b>44%</b>	<b>-47%</b>		
<b>Capital</b>											
71 Capital Outlay	5,000	117,428	96,560	82%	516,192	532,317	503,937	95%	-81%		
<b>Total : Capital</b>	<b>5,000</b>	<b>117,428</b>	<b>96,560</b>	<b>82%</b>	<b>516,192</b>	<b>532,317</b>	<b>503,937</b>	<b>95%</b>	<b>-81%</b>		
<b>Grand Total : Expense</b>	<b>2,158,272</b>	<b>2,432,564</b>	<b>1,197,286</b>	<b>49%</b>	<b>2,306,839</b>	<b>2,611,601</b>	<b>1,664,517</b>	<b>64%</b>	<b>-28%</b>		

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

## ACCEPTANCE OF GIFTS AND GRANTS

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

### March 2024

<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>Gifts:</u></b>		
No gifts received		
<b><u>Grants:</u></b>		
United States Department of Education		
March YTD Revenue	607,083	
February YTD Revenue	608,323	
Change for Month of March	(1,240)	Pell Grant 2022-23
March YTD Revenue	11,417,953	
February YTD Revenue	10,900,005	
Change for Month of March	517,948	Pell Grant 2023-24
<b>Total Received - Gifts</b>	-	
<b>Total Received (Returned) - Pell Grant</b>	<b>516,708</b>	

## PROPERTY DISPOSAL

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



Proposed by Xavier Montgomery  
 Name  
Manager, Business Operations  
 Title

Date 4/30/24

Description	Asset #	Purchase Price	Purchase Date	Reason for disposal	Method of disposal
Latitude 3400 CTO	35236	\$1,137.07	06/05/2020	Obsolete	eScrap
Elmo Video Presenter	024604	\$2,290	01/31/2003	Obsolete	eScrap
Cisco Catalyst 3560	027550	\$3,848.08	06/29/2009	Obsolete	eScrap
Cisco Catalyst 3560C Switch	029809	\$280	05/04/2011	Obsolete	eScrap
iMac	030738	\$1,249	04/25/2013	Obsolete	eScrap
iPad 2	030981	\$399	11/21/2013	Obsolete	eScrap
iPad 2	030982	\$399	11/21/2013	Obsolete	eScrap
MacBook Pro	031672	\$1,899	02/17/2015	Obsolete	eScrap
Optiplex 5040	032744	\$1,114.46	01/19/2017	Obsolete	eScrap
Cisco Catalyst 2960-X	032808	\$2,711.11	12/08/2016	Obsolete	eScrap
Netgear Switch	032873	\$3,380	03/27/2017	Obsolete	eScrap
Mobile Tablet Charging Cart	032888	\$648.63	03/27/2017	Obsolete	eScrap
Surface Pro 4	032956	\$1,103.08	06/07/2017	Obsolete	eScrap
Rostock Max V3 3D Printer	033009	\$1,899	06/22/2017	Obsolete	GovDeals
Rostock Max V3 3D Printer	033010	\$1,899	06/22/2017	Obsolete	GovDeals
iMac	033303	\$1,049	11/06/2017	Obsolete	eScrap
iMac	033453	\$1,879	02/02/2018	Obsolete	eScrap
iMac	033454	\$1,879	02/02/2018	Obsolete	eScrap
Surface Book	033467	\$818	02/07/2018	Obsolete	eScrap
OptiPlex 5050	033615	\$725	03/29/2018	Obsolete	eScrap
OptiPlex 5050	033617	\$725	03/29/2018	Obsolete	eScrap
OptiPlex 5050	033618	\$725	03/29/2018	Obsolete	eScrap
OptiPlex 5050	033619	\$725	03/29/2018	Obsolete	eScrap
OptiPlex 5050	033637	\$725	03/29/2018	Obsolete	eScrap
OptiPlex 5050	033677	\$725	03/29/2018	Obsolete	eScrap
OptiPlex 5050	033710	\$850	05/04/2018	Obsolete	eScrap
OptiPlex 5050	033712	\$850	05/04/2018	Obsolete	eScrap
OptiPlex 5050	033719	\$850	05/04/2018	Obsolete	eScrap

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## PROPERTY DISPOSAL

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

OptiPlex 5050	033724	\$850	05/04/2018	Obsolete	eScrap
OptiPlex 5050	033734	\$850	05/04/2018	Obsolete	eScrap
OptiPlex 5050	033737	\$850	05/04/2018	Obsolete	eScrap
OptiPlex 5050	033739	\$850	05/04/2018	Obsolete	eScrap
Cisco Catalyst 2960-X	033838	\$2,575	06/27/2018	Obsolete	eScrap
Latitude 5490	034302	\$1,120	05/22/2019	Obsolete	eScrap
Latitude 5490	034468	\$1,120	06/18/2019	Obsolete	eScrap

*Tate Montgomery* 4/30/2024  
 Proposer Date

*Roseanna* 05/01/24  
 Business Services Administrator Date

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*Julia Jakway* 01/05/24  
Julia Jakway (May 1, 2024 10:23 EDT)  
 Signature of Vice President, Finance & Administrative Services Date

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Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 21, 2024

**AGENDA ITEM:**

Contract approval for Campus Store Retail Services

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees to enter into agreement for Campus Store Retail Services for the Bradenton, Venice and Lakewood Ranch Campuses with Follett Higher Education Group, LLC.**

**STAFF ANALYSIS:**

This agreement is the result of a public solicitation created by State College of Florida, Manatee-Sarasota’s Purchasing Department. The intent of the ITN is to contract campus store retail services available for the Bradenton, Venice and Lakewood Ranch campuses. After evaluation by the committee, Follett Higher Education Group, LLC is recommended for award.

**FISCAL IMPACT** Yes \_\_\_\_\_

Funding Source: Auxiliary

Will this action result in a Budget Amendment? No

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

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

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



**BOOKSTORE OPERATING AGREEMENT BETWEEN  
FOLLETT HIGHER EDUCATION GROUP, LLC**

This Bookstore Operating Agreement (“Agreement”) is made as of July 1, 2024, between State College of Florida, Sarasota-Manatee (“School”) and Follett Higher Education Group, LLC (“Follett”).

Intending to be legally bound, School and Follett agree:

1. **Store.** Subject to all the terms and conditions in this Agreement and those set forth in Invitation to Negotiate 2023-7 Campus Store Retail Services, Follett shall operate a campus store and accompanying website (“Store”) for School and agrees to offer certain products for purchase and use by School and to offer those products for sale through a web-based ordering system operated by a Follett Corporation wholly owned subsidiary, Follett On-Demand (“Follett”) in accordance with Section 13.1.
2. **Term.** This Agreement takes effect July 1, 2024, and continues, unless sooner terminated in accordance with Section 3, until June 30, 2029. The agreement may automatically renew for an additional 5-year term upon mutual agreement. For the purpose of financial calculations and reporting, the “contract year” is defined as July 1 to June 30. Thereafter, unless either party notifies the other in writing at least 120 days before expiration of the initial term, or then-current renewal term, of its intention not to renew, this Agreement shall automatically renew for successive one-year renewal terms under the terms and conditions set forth in this Agreement.
3. **Early Termination.**
  - 3.1 Either party may terminate this Agreement with or without cause by giving the other party at least 120 days prior written notice of termination.
  - 3.2 Either party may terminate this Agreement upon 90 days prior written notice for material nonperformance by the other party, documented, in case of nonperformance by Follett, in accordance with Section 7.4.
  - 3.3 School may terminate this Agreement immediately if Follett initiates any bankruptcy proceeding, or if any such proceeding initiated against Follett remains undismissed for 60 days.
4. **Rights Upon Termination, Expiration or Non-Renewal.**
  - 4.1 Termination, expiration or non-renewal of this Agreement shall not affect any right of either party accrued prior to such termination, expiration or non-renewal.
  - 4.2 On any termination, expiration or non-renewal of this Agreement, or upon the relocation or closing of a Store location, School shall pay Follett the unamortized book value of all Store Remodeling (as defined in Section 5) paid by Follett as follows:
    - The Store Remodeling book value shall be calculated on the straight-line method, from the in-service date[s], over the greater of 5 years or until expiration of this Agreement.

On any termination, expiration or non-renewal of this Agreement, School shall pay Follett the unamortized book value of all payments (as provided for in Section 10.7 paid by Follett as follows:

    - The Payment(s) book value shall be calculated on the straight-line method, from the date the payment is made by Follett, over the greater of 5 years or until expiration of this Agreement.
  - 4.3 On any termination, expiration or non-renewal of this Agreement, the School shall require the successor bookstore operator to purchase, without exception the Store inventory then on hand

under the same terms as purchased by Follett under Section 9.1. Store inventory includes textbook rentals and any inventory from an ACCESS program.

**5. Store Improvements.**

- 5.1 Follett has made various investments in the Store since it commenced operations pursuant to a prior agreement on July 1, 2014. These investments have been amortized and depreciated from the in-service date(s) in accordance with the previous agreement. The remaining book value of these prior investments (which the parties agree is \$377.16 as of June 30, 2024) together with all replacements, additions, and extensions, and any other improvement furnished by Follett to the Store over the life of this contract, constitute "Store Remodeling."
- 5.2 Follett shall spend up to a total of **\$50,000** to improve the Store in accordance with this Section 5 and upon expiration, termination, or non-renewal School will reimburse Follett for actual payments approved by School (even if such payments exceed the amount described in the foregoing section) in accordance with Section 4. This expenditure may include furniture, trade fixtures, and equipment, that is readily removable ("Capital Equipment") and Follett and third-party design and project management services, third-party architectural and engineering services, cabling and infrastructure, floor, and wall coverings, decorating, lighting, and fixtures that are not readily removable ("Store Remodeling"). Capital Equipment and Store Remodeling each include all replacements, additions and extensions paid for by Follett, whenever installed. The Capital Equipment and Store Remodeling together comprise the "Store Improvements."
- 5.3 Follett shall prepare complete plans and specifications for the Store Improvements for review and approval by School, and shall work closely with School to develop mutually acceptable plans ("Plans"). School shall have final approval over all the Plans; provided, however, that the cost of carrying out the Plans as approved by School may not exceed the amount set forth in Section 5.2 unless the School authorizes additional amounts.
- 5.4 When School has given final approval to the Plans, Follett shall submit an installation and/or construction schedule to School for approval. School shall review and comment on the Plans and schedule in a reasonable time frame to allow the project completion date to be met.
- 5.5 The Store Improvements shall meet or exceed the requirements of the Americans with Disabilities Act ("ADA") and all other applicable codes, laws and regulations, and shall be in accordance with Follett's Design Intent documents.
- 5.6 All Capital Equipment purchased by Follett will remain the property of Follett until it has been fully depreciated based on the schedule described in section 4.2.

**6. General Rights and Responsibilities of Follett.**

- 6.1 Follett shall operate the Store in accordance with the highest standards and commercial practices in the college bookstore industry.
- 6.2 The Store shall be operated by Follett in a manner to efficiently and effectively service the customer population of the School.
- 6.3 Follett shall have the exclusive right, free from any alternate source endorsed, licensed or otherwise approved or supported by School (whether on campus, by catalog or through electronic commerce, including hyperlinks to alternate sources) to buy, sell, rent and distribute (including the right to select vendors) merchandise and services traditionally offered in college and university bookstores, including but not limited to, all required course materials (print and digital), class and alumni rings and jewelry, clothing (whether or not emblematic), school supplies, desk and dorm accessories, gifts, souvenirs, graduation regalia (sale and rental) and announcements, course-adopted software and paper and electronic custom anthologies, and textbook buybacks. Follett shall also have right of first refusal to fulfill any distance learning instructional and ancillary materials required by School

during the term of this Agreement. This Section 6.3 does not prohibit occasional sales by student groups, student government organizations or the College Foundation that do not materially impact Store sales.

- 6.4 School grants Follett the right, subject to School's published standards and approval, to use the School's seal, logotype, and associated trademarks and service marks on the Store's Internet site, signage and collateral materials, and stationery, soft goods, notebooks, pens, pencils, decals and other goods traditionally sold in college and university bookstores. School will not grant such right to any other online or brick-and-mortar retailer on campus during the term of this Agreement.
  - (a) If School or its faculty changes its name, seal, or logotype, or changes the colors, type, or composition of any required uniforms, scrubs, or any other clothing or supplies, with less than one-year written notice to Follett prior to notice to the public, or if School prohibits the sale of any items it has previously approved, Follett will deduct from any commissions otherwise payable to School Follett's cost of all clearance expense and/or unsold discontinued/dated emblematic merchandise on hand at the time of such change.
- 6.5 In order to secure property in the Store, Follett shall cooperate with School in providing Store security, theft prevention, and emergency procedures in case of fire or casualty. In cooperation with School Security, Follett shall create and maintain a Store security plan acceptable to School for textbook buyback, rush and other special events.
- 6.6 Follett shall not cause School's students, faculty, or staff suspected of theft or disturbance to be arrested by public authorities (except in emergencies) or prosecuted without prior consultation with School.
- 6.7 In its operation of the Store, Follett shall pay its bona fide financial obligations to School and to third parties in a timely manner, no later than 30 Days after the end of the month.
- 6.8 Follett shall collect and pay any sales tax or similar tax on its retail sales, and applicable income taxes on its revenues. Follett shall not be responsible for property taxes on the Store facility or any other taxes not currently assessed.
- 6.9 Follett shall obtain and maintain at its sole expense, and in its name, all necessary licenses and permits required to perform the services described herein.
- 6.10 Follett shall abide, and require its employees to abide, by applicable School regulations and policies. School shall provide Follett with copies of applicable policies, and timely inform Follett of any changes.
- 6.11 Follett shall abide by all federal, state and local laws applicable to its operation.
- 6.12 In performing this Agreement, Follett shall not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment.
- 6.13 Follett shall be responsible for any loss or damage to property owned by School that is in Follett's possession or control or is caused by Follett or its employees or agents in the course and scope of their employment.
- 6.14 Follett will make its corporate representatives reasonably available to School to discuss and resolve any operational issues.
- 6.15 Follett shall be responsible for daily cleaning of the Store interior, including provision of basic janitorial equipment and supplies, sweeping, dusting, and removal of light trash to School-provided receptacles.

- 6.16 Follett will offer School faculty and staff a 20% discount on all purchases over \$1.00, excluding textbooks, sale merchandise, computer hardware, and academically discounted software. Follett will offer all School departments a 20% discount on purchases of supplies over \$1.00, excluding textbooks, sale merchandise, computer hardware, and academically discounted software.
- 6.17 Follett will provide **\$25,000.00** annually in scholarships for each full contract year during the term of this Agreement as an accounts receivable account. In the event there is a partial contract year, the payment will be prorated according to the contract year. Such scholarship must be applied within the academic year in which it is granted and cannot roll over into future academic years. Current scholarship balance will remain available until spent at the discretion of the College.

**7. General Rights and Responsibilities of School.**

- 7.1 School will provide and maintain an appropriate, safe and habitable location, in accordance with all applicable laws and regulations. School will make available to Follett all existing furniture, fixtures, equipment, shelving, lighting, flooring, plumbing, power and HVAC and telecommunications. School shall also keep the building in which the Store is located in compliance with all fire, building and electrical codes and regulations, including regulations governing fire alarms, smoke detectors, fire extinguishers, fire suppression and sprinkler systems, water pressure, plumbing and electrical service. School shall be responsible for any loss or costs resulting from failure of the building to meet applicable building codes and regulations. School is responsible promptly for remedying any hazardous materials issues that arise during the Term. If the School relocates all or any part of the Store operations, School will provide Follett with at least 90 days advance notice of the relocation and will reimburse Follett, within 30 days after Follett's invoice, for Follett's cost of the relocation.
- 7.2 School will name a representative authorized to advise Follett of School's approvals, consents, and instructions under this Agreement.
- 7.3 School may prohibit sale at the Store of any item it finds offensive or inappropriate.
- 7.4 If at any time School is dissatisfied with Follett's performance under this Agreement, School shall document the unsatisfactory performance and submit the documentation to Follett for immediate review and corrective action. School may require a review meeting to prepare the corrective action.
- 7.5 School shall provide the following services and support to the Store at no cost to Follett:
- a) Internal and external building maintenance, including, but not limited to: plumbing, electric, light bulbs, HVAC and other mechanical systems, fire protection, roof membrane and structure, floors, walls, ceilings, windows and doors in accordance with School's building standards;
  - b) Building standard utilities;
  - c) Pest control services on the regular School schedule;
  - d) Local telephone/data service including all equipment and lines (telephone toll charges to be charged to Follett at the same rate charged to School's departments);
  - e) Reasonable access to School's telecommunications and network systems, unused (and School allocated to Follett) IP address as required to install, at Follett's sole expense, DSL and associated connectivity for Follett's point-of-sale systems;
  - f) Campus Bookstore URLs provided for Follett usage; URLs procured by Follett remain property of Follett except where otherwise required by applicable law.
  - g) Security of persons and property in the same manner provided for other School premises;
  - h) Lost and found service as regularly provided by School;
  - i) Parking for Follett's employees in common with other authorized parkers in a location approved and provided by School (Follett's employees must abide by all applicable parking regulations); and
  - j) Participation in any debit or credit card, voucher program, or other payment or financial aid service now or hereafter made available by School to its students or to local merchants.

- 7.6 School will maintain the (1) ConnectOnce integration between School and Follett systems which is essential to facilitate the course import and enrollment integration, and (2) the Follett Access, Willo and Follett Discover programs. The School will provide a prominent hyperlink from the School's Learning Management System (LMS) to the Follett Discover tool.
- 7.7 School will require its faculty and staff to provide Follett with timely and accurate textbook adoption information.
- 7.8 Follett and School agree to maintain the School's financial aid transactions with the Store's operating systems for both in-store and/or online transactions as soon as practicable, but in no event not later than two (2) weeks prior to the start of the initial term/semester under this Agreement. As part of that integration, within the first academic term of the execution of this integration, School will provide Follett the following information: student name, unique identification number for each student (student ID commonly used), a credit limit provided by the School for each student, date range for approved charges, any product restrictions required and student email address.
- 7.9 Follett will extend credit to School for financial aid and departmental charge accounts in accordance with the terms set forth in Follett's standard credit application. School will furnish to Follett all required information and will pay all accounts within 30 days of invoice, or will pay applicable late charges as provided in the credit application. School shall be required to send all A/R payments directly to the bank via ACH, or Wire Transfer. Follett may deduct past due A/R charges, and any other amounts due and payable to Follett, that are more than 15 days in arrears from School's commission payments.
- 7.10 The parties shall meet on a regular schedule to determine the Schools deliverable obligations and milestones related to the integrations described in Sections 7.6, 7.8 and 7.9.
- 7.11 All payments for accounts payables due to Follett, reconciliation of accounts receivables due pursuant to Section 12.7, student charges and ACCESS charges shall be made pursuant to an ACH (a Lock Box shall only be used if Follett approves in writing).
- 7.12 To help the School maximize their brand exposure and increase revenue, School will provide to the Store at no cost, the following:
- a) A minimum of one hyperlinks located on the home page of the School's MySCF.edu website to the Store's eFollett website, and on the appropriate subpage(s) of the School's MySCF.edu website, a Store information page that includes information on Store hours, location, and other information as appropriate. The subpage shall also include a hyperlink to the Store's eFollett website.
  - b) The inclusion of key search terms within the School's .edu site that presents eFollett hyperlinks when key words are typed into the .edu site search field. Key terms include bookstore, books, book store, campus store, textbooks, course materials, books,.
  - c) Approval to send Financial Aid notifications by email and SMS to students, notifying them of their financial aid balances, timelines for using funds, and other messaging to help promote the use of available funds in the Store and the Store's eFollett website.
  - d) The opportunity, as determined by Follet in partnership with the College, to include material promoting the Store into all future and current student mailings (physical and digital), new student orientation packets, and new/welcome alumni membership mailings (physical and digital).
  - e) Advertising in faculty, athletic, and student e-newsletters with a hyperlink to the Store's eFollett website.
  - f) Advertising space in any School-produced print publication (weekly, quarterly, or yearly).
  - g) In compliance with industry standard practices, School shall provide the following:
    1. all enrolled student email addresses one month before the start of the fall term each year;
    2. all accepted student email addresses within one month of acceptance notice distribution each spring; and

- h) Alumni email campaigns will be processed through the School's Foundation office. No alumni email addresses will be shared directly with Follett.
- i) The opportunity to present Store information and promotional information at student and parent orientations.
- j) The opportunity to regularly present at faculty/staff orientation to review current Follett programs and services.
- k) The opportunity to present campus Store events and promotions on any existing or future closed circuit campus message broadcast applications.
- l) The opportunity to set up a temporary retail location for athletic, alumni, and other events that are held on the School campus.
- m) Provide key staff members of the Store a School .edu email address.
- n) In-store product and service placements to drive brand awareness for vendors that serve the campus operation.
- o) Configure and install Follett Discover Shop in the SIS ("Student Information System") and Follett Discover View within the course catalog or .edu website to facilitate purchase access to course materials.
- p) Configure and install Follett Discover Adopt and Access where there are commercial grade SIS and LMS environments, and have the application links prominently displayed within these properties to make them readily accessible for the faculty adoption process, and student access to digital course materials.
- q) Promote the faculty adoption process and deadlines on all related campuses via campus-based email system up to two (2) messages per adoption season whereby Follett will supply content such as graphics, copy, links, and subject lines for the School to send to faculty and administrators. If School does not choose to communicate the faculty adoption deadlines and procedures via their campus email system, all faculty email addresses will be given to Follett so they can communicate the adoption process on behalf of the School.

7.13 School shall be responsible for any damage or loss caused by the negligent or intentional acts or omissions of School, its employees, agents or contractors.

**8. Bookstore Personnel.**

8.1 Follett will furnish sufficient adequately trained personnel to provide efficient and courteous service to customers, including sufficient substitute personnel in case of employee absence. In addition, Follett will provide ongoing training in customer service and will formally recognize and reward employees who provide superior customer service.

8.2 Follett shall conduct a pre-employment background check on all permanent Follett employees, as well as screening required by the School and/or state in which the Store is located, including e-Verify to all new hires. In the event adverse information is received as a result of the screening, Follett will manage the information received and the offer of employment in accordance with the Follett Background Check Policy. Follett reserves the right to rescind the offer of employment made prior to the screening.

**9. Bookstore Stock and Sales.**

9.1 Follett shall purchase from School all salable and rentable merchandise in the Store, including new textbooks, used textbooks, trade, reference and technical books, Rental Program inventory and/or Inclusive Access Program (or its equivalent) inventory, whether in stock or rented, and general merchandise. Follett will conduct a financial inventory of saleable merchandise. School may observe the inventory if desired. Within 120 days following the later of the completion of the inventory and/or completion of integrations, Follett shall pay School for the merchandise as follows:

- a) New Textbooks
  - 1. Follett will purchase new textbooks adopted for the next academic term, in quantities not exceeding course requirements provided that such purchases do not exceed quantities

sold in the previous term (which School shall provide upon request), at standard industry discounts or cost.

2. Follett will purchase new textbooks not adopted for the next academic term, or adopted but in excess of course requirements, at the current wholesale price.
- b) Used Textbooks
    1. Follett will purchase used textbooks adopted for the next academic term, in quantities not exceeding course requirements up to quantities sold the previous term, at 50% of the current retail selling price.
    2. Follett will purchase used textbooks not adopted for the next academic term, or adopted but in excess of course requirements, at current wholesale price.
  - c) Trade, Reference, and Technical Books (“Trade Books”)
    1. Follett will purchase Trade Books that have been purchased during the past academic year and are returnable to the publisher at standard industry discounts or cost.
    2. Follett will purchase Trade Books not meeting these requirements at a price agreeable to School and Follett.
  - d) General Merchandise
    1. Follett will purchase general merchandise traditionally sold in college bookstores, purchased in the past academic year, in saleable condition, and not in excessive quantities, at standard industry discounts or cost.
    2. Follett will purchase general merchandise not meeting these requirements at a price agreeable to School and Follett.
- 9.2 Follett shall also purchase from School any verified, usable credits with publishers or vendors in accordance with Follett’s procedures.
- 9.3 In operating the Store, Follett will charge industry standard, competitive and fair prices, which, at present, are as follows:
- a) On new textbooks, trade books, coursepacks, text “packages,” and “bundles,” not more than the publishers’ list price, or a 25% gross margin (cost divided by .75) on net price books and list price books sold to Follett at less than a 25% discount off list and rounded up to the next quarter.
  - b) On ebooks and other digital content, when Follett determines the end-user price, not more than the publishers’ list price, or a 25% gross margin (cost divided by .75) on net price content, and when the publisher determines the end-user price and Follett acts as agent, Follett will use the publisher price.
  - c) On used books, including cloth, paperback, and others, not more than 75% of the new textbook selling prices rounded up to the next quarter.
  - d) On rental books, Follett will be setting rental fees for each title, and any given title’s fee may vary as a percentage of the retail selling price.
  - e) On course required or any related supply items, “sets”, and “kits”, not more than the normal gross profit margin for similar merchandise in the college bookstore industry.
  - f) On general merchandise, not more than the normal gross profit margin for similar merchandise in the college bookstore industry.
  - g) Follett Access Program fees (“Follett Access Fees”) will be determined by Follett for each semester or summer session and submitted to School.
- 9.4 Follett will offer its Price Match Program (“PMP”) to School. The PMP includes textbooks (new, used and rental) that are currently in-stock at the Store as well as at competing retailers, but excludes digital books. The following terms and conditions apply:
- a) The student brings their original receipt and/or the advertisement for the better price to the Store within seven days of their original purchase.

- b) The book must be in stock at the Store and with the retailer advertising the lower price. Retailers include: a local bookstore, Amazon (excluding its Marketplace) or Barnes & Noble. This program excludes peer-to-peer marketplaces and online aggregator sites.
  - c) The lower priced item must match the exact book and edition purchased or rented, including accompanying CDs, online access codes, student manuals, etc.
  - d) Once verified, the Store associate calculates the difference and issues a Store gift card to the student.
  - e) The PMP and its terms and conditions are subject to change over the term of this Agreement at Follett's discretion with notification to the assigned School representative.
- 9.5 Follett will expeditiously process text requests placed after the adoption deadline. Text requests for the Follett Access program placed after the adoption deadline may result in the materials being excluded from the Follett Access Program.
- 9.6 Follett will purchase used textbooks year-round. Follett will purchase textbooks adopted for the next academic term in quantities sufficient to meet course requirements at not less than 50% of the student's purchase price rounded to the nearest quarter. Follett will purchase used books not adopted for the next academic term or in excess of course requirements at wholesale prices prevailing in School's locality rounded to the nearest quarter.
- 9.7 Follett will accept returns in accordance with the following policies:
- a) Non-textbook items in resalable condition may be refunded or exchanged at any time with original receipt.
  - b) Textbooks in resalable condition may be refunded with receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase, thereafter, including during summer term.
  - c) Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
  - d) Computer software may be returned if it is unopened and shrink-wrapped.
  - e) In addition, upon proof of drop/add, Follett will accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first.
- 9.8 In operating the Store, Follett shall accept as a minimum, MasterCard, Visa, Discover and American Express charge cards. Follett will pay all merchant charges associated with acceptance of these credit cards.

**10. Commission.**

- 10.1 Follett shall pay commission to the School in an annual amount equal to the sum of:

Commission on **Course Material Sales**

**10.5%** of all Course Material Commissionable Sales.

Course Material Commissionable Sales are defined as all collected revenue (in compliance with generally accepted accounting principles) for all physical print course material products and course related supplies generated through the Store or the Store website, less Digital product revenue, voids, refunds, sales tax, campus debit card fees, discounted sales to authorized School faculty, staff, departments and others as may be mutually agreed to under this Agreement, associated Follett-funded scholarships, handling fees associated with non-return of rental textbooks, pass-through income and merchandise sales at less than an inherent 20% margin (i.e., computer hardware and software).



### Commission on **Digital Revenue**

**7.5%** of all Digital Commissionable Sales.

Digital Commissionable Sales are defined as all collected revenue (in compliance with generally accepted accounting principles) for all digital content generated through the Store or the Store website, voids, refunds, sales tax, campus debit card fees, discounted sales to authorized School faculty, staff, departments, and others as may be mutually agreed to under this Agreement, associated Follett-funded scholarships and pass-through income.

### Commission on **General Merchandise Sales**

**17.5%** of all General Merchandise Commissionable Sales.

General Merchandise Commissionable Sales are defined as all collected revenue (in compliance with generally accepted accounting principles) for all general merchandise products generated through the Store or the Store website, less course related supplies associated with an Inclusive or Equitable Access program, voids, refunds, sales tax, campus debit card fees, discounted sales to authorized School faculty, staff, departments and others as may be mutually agreed to under this Agreement, associated Follett-funded scholarships, pass-through income and merchandise sales at less than an inherent 20% margin (i.e., computer hardware and software).

The commission structure described above is based on the School assumptions described in Sections 12.10. If within 180 days of the effective date of this Agreement the School fails to provide the integrations described in Sections 7.6 and 7.8, or the email list described in Sections 7.8 and 7.12(g), then Follett shall reduce commissions by two (2) percentage points. In addition, if the School does not provide adoptions for 95% of its classes at least seven business days before classes begin, then commissions for that semester shall be 95% of the agreed upon commission structure described above.

- 10.2 If in the first full contract year during the term of this Agreement, commission payments to School calculated in accordance with Section 10.1 are less than **\$300,000** (“Guaranteed Annual Income”), Follett will pay School an additional amount necessary to bring total payments to School for that year up to the Guaranteed Annual Income. Follett will provide a Guaranteed Annual Income in all future years of this agreement that will be an amount equal to ninety percent (90%) of the calculated commission on Commissionable Sales of the immediately preceding year. In any partial contract year the Guaranty will not apply and commission payments will be based on the applicable percentage of commissionable sales. If School has a unique or outlier athletic event(s) during any contract year such that there is a material increase in general merchandise sales – “an increase of 10% or more in general merchandise sales compared to the prior year”] (e.g., NCAA Final Four qualification, participating in the men’s or women’s NCAA tournament for the first time in 4 or more years, participating in the Hockey playoffs, etc.), then the Guaranty for the following year will be based on the calculated commissions of the year preceding such unique or outlier event year.
- 10.3 Follett’s willingness to enter into an agreement under the terms offered within is based on the financial information provided by the School. If for any reason any material or detrimental deviation from the School’s reported financial information (including but not limited to annual sales) as compared to the first year’s financial performance occurs Follett would expect to renegotiate appropriate modifications to the proposed terms.
- 10.4 If in any contract year the annual gross sales of the Store shall materially decline more than five percent (5%) from the reported sales of the July 1, 2023 to June 30, 2024 contract year as a result

of declining enrollment, public legislation, other conflicting campus contracts, material changes in school policies, school mascot, school colors or the business model of the industry, such as digital books, sales directly from the publisher, or other reasons outside of Follett's control, the School and Follett agree to negotiate in good faith an appropriate adjustment in the commission and guarantee payment and capital allocated to renovations and one-time payments to the school as set forth in this agreement.

10.5 Follett will keep complete and accurate records of all Store transactions in accordance with industry accounting practices and will provide a statement of Store gross revenue to School monthly for the preceding period. Follett will preserve records of Store operations for the life of the contract plus 5 years from the transaction date and will make those records necessary to measuring contract compliance available for review, audit and verification by School at the Store upon request on reasonable advance notice during ordinary business hours other than during Store "rush" periods.

10.6 Follett shall pay the commission calculated in accordance with Section 10.1 monthly, twenty days after the end of the month. Any other payment required to be made by Follett to School under this Agreement shall be made within thirty days of receipt of invoice. Follett will make any payments due under Section 10.2 within 90 days after the end of the year. In case of termination of this Agreement, other than at a year-end, payments under Section 10.2 shall be prorated to the actual date of termination, and final payment will occur once all amounts payable to Follett by School have been received by Follett (this includes payments for student and departmental charges, ACCESS charges and payments related to the transition or inventory (i.e., asset payments)).

Follett will process commission payments by sending ACH transfers (Direct Deposit) in lieu of paper checks.

On the day the ACH payment is made, the School's designated recipient will receive an email informing the School thereof. A csv file (that can be opened in Excel) will be attached to the email that will contain the remit information with the document numbers that were paid (similar to the check remittance advice). Please note that this is not a wire transfer. The process takes approximately 7-10 business days to process once the necessary form is completed by the School and submitted to Follett's Accounts Payable department.

10.7 Follett shall provide a one-time payment of **\$50,000** within 90 days of the execution of this Bookstore Operating Agreement and the provisioning of email information, all as described in Sections 7.6, 7.8 and 7.12 (g). This payment shall be amortized in accordance with Section 4.2.

10.8 If elected by the College, Follett shall provide a one-time payment of **\$25,000** within 90 days of the successful transition of the Venice Campus Store to a fully virtual delivery model. This payment shall be amortized in accordance with Section 4.2.

## **11. Bookstore Rentals.**

11.1 Follett will provide a proprietary course material rental program ("Rental Program") via individual rental agreements with students ("Student Rental Agreements"). Rental pricing will be determined by Follett. Two types of textbooks will be eligible for adoption in the rental program:

The "National Title List" Textbook. Follett will offer a National Textbook Rental Title List of the textbooks available for rental, which will be updated periodically by Follett (the "National Title List").

The "Local Program" Textbook. School may select books not on the National Title List to be part of the Rental Program provided School agrees to continue to adopt the specific book(s) for at least four (4) consecutive semesters. In the event School fails to consistently comply with meeting the four (4) consecutive similar-sized semesters commitment in the aggregate, Follett at its sole discretion may eliminate the Local Program.

11.2 Upon any termination, expiration or non-renewal of this Agreement, Student Rental Agreements will be novated to School or successor store operator at cost. If the successor store operator refuses or does not affirmatively agree to accept such novation, then the School shall accept novation of such Student Rental Agreements and pay Follett for such rental inventory. Where post termination of agreement rented textbooks have not been returned, where no charge has been made to the credit or debit card held as security therein, or where some other loss occurs under a Student Rental Agreement, School will look solely to the student or the successor store operator for such transferred rentals.

## 12. **Follett ACCESS**

12.1 School has agreed that Follett ACCESS will be delivering all adopted Course Materials for the Program for the Academic Terms and Cohorts detailed in the attached Schedules.

Follett has taken the following steps to provide a valuable service to the campus:

- a) Analyzed historical adoptions and adoption trends to predict the cost of adopted materials for the terms in the attached Schedules and develop custom pricing for the School.
- b) Negotiated pricing with publishers.
- c) Developed systems and processes to provision both print and digital materials to students.
- d) Physical rental titles acquired for use in the ACCESS program (also known as ACCESS rentals) require a minimum 4 term usage and titles initially adopted for ACCESS programs not meeting such usage requirement and not used or adopted for one term or more will be charged to school at used book cost

12.2 The attached Schedules will be executed annually over the term of the Agreement. The Schedules contain details on scope, pricing, enrollment, deadlines, and course materials adoptions guidelines that are required to deliver the program. This information will be updated and executed annually.

12.3 The mutually agreed upon Pricing between the School and Follett will be updated in the attached schedules for each academic year of the program.

12.4 Follett shall pay commission on Inclusive Access Revenue as defined in section 10.1 based on the provisioned content type.

12.5 Follett will deliver course materials in the format and manner described in the attached Schedules. Adoption processes and deadlines will be managed by the Course Materials Adoption Committee (Committee) as described in the attached Schedules.

12.6 Pricing for Access shall be as follows:

- a) Inclusive Access: Follett shall charge School a distinct fee per class (such fee differs per class) and is described in [Schedule A; such Schedule A shall updated and provided to the School annually and incorporated by reference herein.]
- b) Equitable Access: [Follett shall charge School as described in Schedule A]
  1. Follett shall charge School a fee per credit per semester/quarter as described in Schedule A attached hereto.
  2. Follett shall charge School a fee per student per semester/quarter [except for students that have no course materials in any courses], all as described in Schedule A attached hereto.
  3. Follett shall charge School a fee per course that has course materials as described in Schedule A attached hereto.

12.7 Initial Estimated Invoice: Follett shall provide an estimated invoice (Initial Estimated Invoice) no later than two (2) weeks following the last day of add/drop period (commonly the "census date") for each term (utilizing the institutional academic calendar) (which shall hereinafter be described as the Initial Estimated Invoice Date). Such invoice will be per major account, including student ID, and in Follett standardized format.

1. Initial Payment: Institution shall pay Follett such Initial Estimated Invoice in its entirety if the Parties agree such invoice accurately reflects fees owed, or in the alternative, Institution shall pay no less than ninety percent (90%) of the Initial Estimated Invoice; either such payment is due within thirty (30) days from the Initial Estimated Invoice Date.
  2. Reconciliation: If less than 100% of the Initial Estimated Invoice Institution is paid, the Parties shall work in good faith with Follett to make a final determination and reconciliation of any potential additional payments owed to Follett, or credits owed to Institution, relating to the Initial Estimated Invoice as soon as practicable but in no event more than ten (10) days following the Initial Estimated Invoice Due Date.
  3. Final Invoice or Credit: Follett shall provide a final invoice, or credit memorandum, within five (5) days of completion of the foregoing reconciliation process which shall be due, or paid, within five (5) days of the date of such final invoice or credit memorandum.
- a) Payment for each invoice, or credit, is due as described above (or if not specified, within 15 days from the invoice or credit memorandum date). In the event the School has not paid Follett the undisputed fees within the periods specified, Follett reserves the right to withhold commission payments until Follett receives such Follett ACCESS Fees and/or set off invoiced amounts against commissions payments (applying to the oldest balance dues) as described herein and/or reserves the right to charge interest at a rate as permitted by applicable law.

12.8 If the Access program includes physical rental course materials, the following applies:

- a) Students are responsible for picking up, taking good care of, and returning their textbooks to the bookstore each term. Textbooks must be checked-in by a specific date each term. Books that are brought back to the store in a damaged state shall not be accepted back. Such damages shall include, but are not limited to: Any water damage, torn and missing pages or covers, and defacement of pictures, graphs, charts or text. Store management is the final arbiter of the damage to a textbook. Reasonable highlighting and taking of notes in the book margins shall not be considered defacement. Books refused as damaged will result in the application of additional charges as defined below.
1. If the textbook is distributed with defects such as missing pages, water damage, or torn covers the student must exchange the book within five 5 days of the date received. After that time, the student assumes the liability for the textbook's condition.
  2. If the textbooks are lost or stolen, the School will be liable for the replacement cost.
- b) Failure by the student to check-in Program books by the published due date shall result in the application of additional charges as defined below. If the student drops a course they must return the book immediately. If the student is taking a continuation course that requires the same book, if they are repeating a course, or if they have an incomplete to finish, they must still return the book to the store by the due date of the semester for the original course or the School will be charged for the book. All parts of any textbook packages must be returned with the textbook. This includes CDs, supplemental reading, etc.
- c) Additional charges shall consist solely of the retail used selling price of the textbook that is either lost or damaged or not checked in. These charges shall not deduct any portion of the Program Fees that were paid. Prior to the last day to check-in books, the student may pay the replacement costs of their lost or damaged book to Follett who will then note the student's book as 'checked-in' in the rental computer system. After the last day to check-in books, payment to

the store shall be the responsibility of the School who shall then hold sole responsibility for collecting said fees from the student.

- 12.9 The School will maintain ConnectOnce, in partnership with Follett. ConnectOnce is Follett's solution to obtain student and course enrollment information from the SIS. This information is used to provision course materials to students.
- 12.10 The School agrees to provide grades, retention, & graduation data to Follett at or before the dates detailed in the attached Schedules. Format and scope of Student Success Data to be mutually agreed upon between Follett and the School.
- 12.11 Marketing and communicating the Program to stakeholders is very important. Follett will provide communication best practices, marketing materials, and templates for the School to communicate the Program to students and faculty.
- 12.12 Follett will, to the best of its ability, invoice the School on or before the Invoice Deadline Date listed in the attached Schedules. The school will submit payment to Follett on or before the Payment Deadline Date listed in the attached Schedules. For every day Follett submits the invoice to the School after the Invoice Deadline, the School will have an additional day added to the Payment Deadline Date.

Follett will invoice School for Program fees in accordance with the Pricing section above. The Estimated Invoice Amount in the attached Schedules is only for informational or planning purposes but is not a final number. The Estimated Invoice Amount is based on assumptions of enrolled students (or credit hours) and the amount rental non-returns.

- 12.13 Based on Federal Regulations (U.S. Department of Education Regulations in 34 C.F.R. § 668.164) Follett advises that the School provides an opt-out option for the Students in the Program. If the School determines that an opt-out option is not needed, Follett is not responsible for ramifications that might arise from the School not implementing an opt-out for the Students in the Program.
- 12.14 If School does not provide a resale tax exemption certificate to Follett, Follett ACCESS fees may be subject to sales tax or similar taxes. The School shall be responsible for the collection of remittance of such taxes to the proper taxing authority.
  - a) School agrees that it is in fact the "seller" of the textbooks and other educational materials to the students, and is responsible for any and all sales, use and other applicable transaction taxes assessed on the "Access" sale of textbooks and other education materials to students.
  - b) School agrees to hold harmless Follett for any unpaid sales, use and other applicable transaction taxes assessed on such Access sales and will indemnify and defend Follett for any taxes School was required to pay directly to the respective taxing authorities on these sales.
  - c) School agrees that all Access sales made by Follett to the school are in fact sales for resale and that the school shall provide a resale tax exemption certificate to Follett as required by law.

### **13. Web Store.**

- 13.1 Scope. During the term of the Agreement, Follett will continue to offer an athletic oriented web-based retail Store for the School's athletic department ("AW Store") selling certain products for sale through a web-based ordering system operated by a Follett Corporation wholly owned subsidiary, Advanced Graphic Products, Inc. dba Follett On-Demand ("Follett"). Follett will provide a web-based ordering system through which School students, faculty, staff, alumni, Athletic Staff, and the general public will be able to order products bearing School Indicia.

- 13.2 **Exclusivity.** Except for the School's eFollett website, Follett shall have the exclusive right, free from any alternate source endorsed, licensed or otherwise approved or supported by School through electronic commerce (including hyperlinks to alternate sources) to sell merchandise traditionally offered through college and School athletic department online retail stores.
- 13.3 **Licensing of Marks.** Follett has or will enter into a license agreement (the "License Agreement") with the currently appointed license provider of School. During the term of this Agreement, Follett will maintain its status as a properly appointed licensee of School and Follett will comply with the requirements of the License Agreement. If School is self-licensed, Follett will comply with all requirements of School and receive approval of all graphics through School.
- 13.4 **Web Link from Athletics Website.** School's Athletic website will include a prominent link named "Store" that will click through directly to the new Follett AW Store. A designated ad space at the top half of the School Athletics website will be allocated for permanent online AW Store advertising and an additional ad space will be allocated for promotional ads for discounted, free or special product promotions.
- 13.5 **Staff Discounts.** Follett will provide a website application to allow Athletic Department staff members or other designated School staff to purchase products from the School's product line at discounts of approximately 25% to 50% off retail pricing.
- 13.7 **Web Store Commissions.** Commissions on products sold from the AW Store will be paid by Follett to School within fifteen (15) days of the end of the month that commissions are earned. **AW Store Commissions are calculated entirely separately and distinctly from normal Follett Bookstore (and online bookstore) commissions.** Commissions for each product sold shall be paid at **17.5%** of the retail price at which a product is sold. With respect to online sales, royalties shall be deemed earned by School as of the transaction billing date. Retail sales are defined as price at which product is sold online excluding freight and sales tax.
- 13.8 **License Fees.** License Fees on AW Store merchandise will be paid according to the License Agreement between Follett and School, or Follett and School's licensing agent.
- 13.9 Follett will provide promotional emails for free, discounted or special product promotions that will be sent from the School Athletics website database every two (2) to four (4) weeks by Follett, the School Athletics website provider or the Athletics Department.
- 14. Insurance.**
- 14.1 During the term of this Agreement, Follett shall keep in force, at its own expense, at least the following insurance, all in accordance with this Section:
- a) Commercial General Liability having a combined single limit of not less than \$1,000,000 per occurrence covering premises and operations, contractual liability and products/completed operations;
  - b) Business Automobile Liability having a combined single limit of not less than \$1,000,000 per occurrence covering claims arising out of ownership, maintenance, or use of owned or non-owned automobiles;
  - c) Worker's Compensation insurance having limits not less than those required by applicable statute;
  - d) Employer's Liability in the amount of at least \$1,000,000; and
  - e) Excess or Umbrella Liability in the amount of at least \$2,000,000.
- 14.2 School, its affiliates, officers, directors, trustees, volunteers, and employees shall be named as additional insureds by blanket endorsement under the Commercial General Liability policy upon the School's written request.

- 14.3 Follett shall furnish industry standard Certificate[s] of Liability Insurance to School showing the coverage required by this Section within 30 days after execution of this Agreement or before Follett takes possession of the Store, whichever is earlier. The Certificate[s] shall provide that, should any of the above policies be cancelled before the expiration date thereof, notice will be delivered in accordance with policy provisions.
- 14.4 School will notify Follett of any flood plain zoning changes affecting the Store within 30 days of receiving notice of such change from any source.
- 14.5 If School causes any work to be performed by a third party on the building housing the Store, then School will provide Follett an industry standard Certificate of Liability Insurance from the third party's insurance company(ies) for Commercial General Liability and Business Automobile Liability, with combined single limits of at least \$1,000,000 per occurrence on each. Follett shall be an additional insured under the third party's Commercial General Liability policy.

**15. Indemnification.**

- 15.1 Follett shall defend, indemnify and hold harmless School, its Board of Trustees, affiliates, officers and employees from any and all claims, suits, actions, damages, judgments, and costs (including reasonable attorney fees), to the extent arising out of any: (i) damage, destruction or loss of any property (including but not limited to School's property); or (ii) injury to or death of any person (including but not limited to any employee of School); which results from or arises out of negligent or willful acts or omissions of Follett, its officers, agents and employees, in the performance of this Agreement.
- 15.2 School assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of School and its officers, employees, servants and agents while acting within the scope of their authorized powers and duties or their employment by School. School and Follett further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; or (2) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in Section 768.28, Florida Statutes.

**16. Independent Contractor Status.** The relationship of the parties is that of independent contractors, and no tenancy, partnership, joint venture, agency, fiduciary or other relationship is created. Neither party may order any goods nor services, incur any indebtedness, or enter into any obligation or commitment on the other party's behalf.

**17. Non-assignability.** Neither party may assign or sublet this Agreement in whole or in part without the prior written consent of the other party, except that either party may assign this Agreement in its entirety to an affiliate that controls, is controlled by or is under common control with such party. This Agreement is made for the exclusive benefit of the parties, and no benefit to any third party is intended.

**18. Notice.** Notices required or permitted by this Agreement shall be deemed given when received if sent by recognized overnight courier or first class mail, postage prepaid, to the following address, or such other address as the party may specify by notice:

To School (please complete):  
 Rebecca Ferda  
 Director, Business Services  
 State College of Florida, Manatee-Sarasota  
 5840 26<sup>th</sup> Street W,  
 Bradenton, FL 34207

To Follett:  
 Ryan Petersen  
 President  
 Follett Higher Education Group  
 3 Westbrook Corporate Center, Suite 200  
 Westchester, Illinois 60154

With a copy to:  
 Follett Corporation  
 3 Westbrook Corporate Center, Suite 200

Westchester, Illinois 60154  
Attn: General Counsel

19. **Severability.** If any provision of this Agreement is finally adjudicated illegal, invalid, in excess of the authority of either party hereto, or otherwise unenforceable, then such provision shall be severed, and the remainder of this Agreement shall remain in force as if such adjudicated provision were never included in this Agreement.
20. **Integrated Agreement.** This Agreement: (a) is the sole expression of the understanding of the parties with respect to operation of the Store, (b) supersedes all prior statements and agreements with respect thereto, and (c) may not be modified, amended, or waived except in writing signed by an authorized representative of the party against whom such modification, amendment or waiver is sought to be enforced.
21. **Confidential Information.** As part of the Follett Discover program, Follett will have access to confidential information held by School, including specific “non-public” information, the safeguarding of which is governed in part by the provisions of the Family Education Rights and Privacy Act (FERPA) and other federal and state laws. This information includes biographic and financial information obtained from a student or parent in the process of providing educational services. Biographical and financial information includes, but is not limited to: name, shipping and email addresses, phone numbers and student IDs, and if applicable, financial aid information. School represents that it has the right to provide Follett with access to such information for the purposes hereof and appoints Follett as a School Official as provided in FERPA.

Follett agrees to maintain the confidentiality of such information as mandated by applicable state and federal laws using the measures Follett uses to protect its own information of like character, but in each case with at least a reasonable standard of care, and to only access such information for the explicit business purposes of the Follett Discover program, including providing the services contemplated thereunder. Follett will return or destroy all confidential information it receives from School upon completion of the Follett Discover program.

Follett further acknowledges that any uncured material breach of the confidentiality obligations set forth above will be considered a material breach of the Follett Discover program, at which time School may terminate the Follett Discover program by providing at least 30 days prior written notice of termination to Follett. (For purposes of clarity, any such breach or termination shall not affect or permit School to terminate the Bookstore Operating Agreement [BOA] or any other contract between the parties or their respective affiliates.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives as of the date first written above.

**FOLLETT HIGHER EDUCATION  
GROUP, LLC**

By: \_\_\_\_\_  
Name: Ryan Petersen  
Title: President  
Date: \_\_\_\_\_

**STATE COLLEGE OF FLORIDA  
SARASOTA - MANATEE**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**Schedule 1 – Course by Course Program Template**

This needs to be completed and signed annually for any Follett ACCESS program implemented by course.

**Term Details & Dates**

Academic Term	Program Adoption Deadline	ConnectOnce Installed by Date	Class Start Date	Drop Date or Census Date	Invoice Deadline Date	Payment Deadline Date	Student Success Data to be Provided to Follett
[Fall 2020]							
[Spring 2020]							
[Summer 2020]							

**Course Material Adoption Details**

- i. The School and Follett will create a Follett ACCESS Course Material Adoption Committee (“Committee”) to oversee the implementation of the Adoption Guidelines (“Guidelines”) in this section.
  - a. The Committee will not violate academic freedom in anyway. Academic freedom includes an instructor’s ability to choose course content. Any adopted course content that does not meet the Guidelines, as determined by the Committee, must be approved and recorded as an Exception by the Committee.
  - b. Course Material Adoption Guidelines:
    - i. Courses participating in the program must be reviewed and approved by the Committee
    - ii. Rental Term Agreement: 6 terms
      - 1. All content delivered as rental must be adopted for a minimum of six terms.
    - iii. Rental Collateral Type & Responsible Party: **[Student]**
      - 1. If School is responsible for rental collateral, all rental non-return charges will be invoiced to the School. These charges have been estimated in the attached Schedules.
      - 2. If Student is responsible for rental collateral, students will be responsible for providing rental collateral (credit card) to Follett through Follett’s rental portal.
    - iv. Publisher Specific Considerations:
- ii. Exceptions:
  - a. Any adopted course content that does not meet the Guidelines or is not received by the adoption deadline in the attached Schedules, as determined by the Committee, must be approved and recorded as an Exception by the Committee.

- b. Follett will, in some cases, be able to deliver Exceptions as part of the Program. However, Follett reserves the right to exclude any exceptions from the Program.

**FOLLETT HIGHER EDUCATION  
GROUP, LLC**

By: \_\_\_\_\_

Name: Ryan Petersen

Title: President

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

**STATE COLLEGE OF FLORIDA  
SARASOTA-MANATEE**

By: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

State College of Florida Current Capital Projects With Budgets over \$150,000 as of May 2024	Board of Trustee Approved Budget	Date Board Approved Budget	Source of Funds	Project Justification	Total Estimated Project Expense Includes all Hard and Soft costs	Comments
<b>Completed Since Last Report</b>						
<b>In-Construction</b>						
Bradenton Site Improvements	708,000	5/25/2021	CIF	Drainage/Safety	708,000	Construction
Building Deferred Maintenance, Buildings 17,29,500	1,270,000	6/28/2022	\$8.2M State CARES	Deferred Maint.	1,270,000	Construction
Building Deferred Maintenance, Buildings 300	1,000,000	6/28/2022	\$8.2M State CARES	Deferred Maint.	1,000,000	Construction
Building Maintenance Collegewide: Roof, Floor, Painting	450,000	5/25/2021	CIF, CO&DS	Deferred Maint.	450,000	Construction
Roof Coatings, Collegewide	1,535,000	6/28/2022	\$8.2M State CARES	Deferred Maint.	1,535,000	Construction
MTSC Nursing Student Debriefing Rooms	350,000	6/27/2023	CIF	Nursing Program	350,000	Construction
Collegewide Parking Lot Striping	250,000	6/27/2023	CIF	Safety	250,000	Construction
Building 19 Guidance & Remediation Suite	408,000	10/31/2023	Collegiate School PECO	Student Support	408,000	Construction
Building 14 Student Union Floor Replacement	200,000	10/31/2023	CIF	Deferred Maint.	200,000	Construction
HVAC Deferred Maintenance, Buildings 26	2,658,776	6/28/2022	\$8.2M State CARES	Deferred Maint.	2,658,776	GMP Preparation
Lighting Upgrades, Parking, Sidewalks, Neel Auditorium	775,000	6/27/2023	CIF , CO&DS	Safety	775,000	GMP Preparation
Building 8 Classroom Upgrades	200,000	6/27/2023	CIF/Fund Balance	Power Distribution	200,000	GMP Preparation
<b>In Planning or Design</b>						
Parrish Phase 1 Design	2,209,750	5/23/2023	PECO	Population Shift	2,209,750	Design in process
CIT Faculty Offices	350,000	6/27/2023	CIF	Nursing Program	350,000	Design in process
<b>Total</b>	<b>12,364,526</b>				<b>12,364,526</b>	

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 21, 2024

**AGENDA ITEM:**

Approve the proposed FY 2025-26 through FY2029-2030 Capital Improvement Program (CIP)

**RECOMMENDATION:**

**Recommend approval of the proposed FY2025-26 through FY2029-2030 Capital Improvement Program (CIP) priorities listed below.**

**STAFF ANALYSIS:**

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

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

Also to be included in the CIP:

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

**FISCAL IMPACT** Yes  No  N/A

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

Will this action result in a Budget Amendment?  Yes  No

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

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

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



CAPITAL IMPROVEMENT  
PROGRAM (CIP)

# REPORT

**FY2025-2026**

State College of Florida, Manatee-Sarasota  
**Capital Improvement Program (CIP)**  
FY 2025-26

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# **SECTION ONE**

**SIGNATURE PAGE**



**FLORIDA COLLEGE SYSTEM  
CAPITAL IMPROVEMENT PLAN &  
LEGISLATIVE BUDGET REQUEST  
FY 2025-26**

**TRANSMITTAL FORM**

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

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

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

**PRINT NAME** Carol F. Probstfeld

**TITLE** President

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

**CONTACT PERSON NAME** Emmanuel Acheampong

**TELEPHONE** (941) 752-5130

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



# **SECTION TWO**

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

**FLORIDA COLLEGE SYSTEM  
CIP 1  
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR  
YEAR 2024-2025**

**CIP 1**

**COLLEGE: State College of Florida, Manatee-Sarasota  
DATE: May 5, 2024**

SITE No.	FUNDING SOURCE(S)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
1,2,3	CIF	2022-23				\$250,000.00	\$ 250,000.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2022-23				\$145,000.00	\$ 145,000.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2022-23				\$775,000.00	\$ 775,000.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2022-23				\$335,000.00	\$ 335,000.00	YES	Not Applicable	Construction	12/31/2024
3	CIF	2022-23				\$350,000.00	\$ 350,000.00	YES	Not Applicable	Construction	12/31/2024
3	CIF	2022-23				\$350,000.00	\$ 350,000.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2022-23				\$148,000.00	\$ 148,000.00	YES	Not Applicable	Construction	8/1/2023
1	CIF	2022-23				\$123,750.00	\$ 123,750.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2022-23				\$145,000.00	\$ 145,000.00	YES	Not Applicable	Construction	12/31/2024
1,2,3	CIF	2022-23				\$133,750.00	\$ 133,750.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2022-23				\$445,000.00	\$ 445,000.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2022-23				\$80,000.00	\$ 80,000.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2022-23				\$200,000.00	\$ 200,000.00	YES	Not Applicable	Construction	12/31/2024
1	PECO Collegiate	2022-23				\$408,000.00	\$ 408,000.00	YES	Not Applicable	Construction	12/31/2024
1,2,3	CIF	2021-22				\$1,000,000.00	\$ 1,000,000.00	YES	Not Applicable	Furnishing	12/31/2024
1	CIF	2021-22				\$120,000.00	\$ 120,000.00	YES	Not Applicable	Construction	12/31/2024
1	CIF	2021-22				\$50,000.00	\$ 50,000.00	YES	Not Applicable	Planning	12/31/2024
1,2,3	CIF	2022-23				\$139,000.00	\$ 139,000.00	YES	Not Applicable	Construction	12/31/2024
1,2,3	CO&DS	2021-22				\$150,335.00	\$ 150,335.00	YES	YES	Construction	12/31/2024
1,2	State DM	2022-23				\$1,040,000.00	\$ 1,040,000.00	YES	Not Applicable	Furnishing	12/31/2024
1,2	State DM	2022-23				\$1,535,000.00	\$ 1,535,000.00	YES	Not Applicable	Construction	12/31/2024
1,2	State DM	2022-23				\$1,270,000.00	\$ 1,270,000.00	YES	Not Applicable	Construction	12/31/2024

**FLORIDA COLLEGE SYSTEM  
CIP 1  
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR  
YEAR 2024-2025**

**CIP 1**

**COLLEGE: State College of Florida, Manatee-Sarasota  
DATE: May 5, 2024**

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(S)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?***	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Building # 300 Auditorium, Lobby, Bathroom, Storefront Renovation	2	State DM	2022-23				\$1,000,000.00	\$ 1,000,000.00	YES	Not Applicable	Construction	12/31/2024
Building HVAC Upgrades/Replacement Project (Building # 17, 26)	1	State DM	2022-23				\$2,658,776.00	\$ 2,658,776.00	YES	Not Applicable	Planning	8/1/2025
DRC Office Suite Remodel	1	CIF	2024-25				\$140,000.00	\$ 140,000.00	YES	Not Applicable	Planning	12/31/2024
Building # 18 Associate Dean Office Suite	1	CIF	2024-25				\$500,000.00	\$ 500,000.00	YES	Not Applicable	Planning	12/31/2025
Building # 9/10 Outside Covered Area	1	CIF	2024-25				\$35,000.00	\$ 35,000.00	YES	Not Applicable	Planning	12/31/2025
Building # 2 Radiography X-Ray Equipment & Space Reno, Project 2	1	CIF	2024-25				\$300,000.00	\$ 300,000.00	YES	Not Applicable	Planning	12/31/2025
Building 27 Classroom Lighting Upgrade, Split Circuits	1	CIF	2024-25				\$100,000.00	\$ 100,000.00	YES	Not Applicable	Planning	12/31/2025
Building # 29 Nursing Auditorium	1	CIF	2024-25				\$750,000.00	\$ 750,000.00	YES	Not Applicable	Planning	12/31/2025
Building # 28, Occupational Therapy Lab Remodel	1	CIF	2024-25				\$125,000.00	\$ 125,000.00	YES	Not Applicable	Planning	12/31/2025
Student Welcome Center, Venice Building # 100	2	CIF	2024-25				\$60,000.00	\$ 60,000.00	YES	Not Applicable	Planning	12/31/2025
College Wide Maintenance & Repair	1,2,3	CIF	2024-25				\$100,000.00	\$ 100,000.00	YES	Not Applicable	Planning	12/31/2025
Area Improvements Bldg 5 & 6	1	CO&DS	2024-25				\$300,000.00	\$ 300,000.00	YES	Not Applicable	Planning	12/31/2025
Campus Wide Classroom Audio-Video Upgrades Phase II	1,2,3	Transfer	2024-25				\$1,000,000.00	\$ 1,000,000.00	YES	Not Applicable	Planning	12/31/2025
State College of Florida, Manatee Sarasota Parrish Center Phase I	5	PECO/Transfer	2023-24	43,322	\$9,000,000.00	\$26,665,385.00	\$3,600,000.00	\$ 39,265,385.00	PENDING	Not Applicable	Requires Additional Funds	3/31/2027
Medical Technology & Simulation Bldg., (FECGP)	3	FECGP	2010			\$712,518.00		\$ 712,518.00	YES	Not Applicable		

Add lines as necessary.

NOTES:

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

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

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

# **SECTION THREE**

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

**FLORIDA COLLEGE SYSTEM**  
**CIP 2 SUMMARY**  
**CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST**  
**2025-2026 through 2027-2028**

**CIP 2**

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

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-2026	2026-2027	2027-2028	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2020	Maint/Repair	Roof Coating (Building # 15, 500)	1	\$65,000			\$65,000			\$65,000	YES
2	2020	Maint/Repair	Campus Wide Flooring Replacement (Building # 11 Projection RM, 200 Labs, 600 Lobby, 1800)	1,2	\$300,000			\$300,000			\$300,000	YES
2	2020	Maint/Repair	Interior & Exterior Building Painting (Building # 10, 14, 17, 18)	1	\$150,000			\$150,000			\$150,000	YES
2	2020	Maint/Repair	Aluminum Frame and Glazing Replacement (Building # 17, 29)	1	\$250,000			\$250,000			\$250,000	YES
2	2020	Maint/Repair	Building # 1 Built Up Roof, Aggregate Surface (Roof Replacement)	1	\$522,000			\$522,000			\$522,000	YES
2	2020	Maint/Repair	Galvanized Metal Roof, Lap Seam Panels [Roof Painting] (Building # 12, 20, 21, 1400)	1,2	\$150,000			\$150,000			\$150,000	YES
2	2020	Maint/Repair	Campus Wide Interior Painting	1,2,3	\$71,000			\$71,000			\$71,000	YES
2	2020	Maint/Repair	Campus wide Elevator Cab Renovation	1,2,3	\$200,000			\$200,000			\$200,000	YES
2	2020	Renovation	Bathroom Upgrades (Building # 37, 26)	1	\$300,000			\$300,000			\$300,000	YES
2	2020	Maint/Repair	Campus Wide Electric Water Heater Replacement (Building # 4, 28, 200, 700)	1,2	\$75,000			\$75,000			\$75,000	YES
2	2020	Maint/Repair	Campus Wide Variable Frequency Drive Upgrades (Bldg. 18, 26, 29, 200, 7131)	1,2,3	\$100,000			\$100,000			\$100,000	YES
2	2020	Maint/Repair	Building # 1300 Hydronic Circulating Pump Replacement	2	\$25,000			\$25,000			\$25,000	YES
2	2020	Maint/Repair	Bradenton Campus Packaged Terminal Air Conditioning Unit Replacement (Building # 17, 37)	1	\$50,000			\$50,000			\$50,000	YES
2	2020	Maint/Repair	Bradenton Campus Transformer Replacement (Building # 2, 11, 17, 19)	1	\$100,000			\$100,000			\$100,000	YES
2	2020	Maint/Repair	Building # 11 Panelboard, MLO, Replacement	1	\$35,000			\$35,000			\$35,000	YES
2	2020	Maint/Repair	Baseball & Softball Outdoor Stadium Light Fixture Replacement	1	\$250,000			\$250,000			\$250,000	YES
2	2020	Maint/Repair	Supply or Exhaust Fans Replacement (Building # 17, 100)	1,2	\$25,000			\$25,000			\$25,000	YES
2	2020	Maint/Repair	Building #2 Dark Room Split Unit Replacement	1	\$10,000			\$10,000			\$10,000	YES

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2025-2026 through 2027-2028**

**CIP 2**

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

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-2026	2026-2027	2027-2028	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2020	Maint/Repair	Building # 28 Air Handling Unit Upgrades	1	\$200,000			\$200,000			\$200,000	YES
2	2020	Maint/Repair	Building # 23 Air Handling Unit Replacement	1	\$15,000			\$15,000			\$15,000	YES
2	2020	Maint/Repair	Building # 19 Air Handling Units Replacement (5 Units)	1	\$300,000			\$300,000			\$300,000	YES
2	2020	Maint/Repair	Building # 19 Variable Frequency Drive Replacement	1	\$150,000			\$150,000			\$150,000	YES
2	2020	Maint/Repair	Campus Wide Food Service Equipment Replacement (Building # 14, 500, 800, 5440, 7131)	1,2,3	\$50,000			\$50,000			\$50,000	YES
2	2020	Maint/Repair	Building # 26 Large Walk-In Refrigerator Replacement	1	\$150,000			\$150,000			\$150,000	YES
2	2020	Maint/Repair	Campus Wide Concrete Sidewalk Replacement	1,2	\$200,000			\$200,000			\$200,000	YES
2	2020	Maint/Repair	Venice Campus Irrigation Pump System w/ Filters and Controls Repairs	2	\$100,000			\$100,000			\$100,000	YES
2	2020	Maint/Repair	Building # 29 Kitchenette Upgrades	1	\$20,000			\$20,000			\$20,000	YES
2	2020	Maint/Repair	Venice Campus Gutter Replacement	2	\$75,000			\$75,000			\$75,000	YES
2	2020	Renovation	Bradenton Campus Area Improvements (Building # 5 & 6)	1	\$500,000			\$500,000			\$500,000	YES
2	2020	Renovation	Campus Wide Classroom A/V Deferred Maintenance	1,2,3	\$1,000,000			\$1,000,000			\$1,000,000	YES
2	2020	Renovation	Athletics Deferred Maintenance Priorities	1	\$450,000			\$450,000			\$450,000	YES
2	2020	Renovation	Building # 800 Selby Room Lighting System Upgrades	1	\$200,000			\$200,000			\$200,000	YES
2	2020	Renovation	Building # 6, 19, Water Heater Replacement	1	\$15,000			\$15,000			\$15,000	YES
2	2020	Renovation	Building # 4, 28, 200, 700 Water Heater Replacement	1,2	\$40,000			\$40,000			\$40,000	YES
2	2020	Renovation	VFD Replacement (Building # 27, 600, 800)	1,2	\$65,000			\$65,000			\$65,000	YES
2	2020	Renovation	Campuswide Roof, gutter, downspout replacement	1,2,3	\$80,000			\$80,000			\$80,000	YES

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2025-2026 through 2027-2028**

**CIP 2**

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

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-2026	2026-2027	2027-2028	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2020	Renovation	Building # 27 Air Handling Unit Replacement (3 Units)	1	\$300,000			\$300,000			\$300,000	YES
2	2020	Renovation	Motor control Center Replacement (Building # 1200, 1300)	2	\$600,000			\$600,000			\$600,000	YES
2	2020	Renovation	Collegewide Landscape Restoration	1,2,3	\$500,000			\$500,000			\$500,000	YES
4	2021	Renovation	Campus Wide Interior Painting	1,2,3		\$75,000		\$75,000			\$75,000	YES
4	2021	Renovation	Building # 400 Carpet Tile (Medium Traffic)	2		\$50,000		\$50,000			\$50,000	YES
4	2021	Renovation	Electric Water Heater Replacement (Building # 2)	1		\$4,000		\$4,000			\$4,000	YES
4	2021	Renovation	Building # 26 VAV Terminal, Cooling, HW or Electric (Replacement)	1		\$230,000		\$230,000			\$230,000	YES
4	2021	Renovation	Hot Water Piping Replacement (Bradenton)	1		\$2,000,000		\$2,000,000			\$2,000,000	YES
4	2021	Renovation	Mechanical Controls Upgrades (Bradenton)	1		\$2,000,000		\$2,000,000			\$2,000,000	YES
4	2021	Renovation	Mechanical Controls Upgrades (Venice)	2		\$255,000		\$255,000			\$255,000	YES
4	2021	Renovation	Mechanical Controls Upgrades (LWR)	3		\$255,000		\$255,000			\$255,000	YES
4	2021	Renovation	College Wide CCTV Camera Replacement	1,2,3		\$50,000		\$50,000			\$50,000	YES
4	2021	Renovation	Door Access Controls (Bradenton)	1		\$300,000		\$300,000			\$300,000	YES
4	2021	Renovation	Building # 4 Kitchennette Upgrades	1		\$10,000		\$10,000			\$10,000	YES
4	2021	Renovation	Concrete Replacement (Bradenton)	1		\$100,000		\$100,000			\$100,000	YES
4	2021	Renovation	Concrete Replacement (LWR)	3		\$25,000		\$25,000			\$25,000	YES
4	2021	Renovation	Concrete Replacement (Venice)	2		\$42,000		\$42,000			\$42,000	YES
4	2021	Renovation	Turf and plantings (Bradenton)	1		\$770,000		\$770,000			\$770,000	YES

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2025-2026 through 2027-2028**

CIP 2

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

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-2026	2026-2027	2027-2028	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
4	2021	Renovation	Turf and plantings (Venice)	2		\$150,000		\$150,000			\$150,000	YES
4	2021	Renovation	Turf and plantings (LWR)	3		\$205,000		\$205,000			\$205,000	YES
4	2021	Renovation	Campuswide Roof, gutter, downspout replacement	1,2,3		\$100,000		\$100,000			\$100,000	YES
4	2021	Renovation	Supply & Exhaust Fan Replacement (Building # 22, 200, 500)	1,2		\$40,000		\$40,000			\$40,000	YES
4	2021	Renovation	Building # 17 Building Envelopes Upgrades	1		\$500,000		\$500,000			\$500,000	YES
4	2021	Renovation	Building # 200 Air Handling Unit Replacement	2		\$100,000		\$100,000			\$100,000	YES
4	2021	Renovation	Building # 29 Bathroom Upgrades	1		\$25,000		\$25,000			\$25,000	YES
4	2021	Renovation	A/C split Systems Replacement (Building # 22, 5440)	1,3		\$9,000		\$9,000			\$9,000	YES
5	2021	Renovation	Building # 17 HVAC Upgrades/Replacement Project	1			\$3,200,000	\$3,200,000			\$3,200,000	YES
5	2021	Renovation	Campus Wide Interior Painting	1,2,3			\$100,000	\$100,000			\$100,000	YES
5	2021	Renovation	Building # 5440 Carpet Replacement	3			\$150,000	\$150,000			\$150,000	YES
5	2022	Renovation	Building # 800 Bathroom Renovation	2			\$350,000	\$350,000			\$350,000	YES
5	2022	Renovation	Building # 800 VAV Terminal, Cooling Replacement	2			\$100,000	\$100,000			\$100,000	YES
5	2022	Renovation	Walk-In Refrigerator/Freezer Compressor Replacement (Building # 14)	1			\$20,000	\$20,000			\$20,000	YES
5	2022	Renovation	Building # 1300 Switchboard Replacement	2			\$100,000	\$100,000			\$100,000	YES
5	2022	Renovation	Main Breaker Panelboard, 3 Ph Replacement (Building # 100, 200, 400, 500)	2			\$150,000	\$150,000			\$150,000	YES





**CIP 2**

**FLORIDA COLLEGE SYSTEM  
CIP 2 SUMMARY  
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST  
2025-2026 through 2027-2028**

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

**MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-2026	2026-2027	2027-2028	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
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**REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS**

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-2026	2026-2027	2027-2028	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2023	New Const	State College of Florida, Manatee Sarasota Parrish Center Phase I	4	\$18,000,000	\$8,665,385		\$26,665,385	\$9,000,000	\$3,600,000	\$39,265,385	YES
3	2021	New Const	Health and Human Performance Center, Bradenton Campus	1	\$20,492,737							YES

\*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$38,492,737 \$8,665,385 \$0 \$ 26,665,385

**GRAND TOTAL OF ALL PROJECTS \$ 46,180,737 \$ 15,960,385 \$ 5,880,000 \$ 47,528,385**

# **SECTION FOUR**

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





**Higher Educational Facilities  
Return on Investment**

Institution: State College of Florida, Manatee-Sarasota

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

Total Funding: \$39,265,385

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

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

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

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

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

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

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

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

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

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

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

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

Explanation:

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

Explanation:

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

Explanation:

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

Explanation:

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

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

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

Explanation:

9.  Projected Facility Utilization Rate

Explanation:

10.  Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:







**Higher Educational Facilities  
Return on Investment**

Institution: State College of Florida, Manatee-Sarasota

Project: Bradenton Campus Health and Human Performance Center

Total Funding: \$19,201,775

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

Workforce Project (Yes or No): No

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

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

1.  Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)  
Explanation: The Health & Human Performance Center will enable SCF to offer Associate of Science degree in Sports, Fitness, and Recreation Management. Additionally, this expansion may provide a future growth and transition opportunity into our current BAS Supervision and Management degree with the addition of a concentration in Sport, Fitness, and Recreation Management.
  
2.  Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)  
Explanation:
  
3.  Amount of Additional Research Funding to be Obtained; Patents Awarded  
Explanation:
  
4.  Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast  
Explanation:
  
5.  Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students  
Explanation:
  
6.  Project Improves the Use, either Operationally or Academically, of Existing Space

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

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

**Explanation:**

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

**Explanation:** The funding for this project will enable building 17 on the Bradenton campus to be demolished. Most of building 17 components and systems are beyond their useful life. Currently Building 17 has about \$4,000,000 of deferred maintenance items that need to be addressed to bring the building to ADA and Florida building code.

9.  Projected Facility Utilization Rate

**Explanation:**

10.  Current/Projected Campus Utilization Rate

**Explanation:**

Other Pertinent Information not included above:

# **SECTION FIVE**

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

**FLORIDA COLLEGE SYSTEM**  
**CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION**  
**2025-26 through 2027-28**

CIP 4A
--------

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

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

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

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

This College wide-project includes all work related to SCF's standard college-wide recommendations and site recommendations not accounted for in other projects in this CIP. Work in this project includes but is not limited to: general renovations, repairs or improvements to building envelopes, roofs, building systems, life safety, educational instructional improvements, administrative support realignment and communication systems. Examples of specific projects include Building #28 Air Handler Upgrades, Venice Campus Irrigation Pump Replacement, Campus wide electric water heater Replacement (Bldg. 4, 28, 200, 700), Bradenton Campus Transformer Replacement (Bldg. 2, 11, 17, 19), Bradenton Campus Parking Lot Light Fixtures Replacement, Campus Wide ADA Access Upgrades, Campus Wide Mechanical Controls Upgrades, Campus Wide Irrigation Repairs, Bradenton Campus Parking Lot Light Fixtures Replacement, Campus Wide Fiber Optic Replacement, Campus wide Elevator Cab Renovation

**APPLICABLE SURVEY RECOMMENDATIONS**

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



# **SECTION SIX**

## **REQUEST FOR LEGISLATIVE ACTION**

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 21, 2024

**AGENDA ITEM:**

2024/25 College Fee Schedule

**RECOMMENDATION:**

The College recommends approval by the District Board of Trustees for the 2023/24 Fee Schedule in accordance with FS 1009.23.

**STAFF ANALYSIS:**

In accordance with Rule # 6XH14-1.07, the College has reviewed special course/lab fees and recommends the following changes:

**Course Fee Eliminations:** Effective July 1, 2024, the following course fees are recommended for elimination on the fee schedule.

CET 1600, 1610  
CGS 1000, 1543, 1570, 2820  
CIS 1355  
CIS 2321, 2352  
COP 2170, 2228  
CTS 1150  
CTS 2390, 2391, 2392, 2433

**FISCAL IMPACT** YES

**Funding Source:** Student Fees

Will this action result in a Budget Amendment? NO

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

**REQUESTED BY:** Julie Jakway

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



Click here for current tuition per credit hour.

Courses listed below carry special fees in addition to tuition per credit hour.

ART	Per Term:
ART 1201C, 1205C, 1300C, 1301C.....	\$10
ART 1203C, 2701C, 2702C.....	40
ART 2330C, 2331C.....	20
ART 2500C, 2501C.....	25
ART 2715C.....	75
ART 2750C, 2752C, 2753C, 2771C.....	60
ART 2751C.....	68

### COMPUTER SCIENCE

CET 1600, 1610.....	\$26
CGS 1000, 1543, 1570, 2820.....	25
CIS 1355.....	50
CIS 2321, 2352.....	25
GOP 2170, 2228.....	25
GTS 1150.....	25
GTS 2390, 2391, 2392, 2433.....	25

### DENTAL HYGIENE

DEH 1002C.....	\$55
DEH 1800C*.....	113
DEH 2802C.....	100
DEH 2804C*.....	191
DEH 2806C*.....	163
DES 1020*.....	13
DES 1100C.....	35
DES 1200C.....	100

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

### ENGINEERING TECHNOLOGY

EET 1033C, 1141C, 2142C.....	\$25
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### EDUCATION

EDE 4942, 4945.....	\$66
EEX 3830, 4995.....	66
LAE 3414.....	10
RED 3309.....	10

FILM	Per Term:
FIL 1420.....	\$10
FIL 1537.....	15
FIL 2423.....	15
FIL 2441.....	25
FIL 2552, 2571.....	35
FIL 2580.....	25

### GRAPHIC DESIGN

GRA 1100C, 1206C, 2121C, 2122C, 2950C.....	\$20
GRA 2190C.....	5

### HEALTH SCIENCES

HSC 2401.....	\$35
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### MUSIC

MUC 1211, 1211B, 2221, 2221B.....	\$240
MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....	240
MVK 1011A, 1011B, 1013A, 1013B, 1311, 1311B, 1313, 1313B, 2321, 2321B, 2323, 2323B.....	240
MVP 1011A, 1011B, 1311, 1311B, 2321, 2321B.....	240
MVS 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1016A, 1016B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 1316, 1316B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B, 2326, 2326B.....	240
MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B.....	240
MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....	240

**\*\*Fees are subject to change without notice and whenever conditions dictate. Updated fees are posted on the SCF website: [SCF.edu/Tuition](http://SCF.edu/Tuition)**

Continued on next page

Rev. 04/2405/23

**Courses listed below carry special fees in addition to tuition per credit hour.**

**NATURAL SCIENCE Per Term:**

BSC 1005C, 2419C, 2420C, 2426C, 2427C .....	\$40
BSC 1007L .....	35
BSC 1421 .....	12.50
BSC 2010L, 2011L, 2086L .....	50
BSC 2085L .....	45
CHM 1020C .....	40
CHM 1025L, 2045L .....	35
CHM 2046L .....	45
CHM 2210L, 2211L .....	60
ESC 1000C .....	25
MCB 2010L .....	70
OCB 1000C .....	30
PHY 1020C .....	30
PHY 2048L, 2053L .....	35
PHY 2049L, 2054L .....	45

**NURSING**

NSP 4275C .....	\$225
NUR 1023* .....	145.50
NUR 2731C* .....	13
NUR 2732C .....	130
NUR 2703C* .....	210
NUR 4636L* .....	13

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

**OCCUPATIONAL THERAPY ASSISTANT**

OTH 1001C .....	\$13
OTH 1014C* .....	15.50
OTH 1114C .....	15
OTH 2840L, 2841L .....	12
OTH 2261C .....	54

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

**PHOTOGRAPHY**

PGY 1800C, 2401C, 2404C, 2405C, 2801C .....	\$40
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**PHYSICAL EDUCATION Per Term:**

LEI 1263 .....	\$10
PEN 2251 .....	15

**PHYSICAL THERAPIST ASSISTANT**

PHT 1007C, 1211C .....	\$20
PHT 1124C*, 2321C* .....	13
PHT 2337C .....	7
PHT 2931 .....	50

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

**POLITICAL SCIENCE**

INR 2500, 2500A, 2500B .....	\$100
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**PSYCHOLOGY**

SLS 1301 (Includes career & affective testing) .....	\$27
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**RADIOGRAPHY**

RTE 1002* .....	\$15.50
RTE 1804L .....	28
RTE 1814L, 2844L .....	10
RTE 1824C* .....	25
RTE 2834L .....	10

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

# Additional Fees

20234 – 20245 Academic

<b>Access Fee</b> .....	\$40.00 per term, nonrefundable
<b>Credit for Experiential Learning (C.E.L.) Application Fee</b> .....	\$5.00 nonrefundable
<b>Credit Card Convenience Fee</b> .....	1.25% nonrefundable <sup>1</sup>
<b>College Application Fee</b> .....	\$20.00 nonrefundable <sup>2</sup>
<b>Duplicate Diploma Fee</b> .....	\$15.00 nonrefundable
(Payable before the application for graduation is processed, for each degree.)	
<b>Health Professions Programs</b>	
<b>Application Fee</b> .....	\$20.00/\$35.00 nonrefundable <sup>3</sup>
(One-time fee, payable before application can be processed for admittance to each health profession program, with the exception of ASN-Nursing.)	
<b>Health Occupations Basic Entrance Test (HOBETV)</b> .....	\$50.00 nonrefundable
<b>Insurance Fee</b> .....	\$15.50 nonrefundable
<b>Nursing (ASN) Application Fee</b> .....	\$35.00 nonrefundable
<b>Test of Essential Academic Skills (TEAS)</b> .....	\$50.00 nonrefundable
<b>International Student Application for Admission Fee</b> ... ..	\$75.00 nonrefundable
<b>Late Fee</b> .....	\$50.00 nonrefundable
<b>Inactive OneCard Replacement Fee</b> .....	\$10.00 nonrefundable
<b>Parking Violations</b>	
<b>Improperly parked in a handicapped space or blocking handicapped ramp</b> .....	\$250.00
<b>Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over the line</b> .....	\$30.00
<b>No current SCF decal, improper decal, or no decal showing</b> .....	\$20.00
<b>Parked in a reserved or visitor space or parked in a motorcycle space</b> ... ..	\$30.00
<b>Moving Violations (College student court)</b> .....	\$20.00 minimum
<b>Reinstatement Fee</b> .....	\$50.00 nonrefundable
<b>Returned Check Fee</b> .....	\$20.00 nonrefundable
(A minimum of \$20.00 will be charged for NSF (insufficient) checks. The maximum charge permitted by law is the greater of \$40.00 or 5% of the face amount of the check. The check writer is also responsible for costs associate with the collection.)	
<b>Student ID Card Replacement Fee</b> .....	\$10.00 nonrefundable

<sup>1</sup>Effective January 1, 2022

<sup>2</sup>Effective for Spring 2022 application submitted on and after October 1, 2021. Prior application fees are applicable toward tuition.

<sup>3</sup>Effective for Spring 2022 application submitted on and after October 1, 2021, the application fee for all health professions program will be \$35.00

# Additional Fees

20234 – 20245 Academic

**Testing Fees:** nonrefundable

	SCF Student	Non-SCF Student
PERT – Reading	-0-	\$10.00
PERT – Writing	-0-	\$10.00
PERT – Math	-0-	\$10.00
PERT – Retake*	\$10.00	\$10.00
NOTE: PERT = Postsecondary Education Readiness Test		
FCELPT – Reading	-0-	\$10.00
FCELPT – Sentence Skills	-0-	\$10.00
FCELPT – Arithmetic	-0-	\$10.00
FCELPT – Elementary Algebra	-0-	\$10.00
FCELPT – College Level Math	-0-	\$10.00
FCELPT – Retake* (each section)	\$10.00	\$10.00
NOTE: FCELPT = Florida College Entry Level Placement Test		
<i>The PERT and FCELPT nonrefundable retest fee is \$10.00 per section for both SCF and non-SCF students. If your PERT or FCELPT scores are more than two years old, no retest fee is charged.</i>		
CLEP	CLEP test fee + \$15.00 Administration Fee	Same
Proctored Exams	-0-	\$25.00 per test up to three hours in length. \$50.00 per test more than three hours in length.

**Transcript Fee**..... \$7.00 nonrefundable  
(For each transcript, payable with each request. One free official transcript is mailed to each student upon graduation from SCF.)

[Click here for current tuition per credit hour.](#)

Courses listed below carry special fees in addition to tuition per credit hour.

## ART

	Per Term:
ART 1201C, 1205C, 1300C, 1301C.....	\$10
ART 1203C, 2701C, 2702C.....	40
ART 2330C, 2331C.....	20
ART 2500C, 2501C.....	25
ART 2715C.....	75
ART 2750C, 2752C, 2753C, 2771C.....	60
ART 2751C.....	68

## DENTAL HYGIENE

DEH 1002C.....	\$55
DEH 1800C*.....	113
DEH 2802C.....	100
DEH 2804C*.....	191
DEH 2806C*.....	163
DES 1020*.....	13
DES 1100C.....	35
DES 1200C.....	100

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

## ENGINEERING TECHNOLOGY

EET 1033C, 1141C, 2142C.....	\$25
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## EDUCATION

EDE 4942, 4945.....	\$66
EEX 3830, 4995.....	66
LAE 3414.....	10
RED 3309.....	10

## FILM

	Per Term:
FIL 1420.....	\$10
FIL 1537.....	15
FIL 2423.....	15
FIL 2441.....	25
FIL 2552, 2571.....	35
FIL 2580.....	25

## GRAPHIC DESIGN

GRA 1100C, 1206C, 2121C, 2122C, 2950C.....	\$20
GRA 2190C.....	5

## HEALTH SCIENCES

HSC 2401.....	\$35
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## MUSIC

MUC 1211, 1211B, 2221, 2221B.....	\$240
MVB 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....	240
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MVV 1011A, 1011B, 1311, 1311B, 2321, 2321B....	240
MVW 1011A, 1011B, 1012A, 1012B, 1013A, 1013B, 1014A, 1014B, 1015A, 1015B, 1311, 1311B, 1312, 1312B, 1313, 1313B, 1314, 1314B, 1315, 1315B, 2321, 2321B, 2322, 2322B, 2323, 2323B, 2324, 2324B, 2325, 2325B.....	240

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**Courses listed below carry special fees in addition to tuition per credit hour.**

**NATURAL SCIENCE Per Term:**

BSC 1005C, 2419C, 2420C, 2426C, 2427C.....	\$40
BSC 1007L.....	35
BSC 1421.....	12.50
BSC 2010L, 2011L, 2086L.....	50
BSC 2085L.....	45
CHM 1020C.....	40
CHM 1025L, 2045L.....	35
CHM 2046L.....	45
CHM 2210L, 2211L.....	60
ESC 1000C.....	25
MCB 2010L.....	70
OCB 1000C.....	30
PHY 1020C.....	30
PHY 2048L, 2053L.....	35
PHY 2049L, 2054L.....	45

**NURSING**

NSP 4275C.....	\$225
NUR 1023*.....	145.50
NUR 2731C*.....	13
NUR 2732C.....	130
NUR 2703C*.....	210
NUR 4636L*.....	13

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

**OCCUPATIONAL THERAPY ASSISTANT**

OTH 1001C.....	\$13
OTH 1014C*.....	15.50
OTH 1114C.....	15
OTH 2840L, 2841L.....	12
OTH 2261C.....	54

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

**PHOTOGRAPHY**

PGY 1800C, 2401C, 2404C, 2405C, 2801C.....	\$40
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**PHYSICAL EDUCATION Per Term:**

LEI 1263.....	\$10
PEN 2251.....	15

**PHYSICAL THERAPIST ASSISTANT**

PHT 1007C, 1211C.....	\$20
PHT 1124C*, 2321C*.....	13
PHT 2337C.....	7
PHT 2931.....	50

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

**POLITICAL SCIENCE**

INR 2500, 2500A, 2500B.....	\$100
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**PSYCHOLOGY**

SLS 1301 (Includes career & affective testing).....	\$27
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**RADIOGRAPHY**

RTE 1002*.....	\$15.50
RTE 1804L.....	28
RTE 1814L, 2844L.....	10
RTE 1824C*.....	25
RTE 2834L.....	10

*\*(Includes nonrefundable liability insurance fee. See Additional Fees. If background check and/or drug screening are required, fees will be paid to outside sources.)*

<b>Access Fee</b> .....	\$40.00 per term, nonrefundable
<b>Credit for Experiential Learning (C.E.L.) Application Fee</b> .....	\$5.00 nonrefundable
<b>Credit Card Convenience Fee</b> .....	1.25% nonrefundable <sup>1</sup>
<b>College Application Fee</b> .....	\$20.00 nonrefundable <sup>2</sup>
<b>Duplicate Diploma Fee</b> .....	\$15.00 nonrefundable
(Payable before the application for graduation is processed, for each degree.)	
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<b>Application Fee</b> .....	\$20.00/\$35.00 nonrefundable <sup>3</sup>
(One time fee, payable before application can be processed for admittance to each health profession program, with the exception of ASN-Nursing.)	
<b>Health Occupations Basic Entrance Test (HOBETV)</b> .....	\$50.00 nonrefundable
<b>Insurance Fee</b> .....	\$15.50 nonrefundable
<b>Nursing (ASN) Application Fee</b> .....	\$35.00 nonrefundable
<b>Test of Essential Academic Skills (TEAS)</b> .....	\$50.00 nonrefundable
<b>International Student Application for Admission Fee</b> .....	\$75.00 nonrefundable
<b>Late Fee</b> .....	\$50.00 nonrefundable
<b>Inactive OneCard Replacement Fee</b> .....	\$10.00 nonrefundable
<b>Parking Violations</b>	
<b>Improperly parked in a handicapped space or blocking handicapped ramp</b> .....	\$250.00
<b>Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over the line</b> .....	\$30.00
<b>No current SCF decal, improper decal, or no decal showing</b> .....	\$20.00
<b>Parking in a reserved or visitor space or parked in a motorcycle space</b> .....	\$30.00
<b>Moving Violations (College student court)</b> .....	\$20.00 minimum
<b>Reinstatement Fee</b> .....	\$50.00 nonrefundable
<b>Returned Check Fee</b> .....	\$20.00 nonrefundable
(A minimum of \$20.00 will be charged for NSF (insufficient) checks. The maximum charge permitted by law is the greater of \$40.00 or 5% of the face amount of the check. The check writer is also responsible for costs associate with the collection.)	
<b>Student ID Card Replacement Fee</b> .....	\$10.00 nonrefundable

<sup>1</sup>Effective January 1, 2022

<sup>2</sup>Effective for Spring 2022 application submitted on and after October 1, 2021. Prior application fees are applicable toward tuition.

<sup>3</sup>Effective for Spring 2022 application submitted on and after October 1, 2021, the application fee for all health professions program will be \$35.00

**Testing Fees:** nonrefundable

	SCF Student	Non-SCF Student
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PERT – Writing	-0-	\$10.00
PERT – Math	-0-	\$10.00
PERT – Retake*	\$10.00	\$10.00
NOTE: PERT = Postsecondary Education Readiness Test		
FCELPT – Reading	-0-	\$10.00
FCELPT – Sentence Skills	-0-	\$10.00
FCELPT – Arithmetic	-0-	\$10.00
FCELPT – Elementary Algebra	-0-	\$10.00
FCELPT – College Level Math	-0-	\$10.00
FCELPT – Retake* (each section)	\$10.00	\$10.00
NOTE: FCELPT = Florida College Entry Level Placement Test		
<i>The PERT and FCELPT nonrefundable retest fee is \$10.00 per section for both SCF and non-SCF students. If your PERT or FCELPT scores are more than two years old, no retest fee is charged.</i>		
CLEP	CLEP test fee + \$15.00 Administration Fee	Same
Proctored Exams	-0-	\$25.00 per test up to three hours in length. \$50.00 per test more than three hours in length.

**Transcript Fee**..... \$7.00 nonrefundable  
(For each transcript, payable with each request. One free official transcript is mailed to each student upon graduation from SCF.)



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
May 21, 2024

**AGENDA ITEM:**

**2024/25 Salary Schedule**

**RECOMMENDATION:**

**The College recommends approval by the District Board of Trustees for the 2024/25 Salary Schedule.**

**STAFF ANALYSIS:**

The 2024/25 College Salary Schedule includes: elimination of positions that are no longer utilized, the addition of new positions and changes to existing positions. The 2024/25 Schedule also codifies the opportunity for employee recognition incentive payments.

**FISCAL IMPACT** Yes

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

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: \$ TBD

**REQUESTED BY:** Julie Jakway

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

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2024 – 2025 SALARY SCHEDULE**

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

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

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

**COMPENSATION PHILOSOPHY**

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

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

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

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

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2024 – 2025 ADMINISTRATIVE/PROFESSIONAL SUPPORT SALARY SCHEDULE**  
 Twelve Month Positions Except Where Noted

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
211	Accountant Accountant, Accounts Payable and Fixed Assets Accountant – Finance Accountant, Grants Assistant Bursar	\$37,111	\$58,635
	<del>Compliance Coordinator and Clinical Liaison Coordinator, 26 West Creative Studio</del>		
	Coordinator, Admissions (Nursing) <del>Coordinator, Alumni/Retirees and Events</del>		
	Coordinator, Assessment and Evaluation (Nursing) <del>Coordinator, Business, 26 West Entrepreneurship Center</del>		
	<del>Coordinator, College and Career Success</del>		
	Coordinator, Enrollment Services Coordinator, Enrollment Technology <del>Coordinator, Financial Aid</del>		
	<del>Coordinator, Lifelong Learning</del>		
	Coordinator, Natural Science Lab Coordinator, Nursing Operations Coordinator, Student Life Coordinator, Student Success, Bridge to Baccalaureate (B2B) Coordinator, Systems and Operations Coordinator, TRIO/Student Support Services Grant Program Coordinator, Workforce Development DUI Evaluator/Instructor DUI/Special Supervision Evaluator Experiential Learning Coordinator		
	<del>Head Men's Basketball Coach/Athletic Coordinator</del>		
	<del>Head Softball Coach/Athletics Academic Success Coordinator</del>		
	<del>Head Tennis Coach /Athletic Coordinator</del>		
	International Student Coordinator & Success Coach <del>Pearson Testing Center Coordinator and Lifelong Learning Specialist</del> <del>Program Director, Early College Programs</del>		
	Program Coordinator, 26 West Entrepreneurship Center <del>Administrative Project Specialist</del>		
212	Administrator, Learning Management System (LMS) Advancement Associate Corporate and Community Partnerships	\$41,453	\$65,495

**Commented [A1]:** Nursing - Position is now a stipend.

**Commented [A2]:** Position no longer in use.

**Commented [A3]:** Foundation - Position is no longer in use.

**Commented [A4]:** New position - Replaced Office Supervisor, 26 West Center

**Commented [A5]:** New position replaced two College and Career Success Coaches.

**Commented [A6]:** Eliminated, position is no longer in use.

**Commented [A7]:** New position replaced Staff Assistant III - Lifelong Learning

**Commented [A8]:** Eliminated, position no longer in use.

**Commented [A9]:** Eliminated, position is now a Stipend role.

**Commented [A10]:** Eliminated, position no longer in use.

**Commented [A11]:** New position replaced Administrative Project Specialist.

**Commented [A12]:** Level updated to a 212.

**Commented [A13]:** Eliminated, position replaced by full-time Baseball Coach.

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
212	Advancement Associate, Events and Marketing	\$41,453	\$65,495
	Assistant Director, Public Safety		
	Associate Director, International Student Services		
	Associate Registrar		
	Coordinator, Alternative Certification Program (ACP)		
	Coordinator, CCAMPIS Grant Program		
	Coordinator, Communications and Media		
	Coordinator, Community Outreach		
	Coordinator, Creative Content		
	Coordinator, Database Services, Foundation		
	Coordinator, Degree Audit and Graduation		
	Coordinator, Digital Communications		
	Coordinator, Environmental Safety & Health		
	Coordinator, Facilities Management		
	Coordinator, Grants		
	Coordinator, IT/Coding Academy		
	Coordinator, Procurement		
	Coordinator, Procurement & Fiscal Performance		
	Coordinator, Retention and Assessment & Testing		
	Coordinator, Student Support Services		
	Coordinator, Talent Acquisition		
	Coordinator, Title III Grant Activity		
	Graphics and Web Designer, 26 West Entrepreneurship Center		
	Head Athletic Trainer		
	Head Coach, Baseball		
	Librarian, P/T		
	Librarian, Reference & Instruction		
	Manager, 26 West Community Engagements and Partnerships		
	Manager, 26 West Digital Content		
	Manager, Digital Marketing and Fabrication		
	Manager, Digital Production		
	Manager, Natural Science Lab		
	Manager, Performing Arts Center		
	Manager, Traffic Safety Institute		
	Program Director, College Readiness		
	Program Director, Early College Programs		
	Program Director, Public Safety & Emergency Management		
	Project Coord., Lifelong Learning and Workforce Development		
	Research Analyst		
	Specialist, Instructional Design		
	Systems Analyst, Financial Aid Services		

**Commented [A14]:** Title updated from Advancement Associate - Community Engagement.

**Commented [A15]:** New position replaced Coordinator, Grants, Institutional Development.

**Commented [A16]:** Title updated from Coordinator, Database Services, Institutional Development.

**Commented [A17]:** Eliminated, position no longer in use.

**Commented [A18]:** Eliminated, position no longer in use.

**Commented [A19]:** New position from Facilities re-org. Replaced Manager, Maintenance Operations and ESH.

**Commented [A20]:** New position from Facilities re-org.. Replaced Office Supervisor role.

**Commented [A21]:** Eliminated, replaced by Coordinator, Sponsored Projects.

**Commented [A22]:** New position from Facilities re-org. Replaced Administrative and Budget Specialist, Facilities Management.

**Commented [A23]:** Eliminated, position no longer in use.

**Commented [A24]:** Eliminated, position no longer in use.

**Commented [A25]:** New position funded by SABR that was previously a stipend.

**Commented [A26]:** New position in IT/Coding Academy.

**Commented [A27]:** New position. Replaced the Program Coordinator, TSI.

**Commented [A28]:** Updated level.

**Commented [A29]:** Eliminated, temporary position, no longer in use (Academic position).

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
213	Associate Director, Financial Aid Services Coordinator, Disability Resource Center Coordinator, Office of the President and Trustee Relations <del>Coordinator, Sponsored Projects</del> Lead Specialist, Instructional Design and Learning Technology Library Supervisor, Access Services Library Supervisor, Collection Development & Technical Services Library Supervisor, Venice Campus Manager, Business Operations Manager, Facilities Management Manager, Human Resources Information Systems Manager, Marketing Manager, Nursing Admissions Manager, Tutoring and Academic Success Center (TASC) Project Manager, Marketing	\$46,303	\$73,159
214	Bursar <del>Director, Advancement, Institutional Development</del> Director, Athletics <del>Director, Career Accelerator</del> <del>Director, Career Technical Education</del> <del>Director, Grants and Scholarships, Institutional Development</del> Director, Institutional Reporting Director, Workforce Services <del>Manager, Accounts Payable</del> <del>Manager, Digital Communications</del> Manager, Facilities Planning, Design and Construction Manager, Financial Services <del>Project Director, TRIO Student Support Services (SSS) Grant</del> Senior Manager, Human Resources Senior Research Analyst Webmaster	\$51,720	\$81,718
215	<del>Accounting &amp; Finance Manager, Institutional Development</del> Associate Controller Assistant Dean, Lifelong Learning and Workforce Development Assistant Dean, Early College Programs and Strategic Academic Initiatives, Campus Administrator, Venice Assistant Dean of Students Assistant Director, Facilities Management Assistant Director, Human Resources	\$57,771	\$91,278

**Commented [A30]:** New position, replaced Coordinator, Grants.

**Commented [A31]:** New position replaced Manager, Community Outreach..

**Commented [A32]:** New position.

**Commented [A33]:** New position.

**Commented [A34]:** New position replaced Associate Director, Institutional Development.

**Commented [A35]:** New Position - Replaced Senior Accountant role.

**Commented [A36]:** Eliminated, position no longer in use.

**Commented [A37]:** Title change replaced Program Director, TRIO Student Support Services (SSS) Grant.

**Commented [A38]:** Title change and level change.

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
215	Director, 26 West Entrepreneurship Center <del>Director, Advanced Technology Center</del> Director, Enrollment Services Director, Library Director, Marketing Director, Retention and College & Career Success	\$57,771	\$91,278
216	Director, Business Services Director, CTLE and Online Learning Director, Public Safety and Emergency Management Director, Sponsored Projects Director, Traffic Safety Institute	\$64,529	\$101,956
217	College Registrar Director, Financial Aid Director, Human Resources Director, Institutional Compliance <del>Director, Institutional Research</del>	\$72,078	\$113,884
218	AVP, Communications and Government Relations AVP, Facilities Management AVP, Finance/Controller <del>AVP, Institutional Effectiveness and Research</del> AVP, Student Services and Enrollment Management Dean of Lifelong Learning & Workforce Development Dean of Nursing Dean of Students	\$80,513	\$127,210
219	Associate Provost for Academic and Faculty Affairs <del>Executive Director, Foundation</del> <del>General Counsel</del>	\$97,811	\$154,541
220	<del>Vice President, Advancement &amp; Executive Director, SCF Foundation</del> Vice President, Finance & Administrative Services Vice President, Institutional Effectiveness Vice President, Student Services & Enrollment Management <del>Vice President and General Counsel</del>	\$107,592	\$169,995
221	Executive Vice President and Provost	Negotiated	
299	President <del>President Emeriti</del>	Negotiated	

**Commented [A39]:** Title change replaced Director, IT/Coding Academy.

**Commented [A40]:** Eliminated, replaced by AVP, Institutional Effectiveness and Research.

**Commented [A41]:** New position, replaced Director, Institutional Research.

**Commented [A42]:** Moved to level 220.

**Commented [A43]:** Moved to level 220.

**Commented [A44]:** Moved from level 219

**Commented [A45]:** Moved from level 219

**Commented [A46]:** New position.

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

**1. ANNUAL SALARY INCREASE DATE:**

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

**2. PAY LEVEL:**

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

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

**3. BEGINNING SALARY:**

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

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

The Director, Human Resources may approve a step increment credit for each year of related experience above the minimum requirements, up to 5 years additional related experience. Usually, the employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position.

An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Director, Human Resources.

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

4. PROMOTION, REASSIGNMENT, REDUCTION:

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



5. PART-TIME EMPLOYEES:

A part-time employee is an employee who is hired to fill a Board approved regular classification position, at less than 1950 or 2080 hours per year, for positions normally scheduled for 1950 or 2080 hours, respectively. Part-time employees who are in budgeted positions of 25 hours or more per week are considered full-time for benefits eligibility only.

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

~~6. PAYMENT ABOVE MAXIMUM FOR PAY RANGE:~~

~~An Employee reaching the established maximum for his/her Pay Range will remain at the maximum level. Any salary adjustments approved for employees of the College will be paid as a supplement which shall be paid proportionately through the employee's approved position length, whether 9, 10, or 12 months, in regularly scheduled pay periods. Such supplements shall not be added to the base rate and shall not be calculated in the final payouts of leave. This payment method shall be in force until such time as the employee's pay range maximum is increased or the employee changes positions.~~

~~Effective July 1, 2024, all regular salary payments above the maximum for the range will be calculated as base compensation.~~

~~Demotions that bring a salary/rate for the position to an amount above the maximum salary for the new Pay Range, the maximum for the Pay Range will prevail.~~

Commented [A47]: Proposed removal.

67. TRAINING OPPORTUNITY PROGRAM (TOP):

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

7. CLASSIFICATION PLAN:

Career – Non-Exempt

LEVEL	POSITION TITLE	MINIMUM	MAXIMUM
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112	<del>Campus Courier</del> Groundskeeper Specialist, Mailroom <del>Specialist, Shipping/Receiving/Warehouse</del>	\$15.00	\$18.00	<b>Commented [A48]:</b> Eliminated, position no longer in use.
<del>113</del>	<del>Academic Office Assistant</del> <del>Accounting Clerk III</del>	<del>\$15.20</del>	<del>\$19.30</del>	<b>Commented [A50]:</b> Eliminated, position no longer in use. <b>Commented [A51]:</b> Eliminated, position no longer in use.
113	Assistant, Laboratory Assistant, Library Assistant, Office of the Registrar Campus Resource Officer <del>Groundskeeper – Chemical Specialist</del> <del>Groundskeeper – Irrigation Technician</del> Specialist, Central Services Specialist, Ticketing and Guest Services Staff Assistant II	\$15.20	\$19.30	<b>Commented [A52]:</b> Eliminated, position no longer in use. <b>Commented [A53]:</b> Eliminated, position no longer in use.
114	Academic Department Secretary Assistant, Admissions <del>Assistant, College Scheduling and Imaging</del> Assistant, Graduation Assistant, Laboratory – Natural Science Assistant, Student Services (Call Center) Groundskeeper/Sports Specialist, Museum <del>Specialist, Planning, Design &amp; Construction, Administrative</del> Specialist, Traffic Safety Institute Customer Service Staff Assistant III Staff Assistant III – Student Life Trades Worker II – Electrical Trades Worker II – General Maintenance Trades Worker II – General Maintenance (Evening Shift) Trades Worker II – General Maintenance (Part-Time) Trades Worker II – General Maintenance - LWR Trades Worker II – HVAC Mechanical Trades Worker II – Small Engine Mechanic	\$15.40	\$20.60	<b>Commented [A54]:</b> Eliminated, position no longer in use. <b>Commented [A55]:</b> Eliminated, position no longer in use.
115	<del>Academic Division Secretary</del> Business Service & Purchasing Assistant	\$15.60	\$21.90	<b>Commented [A56]:</b> Eliminated, position no longer in use.

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
115	Executive Assistant II Lead, Student Services Assistant (Call Center) <del>Specialist, Accounts Payable</del> Specialist, Admissions Transfer and Evaluation <del>Specialist, CCAMPIS Grant Program</del> Specialist, CTLE & Online Learning Specialist, Customer Service/Facilities Operations - VC Specialist, Driver Improvement <del>Specialist, Financial Literacy</del> Specialist, Office of the Registrar Specialist, Payroll Specialist, Scholarship, Institutional Development Specialist, Transfer Credit Specialist II, Accounting Specialist II, Human Resources Testing Technician	\$15.60	\$21.90
116	Accounting Technician I <del>College and Career Specialist</del> Executive Assistant III – VP/ED Graphic Artist Instructional Assistant Laboratory Support Specialist, Natural Science Lab Office Supervisor, Library Services Office Supervisor, Office of the Registrar Simulation Center Technician Skills Lab Technician <del>Specialist, Education Programs</del> Specialist, IT/Coding Academy Specialist, Public Safety Technology Specialist, Recruitment Specialist, Recruitment and New Student – South Sarasota County Specialist, Retention – Special Programs	\$15.80	\$23.20
117	Accounting Technician II Adjunct Coordinator Lead Graphic Artist Legal Assistant <del>Specialist, Accommodation Administration and Assistive Technology</del> Specialist, Auditorium Support	\$16.43	\$24.64

Commented [A57]: Title Change, replaced Accounts Payable Clerk.

Commented [A58]: New grant-funded position.

Commented [A59]: Eliminated, position no longer in use.

Commented [A60]: Eliminated, position no longer in use.

Commented [A61]: Eliminated, position no longer in use.

Commented [A62]: Title update

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
117	Specialist, Degree Evaluations and Projects	\$16.43	\$24.64
	Specialist, Graduation		
	Specialist, Library Support		
	<del>Specialist, Research</del>		
	Specialist, Technology/Access		
	Supervisor, Early College Programs		
	Supervisor, Public Safety – VC		
	Trades Worker III – Construction Lead		
	Trades Worker III – Electrician		
	Trades Worker III – HVAC Mechanical		
	Trades Worker III – Preventive/General Maintenance		
118	Supervisor, Maintenance and Site Utilities	\$18.07	\$27.11
	Supervisor, Maintenance Operations		

Commented [A63]: Eliminated, position no longer in use.

Commented [A64]: New position.

8. **CLASSIFICATION PLAN:**

Career – Exempt

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

**Commented [A65]:** Eliminated, replaced by Manager, Traffic Safety Institute.

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

9. **CLASSIFICATION PLAN:**

Information Technology

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

Commented [A66]: Eliminated.

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

LEVEL	POSITION TITLE	MINIMUM	MAXIMUM
<b>ACADEMIC</b>			
110	Instructor - Collegiate School	\$534,000	\$644,800
210	Certified School Counselor	\$534,000	\$695,700
214	Director of Curriculum and Instruction - Collegiate School	\$51,720	\$81,718
214	Director of Student Services and Counseling – Collegiate School	\$51,720	\$81,718
<b>ADMINISTRATIVE / PROFESSIONAL SUPPORT</b>			
211	Advisor/Instructor	\$534,000	\$644,800
214	Manager, Accounts Payable	\$51,720	\$81,718
217	Head of School – Collegiate School	\$72,078	\$113,884
218	AVP, Collegiate Schools	\$80,513	\$127,210
<b>CAREER NON-EXEMPT</b>			
112	Café Server	\$15.00	\$18.00
112	Custodian - Collegiate School	\$15.00	\$18.00
114	Staff Assistant III	\$15.40	\$20.60
115	Assistant, Technology	\$15.60	\$21.90
115	Executive Assistant II	\$15.60	\$21.90
115	Registration Specialist/Testing Coordinator	\$15.60	\$21.90
116	Collegiate School Behavior Specialist and SCF Public Safety Liaison	\$15.80	\$23.20
116	Collegiate School Resource Officer/Behavior Specialist	\$15.80	\$23.20
116	Office Supervisor, Collegiate School	\$15.80	\$23.20
118	Coordinator, Technology (all campuses)	\$18.07	\$27.11
<b>CAREER EXEMPT</b>			
E16	Supplemental Instruction Specialist, 1:1 ESE Student Teacher Aide	\$29,862	\$43,842

- Commented [A67]: Updated pay ranges per Collegiate School.
- Commented [A68]: Updated pay ranges per the Collegiate School
- Commented [A69]: New position
- Commented [A70]: New position
- Commented [A71]: Updated pay ranges per the Collegiate School
- Commented [A72]: Updated pay ranges per the Collegiate School
- Commented [A73]: Title/Level/Pay Range updated to mirror the Admin/Professional role.
- Commented [A74]: New position replaced Senior Head of Collegiate Schools

**NEW SALARIES**

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

**ADVANCED DEGREE/HOURS ANNUAL SALARY SUPPLEMENT**

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

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

#### ADDITIONAL ACADEMIC RESPONSIBILITIES

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

#### ANNUAL PERFORMANCE ADJUSTMENTS

Instructors, Certified School Counselors, Administrators

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

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

#### CONTRACTS

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

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

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

Adjunct Teachers: Part-time, temporary

Overload: full time teachers

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

Overload & adjunct teachers will be compensated at a rate of \$2,660 per 5 semester hours.

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

Substitute Teachers:

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

School Nurse (RN required): \$262 per hour

Commented [A76]: School Nurse requirement and hourly pay rate updated.



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

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

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

**1. ASSIGNMENT OF ACADEMIC RANK:**

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

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

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

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

(3) INSTRUCTOR

(4) ASSISTANT PROFESSOR

(5) ASSOCIATE PROFESSOR

(6) PROFESSOR

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

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

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

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

3. FULL-TIME FACULTY – LOWER DIVISION

- A. Full-time faculty are those faculty members who carry a full credit teaching load which is defined as a minimum of 15 classroom or on-line contact hours per week, or its equivalent, in each semester. A full-time faculty member's contract will state the amount of the salary and the term of employment.
- B. The following salary schedule will be used for all full-time 9-month faculty:

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

The following positions are twelve (12) month positions:

- Assistant Deans
- Clinical Coordinator
- Clinical Education Coordinators (PTA, OTA and Radiography)
- Completion Coordinator
- Director of Curriculum and Instruction (ASN and BSN)
- Director of Simulation Center
- Program Directors in Health Professions

**Commented [A77]:** Nursing: Formerly a full-time role, now a stipend role for faculty.

**Commented [A78]:** Moved to 12-month positions

**Commented [A79]:** Nursing: Formerly a full-time role, now a stipend role for faculty.

**Commented [A80]:** Nursing: Formerly Program Managers.

C. Establishing Salaries

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

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

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

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

**Commented [A81]:** Updated rate for in-unit & out-of-unit full-time overload faculty (credit) per SCF-BOT MOU 2023.

Overload faculty will have ~~\$32.43~~\$34.05 deducted from their total compensation for each hour of class time for which they are absent.

**Commented [A82]:** Deduction updated per SCF-BOT MOU 2023.

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

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

6. SUBSTITUTES: Substitutes will be paid \$30 per teaching hour. A full-time faculty member in a regular, budgeted position will receive the substitute rate of ~~\$32.43~~ **\$34.05** per teaching hour when substituting outside of his/her regularly established schedule.

**Commented [A83]:** Both in-unit and out-of-unit full-time faculty will receive the substitute rate of \$34.05

**Commented [A84]:** Full-time faculty member substitute rate updated per the SCF-BOT MOU 2023.

7. SPECIAL FACULTY SALARIES:

A. Artist-in-Residence \$183 per student  
*(Faculty who teach applied music classes)*

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

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

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

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

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

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

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

13. DIRECTED STUDY RATES:

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

**Commented [A85]:** Updated rates per SCF-BOT MOU 2023.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2024 – 2025 FACULTY SALARY SCHEDULE – Upper Division**

BSN Program or other High Demand Disciplines

A. FULL TIME FACULTY

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

BSN Salary Range:	Minimum:	Maximum
Doctorate Degree:	\$63,122	\$91,943
Master’s Degree + 30:	\$53,665	\$78,351

B. ADJUNCT FACULTY

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

All Other Disciplines

A. FULL TIME FACULTY

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

Salary Range:	Minimum:	Maximum:
Doctorate Degree	\$57,732	\$82,502
Master’s Degree + 30:	\$53,621	\$78,287
Master’s Degree + 18:	\$49,531	\$72,316

B. ADJUNCT FACULTY

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

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

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

**ATHLETICS**

**SPECIAL SALARIES**

Interim Coach	Up to \$100/per day
Interim Trainer	Up to \$150/per day
Mascot/Spotter	\$18/per hour
Sports Camp Assistant*	\$50-250/camp
Sports Camp Assistant Director*	\$300-750/camp
Sports Camp Director*	\$500-1,000 <del>(based on experience and size of camp)</del>
Sports Camp Student Assistant*	\$15/per hour

**STIPENDS**

Assistant Coach – Baseball	Up to \$8,755
Assistant Coach, Beach Volleyball	Up to <del>\$8,250</del> <del>\$8,755</del>
Assistant Coach, Court Volleyball	Up to <del>\$8,250</del> <del>\$8,755</del>
<del>Head Coach – Baseball</del>	<del>Up to \$15,000</del> <del>\$13,000</del>
Head Coach, Beach Volleyball	Up to \$15,000
Head Coach, Court Volleyball	<del>\$8,000</del> Up to \$15,000
Head Coach, Softball	Up to \$15,000
<del>Scorekeepers, Clock (basketball), Scoreboard, Ticket Takers</del>	\$35 per contest
Sports Information Specialist	<del>\$65,000</del>

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

~~\*\*The coaching staff is eligible for extra pay for playoffs and/or other extra duties.~~

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

- Commented [A86]:** Rates updated per Athletics.
- Commented [A87]:** Rates updated per Athletics.
- Commented [A88]:** Eliminated, role is moving to an Admin/Professional level FT position.
- Commented [A89]:** Rate updated per Athletics.
- Commented [A90]:** Rate updated per Athletics.
- Commented [A91]:** Rates updated per Athletics.
- Commented [A92]:** Moved to Stiped role from Admin/Professional
- Commented [A93]:** Rates updated per Athletics.

- Commented [A94]:** This note provides a general compensation summary that renders several of the other asterisked notes not needed. Sports Camp Director was updated to the Director, Athletics to be accurate.
- Commented [A95]:** This note is no longer relevant here.

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

**ACADEMICS**

**SPECIAL SALARIES**

Guest Speaker, Science Speaker Series \$75

~~Reader, Scribe for disabled students and faculty~~ ~~\$15/per hour~~

**Commented [A96]:** Eliminated, positions filled through a temporary service.

**STIPEND**

Advisor – Brain Bowl \$2,000

Advisor – Honors PTK Club-Bradenton Campus \$2,000

Advisor – Honors PTK Club-Venice Campus \$2,000

Advisor – Phi Beta Lambda-Bradenton Campus \$2,000

~~Advisor – Phi Beta Lambda-Venice Campus~~ ~~\$2,000~~

**Commented [A97]:** Added missing stipend for Phi Beta Lambda - Venice.

Assistant, Dean Up to \$20,000

Building Code Administrator ~~\$6,43,900~~

**Commented [A98]:** Updated rate.

Chair – Department Up to \$9,000

Collection Manager \$3,000

~~Course Development~~ ~~Up to \$2,000~~

**Commented [A99]:** Added Course Development stipend that was missing.

CROP Site Coordinators \$525 per semester

Director – MLK \$2,000

DRC Technical/Lab Assistant \$3,000

Externship Program Development \$2,000

Faculty Senate – Officer \$400

Faculty Senate – President ~~\$2,1000~~

**Commented [A100]:** Corrected rate based on current stipend.

Gallery Manager ~~\$3,000~~~~\$15/per hour~~

**Commented [A101]:** Corrected rate based on current stipend.

~~Guided Pathways~~ ~~Up to \$2,100~~

**Commented [A102]:** Added Guided Pathways stipend that was not previously included.

~~Instructional Faculty/Clinical Education Coordinator (PTA)~~ ~~\$10,000~~

**Commented [A103]:** New stipend.

~~Industry Certification Development~~ ~~\$3,700~~

**Commented [A104]:** Eliminated, position no longer in use.

~~Instructional Material Development~~ ~~\$2,000~~

**Commented [A105]:** Eliminated, position no longer in use.

~~Network, Resources, Open, College & Career (NROC) Admin~~ ~~\$4,000~~

**Commented [A106]:** Eliminated, position no longer in use.

~~Sigma Kappa Delta - Bradenton~~ ~~Up to \$2,000~~

**Commented [A107]:** Added missing Sigma Kappa Delta stipends.

~~Sigma Kappa Delta - Venice~~ ~~Up to \$2,000~~

**Commented [A108]:** Added missing Sigma Kappa Delta stipends.

Strategic Initiatives Up to \$10,000

Summer Initiatives Up to \$15,000

Test Administrators/Proctors:

Test Administration

Administrator – \$75.00 (under 3 hours) Proctor - \$16.67/per hour

Administrator – \$100.00 (over 3 hours)

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

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

**PERFORMING ARTS**

**SPECIAL SALARIES**

Accompanist	\$20-30/per hour
Accompanist for Production	\$1,000 per production
Guest Conductor/Clinician/Recitalist/Visiting Artist	
Category “A” – Local Venue Experience*	Up to \$199
Category “B” – Statewide/Regional Venue Experience*	\$200–499
Category “C” – National/International Venue Experience*	\$500–4,500
Models	\$18
Theatre Prod. Director, Actor, Choreographer, Support	Up to \$2,000

**STIPENDS**

Director – Choral Ensembles	\$2,000
Director – College Orchestra	\$1,000
Director – Guitar Ensemble	\$1,000
Director – Jazz Ensemble	\$2,000
Director – Symphonic Wind Ensemble	\$1,000
Musical Production Director	\$3,000
<u>Presidential Ensemble Coordinator</u>	<u>\$1,750</u>
<u>Presidential Jazz Ensemble Coach</u>	<u>\$1,500</u>
<u>Presidential String Quartet Coach</u>	<u>\$1,500</u>
Theatre Designer	\$2,000 per production

**Commented [A109]:** New positions created from an existing stipend role.

**Commented [A110]:** New positions created from an existing stipend role.

**Commented [A111]:** New positions created from an existing stipend role.

\*Category placement will be based on a review of several professional factors such as academic affiliation, format of performance, degree of technical difficulty of the performance, critic reviews, geographic venues, and reputation of individual(s). The Department will recommend the category and it will be approved by the appropriate Dean, as defined in Category definitions.

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



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

SPECIAL SALARIES

Wellness Trainer - \$25-50/per hour

Licensed Dental Professional (Must be currently licensed in the State of Florida) - \$40/per hour

STIPENDS

ASN Level Coordinator - \$500-1,000

~~Clinical Coordinator, OTA – \$3,700~~

Clinical Instructor: Radiography

- Class I (per semester) 1-5 students - \$300
- Class II (per semester) 6 or more students - \$450

Commented [A112]: Eliminated, position no longer receiving stipend.

~~Program Manager – \$1,000~~

~~Program Manager, CIT & Programming Analyst~~

Commented [A113]: Moved, stipend has increased to \$2,000, so CIT & Programming Analyst moved to the Program Manager list below.

Program Manager – \$2,000

- |  |   |
|--|---|
| 2D Studio Art, A.S.                    | Entrepreneurship, A.S.                          |
| 3D Studio Art, A.S.                    | <u>Exceptional Student Education, A.S.</u>      |
| Accounting Technology, A.S.            | Fire Science Technology, A.S.                   |
| Biotechnology, A.S.                    | Graphic Design Technology, A.S.                 |
| Business Administration, A.S.          | <u>Hospitality and Tourism Management, A.S.</u> |
| <u>CIT &amp; Programming Analyst</u>   | <u>Music Technology, A.S.</u>                   |
| Computer Info Technology, A.S.         | Networking & PM, A.S.                           |
| Criminal Justice Technology, A.S.      | Paralegal/Legal Assisting, A.S.                 |
| Digital Cinema, A.S.                   | Risk Management, A.S.                           |
| Digital Photography, A.S.              | Theatre, A.A.                                   |
| <u>Early Childhood Education, A.S.</u> | <u>Weekend College, A.S.</u>                    |
| Engineering Technology, A.S.           |   |

Commented [A114]: Added missing Program Manager stipends to coincide with our current list.

Commented [A115]: Moved CIT & Programming Analyst stipend due to corrected amount.

Program Manager, Baccalaureate Programs – \$2,000

Supervision and Management, B.A.S.

Early Childhood Education

Elementary Education

Public Safety and Emergency Management

Commented [A116]: Added active stipend.

Commented [A117]: Added active stipend.

Commented [A118]: Added active stipend.

~~Program Manager, Baccalaureate Programs – \$4,000~~

~~Health Services Administration, B.A.S.~~

Commented [A119]: Eliminated, inactive stipend that is no longer used.

Program Manager, Baccalaureate Programs - \$5,000

BAS/BS Supervision Coordination

Commented [A120]: Title updated from Supervision to Coordination.

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

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

**1. STUDENTS:**

- A. For the purposes of employment at State College of Florida, Manatee-Sarasota, students are placed in one of three categories:
  - 1) Federal Work Study - Student seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota, meeting Federal Financial Aid requirements, preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
  - 2) Student Assistants - Student seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota and preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
  - 3) Peer Advisor Assistants, Campus Ambassadors and SGA Executive Officers – Students seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- B. Students will be paid \$15 per hour.
- C. Interns: Employment/placement in an SCF paid internship position for SCF Students is through the Office of College and Career Success department, and for all other paid Interns through the Human Resources Office. All internships must be approved in advance by the Vice President, Finance and Administrative Services.

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

**1. TEMPORARY EMPLOYEES:**

A. **TEMPORARY EMPLOYEES:** Most Temporary employees will be hired through the contracted vendor/vendors of the College. Individuals hired to work at State College of Florida, Manatee-Sarasota on a temporary basis will be paid within the range of the position to which they are assigned based on market and experience.

Retired and/or former employees of State College of Florida, Manatee-Sarasota, hired on a temporary basis, may be paid based on the position to be filled and their past SCF experience and prior relative experience as determined by the Director, Human Resources, or designee.

B. **TEMPORARY EMPLOYEES IN INTERIM POSITION:** When the College determines that it requires an existing employee to fill an Interim Position which is in addition to the employee's current position, the College may pay a supplement which is normally 10% of the employee's current base pay, or the minimum rate for the range of said Interim Position, whichever is greater, based on the evaluation of the Director, Human Resources, and subject to the approval of the area Vice President, the Vice President, Finance and Administrative Services, and the President.

**2. GRANT PERSONNEL:** The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel.

**3. OVERTIME AND COMPENSATORY TIME:** The provisions of the Fair Labor Standards Act and its amendments govern all overtime and compensatory time considerations.

**4. COMPLIANCE:** The College complies with Section 1012.885 and 1012.886, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

**5. EMPLOYMENT OF RETIREES:** Re-employment of SCF retirees, or former employees that have taken a distribution and/or retirees of other Florida state agencies shall be employed subject to FRS regulations.

**6. PERFORMANCE INCENTIVE PAYMENT:** Regular full-time employees, except for SCFCS instructional and SCFCS management staff, who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement may be eligible for a performance increase (less applicable taxes). (Those regular part-time employees who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement, may receive a pro-rata share of the one-time salary supplement check, less applicable taxes).

**7. RECOGNITION:** Regular part-time and full-time employees may be eligible for a recognition incentive payment for years of service and upon retirement after at least 5 years of service.

**STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA  
2024 – 2025 NON-CREDIT SALARY SCHEDULE**

**INSTRUCTIONAL STAFF (NON-CREDIT):**

Part-time, non-credit instructional staff will be paid as follows:

- A. ~~(1) Avocational/Occupational Lifelong Learning and Workforce Development –Instructional Staff~~ ~~\$18-65~~28/per hour
- ~~(2) General Training and Expertise~~ ~~\$25-35~~/per hour
- ~~(3) Recognized Expertise~~ ~~\$35-45~~/per hour
- ~~(4) Professional~~ ~~\$55-65~~/per hour
- (2) Technical Expertise \$75-15000/per hour (with approval of Dean, Lifelong Learning & Workforce Development, LWR)
- (3) Highly Specialized \$15000+/per hour (with approval of EVP/Provost)
  
- B. Coordination: Coordination includes registration, planning, promotion, and other functions such as Range Aide deemed necessary to facilitate the instructional component.
  - (1) Class Coordinator \$15/per hour
  - (2) Student Assistant \$15/per hour
  
- C. Curriculum Development ~~\$18-65~~/per hour ~~\$15~~/per hour
  
- D. Proctor ~~\$15-35~~/per hour ~~\$16.67~~\$/per hour (minimum of 3 per hour and hourly thereafter)
  
- E. Traffic Safety Institute:
  - (1) Clinical Supervisor\* \$25/per hour  
Varies
  - (2) Level II Class Instructor - DUI \$22-3527/per hour
  - (3) Evaluator – Special Supervision & DUI \$22-3527/per hour
  - (4) Level I Class Instructor - DUI \$22-3527/per hour
  - (5) Instructor – Driver Improvement \$22-3527/per hour
  - (6) Highly Specialized Roles \$35+ (with approval of Dean, Lifelong Learning & Workforce Development, LWR)
  
- F. ~~Para-professional Certification Trainer~~ ~~\$22-28~~/per hour
  
- G. ~~Workshop Registration Assistant~~
  - (1) ~~Per 2-hour session~~ ~~\$30~~
  - (2) ~~Per hour over 2~~ ~~\$15~~

**Commented [A121]:** Staff criteria combined into one with a larger rate range.

**Commented [A122]:** Rates updated to a more accurate range.

**Commented [A123]:** Rate updated to cover the range of pay for Curriculum Development.

**Commented [A124]:** Updated range to cover the varying costs.

**Commented [A125]:** Updated: Pay rates were extended to cover the varying costs.

**Commented [A126]:** New: #6 added to cover highly specialized roles and experience.

**Commented [A127]:** Eliminated, F and G because they are not in use at this time.

~~Individuals hired to perform non-teaching duties in support of a non-credit program will be compensated at a rate equivalent to one overload or a multiple of an overload or a fraction thereof commensurate with assigned duties.~~

~~Workforce Training Instructors who have provided over 500 accumulated hours of training for Lifelong Learning and Workforce Development (LLWD/LL/WF) by the end of the fiscal year will receive a one-time~~

~~\$5/hour increase in pay rate, calculated each June 30 and applicable to the following fiscal year. Instructors must have worked consecutive terms. Increases will be calculated to be effective for the fall semester. All~~ instructors are required to attend LLWD/LLWF orientation with their respective director and complete SCF required background check and training such as but not limited to Preventing Workplace Harassment/Title IX and FERPA training, as well as any other required or mutually agreed upon training. ~~Traffic Safety Institute instructors who have been actively teaching and/or evaluating for more than two years may be eligible for an increase in pay rate.~~

**Commented [A128]:** Verbiage adjusted to reflect current LLWD policies.

## **STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA 2024 – 2025 SALARY SCHEDULE**

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

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

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

### **COMPENSATION PHILOSOPHY**

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

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

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

**NOTE:** Non-Faculty employees hired after March 31, 2024, will not be eligible for any approved salary increases effective fiscal year 2024-2025.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**2024 – 2025 ADMINISTRATIVE/PROFESSIONAL SUPPORT SALARY SCHEDULE**  
 Twelve Month Positions Except Where Noted

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
211	Accountant Accountant, Accounts Payable and Fixed Assets Accountant – Finance Accountant, Grants Assistant Bursar Coordinator, Admissions (Nursing) Coordinator, Assessment and Evaluation (Nursing) Coordinator, Business, 26 West Entrepreneurship Center Coordinator, College and Career Success Coordinator, Enrollment Services Coordinator, Enrollment Technology Coordinator, Lifelong Learning Coordinator, Natural Science Lab Coordinator, Nursing Operations Coordinator, Student Life Coordinator, Student Success, Bridge to Baccalaureate (B2B) Coordinator, Systems and Operations Coordinator, TRIO/Student Support Services Grant Program Coordinator, Workforce Development DUI Evaluator/Instructor DUI/Special Supervision Evaluator Experiential Learning Coordinator International Student Coordinator & Success Coach Program Coordinator, 26 West Entrepreneurship Center	\$37,111	\$58,635
212	Administrator, Learning Management System (LMS) Advancement Associate Corporate and Community Partnerships Advancement Associate, Events and Marketing Assistant Director, Public Safety Associate Director, International Student Services Associate Registrar Coordinator, Alternative Certification Program (ACP) Coordinator, CCAMPIS Grant Program Coordinator, Communications and Media Coordinator, Community Outreach Coordinator, Creative Content Coordinator, Database Services, Foundation	\$41,453	\$65,495

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
212	Coordinator, Environmental Safety & Health Coordinator, Facilities Management Coordinator, IT/Coding Academy Coordinator, Procurement Coordinator, Procurement & Fiscal Performance Coordinator, Retention and Assessment & Testing Coordinator, Student Support Services Coordinator, Talent Acquisition Graphics and Web Designer, 26 West Entrepreneurship Center Head Coach, Baseball Librarian, P/T Librarian, Reference & Instruction Manager, 26 West Community Engagements and Partnerships Manager, 26 West Digital Content Manager, Digital Marketing and Fabrication Manager, Digital Production Manager, Natural Science Lab Manager, Performing Arts Center Manager, Traffic Safety Institute Program Director, College Readiness Program Director, Early College Programs Project Coord., Lifelong Learning and Workforce Development Research Analyst Specialist, Instructional Design Systems Analyst, Financial Aid Services	\$41,453	\$65,495
213	Associate Director, Financial Aid Services Coordinator, Disability Resource Center Coordinator, Office of the President and Trustee Relations Coordinator, Sponsored Projects Lead Specialist, Instructional Design and Learning Technology Library Supervisor, Access Services Library Supervisor, Collection Development & Technical Services Library Supervisor, Venice Campus Manager, Business Operations Manager, Facilities Management Manager, Human Resources Information Systems Manager, Marketing Manager, Nursing Admissions Manager, Tutoring and Academic Success Center (TASC) Project Manager, Marketing	\$46,303	\$73,159



<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
214	Bursar Director, Advancement, Institutional Development Director, Athletics Director, Career Accelerator Director, Career Technical Education Director, Grants and Scholarships, Institutional Development Director, Institutional Reporting Director, Workforce Services Manager, Accounts Payable Manager, Facilities Planning, Design and Construction Manager, Financial Services Project Director, TRIO Student Support Services (SSS) Grant Senior Manager, Human Resources Senior Research Analyst Webmaster	\$51,720	\$81,718
215	Accounting & Finance Manager, Institutional Development Associate Controller Assistant Dean, Lifelong Learning and Workforce Development Assistant Dean, Early College Programs and Strategic Academic Initiatives, Campus Administrator, Venice Assistant Dean of Students Assistant Director, Facilities Management Assistant Director, Human Resources Director, 26 West Entrepreneurship Center Director, Advanced Technology Center Director, Enrollment Services Director, Library Director, Marketing Director, Retention and College & Career Success	\$57,771	\$91,278
216	Director, Business Services Director, CTLE and Online Learning Director, Public Safety and Emergency Management Director, Sponsored Projects Director, Traffic Safety Institute	\$64,529	\$101,956
217	College Registrar Director, Financial Aid Director, Human Resources Director, Institutional Compliance	\$72,078	\$113,884

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
218	AVP, Communications and Government Relations AVP, Facilities Management AVP, Finance/Controller AVP, Institutional Effectiveness and Research AVP, Student Services and Enrollment Management Dean of Lifelong Learning & Workforce Development Dean of Nursing Dean of Students	\$80,513	\$127,210
219	Associate Provost for Academic and Faculty Affairs	\$97,811	\$154,541
220	Vice President, Advancement & Executive Director, SCF Foundation Vice President, Finance & Administrative Services Vice President, Institutional Effectiveness Vice President, Student Services & Enrollment Management Vice President and General Counsel	\$107,592	\$169,995
221	Executive Vice President and Provost		Negotiated
299	President President Emeriti		Negotiated

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

**1. ANNUAL SALARY INCREASE DATE:**

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

**2. PAY LEVEL:**

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

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

**3. BEGINNING SALARY:**

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

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

The Director, Human Resources may approve a step increment credit for each year of related experience above the minimum requirements, up to 5 years additional related experience. Usually, the employee will be paid at the Mid-point (Market Rate) if the employee has 5 years additional related experience beyond the minimum experience requirements for the position.

An experience calculation of an additional 1% above the market rate for those with more than 5 years related experience beyond minimum requirements may be granted, up to 10% above the mid-point of the range, with the approval of the Director, Human Resources.

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

#### 4. PROMOTION, REASSIGNMENT, REDUCTION:

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

5. PART-TIME EMPLOYEES:

A part-time employee is an employee who is hired to fill a Board approved regular classification position, at less than 1950 or 2080 hours per year, for positions normally scheduled for 1950 or 2080 hours, respectively. Part-time employees who are in budgeted positions of 25 hours or more per week are considered full-time for benefits eligibility only.

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

6. TRAINING OPPORTUNITY PROGRAM (TOP):

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

7. **CLASSIFICATION PLAN:**

Career – Non-Exempt

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

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
115	Specialist, Payroll Specialist, Scholarship, Institutional Development Specialist, Transfer Credit Specialist II, Accounting Specialist II, Human Resources Testing Technician	\$15.60	\$21.90
116	Accounting Technician I Executive Assistant III – VP/ED Graphic Artist Instructional Assistant Laboratory Support Specialist, Natural Science Lab Office Supervisor, Library Services Office Supervisor, Office of the Registrar Simulation Center Technician Skills Lab Technician Specialist, IT/Coding Academy Specialist, Public Safety Technology Specialist, Recruitment Specialist, Recruitment and New Student – South Sarasota County Specialist, Retention – Special Programs	\$15.80	\$23.20
117	Accounting Technician II Adjunct Coordinator Lead Graphic Artist Legal Assistant Specialist, Accommodation Administration Specialist, Auditorium Support Specialist, Degree Evaluations and Projects Specialist, Graduation Specialist, Library Support Specialist, Technology/Access Supervisor, Early College Programs Supervisor, Public Safety – VC Trades Worker III – Construction Lead Trades Worker III – Electrician Trades Worker III – HVAC Mechanical Trades Worker III – Preventive/General Maintenance	\$16.43	\$24.64
118	Supervisor, Maintenance and Site Utilities Supervisor, Maintenance Operations	\$18.07	\$27.11

8. **CLASSIFICATION PLAN:**

Career – Exempt

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

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



9. **CLASSIFICATION PLAN:**

Information Technology

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

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

<u>LEVEL</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
<b>ACADEMIC</b>			
110	Instructor - Collegiate School	\$53,000	\$64,800
210	Certified School Counselor	\$53,000	\$69,700
214	Director of Curriculum and Instruction - Collegiate School	\$51,720	\$81,718
214	Director of Student Services and Counseling – Collegiate School	\$51,720	\$81,718
<b>ADMINISTRATIVE / PROFESSIONAL SUPPORT</b>			
211	Advisor/Instructor	\$53,000	\$64,800
214	Manager, Accounts Payable	\$51,720	\$81,718
217	Head of School – Collegiate School	\$72,078	\$113,884
218	AVP, Collegiate Schools	\$80,513	\$127,210
<b>CAREER NON-EXEMPT</b>			
112	Café Server	\$15.00	\$18.00
112	Custodian - Collegiate School	\$15.00	\$18.00
114	Staff Assistant III	\$15.40	\$20.60
115	Assistant, Technology	\$15.60	\$21.90
115	Executive Assistant II	\$15.60	\$21.90
115	Registration Specialist/Testing Coordinator	\$15.60	\$21.90
116	Collegiate School Behavior Specialist and SCF Public Safety Liaison	\$15.80	\$23.20
116	Collegiate School Resource Officer/Behavior Specialist	\$15.80	\$23.20
116	Office Supervisor, Collegiate School	\$15.80	\$23.20
118	Coordinator, Technology (all campuses)	\$18.07	\$27.11
<b>CAREER EXEMPT</b>			
E16	Supplemental Instruction Specialist, 1:1 ESE Student Teacher Aide	\$29,862	\$43,842

**NEW SALARIES**

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

**ADVANCED DEGREE/HOURS ANNUAL SALARY SUPPLEMENT**

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

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

## ADDITIONAL ACADEMIC RESPONSIBILITIES

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

## ANNUAL PERFORMANCE ADJUSTMENTS

Instructors, Certified School Counselors, Administrators

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

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

## CONTRACTS

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

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

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

Adjunct Teachers: Part-time, temporary

Overload: full time teachers

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

Overload & adjunct teachers will be compensated at a rate of \$2,660 per 5 semester hours.

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

Substitute Teachers:

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

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

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

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

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

**1. ASSIGNMENT OF ACADEMIC RANK:**

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

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

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

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

(3) INSTRUCTOR

(4) ASSISTANT PROFESSOR

(5) ASSOCIATE PROFESSOR

(6) PROFESSOR

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

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

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

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

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

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

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

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

The following positions are twelve (12) month positions:

- Assistant Deans
- Clinical Coordinator
- Clinical Education Coordinators (PTA, OTA and Radiography)
- Completion Coordinator
- Director of Curriculum and Instruction (ASN and BSN)
- Director of Simulation Center
- Program Directors in Health Professions

C. Establishing Salaries

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

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

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

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

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

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

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

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

7. **SPECIAL FACULTY SALARIES:**

A. Artist-in-Residence \$183 per student  
*(Faculty who teach applied music classes)*

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

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

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

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

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

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

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

13. **DIRECTED STUDY RATES:**

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

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
2024 – 2025 FACULTY SALARY SCHEDULE – Upper Division**

**BSN Program or other High Demand Disciplines**

**A. FULL TIME FACULTY**

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

BSN Salary Range:	Minimum:	Maximum
Doctorate Degree:	\$63,122	\$91,943
Master’s Degree + 30:	\$53,665	\$78,351

**B. ADJUNCT FACULTY**

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

**All Other Disciplines**

**A. FULL TIME FACULTY**

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

Salary Range:	Minimum:	Maximum:
Doctorate Degree	\$57,732	\$82,502
Master’s Degree + 30:	\$53,621	\$78,287
Master’s Degree + 18:	\$49,531	\$72,316

**B. ADJUNCT FACULTY**

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

**C. STIPENDS:**

Program Manager, Baccalaureate Programs	\$2,000
Co-Program Manager, Baccalaureate Programs	\$1,000



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

**ATHLETICS**

**SPECIAL SALARIES**

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

**STIPENDS**

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

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

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

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

**ACADEMICS**

**SPECIAL SALARIES**

Guest Speaker, Science Speaker Series \$75

**STIPEND**

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

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

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

**PERFORMING ARTS**

**SPECIAL SALARIES**

Accompanist	\$20-30/per hour
Accompanist for Production	\$1,000 per production
Guest Conductor/Clinician/Recitalist/Visiting Artist	
Category “A” – Local Venue Experience*	Up to \$199
Category “B” – Statewide/Regional Venue Experience*	\$200–499
Category “C” – National/International Venue Experience*	\$500–4,500
Models	\$18
Theatre Prod. Director, Actor, Choreographer, Support	Up to \$2,000

**STIPENDS**

Director – Choral Ensembles	\$2,000
Director – College Orchestra	\$1,000
Director – Guitar Ensemble	\$1,000
Director – Jazz Ensemble	\$2,000
Director – Symphonic Wind Ensemble	\$1,000
Musical Production Director	\$3,000
Presidential Ensemble Coordinator	\$1,750
Presidential Jazz Ensemble Coach	\$1,500
Presidential String Quartet Coach	\$1,500
Theatre Designer	\$2,000 per production

\*Category placement will be based on a review of several professional factors such as academic affiliation, format of performance, degree of technical difficulty of the performance, critic reviews, geographic venues, and reputation of individual(s). The Department will recommend the category and it will be approved by the appropriate Dean, as defined in Category definitions.

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

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

**SPECIAL SALARIES**

**Wellness Trainer - \$25-50/per hour**

**Licensed Dental Professional (Must be currently licensed in the State of Florida) - \$40/per hour**

**STIPENDS**

**ASN Level Coordinator - \$500-1,000**

**Clinical Instructor: Radiography**

- Class I (per semester) 1-5 students - \$300
- Class II (per semester) 6 or more students - \$450

**Program Manager – \$2,000**

2D Studio Art, A.S.

3D Studio Art, A.S.

Accounting Technology, A.S.

Biotechnology, A.S.

Business Administration, A.S.

CIT & Programming Analyst

Computer Info Technology, A.S.

Criminal Justice Technology, A.S.

Digital Cinema, A.S.

Digital Photography, A.S.

Early Childhood Education, A.S.

Engineering Technology, A.S.

Entrepreneurship, A.S.

Exceptional Student Education, A.S.

Fire Science Technology, A.S.

Graphic Design Technology, A.S.

Hospitality and Tourism Management, A.S.

Music Technology, A.S.

Networking & PM, A.S.

Paralegal/Legal Assisting, A.S.

Risk Management, A.S.

Theatre, A.A.

Weekend College, A.S.

**Program Manager, Baccalaureate Programs – \$2,000**

Supervision and Management, B.A.S.

Early Childhood Education

Elementary Education

Public Safety and Emergency Management

**Program Manager, Baccalaureate Programs - \$5,000**

BAS/BS Coordination

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

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

**1. STUDENTS:**

- A. For the purposes of employment at State College of Florida, Manatee-Sarasota, students are placed in one of three categories:
- 1) Federal Work Study - Student seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota, meeting Federal Financial Aid requirements, preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
  - 2) Student Assistants - Student seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota and preference is shown to student enrolled in a minimum of 6 credit hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
  - 3) Peer Advisor Assistants, Campus Ambassadors and SGA Executive Officers – Students seeking an A.S. or A.A. degree or a certificate at State College of Florida, Manatee-Sarasota and taking a minimum of 6 load hours. Employment/placement at SCF is through Financial Aid Services and based on meeting the qualifications of the job description.
- B. Students will be paid \$15 per hour.
- C. Interns: Employment/placement in an SCF paid internship position for SCF Students is through the Office of College and Career Success department, and for all other paid Interns through the Human Resources Office. All internships must be approved in advance by the Vice President, Finance and Administrative Services.

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

**1. TEMPORARY EMPLOYEES:**

**A. TEMPORARY EMPLOYEES:** Most Temporary employees will be hired through the contracted vendor/vendors of the College. Individuals hired to work at State College of Florida, Manatee-Sarasota on a temporary basis will be paid within the range of the position to which they are assigned based on market and experience.

Retired and/or former employees of State College of Florida, Manatee-Sarasota, hired on a temporary basis, may be paid based on the position to be filled and their past SCF experience and prior relative experience as determined by the Director, Human Resources, or designee.

**B. TEMPORARY EMPLOYEES IN INTERIM POSITION:** When the College determines that it requires an existing employee to fill an Interim Position which is in addition to the employee's current position, the College may pay a supplement which is normally 10% of the employee's current base pay, or the minimum rate for the range of said Interim Position, whichever is greater, based on the evaluation of the Director, Human Resources, and subject to the approval of the area Vice President, the Vice President, Finance and Administrative Services, and the President.

**2. GRANT PERSONNEL:** The College will adhere to established salary schedules, classification plans and hiring procedures when appointing grant personnel.

**3. OVERTIME AND COMPENSATORY TIME:** The provisions of the Fair Labor Standards Act and its amendments govern all overtime and compensatory time considerations.

**4. COMPLIANCE:** The College complies with Section 1012.885 and 1012.886, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

**5. EMPLOYMENT OF RETIREES:** Re-employment of SCF retirees, or former employees that have taken a distribution and/or retirees of other Florida state agencies shall be employed subject to FRS regulations.

**6. PERFORMANCE INCENTIVE PAYMENT:** Regular full-time employees, except for SCFCS instructional and SCFCS management staff, who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement may be eligible for a performance increase (less applicable taxes). (Those regular part-time employees who have a completed performance evaluation and who are in a paid status at the time of the one-time salary supplement, may receive a pro-rata share of the one-time salary supplement check, less applicable taxes).

**7. RECOGNITION:** Regular part-time and full-time employees may be eligible for a recognition incentive payment for years of service and upon retirement after at least 5 years of service.

**STATE COLLEGE OF FLORIDA, MANATEE – SARASOTA  
2024 – 2025 NON-CREDIT SALARY SCHEDULE**

**INSTRUCTIONAL STAFF (NON-CREDIT):**

Part-time, non-credit instructional staff will be paid as follows:

- A. (1) Lifelong Learning and Workforce Development Instructional Staff \$18-65/per hour
- (2) Technical Expertise \$75-150/per hour (with approval of Dean, Lifelong Learning & Workforce Development, LWR)
- (3) Highly Specialized \$150+/per hour (with approval of EVP/Provost)
  
- B. Coordination: Coordination includes registration, planning, promotion, and other functions such as Range Aide deemed necessary to facilitate the instructional component.
  - (1) Class Coordinator \$15/per hour
  - (2) Student Assistant \$15/per hour
  
- C. Curriculum Development \$18-65/per hour
  
- D. Proctor \$15-35/per hour
  
- E. Traffic Safety Institute:
  - (1) Clinical Supervisor\* Varies
  - (2) Level II Class Instructor - DUI \$22-35/per hour
  - (3) Evaluator – Special Supervision & DUI \$22-35/per hour
  - (4) Level I Class Instructor - DUI \$22-35/per hour
  - (5) Instructor – Driver Improvement \$22-35/per hour
  - (6) Highly Specialized Roles \$35+ (with approval of Dean, Lifelong Learning & Workforce Development, LWR)

\*Clinical supervisor rates will vary based upon contractual agreement.

All instructors are required to attend LLWD orientation with their respective director and complete SCF required background check and training such as but not limited to Preventing Workplace Harassment/Title IX and FERPA training, as well as any other required or mutually agreed upon training.

**State College of Florida**  
**Schedule of Revenues and Expense**  
**2024 - 2025 Fiscal Year**  
**Lower Division**

	Lower Division Current Unrestricted			Lower Division Current Restricted		
	Estimated Actual 2023-2024	Original Budget 2023-2024	Proposed Budget 2024-2025	Estimated Actual 2023-2024	Original Budget 2023-2024	Proposed Budget 2024-2025
<b>Revenues</b>						
Student Fees	17,793,523	17,357,291	17,703,991	2,368,506	2,293,271	2,343,268
Support from Local Government	1,426,464	1,343,347	1,440,728	0	0	0
Support from State Government	39,772,206	35,999,152	38,758,088	339,934	604,430	541,462
Support from Federal Government	424,377	26,000	26,000	1,730,859	1,272,541	1,272,541
Gifts & Private Grants	0	0	0	1,137,913	1,186,618	691,270
Sales & Services	1,032,974	827,665	977,364	144,515	38,554	38,554
Other Revenue	1,052,261	476,544	1,173,320	1,726,662	148,316	148,316
Non-Revenue Receipts	-3	296,548	275,268	0	125,159	125,159
<b>Total Revenues</b>	<b>61,501,802</b>	<b>56,326,547</b>	<b>60,354,759</b>	<b>7,448,388</b>	<b>5,668,889</b>	<b>5,160,570</b>
<b>Expenditures</b>						
Salaries	23,991,056	24,224,281	26,016,746	2,008,850	1,877,117	2,992,159
Other Personnel Services	2,907,157	3,737,908	3,756,892	387,338	434,867	431,067
Personnel Benefits	9,075,741	12,904,313	12,638,356	760,238	739,678	1,205,269
<b>Total Personnel Expenses</b>	<b>35,973,955</b>	<b>40,866,502</b>	<b>42,411,994</b>	<b>3,156,426</b>	<b>3,051,662</b>	<b>4,628,495</b>
Services	11,238,622	10,903,106	11,061,671	2,576,324	1,094,955	1,059,316
Materials and Supplies	2,745,599	4,007,655	4,047,831	669,730	541,999	228,104
Other Current Expenses	2,686,675	6,608,353	9,597,781	885,704	413,822	363,936
<b>Total Current Expense</b>	<b>16,670,896</b>	<b>21,519,114</b>	<b>24,707,283</b>	<b>4,131,758</b>	<b>2,050,776</b>	<b>1,651,356</b>
Capital Outlay	317,722	1,138,605	1,013,000	146,987	566,451	360,887
<b>Total Expenditures</b>	<b>52,962,573</b>	<b>63,524,221</b>	<b>68,134,277</b>	<b>7,435,171</b>	<b>5,668,889</b>	<b>6,640,738</b>
<b>Revenue (+) over Expense (-)</b>	<b>8,539,229</b>	<b>-7,197,674</b>	<b>-7,779,518</b>	<b>13,217</b>	<b>0</b>	<b>-1,480,169</b>



**State College of Florida  
Schedule of Revenues and Expense  
2024 - 2025 Fiscal Year**

	<b>Upper Division</b>					
	<b>Upper Division Current Unrestricted</b>			<b>Upper Division Current Restricted</b>		
	<b>Estimated Actual 2023-2024</b>	<b>Original Budget 2023-2024</b>	<b>Proposed Budget 2024-2025</b>	<b>Estimated Actual 2023-2024</b>	<b>Original Budget 2023-2024</b>	<b>Proposed Budget 2024-2025</b>
<b><u>Revenues</u></b>						
Student Fees	1,917,260	1,426,658	1,579,915	308,999	237,888	237,888
Support from State Government	0	178,164	178,164	0	0	0
Other Revenue	176,870	68,438	159,183	0	0	0
Non-Revenue Receipts	0	0	0	0	0	0
<b>Total Revenues</b>	<b>2,094,130</b>	<b>1,673,260</b>	<b>1,917,262</b>	<b>308,999</b>	<b>237,888</b>	<b>237,888</b>
<b><u>Expenditures</u></b>						
Salaries	709,945	800,253	809,708	0	0	0
Other Personnel Services	429,097	400,451	367,000	0	0	0
Personnel Benefits	225,097	259,407	394,129	0	0	0
<b>Total Personnel Expenses</b>	<b>1,364,139</b>	<b>1,460,111</b>	<b>1,570,837</b>	<b>0</b>	<b>0</b>	<b>0</b>
Services	21,140	35,755	34,675	31,671	78,945	80,125
Materials and Supplies	68,828	83,778	86,143	0	143,588	144,588
Other Current Expenses	21,803	93,616	93,616	0	15,355	15,355
<b>Total Current Expense</b>	<b>111,771</b>	<b>213,149</b>	<b>214,434</b>	<b>31,671</b>	<b>237,888</b>	<b>240,068</b>
Capital Outlay	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>1,475,909</b>	<b>1,673,260</b>	<b>1,785,271</b>	<b>31,671</b>	<b>237,888</b>	<b>240,068</b>
<b>Revenue (+) over Expense (-)</b>	<b>618,220</b>	<b>0</b>	<b>131,991</b>	<b>277,328</b>	<b>0</b>	<b>-2,180</b>

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
ANALYSIS OF PLANT FUND EXPENDITURES  
2024 - 2025 FISCAL YEAR**

A. Recapitulation By Source - Unexpended Plant	TOTAL FUNDS	OTHER	LOCAL	CO&DS	PECO
<b>Beginning Fund Balance July 1, 2024</b>					
Add Revenues	\$ 17,345,155	\$ 0	\$ 16,543,547	\$ 801,608	\$ 0
Deduct Expenditures	35,166,883	0	1,443,672	208,662	33,514,549
<b>Ending Fund Balance June 30, 2025</b>	<b>\$ 17,842,547</b>	<b>0</b>	<b>\$ 5,050,989</b>	<b>509,712</b>	<b>12,281,845</b>
	<b>\$ 34,669,491</b>	<b>\$ 0</b>	<b>\$ 12,936,229</b>	<b>\$ 500,558</b>	<b>\$ 21,232,704</b>
<b>B. Expenditures By Project and Source</b>					
#712200/720000 Undesignated CO&DS	\$ 509,712	\$ 0	\$ 0	\$ 509,712	\$ 0
#710008 & 711011/710010 Deferred Main	3,324,364	0	0	0	3,324,364
#711012/710010 Parrish PECO	8,957,481	0	0	0	8,957,481
#713110/710000 Capital Improvement Fee	2,295,000	0	2,295,000	0	0
#713310/710000 Bldg 8 AV Upgrade	145,000	0	145,000	0	0
#713311/710000 BC Parking Lot,sidewalk,Neel lighting	712,000	0	712,000	0	0
#713317/710000 MTSC Classroom conversion	320,740	0	320,740	0	0
#713318/710000 CTT Faculty Office suite	350,000	0	350,000	0	0
#713501-508/71050 Capital Plan - From Fund Balance	978,249	0	978,249	0	0
#713154/710000 Tech Refresh /CIF	250,000	0	250,000	0	0
<b>Totals</b>	<b>\$ 17,842,547</b>	<b>\$ 0</b>	<b>\$ 5,050,989</b>	<b>\$ 509,712</b>	<b>\$ 12,281,845</b>
<b>C. Expenditures By Project and Type</b>					
#712200/720000 Undesignated CO&DS	\$ 509,712	\$ 0	\$ 435,526	\$ 0	\$ 74,187
#710008 & 711011/710010 Deferred Main	3,324,531	0	3,190,119	0	134,412
#711012/710010 Parrish PECO	8,957,481	8,957,481	0	0	0
#713110/710000 Capital Improvement Fee	2,295,000	0	2,295,000	0	0
#713310/710000 Bldg 8 AV Upgrade	145,000	0	145,000	0	0
#713311/710000 BC Parking Lot,sidewalk,Neel lighting	712,000	0	712,000	0	0
#713317/710000 MTSC Classroom conversion	320,740	0	0	0	320,740
#713318/710000 CTT Faculty Office suite	350,000	0	294,115	0	55,885
#713501-508/71050 Capital Plan - From Fund Balance	978,249	151,125	478,368	312,873	35,883
#713154/710000 Tech Refresh /CIF	250,000	0	0	0	250,000
<b>Totals</b>	<b>\$ 17,842,713</b>	<b>\$ 9,108,606</b>	<b>\$ 7,550,127</b>	<b>\$ 312,873</b>	<b>\$ 871,107</b>

**SCF Manatee-Sarasota Summary of Reserves and Unallocated Fund Balances June 30, 2024**

<b>FUND</b>	<b>Restrictions</b>	<b>June 30, 2023 Reserves &amp; Unallocated Balances</b>	<b>June 30, 2024 Estimated Reserves &amp; Unallocated</b>	<b>Sources</b>	<b>Uses</b>
<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.	\$ 22,612,395	\$ 24,355,585	Legislative Appropriations, General Revenue, Lottery, Special Categorical Funds, Student Fees, Interest Earnings, Transfers and Other	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.	\$ 4,366,583	\$ 5,301,817	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).	\$ 6,656,490	\$ 6,834,490	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	Restrictions on the resources of this fund are those imposed by the College or other outside agencies.	\$ 484,713	\$ 484,713	Contributions, Parking Fines, Interest Earnings	Student Loans
<b>Fund 5 Scholarship Funds:</b> 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	Restrictions on the resources of this fund are those imposed by the College, the donor or other outside agencies.	\$ (19,295)	\$ 90,705	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.	\$ -	\$ -	Fundraising by Student Clubs & Organizations	Student Club Project Activities
<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.	\$ 25,272,603	\$ 24,425,514	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.	\$ -	\$ -	Transfers In, License Tag Fees	Debt Payments. Bond Interest and Principal Payments

FUND	Restrictions	June 30, 2023 Reserves & Unallocated Balances	June 30, 2024 Estimated Reserves & Unallocated	Sources	Uses
<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.	Restrictions include a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for buildings and other structures and improvements. Depreciation is computed as follows: Buildings, 40 years; Other Structures, 10 years; Computer Equipment, 3 years; Vehicles, Office Machines and Ed. Eq., 5 years; and Furniture,	\$ 101,627,411	\$ 97,781,153	Recordkeeping for Capital Purchases (Land, Buildings, Equipment, Library Books)	Depreciation and Deletions of Outdated, Obsolete, and Outmoded Equipment, Library Books, Furniture etc.
<b>Total</b>		<b>\$ 161,000,899</b>	<b>\$ 159,273,977</b>		

**Definitions:**

**Encumbrances**

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

**Fund Balance**

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

**Unallocated Fund Balance**

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

**Community College Program Fund (CCPF)**

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

**PECO Funding**

The State allocates gross receipts taxes, generally know as Public Education Capital Outlay (PECO) funding, to the College on an annual basis. The College is authorized to expend these resources only upon applying for and receiving an encumbrance authorizaton 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.

**State College of Florida  
Schedule of Revenues and Expense  
2024 - 2025 Fiscal Year**

**Collegiate Schools**

	Collegiate School Bradenton			Collegiate School Venice		
	Estimated Actual 2023-2024	Original Budget 2023-2024	Proposed Budget 2024-2025	Estimated Actual 2023-2024	Original Budget 2023-2024	Proposed Budget 2024-2025
<u>Revenues</u>						
Support from Local Government	4,280,917	3,954,142	4,492,106	2,248,939	2,364,033	2,613,647
Support from Federal Government	2,879	27,268	27,268	77,329	30,000	12,680
Other Revenue	121,899	79,430	0	18,137	2,000	3,000
<b>Total Revenues</b>	<b>4,405,695</b>	<b>4,060,840</b>	<b>4,519,374</b>	<b>2,344,404</b>	<b>2,396,033</b>	<b>2,629,327</b>
<u>Expenditures</u>						
Salaries	1,886,209	1,834,689	2,457,675	864,632	1,044,146	1,124,871
Other Personnel Services	27,228	59,520	59,520	22,392	17,000	25,000
Personnel Benefits	658,591	732,988	732,988	299,873	379,621	367,987
<b>Total Personnel Expenses</b>	<b>2,572,028</b>	<b>2,627,197</b>	<b>3,250,183</b>	<b>1,186,898</b>	<b>1,440,767</b>	<b>1,517,858</b>
Services	856,984	1,064,878	1,189,378	96,495	538,007	743,327
Materials and Supplies	250,065	269,154	279,154	89,729	180,851	225,351
Other Current Expenses	0	0	0	0	0	0
<b>Total Current Expense</b>	<b>1,107,049</b>	<b>1,334,032</b>	<b>1,468,532</b>	<b>186,224</b>	<b>718,858</b>	<b>968,678</b>
Capital Outlay	19,228	54,328	1,000	1,599	5,000	5,000
<b>Total Expenditures</b>	<b>3,698,305</b>	<b>4,015,557</b>	<b>4,719,715</b>	<b>1,374,720</b>	<b>2,164,625</b>	<b>2,491,536</b>
<b>Revenue (+) over Expense (-)</b>	<b>707,390</b>	<b>45,283</b>	<b>-200,341</b>	<b>969,684</b>	<b>231,408</b>	<b>137,791</b>



