



**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>AGENDA</p> <p>The District Board of Trustees</p> <p>State College of Florida, Manatee - Sarasota</p> <p>Regular Meeting</p> <p>SCF Bradenton – Board of Trustee Room 7/160</p> <p>September 24, 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. **Organizational Meeting as required by 1001.61(4) Florida Statutes, for the purpose of electing a Chair and Vice Chair of the District Board of Trustees - President Gregory**
5. **SCF Mission Statement Annual Review - Board Chair**
6. **President’s Report**
7. **Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of June 25, 2024 BOT Meeting - Page 5
Exhibit B:	Minutes of the September 3, 2024 Traffic Safety Institute Quarterly Meeting- Page 10
Exhibit C:	Amended Fall 2024 Lifelong Learning & Workforce Development Schedule - Page 13
Exhibit D:	SCFCS Out of Field - Page 17
Exhibit E:	HR Personnel Actions Monthly Report June, July & August 2024 - Page 19
Exhibit F:	FCS College Affordability Report - Page 25
Exhibit G:	Annual State College of Florida Foundation Facilities Use - Page 35

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

Exhibit H:	SCFCS 2023-2024 Teacher Allocation & Salary Schedule - Page 37
Exhibit I:	Monthly Financial Report May 2024 - Page 45
Exhibit J:	Budget Amendment FY 2023-24 May 2024 #38-40 - Page 50
Exhibit K:	SCFCS Financial Report(s) May 2024 - Page 53
Exhibit L:	Acceptance of Gifts and Grants May 2024 - Page 55
Exhibit M:	Monthly Financial Report June 2024 - Page 56
Exhibit N:	Budget Amendment FY 2023-24 June 2024 #41-43 Page 61
Exhibit O:	SCFCS Financial Report(s) June 2024 - Page 64
Exhibit P:	Acceptance of Gifts and Grants June 2024 - Page 66
Exhibit Q:	Property Disposals - Page 67
Exhibit R:	Carry Forward Spending Plan - Page 71
Exhibit S;	Budget Amendment - Page 73

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

Exhibit T: Project List - Page 75

**10. Facilities**

**Construction Projects & Updates – Chris Wellman**

Exhibit U: SCF Bradenton Building 1 Roof Replacement Contract Approval - Page 76

Exhibit V: House Bill 140 CCNA Continuing Contracts Approval - Page 77

**11. Presidential Goals - President Gregory**

Exhibit W: 2024-2025 President's Goals - Page 78

**12. Old Business**

**13. New Business**

**14. Board Adjournment**

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

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**Date:** June 25, 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 June 25, 2024 at SCF Bradenton.

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

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

**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**

None

**4. President's Report**

Dr. Probstfeld shared with the Trustees highlights of the Spring 2024 graduation.

**Mission Moment: SCF Mission Statement Annual Review - Dr. Ryan Hale**

Dr. Hale reviewed with the Board the SCF Mission Statement. After due discussion and consideration, Mr. Goodson motioned to approve the current SCF Mission Statement with no revisions, Mr. Moore seconded, and the Board unanimously approved.

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

Exhibit A:	Minutes of May 21, 2024 BOT Meeting - Page 5
Exhibit B:	Minutes of June 4, 2024 TSI Advisory Committee Quarterly Meeting - Page 8
Exhibit C:	Amended Summer 2024 Lifelong Learning & Workforce Development Schedule - Page 11
Exhibit D:	HR Personnel Actions Monthly Report May 2024 – Page 16
Exhibit E:	2024-25 Annual SCF Manatee County School Board D/E Articulation Agreement - Page 17
Exhibit F:	2024-25 Annual SCF Sarasota County School Board D/E Articulation Agreement - Page 50
Exhibit G:	2024-25 Annual SCF Charlotte County School Board D/E Articulation Agreement - Page 85
Exhibit H:	2024-25 Annual SCFCS Reunification Plan - Page 116
Exhibit I:	2024-25 Annual SCFCS Safe School Officer Scheduling - Page 125
Exhibit J:	2024-25 Annual SCFCS Mental Health Services Plan - Page 126
Exhibit K:	2024-25 Annual SCFCS Comprehensive Evidence-Based Reading Plan (CERP) - Page 144
Exhibit L:	2024-25 Annual SCFCS Enrollment Process - Page 174
Exhibit M:	Grant No. 24-06 Clean Energy Manufacturing Workforce - Page 176
Exhibit N:	Grant No. 24-07 2024-25 Carl D. Perkins CTE 5 Page 179

Exhibit O:	Grant No. 24-08 Pathways to Career Opportunities Expansion - Page 182
Exhibit P:	Grant No. 24-09 2024-25 College Reach-Out Program (CROP) - Page 185
Exhibit Q:	Grant No. 24-10 Federal Nonprofit Security - Page 187

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

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

Exhibit R:	Monthly Financial Report April 2024 – Page 190
Exhibit S:	Budget Amendment FY 2023-24 April 2024 #32-37 - Page 195
Exhibit T:	SCFCS Financial Report(s) April 2024 - Page 201
Exhibit U:	Acceptance of Gifts and Grants April 2024 – Page 203
Exhibit V:	Property Disposals - Page 204
Exhibit W:	Delinquent Accounts Write-Off - Page 205

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

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

Exhibit L: Project List - Page 209

**8. Facilities**

**Construction Projects & Updates - Chris Wellman**

Exhibit Y: Building 26, Bradenton, HVAC Rooftop Equipment - Page 210

Mr. Wellman requested Board approval to contract with Tandem Construction in the amount of \$2,414,413.39 to replace the Bradenton Campus building 26 HVAC roofing equipment. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit Y, Ms. Carter seconded, and the Board unanimously approved.

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

Exhibit Z: Fee Schedule - Page 211  
Tracked Changes - Page 212  
Clean Copy - Page 216

Ms. Jakway presented to the Board the proposed 2024-2025 Fee Schedule and requested Board approval. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit Z: Fee Schedule, Ms. Collins seconded, and the Board unanimously approved.

Exhibit AA: Salary Schedule – Page 220  
Tracked Changes - Page 221  
Clean Copy - Page 250

Ms. Jakway presented to the Board the proposed 2024-2025 Salary Schedule which included nonrecurring payments of \$1000 in July 2024 and \$1000 in January 2025 for eligible employees. Ms. Jakway requested Board approval of the 2024-2025 Salary Schedule. After due discussion and consideration, Mr. Fuller motioned to approve Exhibit AA, Ms. Collins seconded, and the Board unanimously approved.

Exhibit BB: Budget - Page 276

Ms. Jakway presented to the Board the proposed 2024-2025 Operating Budget. Ms. Jakway

highlighted the adjustments to revenue and expense for all fund sources for 2024-2025. Ms. Jakway requested the Board's approval of the 2024-2025 operating budget. After due discussion and consideration, Ms. Collins motioned to approve Exhibit BB, Mr. Fuller seconded the motion, and the Board unanimously approved.

#### **10. President's 2023-2024 Completed Goal Report - Dr. Probstfeld**

Dr. Probstfeld presented to the Trustees her 2023-2024 completed goals report. After due discussion and consideration, Ms. Collins motioned to approve the President's completed goals report, Mr. Goodson seconded, and the Board unanimously approved.

#### **11. Old Business**

None

#### **12. New Business**

##### **Resolution - Mr. Thomson**

Mr. Thomson read into the record the following:

RESOLUTION HONORING DR. CAROL F. PROBSTFELD  
ON THE OCCASION OF HER RETIREMENT ON JULY 1, 2024,  
FOLLOWING 22 YEARS OF OUTSTANDING LEADERSHIP, THIS RESOLUTION OF THE DISTRICT BOARD  
OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA, RECOGNIZES AND HONORS  
DR. CAROL F. PROBSTFELD FOR UNSTINTING SERVICE AND EXCEPTIONAL ACHIEVEMENTS.

BE IT RESOLVED by the District Board of Trustees, that:

WHEREAS, Dr. Carol F. Probstfeld was selected in 2003 as State College of Florida's vice president of business and administrative services where she oversaw budget and administrative operations of the College, which today is a \$100 million enterprise that makes a \$432 million annual economic impact on the region; and

WHEREAS, the District Board of Trustees, in a unanimous vote in January 2013, named Dr. Carol F. Probstfeld the sixth president of State College Florida, citing their appreciation for Dr. Probstfeld's engagement with the community, her communication with and outreach to the board, their confidence in her financial management, and the trust she enjoyed from college employees; and

WHEREAS, Dr. Carol F. Probstfeld assumed the presidency working tirelessly to reengage the community, reestablish the college's identity, repair relationships, and restore both the community's and employees' faith and pride in State College of Florida; and

WHEREAS, through hurricanes, a global pandemic, and funding constraints, Dr. Carol F. Probstfeld led boldly and with compassion, courage, and conviction to create a caring and engaged family culture within the College community and, to reimagine operations with efficiency as key; and

WHEREAS, the stellar academic reputation of State College of Florida during the presidency of Dr. Carol F. Probstfeld was enhanced by the addition of new and expanded academic programs; an increase in the number and types of degrees and certificates awarded; an expansion of its A-rated collegiate school model with the opening of SCF Collegiate School Venice; recognition as among the Top 50 Associate Degree Producers in the United States; and accreditation awarded for the

maximum number of years by each reviewing agency for State College of Florida; and

WHEREAS, Dr. Carol F. Probstfeld had the foresight and fiscal acumen to realize the need and lead initiatives to acquire property for a fourth campus in Parrish, the fastest-growing area in the State College of Florida district, and raised the majority of funds needed for Phase I of the future campus; and

WHEREAS, in order to meet the needs of students and the community Dr. Carol F. Probstfeld led in creating new approaches and initiatives including restructuring the SCF Foundation, legislative advocacy, donor and local foundations outreach, and partner relationships and collaborations—changes that have resulted in State College of Florida’s all-time high in endowment growth and annual fundraising, doubled the number of scholarships provided to students, and more than doubled the number of students in the renowned nursing program; and

WHEREAS, Dr. Carol F. Probstfeld has been an avid champion of students, attending and supporting countless performances, athletic events, and academic competitive team events, and walking around campus to meet and listen to students; and

WHEREAS, under the visionary presidency of Dr. Carol F. Probstfeld, State College of Florida completed several hundred major capital projects including numerous classroom and laboratory upgrades, a new library, two science buildings and a Studio for the Performing Arts—the first building funded entirely from local resources; and

WHEREAS, Dr. Carol F. Probstfeld has demonstrated her collaborative commitment for the benefit of students including: Cofounded the regional college consortium, started Gator Engineering in partnership with the University of Florida, partnered with Sarasota County Schools to offer an accelerated dual enrollment pilot program for Venice and North Port high schools, renewed participation in the University of South Florida FUSE program, developed articulation agreements with most HCBUs in Florida, partnered with FAMU IGNITE program to streamline the transfer process; and

WHEREAS, Dr. Carol F. Probstfeld has been recognized for her contributions to the Manatee-Sarasota communities as the recipient of numerous honors, awards, and appointments including: the Bradenton Area Economic Development Corporation Chair, the Manatee Memorial Hospital Board of Governors, the Sarasota Chamber of Commerce Board of Directors and the Sarasota Chamber’s foundation board, Leadership Florida Class XXXIV, the Manatee Tiger Bay Club Pat Glass Educational Leadership Award, Women’s Resource Center Wonder Woman Award, SRQ Magazine Women Who Roar, Sarasota Magazine Woman of Influence, Bradenton Kiwanis member; and  
WHEREAS, Dr. Carol F. Probstfeld’s leadership abilities are respected and recognized statewide where she has served the Florida College System as Council of Presidents Chair, Policy and Advocacy Chair, and Student Activities Association President; and

WHEREAS, doing the right thing for students has been the primary motivating factor for Dr. Carol F. Probstfeld in her 22 years at State College of Florida, and knowing that she has been where she could make a positive impact on students’ lives has been her favorite part of her job, and as such, she has made an enduring impact, and she will be missed, but her imprint will not be forgotten by the legions of students whose lives she touched; and



WHEREAS, to honor President Probstfeld's 22 years of service to State College of Florida students and the community, the SCF District Board of Trustees voted to name the Library and Learning Center at SCF Bradenton as the Dr. Carol F. Probstfeld Library and Learning Center.

NOW, THEREFORE, be it unanimously resolved that the District Board of Trustees of State College of Florida, Manatee Sarasota, hereby commends Dr. Carol F. Probstfeld for her extraordinary service and extends to her best wishes in all her future endeavors; and

BE IT FURTHER RESOLVED, that, upon her well-deserved retirement, the District Board of Trustees confer upon President Probstfeld the distinguished title of President Emerita as an expression of highest regard from this Board.

RESOLVED this 25th day of June 2024.

**13. Board Comments/Updates & Adjournment**

Ms. Carter wished Dr. Probstfeld well and thanked her for her service to SCF.

Ms. Collins also expressed her thanks to Dr. Probstfeld.

Ms. Collins applauded the SCF Coding Academy Summer Camp program and shared her son had a very positive experience there.

Mr. Fuller stated that Dr. Probstfeld will be missed, especially by the SCF Foundation.

Mr. Goodson agreed in the many heartfelt thanks and appreciation for Dr. Probstfeld.

Mr. Thomson echoed all of the above.

Dr. Probstfeld thanked the board for their kind words, well wishes and support.

The meeting was adjourned at 6:20 p.m.

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Chair, Board of Trustees

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Tommy Gregory, Secretary, Board of Trustees

## State College of Florida, Manatee-Sarasota | Traffic Safety Institute Advisory Committee Quarterly Meeting – 9/3/24

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

The meeting was called to order by TSI Director Gillerin at 12:17 pm.

**OLD BUSINESS:** Jennifer Burgh made a motion to approve the minutes of the 6/4/24 TSI Advisory Committee meeting and it was seconded by Celeste Bilodeau. Motion passed.

### OUTPUT-TSI Report:

- A. Director Gillerin presented TSI’s student contacts since the last quarterly meeting. The total number of student contacts for this period decreased by 158 which is typical of the quarter that includes the summer.

TSI Student Enrollments/Contacts	6/4/24 – 9/2/24
BDI	59
IDI	4
DUI Level One	385
DUI Level Two	120
DUI Evaluations	468
DUI Victim Panel	150
IID Updates	71
SSS Periodic Updates	170
<b>Totals:</b>	<b>1,427</b>

- B. Director Gillerin provided an update on TSI staffing levels. There were significant staffing challenges over the summer due to the Program Manager being out unexpectedly for nine weeks, and two other staff members had extended time off. This created some backlog of DUI evaluations and with processing SSS applications; however, things are now getting back a typical time frame for those services. The DUI/SSS Evaluator and DUI Instructor position was posted and has been filled by Christina Hallinan who was already working at TSI as a DUI Instructor on a part-time basis. She will start the full-time position on 9/9/24.
- C. Director Gillerin informed the Committee that a representative from DHSMV conducted an unannounced site visit July 16-19, 2024. The final report was received on 8/7/24. There were two deficiencies noted, one of which was due to offering extended business hours one day a week at each office to accommodate SSS clients who work, and the other which was due TSI office staff to not being able to provide several requested items to the representative for review. Said items were in the Director’s office which was locked and inaccessible to staff while she was out of the office on planned time off. As required by rule, a corrective action plan to address the deficiencies was submitted to DHSMV on 8/23/24.

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

## Advisory Committee Quarterly Meeting – 9/3/24

- D. Director Gillerin advised that the annual audit for the DUI and SSS programs for FY 23-24 has begun. TSI reported \$74,528.00 in unearned DUI revenue as of 6/30/24. TSI had more unearned revenue this year due to staffing shortages during June 2024. This caused a backlog in getting clients scheduled for DUI classes. Anyone who registered for DUI school prior June 30, 2024, and was scheduled for a class taking place in July 2024 or later had their enrollment fee deferred to FY 24-25
- E. Director Gillerin reported that the DUI Level I and DUI Level II registration fees will increase per Rule 15A-10.0141 F.A.C. which states that Level I and Level II registration fees will increase annually on October 1 by the lesser of 3% or the Consumer Price Index (CPI) increase ending June 30<sup>th</sup>. The CPI ending on June 30, 2024, is 3%, therefore, the 2024 increase for Level I would be  $\$315 \times 3\% = \$9.45$ , rounded to nearest \$5 increment = \$10.00. The increase for Level II would be  $\$475 \times 3\% = \$14.25$ , rounded to nearest \$5 increment = \$15.00. Registration fees for Levels I and II would increase to \$325.00 and \$490.00, respectively.

TSI's current Level I enrollment fee is \$336.00 including all DHSMV approved fees. TSI's current Level II enrollment fee is \$ 496.00 including all DHSMV approved fees. Director Gillerin asked the TSI Advisory Committee to approve the \$10.00 fee increase for Level I enrollment fees and the \$15.00 fee increase for Level II enrollment fees. Mike Miranda made a motion to approve the \$10.00 Level I enrollment fee increase, and the \$15.00 Level II enrollment fee increase and was seconded by Dana McMahon. Motion passed.

Pending the SCF District Board of Trustees approval, the Level I enrollment fee will be \$346.00, and the Level II enrollment fee will be \$511.00 with an effective date of October 1, 2024.

- F. Director Gillerin distributed the FLHSMV statewide news release dated 7/19/24 regarding new legislation requiring driver licenses and identification card numbers to change. Individuals renewing or replacing their license or identification cards in person or online will be issued a new number.

### **INPUT**

#### **Law Enforcement:**

Sgt. Coleman reports:

-The MSO Traffic Unit conducted its first Joint FHP-MSO DUI Saturation Patrol on 7/5/24. Twelve officers participated. MSO made 4 DUI arrests; FHP made 2. A second joint operation involving FHP and District 1 FDOT region is planned for 10/25/24.

- He met with the Assistant State Attorneys on 7/31/24. Reviewed some case law and conducted a face-to-face meet-and-greet that was informative and fun.

-Manatee County rolled out the School Zone speed cameras on 8/12/24. The cameras have been slowly coming on-line. They started with 4 and are now up to 12 working and they are averaging about 1200 violations per day. They are working towards having 20 cameras operational by the end of the calendar year with a grand total of 56 in operation. It has been warnings so far, but violations will be issued beginning on 9/12/24.

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

## Advisory Committee Quarterly Meeting – 9/3/24

-Since the last Advisory Committee meeting, the traffic unit has made 138 DUI arrests in spite of the loss of one individual who moved to our dayshift rotation. Last year, same time frame, there were 101 DUI arrests

Sgt. Flint reports:

-As of 8/31/24 20,517 tickets have been issued by SCSO, there have been 398 DUI arrests by SCSO year to date, and they have responded to 3,387 crashes.

-SCSO utilized all the funding for the work zone grant and the aggressive driving (highway) grant. There is still \$37,000 available for the HVE grant and that will wrap up soon.

-SCSO participated in the Drive Sober or Get Pulled Over campaign as well as Operation Southern Slowdown in July. During the first week of school SCSO issues 138 school zone tickets. They do not yet have cameras.

-The DUI Unit deputies participated in a joint training on DUI trials/court testimony with the Sarasota State Attorney's Office

### **Misdemeanor Probation:**

Dana McMahon reports that the Probation Unit has one vacant Senior PO position. The unit supervises 900+ cases, and caseloads are manageable.

Jennifer Burgh reports that the Pre-trial Services has one vacancy and one PO on leave.

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

No representatives in attendance.

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

Vicki Gillerin reported that DUI evaluations are currently being scheduled several weeks out from registration due to a higher than usual number of client "no-shows". While those clients are required to pay a rescheduling fee per DHSMV rules, those individuals are rescheduled within the same pool of appointments available to all clients.

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

Celeste Bilodeau reports that Traffic Pretrial Intervention guidelines have changed. They will no longer be able to offer TPTI to individuals charged with hit and run. If an individual leaves the scene of a crash with less than \$1,000 in property damage they may be eligible, but the property has to be unattended. This may impact the number of individuals that get court ordered to the Intermediate Driver Improvement course at TSI.

Darlene Ragoonanan reports that her ASA's are still dealing with caseloads between 400-500 cases each. The unit, along with TPTI staff, are having a hard time getting crash reports from MCSO due to a different interpretation of the law and it's made prosecuting those cases in a timely manner more difficult. It was also noted that there has been a statute change effective 7/1/24 that calls for a 10-day jail sentence for individuals who have a third conviction for driving with a suspended license.

With no further business the meeting was adjourned at 1:12 pm.

**NEXT MEETING: Tuesday, September 10, 2024 - 12:00 pm Lunch will be provided.**

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

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16074	SCF Leadership Academy Boot Camp	11/22/24	11/22/24	\$249.00	Zoom	Dudley
16088	Priority & Time Management	9/19/24	9/19/24	\$0.00	Zoom	Dudley
16092	Mindfulness In The Workplace	9/5/24	9/5/24	\$0.00	Zoom	Johnson
16094	Assertive Communication	10/9/24	10/9/24	\$0.00	Zoom	Johnson
16147	09: SEPTEMBER 19th — 26 West Center Tours	9/19/24	9/19/24	\$0.00	SCF Bradenton (26 West Center)	Richmond
16148	10: OCTOBER 24th — 26 West Center Tours	10/24/24	10/24/24	\$0.00	SCF Bradenton (26 West Center)	Richmond
16149	11: NOVEMBER 21st — 26 West Center Tours	11/21/24	11/21/24	\$0.00	SCF Bradenton (26 West Center)	Richmond
16189	Certified Personal Trainer (Hybrid)	9/28/24	11/9/24	\$899.00	Off-site, Zoom	W.I.T.S.
16217	Excel 3	9/3/24	9/3/24	\$0.00	Off-site Sarasota (contract training)	Devine
16218	Excel 4	9/11/24	9/11/24	\$0.00	Off-site Sarasota (contract training)	Devine
16311	In Person Real Estate Sales Associate Pre-Licensing	9/16/24	11/20/24	\$409.00	SCF Lakewood Ranch (CIT)	Repassy
16339	Social Security 101 - Lakewood Ranch Campus	9/17/24	9/17/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16340	Social Security 101 - Lakewood Ranch Campus	9/19/24	9/19/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16341	Social Security 101 - Lakewood Ranch Campus	10/15/24	10/15/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16342	Social Security 101 - Lakewood Ranch Campus	10/17/24	10/17/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16343	Social Security 101 - Lakewood Ranch Campus	11/12/24	11/12/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16344	Social Security 101 - Lakewood Ranch Campus	11/14/24	11/14/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16345	Social Security 101 - Lakewood Ranch Campus	12/10/24	12/10/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16346	Social Security 101 - Lakewood Ranch Campus	12/12/24	12/12/24	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16353	Retirement Planning Today - Lakewood Ranch Campus	10/3/24	10/10/24	\$49.00	SCF Lakewood Ranch (CIT)	Pope
16354	Retirement Planning Today - Lakewood Ranch Campus	10/8/24	10/15/24	\$49.00	SCF Lakewood Ranch (CIT)	Pope
16383	Excel - Level 2	9/18/24	9/18/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16388	Computer Basics	9/24/24	9/24/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16393	Private Investigator 40-Hour Course	10/19/24	10/27/24	\$395.00	SCF Bradenton (Building 18)	Jones
16412	Retirement Readiness Masterclass - Bradenton Campus	10/15/24	10/22/24	\$49.00	SCF Bradenton (Building 18)	Sherrill
16413	Retirement Readiness Masterclass - Bradenton Campus	10/17/24	10/24/24	\$49.00	SCF Bradenton (Building 18)	Sherrill
16421	Java Oracle Fundamentals	10/8/24	11/26/24	\$3,250.00	Online	Bagley
16432	Retirement Planning Today - Bradenton Campus	9/10/24	9/17/24	\$49.00	SCF Bradenton (Building 18)	Carota
16465	English for College and Communication (Lakewood Ranch)	9/9/24	11/1/24	\$500.00	SCF Lakewood Ranch (CIT)	Wood
16466	English for College and Communication (Bradenton)	9/10/24	10/31/24	\$500.00	SCF Bradenton (Building 18)	Elliott
16479	Academic English 3-Week Mini-Intensive (Lakewood Ranch)	11/5/24	11/21/24	\$299.00	SCF Lakewood Ranch (CIT)	Wood
16480	Academic English 3-Week Mini-Intensive (Bradenton)	11/5/24	11/21/24	\$299.00	SCF Bradenton (Building 18)	Elliott
16483	Online English Grammar Workshop: Verb Tenses	10/5/24	10/5/24	\$79.00	Online	Wood
16484	Online English Conversation Confidence Workshop	9/7/24	9/7/24	\$79.00	Online	Wood
16486	Children & Divorce (Spanish)	9/14/24	9/14/24	\$55.00	SCF Lakewood Ranch (CIT)	Cestero

(\$0.00 denotes paid by corporate.)

**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 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>
16488	Children & Divorce (Spanish)	11/2/24	11/2/24	\$55.00	SCF Bradenton (Building 18)	Cestero
16491	Golf Cart Smart	9/25/24	9/25/24	\$25.00	SCF Venice (Building 800)	Lehman
16496	Children & Divorce	10/19/24	10/19/24	\$55.00	SCF Lakewood Ranch (CIT)	Doran
16499	Children & Divorce	9/11/24	9/11/24	\$55.00	Zoom	Doran
16505	TOP - Excel - Level 1	10/8/24	10/8/24	\$0.00	SCF Lakewood Ranch (CIT)	Devine
16506	TOP - Excel - Level 2	12/4/24	12/4/24	\$0.00	SCF Lakewood Ranch (CIT)	Devine
16510	TOP - SCF Policies, Procedures and Management Expectations - SUPERVISOR LEADERSHIP TRACK	10/7/24	10/7/24	\$0.00	Microsoft Teams	Berkle
16511	TOP - Effective Communication - SUPERVISOR LEADERSHIP TRACK	9/18/24	9/18/24	\$0.00	Microsoft Teams	Diasio
16512	TOP - Generations in the Workplace	9/24/24	9/24/24	\$0.00	Zoom	Roth
16513	TOP - Respect in the Workplace	10/9/24	10/9/24	\$0.00	SCF Lakewood Ranch (CIT)	Williams
16514	TOP - Practical Applications for ChatGPT	10/24/24	10/24/24	\$0.00	Microsoft Teams	Butulis
16515	TOP - CPR	11/6/24	11/6/24	\$0.00	SCF Venice (Building 800)	Wardman
16519	TOP - Professional Email Writing, Dos & Don'ts	10/17/24	10/17/24	\$0.00	Microsoft Teams	Smith
16520	TOP - SCF Library So Much More Than Books	10/22/24	10/22/24	\$0.00	Microsoft Teams	Hawkins
16521	TOP - Ad Astra Beginner to Advanced	10/25/24	10/25/24	\$0.00	Microsoft Teams	Ferda
16522	TOP - Experience New Student Orientation	10/25/24	10/25/24	\$0.00	SCF Bradenton (Building 1)	Lux
16523	TOP - Transforming Your Emotionally Intelligent Leadership - INTRA-Personal Development - Part 1 of 3 - SUPERVISOR LEADERSHIP TRACK	10/30/24	10/30/24	\$0.00	Microsoft Teams	Bechtol
16524	TOP - Transforming Your Emotionally Intelligent Leadership - INTER-Personal Development - Part 2 of 3 - SUPERVISOR LEADERSHIP TRACK	12/10/24	12/10/24	\$0.00	Microsoft Teams	Butulis
16532	TOP - Priorities & Time Management - SUPERVISOR LEADERSHIP TRACK	10/16/24	10/16/24	\$0.00	Location : Online	Roth
16534	TOP - Microsoft Forms	11/1/24	11/1/24	\$0.00	Microsoft Teams	Smith
16535	TOP - it's the Law - Keep or Toss It and Florida Public Records Law	11/20/24	11/20/24	\$0.00	Microsoft Teams	Ferda
16538	Online Workplace Communication Workshop	9/21/24	9/21/24	\$79.00	Online	Wood
16539	Online Workplace Communication Workshop	11/16/24	11/16/24	\$79.00	Online	Wood
16541	Medicare 101 - Everything You Need to Know!	11/13/24	11/13/24	\$29.00	SCF Lakewood Ranch (CIT)	Cochran
16542	Medicare 101 - Everything You Need to Know!	9/4/24	9/4/24	\$29.00	SCF Bradenton (Building 18)	Cochran
16543	Medicare 101 - Everything You Need to Know!	12/11/24	12/11/24	\$29.00	SCF Bradenton (Building 18)	Cochran
16544	Medicare 101 - Everything You Need to Know!	10/8/24	10/8/24	\$29.00	SCF Venice (Building 800)	Cochran

(\$0.00 denotes paid by corporate.)

**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 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>
16552	TOP - SCF Student Support Services: Students of Concern, Student Conduct and Academic Integrity - (OFFERED HYBRID)	10/16/24	10/16/24	\$0.00	SCF Bradenton (Building 18)	Walters
16553	TOP - Advancing the SCF Mission: Supporting Students through Four Grant-Funded Initiatives	11/1/24	11/1/24	\$0.00	SCF Bradenton (Building 18)	Anderson
16554	TOP - The Art of Giving and Receiving Good Feedback SUPERVIOSR LEADERSHIP TRACK	11/6/24	11/6/24	\$0.00	Microsoft Teams	Diasio
16555	TOP - Web Communication & Marketing	11/15/24	11/15/24	\$0.00	Microsoft Teams	Smith
16556	TOP - SharePoint Deep Dive	11/20/24	11/20/24	\$0.00	Microsoft Teams	Pascale
16557	TOP - Demystifying Adobe Pro	12/5/24	12/5/24	\$0.00	Microsoft Teams	Roberts
16558	TOP - Imposter Syndrome	12/10/24	12/10/24	\$0.00	SCF Bradenton (Building 3)	Estienne
16559	TOP - Raise Your Sails and Set a Course For Loving Your Work	12/12/24	12/12/24	\$0.00	Zoom	Gutmann
16577	Problem Solving & Decision Making (ELP)	9/4/24	9/4/24	\$0.00	SCF Bradenton (Building 3)	Baldwin
16578	Meeting Facilitation	9/3/24	9/24/24	\$0.00	SCF Lakewood Ranch (CIT)	*
16579	Meeting Facilitation	9/6/24	9/6/24	\$0.00	SCF Lakewood Ranch (CIT)	*
16580	Project Work Session & Presentation Review (ELP)	9/11/24	9/11/24	\$0.00	SCF Bradenton (Building 3)	Roth
16581	Manufacturing Collaborative	9/11/24	9/25/24	\$0.00	SCF Lakewood Ranch (CIT)	Marco
16582	Planning & Organizing (ELP)	9/18/24	9/18/24	\$0.00	SCF Bradenton (Building 3)	Baldwin
16583	Final Presentation (ELP)	9/25/24	9/25/24	\$0.00	Off-site Lakewood Ranch (contract training)	Roth
16584	TOP - Disability 101	9/26/24	9/26/24	\$0.00	SCF Bradenton (Building 1)	Lahey
16589	Excel - Level 1	11/6/24	11/6/24	\$129.00	SCF Venice (Building 800)	Devine
16590	Excel - Level 1	10/22/24	10/22/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16591	Excel - Level 3	10/16/24	10/16/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16592	Excel - Level 2	11/19/24	11/19/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16593	Excel - Level 4	11/20/24	11/20/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16594	Excel - Level 2	12/11/24	12/11/24	\$129.00	SCF Venice (Building 800)	Devine
16600	Computer Basics	12/3/24	12/3/24	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16603	Meeting Facilitation	10/1/24	10/29/24	\$0.00	SCF Lakewood Ranch (CIT)	*
16605	Healthcare Collaborative	10/9/24	10/23/24	\$0.00	SCF Lakewood Ranch (CIT)	Marco
16606	The Leadership Compass: Finding Your True North	10/15/24	10/15/24	\$0.00	Off-site Venice (contract training)	Marco
16607	Meeting Facilitation	10/23/24	10/23/24	\$0.00	SCF Lakewood Ranch (CIT)	*
16608	Paving the Path: Strategy and Planning	10/29/24	10/29/24	\$0.00	Off-site Venice (contract training)	Marco
16609	Overcoming Obstacles: Adapting & Handling Challenges	11/5/24	11/5/24	\$0.00	Off-site Venice (contract training)	Marco
16610	Insurance Collaborative	11/13/24	12/4/24	\$0.00	SCF Lakewood Ranch (CIT)	Marco
16611	Listening Is An Active Sport	9/26/24	9/26/24	\$0.00	Zoom	Marco

(\$0.00 denotes paid by corporate.)

**SCHEDULE OF NON-CREDIT COURSES, LIFELONG LEARNING AND WORKFORCE DEVELOPMENT, FALL 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>
16670	Children & Divorce	11/14/24	11/14/24	\$55.00	Zoom	Doran
16671	Children & Divorce	12/11/24	12/11/24	\$55.00	Zoom	Doran
16674	Financial Strategies for Successful Retirement - Venice Campus	10/28/24	11/12/24	\$89.00	SCF Venice (Building 800)	Dunlap
16679	(BLS/CPR) Basic Life Support	9/20/24	9/20/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes
16680	(BLS/CPR) Basic Life Support	9/28/24	9/28/24	\$60.00	SCF Lakewood Ranch (CIT)	Landes



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 24, 2024

AGENDA ITEM:

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

RECOMMENDATION:

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

EXPLANATION:

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

FISCAL IMPACT  yes  no

REQUESTED BY:



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Kelly Monod, AVP, Collegiate Schools

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

- Mara Curran has met subject area requirements, but must be reported out of field in 7<sup>th</sup> grade science until her paperwork is processed at the state level.
- Silena Hammond has met subject area requirements, must be reported out of field in English as a 10<sup>th</sup> grade teacher until her paperwork is processed at the state level. She will additionally complete the English for Speakers of Other Languages (ESOL) endorsement.
- Billie Jo Williams must be reported out of field in ESOL as an English Language Arts teacher, while she completes the endorsement.

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

Regards,



Kelly Monod  
AVP, Collegiate Schools  
State College of Florida, Manatee-Sarasota  
September 4, 2024

Human Resources Office Personnel Actions Board Exhibits: June 2024

<u>Name</u>	<u>Effective Date</u>		<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b><u>Appointments</u></b>						
Rhonda Harvey	06/03/2024		Career	Specialist - TSI Customer Service	Traffic Safety Institute	Bradenton
Thomas Patten	06/03/2024		Career	Assistant - Student Services	Call Center	Bradenton
Nicole Thomas	06/03/2024		Professional	Librarian - Reference & Instruction	Library	Bradenton
Jennifer Trinidad	06/03/2024		Faculty	Assistant Professor and Clinical Education Coordinator	Physical Therapy	Bradenton
Judith Meirose	06/10/2024		Professional	Librarian - Reference & Instruction	Library	Bradenton
Jonathan Cunard	06/17/2024		Career	Specialist - TSI Customer Service	Traffic Safety Institute	Bradenton
Luisa Disla-Santos	06/17/2024		Career	Campus Resource Officer	Public Safety	Bradenton
Manvict Benkert	06/24/2024		Professional	Coordinator - Sponsored Projects	Sponsored Projects	Bradenton
<b><u>Changes</u></b>						
Christine Lingard	06/03/2024	From	Career	Skills Lab Technician	Nursing	Bradenton
		To	Career	Technician - Simulation Center	Nursing	Bradenton
Chloe Murphy	06/03/2024	From	Professional	Head Coach - Tennis	Athletics	Bradenton
		To	Professional	International Student Coordinator and Success Coach	Office of the Registrar	Bradenton
<b><u>Separations</u></b>						
Sierra Sutton	06/04/2024		Career	Assistant - Admissions	Admissions	Bradenton
Elisabeth Davis	06/14/2024		Career	Assistant - Admissions	Admissions	Bradenton
Kevin Hall	06/17/2024		Career	Campus Resource Officer	Public Safety	Bradenton
Bradley Tibor	06/18/2024		Career	Specialist - Scholarship	Foundation	Bradenton
Adrienne Dejean	06/21/2024		Career	Assistant - Admissions	Admissions	Bradenton
Nicole Thomas	06/27/2024		Professional	Librarian - Reference	Library	Lakewood Ranch
Amanda Schuerman	06/28/2024		Professional	Head Softball Coach	Athletics	Bradenton
Mary Alcober	06/28/2024		Career	Specialist - CCAMPIS	Student Services	Bradenton
Dominic Christison	06/28/2024		Administrative	Director - Center for Teaching & Learning Excellence and Online Learning	Online Learning	Bradenton
Thomas Kirrane	06/28/2024		Career	Financial Aid Officer	Financial Aid	Bradenton
<b><u>Retirement</u></b>						
Dory McQueen	06/28/2024		Professional	Coordinator - Sponsored Projects	Institutional Effectiveness and Research	Bradenton

**Human Resources Office Personnel Actions Board Exhibits: July 2024**

<b>Name</b>	<b>Effective Date</b>		<b>Classification</b>	<b>Classification Title</b>	<b>Department</b>	<b>Site</b>
<b>Appointments</b>						
Tommy Gregory	07/01/2024		Administration	President	President's Office	Bradenton
Aaron Graczyk	07/01/2024		Professional	Coordinator - Assessment & Evaluation	Nursing	Lakewood Ranch
Auria Mounts	07/01/2024		Career	Specialist	Athletics	Bradenton
Marjorie Neumeister	07/01/2024		Career	Assistant - Business Services and Purchasing	Business Services	Bradenton
Renee Davies	07/15/2024		Career	Advisor - Student Life	Student Life	Venice
Eduardo Cordero	07/22/2024		Career	Assistant - Admissions	Admissions	Bradenton
Emily Freed	07/22/2024		Career	Assistant - Admissions	Admissions	Venice
Damian Reed	07/23/2024		Career	Testing Technician	Testing Center	Venice
Melissa Smith	07/24/2024		Career	Staff Assistant III - College Readiness	CROP Program	Bradenton
Frederick Stewart	07/24/2024		Career	Assistant - Admissions	Admissions	Bradenton
Susan Bernal	07/31/2024		Faculty	K-12 Certified Instructor	Collegiate School - Bradenton	Bradenton
Doney Griggs	07/29/2024		Career	Accounting Technician	Cashiering and Fee Payment	Bradenton
Wade Hopkin	07/29/2024		Career	Specialist - Scholarship	Foundation	Bradenton
Cody Hoffman 20	07/30/2024		Career	Testing Technician - Lifelong Learning and Workforce Development	Lifelong Learning and Workforce Development	Lakewood Ranch
Amanda Cozzens	07/31/2024		Faculty	Instructor - English Collegiate School	Collegiate School - Bradenton	Bradenton
<b>Changes</b>						
Timothy Hill II	07/01/2024	From	Professional	Admin Projects Specialist	Athletics	Bradenton
		To	Professional	Head Coach - Baseball	Athletics	Bradenton
Gulnaz Kalimullina	07/01/2024	From	Career	Staff Assistant III - Collegiate School	SCF Collegiate School Bradenton	Bradenton
		To	Career	Coordinator - Technology	Collegiate School - Bradenton	Bradenton
Vicki Vara	07/01/2024	From	Professional	Certified School Counselor	Collegiate School - Bradenton	Bradenton
		To	Administration	Director - Student Services & Counseling	Collegiate School - Bradenton	Bradenton
Carol Probstfeld	07/08/2024	From	Administration	President	President's Office	Bradenton
		To	Administration	President Emeriti	President's Office	Bradenton

Human Resources Office Personnel Actions Board Exhibits: July 2024

<u>Name</u>	<u>Effective Date</u>		<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
April Dittmann	07/22/2024	From	Career	Academic Department Secretary - Art/Music	Music	Bradenton
		To	Career	Executive Assistant III - VP/ED	Institutional Effectiveness	Bradenton
Dana Zambrotta	7/29/2024	From	Career	Assistant - Office of the Registrar	Office of the Registrar	Bradenton
		To	Career	Specialist - Transfer Credit	Office of the Registrar	Bradenton
<b><u>Separations</u></b>						
Melanie Kiefer	07/05/2024		Professional	Program Director - Early College Programs	Early College	Bradenton
Valeria Korobeinikova	07/09/2024		Career	Accounting Technician I	Cashiering and Fee Payment	Bradenton
Roberta Rodgers-Mislyan	07/15/2024		Professional	Manager - 26 West Entrepreneurship Center	26 West Entrepreneurship Center	Bradenton
Kaitlynn Stewart	07/26/2024		Career	Lab Assistant - Natural Science	Natural Science	Bradenton
<b><u>Retirement</u></b>						
Patricia Roy	07/31/2024		Faculty	Instructor - Computer Science	Computer Science	Venice
<b><u>Deceased</u></b>						
Adam Mioduszewski	7/26/2024		Career	Specialist - Tech Support	Information Technology Services	Venice

**Human Resources Office Personnel Actions Board Exhibits: August 2024**

<b>Name</b>	<b>Effective Date</b>	<b>Classification</b>	<b>Classification Title</b>	<b>Department</b>	<b>Site</b>
<b>Appointments</b>					
Amrutha Reddy Mareddy	08/05/2024	Professional	Research Analyst	Institutional Research	Bradenton
Jason Barr	08/08/2024	Faculty	Instructor - Natural Science	Natural Science	Venice
Jesse Clark	08/08/2024	Faculty	Assistant Professor - Music Production	Performing Arts	Bradenton
Nicole Kammer	08/08/2024	Faculty	Assistant Professor - Early Childhood Education	Early Childhood Education	Bradenton
David Brennenman-Sandridge	08/08/2024	Faculty	Associate Professor - Biology/Biotechnology Program Manager	Natural Science	Bradenton
Robyn Scaizo	08/08/2024	Faculty	Assistant Professor - Mathematics	Mathematics	Venice
Christine Wayne	08/08/2024	Faculty	Associate Professor - Accounting	Business	Venice
David Ekrut	08/08/2024	Faculty	Assistant Professor - Mathematics	Mathematics	Venice
Kerri Templeton	08/08/2024	Faculty	Assistant Professor - Clinical Education	Education Programs	Bradenton
Mariya Ivanova	08/08/2024	Faculty	Assistant Professor - Mathematics	Mathematics	Venice
Disha Treya	08/08/2024	Faculty	Assistant Professor - Microbiology	Natural Science	Lakewood Ranch
Christine Gambino	08/08/2024	Faculty	Instructor - Chemistry	Natural Science	Bradenton
Michael Mick	08/08/2024	Faculty	Lecturer - Information Technology	Computer Science	Venice
Anne Ristow	08/08/2024	Faculty	Associate Professor/Program Manager - ESE	Education Programs	Bradenton
William Weber	08/08/2024	Faculty	Assistant Professor - Anatomy & Physiology	Natural Science	Venice
Christina DeSerto	08/08/2024	Faculty	Instructor - Anatomy & Physiology	Natural Science	Bradenton
Henry Dixon	08/08/2024	Faculty	Lecturer - Language and Literature	Language and Literature	Bradenton
Alissa Perry	08/12/2024	Career	Supplemental Instruction Specialist/Paraprofessional	Collegiate School - Venice	Venice
Molly Brown	08/14/2024	Career	Staff Assistant III - Collegiate School	Collegiate School - Bradenton	Bradenton
Verenice Zamora	08/14/2024	Career	Lab Instructor - Photography	Art, Design & Humanities	Bradenton

**Human Resources Office Personnel Actions Board Exhibits: August 2024**

<u>Name</u>	<u>Effective Date</u>		<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b><u>Changes</u></b>						
Susan Melichar	08/08/2024	From	Faculty	Lecturer - Information Technology	Computer Science	Bradenton
		To	Faculty	Assistant Professor - Computer Science	Computer Science	Bradenton
Courtney Palmer	08/08/2024	From	Faculty	Lecturer - Photography	Art, Design and Humanities	Bradenton
		To	Faculty	Assistant Professor - Photography	Art, Design and Humanities	Bradenton
Brenda Harrison	08/08/2024	From	Faculty	Lecturer - Graphic Design	Art, Design and Humanities	Bradenton
		To	Faculty	Assistant Professor - Graphic Design	Art, Design and Humanities	Bradenton
Tylisha Johnson	08/08/2024	From	Faculty	Lecturer - General Business	Business	Bradenton
		To	Faculty	Assistant Professor - General Business	Business	Bradenton
Zackary Chapman	08/26/2024	From	Career	Academic Department Secretary - Nursing	Nursing	Bradenton
		To	Career	Academic Department Secretary - Performing Arts	Performing Arts	Bradenton
Katherine DeBerry	08/21/2024	From	Professional	Coordinator - Natural Science Lab	Natural Science	Bradenton
		To	Professional	Manager - Natural Science Lab	Natural Science	Bradenton
<b><u>Faculty Promotions</u></b>						
Heather Hernandez	07/01/2024	From	Faculty	Assistant Professor - HSA/HSM	Health Sciences	Bradenton
		To	Faculty	Associate Professor - HSA/HSM	Health Sciences	Bradenton
Suzanne Bechtol	08/08/2024	From	Faculty	Associate Professor - Social & Behavioral Sciences	Social and Behavioral Sciences	Bradenton
		To	Faculty	Professor - Social & Behavioral Sciences	Social and Behavioral Sciences	Bradenton
N Suzanne Anderson	08/08/2024	From	Faculty	Assistant Professor - General Business	Business	Bradenton
		To	Faculty	Associate Professor - General Business	Business	Bradenton
Meredith Butulis	08/08/2024	From	Faculty	Assistant Professor - Physical Therapy	Physical Therapy Assistant	Bradenton
		To	Faculty	Associate Professor - Physical Therapy	Physical Therapy Assistant	Bradenton
Nicholas Catania	08/08/2024	From	Faculty	Assistant Professor - Elementary Education	Education Programs	Lakewood Ranch
		To	Faculty	Associate Professor - Elementary Education	Education Programs	Lakewood Ranch
Kathleen Gibson-Dee	08/08/2024	From	Faculty	Assistant Professor - Mathematics	Mathematics	Bradenton
		To	Faculty	Associate Professor - Mathematics	Mathematics	Bradenton
Jenna Jarvis	08/08/2024	From	Faculty	Assistant Professor - Natural Science	Natural Science	Venice
		To	Faculty	Associate Professor - Natural Science	Natural Science	Venice

**Human Resources Office Personnel Actions Board Exhibits: August 2024**

<u>Name</u>	<u>Effective Date</u>		<u>Classification</u>	<u>Classification Title</u>	<u>Department</u>	<u>Site</u>
<b><u>Faculty Promotions</u></b>						
Jaqueline Smith	08/08/2024	From	Faculty	Associate Professor - Language and Literature	Language and Literature	Bradenton
		To	Faculty	Professor - Language and Literature	Language and Literature	Bradenton
Justin McDonald	08/08/2024	From	Faculty	Instructor - Business Technology	Business	Bradenton
		To	Faculty	Assistant Professor - Business Technology	Business	Bradenton
<b><u>Separations</u></b>						
Thomas Patten	08/01/2024		Career	Assistant - Student Services	Call Center	Bradenton
Chris Fletcher	08/06/2024		Faculty	Professor - Film	Art, Design and Humanities	Bradenton
Matthew Thomas	08/07/2024		Faculty	Professor - Biology/Biotechnology Program Manager	Natural Science	Bradenton
Josh Schulte	08/07/2024		Faculty	Department Chair/Associate Professor - Natural Science	Natural Science	Bradenton
Bethany Tucker	08/07/2024		Faculty	ASN/BSN Instructional Faculty	Nursing	Lakewood Ranch
Alan Gravano	08/07/2024		Faculty	Assistant Professor - Language and Literature	Language and Literature	Bradenton
Xiomara Casado	08/07/2024		Faculty	Professor - Information Technology	Computer Science	Bradenton
Anastasia Bojanowski	08/07/2024		Faculty	Professor- Language and Literature	Language and Literature	Bradenton
Andrea Arica	08/09/2024		Career	Supplemental Instructional Specialist - Tutoring and Academic Success Center TASC	Tutoring and Academic Success Center	Bradenton
Michelle Roberts	08/09/2024		Professional	Manager, Digital Marketing and Fabrication	Center for Advanced Technology and Innovation	Bradenton
Marjorie Neumeister	08/09/2024		Career	Assistant, Business Services and Purchasing	Business Services	Bradenton
<b><u>Retirement</u></b>						
Judith Bodenweiser	08/07/2024		Faculty	Professor - Science	Natural Science	Lakewood Ranch
Theresa Rae	08/09/2024		Career	Executive Assistant III - VP/IED	Institutional Effectiveness	Venice
<b><u>Continuing Contract</u></b>						
Miguel Benitez	08/10/2024		Faculty	Associate Professor	Art, Design and Humanities	Bradenton
Dennis Garvey	08/10/2024		Faculty	Associate Professor	Natural Science	Venice
Joseph Ours	08/10/2024		Faculty	Assistant Professor	Mathematics	Bradenton



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 24, 2024

**AGENDA ITEM:**

Approval of 2024 Florida College System Affordability Report

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of the attached 2024 Florida College System Affordability Report, in accordance with Florida Statutes 1004.084 and 1004.085.**

**STAFF ANALYSIS:**

The State College of Florida Manatee-Sarasota is required to submit an update on initiatives and strategies to promote college affordability to the Florida College System each September. For fiscal year 23/24, SCF met the requirements for textbook affordability for the report as it has since the Statute was enacted.

**FISCAL IMPACT** Yes

Funding Source: Auxiliary Funds

Will this action result in a Budget Amendment? No

If yes, indicate the dollar amount: N/A

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

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

### Instructions

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

### Submission

By September 30, 2024, each college must submit institutional responses for the 2024 FCS Affordability Report via <https://www.research.net/r/FCS2024V2Affordability>.

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

### Department of Education Contact

If you have any questions about completing the report, please contact Christian Cosner, Director of Research and Analytics, at [FCSResearch@fldoe.org](mailto:FCSResearch@fldoe.org).

(For Planning Purposes Only)

**College Affordability**

***Institution Contact Information***

1. College Name  
State College of Florida, Manatee-Sarasota

2. Contact Information

Name	Julie Jakway
Title	VP – Finance and Admin Svcs
Email Address	jakwayj@scf.edu

***Tuition and Fees***

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

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

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

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

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

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

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

No

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

Click or tap here to enter text.

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

Yes

No

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

The below fees underwent a thorough review in the 2023-2024 academic year. It was determined elimination was appropriate to ensure consistency with how other existing course fees were determined. With all fees combined, approximately 480 students impacted. The elimination of these fees equates to approximately \$13,000.

CET 1600, 1610: \$26

CGS 1000, 1543, 1570, 2820: \$25

CIS 1355: \$50

CIS 2321, 2352: \$25

COP 2170, 2228: \$25

CTS 1150: \$25

CTS 2390, 2391, 2392, 2433: \$25

### Textbook Affordability

#### ***Policies and Strategies***

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

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

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

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

- Collaborative working groups, comprising both faculty and administration, have successfully mitigated significant cost discrepancies in general education and high-enrollment courses that were identified in the past.
- Textbooks that have been previously used are automatically pre-approved for ongoing use. This practice supports the sustainability of a robust market for used and rental textbooks.

- The adoption of new textbooks, which includes changes in title, new editions, or the addition of supplementary materials, necessitates written certification from the faculty member proposing the adoption or the respective department. Subsequently, the proposed change must receive approval from the appropriate Dean or Department head.

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

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

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

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

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

1. **Adoption Deadline:** SCF maintains the requirement that all textbooks must be adopted at least 75 days prior to the start of the semester. This allows the bookstore ample time to source the content at the most favorable prices.
2. **Website Posting:** A comprehensive list of all required textbooks is published on the college's website no later than 45 days prior to the commencement of the upcoming term.

3. **Real-Time Notification:** When faculty members adopt textbooks through the bookstore's adoption system, these adoptions are instantly reflected in SCF's course registration system. This functionality ensures that students receive real-time notifications of the required materials as they select their classes.
4. **Departmental Certification:** Departments are obligated to submit written certification, along with the approval of the dean or department head, when considering new course materials. This certification process takes into account various factors, including:
  - a. Whether the textbook is part of a bundle.
  - b. If the textbook is bundled with supplementary materials, whether all components will be utilized.
  - c. Whether the text is a new edition.
  - d. The availability of the previous edition.
  - e. If the previous edition is available, the extent to which the new edition offers instructional benefits.
  - f. Whether open-access textbooks were evaluated during the selection process.

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

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

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

- **Fall 2023 – Total Number of Course Sections**

1559

- **Fall 2023 – Number/Percentage of Course Sections Able to Meet 45-Day Deadline**

1525/98%

- **Fall 2023 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline With an Allowable Exception**

34/2%

- **Fall 2023 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline Without an Allowable Exception**

0

- **Spring 2024 – Total Number of Course Sections**

2261

- **Spring 2024** – Number/Percentage of Course Sections Able to Meet 45-Day Deadline

2245/99%

- **Spring 2024** – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline With an Allowable Exception

16/1%

- **Spring 2024** – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline Without an Allowable Exception

0

**Searchable Textbooks and Instructional Materials List**

13. Indicate whether your institution made the list of textbooks and instructional materials searchable by the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

**Required Components**

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

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

Click or tap here to enter text.

**Downloadable Textbooks and Instructional Materials List**

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

1. All textbook lists are available as a downloadable, searchable PDF’s.

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

2. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Not checking a box will indicate the answer is N/A. Select all that apply.

- Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.

- Through the bookstore website (vendor or college-managed).
- Through the course registration system.
- Other (please specify): [Click or tap here to enter text.](#)

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

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

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

3. Indicate whether all general education core course syllabi included the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

#### **Required Components**

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

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

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

4. Indicate whether your institution met the course syllabi posting requirements below for at least 95% of the general education core course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is N/A. Select only one.

Reasonable exceptions include:

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

#### **Posting Requirements**

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



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

During the reporting period, we underwent staffing changes and were beta-testing a new system for publicly posting syllabi and recording syllabi posting dates. These changes resulted in the recording of incomplete information for proper reporting. This program is now fully functional, and the department is properly staffed.

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

5. Indicate whether your institution updated and posted the list of required and recommended textbooks for the preceding five (5) academic years below by September 1, 2024, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

**Preceding 5 Academic Years**

- 2018-19
- 2019-20
- 2020-21
- 2021-22
- 2022-23

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

Click or tap here to enter text.

6. Indicate whether the list of required and recommended textbooks for the preceding five (5) academic years included all of the required components below by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

**Required Components**

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

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

Click or tap here to enter text.

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

<https://scf.simplesyllabus.com/en-US/syllabus-library>  
<https://www.scf.edu/about/consumer-information/textbook-affordability/>

**Financial Aid Policies That Promote Affordability**

8. Identify specific institutional financial aid policies or programs that promote affordability. Not checking a box will indicate the answer is N/A. Select all that apply.
- Targeted aid to students close to completing (including Last Mile)
  - Targeted aid to students who were in need, but not eligible for Pell Grants
  - Emergency student aid fund for students in emergency financial situations with unplanned costs
  - Single online scholarship application management system for all institutional scholarships
  - Partnerships with community-based organizations
  - Other (please specify): Click or tap here to enter text.

**Other Affordability Strategies**

9. Provide any additional information about any innovative or new affordability strategies. **(Optional)**
- In the summer of 2022, SCF launched a pilot program called EZ Access, initially encompassing four selected courses. The program has since expanded to include over 244 sections and includes over 85 instructors throughout 23 departments. EZ Access provides digital access to course materials up to two weeks before the start of the term, ensuring that students have immediate access on the first day of classes. The negotiated pricing for these materials guarantees that the cost to students remains below the national list price set by the publisher.

The program continues to deliver successful results:

Fall 2023:

- Participation rate of 99.7% among the 4,233 enrolled students.
- Collectively, the EZ Access program saved students over \$56,900.

Spring 2024:

- Participation rate of 99.8% among the 3,811 enrolled students.
- Collectively, the EZ Access program saved students over \$77,800.

These outcomes highlight the substantial benefits of the EZ Access program, which not only ensures timely access to course materials but also delivers considerable cost savings to students, contributing to a more affordable and efficient learning experience for students.

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 24, 2024

**AGENDA ITEM:**

Annual State College of Florida Foundation Facilities Use

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of facilities use by the SCF Foundation for 2024/25.**

**STAFF ANALYSIS:**

The SCF Foundation, the College's direct-support organization, raises funds on behalf of SCF for scholarships, capital projects, equipment needs and other operating expenses. The College provides space for these fundraising activities. A list of anticipated usages for 2024/25 is attached.

**FISCAL IMPACT** No**Funding Source:** N/A

Will this action result in a Budget Amendment? No

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

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

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

## SCF Foundation Space and Events 2024/25

Event	Location	Date	Booked Times	Total Cost
President Gregory Meet & Greet	Bldg. 3-143/146	9/5/2024	5:30 PM - 7:30PM	\$ 220.00
	CIT Lobby	9/25/2024	5:30 PM - 7:30PM	\$ 130.00
	Bldg. 300	10/9/2024	5:30 PM - 7:30PM	\$ 130.00
SCFF Finance & Resource Development Committee Meeting	Bldg. 14/ President's Dining Room	11/14/2025	12:00 PM - 2:00 PM	\$ 60
	Bldg. 14/ President's Dining Room	1/23/2025	12:00 PM - 2:00 PM	\$ 60
	Bldg. 14/ President's Dining Room	3/27/2025	12:00 PM - 2:00 PM	\$ 60
	Bldg. 14/ President's Dining Room	5/29/2025	12:00 PM - 2:00 PM	\$ 60
	Bldg. 14/ President's Dining Room	9/4/2025	12:00 PM - 2:00 PM	\$ 60
SCFF Audit and Risk Management Committee Meeting	Bldg. 7/President's Conf. Room	11/21/2024	9:00 AM - 11:00 AM	\$ 140
	Bldg. 7/President's Conf. Room	3/6/2025	9:00 AM - 11:00 AM	\$ 140
	Bldg. 7/President's Conf. Room	5/8/2025	9:00 AM - 11:00 AM	\$ 140
SCFF Asset Management Committee Meeting	CIT 134 Conference Room	11/7/2024	8:00 AM - 1:00 PM	\$ 140
	CIT 134 Conference Room	2/6/2025	8:00 AM - 1:00 PM	\$ 140
	CIT 134 Conference Room	5/22/2025	8:00 AM - 1:00 PM	\$ 140
SCFF Board of Directors Meeting	Bldg. 7/President's Conf. Room	12/5/2024	3:00 PM - 6:00 PM	\$ 300
	Full Selby 116/117	2/20/2025	3:00 PM - 6:00 PM	\$ 300
	Full Selby 116/117	4/24/2025	3:00 PM - 6:00 PM	\$ 300
	Full Selby 116/117	6/12/2025	3:00 PM - 6:00 PM	\$ 300
	Full Selby 116/117	9/18/2025	3:00 PM - 6:00 PM	\$ 300
Avenues to the Future	Bldg. 17- Hal Chasey Gym	2/7/2025	6:00 AM - 11:59 PM	\$ 1,170
	Bldg. 3- Lobby	2/7/2025	6:00 AM - 11:59 PM	\$ -
	Bldg. 3-142	2/7/2025	6:00 AM - 11:59 PM	\$ 540
	Bldg. 3-143/146 Community Rooms	2/7/2025	6:00 AM - 11:59 PM	\$ 1,980
SCF Maverick's Trunk or Treat	SCF Bradenton Parking Lot	10/24/2024	6:00 PM - 8:00 PM	\$ 140
SCFF Board of Directors Retreat (Tentative)	LWR CIT 205	1/9/2025	9:00 AM-5:00 PM	\$ 520
Evening Under the Stars	Performance Pavillion	4/5/2025	9:00 AM - 11:00 PM	\$ 560
Pokehunt Easter Egg Hunt	SCF Bradenton Campus	4/19/2025	9:00 AM - 11:00 AM	\$ 150
<b>Subtotal Anticipated Event Cost</b>				<b>\$ 8,180</b>
Office Space	Building 7	Permanent	1213 gsf x \$15/gsf	\$ 20,000
<b>Total 2024/25 Cost</b>				<b>\$ 28,180</b>

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-  
SARASOTA  
September 24, 2024

AGENDA ITEM:

Approval to accept the 2024-25 Teacher Allocation Salary Allocation and salary schedule revision.

RECOMMENDATION:

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

EXPLANATION:

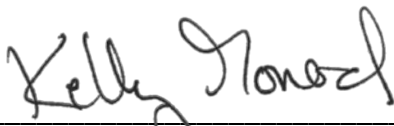
In accordance with guidance from the Florida Department of Education, the SCF Collegiate Schools, both Bradenton and Venice campuses, are complying with the Teacher Salary Increase Allocation through HB641. The funds for the change in the salary schedule are from a new allocation in the Florida Education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

**FISCAL IMPACT**     Yes     No     N/A

Funding Source: state allocation    Allocations: Approx \$173,265. Bradenton & estimated \$90,245. Venice

Will this action result in a Budget Amendment?     Yes     No

REQUESTED BY:



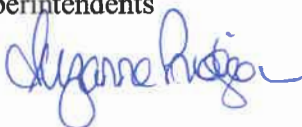
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**Kelly Monod, AVP, SCF Collegiate Schools**



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

**MEMORANDUM**

TO: District School Superintendents  
FROM: Suzanne Pridgeon   
DATE: August 29, 2024  
SUBJECT: **2024-25 Salary Increase Allocation**

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

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

In the 2023-24 fiscal year, the legislature removed the TSIA as a separate categorical within the FEFP and incorporated these funds into the Base Funding Allocation. The funding was not removed; rather, the Base Funding Allocation was increased to an amount that would generate an additional \$1,052,803,316 of funding for the Classroom Teacher and Other Instructional Personnel Salary Increase Allocation.

In the 2024-25 fiscal year, the FEFP includes \$1,254,607,800 in funding for the Classroom Teacher and Other Instructional Personnel Salary Increase Allocation. Of that total, 5.59 percent, or \$1,053,041,685, is allocated to maintain the salary increases provided in previous years. The remaining 1.07 percent, or \$201,566,116, is provided for salary increases in the 2024-25 year.

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

Attachment 1 shows the Salary Increase Allocations for the 2024-25 fiscal year as computed in the 2024-25 FEFP Conference Calculation. These amounts will not change in any subsequent calculation of the FEFP.

Just as the calculated Salary Increase Allocation amounts for school districts are based on each district’s base funding amount, charter schools’ maintenance and growth allocations, respectively, should be 5.59 percent and 1.07 percent of their base funding. School districts should not recalculate an allocation after it has been calculated as of the 2024-25 FEFP Conference Calculation.

**2024-25 Maintenance Allocation**

In 2024-25, the Florida Department of Education (department) will begin paying maintenance allocation funds to districts with the first FEFP payment. The only Salary Increase Allocation funding withheld by the department will be growth allocation funds, which will be distributed upon submission of a board-approved and union-ratified distribution plan that has been determined by the department to be compliant with law.

**2024-25 Salary Increase Allocation Distribution Plans**

Districts and charter schools will be required to use the attached templates for the submission of the statutorily required distribution plans. Plans that are approved by the school board and ratified by the union **must be submitted to the department by October 1, 2024**. Salary Increase Allocation growth funds will not be distributed to school districts until they have submitted a plan compliant with law. Charter schools should submit their board-approved distribution plans to their sponsoring school district so that they can be submitted to the department. Plans that are not completed using the attached, unaltered templates will not be accepted and will need to be revised. Once completed, plans can be submitted to <https://survey.alchemer.com/s3/7863294/2024-2025-Salary-Increase-Allocation-Plan>.

If, by the October 1, 2024, deadline, a district’s plan has not yet been approved by the school board and ratified by the union, please submit a statement to the department by this date detailing what steps the district has taken and whether it has an anticipated date for completion. Failure to submit a school board-approved plan by the October 1 deadline may result in a request for the superintendent and school board chair to attend a State Board of Education meeting to explain the delay.

<b>SALARY INCREASE ALLOCATION GENERAL IMPLEMENTATION TIMELINE FOR SCHOOL DISTRICTS</b>	
July 1, 2024, and before October 1, 2024	Each superintendent submits a proposed salary distribution plan to the district school board for approval. Each charter school administrator submits a proposed salary distribution plan to the charter school’s governing body for approval.

On or before October 1, 2024	Each school district must submit to the department an approved district salary distribution plan.
August 1, 2025	Each school district must submit a final salary increase allocation expenditure report to the department. Each charter school governing board must submit its final report to the district in time to be included in the school district report to the department.

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

SP/ja

Attachment 1 – 2024-25 Salary Increase Allocations

Attachment 2 – 2024-25 District Distribution Plan Template

Attachment 3 – 2024-25 Charter School Distribution Plan Template

Attachment 4 – 2024-25 Salary Increase Allocation Frequently Asked Questions

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





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

**MEMORANDUM**

**TO:** District School Superintendents  
**FROM:** Suzanne Pridgeon  
**DATE:** September 8, 2023  
**SUBJECT:** 2023-24 Salary Increase Allocation

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

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

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

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

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

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

**2023-24 Maintenance Allocation**

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

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

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

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

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

August 1, 2024	Each school district must submit a final salary increase allocation expenditure report to the department. Each charter school governing board must submit its final report to the district in time to be included in the school district report to the department.
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If you have questions regarding program reporting requirements, please email Virginia Whitaker at [edrecognition@fldoe.org](mailto:edrecognition@fldoe.org). For FEFP or finance questions, please email Josh Bemis at [Josh.Bemis@fldoe.org](mailto:Josh.Bemis@fldoe.org).

SP/ja

Attachment 1 – 2023-24 Salary Increase Allocations

Attachment 2 – 2023-24 District Distribution Plan Template

Attachment 3 – 2023-24 Charter School Distribution Plan Template

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

cc: District Finance Officers

District Charter School Contacts

Paul Burns, Chancellor, Division of Public Schools

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

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

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

Virginia Whitaker, Bureau of Educator Recruitment, Development and Retention



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

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

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

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

**SUBJECT:** *Monthly Financial Report – May 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 May 31, 2024.

Student Fees revenue for the current year flat compared to the same period last year. Other Student Fees revenue increased by 10% over Other Student Fees reported through May 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 May of last year. State Support increased by 11% over State Support through May of last year due to increased appropriations for the current fiscal year.

In the category of Expenses, overall Personnel costs are 15% higher as compared to last May. Services expenses increased 37% and Materials and Supplies expenses increased 8% compared to May of last year. Materials and Supplies expense increase is due to an increase in educational materials and supplies purchases. Other Current Charges decreased 24% compared to the same category through May of last year. This decrease is due to a reduction in fundable fee waivers. Capital Outlay in May was \$342,674 compared to \$33,310 last May. This increase is mainly due to an increase in office furniture and equipment purchases.

With this fiscal year 92% complete, personnel costs are at 84% of the amount budgeted for the current year, higher compared to the three-year average of 78% for this time of year. Current expenses represent 59% of the amount budgeted, slightly less than the three-year average of 60% this time of year.

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

- Year-To-Date Actual Revenue is 95% of the Adjusted Budget, which is higher compared with the three-year average of 93% for this time of year.
- Year-To-Date Actual Expense is 74% of the Adjusted Budget, which is higher than the three-year average of 72% 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 May 31, 2024, totaled \$1,690,429, compared to the three-year average of \$1,530,254. Student Fees revenue is \$1,408,141 and Other Student Fees revenue is \$119,486, compared to the three-year average of \$1,335,321 and \$121,759, respectively, for this time of year. Other Revenue is \$162,802 compared to the three-year average of \$73,174 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 \$1,472,082, with Personnel totaling \$1,353,671 and Current Expense totaling \$118,411, compared to the three-year average of \$1,173,171, \$1,055,692, and \$116,990, respectively, for this time of year.

On a percentage basis, Total Revenue is 90% of that budgeted compared to the three-year average of 88% for this time of year. Total Expense is 79% of that budgeted, which is higher than the 66% three-year average for this time of year.

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

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of May 31, 2024, totaled \$4,666,959 compared to the three-year average of \$4,253,855. Support from Local Government is \$3,991,771 compared to the three-year average of \$3,827,479 for this time of year. State Support is \$349,331 compared to the three-year average of \$268,355 for this time of year. Federal Support is \$214,581 compared to the three-year average of \$100,681 for this time of year. This decrease is due to accruing ESSER grants funds back into the previous fiscal year. Other Revenue is \$111,276 compared to the three-year average of \$57,340 for this time of year. This increase is driven by the rise in interest rates in the current fiscal year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$4,419,149, with Personnel totaling \$2,907,803, Current Expense totaling \$1,043,002 and Capital Outlay expenses totaling \$468,344 during the period. These figures compared to the three-year averages of \$3,785,205, \$2,468,387, \$988,800, and \$191,432, respectively, for this time of year.

On a percentage basis, Total Revenue is 91% of that budgeted, more than the three-year average of 86% for this time of year. Total Expense is 76% of that budgeted, higher than the three-year average of 71% for this time of year.

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

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of May 31, 2024, totaled \$2,275,562 compared to the three-year average of \$1,623,928. Support from Local Government is \$2,073,709 compared to the three-year average of \$1,492,784 for this time of year. State Support is \$192,653 compared to the three-year average of \$101,385. Federal Support is \$(6,735) compared to the three-year average of \$21,177 for this time of year. This decrease is due to accruing ESSER grants funds back into the previous fiscal year. Other Revenue is \$15,935 compared to the three-year average of \$8,582 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 \$1,677,075, with Personnel totaling \$1,262,029, Current Expense totaling \$345,531 and Capital Outlay expenses totaling \$69,515 during the period. These figures compared to the three-year averages of \$1,807,494, \$1,018,616, \$444,462, and \$344,417, respectively, for this time of year.

On a percentage basis, Total Revenue is 93% of that budgeted, more than the three-year average of 80% for this time of year. Total Expense is 70% of that budgeted, which is more than the three-year average of 67% 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	May 31, 2024				May 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	13,903,963	13,854,685	100%	13,334,618	13,444,618	13,910,074	103%	0%
42	Other Student Fees	3,678,121	3,596,506	3,473,163	97%	3,039,243	3,176,393	3,159,578	99%	10%
43	Support From Local Government [1]	1,343,347	1,442,047	1,441,831	100%	1,789,423	1,789,423	1,406,417	79%	3%
44	State Support	35,999,152	33,117,691	30,510,847	92%	32,334,055	32,334,055	27,415,077	85%	11%
45	Federal Support	26,000	4,177,286	3,862,270	92%	0	26,000	26,338	101%	
46	Gifts, Private Grants & Contracts	0	0	0		0	0	0		
47	Sales and Services Department	827,665	1,187,621	1,169,730	98%	555,362	645,380	906,616	140%	29%
49	Other Revenue [2]	476,544	915,326	985,048	108%	141,817	391,817	316,626	81%	
4A	Non-Revenue Receipts [3]	296,548	100	(4)	-4%	298,548	298,548	1	0%	
	<b>Total : Revenue</b>	<b>56,326,547</b>	<b>58,340,540</b>	<b>55,297,570</b>	<b>95%</b>	<b>51,493,066</b>	<b>52,106,234</b>	<b>47,140,728</b>	<b>90%</b>	<b>17%</b>
	<b>Grand Total : Revenue</b>	<b>56,326,547</b>	<b>58,340,540</b>	<b>55,297,570</b>	<b>95%</b>	<b>51,493,066</b>	<b>52,106,234</b>	<b>47,140,728</b>	<b>90%</b>	<b>17%</b>
	<b>Expense</b>									
	<b>Personnel</b>									
51	Salaries-Full Time & Perm Part Time	25,165,669	26,464,322	23,370,326	88%	23,727,397	25,009,136	19,923,138	80%	17%
52	Other Personnel Exp P/T (Non-Perm)	3,709,408	3,797,208	2,878,984	76%	3,743,109	3,748,359	2,998,526	80%	-4%
53	Personnel Benefits	11,991,426	11,052,253	8,640,069	78%	12,357,008	11,057,119	7,407,128	67%	17%
	<b>Total : Personnel</b>	<b>40,866,503</b>	<b>41,313,783</b>	<b>34,889,380</b>	<b>84%</b>	<b>39,827,514</b>	<b>39,814,615</b>	<b>30,328,792</b>	<b>76%</b>	<b>15%</b>
	<b>Current Expense</b>									
61	Services [4]	11,146,170	15,200,940	10,432,401	69%	10,182,279	10,575,179	7,695,069	73%	36%
62	Materials and Supplies	4,114,207	4,046,221	2,645,183	65%	3,689,740	3,651,521	2,489,844	68%	6%
63	Other Current Charges [5]	6,608,353	4,264,305	704,812	17%	4,472,369	4,294,737	931,202	22%	-24%
	<b>Total : Current Expense</b>	<b>21,868,730</b>	<b>23,511,466</b>	<b>13,782,396</b>	<b>59%</b>	<b>18,344,388</b>	<b>18,521,437</b>	<b>11,116,116</b>	<b>60%</b>	<b>24%</b>
	<b>Capital</b>									
71	Capital Outlay	1,145,586	1,221,453	342,674	28%	1,029,246	1,092,407	33,320	3%	
	<b>Total : Capital</b>	<b>1,145,586</b>	<b>1,221,453</b>	<b>342,674</b>	<b>28%</b>	<b>1,029,246</b>	<b>1,092,407</b>	<b>33,320</b>	<b>3%</b>	
	<b>Grand Total : Expense</b>	<b>63,880,819</b>	<b>66,046,700</b>	<b>49,014,450</b>	<b>74%</b>	<b>59,201,148</b>	<b>59,428,459</b>	<b>42,478,228</b>	<b>71%</b>	<b>15%</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	May 31, 2024				May 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>											
41	Student Fees	1,302,969	1,414,288	1,408,141	100%	1,283,737	1,283,737	1,310,128	102%		7%	
42	Other Student Fees	123,689	130,089	119,486	92%	123,689	123,689	120,980	98%		-1%	
44	State Support	178,164	178,164	0	0%	178,164	178,164	0	0%			
49	Other Revenue [1]	68,438	147,517	162,802	110%	3,767	48,767	96,503	198%		198%	
	<b>Total : Revenue</b>	<b>1,673,260</b>	<b>1,870,058</b>	<b>1,690,429</b>	<b>90%</b>	<b>1,589,357</b>	<b>1,634,357</b>	<b>1,527,612</b>	<b>93%</b>		<b>11%</b>	
	<b>Grand Total : Revenue</b>	<b>1,673,260</b>	<b>1,870,058</b>	<b>1,690,429</b>	<b>90%</b>	<b>1,589,357</b>	<b>1,634,357</b>	<b>1,527,612</b>	<b>93%</b>		<b>11%</b>	
	<b>Expense</b>											
	<b>Personnel</b>											
51	Salaries-Full Time & Perm Part Time	800,253	845,608	708,231	84%	728,407	728,407	406,032	56%		74%	
52	Other Personnel Exp P/T (Non-Perm)	400,451	451,551	435,223	96%	367,000	367,000	445,315	121%		-2%	
53	Personnel Benefits	259,408	263,758	210,217	80%	275,679	275,679	128,922	47%		63%	
	<b>Total : Personnel</b>	<b>1,460,112</b>	<b>1,560,917</b>	<b>1,353,671</b>	<b>87%</b>	<b>1,371,086</b>	<b>1,371,086</b>	<b>980,270</b>	<b>71%</b>		<b>38%</b>	
	<b>Current Expense</b>											
61	Services [2]	35,755	33,600	16,785	50%	25,070	26,338	16,996	65%		-1%	
62	Materials and Supplies	83,777	87,592	75,907	87%	77,765	81,560	71,745	88%		6%	
63	Other Current Charges [3]	93,616	189,449	25,719	14%	115,601	115,601	33,119	29%		-22%	
	<b>Total : Current Expense</b>	<b>213,148</b>	<b>310,641</b>	<b>118,410</b>	<b>38%</b>	<b>218,436</b>	<b>223,499</b>	<b>121,860</b>	<b>55%</b>		<b>-3%</b>	
	<b>Capital</b>											
71	Capital Outlay	0	0	0		2,931	(1,532)	(2,931)	191%		-100%	
	<b>Total : Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>2,931</b>	<b>(1,532)</b>	<b>(2,931)</b>	<b>191%</b>		<b>-100%</b>	
	<b>Grand Total : Expense</b>	<b>1,673,260</b>	<b>1,871,558</b>	<b>1,472,082</b>	<b>79%</b>	<b>1,592,453</b>	<b>1,593,053</b>	<b>1,099,199</b>	<b>69%</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: Thirty-seven (38)  
AMENDMENT NUMBER: Thirty-seven (38)**

**FISCAL YEAR: 2023-24  
May 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		1,862,007 <a>	58,340,540
TOTAL TO BE ACCOUNTED FOR	\$ 70,608,998	\$ 0	\$ 1,862,007	\$ 68,746,991
SALARIES	\$ 41,313,782	\$		\$ 41,313,782
CURRENT EXPENSE	23,159,803	2,147 <b>		23,161,950
CAPITAL OUTLAY	1,181,018	33,353 <c>		1,214,371
ENDING FUND BALANCE	4,954,395		1,897,507 <d>	3,056,888
TOTAL ACCOUNTED FOR	\$ 70,608,998	\$ 35,500	\$ 1,897,507	\$ 68,746,991

JUSTIFICATION:

<a> The \$1,862,007 decrease in Revenue is due to:

Adj Budget for Increase in Workforce Development Revenue	35,600
Move Pipeline Revenue to Fund 2	(1,897,607)
	<u>\$ (1,862,007)</u>

<b> The \$2,147.00 increase in Current Expense is due to:

Decrease in current expense due to travel expense	(14,303)
Decrease in current expense due to postage expense	(127)
Decrease in current expense due to printing expense	(7,656)
Decrease in current expense due to repairs and maintenance expense	(5,835)
Decrease in current expense due to service contracts expense	(5,063)
Decrease in current expense due to rental expense	(1,000)
Increase in current expense due to utilities expense	12,378
Decrease in current expense due to hazardous waste expense	(7,184)
Increase in current expenses due to contractual services	38,702
Decrease in current expense due to decrease in institutional memberships	(2,040)
Increase in current expense due to adversting expense	32,736
Increase in current expense due to an increase in professional fees	4,500
Decrease in current expense due to decrease in Bank Service Fees	(12,770)
Decrease in current expense due to decrease in Food Products cost	(500)
Decrease in current expense due to decrease in material and supplies	(17,133)
Decrease in current expense due to decrease in Data Software	(39,263)
Decrease in current expenses due to few departmental uniform costs	(1,314)
Increase in current expenses due to higher minor equipment costs	24,177
Increase in current expenses due to purchases in libaray books and eResources	18,844
Decrease in current expenses due to other expenses	(15,003)
	<u>\$ 2,147</u>

<c> The \$33,353 increase in Capital Outlay is due to:

Increase to budget small computer equipment	11,462
Increase to budget for small non-computer equipment	1,546
Decrease to budget for non-computer equipment	(3,170)
Increase to budget for computer equipment	23,515
	<u>\$ 33,353</u>

<d> The \$1,826,507 decrease in Fund Balance is due to:

Move Pipeline Revenue to Fund 2	(1,897,607)
Adj Budget for Increase in Workforce Development Revenue	100
	<u>\$ (1,897,507)</u>

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

RESOLUTION NUMBER: Thirty-Eight (39)  
AMENDMENT NUMBER: Thirty-Eight (39)

FISCAL YEAR: 2023-24  
May 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	14,098,989	190,542 <a>		14,289,531
TOTAL TO BE ACCOUNTED FOR	\$ 15,707,800	\$ 190,542	\$ 0	\$ 15,898,342
SALARIES	\$ 4,683,840	\$ 110,913 <b>		4,794,753
CURRENT EXPENSE	2,138,056	17,518 <c>		2,155,575
CAPITAL OUTLAY	1,517,600	88,578 <d>		1,606,178
ENDING FUND BALANCE	7,368,304		26,467 <e>	7,341,837
TOTAL ACCOUNTED FOR	\$ 15,707,800	\$ 217,009	\$ 26,467	\$ 15,898,342

JUSTIFICATION:

<a> The \$190,542 increase in Revenue is due to:  
B2B Budget modification increase w/SPC  
Establish 23/24 LINE Grant award

19,250  
171,292  
\$ 190,542

<b> The \$110,913 increase in Salaries Expense is due to:  
B2B Budget modification increase w/SPC  
Establish 23/24 LINE Grant award  
Amendment to LINE grant  
Adjust Perkins budget with the State

14,813  
171,292  
(54,146)  
(21,046)  
\$ 110,913

<c> The \$17,518 increase in Current Expense is due to:  
B2B Budget modification increase w/SPC  
Establish 23/24 LINE Grant award  
Adjust Perkins budget with the State  
Increase-rent expense Athletic Booster

4,437  
3,386  
(16,772)  
26,467  
\$ 17,518

<d> The \$88,578 increase in Capital Outlay Expense is due to:  
Establish 23/24 LINE Grant award  
Adjust Perkins budget with the State

50,760  
37,818  
\$ 88,578

<e> The \$26,467 decrease in Fund Balance is due to:  
Increase-rent expense Athletic Booster

(26,467)  
\$ (26,467)

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

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

**FISCAL YEAR: 2023-24  
May 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	1,759,479	73,929 <a>		1,833,408
CAPITAL OUTLAY	42,744,518	56,071 <b>		42,800,589
ENDING FUND BALANCE	(6,346,947)		130,000 <c>	(6,476,947)
TOTAL ACCOUNTED FOR	\$ 38,157,050	\$ 130,000	\$ 130,000	\$ 38,157,050

JUSTIFICATION:

<a> The \$73,929 increase in Current Expense is due to:

To fund accounts for Tech Refresh	82,755
For MTSC Classroom Conversion project	(3,326)
For Tech Refresh - Projectors	3,000
For Bldg 1, 2nd floor office remodel	(8,500)
	<u>\$ 73,929</u>

<b> The \$56,071 increase in Capital Outlay is due to:

To fund accounts for Tech Refresh	(82,755)
For MTSC Classroom Conversion project	3,326
For Tech Refresh - Projectors	(3,000)
For Bldg 1, 2nd floor office remodel	8,500
Increase for CIF Bldg/Maint/Repair	100,000
Increase for Campuswide Roof repair	30,000
	<u>\$ 56,071</u>

<c> The \$130,000 decrease in Ending Fund Balance is due to:

Increase for CIF Bldg/Maint/Repair	(100,000)
Increase for Campuswide Roof repair	(30,000)
	<u>(130,000)</u>

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	May 31, 2024				May 31, 2023				Percent Change CY YTD Actual/ PY YTD Actual
	Orig Budget	Adj Budget	YTD Actual	YTD Actual / Adj Budget	Percent YTD Actual / Adj Budget	Orig Budget	Adj Budget	YTD Actual	
<b>Revenue</b>									
43 Support From Local Government [1]	3,954,102	4,523,988	3,991,771	88%	3,938,551	4,216,154	3,904,151	93%	2%
44 State Support [2]	40	7,162	349,331		40	150,040	236,692	158%	48%
45 Federal Support [3]	27,268	448,386	214,581	48%	27,268	365,308	31,965	9%	
49 Other Revenue [4]	79,430	176,182	111,276	63%	79,430	79,430	50,846	64%	119%
<b>Total : Revenue</b>	<b>4,060,840</b>	<b>5,155,718</b>	<b>4,666,960</b>	<b>91%</b>	<b>4,045,289</b>	<b>4,810,932</b>	<b>4,223,654</b>	<b>88%</b>	<b>10%</b>
<b>Grand Total : Revenue</b>	<b>4,060,840</b>	<b>5,155,718</b>	<b>4,666,960</b>	<b>91%</b>	<b>4,045,289</b>	<b>4,810,932</b>	<b>4,223,654</b>	<b>88%</b>	<b>10%</b>
<b>Expense</b>									
<b>Personnel</b>									
51 Salaries-Full Time & Perm Part Time	1,834,689	2,380,873	2,158,761	91%	1,834,689	2,210,382	1,836,426	83%	18%
52 Other Personnel Exp P/T (Non-Perm)	59,520	67,574	31,096	46%	59,520	75,520	47,136	62%	-34%
53 Personnel Benefits	732,988	892,882	717,947	80%	732,988	732,988	591,240	81%	21%
<b>Total : Personnel</b>	<b>2,627,197</b>	<b>3,341,329</b>	<b>2,907,803</b>	<b>87%</b>	<b>2,627,197</b>	<b>3,018,890</b>	<b>2,474,802</b>	<b>82%</b>	<b>17%</b>
<b>Current Expense</b>									
61 Services [5]	1,065,835	1,208,762	777,834	64%	1,082,540	1,103,268	723,496	66%	8%
62 Materials and Supplies	269,154	310,213	265,168	85%	269,155	290,160	248,992	86%	6%
63 Other Current Charges	0	0	0		0	0	0		
<b>Total : Current Expense</b>	<b>1,334,989</b>	<b>1,518,975</b>	<b>1,043,002</b>	<b>69%</b>	<b>1,351,695</b>	<b>1,393,428</b>	<b>972,488</b>	<b>70%</b>	<b>7%</b>
<b>Capital</b>									
71 Capital Outlay	538,038	922,103	468,344	51%	274,508	644,734	150,218	23%	
<b>Total : Capital</b>	<b>538,038</b>	<b>922,103</b>	<b>468,344</b>	<b>51%</b>	<b>274,508</b>	<b>644,734</b>	<b>150,218</b>	<b>23%</b>	
<b>Grand Total : Expense</b>	<b>4,500,223</b>	<b>5,782,407</b>	<b>4,419,149</b>	<b>76%</b>	<b>4,253,400</b>	<b>5,057,052</b>	<b>3,597,508</b>	<b>71%</b>	<b>23%</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	May 31, 2024				May 31, 2024				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	
<b>Revenue</b>									
43 Support From Local Government [1]	2,364,033	2,205,427	2,073,709	94%	1,661,312	1,495,055	1,247,032	83%	66%
44 State Support [2]	0	0	192,653		0	58,376	66,751	114%	189%
45 Federal Support [3]	30,000	224,346	(6,735)	-3%	15,000	210,558	1,801	1%	-474%
49 Other Revenue [4]	2,000	14,800	15,935	108%	1,817	9,817	7,817	80%	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>2,275,562</b>	<b>93%</b>	<b>1,681,403</b>	<b>1,943,080</b>	<b>1,323,401</b>	<b>68%</b>	<b>72%</b>
<b>Grand Total : Revenue</b>	<b>2,396,033</b>	<b>2,444,573</b>	<b>2,275,562</b>	<b>93%</b>	<b>1,681,403</b>	<b>1,943,080</b>	<b>1,323,401</b>	<b>68%</b>	<b>72%</b>
<b>Expense</b>									
<b>Personnel</b>									
51 Salaries-Full Time & Perm Part Time	1,044,146	1,109,577	924,799	83%	890,246	1,027,392	799,842	78%	16%
52 Other Personnel Exp P/T (Non-Perm)	17,000	27,500	24,784	90%	25,000	37,960	15,297	40%	62%
53 Personnel Benefits	359,599	415,046	312,446	75%	349,599	387,677	284,737	73%	10%
<b>Total : Personnel</b>	<b>1,420,745</b>	<b>1,552,123</b>	<b>1,262,029</b>	<b>81%</b>	<b>1,264,845</b>	<b>1,453,029</b>	<b>1,099,876</b>	<b>76%</b>	<b>15%</b>
<b>Current Expense</b>									
61 Services [5]	547,840	597,260	208,946	35%	312,664	421,602	143,383	34%	46%
62 Materials and Supplies	184,687	165,752	136,585	82%	213,138	204,653	521,742	255%	-74%
<b>Total : Current Expense</b>	<b>732,527</b>	<b>763,013</b>	<b>345,531</b>	<b>45%</b>	<b>525,802</b>	<b>626,255</b>	<b>665,124</b>	<b>106%</b>	<b>-48%</b>
<b>Capital</b>									
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>1,704,119</b>	<b>70%</b>	<b>2,306,839</b>	<b>2,611,601</b>	<b>2,268,937</b>	<b>87%</b>	<b>-25%</b>

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

## ACCEPTANCE OF GIFTS AND GRANTS

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

<b>May 2024</b>		
<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>Gifts:</u></b>		
No gifts received		
<b><u>Grants:</u></b>		
United States Department of Education		
May YTD Revenue	607,083	
April YTD Revenue	607,083	
Change for Month of May	-	Pell Grant 2022-23
May YTD Revenue	12,171,682	
April YTD Revenue	12,181,737	
Change for Month of May	(10,055)	Pell Grant 2023-24
<b>Total Received - Gifts</b>	-	
<b>Total Received (Returned) - Pell Grant</b>	<b>(10,055)</b>	

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

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

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

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

**SUBJECT:** *Monthly Financial Report – June 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 June 30, 2024.

Student Fees revenue for the current year is down 1% compared to the same period last year. Other Student Fees revenue increased by 27% over Other Student Fees reported through June 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 June of last year. State Support increased by 12% over State Support through June of last year due to increased appropriations for the current fiscal year.

In the category of Expenses, overall Personnel costs are 26% higher as compared to last June. Services expenses increased 44% and Materials and Supplies expenses increased 3% compared to June of last year. Materials and Supplies expense increase is due to an increase in educational materials and supplies purchases. Other Current Charges decreased 12% compared to the same category through June of last year. This decrease is due to a reduction in fundable fee waivers and year-end closing entries. Capital Outlay in June was \$435,051 compared to \$119,218 last June. This increase is mainly due to an increase in office furniture and equipment purchases.

With this fiscal year complete, personnel costs are at 106% of the amount budgeted for the current year, higher compared to the three-year average of 99% for this time of year. Current expenses represent 64% of the amount budgeted, less than the three-year average of 77% this time of year.



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

- Year-To-Date Actual Revenue is 100% of the Adjusted Budget, which is higher compared with the three-year average of 99% for this time of year.
- Year-To-Date Actual Expense is 89% of the Adjusted Budget, which is higher than the three-year average of 83% for this time of year.
- Revenues are higher and expenses are lower as would be expected as a percentage of budget basis.

**Baccalaureate Programs**

Total Revenue for Baccalaureate Programs consists of Student Fees, Other Student Fees, and Other Revenue. Total Revenue as of June 30, 2024, totaled \$1,888,768, compared to the three-year average of \$1,682,063. Student Fees revenue is \$1,413,278 and Other Student Fees revenue is \$120,153, compared to the three-year average of \$1,342,356 and \$122,959, respectively, for this time of year. Other Revenue is \$177,173 compared to the three-year average of \$97,971 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 \$1,597,353, with Personnel totaling \$1,474,433 and Current Expense totaling \$122,920, compared to the three-year average of \$1,331,425, \$1,200,731, and \$125,955, respectively, for this time of year.

On a percentage basis, Total Revenue is 101% of that budgeted compared to the three-year average of 97% for this time of year. Total Expense is 85% of that budgeted, which is higher than the 77% three-year average for this time of year.

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

Total Revenue for Collegiate School – Bradenton Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of June 30, 2024, totaled \$5,571,206 compared to the three-year average of \$4,971,201. Support from Local Government is \$4,657,118 compared to the three-year average of \$4,320,035 for this time of year. State Support is \$402,934 compared to the three-year average of \$311,490 for this time of year. Federal Support is \$389,996 compared to the three-year average of \$264,304 for this time of year. This decrease is due to accruing ESSER grants funds back into the previous fiscal year. Other Revenue is \$121,158 compared to the three-year average of \$75,372 for this time of year. This increase is driven by the rise in interest rates in the current fiscal year.

Total Expense for Collegiate School – Bradenton Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$5,190,722, with Personnel totaling \$3,237,277, Current Expense totaling \$1,437,347 and Capital Outlay expenses totaling \$516,098 during the period. These figures compared to the three-year averages of \$4,631,867, \$2,825,637, \$1,431,755, and \$374,474, respectively, for this time of year.

On a percentage basis, Total Revenue is 97% of that budgeted, more than the three-year average of 96% for this time of year. Total Expense is 86% of that budgeted, higher than the three-year average of 82% for this time of year.

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

Total Revenue for Collegiate School – Venice Campus consists of Support from Local Government, State Support, Federal Support, and Other Revenue. Total Revenue as of June 30, 2024, totaled \$2,632,768 compared to the three-year average of \$2,319,665. Support from Local Government is \$2,237,670 compared to the three-year average of \$1,646,722 for this time of year. State Support is \$251,017 compared to the three-year average of \$156,151. Federal Support is \$126,984 compared to the three-year average of \$112,495 for this time of year. This decrease is due to accruing ESSER grants funds back into the previous fiscal year. Other Revenue is \$17,097 compared to the three-year average of \$404,297 for this time of year. In previous years, funding was transferred to cover the cost of portables for the Venice campus.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$2,089,346, with Personnel totaling \$1,430,803, Current Expense totaling \$589,028 and Capital Outlay expenses totaling \$69,515 during the period. These figures compared to the three-year averages of \$2,128,642, \$1,170,169, \$554,065, and \$404,408, respectively, for this time of year.

On a percentage basis, Total Revenue is 97% of that budgeted, more than the three-year average of 113% for this time of year. Total Expense is 87% of that budgeted, which is more than the three-year average of 83% 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	June 30, 2024				June 30, 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	13,903,963	13,869,578	100%	13,334,618	13,444,618	13,998,300	104%	-1%
42 Other Student Fees	3,678,121	3,934,226	3,863,219	98%	3,039,243	3,172,893	3,039,456	96%	27%
43 Support From Local Government [1]	1,343,347	1,442,047	1,440,464	100%	1,789,423	1,789,423	1,404,330	78%	3%
44 State Support	35,999,152	33,925,828	34,187,692	101%	32,334,055	32,334,055	30,493,807	94%	12%
45 Federal Support	26,000	4,177,286	4,091,689	98%	0	26,000	75,274	290%	
46 Gifts, Private Grants & Contracts	0	0	0		0	0	0		
47 Sales and Services Department	827,665	1,187,621	1,094,139	92%	555,362	645,380	964,844	150%	13%
49 Other Revenue [2]	476,544	1,055,423	993,357	94%	141,817	391,817	685,559	175%	45%
4A Non-Revenue Receipts [3]	296,548	100	24,396		298,548	298,548	918,252	308%	-97%
<b>Total : Revenue</b>	<b>56,326,547</b>	<b>59,626,494</b>	<b>59,564,534</b>	<b>100%</b>	<b>51,493,066</b>	<b>52,102,734</b>	<b>51,579,822</b>	<b>99%</b>	<b>15%</b>
<b>Grand Total : Revenue</b>	<b>56,326,547</b>	<b>59,626,494</b>	<b>59,564,534</b>	<b>100%</b>	<b>51,493,066</b>	<b>52,102,734</b>	<b>51,579,822</b>	<b>99%</b>	<b>15%</b>
<b>Expense</b>									
<b>Personnel</b>									
51 Salaries-Full Time & Perm Part Time	25,165,669	25,132,838	25,327,331	101%	23,727,397	23,892,743	22,525,028	94%	12%
52 Other Personnel Exp P/T (Non-Perm)	3,709,408	3,797,208	3,039,352	80%	3,743,109	3,623,078	3,200,751	88%	-5%
53 Personnel Benefits	11,991,426	12,382,786	15,432,316	125%	12,357,008	12,302,293	8,983,644	73%	72%
<b>Total : Personnel</b>	<b>40,866,503</b>	<b>41,312,833</b>	<b>43,798,999</b>	<b>106%</b>	<b>39,827,514</b>	<b>39,818,115</b>	<b>34,709,423</b>	<b>87%</b>	<b>26%</b>
<b>Current Expense</b>									
61 Services [4]	11,146,170	15,228,847	12,249,841	80%	10,182,279	10,573,339	8,529,313	81%	44%
62 Materials and Supplies	4,114,207	4,113,158	2,913,053	71%	3,689,740	3,655,069	2,828,787	77%	3%
63 Other Current Charges [5]	6,608,353	5,829,009	941,028	16%	4,472,369	4,282,237	1,071,702	25%	-12%
<b>Total : Current Expense</b>	<b>21,868,730</b>	<b>25,171,014</b>	<b>16,103,922</b>	<b>64%</b>	<b>18,344,388</b>	<b>18,510,646</b>	<b>12,429,803</b>	<b>67%</b>	<b>30%</b>
<b>Capital</b>									
71 Capital Outlay	1,145,586	1,128,859	435,051	39%	1,029,246	1,100,788	119,218	11%	
<b>Total : Capital</b>	<b>1,145,586</b>	<b>1,128,859</b>	<b>435,051</b>	<b>39%</b>	<b>1,029,246</b>	<b>1,100,788</b>	<b>119,218</b>	<b>11%</b>	
<b>Grand Total : Expense</b>	<b>63,880,819</b>	<b>67,612,704</b>	<b>60,337,972</b>	<b>89%</b>	<b>59,201,148</b>	<b>59,429,549</b>	<b>48,258,443</b>	<b>81%</b>	<b>25%</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	June 30, 2024				June 30, 2023				Percent CY YTD Actual/ PY YTD Actual	
		Orig Budget		YTD Actual		Orig Budget		YTD Actual			
		Adj Budget	YTD Actual / Adj Budget	Adj Budget	YTD Actual / Adj Budget	Adj Budget	YTD Actual / Adj Budget	Adj Budget	YTD Actual / Adj Budget		
	<b>Revenue</b>										
41	Student Fees	1,302,969	1,414,288	1,413,278	100%	1,283,737	1,283,737	1,322,333	103%	7%	
42	Other Student Fees	123,689	130,089	120,153	92%	123,689	123,689	122,211	99%	-2%	
44	State Support	178,164	178,164	178,164	100%	178,164	178,164	0	0%		
49	Other Revenue [1]	68,438	147,517	177,173	120%	3,767	48,767	108,655	223%		
	<b>Total : Revenue</b>	<b>1,673,260</b>	<b>1,870,058</b>	<b>1,888,768</b>	<b>101%</b>	<b>1,589,357</b>	<b>1,634,357</b>	<b>1,553,199</b>	<b>95%</b>	<b>22%</b>	
	<b>Grand Total : Revenue</b>	<b>1,673,260</b>	<b>1,870,058</b>	<b>1,888,768</b>	<b>101%</b>	<b>1,589,357</b>	<b>1,634,357</b>	<b>1,553,199</b>	<b>95%</b>	<b>22%</b>	
	<b>Expense</b>										
	<b>Personnel</b>										
51	Salaries-Full Time & Perm Part Time	800,253	845,608	752,605	89%	728,407	728,407	494,637	68%	52%	
52	Other Personnel Exp P/T (Non-Perm)	400,451	451,551	486,020	108%	367,000	367,000	511,941	139%	-5%	
53	Personnel Benefits	259,408	263,758	235,808	89%	275,679	275,679	157,670	57%	50%	
	<b>Total : Personnel</b>	<b>1,460,112</b>	<b>1,560,917</b>	<b>1,474,433</b>	<b>94%</b>	<b>1,371,086</b>	<b>1,371,086</b>	<b>1,164,248</b>	<b>85%</b>	<b>27%</b>	
	<b>Current Expense</b>										
61	Services [2]	35,755	33,600	16,806	50%	25,070	25,488	20,140	79%	-17%	
62	Materials and Supplies	83,777	87,592	77,425	88%	77,765	82,410	74,025	90%	5%	
63	Other Current Charges [3]	93,616	189,449	28,689	15%	115,601	115,601	33,427	29%	-14%	
	<b>Total : Current Expense</b>	<b>213,148</b>	<b>310,641</b>	<b>122,919</b>	<b>40%</b>	<b>218,436</b>	<b>223,499</b>	<b>127,592</b>	<b>57%</b>	<b>-4%</b>	
	<b>Capital</b>										
71	Capital Outlay	0	0	0		2,931	(1,532)	(1,532)	100%	-100%	
	<b>Total : Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>2,931</b>	<b>(1,532)</b>	<b>(1,532)</b>	<b>100%</b>	<b>-100%</b>	
	<b>Grand Total : Expense</b>	<b>1,673,260</b>	<b>1,871,558</b>	<b>1,597,353</b>	<b>85%</b>	<b>1,592,453</b>	<b>1,593,053</b>	<b>1,290,308</b>	<b>81%</b>	<b>24%</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: Forty-one (41)  
AMENDMENT NUMBER: Forty-one (41)**

**FISCAL YEAR: 2023-24  
June 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	58,340,540	1,285,954 <a>		59,626,494
TOTAL TO BE ACCOUNTED FOR	\$ 68,746,991	\$ 1,285,954	\$ 0	\$ 70,032,945
SALARIES	\$ 41,313,782	\$	950 <b>	41,312,832
CURRENT EXPENSE	23,161,950	2,009,064 <c>		25,171,014
CAPITAL OUTLAY	1,214,371		92,494 <d>	1,121,877
ENDING FUND BALANCE	3,056,888	950 <e>		3,057,838
TOTAL ACCOUNTED FOR	\$ 68,746,991	\$ 2,010,014	\$ 93,444	\$ 70,663,561

JUSTIFICATION:

<a> To increase for tuition, lottery and interest funds over budgeted amount

1,285,954  
1,285,954

<b> The \$950 decrease in Salaries is due to:  
Transfer excess salary budget to contingency  
To move budget for salary

(867)  
(83)  
\$ (950)

<c> The \$92,494 increase in Current Expense is due to:  
To purchase OTA Lab room supplies  
To purchase PT table and OTA table/chairs  
To purchase Ellucian Experience services & sub  
To purchase New PTA Clinical Coordinator laptop  
To increase budget for other expenses  
To purchase phones for Employees & Conference Rooms

(40)  
(2,080)  
44,357  
(1,128)  
1,916,570  
51,385  
\$ 2,009,064

<d> The \$92,494 decrease in Capital Outlay is due to:  
To purchase OTA Lab room supplies  
To purchase PT table and OTA table/chairs  
To purchase Ellucian Experience services & sub  
To purchase New PTA Clinical Coordinator laptop  
To purchase phones for Employees & Conference Rooms

40  
2,080  
(44,357)  
1,128  
(51,385)  
\$ (92,494)

<e> The \$950.00 decrease in Fund Balance is due to:  
Transfer excess salary budget to contingency  
To move budget for salary

(867)  
(83)  
\$ (950)

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

RESOLUTION NUMBER: **Forty-two (42)**  
AMENDMENT NUMBER: **Forty-two (42)**

FISCAL YEAR: **2023-24**  
**June 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	14,289,531		1,014,633 <a>	13,274,897
TOTAL TO BE ACCOUNTED FOR	\$ 15,898,342	\$ 0	\$ 1,014,633	\$ 14,883,708
SALARIES	\$ 4,794,753	\$ 191,691 <b>		4,986,444
CURRENT EXPENSE	2,155,575		1,206,627 <c>	948,948
CAPITAL OUTLAY	1,606,178	303 <d>		1,606,481
ENDING FUND BALANCE	7,341,837			7,341,837
TOTAL ACCOUNTED FOR	\$ 15,898,342	\$ 191,994	\$ 1,206,627	\$ 14,883,709

JUSTIFICATION:

<a> The \$1,014,633 decrease in Revenue is due to:  
Reduction in WIOA Grant funding  
SCFCS\_VC ESSER Grant FY 24  
SCFCS\_BC ESSER Grant

(1,250,000)  
14,147  
221,220  
\$ (1,014,633)

<b> The \$191,691 increase in Salaries Expense is due to:  
SCFCS-VC ESSER Grant FY 24  
SCFCS-BC ESSER Grant

11,851  
179,840  
\$ 191,691

<c> The \$1,206,324 decrease in Current Expense is due to:  
Reduction in WIOA Grant funding  
SCFCS-VC ESSER Grant FY 24  
SCFCS-BC ESSER Grant  
Due to Computer equipment quote cost increase

(1,250,000)  
2,295.30  
41,380.59  
(303)  
\$ (1,206,627)

<d> The \$303 increase in Capital Outlay Expense is due to:  
Due to Computer equipment quote cost increase

303  
\$ 303

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

**RESOLUTION NUMBER: Forty-three (43)  
AMENDMENT NUMBER: Forty-three (43)**

**FISCAL YEAR: 2023-24  
June 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	597,175 <a>		25,014,817
TOTAL TO BE ACCOUNTED FOR	\$ 38,157,050	\$ 597,175	\$ 0	\$ 38,754,225
SALARIES	\$ 0			0
CURRENT EXPENSE	1,833,408		389,624 <b>	1,443,784
CAPITAL OUTLAY	42,800,589	15,110 <c>		42,815,699
ENDING FUND BALANCE	(6,476,947)	971,689 <d>		(5,505,258)
TOTAL ACCOUNTED FOR	\$ 38,157,050	\$ 15,110	\$ 389,624	\$ 38,754,225

JUSTIFICATION:

<a> The \$597,175 increase in Revenue is due to:

SCFCS-BC FY24 Sales Tax Block Grant	65,326
SCFCS-BC ESSER Grant	251,017
SCFCS-BC FY24 Capital Outlay Revenue	280,832
	<u>\$ 597,175</u>

<b> The \$389,624 decrease in Current Expense is due to:

For Deferred maintenance project	(373,794)
FY2024 Facility Projects Close out	(28,330)
For Bldg 8 studio/AV furniture upgrade	12,500
	<u>\$ (389,624)</u>

<c> The \$15,110 increase in Capital Outlay is due to:

For Deferred maintenance project	373,794
FY2024 Facility Projects Close out	(399,924)
For Bldg 8 studio/AV furniture upgrade	(12,500)
New project for Marketing interior upgrades	20,631
New project for SCFCS-VC Fence	12,000
New project for SCFCS BC Courtyard access control	17,749
New project for SCFCS BC volleyball net replacement	3,360
	<u>15,110</u>

<d> The \$971,689 increase in Ending Fund Balance is due to:

SCFCS-BC FY24 Sales Tax Block Grant	65,326
SCFCS-BC ESSER Grant	251,017
SCFCS-BC FY24 Capital Outlay Revenue	280,832
FY2024 Facility Projects Close out	428,254
New project for Marketing interior upgrades	(20,631)
New project for SCFCS-VC Fence	(12,000)
New project for SCFCS BC Courtyard access control	(17,749)
New project for SCFCS BC volleyball net replacement	(3,360)
	<u>971,689</u>

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	June 30, 2024				June 30, 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	4,589,313	4,657,118	101%	3,938,551	4,216,154	4,232,187	100%	10%	
44 State Support [2]	40	287,994	402,934		40	150,040	262,647	175%	53%	
45 Federal Support [3]	27,268	669,606	389,996	58%	27,268	365,308	302,339	83%	29%	
49 Other Revenue [4]	79,430	176,182	121,158	69%	79,430	79,430	92,962	117%	30%	
<b>Total : Revenue</b>	<b>4,060,840</b>	<b>5,723,096</b>	<b>5,571,206</b>	<b>97%</b>	<b>4,045,289</b>	<b>4,810,932</b>	<b>4,890,135</b>	<b>102%</b>	<b>14%</b>	
<b>Grand Total : Revenue</b>	<b>4,060,840</b>	<b>5,723,096</b>	<b>5,571,206</b>	<b>97%</b>	<b>4,045,289</b>	<b>4,810,932</b>	<b>4,890,135</b>	<b>102%</b>	<b>14%</b>	
<b>Expense</b>										
<b>Personnel</b>										
51 Salaries-Full Time & Perm Part Time	1,834,689	2,544,712	2,378,269	93%	1,834,689	2,210,382	2,145,216	97%	11%	
52 Other Personnel Exp P/T (Non-Perm)	59,520	83,574	32,135	38%	59,520	75,520	52,445	69%	-39%	
53 Personnel Benefits	732,988	892,882	826,873	93%	732,988	732,988	715,997	98%	15%	
<b>Total : Personnel</b>	<b>2,627,197</b>	<b>3,521,168</b>	<b>3,237,277</b>	<b>92%</b>	<b>2,627,197</b>	<b>3,018,890</b>	<b>2,913,657</b>	<b>97%</b>	<b>11%</b>	
<b>Current Expense</b>										
61 Services [5]	1,065,835	1,249,763	1,167,286	93%	1,082,540	1,103,268	1,266,951	115%	-8%	
62 Materials and Supplies	269,154	310,593	270,062	87%	269,155	290,160	281,021	97%	-4%	
63 Other Current Charges	0	0	0		0	0	0			
<b>Total : Current Expense</b>	<b>1,334,989</b>	<b>1,560,356</b>	<b>1,437,347</b>	<b>92%</b>	<b>1,351,695</b>	<b>1,393,428</b>	<b>1,547,972</b>	<b>111%</b>	<b>-7%</b>	
<b>Capital</b>										
71 Capital Outlay	538,038	922,103	516,098	56%	274,508	798,813	164,645	21%		
<b>Total : Capital</b>	<b>538,038</b>	<b>922,103</b>	<b>516,098</b>	<b>56%</b>	<b>274,508</b>	<b>798,813</b>	<b>164,645</b>	<b>21%</b>		
<b>Grand Total : Expense</b>	<b>4,500,223</b>	<b>6,003,627</b>	<b>5,190,723</b>	<b>86%</b>	<b>4,253,400</b>	<b>5,211,131</b>	<b>4,626,274</b>	<b>89%</b>	<b>12%</b>	

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



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

AC Type Description	June 30, 2024				June 30, 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	2,205,427	2,237,670	101%	1,661,312	1,495,055	1,441,248	96%	96%	55%	
44 State Support [2]	0	251,017	251,017	100%	0	58,376	152,184	261%	261%	65%	
45 Federal Support [3]	30,000	238,493	126,984	53%	15,000	210,558	120,490	57%	57%	5%	
49 Other Revenue [4]	2,000	14,800	17,097	116%	1,817	9,817	623,165	6348%	6348%		
4A Non-Revenue Receipts	0	0	0		3,274	169,274	0	0%	0%		
<b>Total : Revenue</b>	<b>2,396,033</b>	<b>2,709,737</b>	<b>2,632,768</b>	<b>97%</b>	<b>1,681,403</b>	<b>1,943,080</b>	<b>2,337,087</b>	<b>120%</b>	<b>120%</b>	<b>13%</b>	
<b>Grand Total : Revenue</b>	<b>2,396,033</b>	<b>2,709,737</b>	<b>2,632,768</b>	<b>97%</b>	<b>1,681,403</b>	<b>1,943,080</b>	<b>2,337,087</b>	<b>120%</b>	<b>120%</b>	<b>13%</b>	
<b>Expense</b>											
<b>Personnel</b>											
51 Salaries-Full Time & Perm Part Time	1,044,146	1,119,435	1,036,035	93%	890,246	1,027,392	922,623	90%	90%	12%	
52 Other Personnel Exp P/T (Non-Perm)	17,000	29,493	25,535	87%	25,000	37,960	18,025	47%	47%	42%	
53 Personnel Benefits	359,599	415,046	369,233	89%	349,599	387,677	322,829	83%	83%	14%	
<b>Total : Personnel</b>	<b>1,420,745</b>	<b>1,563,974</b>	<b>1,430,803</b>	<b>91%</b>	<b>1,264,845</b>	<b>1,453,029</b>	<b>1,263,477</b>	<b>87%</b>	<b>87%</b>	<b>13%</b>	
<b>Current Expense</b>											
61 Services [5]	547,840	597,260	448,796	75%	312,664	421,602	415,859	99%	99%	8%	
62 Materials and Supplies	184,687	168,048	140,233	83%	213,138	204,653	183,409	90%	90%	-24%	
<b>Total : Current Expense</b>	<b>732,527</b>	<b>765,308</b>	<b>589,028</b>	<b>77%</b>	<b>525,802</b>	<b>626,255</b>	<b>599,268</b>	<b>96%</b>	<b>96%</b>	<b>-2%</b>	
<b>Capital</b>											
Capital Outlay	5,000	122,744	69,515	57%	516,192	532,317	503,937	95%	95%	-86%	
<b>Total : Capital</b>	<b>5,000</b>	<b>122,744</b>	<b>69,515</b>	<b>57%</b>	<b>516,192</b>	<b>532,317</b>	<b>503,937</b>	<b>95%</b>	<b>95%</b>	<b>-86%</b>	
<b>Grand Total : Expense</b>	<b>2,158,272</b>	<b>2,452,026</b>	<b>2,089,346</b>	<b>85%</b>	<b>2,306,839</b>	<b>2,611,601</b>	<b>2,366,682</b>	<b>91%</b>	<b>91%</b>	<b>-12%</b>	

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

## ACCEPTANCE OF GIFTS AND GRANTS

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

<b>June 2024</b>		
<u>DONOR/GRANTOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>Gifts:</u></b>		
No gifts received		
<b><u>Grants:</u></b>		
United States Department of Education		
June YTD Revenue	623,468	
May YTD Revenue	607,083	
Change for Month of June	16,385	Pell Grant 2022-23
June YTD Revenue	13,445,888	
May YTD Revenue	12,171,682	
Change for Month of June	1,274,206	Pell Grant 2023-24
<b>Total Received - Gifts</b>	<b>-</b>	
<b>Total Received (Returned) - Pell Grant</b>	<b>1,290,591</b>	

## PROPERTY DISPOSAL

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



Proposed by Xavier Montgomery  
 Name  
Manager, Business Operations  
 Title

Date 8/25/24

Description	Asset #	Purchase Price	Purchase Date	Reason for disposal	Method of disposal
OptiPlex 5050 Medium BTX	00033736	\$850.00	05/04/18	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	00034375	\$900.00	05/02/19	Obsolete	Escrap
Latitude 5490 XCTO	00034473	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5400 XCTO	00034942	\$1120.00	09/19/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	00035031	\$850.00	12/16/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	00035034	\$850.00	12/16/19	Obsolete	Escrap
Precision 3541 XCTO	00035063	\$1030.00	12/16/19	Obsolete	Escrap
Precision 3541 XCTO	00035066	\$1030.00	12/16/19	Obsolete	Escrap
Surface Pro 6, i5 256GB	00035068	\$965.08	01/03/20	Obsolete	Escrap
OptiPlex 5070 Tower XCTO	00035168	\$975.00	03/12/20	Obsolete	Escrap
Latitude 5400 BTX	00035207	\$1380.82	05/07/20	Obsolete	Escrap
Latitude 5400 BTX	00035209	\$1380.82	05/07/20	Obsolete	Escrap
Latitude 5400 XCTO	00035228	\$1225.00	05/22/20	Obsolete	Escrap
Latitude 5500 XCTO	00035231	\$1547.12	06/02/20	Obsolete	Escrap
Latitude 5400 XCTO	00035264	\$1200.00	06/17/20	Obsolete	Escrap
Latitude 5400 XCTO	00035266	\$1200.00	06/17/20	Obsolete	Escrap
Latitude 5400 XCTO	00035271	\$1200.00	06/17/20	Obsolete	Escrap
Latitude 5400 XCTO	00035284	\$1200.00	06/17/20	Obsolete	Escrap
Latitude 5420 XCTO	00036979	\$1090.00	07/27/21	Obsolete	Escrap
Crestron Processor	029106	\$1819.00	09/27/10	Obsolete	Escrap
Crestron Touch Panel	029107	\$1800.00	09/27/10	Obsolete	Escrap
8x4 Matrix Switcher	029108	\$1669.00	09/27/10	Obsolete	Escrap
Hitachi WXGA LCD Projector	029109	\$1586.00	09/27/10	Obsolete	Escrap
SMART Podium	029111	\$2869.00	09/27/10	Obsolete	Escrap
Crestron Touch Panel	029114	\$1800.00	09/27/10	Obsolete	Escrap
SMART Podium	029117	\$2869.00	09/27/10	Obsolete	Escrap
85" Electric Projection Screen	029127	\$1510.00	09/27/10	Obsolete	Escrap
Digital Visual Presenter	030364	\$2970.00	03/23/12	Obsolete	Escrap
16-Channel DVR	030670	\$2139.95	02/05/13	Obsolete	Escrap
Matrix Mixer	030671	\$2765.97	02/05/13	Obsolete	Escrap
Crestron Control Processor	030672	\$1916.37	02/05/13	Obsolete	Escrap
Rack frame and finishing kit	030675	\$3097.69	02/05/13	Obsolete	Escrap
IC Realtime DVR	032355	\$1665.58	05/11/16	Obsolete	Escrap
Latitude E5570 CTO	032467	\$1068.19	08/08/17	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	032938	\$100.75	06/06/17	Obsolete	Escrap

## PROPERTY DISPOSAL

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

OptiPlex 5050 Mini XCTO	032939	\$100.75	06/06/17	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033025	\$100.75	06/22/17	Obsolete	Escrap
OptiPlex 3040 Micro XCTO	033138	\$658.98	07/14/17	Obsolete	Escrap
OptiPlex 3040 Micro XCTO	033139	\$658.98	07/14/17	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033403	\$1079.69	01/02/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033423	\$1079.69	01/02/18	Obsolete	Escrap
70" HD Home Theater Display	033469	\$1199.99	02/07/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033580	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033582	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033586	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033614	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033645	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033648	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033652	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033657	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033663	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033675	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033680	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033681	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033685	\$750.00	03/29/18	Obsolete	Escrap
OptiPlex 5050 Medium BTX	033720	\$850.00	05/04/18	Obsolete	Escrap
OptiPlex 5050 Medium BTX	033740	\$850.00	05/04/18	Obsolete	Escrap
OptiPlex 5050 Medium BTX	033780	\$850.00	05/31/18	Obsolete	Escrap
OptiPlex 5050 Mini XCTO	033820	\$909.67	06/15/18	Obsolete	Escrap
Boat-Shaped Boardroom Table	033878	\$3187.00	08/01/18	Obsolete	Escrap
OptiPlex 3050 Micro XCTO	033915	\$711.98	09/11/18	Obsolete	Escrap
Latitude 3490 XCTO	033927	\$995.15	09/19/18	Obsolete	Escrap
Latitude 3490 XCTO	033928	\$995.15	09/19/18	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034271	\$528.00	05/07/19	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034272	\$528.00	05/07/19	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034273	\$528.00	05/07/19	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034274	\$528.00	05/07/19	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034275	\$528.00	05/07/19	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034276	\$528.00	05/07/19	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034277	\$528.00	05/07/19	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034281	\$528.00	05/07/19	Obsolete	Escrap
OptiPlex 3060 Micro BTX	034285	\$528.00	05/07/19	Obsolete	Escrap
Latitude 5490 XCTO	034310	\$1120.00	05/22/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034331	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034345	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034346	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034347	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034348	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034349	\$900.00	05/02/19	Obsolete	Escrap

# PROPERTY DISPOSAL

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

OptiPlex 5060 Mini XCTO	034350	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034352	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034353	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034354	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034355	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034356	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034358	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034359	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034364	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034371	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034373	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034377	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034380	\$900.00	05/02/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034425	\$900.00	06/18/19	Obsolete	Escrap
OptiPlex 5060 Mini XCTO	034431	\$1050.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034469	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034470	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034471	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034472	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034475	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034476	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034477	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034478	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034479	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034480	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034481	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034482	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034483	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034484	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034485	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034486	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034487	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034488	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034489	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034490	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034491	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034492	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034493	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034494	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034495	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034496	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034497	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034498	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034499	\$1120.00	06/18/19	Obsolete	Escrap

# PROPERTY DISPOSAL

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

Latitude 5490 XCTO	034500	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034501	\$1120.00	06/18/19	Obsolete	Escrap
Latitude 5490 XCTO	034502	\$1120.00	06/18/19	Obsolete	Escrap

Tate Montgomery 8/27/24  
Proposer Date

Rebecca Fuda 8/29/24  
Business Services Administrator Date

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Julia Jakway  
Julia Jakway (Aug 29, 2024 15:34 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  
September 26, 2024

**AGENDA ITEM:**

**Carry Forward/Fund Balance Spending Plan**

**RECOMMENDATION:**

**The College recommends District Board of Trustees approval of the attached Carry Forward Spending Plan pursuant to FS 1013.841 for the Fund Balance ending June 30, 2024.**

**STAFF ANALYSIS:**

The State College of Florida Manatee-Sarasota must submit a spending plan for the use of excess funds over a 5% reserve for colleges whose FTE is less than 15,000. The SCF fund balance reflected below is from 6/30/24 and includes nonrecurring grant balances and self-supporting funds. The Board of Trustees approved a spending plan for 24/25 for a portion of these funds.

Updated Commitments 7/1/24

Balance of State Specific Grants and Self Support Funds	\$ 2,465,250
Capital Outlay/IT Equipment	\$ 1,013,000
Contingency/Nonrecurring	\$ 4,299,268
Subtotal	\$ 7,777,518

Additional Items Proposed for Future Commitments

Design and Partial Infrastructure for Future Parrish Campus	\$ 1,300,000
Campus Maintenance, Renovation and Remodeling Pool	\$ 7,000,000
Nonrecurring Health Insurance Gap Coverage	\$ 2,400,000
Maintenance/Renovation/Equipment Pool	\$ 1,717,248

Funding to Facilitate Recovery from a Major Storm

Hurricane Deductible (5% of insured value, x 33%)	\$ 3,000,000
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<b>Total Carryforward Spending Plan</b>	<b>\$23,194,766</b>
<b>Plus 5% Required Minimum Reserve</b>	<b>\$ 4,201,452</b>
<b>Total Carryforward Spending Plan</b>	<b><u>\$27,396,218</u></b>

**FISCAL IMPACT**   Yes  

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

Will this action result in a Budget Amendment?   Yes  

If yes, indicate the dollar amount:   Various by Project  

**REQUESTED BY:**   Julie Jakway  

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

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY 2024-25	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(e) Operating expenditures	Previous Year Encumbrances	1,473,193	1	2025	2025	Previous Year outstanding encumbrances
2.	(e) Operating expenditures	Balance of State Specific Grants and Self-Supporting Unit Funds	2,465,250	1	2025	2025	Balance of state grants and self supporting units including CDL, Nursing Excellence, Coding Academy, Avocational and CTE
3.	(a) Commitment to previously funded PECO project	Parrish Center Phase I - BOT approved	1,300,000	1	2025	2027	Institutional funding committed to the PECO project of Parrish Center Phase I
4.	(g) Commitment to contingency reserve related to state declared emergency	Insurance Deductible/Repairs for Storm-Related Damage	3,000,000	1	N/A	N/A	Reserve to offset FEMA/insurance delays and denials for storm related damage, tuition loss.
5.	(e) Operating expenditures	Nonrecurring expenses including health insurance, equipment replacement, program expansion	5,298,533	1	2025	2025	Includes equipment replacement, software, Quality Enhancement Plan (QEP), unfunded portion of health insurance
6.	(e) Operating expenditures	Operating Reserves for Future Use	4,130,983	3	2025	2028	Faculty and staff development, nonrecurring operating expenses
7.	Transfer to Capital	Replaced Unfunded SYD Funds for Maintenance and Renovation + Capital Project Funding	7,000,000	3	2025	2028	Construction, maintenance and renovation projects prioritized in the 2024/25 Capital Improvement Plan

**Total as of July 1, 2024: \***  
 \$ 24,667,959

**Amount Requiring Spending Plan**  
 \$ 24,667,959



Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
June 27, 2023

**AGENDA ITEM:**

**2024 Fund Balance**

**RECOMMENDATION:**

**The College requests approval by the District Board of Trustees to transfer funds from the unrestricted operating fund balance to the plant fund.**

**STAFF ANALYSIS:**

Funds are available in the fund balance reserve to support capital projects identified in the District Board of Trustees – approved Capital Improvement Plan as well as deferred maintenance, renovation and repair projects.

Additionally, the request will move \$1,300,000 approved by the District Board of Trustees for matching funds for the Parrish Campus Phase I project.

**FISCAL IMPACT YES**

Funding Source: **Fund Balance**

Will this action result in a Budget Amendment? **No**

If yes, indicate the dollar amount: **\$8,300,000**

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

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

## BUDGET AMENDMENT REQUEST

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

**FISCAL YEAR:** 2024- 2025

Be it resolved that the District Board of Trustees, (State College of Florida, Manatee-Sarasota), in meeting assembled, pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716(3)(b), Florida Administrative Code, hereby requests the State Board of Education to review amendments to the college budget for the fiscal year as follows:

**REASONS FOR BUDGET AMENDMENT:** Place an "X" by the applicable reason for amendment.

\_\_\_\_\_ (1) JUSTIFICATION: To budget transfer of funds from Fund I (Current Fund - Unrestricted) to:

	Fund	Amount	Explanation	
X	11000 to 70000	1,300,000	College commitment to match the legislative appropriation for Parrish Phase I.	BOT approved 9/24/2024.
X	11000 to 70000	<u>7,000,000</u>	Transfer funds for CIP listed projects.	BOT approved 9/24/2024.
		<b>8,300,000</b>		

\_\_\_\_\_ (2) (2) CHANGE IN FUND BALANCE SPECIFIED IN SECTION 1011.84(3)(E), F.S.: Notification necessary only if New Fund Balance is less than 5% for institutions with a final FTE less than 15,000 or 7% for institutions with a final FTE of 15,000 or greater.

New Fund Balance \_\_\_\_\_ %

**CERTIFIED AS  
APPROVED BY  
BOARD:**

\_\_\_\_\_   
President (as Secretary of the Board)

**BOARD APPROVAL DATE:** \_\_\_\_\_

Submit this form and a copy of the Board of Trustees meeting minutes, reflecting approval of the transfer to collegereporting@fldoe.org by September 30th of the current year.

<b>State College of Florida Current Capital Projects With Budgets over \$150,000 as of September 2024</b>											
	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>											
Bradenton Site Improvements	708,000	5/25/2021	CIF	Drainage/Safety	708,000	Complete					
Building Deferred Maintenance, Buildings 300	1,000,000	6/28/2022	\$8.2M State CARES	Deferred Maint.	1,000,000	Complete					
Building Maintenance Collegewide: Roof, Floor, Painting	450,000	5/25/2021	CIF, CO&DS	Deferred Maint.	450,000	Complete					
MTSC Nursing Student Debriefing Rooms	350,000	6/27/2023	CIF	Nursing Program	350,000	Complete					
Collegewide Parking Lot Striping	250,000	6/27/2023	CIF	Safety	250,000	Complete					
Building 19 Guidance & Remediation Suite	408,000	10/31/2023	Collegiate School PECO	Student Support	408,000	Complete					
Building 14 Student Union Floor Replacement	200,000	10/31/2023	CIF	Deferred Maint.	200,000	Complete					
<b>In-Construction</b>											
Building Deferred Maintenance, Buildings 17,29,500	1,270,000	6/28/2022	\$8.2M State CARES	Deferred Maint.	1,270,000	Construction					
Roof Coatings, Collegewide	1,535,000	6/28/2022	\$8.2M State CARES	Deferred Maint.	1,535,000	Construction					
HVAC Deferred Maintenance, Buildings 26	2,658,776	6/28/2022	\$8.2M State CARES	Deferred Maint.	2,658,776	Construction					
Lighting Upgrades, Parking, Sidewalks, Neel Auditorium	775,000	6/27/2023	CIF , CO&DS	Safety	775,000	Construction					
Building 8 Classroom Upgrades	200,000	6/27/2023	CIF/Fund Balance	Power Distribution	200,000	Construction					
CIT Faculty Offices	350,000	6/27/2023	CIF	Nursing Program	350,000	Construction					
<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					
<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  
September 24<sup>th</sup>, 2024

**AGENDA ITEM:**

Contract Approval for Building 1 Roof Replacement, Bradenton Campus

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees for the contract with The Garland Company Inc. to replace the flat roof sections on Student Services Building 1, Bradenton Campus.**

**STAFF ANALYSIS:**

This project was approved by the Board as part of the \$8.2M Deferred Maintenance funds received from the State. This contract will commit the final remaining funds from the initial \$8.2M.

For this project the college intends to utilize The Garland Company Inc. through the OMNIA Cooperative Purchasing Agreement. The Florida Department of Management Services evaluated the Garland Company, Inc. Cooperative Purchasing Agreement through OMNIA Partners, which consists of competitively procured Roofing Products and Services. The Secretary of the Department of Management Services determined that the provisions of the contract services are cost effective and the best value to the state.

The Garland Company Inc. received competitive bids from roofing subcontractors. The subcontractor competitive bids were evaluated along with Garlands general conditions, overhead and fee. The material unit pricing and quantities were also evaluated and compared to the approved OMNIA Partners Cooperative Purchasing Agreement. The pricing the college received from The Garland Company Inc. is found to be fair and reasonable.

Therefore, requesting Board approval to contract with The Garland Company Inc. for \$574,984.11, which falls within the remaining \$8.2M budget.

**FISCAL IMPACT**   Yes  

Funding Source: \$8.2M State CARES

Will this action result in a Budget Amendment?   Yes  

If yes, indicate the dollar amount: \$574,984.11

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

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
September 24<sup>th</sup>, 2024

**AGENDA ITEM:**

Approve increasing the maximum limit for continuing contracts covered by the Competitive Consultant Negotiation Act per project construction cost to \$7.5 million plus an annual increase based on the Consumer Price Index (CPI).

**RECOMMENDATION:**

**The College recommends approval by the Board of Trustees increasing the maximum limit for continuing contracts covered by the CCNA per project construction cost to \$7.5 million plus an annual increase based on the Consumer Price Index (CPI).**

**STAFF ANALYSIS:**

On May 28<sup>th</sup> 2024 the Governor approved House Bill 149. The bill increases the maximum cost for each individual project procured pursuant to the Consultant's Competitive Negotiation Act (CCNA) from \$4 million to \$7.5 million, plus an annual increase based on the consumer price index (CPI). This limitation applies to projects procured under the CCNA by the state, counties, municipalities, school districts, special districts, and other political subdivisions. Beginning July 1, 2025, the bill requires the Department of Management Services to adjust annually the maximum amount allowed for each individual project in a continuing contract by using the change in the June-to-June CPI and to publish the adjusted amount on its website.

House Bill 149 impacts the continuing contracts SCF currently has with four architectural firms; Fawley Bryant, Hepner Architects, Rowe Architects and Sweet Sparkman along with four construction management firms; Halfacre, Jon Swift, Tandem and Willis Smith.

The Board will continue to approve all capital projects with a budget of \$150K or greater and all construction contracts \$325K or greater.

**FISCAL IMPACT** On a per project basis

Funding Source: On a per project basis

Will this action result in a Budget Amendment? On a per project basis

If yes, indicate the dollar amount: On a per project basis

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

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

**State College of Florida, Manatee-Sarasota**  
**Tommy Gregory, J.D., President**  
**2024 – 2025 Goals & Targets for Additional Retirement Contribution**

The President's goals are developed annually to advance the College's strategic priorities and address points of emphasis that positively impact the institution. To develop annual goals, the President and the Vice President group review the College's progress in achieving its strategic priorities, annual performance measures, budgetary considerations, community workforce demand, and infrastructure projects. We examine higher education trends, community growth projections and industry best practices to identify the greatest opportunities for our institution. Each goal is intended to be broad, requiring multiple divisions of the College to contribute to goal accomplishment.

For the upcoming year, the President's goals address the College's enrollment, employee recruitment, and federal grant eligibility. These goals are measurable and require a statistical increase to mark accomplishment. They are strategic in nature and when accomplished, create multi-year positive impacts for the institution.

1. During the 2024-2025 academic year, SCF will complete an environmental scan in preparation for the development of the 2026-2031 Strategic Plan.  
*Opportunity* 10%
  
2. Completion of our reaffirmation process with SACSCOC including the successful implementation of our Quality Enhancement Plan (QEP).  
*Students with a plan in Degreeworks persist from fall to spring at a rate 5% higher than those without a plan. This effort will improve our percentage of FTIC students with Degree Works plans during their first year from 16% to 32%.*  
*Quality* 15%
  
3. Increase enrollment by 1%. Continue recruitment efforts on specific student populations that include non-traditional students, stop-out students, and student parents.  
*Growth* 15%
  
4. Onboard Ellucian Experience. Ellucian Experience will provide SCF students with an app that can be individually customized with all their college educational tools (email, class schedule, canvas, etc.).  
*The current mobile app does not allow all of these functions, so this year will be used to set data baselines for the new application so that further improvements can be measured.*  
*Quality* 10%

5. Create, design, and begin implementation of the infrastructure plan for Phase I and the future for the Parrish Campus.

*Growth*

15%

6. Conduct an assessment to identify and prompt measures and controls to reduce the impact of risk throughout the organization to include an update of the event planning and security process for all events sponsored by the College.

*An event security plan will be added to the College's current response and Continuity of Operations plans and will serve to codify an efficient process by which all campus events shall be reviewed and approved.*

*Quality*

10%

7. To ensure that the College becomes increasingly financially resilient, SCF will continue to expand its diversified revenue streams by increasing the scale of our current programs, and by cultivating new opportunities.

*SCF will demonstrate growth in at least two of these programs and provide at least one new program for example: new offering at the college in either the credit programs such as cyber security, game design, or related fields or a new noncredit offering such as camps, or non-credit certifications.*

*Diversification*

15%

8. Faculty Coaching – SCF will pilot a faculty coaching program. This program will aim to increase student engagement, and thus will impact persistence, retention, and graduation rates. This pilot will allow us to develop the baseline data to determine the impact of this program on those measures.

*The pilot will engage at least 120 first-time-in-college students (FTIC) students.*

*Quality*

10%

