



STATE COLLEGE OF FLORIDASM
MANATEE - SARASOTA

DISTRICT BOARD OF TRUSTEES

SCF Mission:

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

SCF Vision:

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

SCF Values:

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

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

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

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

<p>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 & TEAMs</p> <p>January 28, 2025 5:30 pm</p>
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- 1. Meeting Call to Order – Mr. Thomson**
- 2. Invocation and Pledge of Allegiance - Dr. Nielsen**
- 3. Public Comment - Mr. Thomson**
- 4. President’s Report - President Gregory**
- 5. SCF Mission Moment: SCF Graphic Arts - SCF Faculty, Brenda Harrison & SCF Student, Sean Conley**
- 6. Approval of Non-Financial Consent Agenda Items (“Consent Agenda A”)**

Exhibit A:	Minutes of December 10, 2024 BOT Meeting - Page 5
Exhibit B:	Revised 2024-2025 Board of Trustees Meeting Calendar - Page 8
Exhibit C:	Minutes of December 3, 2024 Traffic Safety Institute Advisory Committee Meeting - Page 9
Exhibit D:	Amended Spring 2025 Lifelong Learning & Workforce Development Schedule - Page 12
Exhibit E:	Curriculum Revision (CDR) Report January 2025 - Page 16
Exhibit F:	HR Personnel Actions Monthly Report November-December 2024 - Page 18
Exhibit G:	SCFCS Out of Field Report - Page 20
Exhibit H:	SCF SCFCS & SCFVC Articulation Agreement 2025-2026 - Page 22
Exhibit I:	Annual Comprehensive Safety Inspection Report 2024-2025 - Page 39
Exhibit J:	2025-2026 Academic Calendar - Page 51
Exhibit K:	2026-2027 Academic Calendar - Page 52

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

Exhibit L:	Monthly Financial Report Nov. 2024 - Page 53
Exhibit M:	Budget Amendment FY 2024-25 Nov. 2024 #16-18 - Page 58
Exhibit N:	SCFCS Financial Report(s) Nov. 2024 - Page 61
Exhibit O:	Acceptance of Gifts and Grants Nov. 2024 - Page 63
Exhibit P:	Property Disposals - Page 64
Exhibit Q:	Grant No. 25-01 Italian/Italian American Classes – Pathway - Page 66

8. Facilities Project List (Informational Only) - Julie Jakway

Exhibit R: Project List - Page 68

9. Facilities

Construction Projects & Updates – Chris Wellman

10. Synopsis of pending Rule Revisions - Mr. Prouty

Exhibit S: Appointment of Personnel No. 6HX14-2.06 - Page 70

11. President's 2024-2025 Midterm Goal Report - President Gregory

12. SCF Foundation Update - Cassandra Holmes

13. Old Business

14. New Business

15. Board Comments

16. Board Adjournment

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

Date: December 10, 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 December 10, 2024 at SCF Bradenton.

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

Administrators Present: President Tommy Gregory, Vice Presidents Dr. Todd Fritch, Julie Jakway, and General Counsel Steve Prouty. Absent: Dr. Ryan Hale and Dr. Brittany Nielsen

1. Meeting Call to Order - Mr. Thomson

Mr. Thomson called the meeting to order at 5:35 pm.

2. Invocation and Pledge of Allegiance

Dr. Fritch delivered the invocation and led the pledge.

3. Public Comment

None

4. President's Report

President Gregory shared that this was Dr. Fritch's last Board meeting, and that Dr. Fritch was leaving SCF to be the President of the University of West Alabama.

President Gregory thanked the Board Members for their participation in the commencement ceremonies and highlighted the SCF graduate's accomplishments.

Mission Moment - SCFCS Update - Ms. Kelly Monod, AVP Collegiate Schools

Ms. Monod introduced Karen Lewellen Head of School Bradenton Campus, Dr. Karen Peck, Head of School Venice Campus, and Kristin Goddard Director of Curriculum & Instruction Bradenton Campus. Ms. Monod provided the Trustees with an overview of the Collegiate School.

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

Exhibit A:	Minutes of October 29, 2024 BOT Meeting - Page 5
Exhibit B:	Curriculum Revision (CDR) December 2024 - Page 8
Exhibit C:	HR Personnel Actions Monthly Report October 2024 - Page 10
Exhibit D:	SCFCS Out of Country Travel Requests - Page 11

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 E:	Monthly Financial Report Sept 2024 - Page 26
Exhibit F:	Budget Amendment FY 2024-25 Sept. 2024 #9- 12 - Page 32
Exhibit G:	SCFCS Financial Report(s) Sept. 2024 - Page 36
Exhibit H:	Acceptance of Gifts and Grants Sept. 2024 - Page 38
Exhibit I:	Monthly Financial Report Oct. 2024 - Page 39
Exhibit J:	Budget Amendment FY 2024-25 Oct. 2024 #13-15 - Page 44
Exhibit K:	SCFCS Financial Report(s) Oct. 2024 - Page 47
Exhibit L:	Acceptance of Gifts and Grants Oct. 2024 - Page 49
Exhibit M:	Property Disposals - Page 50
Exhibit N:	Grant No. 24-13 Strengthening Community College Round 5 - Page 51
Exhibit O:	Grant No. 24-14 Linking Industry to Nursing Education - Page 53
Exhibit P:	Grant No. 24-15 Perkins CTE Equipment Upgrade – Engineering Technology - Page 55
Exhibit Q:	Grant No. 24-16 Perkins CTE Equipment Upgrade – Photographic Technology - Page 57
Exhibit R 1:	Grant No. 24-17 Carl D. Perkins 2024-25 Roll Forward Allocation Page 59
Exhibit R 2:	MOU UFF

Mr. Goodson requested Exhibit O be pulled. After due discussion and consideration, Mr. Moore motioned to approve the Financial Consent Agenda Exhibits E-N and P-R2, Ms. Collins seconded, and the Board unanimously approved. After further discussion and consideration of Exhibit O, Mr. Goodson motioned to approve Exhibit O, Mr. Moore seconded, and the Board unanimously approved.

7. Facilities Project List (informational Only) - Julie Jakway

Exhibit S: Project List - Page 61

8. Facilities

Construction Projects & Updates – Chris Wellman

Exhibit T: Hurricane Recovery Project Update - Page 62

Mr. Wellman provided the Board with an update on the Hurricane Milton damage repairs.

Exhibit U: Miscellaneous Capital Projects - Page 63

Mr. Wellman requested project approval of six miscellaneous capital projects with an estimated combined total of \$2,373,000. After due discussion and consideration, Mr. Goodson motioned to approve Exhibit U, Ms. Collins seconded, and the Board unanimously approved.

9. Rule for Final Action - Steve Prouty

Exhibit V: Retirement Enhancement Plan (REP) No. 6HX14-2.41 - Page 64

Mr. Prouty provided a description of the rule revisions. Mr. Thomson opened the public hearing meeting. There being no public comment, Mr. Thomson closed the public hearing meeting.

After due discussion and consideration, Mr. Fuller motioned to approve Exhibit V, Ms. Collins seconded, and the Board unanimously approved.

10. SCF Foundation Update - Cassandra Holmes

Ms. Holmes provided the Trustees with a SCF Foundation fundraising update. Ms. Holmes encouraged the Trustees to sponsor President Gregory’s Inauguration Dinner.

11. Old Business

None

12. New Business

None

13. Board Comments/Updates & Adjournment

Mr. DiDomenico shared that he enjoyed the SCFCS presentation

Mr. Goodson wished Dr. Fritch well and stated he would be missed

Mr. Fuller wished Dr. Fritch well

Mr. Moore applauded the SCFCS presentation and encouraged the other Trustees to visit the Collegiate schools. Mr. Moore expressed his appreciation for the new SCF Leadership.

Ms. Taylor expressed her enthusiasm for the Germany trip that Kristin Goddard is coordinating for the Collegiate School. Ms. Collins wished Dr. Fritch well.

Ms. Riner shared that she enjoyed commencement and found it to be a joyous event.

Mr. Thomson read into the record a letter to Dr. Fritch:

Dear Dr. Todd Fritch,

Congratulations! As you embark on your next adventure, we want to take a moment to wish you all the best. Thank you for the contributions you have made to SCF. We are grateful to you for your years of dedicated service, investment in and commitment to our college community.

Great leaders always make a difference. You made a difference here, and we know that you will make a significant positive impact as the President of the University of West Alabama (UWA).

We wish you every success in your future endeavors. Your new colleagues are lucky to have you. Farewell and best of luck!

Warm regards,

The State College of Florida, Manatee-Sarasota District Board of Trustees

The meeting was adjourned at 6:39 p.m.

Rod Thomson, Chair, Board of Trustees

Tommy Gregory, Secretary, Board of Trustees

State College of Florida, Manatee – Sarasota
District Board of Trustees
2024-2025 Calendar
REVISED 1/28/25

Date	Time	Event	Location
September 24, 2024	5:30 PM	SCF BOT Meeting (Organizational)	SCF Bradenton Board Room #7 – 160
October 29, 2024	5:30 PM	SCF BOT Meeting	SCF - Venice Selby Room
November 8, 2024	11:00 AM	SCFF Annual Scholarship Luncheon	Michael's on East
December 6, 2024	TBD	SCF Commencement	SCF Bradenton
<u>December 10, 2024</u>	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
January 28, 2025	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
February 7, 2025	2:00 PM 5:30 PM	President Gregory Inauguration SCFF Avenues to the Future	SCF Bradenton
February 25, 2025	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
March 25, 2025 April 1st, 2025	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
April 5, 2025	5:30 PM	SCFF Evening Under the Stars	SCF Venice
April 29, 2025	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
May 2, 2025	TBD	SCF Commencement	SCF Bradenton
<u>May 20, 2025</u>	5:30 PM	SCF BOT Meeting	SCF Bradenton Board Room #7 – 160
June 24, 2025	5:30 PM	SCF BOT Budget Meeting	SCF Bradenton Board Room #7 – 160

State College of Florida, Manatee-Sarasota | Traffic Safety Institute Advisory Committee Quarterly Meeting – 12/3/24

ATTENDING: Dana McMahon, Manatee County Probation; Jennifer Burgh, Manatee County Probation; Celeste Bilodeau, State Attorney's Office; Darlene Ragoonanan, State Attorney's Office; Michael Miranda, Citizen Representative; Vicki Gillerin, TSI Director and Clinical Supervisor

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

OLD BUSINESS: Dana McMahon made a motion to approve the minutes of the 9/3/24 TSI Advisory Committee meeting and it was seconded by Jennifer Burgh. 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 was lower than in previous years due to office closures necessitated by Hurricanes Helene and Milton.

TSI Student Enrollments/Contacts	9/3/24 – 12/2/24
BDI	56
IDI	5
DUI Level One	234
DUI Level Two	147
DUI Evaluations	534
DUI Victim Panel	116
IID Updates	62
SSS Periodic Updates	197
Totals:	1,351

- B. Director Gillerin provided an update on TSI staffing and programming. Christina Hallinan came onboard as a DUI Instructor/DUI & SSS Evaluator in a full-time capacity on 9/9/24 and TSI is now fully staffed. There is still a part-time contract DUI Evaluator position posted and that will remain open as TSI could benefit from having an additional DUI Evaluator available to fill in during scheduled vacations, during high enrollment periods, or during rescheduling events. Due to office closures that occurred during Hurricanes Helene and Milton at least 4 DUI classes impacting 168 students had to be rescheduled as did approximately 250 DUI evaluations, IID appointments and Special Supervision updates.
- C. Director Gillerin distributed the final DUI School Audit FY 2023 – 2024 prepared by Mauldin & Jenkins CPA's & Advisors for review. The DUI Program net position at the beginning of FY 2023 – 2024 was \$229,192.00. There was a net operating surplus of \$81,811.00 resulting in a net position at the end of FY 2023 – 2024 of \$311,003.00. Due to the excess revenue over expenses, the maximum allowable revenue to be retained in FY 23-24 is \$870,865.00. Fee revenue for the year ending 6/30/24 was \$873,343.00 therefore per F.A.C. Chapter Rule 15A-10.0142 revenues over the maximum allowable amount are required to be used for substance abuse treatment programs for DUI offenders, substance abuse prevention programs, or fee waivers for indigent clients or clients unable to pay for DUI Program

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

Advisory Committee Quarterly Meeting – 12/3/24

participation. The excess revenue for FY 23-24 was \$2,658.00 and that amount is required to be expended in the subsequent fiscal year. The Advisory Committee will discuss this further to determine how to use the excess revenue at the next quarterly meeting in March.

- D. Director Gillerin informed the Committee that as a result of the corrective action plan to address the deficiencies noted in DHSMV's July site visit, DHSMV granted a petition for a rule variance or waiver that allows each TSI office to operate from 12:00 pm to 7:00 pm one day each week. Additionally, feedback regarding the corrective action plan was received from the DHSMV representative who conducted the site visit. She indicated that based on what she was able to review she had no doubt that if all documentation is available TSI would do very well during any future site visit. She also noted that TSI staff were very helpful and accommodating.
- E. Director Gillerin distributed the FLHSMV statewide news release dated 11/22/24 titled "Don't be a Turkey; Drive Safe and Arrive Alive this Thanksgiving" which highlighted the holiday travel statistics for the last 4 years as the number of vehicles on the road tends to increase during the holiday season.

INPUT

Law Enforcement:

Sgt. Coleman was not able to attend, but he did send the following information to be presented at the meeting:

1. The MSO Traffic Unit will be conducting another joint FHP-MSO DUI Saturation Patrol on Tuesday December 31st. The joint operation scheduled for Friday 10/25 was cancelled due to Hurricane Milton recovery efforts.
2. After a shaky start, the Manatee County's School Zone speed enforcement cameras have resumed. Hurricane Milton moved a few cameras which caused the vendor to have to re-align the cameras. Another operator has taken over the duties. From 1 November to 22 November (last day of school before the Turkey Day break) 3288 Notice of violations have been sent out with 56 cameras in operation.
3. Since our last meeting, our traffic unit has made 158 DUI arrests. This same quarter last year we had only 94 DUI arrests. The night shift lost another deputy to dayshift to fill a personnel gap so we went from 7 at night to 6 with a promise we might see another deputy in April or May.
4. From January 1 to September 29, Manatee County had a total of 7,461 crashes; 393 serious injury crashes; and 39 fatalities. Same time-frame last year (1/1 to 9/29/2023) a total of 7,636 crashes; 265 serious injury crashes; and 52 fatalities.

Misdemeanor Probation:

Dana McMahon reports that the Probation Unit hired two probation officers including a supervisor as well as a new probation assistant. The caseloads are averaging 150 to 180 defendants.

Jennifer Burgh reports that arrests are increasing, and the Pre-trial Services Unit will need to hire another person and will need someone else for the Offender Work Program.

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

Advisory Committee Quarterly Meeting – 12/3/24

State Attorney's Office:

Darlene Ragoonanan reports that she was fully staffed, but one of her ASA's got sent to the felony unit so she is now down one person. Discussion ensued regarding the possibility of ordering Intermediate Driver Improvement (IDI) for additional criminal traffic charges as a condition of probation in light of the fact that there are no longer as many referrals from the Traffic Pretrial Intervention Program as a result of a change in statute.

Clinical Supervisor/Treatment Representative:

Vicki Gillerin reported that DUI evaluations are currently being scheduled six weeks out from registration due to a rescheduling backlog that occurred after Hurricanes Helene and Milton.

Citizen/Business Representative:

Nothing to report. representatives in attendance.

With no further business the meeting was adjourned at 1:18 pm.

NEXT MEETING: Thursday, March 6, 2024 - 12:00 pm - Lunch will be provided.

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

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16347	Social Security 101	1/21/25	1/21/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16348	Social Security 101	1/23/25	1/23/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16504	TOP - Active Threat	2/28/25	2/28/25	\$0.00	SCF Bradenton (Building 3)	Patten
16505	TOP - Excel - Level 1	1/29/25	1/29/25	\$0.00	SCF Lakewood Ranch (CIT)	Devine
16507	TOP - Excel - Level 3	1/28/25	1/28/25	\$0.00	SCF Lakewood Ranch (CIT)	Devine
16508	TOP - Excel - Level 4	2/21/25	2/21/25	\$0.00	SCF Lakewood Ranch (CIT)	Devine
16509	TOP - Stop the Bleed	2/28/25	2/28/25	\$0.00	SCF Bradenton (Building 3)	Patten
16513	TOP - Respect in the Workplace	3/21/25	3/21/25	\$0.00	SCF Lakewood Ranch (CIT)	Williams
16516	TOP - CPR	1/15/25	1/15/25	\$0.00	SCF Bradenton (Building 3)	Wardman
16517	TOP - CPR	3/12/25	3/12/25	\$0.00	SCF Lakewood Ranch (CIT)	Wardman
16518	TOP - Service Animals 101	3/26/25	3/26/25	\$0.00	Microsoft Teams	Lahey
16525	TOP - Transforming Your Emotionally Intelligent Leadership - INTER-Personal Development - Part 3 of 3 - SUPERVISOR LEADERSHIP TRACK	1/29/25	1/29/25	\$0.00		Bechtol
16526	TOP - SCF Library So Much More Than Books	2/11/25	2/11/25	\$0.00	Microsoft Teams	Hawkins
16527	TOP - Introduction to the Reference Interview	3/5/25	3/5/25	\$0.00	Microsoft Teams	Reece
16528	TOP - Customer Service	3/20/25	3/20/25	\$0.00	Microsoft Teams	Smith
16529	TOP - Achieving Institutional Effectiveness: A Step-by-Step Approach	3/13/25	3/13/25	\$0.00	Microsoft Teams	Pride
16530	TOP - Coaching for Performance and Promotion - SUPERVISOR LEADERSHIP TRACK	3/11/25	3/11/25	\$0.00	Zoom	Roth
16531	TOP - An Introduction to Student Veteran/Military Population	2/26/25	2/26/25	\$0.00	Microsoft Teams	Elkins
16536	TOP - Change Your Attitude & Change Your Life	1/16/25	1/16/25	\$0.00	Zoom	Roth
16560	TOP - Working with Difficult People SUPERVISOR LEADERSHIP TRACK	2/13/25	2/13/25	\$0.00	Zoom	Gutmann
16561	TOP - A.I. in the Classroom: Getting Familiar with ChatGPT and Google Gemini	2/20/25	2/20/25	\$0.00	Location : Online	Butulis
16562	TOP - Excel Formulas & Filtering	3/7/25	3/7/25	\$0.00	SCF Bradenton (Building 18)	Devine
16563	TOP - Excel Pivot Tables & Macros	3/7/25	3/7/25	\$0.00	SCF Bradenton (Building 18)	Devine
16564	TOP - Who's Who at SCF - Beyond College Credit	4/3/25	4/3/25	\$0.00	Microsoft Teams	Nilsson
16565	TOP - SMART Goals: How to Achieve More with Less	3/13/25	3/13/25	\$0.00	Microsoft Teams	Pride
16566	TOP - Canva	3/18/25	3/18/25	\$0.00	Location : Online	Link
16567	TOP - Creating a Culture of Care	2/20/25	2/20/25	\$0.00	SCF Bradenton (Building 3)	McNeil
16568	TOP - Office Organization 101	1/15/25	1/15/25	\$0.00	Location : Online	Smith

(\$0.00 denotes paid by corporate.)

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16569	TOP - Teamwork, Trust, and Empathy Building SUPERVISOR LEADERSHIP TRACK	2/19/25	2/19/25	\$0.00	Location : Online	Diasio
16570	TOP - Keyboarding to Type Faster, Correctly, and Accurately	2/5/25	2/5/25	\$0.00	Microsoft Teams	Reed
16583	Final Presentation (ELP)	2/12/25	2/12/25	\$0.00	Off-site Bradenton (contract training)	Roth
16595	Excel - Level 3	1/7/25	1/7/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16596	Excel - Level 1	1/29/25	1/29/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16598	TOP - SharePoint Deep Dive	2/4/25	2/4/25	\$0.00	Microsoft Teams	Pascale
16609	Overcoming Obstacles: Adapting & Handling Challenges	1/23/25	1/23/25	\$0.00	Off-site Venice (contract training)	Marco
16610	All CareerEdge Industries Collaborative	1/15/25	1/29/25	\$0.00	SCF Lakewood Ranch (CIT)	Marco
16669	Children & Divorce (Spanish)	2/1/25	2/1/25	\$55.00	SCF Bradenton (Building 18)	Cestero
16675	Financial Strategies for Successful Retirement	1/28/25	2/11/25	\$89.00	SCF Venice (Building 800)	Dunlap
16677	AI Web Application Development	2/3/25	5/28/25	\$5,500.00		Hodge
16678	Cybersecurity and Cloud Computing Bootcamp	2/3/25	5/28/25	\$5,500.00		Ortiz
16694	CompTIA Security+ Certification	1/15/25	5/7/25	\$3,250.00	Microsoft Teams	Seymore
16695	Python Coding Specialist	1/13/25	3/12/25	\$3,250.00	SCF Bradenton (26 West Center)	Bagley
16696	WordPress Certified Editor	1/13/25	3/12/25	\$3,250.00	SCF Bradenton (26 West Center)	Link
16697	UX/UI Web Developer	1/14/25	3/6/25	\$3,250.00	SCF Bradenton (26 West Center)	Link
16698	AWS Cloud Practitioner	1/14/25	3/6/25	\$3,250.00		Lonseth
16699	JavaScript Coding Specialist	1/13/25	3/12/25	\$3,250.00	Location : Online	Taylor
16700	Java Oracle Fundamentals	1/14/25	3/6/25	\$3,250.00		Bagley
16704	Manatee Community Concert Band (February Concert)	1/7/25	2/8/25	\$0.00	SCF Bradenton (Building 11)	Cleary
16705	Manatee Community Concert Band (March Concert)	2/11/25	3/8/25	\$0.00	SCF Bradenton (Building 11)	Cleary
16706	Manatee Community Concert Band (April Concert)	3/11/25	4/5/25	\$0.00	SCF Bradenton (Building 11)	Cleary
16718	SCF Leadership Boot Camp	2/7/25	2/7/25	\$299.00	SCF Lakewood Ranch (CIT)	Dudley
16722	CPR Training	1/28/25	1/28/25	\$1,500.00	SCF Lakewood Ranch (CIT)	Landes
16738	Retirement Planning Today	1/28/25	2/4/25	\$49.00	SCF Lakewood Ranch (CIT)	Pope
16739	Social Security 101	2/18/25	2/18/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16740	Retirement Planning Today	1/30/25	2/6/25	\$49.00	SCF Lakewood Ranch (CIT)	Pope
16741	Social Security 101	2/20/25	2/20/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16742	Social Security 101	3/25/25	3/25/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16743	Social Security 101	3/27/25	3/27/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16744	Social Security 101	4/22/25	4/22/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16745	Social Security 101	4/24/25	4/24/25	\$0.00	SCF Lakewood Ranch (CIT)	Cornell
16767	Certified Personal Trainer (Hybrid)	3/29/25	5/10/25	\$899.00	Off-site, SCF Lakewood Ranch (CIT), Zoom	W.I.T.S.

(\$0.00 denotes paid by corporate.)

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16774	English for College and Communication - Part 1 (Bradenton)	1/14/25	2/27/25	\$550.00	SCF Bradenton (Building 18)	Schleter
16789	Medicare 101 - Everything You Need to Know!	1/22/25	1/22/25	\$29.00	SCF Bradenton (Building 18)	Cochran
16790	Medicare 101 - Everything You Need to Know!	4/9/25	4/9/25	\$29.00	SCF Bradenton (Building 18)	Cochran
16791	Medicare 101 - Everything You Need to Know!	3/19/25	3/19/25	\$29.00	SCF Lakewood Ranch (CIT)	Cochran
16793	Medicare 101 - Everything You Need to Know!	2/12/25	2/12/25	\$29.00	SCF Venice (Building 300)	Cochran
16795	Retirement Readiness Masterclass	1/21/25	1/28/25	\$49.00	SCF Bradenton (Building 18)	Sherrill
16796	Retirement Readiness Masterclass	1/23/25	1/30/25	\$49.00	SCF Bradenton (Building 18)	Sherrill
16797	Retirement Readiness Masterclass	4/8/25	4/15/25	\$49.00	SCF Bradenton (Building 18)	Sherrill
16798	Retirement Readiness Masterclass	4/10/25	4/17/25	\$49.00	SCF Bradenton (Building 18)	Sherrill
16803	Online Workplace Communication Workshop 3	3/29/25	3/29/25	\$29.00		TBD
16804	English for College and Communication - Part 2 (Lakewood Ranch)	3/10/25	4/25/25	\$550.00	SCF Lakewood Ranch (CIT)	TBD
16805	Online English Conversation Confidence Workshop 1	2/1/25	2/1/25	\$29.00		Carr
16806	English for College and Communication - Part 2 (Bradenton)	3/11/25	4/24/25	\$550.00	SCF Bradenton (Building 18)	TBD
16807	Online English Grammar Workshop 2: Subject and Verb Agreement	3/1/25	3/1/25	\$29.00		Elliott
16808	Online English Grammar Workshop 4: Verb Tenses	4/26/25	4/26/25	\$29.00		TBD
16809	Excel - Level 1	2/6/25	2/6/25	\$129.00	SCF Venice (Building 300)	Devine
16810	Excel - Level 1	3/25/25	3/25/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16811	Computer Basics	2/25/25	2/25/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16812	Excel - Level 4	2/11/25	2/11/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16813	Excel - Level 4	4/9/25	4/9/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16814	Excel - Level 2	2/19/25	2/19/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16815	Excel - Level 2	4/22/25	4/22/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16816	Excel - Level 3	3/12/25	3/12/25	\$129.00	SCF Lakewood Ranch (CIT)	Devine
16817	Music Theatre Ensemble	1/6/25	4/23/25	\$50.00	SCF Bradenton (Building 11A)	Dickerson
16818	Guitar Ensemble	1/6/25	4/23/25	\$50.00	SCF Bradenton (Building 11A)	Hindmarsh
16820	Jazz Combo	1/6/25	4/23/25	\$50.00	SCF Bradenton (Building 11)	Carney
16821	Jazz Ensemble	1/7/25	4/24/25	\$50.00	SCF Bradenton (Building 11)	Carney
16822	Chamber Choir	1/7/25	4/24/25	\$50.00	SCF Bradenton (Building 11A)	Dickerson
16823	Concert Choir	1/7/25	4/24/25	\$50.00	SCF Bradenton (Building 11A)	Dickerson
16824	Symphonic Band	1/7/25	4/24/25	\$50.00	SCF Bradenton (Building 11)	Neuman
16825	Bradenton Symphony Orchestra	1/8/25	4/23/25	\$50.00	SCF Bradenton (Building 11)	Neuman
16826	Stage Movement for the Actor	1/7/25	4/24/25	\$50.00	SCF Bradenton (Building 14)	Schlachter

(\$0.00 denotes paid by corporate.)

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

Class ID	Class Name	Start Date	End Date	Tuition Fee	Location	Instructor
16827	Acting II	1/7/25	4/24/25	\$50.00	SCF Bradenton (Building 11)	Schlachter
16831	Meeting Facilitation	1/7/25	1/28/25	\$0.00	SCF Lakewood Ranch (CIT)	*
16832	Parliamentary Procedures	1/13/25	1/13/25	\$0.00	Off-site Sarasota (contract training)	Austin
16833	Meeting Facilitation	1/22/25	1/22/25	\$0.00	SCF Lakewood Ranch (CIT)	*
16835	Private Investigator 40-Hour Course	3/22/25	3/30/25	\$395.00	SCF Venice (Building 800)	Jones
16836	Creative Coding With Game Design	1/14/25	5/13/25	\$170.00	SCF Bradenton (26 West Center)	Groulx
16837	3D Design and Fabrication	1/16/25	5/15/25	\$170.00	SCF Bradenton (26 West Center)	Groulx
16843	In Person Real Estate Sales Associate Pre-Licensing	4/14/25	6/23/25	\$449.00	SCF Lakewood Ranch (CIT)	Repassy
16846	Stress It's Your Superpower	1/17/25	1/17/25	\$0.00	Off-site Sarasota (contract training)	Johnson
16847	Stress It's Your Superpower	2/6/25	2/6/25	\$0.00	Off-site Sarasota (contract training)	Johnson
16848	Time Management for Top Performers	3/20/25	3/20/25	\$0.00	Zoom	Dudley
16849	Time Management for Top Performers	4/11/25	4/11/25	\$0.00	Zoom	Dudley
16850	Meeting Facilitation - BNI Latin	1/7/25	1/28/25	\$0.00	SCF Lakewood Ranch (CIT)	*
16870	FIRST LEGO League 2025 Regional Championship	1/18/25	1/18/25	\$150.00	Off-site	Bagley
16871	FIRST LEGO League Regional Explore Festival	2/22/25	2/22/25	\$75.00	Off-site	Bagley
16890	Children & Divorce (Spanish)	3/8/25	3/8/25	\$55.00	SCF Bradenton (Building 18)	Cestero
16891	Children & Divorce	3/15/25	3/15/25	\$55.00	SCF Lakewood Ranch (CIT)	Doran
16892	Children & Divorce	2/11/25	2/11/25	\$55.00	Zoom	Doran
16893	Children & Divorce	4/9/25	4/9/25	\$55.00	Zoom	Doran
16895	Introduction to Dance	1/7/25	4/24/25	\$50.00	SCF Bradenton (Building 14)	Burnette
16898	FIRST LEGO League Challenge Tournament	1/4/25	1/25/25	\$75.00	Off-site	Bagley
16899	Excel 1	1/21/25	1/21/25	\$0.00	Off-site Sarasota (contract training)	Devine
16900	Excel 2	2/18/25	2/18/25	\$0.00	Off-site Sarasota (contract training)	Devine
16901	Word 1	3/4/25	3/4/25	\$0.00	Off-site Sarasota (contract training)	Devine
16902	Excel 1	4/3/25	4/3/25	\$0.00	Off-site Sarasota (contract training)	Devine
16903	Excel 2	4/24/25	4/24/25	\$0.00	Off-site Sarasota (contract training)	Devine
16906	Life Equilibrium	1/30/25	1/30/25	\$0.00	Zoom	Nelson-Palmer
16908	Meeting Facilitation	2/4/25	2/25/25	\$0.00	SCF Lakewood Ranch (CIT)	*
16909	Meeting Facilitation - BNI Latin	2/4/25	2/25/25	\$0.00	SCF Lakewood Ranch (CIT)	*
16910	Keynote	1/17/25	1/17/25	\$0.00	Off-site Venice (contract training)	Creneti

(\$0.00 denotes paid by corporate.)

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

Title: Curriculum Revision

Background:

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

Objective:

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

Legal Authority:

Rule 6HX14-1.07 Responsibility and Authority of the President

Recommendation:

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

~~~~~



\_\_\_\_\_  
*Interim Provost*

1.10.2025

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chair, District Board of Trustees*

\_\_\_\_\_  
*Date*



**PROGRAMS: NEW, REVISED, DELETED**

**Programs: New**

None

**Programs: Revised**

None

**Programs: Deleted**

None

**COURSES: NEW, REVISED, DELETED**

**Courses: New**

None

**Courses: Revised**

None

**Courses: Deleted (IDH effective Spring 2025)**

|                                                            |                                           |
|------------------------------------------------------------|-------------------------------------------|
| IDH 1110 Interdisciplinary Studies Gen Ed. I Honors.....   | <i>Due to State requirements</i> (6) A.A. |
| IDH 1111 Interdisciplinary Studies Gen Ed. II Honors.....  | <i>Due to State requirements</i> (6) A.A. |
| IDH 1112 Interdisciplinary Studies Gen Ed. Honors.....     | <i>Due to State requirements</i> (6) A.A. |
| IDH 2120 Interdisciplinary Studies Gen Ed. III Honors..... | <i>Due to State requirements</i> (6) A.A. |
| IDH 2121 Interdisciplinary Studies Gen Ed. IV Honors.....  | <i>Due to State requirements</i> (6) A.A. |
| MAT 0057A Pre-College Math Module A.....                   | (3) D.                                    |
| MAT 0057B Pre-College Math Module B.....                   | (3) D.                                    |
| MTB 1321 Technical Mathematics.....                        | (3) A.S.                                  |

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

None

Human Resources Office Personnel Actions Board Exhibits: November 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> |                       |      |                       |                                                                         |                                               |                |
| Marisa Williams            | 11/4/2024             |      | Professional          | Coordinator, Lifelong Learning                                          | Lifelong Learning and Workforce Development   | Lakewood Ranch |
| Breanna DeGroot            | 11/4/2024             |      | Career                | Laboratory Technician and Support Specialist                            | Natural Science                               | Venice         |
| Quin Burke                 | 11/12/2024            |      | Career                | Testing Technician                                                      | Testing Center                                | Bradenton      |
| Inita Knox                 | 11/18/2024            |      | Administration        | Director, Career Accelerator                                            | Academics                                     | Bradenton      |
| Jodi Schleiter             | 11/19/2024            |      | Professional          | Assistant Director, Lifelong Learning                                   | Lifelong Learning and Workforce Development   | Lakewood Ranch |
| <b><u>Changes</u></b>      |                       |      |                       |                                                                         |                                               |                |
| Susan VanVeen              | 11/2/2024             | From | Career                | Lab Support Specialist, Natural Science Lab                             | Natural Science                               | Venice         |
|                            |                       | To   | Professional          | Manager, Natural Science Lab                                            | Natural Science                               | Venice         |
| Heather Shehorn            | 11/2/2024             | From | Professional          | Assistant Dean, Early College Programs & Strategic Academic Initiatives | Academics                                     | Venice         |
|                            |                       | To   | Administration        | Dean, Academic Success & Early College Programs                         | Academics                                     | Venice         |
| Aaron Graczyk              | 11/4/2024             | From | Professional          | Coordinator, Assessment & Evaluation                                    | Nursing                                       | Bradenton      |
|                            |                       | To   | Professional          | Coordinator, Academic Research & Evaluation                             | Nursing                                       | Bradenton      |
| Kim Richmond               | 11/16/2024            | From | Administration        | Director, 26 West Entrepreneurship Center                               | 26 West Entrepreneurship Center               | Bradenton      |
|                            |                       | To   | Administration        | Executive Director, 26 West Entrepreneurship Center                     | 26 West Entrepreneurship Center               | Bradenton      |
| Deshjuana Bagley           | 11/16/2024            | From | Administration        | Director, Advanced Technology Center                                    | Center for Advanced Technology and Innovation | Bradenton      |
|                            |                       | To   | Administration        | Executive Director, Advanced Technology Center                          | Center for Advanced Technology and Innovation | Bradenton      |

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

| <b>Name</b>                | <b>Effective Date</b> |      | <b>Classification</b> | <b>Classification Title</b>                                               | <b>Department</b>                             | <b>Site</b>    |
|----------------------------|-----------------------|------|-----------------------|---------------------------------------------------------------------------|-----------------------------------------------|----------------|
| <b><u>Appointments</u></b> |                       |      |                       |                                                                           |                                               |                |
| Megan Roberts              | 12/2/2024             |      | Administration        | Director, Lifelong Learning                                               | Lifelong Learning and Workforce Development   | Lakewood Ranch |
| Kaitlin Lewis-Jones        | 12/2/2024             |      | Professional          | Librarian, Reference & Instruction                                        | Library                                       | Bradenton      |
| Elizabeth Groulx           | 12/2/2024             |      | Professional          | Coordinator, K-12 STEM & Technology Lab                                   | Center for Advanced Technology and Innovation | Bradenton      |
| Aaron Gordon               | 12/9/2024             |      | Career                | College and Career Success Coach                                          | Office of College and Career Success          | Bradenton      |
| Taylor Montgomery          | 12/17/2024            |      | Professional          | Financial and Business Support Coordinator                                | 26 West Entrepreneurship Center               | Bradenton      |
| <b><u>Changes</u></b>      |                       |      |                       |                                                                           |                                               |                |
| David Geiger               | 12/2/2024             | From | Career                | Admissions Assistant                                                      | Admissions                                    | Venice         |
|                            |                       | To   | Career                | Specialist, Admissions Transfer and Evaluation                            | Admissions                                    | Venice         |
| Melissa Warthen            | 12/9/2024             | From | Professional          | Advancement Associate, Events and Marketing                               | Foundation                                    | Bradenton      |
|                            |                       | To   | Professional          | Associate Director, Career Accelerator                                    | Academics                                     | Bradenton      |
| Karlie Condor              | 12/16/2024            | From | Professional          | Specialist, Instructional Design                                          | Online Learning                               | Bradenton      |
|                            |                       | To   | Administration        | Director, Center for Teaching and Learning Excellence and Online Learning | Online Learning                               | Bradenton      |
| Karla Lauer                | 12/16/2024            | From | Administration        | Director, Information Operations                                          | Information Technology Services               | Bradenton      |
|                            |                       | To   | Administration        | AVP, Information Technology Services                                      | Information Technology Services               | Bradenton      |
| <b><u>Separations</u></b>  |                       |      |                       |                                                                           |                                               |                |
| Emily Freed                | 12/2/2024             |      | Career                | Assistant, Admissions                                                     | Admissions                                    | Bradenton      |
| Aissa Scott                | 12/2/2024             |      | Faculty               | ASN/BSN Instructor                                                        | Nursing                                       | Lakewood Ranch |
| Aretha Kutegeka            | 12/6/2024             |      | Career                | Office Supervisor, Advanced Technology Center                             | Center for Advanced Technology and Innovation | Bradenton      |
| Marisa Williams            | 12/10/2024            |      | Professional          | Coordinator, Lifelong Learning                                            | Lifelong Learning and Workforce Development   | Lakewood Ranch |
| Amber Goerner              | 12/17/2024            |      | Career                | Laboratory Technician and Support Specialist, Natural Science Lab         | Natural Science                               | Bradenton      |
| Mariya Ivanova             | 12/20/2024            |      | Faculty               | Assistant Professor                                                       | Mathematics                                   | Venice         |
| Marcy Murray               | 12/31/2024            |      | Faculty               | Instructor - English                                                      | Language and Literature                       | Bradenton      |
| <b><u>Retirement</u></b>   |                       |      |                       |                                                                           |                                               |                |
| Fiona Mackay               | 12/6/2024             |      | Faculty               | ASN/BSN Instructor                                                        | Nursing                                       | Bradenton      |
| K Frederick Jones          | 12/9/2024             |      | Career                | Campus Resource Officer                                                   | Public Safety                                 | Bradenton      |

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA,  
MANATEE-SARASOTA  
January 28, 2025

AGENDA ITEM:

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

RECOMMENDATION:

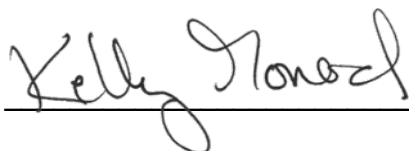
The College recommends the District Board of Trustees approval of the instructors currently categorized as "out of field."

EXPLANATION:

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

FISCAL IMPACT \_\_\_ yes \_\_\_X\_\_\_ no

REQUESTED BY:



---

Kelly Monod, AVP, Collegiate Schools

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

- Amanda Cozzens must be reported out of field in ESOL as an English Language Arts teacher, while she completes the endorsement.
- Emily Gravley must be reported out of field in ESOL as an English Language Arts teacher, while she completes the endorsement.
- Billie Jo Williams must be reported out of field in ESOL as an English Language Arts teacher, while she completes the endorsement.

\* English Language Arts teachers are required to complete 300 hours of study in English as a Second Language instruction.

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  
January 8, 2025

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

## **SCF Collegiate School SCF Collegiate School - Venice**



### **Articulation Agreement 2025-2026**

## **INTRODUCTION**

The State College of Florida Collegiate Schools (SCFCS Bradenton and SCFCS Venice campuses) charter defines the mission and goals for the school as follows:

The mission of the Collegiate Schools is to equip students to concurrently earn a high school diploma and an Associate of Arts Degree upon graduation through a cooperative agreement with the State College of Florida, Manatee-Sarasota.

The vision of the collegiate program is to provide a nurturing and supportive accelerated academic environment. Student needs are met by implementation of an innovative collegiate school model that individualizes student academic paths, promotes academic excellence, removes traditional transition barriers and infuses technology into an integrated curriculum. With a recruitment focus on first generation college students and families the college process, SCF Collegiate Schools reach into the community to bring awareness and opportunity to families.

Sponsored by the School District of Manatee County, the SCF Collegiate School in Bradenton charter enrolls students from 6<sup>th</sup> grade. The SCF Collegiate School-Venice charter is sponsored by Sarasota County Schools, and enrolls students beginning in 9<sup>th</sup> grade. Both of the FDOE "A" graded Collegiate Schools enroll students in the full time dual enrollment college program in 11<sup>th</sup> grade.

The purpose of this articulation document is to define eligibility requirements, program expectations, and SCF/SCFCSs College Program policies and operating procedures.

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## Qualifying Test Scores

### Qualifying Test Scores:

| <b>Exam Type</b> | <b>PERT</b> | <b>ACT</b> | <b>Digital SAT</b> | <b>SAT</b> | <b>Accuplacer</b> | <b>CLT</b> |
|------------------|-------------|------------|--------------------|------------|-------------------|------------|
| <b>Reading</b>   | 106         | 19         | 490                | 24         | 256               | 38         |
| <b>Writing</b>   | 103         | 17         | 490                | 25         | 253               | 38         |
| <b>Math</b>      | 114         | 19         | 480                | 24         | 261               | 16         |

### SCF Placement Test Retake Policy

SCFCS and SCFCS-Venice applicants may take the PERT one time per term not to exceed a maximum of two attempts per calendar year.

### SCF Test Score Acceptance Policy

SCF will accept PERT, ACT, SAT and CLT, and Accuplacer test scores for eligibility into the college program. Students may super score for entrance. Test score reports must have the student's full name (first and last), test date, and test score results in order to be accepted. These test score reports will be accepted via e-mail, mail, fax, or hand delivery for processing.

## **Eligibility Criteria for SCFCS and SCFCS-Venice College Program**

### **Qualifications**

**SCFCS and SCFCSV charter** high school students must:

1. Have a minimum high school unweighted 3.0 cumulative grade point average (GPA).
2. Achieve a qualifying score in all sections on the PERT, SAT, ACT, CLT or Accuplacer.
3. The student must meet all SCFCS and SCFCSV published deadlines.

### **Academic Impact**

In the collegiate program the student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, SCF courses are weighted+1 point in the student's GPA per class.

### **Student Responsibilities**

During program planning, the student is expected to:

1. Meet with the SCFCS or SCFCSV college advisor to complete the selection of SCF college courses.
2. Follow the process to receive and return textbooks and supplies.
3. Maintain required attendance in all courses.
4. Follow the drop/add and grading policies outlined in the current SCF catalog, with the approval of the college advisor and head of school.
5. Seek permission from the SCFCS or SCFCSV college advisor for any schedule changes. Students may not enroll or withdraw from a course without approval of the SCFCS or SCFCSV administration.
6. Students on academic probation [s.1007.271(3)] after one semester and/or have not received credit for a course will sign an academic contract to remediate during the following semester, with conditional continuation of enrollment, with the advisor meetings and monitoring.

### **College Advisor Responsibilities**

During program planning, the SCFCS or SCFCSV college advisor will:

1. Assist the student with the SCF application process.
2. Assist the student in making SCF course selections and enter course registration numbers.
3. Share important enrollment deadlines and academic calendar information.

4. Share information as permitted with parents regarding the progress of the student and set up parent conferences when necessary.
5. Enroll students in a high school junior and senior seminar to communicate college readiness and life skills and to monitor student progress.
6. Outline articulations for scholarships with the charter's articulations to higher education institutions.

### **Costs Associated with the SCFCS Dual Enrollment Program**

SCF will invoice SCFCS after each semester, or Sarasota County Schools for the Venice campus each semester. SCFCS and SCFCSV adheres to the SCF Standard Tuition Fee - \$71.98/hr. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog. Students retaking a course will pay for the second attempt.

### **Textbook Policies and Procedures**

SCFCS and SCFCSV will provide its dual enrolled students with all required textbooks and materials throughout their enrollment at the Collegiate Schools.

The procedure for acquiring textbooks each semester will be communicated by the college advisor. Books and materials, such as lab coats, goggles, and calculators must be returned within one week after the last final exam day of each semester listed in the SCF academic calendar. Textbooks for successive terms will not be issued until all textbook materials from previous semesters have been returned.

Students will be responsible for the full replacement cost for any textbook or other purchased materials not returned or deemed in unacceptable condition by the SCF bookstore.

### **General Procedures for SCFCS and SCFCS-Venice**

**Application Process** All students interested in the SCFCS and SCFCS-Venice dual enrollment program must complete an application and enroll in the lottery. Information sessions are held in the fall and spring. New applicants to the charters will be issued SCF college identification numbers so that they may complete the PERT at SCF. After testing, scores and transcripts will be reviewed by SCFCS or SCFCSV in order to determine eligibility for the program.

Selected candidates meeting all criteria will then be notified and asked to schedule a face-to-face advising session with the SCFCS or SCFCSV college advisor.

### **Testing Procedures PreCollegiate Program**

SCFCS/SCFCSV college advisor will recommend early test dates for group testing of current SCFCS/SCFCSV students for the PERT in 9<sup>th</sup> and 10<sup>th</sup> grade, to facilitate a timely completion of the registration process and monitor progress towards acceptance.

### **Course Registration Process**

Students are required to meet with the SCFCS or SCFCSV college advisor to complete course selection and online registration. Students will be registered on the campus on which their school is located. Students who enroll in an online course or at another campus will be approved on a case-by-case basis, or as part of the implementation of the SCFCS or SCFCSV Instructional Continuity Plan. Students must register with the assistance of the SCFCS or SCFCSV college advisor as they will not have access to the online registration.

Students with documented disabilities such as a 504 or IEP will be referred to SCF's Disability Resource Center to coordinate accommodations with professors.

## **SCF Collegiate Schools College Program Guidelines and Policies**

1. To receive high school and college course credit in the SCFCS or SCFCSV dual enrollment program, students must earn a "C" or better in core college courses. Students who do not earn a C may be required to remediate by taking the same course or a course substitution. The initial attempted grade will remain on the student transcript.
2. Students must maintain a 2.0 SCF GPA and a 3.0 SCFCS (high school) unweighted GPA. Those who earn below a 2.0 SCF GPA and/or a 3.0 SCFCS unweighted GPA will be advised by the SCFCS or SCFCSV college advisor and administration regarding required remediation and/or 2<sup>nd</sup> attempt course enrollment requirements and eligibility, per Florida State Statute 100.271(3). Students who do not maintain the required GPA for high school and college may not be permitted to continue in the College Program, nor to transfer to, or enroll in, any other SCF dual enrollment or Early College program.
3. Students who must repeat a course due to failure or withdrawal must pay tuition to retake the class.
4. SCFCS or SCFCSV reserves the right to follow SCF student academic standing procedures as a whole or with modifications that serve in the best interest of the student.
5. Students who wish to withdraw or are withdrawn from an SCF course must notify the SCFCS or SCFCSV college advisor immediately.
6. Not all college courses offered by State College of Florida, Manatee-Sarasota are available through the SCFCS or SCFCSV dual enrollment program.

### Restrictions include, but are not limited to:

- a. Remedial level and enrichment courses are not available for credit.
- b. Flex start classes may be approved, but on an individual basis.
- c. Upper-level baccalaureate courses are not be available.
- d. Certain nursing and health science courses will not be available due to age restrictions.
- e. All college courses should carry transfer (Associate in Arts degree) credit and must meet guidelines from the Florida Department of Education secondary schools accelerated credit agreement.

8. Students who qualify for the SCFCS or SCFCSV dual enrollment before 11<sup>th</sup> grade may meet additional academic criteria to take up to two additional courses, one course per semester, or 6 credit hours. Any student qualified to attend must have all permissions and scheduling completed by the SCFCS or SCFCSV college advisor. Courses must fit in the high school schedules.

9. Students beginning in their junior year are scheduled 60 credit hours over the course of four semesters to earn the AA degree. Additional courses, such as during the summer, must not conflict with the student's academic plan, which must allow them to graduate simultaneously with a high school and Associate of Arts degree.

## **Student Information**

### **Campus Resources**

SCFCS and SCFCSV dual enrollment program students are entitled and encouraged to use SCF resources including libraries, computer labs, and tutorial labs.

### **Transportation**

Transportation to the SCF campus, via the Collegiate Schools charter transportation contracts, is provided with the k12 students.

### **Parking Decals**

SCFCS and SCFCSV students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their class schedule in order to obtain their parking decal.

### **SCF Student I.D.**

SCFCS and SCFCSV College Program students must obtain an SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.

### **Maximum Age Enrollment Eligibility**

In order to participate in the SCFCS or SCFCSV College Program, eligible students must be enrolled in SCFCS or SCFCSV no later than fall semester of grade 12 provided they meet criteria.

### **Maximum Course Load and Enrollment Policy**

Students in grades 11 and 12 follow SCF guidelines related to maximum course load and enrollment policies.

### **Repeat Policy**

Students needing to repeat a course due to failing grades are required to conference with the SCFCS or SCFCSV college advisor and request permission to re-take a required course. Participating students may be eligible for SCF's grade forgiveness policy (see SCF catalog for grade forgiveness policy). However, the original grade will continue to appear on the student's high school and college transcripts.

Should students not successfully complete a course on the 2<sup>nd</sup> attempt, students may not be enrolled in a 3<sup>rd</sup> attempt. Students and parents must appeal for the permission to enroll for a 3<sup>rd</sup> attempt and to participate in the request for in-state tuition. The committee reviews the student history and reasons for wanting to continue in the program. SCF guidelines outline the consequences of failing the third course attempt.

### **Withdraw Policy**

As stated previously, a student may withdraw, with SCFCS or SCFCSV college advisor approval, from any course without academic penalty prior to the withdraw deadline as listed in the SCF Academic Calendar. The SCFCS or SCFCSV college advisor will advise the student of the consequences of the 2<sup>nd</sup> and 3<sup>rd</sup> attempt law. This action may result in required credit recovery during the summer.

It is the responsibility of the student to initiate the withdraw procedure with the SCFCS college advisor. Failure to follow procedure could result in a grade of "F" being recorded for the student and calculated in the grade point average. Courses mandatory for AA credits that are marked with a W must be taken again. SCFCS or SCFCSV students follow the SCF procedure to appeal withdraws.

### **Grading Policy**

In accordance with F.S. 1007.235, it is the responsibility of SCF for assigning letter grades for courses and the responsibility of SCFCS or SCFCSV for posting dual enrollment course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the SCFCS or SCFCSV dual enrollment program will become part of the student's permanent college and high school transcript and GPA.

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

SCFCS or SCFCSV collegiate students who receive a failing grade in a college course may have difficulty remaining in the SCFCS or SCFCSV College Program. Furthermore, they may not meet future admission requirements at colleges and universities, including financial aid and scholarship opportunities.



## **Transcripts**

Students may request an official transcript from the SCF Educational Records Office for a posted fee. Students may print out their unofficial transcript from the SCF website and FLVC.org. A high school transcript will be provided upon request by the SCFCS or SCFCSV registrar.

## **Student Code of Conduct**

Students taking dual enrollment courses are subject to the rules and regulations of State College of Florida, Manatee-Sarasota as established in the SCF Catalog and the Student Handbook Planner. SCFCS or SCFCSV adheres to additional requirements established and distributed to students by the Manatee County School District's Code of Conduct or the Sarasota County Schools Code of Conduct and the SCF charters Principals of Participation.

## **Collegiate Environment**

While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of diverse viewpoints and the ability to think critically on controversial issues. Students are expected to, and will assume, a more independent role as mature college students.

Juniors and seniors are welcome in the SCF Collegiate Schools buildings during the school day as volunteers and during school functions, and are welcome to and highly encouraged to embrace the clubs, organizations, activities, and support services on the SCF campus. Students who are interested in volunteer hours may work with the SCFCS or SCFCSV certified school counselors and instructors as tutors and/or during events with pre-collegiate students.

## **College-Level Course Expectations**

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

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

In partnership with SCF Collegiate Schools, SCF provides reasonable academic accommodations to qualified students with disabilities.. The Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors.

## **Administrative Policies**

### **Assurance of Transfer and Credit Policies**

Associate in Arts (A.A.) received upon satisfactory completion of college courses offered through this agreement shall be transferable in the State of Florida as described in Rule 6A-10.024, PAC. [Articulation between Universities, Community Colleges and School Districts] Associate in Applied Science (A.A.S.) credits are not included in this rule and are not intended for transfer in the State University System.

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

Upon satisfactory completion of college courses, students will be awarded high school credit. Credit will be noted on high school transcript as well as official SCF transcript. Students may need to fulfill high school requirements not offered as college courses at SCFCS or SCFCSV pre-collegiate program, or online utilizing Florida Virtual School.

### **Relationship of Responsibilities**

Due to the parallel nature of enrollment, administrative and procedural responsibilities must be shared between SCFCS or SCFCSV and SCF. Students must adhere to registration, attendance, and withdraw policies as determined by SCFCS or SCFCSV and State College of Florida, Manatee-Sarasota.

### **College Credit Dual Enrollment Rule**

Pursuant to Rule 6A-14.064, the College Credit Dual Enrollment Rule clarifies the responsibility of the colleges in providing rigorous academic oversight for all dual enrollment courses, faculty credentials, exams, grades, and the awarding of postsecondary credit. This rule is in keeping with the Southern Association of Colleges and Schools accreditation requirements. The policies and procedures outlined in this agreement reflect the provisions of Rule 6A-1 4.064.

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

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

### **Statement of Nondiscrimination**

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

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

**SCF Courses not Approved for Dual Enrollment**

|          |           |           |
|----------|-----------|-----------|
| MUC1211  | MVB 1311  | MVB 1312  |
| MVS1313  | MVB 1313  | MVB 1314  |
| MVS1314  | MVB 1315  | MVB 2321  |
| MVS1316  | MVB 2322  | MVB 2323  |
| MVS2321  | MVB 2324  | MVB 2325  |
| MVS2321  | MVK 1011A | MVK 1011B |
| MVS2322  | MVK 1013A | MVK 1013B |
| MVS2323  | MVK 1311  | MVK 1313  |
| MVS2324  | MVK 2321  | MVP 1011A |
| MVS2326  | MVP 1011B | MVP 1311  |
| MVV1011A | MVP 2321  | MVS 1011A |
| MVV1011B | MVS 1011B | MVS 1012A |
| MVV1311  | MVS 1012B | MVS 1013A |
| MVV2321  | MVS 1013B | MVS 1014A |
| MVW1011A | MVS 1014B | MVS 1016A |
| MVW1011B | MVS 1016B | MVS 1311  |
| MVW1012A | MVS 1312  | MVS 1313  |
| MVW1012B | MVB 1011A | MUC 2221  |
| MVW1013A | MVB 1011B | MVW1314   |
| MVW1013B | MVB 1012A | MVW 1315  |
| MVW1014A | MVB 1012B | MVW 2321  |
| MVW1014B | MVB 1013A | MVW 2322  |
| MVW1015A | MVB 1013B | MVW 2324  |
| MVW1015B | MVB 1014A | MVW 2325  |
| MVW1311  | MVB 1014B |           |
| MVW1312  | MVB 1015A |           |
| MVW1313  | MVB 1015B |           |

*\*\*Physical education is approved for the SCFCS or SCFCSV College Program.*

*\*\* Remedial courses are not applicable for SCFCS or SCFCSV College Program without SCF review and approval of specific requests.*

## APPENDIX A

### DUAL ENROLLMENT/ACCELERATED COLLEGE COURSE EQUIVALENCY INFORMATION

Please refer to the Dual Enrollment Course Equivalency List for the latest information on high school credit awarded for dual enrollment courses. For the most up to date list, please go to <https://www.fldoe.org/core/fileparse.php/20725/urlt/19-2.pdf>.

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

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local inter-institutional articulation agreement.

### CALCULATING COURSE CREDIT EQUIVALENCE FOR DUAL CREDIT AT THE HIGH SCHOOL AND COMMUNITY COLLEGE

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

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

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local inter-institutional articulation agreement.

Community college certificate programs are separated into courses, which makes transfer and articulation easier. As a guideline, 135 instructional hours is equivalent to one secondary credit (120 with block scheduling), however, the determination of equivalency should be based on content, not "seat time."

Instructional hours in career education programs are also known as "clock hours." Career certificate programs are broken into discrete sets of competencies called occupational completion points (OCPs). Most OCPs are divisible by 75 clock hours, so, for example, **a 150-clock hour OCP (or community college career-technical course) should be equivalent to one high school credit.**

### **Bright Futures Eligibility**

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

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND  
STATE COLLEGE OF FLORIDA COLLEGIATE SCHOOL  
DUAL ENROLLMENT PROGRAM  
AGREEMENT  
2025-2026**

The purpose of this agreement is to define the acceleration mechanisms available between State College of Florida Collegiate Schools and State College of Florida, Manatee-Sarasota and to specify the details of the day-to-day operations of the charters dual enrollment programs.

This agreement is pursuant to and in furtherance of the provisions of F.S. 1007.235 and 1007.271.

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

**State College of Florida & Collegiate Schools approvals:**

  
\_\_\_\_\_  
Date 01/09/2025  
AVP Collegiate Schools  
State College of Florida, Manatee-Sarasota

  
\_\_\_\_\_  
Date 1/13/2025  
Interim Provost  
State College of Florida, Manatee-Sarasota

  
\_\_\_\_\_  
Date 1/15/2025  
President  
State College of Florida, Manatee-Sarasota

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

Meeting of the  
DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
January 28, 2025

**AGENDA ITEM:**

**Annual Comprehensive Safety Inspection Report**

**RECOMMENDATION:**

**The College requests approval by the District Board of Trustees of the 2024-25 Annual Comprehensive Safety Inspection Report.**

**STAFF ANALYSIS:**

The 2024/25 Annual Comprehensive Safety Inspection Report requires annual review and approval by the SCF Board of Trustees per F.S.S. 1013.12(2)(d). The enclosed report notes zero deficiencies for all buildings on all campuses.

**FISCAL IMPACT** NO

Funding Source: N/A

Amount: N/A

Will this action result in a Budget Amendment? N/A

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

Attachment

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

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

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58**  
**FISCAL YEAR 2024-2025**

College Facility: State College of Florida - Manatee  
 SCHOOL / FACILITY: Bradenton Campus 141  
 ADDRESS: 5840 26 ST West, Bradenton, FL

# OF SERIOUS FIRE SAFETY VIOLATIONS 0  
 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 0

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION) \_\_\_\_\_  
 FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION) \_\_\_\_\_  
 SIGNATURE DATE \_\_\_\_\_

Jeb Bynum (Municipal Fire Safety Inspector)  
 COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED  
 Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-302-3993  
 INSPECTOR ADDRESS & PHONE NUMBER  
 12/16/2024  
 FIRE INSPECTOR SIGNATURE / DATE  
 133209  
 FIRE INSPECTOR CERTIFICATION NUMBER

**LOCATION:**

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.

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

Approval of Reports by Board (Including Letter)  YES  NO

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

Chris Wellman  
 FACILITY ADMINISTRATOR NAME PRINTED  
 Interim VP Finance & Administrative Services  
 FACILITY ADMINISTRATOR TITLE

January 2nd, 2025  
 SIGNATURE DATE  
  
 FACILITY ADMINISTRATOR SIGNATURE



| CODE NUMBER | Insp. Initials | SREF 2024/2025 Fire Safety Deficiencies - State College of Florida-Manatee Bradenton Campus |                                     | Prior Times Cited | Deficiency Corrected By | Date Deficiency Corrected | Line No. |
|-------------|----------------|---------------------------------------------------------------------------------------------|-------------------------------------|-------------------|-------------------------|---------------------------|----------|
|             |                | Location                                                                                    | Deficiency Description              |                   |                         |                           |          |
|             | JB             | 01 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 1        |
|             | JB             | 02 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 2        |
|             | JB             | 03 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 3        |
|             | JB             | 04 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 4        |
|             | JB             | 05 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 5        |
|             | JB             | 06 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 6        |
|             | JB             | 07 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 7        |
|             | JB             | 08 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 8        |
|             | JB             | 9 Bldg.:                                                                                    | No deficiencies noted               |                   |                         |                           | 9        |
|             | JB             | 10 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 10       |
|             | JB             | 11 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 11       |
|             | JB             | 12 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 12       |
|             | JB             | 13 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 13       |
|             | JB             | 14 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 14       |
|             | JB             | 15 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 15       |
|             | JB             | 16 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 16       |
|             | JB             | 17 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 17       |
|             | JB             | 18 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 18       |
|             | JB             | 19 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 19       |
|             | JB             | 20 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 20       |
|             | JB             | 21 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 21       |
|             | JB             | 22 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 22       |
|             | JB             | 25 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 23       |
|             | JB             | 25A Bldg.:                                                                                  | No deficiencies noted - new science |                   |                         |                           | 24       |
|             | JB             | 26 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 25       |
|             | JB             | 27 Bldg.:                                                                                   | No deficiencies noted               |                   |                         |                           | 26       |





**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULE - SREF 2012 & F.A.C. 69A-58**  
**FISCAL YEAR 2024-2025**

College Facility: State College of Florida - Manatee  
 SCHOOL / FACILITY: Venice Campus 142  
 ADDRESS: 8000 S. Tamiami Trail, Venice, FL

# OF SERIOUS FIRE SAFETY VIOLATIONS 0  
 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 0

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)  
 \_\_\_\_\_

December 12, 2024  
 INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)  
 \_\_\_\_\_

Jeb Bynum (Municipal Fire Safety Inspector)  
 COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-302-3993

INSPECTOR ADDRESS / PHONE NUMBER

12/16/2024

133209

SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

FIRE INSPECTOR CERTIFICATION NUMBER

**LOCATION:**

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

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

Approval of Reports by Board (Including Letter) \_\_\_ YES \_\_\_ NO

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

Chris Wellman  
 FACILITY ADMINISTRATOR NAME PRINTED  
 Interim VP Finance & Administrative Services  
 FACILITY ADMINISTRATOR TITLE

\_\_\_\_\_  
 FACILITY ADMINISTRATOR SIGNATURE  
 January 2nd, 2025  
 SIGNATURE DATE







**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT**  
**STATE BOARD OF EDUCATION**  
**ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58**  
**FISCAL YEAR 2024-2025**

College Facility: State College of Florida - Manatee  
 SCHOOL / FACILITY: Lakewood Campus 143  
 ADDRESS: 7131 Professional Parkway East, Sarasota, FL

# OF SERIOUS FIRE SAFETY VIOLATIONS 0  
 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 0

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION) \_\_\_\_\_  
 FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION) \_\_\_\_\_

December 12, 2024  
 INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION) \_\_\_\_\_  
 INSPECTOR ADDRESS & PHONE NUMBER \_\_\_\_\_

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-302-3993

SIGNATURE DATE \_\_\_\_\_  
 FIRE INSPECTOR CERTIFICATION NUMBER \_\_\_\_\_

12/16/2024  
 133209

COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE \_\_\_\_\_  
 FIRE INSPECTOR CERTIFICATION NUMBER \_\_\_\_\_

133209

**LOCATION:**

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.

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

Approval of Reports by Board (Including Letter)  YES  NO

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

Chris Wellman  
 FACILITY ADMINISTRATOR NAME PRINTED  
 Interim VP Finance & Administrative Services  
 FACILITY ADMINISTRATOR TITLE

\_\_\_\_\_  
 FACILITY ADMINISTRATOR SIGNATURE  
 January 2nd, 2025  
 SIGNATURE DATE







**STATE COLLEGE OF FLORIDA  
2025-2026 ACADEMIC/INSTRUCTIONAL CALENDAR**

| <b>2025</b>    | <b>Fall Term</b>             | <b>Comments</b> |
|----------------|------------------------------|-----------------|
| Aug. 7         | Faculty Return               |                 |
| Aug. 7-8       | Faculty Planning/Convocation |                 |
| Aug. 11        | Classes Begin                |                 |
| Sep. 1         | Labor Day                    |                 |
| Nov. 11        | Veterans Day Observed        |                 |
| Nov. 26        | Classes End                  |                 |
| Nov. 27-28     | Thanksgiving Break           |                 |
| Dec. 1-4       | Exams                        |                 |
| Dec. 5         | Commencement                 |                 |
| Dec. 5         | Final Grades Due by 11:59 pm |                 |
| Dec 6- Jan 11  | Winter Break (Students)      |                 |
| Dec.6-Jan 7    | Winter Break (Faculty)       |                 |
| Dec. 19- Jan 1 | Winter Break (Staff)         |                 |
| <b>2026</b>    | <b>Spring Term</b>           | <b>Comments</b> |
| Jan. 8         | Faculty Return               |                 |
| Jan. 8-9       | Faculty Planning             |                 |
| Jan. 12        | Classes Begin                |                 |
| Jan. 19        | Martin Luther King           |                 |
| Mar.9-13       | Spring Break                 |                 |
| May 1          | Classes End                  |                 |
| May 4-7        | Exams                        |                 |
| May 8          | Commencement                 |                 |
| May 8          | Final Grades Due by 11:59 pm |                 |
| <b>2026</b>    | <b>Summer Term</b>           | <b>Comments</b> |
| May 18         | Faculty Returns              |                 |
| May 18         | Classes Begin                |                 |
| May 25         | Memorial Day                 |                 |
| July 3         | Independence Day Observed    |                 |
| Aug. 7         | Classes End                  |                 |
| Aug. 7         | Final Grades Due by 11:59 pm |                 |

Calendar subject to change

**STATE COLLEGE OF FLORIDA  
2026-2027 ACADEMIC/INSTRUCTIONAL CALENDAR**

| <b>2026</b>    | <b>Fall Term</b>             | <b>Comments</b> |
|----------------|------------------------------|-----------------|
| Aug. 13        | Faculty Return               |                 |
| Aug. 13-14     | Faculty Planning/Convocation |                 |
| Aug. 17        | Classes Begin                |                 |
| Sep. 7         | Labor Day                    |                 |
| Nov. 11        | Veterans Day Observed        |                 |
| Nov. 26-27     | Thanksgiving Break           |                 |
| Dec. 4         | Classes End                  |                 |
| Dec. 7-10      | Exams                        |                 |
| Dec. 11        | Commencement                 |                 |
| Dec. 11        | Final Grades Due by 11:59 pm |                 |
| Dec 12- Jan 10 | Winter Break (Students)      |                 |
| Dec.12-Jan 6   | Winter Break (Faculty)       |                 |
| Dec. 21- Jan 1 | Winter Break (Staff)         |                 |
| <b>2027</b>    | <b>Spring Term</b>           | <b>Comments</b> |
| Jan. 7         | Faculty Return               |                 |
| Jan. 7-8       | Faculty Planning             |                 |
| Jan. 11        | Classes Begin                |                 |
| Jan. 18        | Martin Luther King           |                 |
| Mar.8-12       | Spring Break                 |                 |
| April 30       | Classes End                  |                 |
| May 3-6        | Exams                        |                 |
| May 7          | Commencement                 |                 |
| May 7          | Final Grades Due by 11:59 pm |                 |
| <b>2027</b>    | <b>Summer Term</b>           | <b>Comments</b> |
| May 17         | Faculty Returns              |                 |
| May 17         | Classes Begin                |                 |
| May 31         | Memorial Day                 |                 |
| July 5         | Independence Day Observed    |                 |
| Aug. 6         | Classes End                  |                 |
| Aug. 6         | Final Grades Due by 11:59 pm |                 |

Calendar subject to change

**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 – November 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 November 30, 2024.

Student Fees revenue for the current year is 1% higher compared to the same period last year. Other Student Fees revenue decreased by 9% over Other Student Fees reported through November of last year. This is mainly due to a decrease in repeat course fees and self-supporting program tuition fees. Support from Local Government increased by 19% over Support from Local Government through November of last year. This increase is due to earlier invoicing of dual enrollment in the current year. State Support decreased by 1% over State Support through November of last year.

In the category of Expenses, overall Personnel costs are 15% higher as compared to last November. This increase is due to there being three pay periods in November this year as opposed to two last year. Services expenses increased 45% and Materials and Supplies expenses increased by 22% compared to November of last year. Services expenses increased mainly due to timing of insurance payments and increased contractual services. Materials and Supplies increase is due to an increase in data software and minor equipment purchases in the current year. Other Current Charges decreased 2% compared to the same category through November of last year.

With this 42% complete, personnel costs are at 35% of the amount budgeted for the current year, which is slightly higher compared to the three-year average for this time of year of 32%. Current expenses represent 34% of the amount budgeted, higher than the three-year average of 29% this time of year.

***In summary, with the year 42% complete:***

- Year-To-Date Actual Revenue is 49% of the Adjusted Budget, which is slightly higher compared with the three-year average of 48% for this time of year.
- Year-To-Date Actual Expense is 40% of the Adjusted Budget, which is higher than the three-year average of 32% 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 November 30, 2024, totaled \$1,112,273, compared to the three-year average of \$1,065,766. Student Fees revenue is \$957,833 and Other Student Fees revenue is \$79,935, compared to the three-year average of \$931,986 and \$79,115, respectively, for this time of year. Other Revenue is \$74,505 compared to the three-year average of \$54,665 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 \$645,752, with Personnel totaling \$586,894 and Current Expense totaling \$58,858, compared to the three-year average of \$514,156, \$476,360, and \$37,796, respectively, for this time of year. The increase in Personnel is due to there being three pay periods in November this year as opposed to two last year.

On a percentage basis, Total Revenue is 58% of that budgeted compared to the three-year average of 61% for this time of year. Total Expense is 36% of that budgeted, which is higher than the 30% 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 November 30, 2024, totaled \$2,131,317 compared to the three-year average of \$1,983,042. Support from Local Government is \$1,783,322 compared to the three-year average of \$1,773,206 for this time of year. State Support is \$102,033 compared to the three-year average of \$106,864 for this time of year. Federal Support is \$191,516 compared to the three-year average of \$57,539 for this time of year. This change is due to the last submission for ESSER III grant. All ESSER funds have been expensed at this time. Other Revenue is \$54,446 compared to the three-year average of \$45,433 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 \$1,834,026, with Personnel totaling \$1,154,790, Current Expense totaling \$445,107 and Capital Outlay expenses totaling \$234,129 during the period. These figures compared to the three-year averages of \$1,688,323, \$1,015,500, \$416,895, and \$255,928, respectively, for this time of year.

On a percentage basis, Total Revenue is 47% of that budgeted, higher than the three-year average of 45% for this time of year. Total Expense is 36% of that budgeted, slightly higher than the three-year average of 34% 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 November 30, 2024, totaled \$1,308,610 compared to the three-year average of \$965,798. Support from Local Government is \$1,216,837 compared to the three-year average of \$917,588 for this time of year. State Support is \$79,708 compared to the three-year average of \$42,053. Federal Support is \$1,060 compared to the three-year average of \$(3,483) for this time of year. This change is due to accruing ESSER grants funds in previous fiscal years. All ESSER funds have been expensed at this time. Other Revenue is \$11,005 compared to the three-year average of \$9,639 for this time of year.

Total Expense for Collegiate School – Venice Campus consists of Personnel, Current and Capital Outlay expenses. Total Expense is \$675,283, with Personnel totaling \$519,843, Current Expense totaling \$149,710 and Capital Outlay expenses totaling \$5,729 during the period. These figures compared to the three-year averages of \$773,457, \$454,109, \$142,185, and \$177,163, respectively, for this time of year.

On a percentage basis, Total Revenue is 50% of that budgeted, more than the three-year average of 41% for this time of year. Total Expense is 26% of that budgeted, which is less than the three-year average of 31% for this time of year.

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

| AC<br>Type | Description                         | November 30, 2024 |                   |                   |                            | November 30, 2023 |                   |                   |                            | Percent<br>Change<br>CY YTD Actual/<br>PY YTD Actual |
|------------|-------------------------------------|-------------------|-------------------|-------------------|----------------------------|-------------------|-------------------|-------------------|----------------------------|------------------------------------------------------|
|            |                                     | Orig Budget       | Adj Budget        | YTD Actual        | YTD Actual /<br>Adj Budget | Orig Budget       | Adj Budget        | YTD Actual        | YTD Actual /<br>Adj Budget |                                                      |
|            |                                     |                   |                   |                   |                            |                   |                   |                   |                            |                                                      |
|            | <b>Revenue</b>                      |                   |                   |                   |                            |                   |                   |                   |                            |                                                      |
| 41         | Student Fees                        | 13,835,060        | 13,835,060        | 10,610,985        | 77%                        | 13,679,170        | 13,679,170        | 10,496,419        | 77%                        | 1%                                                   |
| 42         | Other Student Fees                  | 3,950,858         | 3,950,858         | 2,081,433         | 53%                        | 3,678,121         | 3,678,121         | 2,296,006         | 62%                        | -9%                                                  |
| 43         | Support From Local Government [1]   | 1,447,861         | 1,447,861         | 1,598,604         | 110%                       | 1,343,347         | 1,343,347         | 1,339,692         | 100%                       | 19%                                                  |
| 44         | State Support                       | 35,579,924        | 33,871,248        | 13,322,238        | 39%                        | 35,999,152        | 35,999,152        | 13,512,017        | 38%                        | -1%                                                  |
| 45         | Federal Support                     | 3,026,000         | 3,026,000         | 77,143            | 3%                         | 26,000            | 3,876,000         | 225,202           | 6%                         |                                                      |
| 46         | Gifts, Private Grants & Contracts   | 0                 | 0                 | 0                 |                            | 0                 | 0                 | 0                 |                            |                                                      |
| 47         | Sales and Services Department       | 977,364           | 977,364           | 591,448           | 61%                        | 827,665           | 827,665           | 428,396           | 52%                        | 38%                                                  |
| 49         | Other Revenue [2]                   | 1,173,320         | 1,173,320         | 478,826           | 41%                        | 476,544           | 502,544           | 360,328           | 72%                        | 33%                                                  |
| 4A         | Non-Revenue Receipts [3]            | 275,288           | 277,768           | (1,003)           |                            | 296,548           | 296,548           | (2)               | 0%                         |                                                      |
|            | <b>Total : Revenue</b>              | <b>60,265,655</b> | <b>58,559,479</b> | <b>28,759,673</b> | <b>49%</b>                 | <b>56,326,547</b> | <b>60,202,547</b> | <b>28,658,057</b> | <b>48%</b>                 | <b>0%</b>                                            |
|            | <b>Grand Total : Revenue</b>        | <b>60,265,655</b> | <b>58,559,479</b> | <b>28,759,673</b> | <b>49%</b>                 | <b>56,326,547</b> | <b>60,202,547</b> | <b>28,658,057</b> | <b>48%</b>                 | <b>0%</b>                                            |
|            | <b>Expense</b>                      |                   |                   |                   |                            |                   |                   |                   |                            |                                                      |
|            | <b>Personnel</b>                    |                   |                   |                   |                            |                   |                   |                   |                            |                                                      |
| 51         | Salaries-Full Time & Perm Part Time | 26,959,740        | 27,247,563        | 9,691,049         | 36%                        | 25,165,669        | 25,167,669        | 8,438,928         | 34%                        | 15%                                                  |
| 52         | Other Personnel Exp P/T (Non-Perm)  | 3,756,892         | 3,765,292         | 1,178,659         | 31%                        | 3,709,408         | 3,709,408         | 1,032,945         | 28%                        | 14%                                                  |
| 53         | Personnel Benefits                  | 11,695,362        | 11,359,372        | 3,754,020         | 33%                        | 11,991,426        | 11,991,426        | 3,274,204         | 27%                        | 15%                                                  |
|            | <b>Total : Personnel</b>            | <b>42,411,994</b> | <b>42,372,227</b> | <b>14,623,728</b> | <b>35%</b>                 | <b>40,866,503</b> | <b>40,866,503</b> | <b>12,746,076</b> | <b>31%</b>                 | <b>15%</b>                                           |
|            | <b>Current Expense</b>              |                   |                   |                   |                            |                   |                   |                   |                            |                                                      |
| 61         | Services [4]                        | 15,293,290        | 15,559,932        | 6,216,410         | 40%                        | 11,146,170        | 15,089,114        | 4,286,702         | 28%                        | 45%                                                  |
| 62         | Materials and Supplies              | 4,289,406         | 4,406,282         | 1,357,891         | 31%                        | 4,114,207         | 4,246,456         | 1,111,380         | 26%                        | 22%                                                  |
| 63         | Other Current Charges [5]           | 5,508,677         | 3,766,673         | 387,705           | 10%                        | 6,608,353         | 6,527,463         | 394,251           | 6%                         | -2%                                                  |
|            | <b>Total : Current Expense</b>      | <b>25,091,373</b> | <b>23,732,887</b> | <b>7,962,007</b>  | <b>34%</b>                 | <b>21,868,730</b> | <b>25,863,033</b> | <b>5,792,333</b>  | <b>22%</b>                 | <b>37%</b>                                           |
|            | <b>Capital</b>                      |                   |                   |                   |                            |                   |                   |                   |                            |                                                      |
| 71         | Capital Outlay                      | 2,013,000         | 1,996,683         | 24,340            | 1%                         | 1,145,586         | 1,173,148         | 25,487            | 2%                         | -5%                                                  |
|            | <b>Total : Capital</b>              | <b>2,013,000</b>  | <b>1,996,683</b>  | <b>24,340</b>     | <b>1%</b>                  | <b>1,145,586</b>  | <b>1,173,148</b>  | <b>25,487</b>     | <b>2%</b>                  | <b>-5%</b>                                           |
|            | <b>Grand Total : Expense [6]</b>    | <b>69,516,367</b> | <b>76,401,796</b> | <b>30,910,074</b> | <b>40%</b>                 | <b>63,880,819</b> | <b>67,904,684</b> | <b>18,563,897</b> | <b>27%</b>                 | <b>67%</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, and over and short  
[4] Includes travel, postage, phone, printing, repairs, service agreements, utilities, advertising, temp svcs, consultants and professional fees, and contractors  
[5] Includes central store, scholarships, fee waivers, bad debt expense, unemployment comp and uninsured losses  
[6] Includes non-mandatory transfers out to Fund 7 (For FY 24-25 this total is \$8.3 million)



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

| AC<br>Type | Description                         | November 30, 2024 |                  |                  |            | November 30, 2023 |                  |                  |            | Percent<br>CY YTD Actual/<br>PY YTD Actual |
|------------|-------------------------------------|-------------------|------------------|------------------|------------|-------------------|------------------|------------------|------------|--------------------------------------------|
|            |                                     | Orig Budget       | Adj Budget       | YTD Actual       | Adj Budget | YTD Actual        | Adj Budget       | YTD Actual       | Adj Budget |                                            |
|            | <b>Revenue</b>                      |                   |                  |                  |            |                   |                  |                  |            |                                            |
| 41         | Student Fees                        | 1,439,766         | 1,439,766        | 957,833          | 67%        | 1,302,969         | 1,302,969        | 981,515          | 75%        | -2%                                        |
| 42         | Other Student Fees                  | 140,149           | 140,149          | 79,935           | 57%        | 123,689           | 123,689          | 76,993           | 62%        | 4%                                         |
| 44         | State Support                       | 178,164           | 178,164          | 0                | 0%         | 178,164           | 178,164          | 0                | 0%         |                                            |
| 49         | Other Revenue [1]                   | 159,183           | 159,183          | 74,505           | 47%        | 68,438            | 68,438           | 58,564           | 86%        |                                            |
|            | <b>Total : Revenue</b>              | <b>1,917,262</b>  | <b>1,917,262</b> | <b>1,112,273</b> | <b>58%</b> | <b>1,673,260</b>  | <b>1,673,260</b> | <b>1,117,072</b> | <b>67%</b> | <b>0%</b>                                  |
|            | <b>Grand Total : Revenue</b>        | <b>1,917,262</b>  | <b>1,917,262</b> | <b>1,112,273</b> | <b>58%</b> | <b>1,673,260</b>  | <b>1,673,260</b> | <b>1,117,072</b> | <b>67%</b> | <b>0%</b>                                  |
|            | <b>Expense</b>                      |                   |                  |                  |            |                   |                  |                  |            |                                            |
|            | <b>Personnel</b>                    |                   |                  |                  |            |                   |                  |                  |            |                                            |
| 51         | Salaries-Full Time & Perm Part Time | 813,108           | 820,108          | 303,591          | 37%        | 800,253           | 800,253          | 255,044          | 32%        | 19%                                        |
| 52         | Other Personnel Exp P/T (Non-Perm)  | 363,600           | 363,600          | 190,735          | 52%        | 400,451           | 400,451          | 168,340          | 42%        | 13%                                        |
| 53         | Personnel Benefits                  | 394,129           | 394,665          | 92,567           | 23%        | 259,408           | 259,408          | 83,765           | 32%        | 11%                                        |
|            | <b>Total : Personnel</b>            | <b>1,570,837</b>  | <b>1,578,373</b> | <b>586,894</b>   | <b>37%</b> | <b>1,460,112</b>  | <b>1,460,112</b> | <b>507,149</b>   | <b>35%</b> | <b>16%</b>                                 |
|            | <b>Current Expense</b>              |                   |                  |                  |            |                   |                  |                  |            |                                            |
| 61         | Services [2]                        | 34,675            | 33,525           | 4,479            | 13%        | 35,755            | 34,255           | 6,885            | 20%        | -35%                                       |
| 62         | Materials and Supplies              | 86,143            | 86,136           | 5,781            | 7%         | 83,777            | 86,777           | 5,390            | 6%         | 7%                                         |
| 63         | Other Current Charges [3]           | 93,616            | 93,616           | 48,598           | 52%        | 93,616            | 93,616           | 6,422            | 7%         |                                            |
|            | <b>Total : Current Expense</b>      | <b>214,434</b>    | <b>213,277</b>   | <b>58,857</b>    | <b>28%</b> | <b>213,148</b>    | <b>214,648</b>   | <b>18,696</b>    | <b>9%</b>  |                                            |
|            | <b>Capital</b>                      |                   |                  |                  |            |                   |                  |                  |            |                                            |
| 71         | Capital Outlay                      | 0                 | 0                | 0                |            | 0                 | 0                | 0                |            |                                            |
|            | <b>Total : Capital</b>              | <b>0</b>          | <b>0</b>         | <b>0</b>         |            | <b>0</b>          | <b>0</b>         | <b>0</b>         |            |                                            |
|            | <b>Grand Total : Expense</b>        | <b>1,785,271</b>  | <b>1,791,650</b> | <b>645,752</b>   | <b>36%</b> | <b>1,673,260</b>  | <b>1,674,760</b> | <b>525,845</b>   | <b>31%</b> | <b>23%</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: Sixteen (16)  
AMENDMENT NUMBER: Sixteen (16)**

**FISCAL YEAR: 2024-25  
November 2024**

FUND NAME: CURRENT UNRESTRICTED

FUND NUMBER: 11000

| CATEGORY                  | PRESENT       |               |               | REVISED       |
|---------------------------|---------------|---------------|---------------|---------------|
|                           | BUDGET        | INCREASE      | DECREASE      | BUDGET        |
| Beginning Fund Balance    | \$ 21,722,247 | \$            | \$            | \$ 21,722,247 |
| REVENUE                   | 58,559,479    |               |               | 58,559,479    |
| TOTAL TO BE ACCOUNTED FOR | \$ 80,281,726 | \$ 0          | \$ 0          | \$ 80,281,726 |
| SALARIES                  | \$ 42,367,227 | \$ 5,000 <a>  |               | 42,372,227    |
| CURRENT EXPENSE           | 23,159,578    | 8,400,114 <b> |               | 31,559,692    |
| CAPITAL OUTLAY            | 1,020,797     |               | 24,114 <c>    | 996,683       |
| ENDING FUND BALANCE       | 13,734,124    |               | 8,381,000 <d> | 5,353,124     |
| TOTAL ACCOUNTED FOR       | \$ 80,281,726 | \$ 8,405,114  | \$ 8,405,114  | \$ 80,281,726 |

JUSTIFICATION:

<a> The \$5,000 increase in Salaries Expense is due to:  
Increase in budget for QEP stipends

|    |              |
|----|--------------|
|    | 5,000        |
| \$ | <u>5,000</u> |

<b> The \$8,400,114 increase in Current Expense is due to:  
Decrease in budget for QEP stipends  
Increase in budget to fund faculty phone upgrade project  
Increase to establish inauguration budget  
Increase in expense budget to move fund balance to fund seven for projects

|    |                  |
|----|------------------|
|    | (5,000)          |
|    | 24,114           |
|    | 81,000           |
|    | 8,300,000        |
| \$ | <u>8,400,114</u> |

<c> The \$24,114 decrease in Capital Outlay Expense is due to:  
Decrease in budget to fund faculty phone upgrade project

|    |                 |
|----|-----------------|
|    | (24,114)        |
| \$ | <u>(24,114)</u> |

<d> The \$8,381,000 decrease in fund balance is due to:  
Decrease to fund balance for Presidential Inauguration and transfer of funds to Fund 7 for capital projects

|  |                    |
|--|--------------------|
|  | (8,381,000)        |
|  | <u>(8,381,000)</u> |

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

RESOLUTION NUMBER: Seventeen (17)  
AMENDMENT NUMBER: Seventeen (17)

FISCAL YEAR: 2024-25  
November 2024

FUND NAME: GENERAL RESTRICTED

FUND NUMBER: TWO

| CATEGORY                  | PRESENT BUDGET | INCREASE      | DECREASE | REVISED BUDGET |
|---------------------------|----------------|---------------|----------|----------------|
| Beginning Fund Balance    | \$ 2,071,953   | \$            | \$       | \$ 2,071,953   |
| REVENUE                   | 9,171,923      | 561,020 <a>   |          | 9,732,943      |
| TOTAL TO BE ACCOUNTED FOR | \$ 11,243,876  | \$ 561,020    | \$ 0     | \$ 11,804,896  |
| SALARIES                  | \$ 6,132,500   | \$ 66,000 <b> |          | 6,198,500      |
| CURRENT EXPENSE           | 3,550,877      | 495,020 <c>   |          | 4,045,897      |
| CAPITAL OUTLAY            | 134,586        | <d>           |          | 134,586        |
| ENDING FUND BALANCE       | 1,425,914      | <e>           |          | 1,425,914      |
| TOTAL ACCOUNTED FOR       | \$ 11,243,876  | \$ 561,020    | \$ 0     | \$ 11,804,896  |

JUSTIFICATION:

<a> The \$561,020 increase in Revenue is due to:  
Increase in budget to establish PCOG grant

561,020  
\$ 561,020

<b> The \$66,000 increase in Salaries Expense is due to:  
Increase in budget for SABR salary and benefit expenses

66,000  
\$ 66,000

<c> The \$495,020 increase in Current Expense is due to:  
Increase in budget to establish PCOG grant  
Decrease in budget for SABR salary expenses

561,020  
(66,000)  
\$ 495,020

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

RESOLUTION NUMBER: Eighteen (18)  
AMENDMENT NUMBER: Eighteen (18)

FISCAL YEAR: 2024-25  
November 2024

FUND NAME: UNEXPENDED PLANT FUND

FUND NUMBER: SEVEN

|                           | PRESENT       |               |          | REVISED       |
|---------------------------|---------------|---------------|----------|---------------|
| CATEGORY                  | BUDGET        | INCREASE      | DECREASE | BUDGET        |
| Beginning Fund Balance    | \$ 24,425,514 | \$            | \$       | \$ 24,425,514 |
| REVENUE                   | 53,166,883    | 8,300,000 <a> |          | 61,466,883    |
| TOTAL TO BE ACCOUNTED FOR | \$ 77,592,397 | \$ 8,300,000  | 0        | \$ 85,892,397 |
| SALARIES                  | \$ 309,775    | \$            |          | 309,775       |
| CURRENT EXPENSE           | 122,585       | 53,221 <b>    |          | 175,806       |
| CAPITAL OUTLAY            | 27,497,278    | 6,726,779 <c> |          | 34,224,057    |
| ENDING FUND BALANCE       | 49,662,760    | 1,520,000 <d> |          | 51,182,760    |
| TOTAL ACCOUNTED FOR       | \$ 77,592,397 | \$ 6,780,000  | \$ 0     | \$ 85,892,398 |

JUSTIFICATION:

<a> The \$8,300,000 increase in Revenue is due to:

Transfer of fund balance from fund 1 to fund 7 for projects

|    |                  |
|----|------------------|
| \$ | 8,300,000        |
| \$ | <u>8,300,000</u> |

<b> The \$53,221 increase in Current Expense is due to:

Increase in budget for misc. expenses  
Increase in budget for DELL CIT faculty office renovations

|    |              |
|----|--------------|
|    | 5,000        |
|    | 3,221        |
| \$ | <u>8,221</u> |

<c> The \$6,726,779 increase in Capital Outlay is due to:

Decrease in budget for DELL CIT faculty office renovations  
Increase in budget for Hurricane Milton repairs  
Increase in budget for campuswide UPS replacement  
Increase to establish budget for maintenance, repairs, and renovations  
Increase in budget to establish Parrish transfer from fund 1  
Increase in budget to establish budget for miscellaneous services

|  |                  |
|--|------------------|
|  | (3,221)          |
|  | 5,000,000        |
|  | 75,000           |
|  | 250,000          |
|  | 1,300,000        |
|  | 105,000          |
|  | <u>6,726,779</u> |

<d> The \$1,520,000 increase in Ending Fund Balance is due to:

Increase in fund balance due to transfer from fund 1 to fund 7

|  |                  |
|--|------------------|
|  | 1,520,000        |
|  | <u>1,520,000</u> |

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

| AC Type Description                    | November 30, 2024 |                  |                  |                            | November 30, 2023 |                  |                  |            | Percent Change<br>CY YTD Actual/<br>PY YTD Actual |                            |
|----------------------------------------|-------------------|------------------|------------------|----------------------------|-------------------|------------------|------------------|------------|---------------------------------------------------|----------------------------|
|                                        | Orig Budget       | Adj Budget       | YTD Actual       | YTD Actual /<br>Adj Budget | Percent           | Orig Budget      | Adj Budget       | YTD Actual |                                                   | YTD Actual /<br>Adj Budget |
| <b>Revenue</b>                         |                   |                  |                  |                            |                   |                  |                  |            |                                                   |                            |
| 43 Support From Local Government [1]   | 4,492,106         | 4,492,106        | 1,783,322        | 40%                        | 3,954,102         | 4,122,643        | 1,775,535        | 43%        | 0%                                                |                            |
| 44 State Support [2]                   | 0                 | 0                | 102,033          |                            | 40                | 40               | 126,462          |            | -19%                                              |                            |
| 45 Federal Support [3]                 | 27,268            | 27,268           | 191,516          |                            | 27,268            | 27,268           | (25,585)         |            | -94%                                              |                            |
| 49 Other Revenue [4]                   | 0                 | 0                | 54,446           |                            | 79,430            | 79,430           | 53,185           |            | 67%                                               |                            |
| <b>Total : Revenue</b>                 | <b>4,519,374</b>  | <b>4,519,374</b> | <b>2,131,317</b> | <b>47%</b>                 | <b>4,060,840</b>  | <b>4,229,381</b> | <b>1,929,596</b> | <b>46%</b> | <b>10%</b>                                        |                            |
| <b>Grand Total : Revenue</b>           | <b>4,519,374</b>  | <b>4,519,374</b> | <b>2,131,317</b> | <b>47%</b>                 | <b>4,060,840</b>  | <b>4,229,381</b> | <b>1,929,596</b> | <b>46%</b> | <b>10%</b>                                        |                            |
| <b>Expense</b>                         |                   |                  |                  |                            |                   |                  |                  |            |                                                   |                            |
| <b>Personnel</b>                       |                   |                  |                  |                            |                   |                  |                  |            |                                                   |                            |
| 51 Salaries-Full Time & Perm Part Time | 2,497,195         | 2,497,695        | 850,238          | 34%                        | 1,834,689         | 1,834,689        | 719,492          | 39%        | 18%                                               |                            |
| 52 Other Personnel Exp P/T (Non-Perm)  | 59,520            | 59,520           | 10,262           | 17%                        | 59,520            | 59,520           | 8,343            | 14%        | 23%                                               |                            |
| 53 Personnel Benefits                  | 732,988           | 733,026          | 294,290          | 40%                        | 732,988           | 732,988          | 268,984          | 37%        | 9%                                                |                            |
| <b>Total : Personnel</b>               | <b>3,289,703</b>  | <b>3,290,241</b> | <b>1,154,790</b> | <b>35%</b>                 | <b>2,627,197</b>  | <b>2,627,197</b> | <b>996,819</b>   | <b>38%</b> | <b>16%</b>                                        |                            |
| <b>Current Expense</b>                 |                   |                  |                  |                            |                   |                  |                  |            |                                                   |                            |
| 61 Services [5]                        | 1,235,145         | 1,168,402        | 238,976          | 20%                        | 1,065,835         | 1,066,435        | 333,676          | 31%        | -28%                                              |                            |
| 62 Materials and Supplies              | 295,214           | 371,897          | 206,131          | 55%                        | 269,154           | 299,154          | 112,472          | 38%        | 83%                                               |                            |
| 63 Other Current Charges               | 0                 | 0                | 0                |                            | 0                 | 0                | 0                |            | 0%                                                |                            |
| <b>Total : Current Expense</b>         | <b>1,530,360</b>  | <b>1,540,299</b> | <b>445,107</b>   | <b>29%</b>                 | <b>1,334,989</b>  | <b>1,365,589</b> | <b>446,148</b>   | <b>33%</b> | <b>0%</b>                                         |                            |
| <b>Capital</b>                         |                   |                  |                  |                            |                   |                  |                  |            |                                                   |                            |
| 71 Capital Outlay                      | 296,899           | 333,992          | 234,129          | 70%                        | 538,038           | 985,262          | 421,682          | 43%        | 43%                                               |                            |
| <b>Total : Capital</b>                 | <b>296,899</b>    | <b>333,992</b>   | <b>234,129</b>   | <b>70%</b>                 | <b>538,038</b>    | <b>985,262</b>   | <b>421,682</b>   | <b>43%</b> | <b>43%</b>                                        |                            |
| <b>Grand Total : Expense</b>           | <b>5,116,962</b>  | <b>5,164,533</b> | <b>1,834,026</b> | <b>36%</b>                 | <b>4,500,223</b>  | <b>4,978,048</b> | <b>1,864,648</b> | <b>37%</b> | <b>-2%</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 2024-25 vs. FY 2023-24  
Collegiate School - Venice Campus

| AC<br>Type Description                 | November 30, 2024 |                  |                  |                            |                            | November 30, 2023 |                |            |                            |                            |  |  |  |
|----------------------------------------|-------------------|------------------|------------------|----------------------------|----------------------------|-------------------|----------------|------------|----------------------------|----------------------------|--|--|--|
|                                        | Orig Budget       | Adj Budget       | YTD Actual       | Percent                    |                            | Orig Budget       | Adj Budget     | YTD Actual | Percent                    |                            |  |  |  |
|                                        |                   |                  |                  | YTD Actual /<br>Adj Budget | YTD Actual /<br>YTD Actual |                   |                |            | YTD Actual /<br>Adj Budget | YTD Actual /<br>YTD Actual |  |  |  |
| <b>Revenue</b>                         |                   |                  |                  |                            |                            |                   |                |            |                            |                            |  |  |  |
| 43 Support From Local Government [1]   | 2,613,647         | 2,613,647        | 1,216,837        | 47%                        | 2,364,033                  | 2,364,033         | 922,358        | 39%        | 32%                        |                            |  |  |  |
| 44 State Support [2]                   | 0                 | 0                | 79,708           |                            | 0                          | 0                 | 23,404         |            | 241%                       |                            |  |  |  |
| 45 Federal Support [3]                 | 12,680            | 12,680           | 1,060            | 8%                         | 30,000                     | 30,000            | (13,309)       | -44%       | -108%                      |                            |  |  |  |
| 49 Other Revenue [4]                   | 3,000             | 3,000            | 11,005           | 367%                       | 2,000                      | 2,000             | 11,990         | 600%       |                            |                            |  |  |  |
| 4A Non-Revenue Receipts                | 0                 | 0                | 0                |                            | 0                          | 0                 | 0              |            |                            |                            |  |  |  |
| <b>Total : Revenue</b>                 | <b>2,629,327</b>  | <b>2,629,327</b> | <b>1,308,610</b> | <b>50%</b>                 | <b>2,396,033</b>           | <b>2,396,033</b>  | <b>944,443</b> | <b>39%</b> | <b>39%</b>                 |                            |  |  |  |
| <b>Grand Total : Revenue</b>           | <b>2,629,327</b>  | <b>2,629,327</b> | <b>1,308,610</b> | <b>50%</b>                 | <b>2,396,033</b>           | <b>2,396,033</b>  | <b>944,443</b> | <b>39%</b> | <b>39%</b>                 |                            |  |  |  |
| <b>Expense</b>                         |                   |                  |                  |                            |                            |                   |                |            |                            |                            |  |  |  |
| <b>Personnel</b>                       |                   |                  |                  |                            |                            |                   |                |            |                            |                            |  |  |  |
| 51 Salaries-Full Time & Perm Part Time | 1,124,871         | 1,124,871        | 384,820          | 34%                        | 1,044,146                  | 1,044,146         | 315,578        | 30%        | 22%                        |                            |  |  |  |
| 52 Other Personnel Exp P/T (Non-Perm)  | 25,000            | 25,000           | 1,806            | 7%                         | 17,000                     | 17,000            | 8,422          | 50%        | -79%                       |                            |  |  |  |
| 53 Personnel Benefits                  | 367,987           | 367,987          | 133,218          | 36%                        | 359,599                    | 359,599           | 117,848        | 33%        | 13%                        |                            |  |  |  |
| <b>Total : Personnel</b>               | <b>1,517,858</b>  | <b>1,517,858</b> | <b>519,843</b>   | <b>34%</b>                 | <b>1,420,745</b>           | <b>1,420,745</b>  | <b>441,849</b> | <b>31%</b> | <b>18%</b>                 |                            |  |  |  |
| <b>Current Expense</b>                 |                   |                  |                  |                            |                            |                   |                |            |                            |                            |  |  |  |
| 61 Services [5]                        | 800,958           | 816,958          | 94,372           | 12%                        | 547,840                    | 554,140           | 36,639         | 7%         | 158%                       |                            |  |  |  |
| 62 Materials and Supplies              | 230,356           | 214,356          | 55,339           | 26%                        | 184,687                    | 178,387           | 43,933         | 25%        | 26%                        |                            |  |  |  |
| <b>Total : Current Expense</b>         | <b>1,031,314</b>  | <b>1,031,314</b> | <b>149,710</b>   | <b>15%</b>                 | <b>732,527</b>             | <b>732,527</b>    | <b>80,572</b>  | <b>11%</b> | <b>86%</b>                 |                            |  |  |  |
| <b>Capital</b>                         |                   |                  |                  |                            |                            |                   |                |            |                            |                            |  |  |  |
| Capital Outlay                         | 5,000             | 27,305           | 5,729            | 21%                        | 5,000                      | 95,585            | 21,824         | 23%        | -74%                       |                            |  |  |  |
| <b>Total : Capital</b>                 | <b>5,000</b>      | <b>27,305</b>    | <b>5,729</b>     | <b>21%</b>                 | <b>5,000</b>               | <b>95,585</b>     | <b>21,824</b>  | <b>23%</b> | <b>-74%</b>                |                            |  |  |  |
| <b>Grand Total : Expense</b>           | <b>2,554,172</b>  | <b>2,576,477</b> | <b>675,283</b>   | <b>26%</b>                 | <b>2,158,272</b>           | <b>2,248,858</b>  | <b>544,245</b> | <b>24%</b> | <b>24%</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.

### November 2024

| <u>DONOR/GRANTOR</u>                          | <u>AMOUNT</u>    | <u>DESCRIPTION</u> |
|-----------------------------------------------|------------------|--------------------|
| <b><u>Gifts:</u></b>                          |                  |                    |
| No gifts received                             |                  |                    |
| <b><u>Grants:</u></b>                         |                  |                    |
| United States Department of Education         |                  |                    |
|                                               |                  |                    |
| November YTD Revenue                          | 673,525          |                    |
| October YTD Revenue                           | 686,453          |                    |
| Change for Month of November                  | (12,928)         | Pell Grant 2023-24 |
|                                               |                  |                    |
| November YTD Revenue                          | 7,571,329        |                    |
| October YTD Revenue                           | 6,532,340        |                    |
| Change for Month of November                  | 1,038,989        | Pell Grant 2024-25 |
|                                               |                  |                    |
| <b>Total Received - Gifts</b>                 | -                |                    |
|                                               |                  |                    |
| <b>Total Received (Returned) - Pell Grant</b> | <b>1,026,061</b> |                    |

## PROPERTY DISPOSAL

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



Proposed by Xavier Montgomery  
 Name  
Manager, Business Operations  
 Title

Date 01/02/2025

| Description             | Asset #  | Purchase Price | Purchase Date | Reason for disposal | Method of disposal |
|-------------------------|----------|----------------|---------------|---------------------|--------------------|
| iMac                    | 36860    | \$1229.00      | 07/27/2021    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035071 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035072 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035073 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035074 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035075 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035076 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035077 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035080 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035081 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035082 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035083 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035084 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035085 | \$1,020.00     | 01/03/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035155 | \$1,150.00     | 03/16/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035273 | \$1,200.00     | 06/17/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035288 | \$1,200.00     | 06/17/2020    | Obsolete            | Escrap             |
| Latitude 5400 XCTO      | 00035294 | \$1,200.00     | 06/17/2020    | Obsolete            | Escrap             |
| MacBook Pro             | 00035311 | \$2,059.00     | 06/23/2020    | Obsolete            | Escrap             |
| Latitude 5510 XCTO      | 00035535 | \$1,350.00     | 12/03/2020    | Obsolete            | Escrap             |
| Latitude 5300 BTX       | 00037891 | \$0.00         | 10/13/2022    | Obsolete            | Escrap             |
| Latitude 7280           | 00037902 | \$0.00         | 10/13/2022    | Obsolete            | Escrap             |
| OptiPlex 5050 Mini XCTO | 033598   | \$725.00       | 03/29/2018    | Obsolete            | Escrap             |
| OptiPlex 5050 Mini XCTO | 033769   | \$1,555.12     | 05/29/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033931   | \$550.00       | 09/19/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033948   | \$550.00       | 09/19/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033950   | \$550.00       | 09/19/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033951   | \$550.00       | 09/19/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033962   | \$550.00       | 09/19/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033964   | \$550.00       | 09/19/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033967   | \$550.00       | 09/19/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033979   | \$550.00       | 09/27/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033980   | \$550.00       | 09/27/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033981   | \$550.00       | 09/27/2018    | Obsolete            | Escrap             |
| OptiPlex 3060 Micro BTX | 033984   | \$550.00       | 09/27/2018    | Obsolete            | Escrap             |



## PROPERTY DISPOSAL

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

|                         |        |          |            |          |        |
|-------------------------|--------|----------|------------|----------|--------|
| OptiPlex 3060 Micro BTX | 033985 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 033986 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 033988 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 033989 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 033990 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 033993 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 033996 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 033998 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 033999 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 034000 | \$550.00 | 09/27/2018 | Obsolete | Escrap |
| OptiPlex 3060 Micro BTX | 034003 | \$550.00 | 09/27/2018 | Obsolete | Escrap |

*Tate Montgomery*

Proposer

01/02/2025

Date

*Rebecca Rida*

Business Services Administrator

01/02/2025

Date

*Julia Jakway*

Julia Jakway (Jan 2, 2025 16:35 EST)

Signature of Vice President, Finance & Administrative Services

Date

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

|                                                                                                             |                                                             |                                    |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------|
| <b>NO:</b><br>25-01                                                                                         | <b>TITLE:</b><br>Italian/Italian American Classes - Pathway | <b>FUNDS REQUESTED:</b><br>\$2,300 |
| <b>SPONSORING AGENCY:</b><br>Consulate General of Italy in Miami                                            |                                                             | <b>SCF Cash Match:</b><br>\$0      |
| <b>PROPOSERS:</b><br>Courtney J. Ruffner Grieneisen, Ph.D., Chair,<br>Department of Language and Literature |                                                             | <b>SCF In-Kind Match:</b><br>\$0   |

*College departments and participating personnel:*

Courtney J. Ruffner Grieneisen, Ph.D., Chair, Department of Language and Literature; Jamie Tracy, Assistant Dean, Art, Design & Humanities; and Dr. Patricia Rand, Interim Provost

**GRANT SUMMARY:**

This grant from the Consulate General of Italy in Miami is a \$2,300 continuation award that provides State College of Florida, Manatee-Sarasota (SCF) with funding to continue to pay Language and Literature faculty to teach courses in Italian/Italian Studies as part of a certificate pathway.


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


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

**Signature Page**

**Proposal # 25-01**

By signing below, I acknowledge that I have read and approve Grant Proposal No: 25-01.


  
\_\_\_\_\_  
**Jamie Tracy - Area Administrator** **Date** 01/06.

  
\_\_\_\_\_  
**Erin Buckley - Sponsored Projects** **Date** 01/06.

  
\_\_\_\_\_  
**Paul Berkle - Director Human Resources** **Date** 01/06.


  
Brittany K. Nielsen (Jan 6, 2025 09:29 EST)  
\_\_\_\_\_  
**Dr. Brittany Nielsen - VP Student Services & Enrollment Management** **Date** 01/06.

  
\_\_\_\_\_  
**Christopher Wellman – Interim VP Finance and Administrative Services** **Date** 01/06.

  
Julia Jakway (Jan 6, 2025 10:56 EST)  
\_\_\_\_\_  
**Julie Jakway – Senior VP** **Date** 01/06.

  
\_\_\_\_\_  
**Dr. Patricia Rand - Interim Provost** **Date** 01/06.

  
Ryan Hale (Jan 6, 2025 10:47 EST)  
\_\_\_\_\_  
**Dr. Ryan Hale - VP for Institutional Effectiveness** **Date** 01/06.

  
Tommy Gregory, J.D. (Jan 6, 2025 14:39 EST)  
\_\_\_\_\_  
**Tommy Gregory - President** **Date** 01/06.

\_\_\_\_\_  
**Submitted to Board of Trustees** **Date** \_\_\_\_\_

| State College of Florida<br>Current Capital Projects With Budgets over<br>\$150,000 as of January 2025 | Board of Trustee<br>Approved Budget | Date Board<br>Approved<br>Budget | Source of Funds       | Project Justification | Total Estimated<br>Project Expense<br>Includes all Hard<br>and Soft costs | Comments          |
|--------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------|-----------------------|-----------------------|---------------------------------------------------------------------------|-------------------|
| <b>Completed Since Last Report</b>                                                                     |                                     |                                  |                       |                       |                                                                           |                   |
| CIT Faculty Offices                                                                                    | 350,000                             | 6/27/2023                        | CIF                   | Nursing Program       | 350,000                                                                   | Completed         |
| Lighting Upgrades, Parking, Sidewalks, Neel Auditorium                                                 | 775,000                             | 6/27/2023                        | CIF , CO&DS           | Safety                | 775,000                                                                   | Completed         |
| Roof Coatings, Collegewide                                                                             | 1,535,000                           | 6/28/2022                        | \$8.2M State CARES    | Deferred Maint.       | 1,535,000                                                                 | Completed         |
| <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      |
| HVAC Deferred Maintenance, Buildings 26                                                                | 2,658,776                           | 6/28/2022                        | \$8.2M State CARES    | Deferred Maint.       | 2,658,776                                                                 | Construction      |
| Permanent Roof Installation, Buildings 11,17 & 23                                                      | 1,384,295                           | 10/29/2024                       | Capital Reserve       | Hurricane Damages     | 1,384,295                                                                 | Construction      |
| Hurricane Milton Damages, Misc                                                                         | 4,615,705                           | 10/29/2024                       | Capital Reserve       | Hurricane Damages     | 4,615,705                                                                 | Construction      |
| <b>Approval, Planning or Design</b>                                                                    |                                     |                                  |                       |                       |                                                                           |                   |
| Parrish Phase 1 Design                                                                                 | 2,209,750                           | 5/23/2023                        | PECO                  | Population Shift      | 2,209,750                                                                 | Design in process |
| Building 2 Radiography X-Ray Equipment & Space Upgrade                                                 | 408,000                             | 12/10/2024                       | Capital Reserve/Grant | Deferred Maint.       | 408,000                                                                   | Planning & Design |
| Building 29 Nursing Auditorium Upgrades                                                                | 750,000                             | 12/10/2024                       | Capital Reserve       | Deferred Maint.       | 750,000                                                                   | Planning & Design |
| Building 28 OT/PT HVAC Upgrades                                                                        | 300,000                             | 12/10/2024                       | Capital Reserve       | Deferred Maint.       | 300,000                                                                   | Planning & Design |
| Building 26 Science Walk-In Laboratory Refrigeration                                                   | 165,000                             | 12/10/2024                       | Capital Reserve       | Deferred Maint.       | 165,000                                                                   | Planning & Design |
| 3-Court Tournament Sand Volleyball                                                                     | 250,000                             | 12/10/2024                       | Capital Reserve       | Deferred Maint.       | 250,000                                                                   | Planning & Design |
| Weight Room and Equipment Upgrades                                                                     | 500,000                             | 12/10/2024                       | Capital Reserve       | Deferred Maint.       | 500,000                                                                   | Planning & Design |
| <b>Total</b>                                                                                           | <b>14,511,526</b>                   |                                  | <b>-</b>              | <b>-</b>              | <b>14,511,526</b>                                                         |                   |

**SYNOPSIS OF PENDING RULE REVISIONS JANUARY 28, 2025**

|   | <u>Rule</u> | <u>Title</u>             | <u>Revision</u>        |
|---|-------------|--------------------------|------------------------|
| 1 | 6HX14-2.06  | Appointment of Personnel | Standardizing language |

# RULE

|                  |                                                     |                                      |
|------------------|-----------------------------------------------------|--------------------------------------|
| <b>Subject</b>   | <b>Appointment of Personnel</b>                     | <b>Number:</b><br>6HX14-2.06         |
| <b>Authority</b> | F.S. 1001.64, 1001.65                               | <b>Date:</b> <a href="#">6/24/09</a> |
| <b>History</b>   | 01/18/84, 2/16/00, 2/18/04, <a href="#">6/24/09</a> |                                      |
| <b>Source</b>    | <a href="#">Human Resources</a>                     |                                      |

All appointments must be approved by the President, or designated representative, and [reported to](#) the Board of Trustees. ~~See SCF Procedure 6HX14-2.06.01.~~

The College will not discriminate ~~on the basis of race, color, national origin, religion, sex, age, disability, marital or veteran status~~ in its employment practices [in accordance with the College's nondiscrimination rules and procedures and applicable law.](#)

# RULE

|                  |                                     |                              |
|------------------|-------------------------------------|------------------------------|
| <b>Subject</b>   | <b>Appointment of Personnel</b>     | <b>Number:</b><br>6HX14-2.06 |
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