



2017–2018 Fiscal Year

OPERATING BUDGET

NORTHWEST
FLORIDA
STATE COLLEGE



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NORTHWEST FLORIDA STATE COLLEGE

**Operating Budget
Fiscal Year 2017-2018**

**Presented to:
District Board of Trustees
June 20, 2017**

WEST FLORIDA STATE COLLEGE

FY 2016-2017

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NORTHWEST FLORIDA STATE COLLEGE
OPERATING BUDGET

Exhibit A: Annual Budget Summary

Exhibit B: Student Fee Rates

Exhibit C: Budget Worksheet for Student Fees and Transfers

Exhibit D: Schedule of Budgeted Revenue, Expenditures and Fund Balance

NORTHWEST FLORIDA STATE COLLEGE
COLLEGE OPERATING BUDGET
ANNUAL BUDGET SUMMARY FOR FISCAL YEAR 2017-18

EXHIBIT A

	<u>UNRESTRICTED</u>
BEGINNING FUND BALANCE - JULY 1, 2017:	
ESTIMATED AFR FUND BALANCE - JUNE 30, 2017 (IF DEBIT BALANCE USE "MINUS SIGN")	\$3,357,863
ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN)	\$13,569,824
TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - JULY 1, 2017	<u>\$16,927,687</u>
ADD: REVENUES	\$31,349,068
TRANSFERS IN	<u>\$520,210</u>
TOTAL RECEIPTS	<u>\$31,869,278</u>
TOTAL ESTIMATED AVAILABLE	<u>\$48,796,965</u>
DEDUCT: EXPENDITURES	\$31,800,976
TRANSFERS OUT	<u>\$68,302</u>
TOTAL DISBURSEMENTS	<u>\$31,869,278</u>
ESTIMATED FUND BALANCE - JUNE 30, 2018:	
TOTAL AVAILABLE LESS DISBURSEMENTS	\$16,927,688
ADD ACCRUED LEAVE EXPENSE (GLC 59300)	<u>\$0</u>
TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - JUNE 30, 2018	\$16,927,688
LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - JUNE 30, 2018	<u>\$13,569,824</u>
TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2018	<u>\$3,357,863</u>
ESTIMATED UNENCUMBERED FUND BALANCE - JUNE 30, 2018	<u>\$3,419,958</u>
(Includes GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)	
PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE AS OF JUNE 30 2018, TO ESTIMATED FUNDS AVAILABLE	<u>7.01%</u>

CERTIFY BOARD OF TRUSTEES APPROVAL:

COLLEGE PRESIDENT


1


DATE

NORTHWEST FLORIDA STATE COLLEGE
COLLEGE OPERATING BUDGET
2017-18 STUDENT TUITION AND FEE RATES AND BLOCK TUITION
(UPPER AND LOWER LEVELS)

TUITION AND FEES PER CREDIT HOUR & BLOCK TUITION

PROGRAMS	TUITION	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	4.59	6.88	14.74	4.59	122.59	3,677.70
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	82.77	3.86	0.00	13.52	3.86	104.01	3,120.30
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	71.70	7.20		3.60	3.60	86.10	2,583.00
PROGRAMS	BLOCK TUITION					TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	30.00					30.00	90.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	30.00					30.00	90.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00					0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00					0.00	0.00

NONRESIDENT STUDENTS

TUITION AND FEES PER CREDIT HOUR & BLOCK TUITION

PROGRAMS	TUITION	OUT-OF-STATE FEES	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	275.37	18.36	6.88	40.10	18.36	450.86	13,525.80
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	82.77	248.31	15.42	0.00	36.10	15.42	398.02	11,940.60
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	71.70	215.10	28.50		14.40	14.40	344.10	10,323.00
PROGRAMS	BLOCK TUITION						TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	30.00						30.00	90.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	30.00						30.00	90.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00						0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00						0.00	0.00

(1) These Fees Are Not Required

NORTHWEST FLORIDA STATE COLLEGE
2017-18 PROJECTED ENROLLMENT & TRANSFER WORKSHEET
(UPPER AND LOWER LEVELS)

I. BUDGET WORKSHEET FOR ESTIMATED STUDENT FEES PER CREDIT HOUR

STUDENT TUITION	DISCIPLINE	GENERAL LEDGER CODE	TOTAL PLANNED CREDIT HOURS	FEE EXEMPT, DUAL ENROLLMENT & APPRENTICESHIP, ETC.	TOTAL FEE PAYING	CHARGE PER STUDENT CREDIT HOUR	BUDGETED FEE REVENUES
TUITION	ADVANCED & PROFESSIONAL (UPPER LEVEL - BACCALAUREATE)	40101	9,169	95	9,074.00	91.79	\$832,902
TUITION	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40110	91,737	24,026	67,711.32	82.77	5,604,466
TUITION	POSTSECONDARY VOCATIONAL	40120	16,790	1,361	15,429.00	82.77	1,277,058
TUITION	CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	40130	6,630	35	6,595.00	71.70	472,862
TUITION	DEVELOPMENTAL EDUCATION	40150	2,912	233	2,679.00	82.77	221,741
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	0	0	0.00	82.77	0
	SUBTOTAL		127,238	25,750	101,488.32		\$8,409,029
STUDENT OUT-OF STATE FEES	DISCIPLINE	GENERAL LEDGER CODE	ESTIMATED FEE PAYING OUT-OF-STATE CREDIT HOURS	CHARGE PER STUDENT CREDIT HOUR	BUDGETED FEE REVENUES		
OUT-OF-STATE FEES	ADVANCED & PROFESSIONAL (UPPER LEVEL - BACCALAUREATE)	40301	46	275.37	\$12,667		
OUT-OF-STATE FEES	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40310	1,264	248.31	313,864		
OUT-OF-STATE FEES	POSTSECONDARY VOCATIONAL	40320	167	248.31	41,344		
OUT-OF-STATE FEES	CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	40330	102	215.10	21,833		
OUT-OF-STATE FEES	DEVELOPMENTAL EDUCATION	40350	86	248.31	21,355		
OUT-OF-STATE FEES	EDUCATOR PREPARATION INSTITUTES	40360	0	248.31	0		
	SUBTOTAL		1,664		\$411,063		
TOTAL STUDENT TUITION AND OUT-OF-STATE FEES							\$8,820,092

STUDENT BLOCK TUITION	DISCIPLINE	GENERAL LEDGER CODE	TOTAL ANNUAL HEADCOUNT UNDUPLICATED BY TERM/BLOCK	FEE EXEMPT	TOTAL FEE PAYING	BLOCK TUITION CHARGED	BUDGETED FEE REVENUES
BLOCK TUITION (PER TERM)	VOCATIONAL PREPARATORY	40180	0	0	0.00	30.00	\$0
BLOCK TUITION (PER TERM)	ADULT GENERAL EDUCATION AND SECONDARY	40190	1,502	0	1,502.47	30.00	45,074
BLOCK TUITION (PER HALF YEAR)	VOCATIONAL PREPARATORY	40180	0	0	0.00	0.00	0
BLOCK TUITION (PER HALF YEAR)	ADULT GENERAL EDUCATION AND SECONDARY	40190	0	0	0.00	0.00	0
	SUBTOTAL		1,502	0	1,502.47		\$45,074
NONRESIDENT BLOCK TUITION	DISCIPLINE	GENERAL LEDGER CODE	TOTAL ANNUAL HEADCOUNT UNDUPLICATED BY TERM/BLOCK	BLOCK TUITION CHARGED	BUDGETED FEE REVENUES		
BLOCK TUITION (PER TERM)	VOCATIONAL PREPARATORY	40380	0	30.00	\$0		
BLOCK TUITION (PER TERM)	ADULT GENERAL EDUCATION AND SECONDARY	40390	0	30.00	0		
BLOCK TUITION (PER HALF YEAR)	VOCATIONAL PREPARATORY	40380	0	0.00	0		
BLOCK TUITION (PER HALF YEAR)	ADULT GENERAL EDUCATION AND SECONDARY	40390	0	0.00	0		
	SUBTOTAL		0		\$0		
TOTAL BLOCK TUITION							\$45,074
GRAND TOTAL STUDENT FEES							\$8,865,166

NORTHWEST FLORIDA STATE COLLEGE
2017-18 PROJECTED ENROLLMENT & TRANSFER WORKSHEET
(UPPER AND LOWER LEVELS)

III. TRANSFER IN AND OUT INFORMATION:

EXHIBIT C (Cont)

ENTER THE APPROPRIATE FUND NUMBER IN THE "FUND TRANSFERRED FROM" COLUMN AND THE "FUND TRANSFERRED TO" COLUMN. PLEASE DO NOT LEAVE BLANK.



PURPOSE OF TRANSFER	AMOUNT	FUND TRANSFERRED FROM	FUND TRANSFERRED TO
TRANSFERS OUT:			
Debt Service for CISCO Capital Lease	\$68,302	Fund 1	Fund 8
	0		
	0		
	0		
	0		
	0		
TOTAL TRANSFERS OUT	\$68,302		
TRANSFERS IN:			
CHS Administrative/Payroll support	\$404,210	Fund 2	Fund 1
Capital Outlay from CHS	85,000	Fund 2	Fund 1
Auxiliary Support of Hospitality	31,000	Fund 3	Fund 1
	0		
	0		
	0		
TOTAL TRANSFERS IN	\$520,210		
TOTAL ALL TRANSFERS	\$588,512		

NORTHWEST FLORIDA STATE COLLEGE
SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE
BY GENERAL LEDGER CODE
FOR THE FISCAL YEAR 2017-18

ACCOUNT TITLE		GENERAL LEDGER CODE	CURRENT FUNDS - UNRESTRICTED LOWER AND UPPER LEVEL
STUDENT TUITION			
TUITION	ADVANCED & PROFESSIONAL (UPPER LEVEL - BACCALAUREATE)	40101	\$832,902
TUITION	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40110	5,604,466
TUITION	POSTSECONDARY VOCATIONAL	40120	1,277,058
TUITION	CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	40130	472,862
TUITION	DEVELOPMENTAL EDUCATION	40150	221,741
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	0
SUBTOTAL STUDENT TUITION			\$8,409,029
OUT-OF-STATE FEES	ADVANCED & PROFESSIONAL (UPPER LEVEL - BACCALAUREATE)	40301	\$12,667
OUT-OF-STATE FEES	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40310	313,864
OUT-OF-STATE FEES	POSTSECONDARY VOCATIONAL	40320	41,344
OUT-OF-STATE FEES	CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	40330	21,833
OUT-OF-STATE FEES	DEVELOPMENTAL EDUCATION	40350	21,355
OUT-OF-STATE FEES	EDUCATOR PREPARATION INSTITUTES	40360	0
SUBTOTAL OUT-OF-STATE FEES			\$411,063
TUITION (PER TERM) - RESIDENT	VOCATIONAL PREPARATORY	40180	\$0
TUITION (PER TERM) - RESIDENT	ADULT GENERAL EDUCATION AND SECONDARY	40190	45,074
TUITION (PER HALF YEAR) - RESIDENT	VOCATIONAL PREPARATORY	40180	0
TUITION (PER HALF YEAR) - RESIDENT	ADULT GENERAL EDUCATION AND SECONDARY	40190	0
SUBTOTAL BLOCK RESIDENT TUITION			\$45,074
TUITION (PER TERM) - NONRESIDENT	VOCATIONAL PREPARATORY	40380	\$0
TUITION (PER TERM) - NONRESIDENT	ADULT GENERAL EDUCATION AND SECONDARY	40390	0
TUITION (PER HALF YEAR) - NONRESIDENT	VOCATIONAL PREPARATORY	40380	0
TUITION (PER HALF YEAR) - NONRESIDENT	ADULT GENERAL EDUCATION AND SECONDARY	40390	0
SUBTOTAL BLOCK TUITION NONRESIDENT FEES			\$0
SUBTOTAL FCSPF STUDENT FEES			\$8,865,166

NORTHWEST FLORIDA STATE COLLEGE
SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE
BY GENERAL LEDGER CODE
FOR THE FISCAL YEAR 2017-18

TUITION - LIFELONG LEARNING	40210	\$0
TUITION - CONTINUING WORKFORCE EDUCATION	40240	0
FULL COST OF INSTRUCTION (REPEAT COURSE FEE)	40260	0
TUITION - SELF-SUPPORTING	40270	133,153
LABORATORY FEES	40400	898,507
DISTANCE LEARNING COURSE USER FEES	40450	446,427
APPLICATION FEES	40500	0
TRANSIENT STUDENT APPLICATION FEE	40505	0
GRADUATION FEES	40600	0
DIPLOMA REPLACEMENT FEES	40610	0
TRANSCRIPT FEES	40700	10,898
FINANCIAL AID FUND FEES	40800	0
TECHNOLOGY FEE	40870	422,359
OTHER STUDENT FEES	40900	124,441
TRANSPORTATION FEE (SANTA FE COLLEGE ONLY)	40980	0
CREDIT CARD CONVENIENCE FEE	40985	0
TOTAL STUDENT FEES		\$10,900,951
SUPPORT FROM LOCAL GOVERNMENT		
GRANTS AND CONTRACTS FROM CITIES	41500	\$0
GRANTS AND CONTRACTS FROM COUNTIES	41600	830,000
INDIRECT COSTS RECOVERED - CITY AND COUNTY	41900	0
TOTAL SUPPORT FROM LOCAL GOVERNMENT		\$830,000
STATE SUPPORT		
FLORIDA COLLEGE SYSTEM PROGRAM FUND (FCSPF)	42110	\$14,427,754
SPECIAL APPROPRIATION - OTHER	42130	0
PERFORMANCE-BASED INCENTIVE FUNDING - FCSPF	42150	495,414
INCENTIVE GRANTS FOR EXPANDED PROGRAMS	42160	0
LICENSE TAG FEES APPROPRIATION	42210	0
PERFORMANCE-BASED INCENTIVE PROGRAM (CATEGORICAL APPROPRIATIONS)	42510	0
LOTTERY FUNDS - FCSPF	42610	3,953,580
GRANTS AND CONTRACTS - STATE	42700	0
INDIRECT COST RECOVERED - STATE	42900	0
TOTAL STATE SUPPORT		\$18,876,748

NORTHWEST FLORIDA STATE COLLEGE
SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE
BY GENERAL LEDGER CODE
FOR THE FISCAL YEAR 2017-18

FEDERAL SUPPORT		
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT	43500	\$0
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT (EDUCATION)	43518	0
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT (DISCRETIONARY)	43519	0
INDIRECT COST RECOVERED - FEDERAL	43900	0
TOTAL FEDERAL SUPPORT		\$0
GIFTS, PRIVATE GRANTS AND CONTRACTS		
CASH CONTRIBUTIONS	44100	\$0
NON-CASH CONTRIBUTIONS	44200	0
GIFTS, GRANTS AND CONTRACTS - PRIVATE	44400	251,891
INDIRECT COSTS RECOVERED - PRIVATE SOURCES	44900	0
TOTAL GIFTS, PRIVATE GRANTS AND CONTRACTS		\$251,891
SALES AND SERVICES DEPARTMENT		
COMMISSIONS	46200	\$0
USE OF COLLEGE FACILITIES	46400	152,000
OTHER SALES AND SERVICES	46600	30,000
TAXABLE SALES	46700	0
INTERDEPARTMENTAL SALES	46900	100,891
TOTAL SALES AND SVCS. DEPT.		\$282,891
OTHER REVENUES		
INTEREST AND DIVIDENDS	48100	\$68,311
GAIN OR LOSS ON INVESTMENTS	48200	0
FINES AND PENALTIES	48700	38,000
MISCELLANEOUS REVENUE	48900	100,276
TOTAL OTHER REVENUES		\$206,587

NORTHWEST FLORIDA STATE COLLEGE
SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE
BY GENERAL LEDGER CODE
FOR THE FISCAL YEAR 2017-18

NON-REVENUE RECEIPTS		
MANDATORY TRANSFERS IN, FROM CURRENT FUNDS - UNRESTRICTED	49110	\$0
NON-MANDATORY TRANSFERS IN, FROM CURRENT FUNDS - UNRESTRICTED	49210	489,210
NON-MANDATORY TRANSFERS IN, AUXILIARY FUNDS	49230	31,000
NON-MANDATORY TRANSFERS IN, LOAN, ENDOWMENT, ANNUITY AND LIFE INCOME FUNDS	49240	0
PROCEEDS FROM SALE OF PROPERTY	49500	0
INSURANCE RECOVERY	49520	0
PRIOR YEAR CORRECTIONS	49600	0
OVER AND SHORT	49900	0
TOTAL NON-REVENUE RECEIPTS		\$520,210
GRAND TOTAL REVENUES		\$31,869,278
PERSONNEL COSTS		
EXECUTIVE MANAGEMENT	51000	\$585,568
INSTRUCTIONAL MANAGEMENT	51100	288,384
INSTITUTIONAL MANAGEMENT	51200	0
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL SABBATICAL	51400	0
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL REGULAR PART-TIME	51500	0
INSTRUCTIONAL	52000	5,586,577
INSTRUCTIONAL - OVERLOAD/SUPPLEMENTAL	52100	1,336,486
INSTRUCTIONAL - SUBSTITUTION	52200	0
INSTRUCTIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	52300	0
INSTRUCTIONAL - SABBATICAL	52400	0
INSTRUCTIONAL (PHASED RETIREMENT)	52500	0
INSTRUCTIONAL (PHASED RETIREMENT) - INSTRUCTOR/PROFESSOR	52501	0
INSTRUCTIONAL (PHASED RETIREMENT) - LIBRARIAN	52502	0
INSTRUCTIONAL (PHASED RETIREMENT) - COUNSELOR	52503	0
INSTRUCTIONAL (PHASED RETIREMENT) - REGULAR PART-TIME (FRS PARTICIPANT)	52504	0
OTHER PROFESSIONAL	53000	4,317,987
OTHER PROFESSIONAL - OVERLOAD/SUPPLEMENTAL	53100	0
OTHER PROFESSIONAL - SUBSTITUTION	53200	0
OTHER PROFESSIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	53300	0
OTHER PROFESSIONAL - REGULAR PART-TIME	53500	0

NORTHWEST FLORIDA STATE COLLEGE
SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE
BY GENERAL LEDGER CODE
FOR THE FISCAL YEAR 2017-18

TECHNICAL, CLERICAL, TRADE AND SERVICE	54000	3,559,966
TECHNICAL, CLERICAL, TRADE AND SERVICE - OVERTIME	54100	0
TECHNICAL, CLERICAL, TRADE AND SERVICE - REGULAR (PART-TIME)	54500	0
OPS - OTHER PERSONNEL - EXECUTIVE, ADMINISTRATIVE, MANAGERIAL	55000	0
OPS - INSTRUCTIONAL	56000	0
OPS - INSTRUCTIONAL/ADJUNCT INSTRUCTOR	56001	1,752,691
OPS - LIBRARIAN	56002	0
OPS - COUNSELOR	56003	0
OPS - PARA-PROFESSIONAL	56006	0
OPS - INSTRUCTIONAL SUBSTITUTES	56100	0
OPS - OTHER PROFESSIONAL PART-TIME	56500	382,720
OPS - TECHNICAL, CLERICAL, TRADE AND SERVICE	57000	984,911
STUDENT EMPLOYMENT - INSTITUTIONAL WORK STUDY	58000	0
STUDENT EMPLOYMENT - COLLEGE WORK STUDY PROGRAM	58100	0
STUDENT EMPLOYMENT - COLLEGE WORK EXPERIENCE PROG.	58200	0
STUDENT EMPLOYMENT - STUDENT ASSISTANTS	58300	50,518
STUDENT EMPLOYMENT - OTHER GOVERNMENTAL SOURCES	58400	0
EMPLOYEE AWARDS	58500	0
SOCIAL SECURITY CONTRIBUTIONS	59100	1,049,825
RETIREMENT CONTRIBUTIONS	59200	1,060,635
ACCRUED LEAVE EXPENSE (COMPENSATED ABSENCES)	59300	0
ACCRUED SEVERANCE PAY EXPENSE	59400	0
OTHER BENEFITS - TAXABLE	59500	0
OTHER BENEFITS	59600	0
INSURANCE BENEFITS	59700	1,542,036
TUITION BENEFITS & REIMBURSEMENT	59800	30,000
PERSONNEL EXPENSE CONTINGENCY (BUDGET ONLY)	59900	0
TOTAL PERSONNEL COSTS		\$22,528,304
CURRENT EXPENSES		
TRAVEL	60500	\$460,529
FREIGHT AND POSTAGE	61000	50,072
TELECOMMUNICATIONS	61500	171,692
PRINTING	62000	204,565
REPAIRS AND MAINTENANCE	62500	625,606
RENTALS	63000	137,943
INSURANCE	63500	720,900

**NORTHWEST FLORIDA STATE COLLEGE
SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE
BY GENERAL LEDGER CODE
FOR THE FISCAL YEAR 2017-18**

UTILITIES (NOT DESIGNATED BELOW)	64000	0
HEATING FUELS	64001	98,200
WATER & SEWER	64002	336,325
ELECTRICITY	64003	1,476,600
GARBAGE COLLECTIONS	64004	52,700
FUEL, VEHICULAR	64005	11,760
HAZARDOUS WASTE REMOVAL	64006	2,567
STORM WATER RUNOFF FEES	64007	0
OTHER SERVICES	64500	1,513,096
WORKFORCE/WAGES	64600	0
SERVICE PROVIDER CONTRACTS - WORKFORCE/WAGES	64700	0
PROFESSIONAL FEES	65000	154,573
EDUCATIONAL, OFFICE/DEPARTMENT MATERIALS AND SUPPLIES	65500	638,043
DATA SOFTWARE - NON-CAPITALIZED	65700	1,022,268
MAINTENANCE AND CONSTRUCTION MATERIALS AND SUPPLIES	66000	959,208
OTHER MATERIALS AND SUPPLIES	66500	194,616
LIBRARY RESOURCES	67000	165,350
PURCHASES FOR RESALE	67500	34,000
INDIRECT COST EXPENSE	67600	0
ADMINISTRATIVE COST POOL ALLOCATION	67700	0
SCHOLARSHIPS AND WAIVERS	68000	0
INTEREST ON DEBT	68500	0
PAYMENT ON DEBT PRINCIPAL	69000	0
MANDATORY TRANSFERS-OUT, CURRENT FUNDS - UNRESTRICTED	69110	68,302
MANDATORY TRANSFERS-OUT, CURRENT FUNDS - RESTRICTED	69120	0
MANDATORY TRANSFERS-OUT, RETIREMENT OF INDEBTEDNESS FUNDS	69180	0
NON-MANDATORY TRANSFERS-OUT, CURRENT FUNDS - UNRESTRICTED	69210	0
NON-MANDATORY TRANSFERS OUT, UNEXPENDED PLANT AND RENEWAL/REPLACEMENT FUNDS	69270	0
OTHER EXPENSES	69500	18,260
PRIOR-YEAR CORRECTIONS	69600	0
CURRENT EXPENSE CONTINGENCY (BUDGET ONLY)	69900	0
TOTAL CURRENT EXPENSES		\$9,117,174

**NORTHWEST FLORIDA STATE COLLEGE
SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, AND FUND BALANCE
BY GENERAL LEDGER CODE
FOR THE FISCAL YEAR 2017-18**

CAPITAL OUTLAY		
MINOR EQUIPMENT - NON-CAPITALIZED, NON INVENTORIED	70500	\$48,127
MINOR EQUIPMENT - NON-CAPITALIZED INVENTORIED	70600	158,473
FURNITURE AND EQUIPMENT	71000	17,200
DATA SOFTWARE	72000	0
ARTWORK/ARTIFACT	73050	0
BUILDINGS AND FIXED EQUIPMENT	75000	0
REMODELING AND RENOVATION, NON-CAPITALIZED REPAIRS & MAINTENANCE, AND OTHER STRUCTURES AND IMPROVEMENTS	76000	0
LAND	77000	0
OTHER STRUCTURES, LAND IMPROVEMENTS	79000	0
CAPITAL OUTLAY CONTINGENCY (BUDGET ONLY)	79900	0
TOTAL CAPITAL OUTLAY		\$223,800
GRAND TOTAL EXPENDITURES		\$31,869,278
RESERVED FOR ENCUMBRANCES	30100	\$0
RESERVED FOR PERFORMANCE BASED INCENTIVE FUNDING (VOCATIONAL)	30200	0
RESERVED FOR ACADEMIC IMPROVEMENT TRUST FUNDS	30300	0
RESERVED FOR OTHER REQUIRED PURPOSES	30400	0
RESERVED FOR STAFF AND PROGRAM DEVELOPMENT	30500	62,095
RESERVED FOR STUDENT ACTIVITY FUNDS	30600	0
RESERVED FOR MATCHING GRANTS	30700	0
FUND BALANCE - BOARD DESIGNATED	30900	0
FUND BALANCE - COLLEGE - UNALLOCATED	31100	3,357,863
TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE		\$3,419,958
AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS - ESTIMATED AS OF JUNE 30, 2018	30800	(\$13,569,824)
TOTAL ESTIMATED FUND BALANCE		(\$10,149,866)

NORTHWEST FLORIDA STATE COLLEGE
STUDENT ACTIVITY AND SERVICE FEE
BUDGET ALLOCATION
FISCAL YEAR 2017-2018

TOTAL REVENUE	\$61,800
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The Student Activity and Service Fee is to be expended by lawful purposes to benefit the student body in general. FS 1009.23(7) and is assessed on Baccalaureate enrollment.

These funds have been budgeted to support students through the following areas:

➤ Arts Programs	\$ 5,000
➤ CDEC	15,000
➤ Student Life	18,400
➤ Student Organizational Support	18,400
➤ Wellness Center	5,000

Total Budget	<u>\$61,800</u>
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**NORTHWEST FLORIDA STATE COLLEGE
COLLEGIATE HIGH SCHOOL - CURRENT FUND PROPOSED
SCHEDULE OF BUDGETED REVENUES, AND EXPENDITURES
FOR THE FISCAL YEAR 2017-18**

SUPPORT FROM LOCAL GOVERNMENT	
CONTRACTS FROM COUNTY SCHOOL DISTRICT	
FEFP BASE FUNDING	\$ 1,164,525
OTHER FEFP (Weighted FTE Share)	
ESE Guaranteed Allocation	10,920
Supplemental Academic Instruction	79,794
Class Size Reduction	253,696
Other FEFP (WFTE share)	5,261
Federally Connected Students	21,600
Discretionary Local Effort (WFTE Share)	109,358
Discretionary Tax Compression Allocation	20,129
Discretionary Lottery (WFTE Share)	4,355
Instructional Materials	20,588
Science Laboratory Materials	347
Dual Enrollment Instructional Materials	97,274
Transportation	62,911
Reading Instruction (WFTE share)	12,063
Digital Classroom Allocation	8,995
SUB TOTAL CONTRACT COUNTY SCHOOL DISTRICT	\$ 1,871,816
DISTRICT ADMINISTRATIVE FEE	(31,498)
Subtotal Unrestricted Revenue	\$ 1,840,318
Florida Teachers Lead Program	4,615
CAPITAL IMPROVEMENT ESTIMATE	80,000
TOTAL ESTIMATED LOCAL GOVERNMENT SUPPORT	\$ 1,924,933
GRAND TOTAL REVENUES	\$ 1,924,933

**NORTHWEST FLORIDA STATE COLLEGE
COLLEGIATE HIGH SCHOOL - CURRENT FUND PROPOSED
SCHEDULE OF BUDGETED REVENUES, AND EXPENDITURES
FOR THE FISCAL YEAR 2017-18**

PERSONNEL COSTS	
CLASSROOM TEACHER	286,994
OTHER SUPPORT CLERICAL/TECHNICAL	38,250
PART-TIME STAFF	120,000
SOCIAL SECURITY CONTRIBUTIONS	27,605
FICA/MEDICARE CONTRIBUTIONS	6,456
RETIREMENT CONTRIBUTIONS	31,675
HEALTH INSURANCE BENEFITS	24,000
LIFE INSURANCE BENEFITS	1,300
TOTAL PERSONNEL COSTS	\$ 536,282

**NORTHWEST FLORIDA STATE COLLEGE
COLLEGIATE HIGH SCHOOL - CURRENT FUND PROPOSED
SCHEDULE OF BUDGETED REVENUES, AND EXPENDITURES
FOR THE FISCAL YEAR 2017-18**

CURRENT EXPENSE	
TRAVEL	8,000
STUDENT TRANSPORTATION	90,000
FREIGHT AND POSTAGE	8,500
TELECOMMUNICATIONS	75
PRINTING	20,000
RENTALS COMPUTERS	75,000
FUEL, VEHICULAR	60,000
OTHER SERVICES	19,200
INSTITUTIONAL MEMBERSHIPS	3,000
AUDITING FEES	17,000
EDUCATIONAL MATERIALS & SUPPLIES	44,615
TEXTBOOKS	150,000
OFFICE/DEPARTMENT MATERIALS & SUPPLIES	16,000
FOOD AND FOOD PRODUCTS	25,000
SUBSCRIPTIONS, PERIODICALS, & DISKS	300
DUAL ENROLLMENT TUITION	540,000
INDIRECT COST TO THE COLLEGE	226,961
TOTAL CURRENT EXPENSE	\$ 1,303,651
CAPITAL OUTLAY	
MINOR EQUIPMENT-NON CAPITAL	\$ 5,000
FACILITIES RENTAL	80,000
TOTAL CAPITAL OUTLAY	\$ 85,000
TOTAL ALL EXPENDITURES	\$ 1,924,933
TOTAL NET REVENUES	\$ -

**NORTHWEST FLORIDA STATE COLLEGE
COLLEGIATE HIGH SCHOOL - CURRENT FUND PROPOSED
SCHEDULE OF BUDGETED REVENUES, AND EXPENDITURES
FOR THE FISCAL YEAR 2017-18**

SUPPORT FROM LOCAL GOVERNMENT	
Fund Balance - Florida Teachers Lead Program	\$ 2,396
Fund Balance - A+ School Recognition Award	44,153
TOTAL LOCAL GOVERNMENT SUPPORT	\$ 46,549
CURRENT EXPENSE	
EDUCATIONAL MATERIALS & SUPPLIES	46,549
TEXTBOOKS	
OFFICE/DEPARTMENT MATERIALS & SUPPLIES	
DATA SOFTWARE - NON-CAPITALIZED	
FOOD AND FOOD PRODUCTS	
SUBSCRIPTIONS, PERIODICALS, & DISKS	
DUAL ENROLLMENT TUITION	
INDIRECT COST TO THE COLLEGE	
CONTINGENCY	-
TOTAL CURRENT EXPENSE	\$ 46,549
TOTAL ALL EXPENDITURES	\$ 46,549
TOTAL NET REVENUES	0

NORTHWEST FLORIDA STATE COLLEGE
CONSTRUCTION / RENOVATION & REMODELING (UNEXPENDED PLANT FUND)
FISCAL YEAR 2017-2018

A. Summary by Source - Unexpended Plant	Total Funds	PECO Funds	Local Funds	License Tag Fees	Third Party Contributions
B. Current Year 2017/2018 Appropriations					
17/18 Capital Improvement Fee	\$ 1,559,250	-	1,559,250		
17/18 Mtnc, Repair, Renovations, Remodeling	\$ 765,714	765,714	-		
17/18 Fixed Capital Outlay - Utility Plant Upgrade	\$ 3,000,000	3,000,000			
17/18 Fixed Capital Outlay - Rem/Ren Bldg 310	\$ 2,741,149	2,741,149			
17/18 Other State Funds	\$ 67,825	-	-	67,825	
17/18 CHS Transfer In	\$ 90,000	-	-	-	90,000
Total 2017/2018 Appropriations	8,223,938	6,506,863	1,559,250	67,825	90,000
Expenditures					
Personnel	\$ 240,006	\$ 240,006	\$ -	\$ -	
Current Expense	\$ 952,822	862,822	-	-	90,000
Capital Expense	\$ 6,535,283	5,404,035	1,063,423	67825	
Transfer Out - Debt Service Blackboard	\$ 495,827	-	495,827		
Total Expenditures	\$ 8,223,938	\$ 6,506,863	\$ 1,559,250	\$ 67,825	\$ 90,000

**NORTHWEST FLORIDA STATE COLLEGE
FUNDS 1, 2, 3, and 7
BUDGET SUMMARY
FISCAL YEAR 2017-2018**

	FUND 1	FUND 2	FUND 3	FUND 7	TOTAL
REVENUES					
Student Tuition Fees	8,736,374		-		8,736,374
Other Student Fees	2,164,577	61,800		1,559,250	3,785,627
Local Government	830,000				830,000
State Funding	18,876,748	1,952,444		6,506,863	27,336,055
Federal Grants	-	1,104,008			1,104,008
Other Revenue	741,369	1,912,780	1,956,393	67,825	4,678,367
Transfers In	520,210		-	90,000	610,210
TOTAL	\$ 31,869,278	\$ 5,031,032	\$ 1,956,393	\$ 8,223,938	\$ 47,080,641
EXPENDITURES					
Personnel	\$ 22,528,304	\$2,212,647	\$532,668	\$240,006	\$ 25,513,625
Current Expense	9,048,872	2,227,175	717,325	952,822	12,946,194
Capital Expense	223,800	102,000		6,535,283	6,861,083
Transfers Out to Fund 1		489,210	31,000		520,210
Transfers to Fund 5			675,400		
Transfers to Fund 8	68,302		-	495,827	564,129
TOTAL EXPENSE	\$ 31,869,278	\$ 5,031,032	\$ 1,956,393	\$ 8,223,938	\$ 47,080,641

(1) Fund 2 Includes Student Activity Fees, The Collegiate High School, Federal and State Grants with Associated Expenditures

NORTHWEST FLORIDA STATE COLLEGE
TUITION, FINANCIAL AID, STUDENT ACTIVITIES & SERVICES, TECHNOLOGY, AND
CAPITAL IMPROVEMENT FEES FISCAL YEAR 2017-2018

It is recommended for Fiscal Year 2017-2018, the Board approve no increase in Baccalaureate, Lower Division Advanced/Professional, Post-Secondary, Vocational, Developmental Education, Career Certification, Continuing Workforce, and Adult Basic Education tuition. Florida Statute Section 1009.23(6) provides that each College Board of trustees having a service area bordering another state may implement a plan for a differential out-of-state fee (border state fee). The following chart shows the proposed tuition (in-state) and tuition (out-of-state) fees beginning with the 2017 fall term registration. This budget for in-state and out-of-state tuition is \$8,820,092

TUITION						
DESCRIPTION	FLORIDA RESIDENT		NON-RESIDENT		BORDER STATE RESIDENT	
	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17
Baccalaureate Programs	91.79	91.79	367.16	367.16	92.79	92.79
Advance & Professional, Postsecondary Vocational, and Developmental Ed.	82.77	82.77	331.08	331.08	83.77	83.77
Career Certificate and Applied Technology Diploma Programs (Credit Hr/Clock Hr., 30 Clock Hrs.= 1 Cr. Hr.)	71.70/ 2.39	71.70/ 2.39	286.80/ 9.56	286.80/ 9.56	72.70/ 2.42	72.70/ 2.42
Continuing Workforce Education	149.74	149.74	149.74	149.74	149.74	149.74
(1) Adult Basic & Secondary and Vocational Preparatory (Per Term)	30.00	30.00	30.00	30.00	30.00	30.00

NORTHWEST FLORIDA STATE COLLEGE
FINANCIAL AID FEE
FISCAL YEAR 2017-2018

It is recommended for fiscal year 2017-2018, the Board approve the Financial Aid Fee as five percent (5%) of the Baccalaureate, Advanced and Professional, Postsecondary Vocational, Developmental Education tuition and ten percent (10%) of Career Certificate and Applied Technology Diploma Programs. This will generate approximately \$451,000 in fiscal year 2017-2018 for College awarded scholarships. The NWFSC Scholarship Plan is included as Attachment IV of the Budget for Board of Trustees approval

FINANCIAL AID FEE						
DESCRIPTION	FLORIDA RESIDENT		NON-RESIDENT		BORDER STATE RESIDENT	
	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17
Baccalaureate Programs	4.59	4.59	18.36	18.36	4.59	4.59
Advance & Professional, Postsecondary Vocational, and Developmental Ed.	3.86	3.86	15.42	15.42	3.86	3.86
Career Certificate and Applied Technology Diploma Programs (Credit Hr/Clock Hr., 30 Clock Hrs.= 1 Cr. Hr.)	7.20/ 0.24	7.20/ 0.24	28.50/ 0.95	28.50/ 0.95	7.20/ 0.24	7.20/ 0.24

NORTHWEST FLORIDA STATE COLLEGE
STUDENT ACTIVITIES AND SERVICES FEE
FISCAL YEAR 2017-2018

It is recommended for Fiscal Year 2017-2018, the Board approve the Student Activities and Services Fee at seven and one half (7.5%) of Baccalaureate and no fee for Advanced & Professional, and Postsecondary Vocational and Developmental Education tuition. The Student Activities and Services Fee will generate approximately \$61,800 to be budgeted for student programs and student services support.

STUDENT ACTIVITIES AND SERVICES FEE						
DESCRIPTION	FLORIDA RESIDENT		NON-RESIDENT		BORDER STATE RESIDENT	
	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17
Baccalaureate Programs	6.88	6.88	6.88	6.88	6.88	6.88
Advance & Professional, Postsecondary Vocational, and Developmental Ed.	-		-		-	

NORTHWEST FLORIDA STATE COLLEGE
CAPITAL IMPROVEMENT FEE
FISCAL YEAR 2017-2018

It is recommended for Fiscal Year 2016–2017, the Board approve no increase in the Capital Improvement Fee for Baccalaureate, Advanced and Professional, Postsecondary Vocational and Developmental Education. The fee rate will be 10% of tuition plus \$6 per credit hour. Career Certificate and Applied Technology Diploma Programs will 5% of tuition per credit hour. The Capital Improvement Fee budget is \$1,559,250.

CAPITAL IMPROVEMENT FEE						
DESCRIPTION	FLORIDA RESIDENT		NON-RESIDENT		BORDER STATE RESIDENT	
	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17
Baccalaureate Programs	14.74	14.74	40.10	40.10	14.74	14.74
Advance & Professional, Postsecondary Vocational, and Developmental Ed.	13.52	13.52	36.10	36.10	13.52	13.52
Career Certificate and Applied Technology Diploma Programs (Credit Hr/Clock Hr., 30 Clock Hrs.= 1 Cr. Hr.)	3.60/ 0.12	3.60/ 0.12	14.40/ 0.48	14.40/ 0.48	3.60/ 0.12	3.60/ 0.12

NORTHWEST FLORIDA STATE COLLEGE
TECHNOLOGY FEE
FISCAL YEAR 2017-2018

It is recommended for fiscal year 2017-2018, the Board approve the Technology Fee to be five percent (5%) of Baccalaureate, Advanced and Professional, Postsecondary Vocational, Developmental Education, and Postsecondary and Career Certificate and Applied Technology Programs. The budgeted Technology Fee is \$422,359 for fiscal year 2017-2018.

TECHNOLOGY FEE

DESCRIPTION	FLORIDA RESIDENT		NON-RESIDENT		BORDER STATE RESIDENT	
	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17
Baccalaureate Programs	4.59	4.59	18.36	18.36	4.59	4.59
Advance & Professional, Postsecondary Vocational, and Developmental Ed.	3.86	3.86	15.42	15.42	3.86	3.86
Career Certificate and Applied Technology Diploma Programs (Credit Hr/Clock Hr., 30 Clock Hrs.= 1 Cr. Hr.)	3.60/ 0.12	3.60/ 0.12	14.40/ 0.48	14.40/ 0.48	3.60/ 0.12	3.60/ 0.12

NORTHWEST FLORIDA STATE COLLEGE
TOTAL PER CREDIT HOUR STUDENT FEE
FISCAL YEAR 2017-2018

These actions will continue to leave NWFSC among the lowest total fees for public and private colleges and universities in the State of Florida. The following outlines proposed tuition and standard fees for fiscal year 2017-2018.

TOTAL TUITION AND STANDARD FEES

DESCRIPTION	FLORIDA RESIDENT		NON-RESIDENT		BORDER STATE RESIDENT	
	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17	Proposed FY 17/18	Current FY 16/17
Baccalaureate Programs	122.59	122.59	450.86	450.86	123.59	123.59
Advance & Professional, Postsecondary Vocational, and Developmental Ed.	104.01	104.01	398.02	398.02	105.01	105.01
Career Certificate and Applied Technology Diploma Programs (Credit Hr/Clock Hr., 30 Clock Hrs.= 1 Cr. Hr.)	86.10/ 2.87	86.10/ 2.87	344.10/ 11.47	344.10/ 11.47	87.10/ 2.90	87.10/ 2.90
Continuing Workforce Education	149.74	149.74	149.74	149.74	149.74	149.74
(1) Adult Basic & Secondary and Vocational Preparatory (Per Term)	30.00	30.00	30.00	30.00	30.00	30.00

NORTHWEST FLORIDA STATE COLLEGE
LAB/COURSE FEE SCHEDULE
FISCAL YEAR 2017-2018

FEE TITLE (DESCRIPTION) (Banner: SCADETL)	Applicable to course or section	Banner Fee: College Credit, Developmental, and Vocational Credit	Banner Detail Code
SCIENCE LAB FEE (chemicals, organic or other consumable supplies, field trip costs, or support services required)	Course	Per Credit Fee (\$7 per credit)	2001
TESTING SOFTWARE FEE (specially accredited curricula, e.g. Allied Health, FDLE, etc. with special assessment or commercial testing required)	Course	Flat Fee (Varies per actual expenses)	2002
ALLIED HEALTH LAB FEE (applied lab/clinical with instruments, tools, supplies and/or support services required for skills/competencies)	Course	Flat Fee (Varies per actual expenses)	2003
COMPUTER LAB FEE (class taught in computer lab with required software and supplies and/or support services)	Course	Per Credit Fee (\$6 per credit)	2004
SPECIALIZED COMPUTER LAB FEE (class taught in computer lab with required specialized software and supplies and/or support services)	Course	Per Credit Fee (\$15 per credit)	2005
TECHNICAL LAB FEE (mechanical/technical applied lab or studio with special tools and supplies)	Course	Flat Fee (Varies per actual expenses)	2006
ONLINE CLASS FEE (online distance learning class with software, special services or other specialized delivery costs required)	Section	Per Credit Fee (\$15 per credit)	2000
APPLIED MUSIC LESSONS (individual lessons with special services and support required in the performing arts)	Course	Flat Fee (Varies per actual expenses)	2007
SIMULATION LAB FEE (additional applied activity costs required for safety, licensure, or accreditation for EMS/Fitness/Wellness courses)	Course	Flat Fee (Varies per actual expenses)	2008

NORTHWEST FLORIDA STATE COLLEGE
LAB/COURSE FEE SCHEDULE
FISCAL YEAR 2017-2018

FEE TITLE (DESCRIPTION) (Banner: SCADETL)	Applicable to course or section	Banner Fee: College Credit, Developmental, and Vocational Credit	Banner Detail Code
CLASS SUPPLIES FEE (required miscellaneous consumable supplies, instructional materials, or special services)	Course or section	Flat Fee (Varies per actual expenses)	2009
FINGERPRINTING FEE (fingerprinting/FDLE background check)	Course	Flat Fee (Varies per actual expenses)	2010
SOFTWARE SUPPORT FEE (education portfolio, allied health computerized student support package fee, including HESI Exams, Avatar, Ethics Software, etc.)	Course	Flat Fee (Varies per actual expenses)	2011
CERTIFICATION (EMT/Paramedic/EMS certification documentation f+A61ee)	Course	Flat Fee (Varies per actual expenses)	2012
HYBRID CLASS FEE (hybrid delivery and support software, i.e., Tegrity, D2L, etc.)	Section	Per Credit Fee (\$9 per credit)	2013
FIELD SUPERVISION FEE (teacher education onsite field supervision)	Course	Flat Fee (Varies per actual expenses)	2014
FINE ARTS PRODUCTION FEE (maintenance of production costumes)	Course	Flat Fee (Varies per actual expenses)	2015
STUDENT ACCIDENT COVERAGE (SAC) FEE (insurance)	Course	Flat Fee (Varies per actual expenses)	2032

NORTHWEST FLORIDA STATE COLLEGE
TESTING FEES
FISCAL YEAR 2017-2018

TEST DESCRIPTION	FEE
<p style="text-align: center;">Post-Secondary Readiness Test (PERT)</p> <p>Admission exam for post-secondary education that evaluates college readiness for English, Reading, and Math. No fee is charged for prospective NWFSC first time testers, Dual and CHS students, Career and Technical Education students, and anyone whose scores are invalid. Exam scores that are older than two years are invalid. Re-testers (excluding CTE, Dual, and CHS students) and non-NWFSC students are charged a fee.</p>	<p style="text-align: center;">\$10.00* retest fee \$30.00* non-NWFSC fee</p>
<p style="text-align: center;">College Level Examination Program (CLEP)</p> <p>Credit by examination program with tests available in various subject areas. CLEP exams test mastery of college-level material. No fee is collected at the Hurlburt Testing Center.</p>	<p style="text-align: center;">\$20.00* non-essay \$30.00* essay (Each student must also pay an \$85 fee payable to CLEP for each exam)</p>
<p style="text-align: center;">DSST Exams (formerly DANTES)</p> <p>Credit by examination program with tests available in various subject areas. Provides the opportunity to receive college credit for learning acquired outside the traditional college classroom. No fee is collected at the Hurlburt Testing Center.</p>	<p style="text-align: center;">\$20.00* (Each student must also pay a \$80 fee payable to Prometric for each exam)</p>
<p style="text-align: center;">Comprehensive Examination Testing Fee (Challenge Exam)</p> <p>Eligible students may earn credit in designated vocational and college credit courses. The comprehensive examination is intended to verify skills and knowledge acquired through prior learning experiences and is available for designated courses. Department Chairs must pre-approve the request for a challenge exam. Challenge exams are prepared and stored in the respective department.</p>	<p style="text-align: center;">\$100.00*</p>
<p style="text-align: center;">Florida Basic Abilities Test (FBAT)</p> <p>Tests job related critical thinking skills specific to Corrections Academy and Law Enforcement Academy.</p>	<p style="text-align: center;">\$35.00*</p>
<p style="text-align: center;">Health and Environmental Sciences Institute (HESI)</p> <p>Required of all students applying for admission to the Emergency Medical Technician and Nursing programs at NWFSC.</p>	<p style="text-align: center;">\$40.00*</p>

NORTHWEST FLORIDA STATE COLLEGE
TESTING FEES
FISCAL YEAR 2017-2018

TEST DESCRIPTION	FEE
<p style="text-align: center;">Test of Adult Basic Education (TABE)</p> <p>Tests skills and competencies in areas of reading, mathematics, and language. No fee is charged for NWFSC students admitted to Career and Technical Education programs that require this exam for completion. Non-NWFSC students must pay testing fee.</p>	\$20.00*
<p style="text-align: center;">Non- NWFSC Proctored Exams</p> <p>Students requiring test administration for courses from institutions other than NWFSC must pay a testing fee and can participate on a space available basis. This fee applies to non-NWFSC students who want to take the PERT, Accuplacer (excludes CLM testing for approved students), Manufacturing Skills Standards Council (MSSC), and other tests that may be free of charge for NWFSC students or prospective students.</p>	\$30.00*
<p style="text-align: center;">Certiport</p> <p>Test candidates must pay a testing fee to test using a pre-paid voucher from Certiport. Current Certiport tests are Microsoft Office Specialist (MOS), Certiport Internet and Computing Core Certifications (IC3), Microsoft Technology Associate (MTA), and Intuit QuickBooks.</p>	\$20.00*
<p style="text-align: center;">Professional Certification</p> <p>Various exams offered through PearsonVUE and Prometric. Exams include (but are not limited to): GED Testing Services, Florida Department of Education (Teacher Certification), National Registry for EMT, Comp TIA, Cisco Systems, APICS, Florida Bureau of Fire Standards & Training, Florida Department of Law Enforcement, etc.</p>	(Fees are collected directly by PearsonVUE or Prometric and vary by exam)
<p style="text-align: center;">American College Testing (ACT) / Scholastic Aptitude Test (SAT) Exams</p> <p>Admission exam for post-secondary education that evaluates college readiness for English, Reading, Math, and various subject areas.</p>	(Fees are collected directly by ACT and SAT and vary by exam)

*a \$3.50 convenience fee is added when payment is processed on-line using RegisterBlast.

NORTHWEST FLORIDA STATE COLLEGE
CHILD DEVELOPMENT EDUCATION CENTER
FISCAL YEAR 2017-2018

	Child Care Fees
Annual Registration Fee	\$40.00
Monday, Wednesday, Friday	\$81.00 per week (\$27.00 per day)
Tuesday, Thursday	\$54.00 per week (\$27.00 per day)
Monday – Friday	\$135.00 per week (27.00 per day)
Monday-Friday (VPK Wrap-Around)	\$100.00
Security Access Card Replacement	\$40.00
Late Pick-up Fee (When children are picked up after closing)	\$10.00 for the first ten minutes (or fraction thereof) \$5 for each five minutes thereafter.

NORTHWEST FLORIDA STATE COLLEGE
OTHER MISCELLANEOUS CHARGES
FISCAL YEAR 2017-2018

DESCRIPTION	FEE
Child Development Center Security Access Card Replacement	\$ 40.00
Late Registration Fee	\$ 25.00
Library	
Fine, per day (failure to return an item on time)	\$ 0.20
Lost Book Fee (failure to return an item)	
Actual Cost of replacement, with minimum fee	\$ 25.00
Processing fee	\$ 5.00
Parking Permit - 2 Options	
Per Term Fee	\$ 25.00
Annual Permit	\$ 60.00
Parking fines per Violation	\$ 25.00
Boot Removal: Boots will be placed on the vehicle tires for the following violations	
The fourth parking violation in an unauthorized parking space.	\$ 25.00
The first parking violation for parking on the grass, in a fire lane, or unauthorized parking in a handicapped space.	
Reinstatement Fee	
Students Requesting Reinstatement into a class after an administrative withdrawal for late payment or non-payment of loans, deferments and dishonored checks will be assessed a	\$ 25.00
Returned Check Fee	\$ 25.00
Student Access/ID Card Fee, per term	\$ 15.00
Student Access Card Replacement	\$ 15.00

III - A: Instructional Personnel

Northwest Florida State College

2017 – 2018 Employment/Compensation Provisions

Nine-Month Instructional Personnel

Each faculty member shall be obligated for nine (9) months of full-time service in accordance with the provisions of the payroll calendar for 2017-2018 and his/her individual contract.

BASIC CONTRACTS

The basic contractual obligation for a full-time, nine-month faculty member is thirty-four (34) hours per week in the fall and spring semesters. At least twenty-five (25) of those hours, spread over five (5) days, must be student contact hours, of which at least fifteen (15) must be classroom/instructional hours. The remaining nine (9) hours will be devoted to other professional activities. Satisfaction of the fifteen (15) hour classroom/instructional hour obligation is defined as a 100% (1.0) load obligation and is further defined by course load factors, a list of which is maintained in the Office of the Vice President - Academic Affairs. For other full-time, nine-month faculty members, including librarians, the basic contractual obligation is thirty-four (34) hours per week of professional duties, which may include a teaching assignment. Persons teaching less than the basic contractual obligation shall be considered part-time, except for designated Board approved "half-time" or other pro-rata positions requiring a minimum of eight (8) classroom/instructional hours or its assigned equivalent.

Any and all instructional personnel are assignable to appropriate college credit, clock hour, college prep credit and noncredit courses, or to combinations of such courses to meet the needs of the comprehensive program to which the College is committed. Faculty who teach in clock hour programs shall teach at least twenty (20) clock hours per week and hold at least five (5) office hours per week to satisfy the minimum requirement of twenty-five student contact hours with the remaining nine (9) hours devoted to other professional activities. Should there be a mix of instructional and instructional service equivalent obligations within the contract of a faculty member, the pro-rata distribution of contract obligations of time for the respective functions and the pro-rata distribution of salary to the respective functions will be determined by the Vice President - Academic Affairs in cooperation with any other relevant administrator in accordance with the criteria and guidelines on file in the Office of the Vice President - Academic Affairs. Should the pro-rata classroom teaching portion of such a contract be less than fifty percent (50%) of a normal teaching load and the remaining assignment is other than instructional service equivalent, the position will cease to be instructional and will be reclassified accordingly.

After consideration of the recommendations of the pertinent program director or department chair, class assignments for each faculty member shall be made by the Vice President - Academic Affairs in the manner which best meets the needs of students and the College. Full-time class loads shall be assigned as appropriate according to the instructional load determination formula.

Teaching by any full-time Northwest Florida State College employee of courses for other educational institutions at the undergraduate level (or equivalent to) courses taught by Northwest Florida State College (or activity involved in the generation or implementation of such courses) is considered a conflict of interest unless authorized in advance by the President or his designee and, therefore, subjects the person so doing to a choice of discontinuance of employment by Northwest Florida State College or to termination of such outside employment. Acceptance by any Northwest Florida State College personnel of any personal or financial benefit or gain (direct or indirect) from any course offering or activity of the College in any form other than compensation according to established College compensation provisions is a conflict of interest. Likewise, any use of College equipment, property, work time, or the work time of any College personnel, in any way, for activities which will lead to or result in any personal or financial benefit or gain shall be considered improper (except for honoraria authorized in advance by the President on recommendation of the relevant administrator). Establishment of the fact of any such conflict(s) of interest or impropriety shall subject that person to discontinuance of employment by Northwest Florida State College.

FACULTY SCHEDULES AND WORK WEEK

Individual weekly schedules shall be established jointly each semester by each full and half-time faculty member in cooperation with his or her program director or department chair (with the Academic Dean as appropriate in the case of program directors and department chairs) as follows. Each Fall and Spring semester, a

final copy of each full-time and half-time faculty member's weekly schedule, signed by the faculty member and the appropriate supervisor, shall be filed with the department and the Office of the Vice President - Academic Affairs according to the deadlines established by the Vice President - Academic Affairs. Each department shall maintain a roster of part-time (adjunct) faculty members teaching during the term and the hours and manner in which the faculty members are available to assist students.

Full-Time Faculty Members

Sufficient time to constitute the instructor's full-time obligation consisting of a minimum of 34 scheduled hours per week shall be distributed appropriately throughout each week, and shall contain a minimum of 25 student contact hours and posted office hours available to students each week. Office hours shall be scheduled during normal college operating hours and at such time as will maximize accessibility for students. The remaining 9 hours weekly which relate to a basic teaching load may be devoted to any combination of other professional duties such as scheduled office hours, obligations for committee work, department meetings, general or specific faculty meetings, class preparation, advising, academic research, approved community outreach special occasion obligations, etc. at the most appropriate location(s). Distance learning, hybrid, or other non-traditional classes may be included as part of the regular full-time obligation as determined by the Vice President - Academic Affairs. If reassignments or non-traditional classes are used to meet the full-time obligation, the faculty member must still schedule a minimum of 34 hours per week. Unless approved in advance by the Vice President - Academic Affairs, the minimum 25 student contact hours shall be scheduled across the usual Monday through Friday work week. Class hours for any supplemental assignment shall be in addition to the 34 weekly hours required for the basic load during Fall and Spring semesters; for example, a supplemental load of 3 credit hours requires at least 3 scheduled weekly contact hours beyond the minimum 34 weekly hours. Supplemental assignments in distance learning format must be completed outside the 34 weekly hours.

During the hours which constitute the 34 hour full-time obligation to the College, the faculty member shall be conveniently and promptly accessible to students for assistance and advisement and to other College personnel for general conduct of College business. The faculty member's written weekly schedule shall show at least 34 scheduled hours. Normally the 25 student contact hours are scheduled over the five-day period Monday through Friday; however, in certain cases the hours may be scheduled over a four-day period, with approval from the Vice President of Academic Affairs.

Half-Time Faculty Members (as approved by the President)

Sufficient time to constitute the instructor's obligation consisting of a minimum of 17 scheduled hours per week for half-time (based on 34 hours full-time) shall be distributed appropriately throughout each week, and shall contain as a minimum 13 classroom contact hours and posted office hours (minimum of eight [8] in scheduled hours) available to students each week. Office hours shall be scheduled during normal college operating hours and at such times as will maximize accessibility for students. Distance learning, hybrid, or other non-traditional assignments may be included as part of the regular half-time obligation as determined by the Vice President - Academic Affairs. The remaining hours, relating to the basic load, may be scheduled in the same manner as specified above for full-time faculty members. The faculty member's weekly schedule shall show at least 17 scheduled hours over a minimum of two (2) work days per week.

If reassignments or non-traditional classes are used to meet the half-time obligation, the faculty member must still schedule at least 17 hours per week. Credit hours or equivalents above the minimum eight (8) for a half-time position will be contracted on a supplemental basis and must be completed outside the regular 17 hour work week. Contracted semester credits for half-time positions, regardless of the number of supplemental credits, do not accrue toward continuing contracts.

During the hours which constitute the 17 hour half-time obligation to the College, the faculty member shall be conveniently and promptly accessible to students for assistance and advisement and to other College personnel for general conduct of College business. The faculty member's written weekly schedule shall show at least 17 scheduled hours.

Part-Time Faculty Members

All part-time faculty members, including full-time employees teaching classes on a supplemental load basis during the fall, spring, and summer, shall provide time outside of class for assisting students. Ideally, such time shall be scheduled immediately prior to or following the scheduled class(es) and at the same teaching location. If such scheduling is not feasible, the faculty member may arrange with the appropriate supervisor to fulfill this obligation through alternate means such as e-mail and/or individual student appointments.

LEAVES OF ABSENCE

All absences shall be covered by appropriate leave ***approved in advance*** (other than absences resulting in the use of Sick Leave) in accordance with the procedures, deadlines, and policies contained in the Personnel Handbook. Any and all TDY's or leaves shall (per Board Policy and FAC Rules) be specifically approved by the President or his designee. Recommendations for TDY's or leaves for instructional personnel are made by the appropriate Academic Dean, Program Director or the Department Chair and the Vice President - Academic Affairs, as appropriate. Such requests and recommendations are expected to be made on a timely basis to allow ample time to meet deadlines for travel reservations, preferred-rate hotel/motel reservations, registration details, etc., and to enable implementation of approval procedures. It should be noted especially that ***absence from the two-county district*** during an instructor's obligated hours requires appropriate leave or TDY to protect the employment status, perquisites, and interests of the employee. Voluntary leave (personal, professional, etc.) shall be taken at the ***mutual convenience*** of the College (as judged by the Vice President - Academic Affairs on recommendation from the appropriate Dean, Program Director or the Department Chair) and the instructional staff member involved. Should a person be on a schedule other than a regular 5-day work week, calculation of any leave time shall be appropriately pro-rated.

HEALTH AND LIFE INSURANCE BENEFIT PROGRAM

The premium for single-rate coverage for any full-time employee approved by the Board for benefits who elects to participate in the College group plan will be paid by the College. Premiums for life insurance for such persons will be paid by the College at two times the employee's current salary rate. Persons filling authorized half-time or other pro-rata positions are also entitled to these benefits.

SUPPLEMENTAL AND PART-TIME CONTRACTS

At the option of the College, a separate contract may, upon recommendation of the Vice President - Academic Affairs, as appropriate, be drawn with full-time and half-time personnel including qualified twelve-month contract personnel, for a duration of less than nine months (either within or outside of their contract period) for provision of instructional services or other authorized services over and beyond their basic contract. Determination of such assignments will be based on qualifications, interest, the need for such services, and the best interests of the students and the College. Such assignments shall have prior approval by the President or his designee.

Supplemental and part-time instructional personnel are paid per the Adjunct and Supplemental Personnel Pay Rate Schedule, according to the classification of the teaching assignment. When noncredit, college, vocational, or prep courses are taught in combined form, classification of the assignment for payroll purposes will be determined by the Vice President - Academic Affairs in accordance with guidelines on file in the Office of the Vice President - Academic Affairs. Part-time and supplemental instructional personnel shall not be permitted to exceed the number of semester and/or contact hours in their contracts except under extenuating circumstances; advance approval from the Vice President – Academic Affairs is required.

Instructional personnel on part-time teaching contracts (including supplemental contracts) shall be obligated to set up appointments to meet with students outside of class time and to arrange for appropriate scheduled conference times which will be established by joint action of the faculty member and the Dean, Program Director or the Department Chair for the purpose of assisting and advising students at mutually appropriate locations and times convenient to the student(s) whom they teach and serve. Ideally, such activities will be scheduled immediately before or after classes and at the same location. The supplemental office hours and

class hours for full-time and half-time faculty shall be in addition to the 34 hours and 17 hours, respectively, required for basic instructional loads during Fall and Spring semesters. Supplemental contact hours for twelve-month contract personnel are, likewise, in addition to their minimum required 37.5 weekly contact hours. A copy of the scheduled class and conference hours, as approved by the Dean, Program Director or the Department Chair, shall be filed with the Vice President - Academic Affairs.

Part-time instructional personnel shall be limited to twelve (12) semester hours including semester hour equivalents, 360 non-credit hours, or equivalent combination. Exceptions to these limits may be made under extenuating circumstances; advance approval from the Vice President - Academic Affairs is required.

Within the Faculty Member's Regular 9-Month Contract Period

Instructional personnel who are assigned a full-time or half-time nine-month teaching load (as defined under Basic Contracts) shall be eligible for supplemental contract assignments based upon that portion of the total load which exceeds 100 percent or appropriate distribution of a full load (15 credits or equivalent load for full-time and 8 credits or equivalent for half-time). The excess percentage shall be converted to the appropriate number of credits or equivalent for pay determination purposes at supplemental contract pay rates. Should a faculty member have less than a full load, any supplemental contract arrangement will be on the basis of the percentage of the obligations that will, in fact, be over and above a full teaching (or instructional equivalent) assignment that equates to the appropriate full or half-time contract. Supplemental contracts issued to full-time or half-time faculty members during the nine-month contract for obligations beyond the regular load shall not exceed twelve (12) credits (or equivalent) during any semester unless approved in advance by the Vice President - Academic Affairs and the President. Exceptions to this maximum are made only under unique or extraordinary circumstances. Supplemental assignments in asynchronous distance learning format shall be included in the calculation of the twelve (12) credit maximum; such credits will accrue at the same rate applied to traditional classroom instruction. Calculation of the maximum load is independent of the calculation of compensation for such classes. Additional guidelines are maintained by the Vice President - Academic Affairs.

Outside of the Faculty Member's Regular 9-Month Contract Period

Regular full and half-time instructional personnel (persons who have been on 9-month contract prior to Summer semester of each year and who have commitments for teaching on full or half-time contracts in the subsequent academic year) shall be given first priority for supplemental teaching contracts during Summer semester. Normally, supplemental contracts issued during Summer semester shall not exceed twenty-seven (27) semester hours or equivalent in total for Sessions I, II, III and all other abbreviated terms of the Summer semester. Distance Learning supplemental assignments shall be included in the maximum summer load calculations in the same manner as used during the regular 9-month contract period. The Vice President - Academic Affairs shall determine the loads within these guidelines. Assignments of any loads in excess of these guidelines (which would occur only because of unique, unavoidable circumstances) shall be approved ***in advance*** by the Vice President - Academic Affairs. All full and half-time, regular nine-month faculty members who elect to teach during Summer semester, Sessions A, B, C or other abbreviated terms are classified as Supplemental Faculty Members-and will be paid as such.

COMPENSATION

Full-Time 9-Month Instructional Personnel and Department Chairs

Faculty are initially assigned a salary within the appropriate level based upon the following criteria:

1. The minimum salary within the level is the base salary for the position;
2. Three percent of the base salary may be granted for each year of prior experience up to a maximum of ten (10) years. However, the maximum allowable experience shall be reduced by one year for every year within the past 10 years that the College was unable to award a faculty salary increase.

The initial placement shall be recommended by the Human Resources Office in terms of relevance of the experience background of the faculty member to his/her assignment at Northwest Florida State College, and any allowance for experience outside of the educational frame of reference (for relevant work experience) is normally assessed on a 2-to-1 ratio.

Salary Adjustments: Current employees on continuing contract or whose annual contract is renewed are eligible for an annual increase in salary in those years in which an increase is awarded, up to the maximum salary for the assigned level.

Lump Sum: Upon recommendation of the President and at the discretion of the Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year, contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase.

Faculty attaining the next level of education through completion of approved coursework at a regionally accredited postsecondary institution will be compensated as follows:

Degree Level	Increase in Current Salary	Non-recurring Bonus on Current Salary*
From Bachelor's to Master's	6%	3%
From Master's to Doctorate	6%	5%

* Full-time 9-month Instructional Personnel and department Chairs hired after July, 2011 are not eligible for the non-recurring bonus on current salary.

9-MONTH FACULTY SALARY RANGE		
Classification	Minimum	Maximum
Bachelor's degree or less	\$35,959.00	\$73,792.00
Master's degree	\$38,116.00	\$78,220.00
Doctorate	\$40,437.00	\$82,913.00

Annual salary shall not exceed the maximum for the range, regardless of adjustment.

Nine-month contract faculty members shall be obligated to the work days specified in the annual Payroll Calendar. Nine-month contract librarians are obligated to work the number of days specified in the payroll calendar; however, the schedule (dates) of those days shall be determined by the supervisor and Vice President - Academic Affairs in consultation with the librarian. The schedule shall be designed to meet the best interest of the college and students.

Distance Learning and Other Non-Traditional Instructional Options

Compensation for courses delivered via distance learning or other non-instructional options are paid according to the following chart. Faculty members who are assigned courses in these formats are responsible for maintaining comparable quality instruction for students on-site or at remote locations. Further, faculty members are expected to be accessible to students by telephone, e-mail, and office hours and to respond promptly to student inquiries. Faculty members assigned to simulcast, internship, and selected forms of distance learning must meet additional responsibilities associated with the mode of instruction. Additional definitions, as well as teaching responsibilities for each mode of instruction, are maintained in the Office of the Vice President - Academic Affairs. Additional guidelines regarding workload obligations and distance learning/non-traditional instruction are maintained in the Office of the Vice President-Academic Affairs.

COMPENSATION FOR DISTANCE LEARNING INSTRUCTION			
<p>Compensation = (per student rate) x (number of paid student enrollments) x (number of credits in the course) up to seventeen (17) students.</p> <p>At the eighteenth student, the compensation shall equal the compensation for teaching the class in the traditional format.</p> <p>Compensation shall remain at the eighteen-student level until the paid enrollments exceed the course cap, at which time the per pupil compensation will resume for each additional enrollment until the next cap is reached. A list of individual course caps is maintained in the Office of the Vice President-Academic Affairs.</p>			
Supplemental/Adjunct Distance Learning Teaching Assignment Pay Rate*			
	Doctorate	Master's	Bachelor's
Per student	\$40.00	\$36.67	\$32.50

*Instructional personnel classified in the Master's Plus category prior to 2012-2013 academic year will be compensated no less than the 2011-2012 rates.

Program Director/Department Chair Reassigned Time

In recognition of their obligations and services as instructional leaders, Department Chairs on 9-month contracts shall receive one or more semester hours of reassigned time annually and summer stipends. The number of semester hours of reassigned time shall be determined by the Vice President - Academic Affairs and shall be commensurate with the extent of supervisory and programmatic responsibilities associated with the department. The semester/term(s) in which the reassigned time is awarded shall be mutually determined by the Vice President - Academic Affairs and the department chair.

The President shall have the authority to compensate full or part-time instructional personnel on the appropriate credit or contact hour rate for teaching, developing and working in selected noncredit courses such as workshops and seminars, and for curriculum development, special projects, or other similar activities.

Other Provisions

Equivalent credits for noncredit courses and activities for pay purposes are determined by the Vice President - Academic Affairs and computed on the basis of the appropriate credit to contact hour relationship.

When enrollment is less than the minimum guideline for a given class, the Vice President - Academic Affairs shall have the authority to apply the distance learning compensation formula and/or to combine classes to reach an equivalent minimum class size.

Compensation for applied lessons in the performing arts and for selected indirect supervision internships/preceptorships may be determined on a pro-rata basis, depending on student enrollments.

Note: The President shall have the authority to freeze salaries of personnel or to reclassify personnel when changes in assignments or in operational or organizational circumstances necessitate, with the understanding that the compensation of such affected persons may: (1) be reduced or (2) be frozen at the specified salary rate until circumstances make removal of the freeze feasible or until a reclassified person regains the appropriate pay level under a new classification. Such freezes and/or reclassifications shall be reported to the Board of Trustees for confirmation and approval. Should a reclassification provide advancement in classification for a person, his/her compensation shall be appropriately advanced.

Instructional personnel are exempt from the provisions of the Fair Labor Standards Act.

Associate Faculty Workshop

Associate faculty members may be invited to attend workshops throughout the year. Associate faculty attending may receive a stipend up to \$50 for their participation.

CLASSIFICATION FOR PAY PURPOSES

Full-time instructional Faculty and Librarians are classified in three levels depending upon the education attained in the field of assigned responsibility. Accommodation of the breadth of experience and professional preparation represented among the instructional personnel is provided for by the following structural arrangement within the salary schedule. Classification for pay purposes shall be based on official documents/transcripts on file in the Human Resources Office effective with the next semester.

Doctorate

Earned Doctorate with a field of specialization relevant to the faculty member's present specific assignment or projected assignment at Northwest Florida State College.

Master's

Earned Master's Degree in a field of specialization relevant to the faculty member's present specific assignment or projected assignment at Northwest Florida State College, or its equivalent by virtue of specialized training and experience which is judged by the President of the College, on recommendation of the Vice President - Academic Affairs, to be in a field of specialization relevant to the faculty member's present specific assignment or projected assignment at Northwest Florida State College.

Bachelor's

Earned Bachelor's Degree in a field of specialization relevant to the faculty member's present specific assignment or projected assignment at Northwest Florida State College; or related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes; approved by the President upon recommendation of the appropriate principal administrator.

Contracts

Annual Contract

May be granted for a one-year period only.

Continuing Contract

May be granted to instructional personnel in a regular full-time instructional position.

SUPPLEMENTAL/ADJUNCT TEACHING ASSIGNMENT PAY RATES* FY 2017 – 2018			
Course Type	Doctorate	Masters	Bachelors
College Credit	\$720 per credit	\$660 per credit	\$585 per credit
Vocational Credit (Theory/Didactic)	\$48.00 per contact hour	\$44.00 per contact hour	\$39.00 per contact hour
Vocational Credit (Clinical, Lab, or Practicum)	\$720 per credit	\$660 per credit	\$585 per credit
College Preparatory Credit	\$48.00 per contact hour	\$44.00 per contact hour	\$39.00 per contact hour
Adult Basic Education (non-credit)	\$22.09 per contact hour	\$ 19.72 per contact hour	\$18.01 per contact hour
ESOL (non-credit)	\$22.09 per contact hour	\$19.72 per contact hour	\$18.01 per contact hour
GED Preparatory (non-credit)	\$22.09 per contact hour	\$19.72 per contact hour	\$18.01 per contact hour
Vocational Preparatory (non-credit)	\$22.09 per contact hour	\$19.72 per contact hour	\$18.01 per contact hour
Continuing Workforce Education, Prime Time, Recreation and leisure , Institute for Professional Development, Clinical Specialist, Corporate Training (non-credit)	<p>-----\$17.16 - \$300.00 per contact hour----- (Placement within range determined in accordance with criteria on file in the Office of the Vice President - Academic Affairs)</p>		
Public Service Academies: Law Enforcement, Corrections, EMT, Paramedic and Fire	\$34.00 per contact hour		

* Instructional Personnel classified in the Master's Plus category prior to the 2012-2013 academic year will be compensated no less than the 2011-2012 rates.

**III - B: Executive/Administrative/Managerial and
Twelve-Month Instructional/Professional/
Technical and Supervisory**

Northwest Florida State College
Professional, Administrative, and Executive Salary Schedule
2017-2018

All employees shall be obligated for twelve (12) months of full-time service in accordance with the provisions of the payroll calendar for 2017-2018 and his/her contract.

The work obligation for employees shall be 37½ hours per week (normally 7½ hours per day, Monday through Friday), exclusive of one (1) hour per day for lunch. Employees are obligated to be present at their work assignment locations on each day of their contract period unless on appropriate leave or TDY (as defined and set forth in the Personnel Handbook). Since the accomplishment of the mission of the College in serving its clientele places highly varied demands and pressures upon each professional person involved in accomplishing that mission, daily schedules shall be established jointly by each such person and his/her supervisor.

Personnel in this category may be assigned instructional or instructional related responsibilities as a part of or in addition to the 37½ weekly hours required for the basic contract. Teaching responsibilities included as a part of the basic contract and supplemental instruction performed in addition to an employee's full-time assignment shall be authorized only by the President upon recommendation by the Vice President - Academic Affairs. Any such assignments shall be governed by the instructional salary schedule principles and provisions as they relate to instructional requirements. Compensation for supplemental instruction shall be governed by the instructional salary schedule rates for such instruction. Personnel holding continuing contract status will maintain that status, thus honoring contracts previously made with those employees.

Personnel of academic programs may receive a specified number of hours reassigned time each semester (Fall, Spring, Summer) depending upon responsibilities as approved by the Vice President - Academic Affairs.

Full-time employees of Northwest Florida State College are expected to consider employment at the college as their primary vocational/professional pursuit. Employment outside the College should not infringe on the ability of the full-time employee to adequately perform his/her duties at the College. Full-time employees are precluded from teaching courses at the undergraduate level at other colleges without approval of the College President or designee.

Acceptance by any Northwest Florida State College personnel of any personal or financial benefit or gain (direct or indirect) from any course offering or activity of the College in any form other than compensation according to established College compensation provisions is a conflict of interest. Likewise, any use of College equipment, property, or work time of any College personnel, in any way, for activities which will lead to or result in any personal or financial benefit or gain shall be considered improper (except for honoraria authorized in advance by the President on recommendation of the relevant administrator). Establishment of the fact of any such conflict(s) of interest or impropriety may subject that person to discontinuance of employment by Northwest Florida State College.

Compensation

Personnel shall be compensated in accordance with the attached schedule and paid in accordance with their employment letter and the payroll calendar. Salaries shall be recommended by the President based on educational background, experience, and position requirements to his/her assignment at Northwest Florida State College. The base may be appropriately reduced for contracts of less than 12-months upon approval of the President. Employees hired after March 1 will not receive a pay increase for the following fiscal year. The President has the authority to pay employees supplementary compensation for additional work performed (see Part-time Personnel Pay Rates). The Board of Trustees shall determine the compensation of the President. Classifications in this salary schedule may or may not be exempt from the provisions of the Fair Labor Standards Act.

NOTE: The President shall have the authority to freeze salaries of personnel or to reclassify personnel when changes in assignments or in operational or organizational circumstances necessitate; with the understanding that the compensation of such affected persons may: (1) be reduced or (2) be frozen at the specified salary rate until circumstances make removal of the freeze feasible or until a reclassified person regains the appropriate pay level under a new classification. Should a reclassification provide advancement in classification for a person, his/her compensation shall be appropriately advanced.

Health and Life Insurance Benefit Program

The premium for single-rate coverage for any full-time employee approved by the Board for benefits who elects to participate in the College group plan, will be paid by the College. Premiums for life insurance for such persons will be paid by the College at two times the employee's current salary rate.

Senior Management Service Class in the Florida Retirement System

The President is authorized to designate selected Executive/Administrative/Managerial positions for inclusion in the senior management service class of the Florida Retirement System. Positions designated must meet all criteria established by Florida Statutes.

Annuity Benefit Program

Personnel may be eligible to participate in an advanced payment annuity program. The employee may have an annuity payment and applicable FICA pertaining to the annuity payment paid each July out of his/her annual salary, up to the maximum allowable tax-free deduction for a calendar year under IRS Rules and Regulations. The balance of the employee's salary shall then be paid in twelve equal installments. An employee who participates in the advanced payment annuity program shall be obligated to refund to the College the appropriate portion of any advanced payment, if the termination occurs prior to the end of the contracted employment period.*

Lump Sum

Upon recommendation of the President and at the discretion of the Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year, contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase.

Reimbursement of Moving and Travel Expenses

The President shall have the authority to reimburse administrative full-time employees for moving expenses (household goods) not to exceed \$5,000.00, when the President deems such reimbursement is in the best interest of the College.

*Current participating employees may continue in the program; new hires after July, 2011 are not eligible.

Listing of Professional, Administrative, and Executive Classifications

2017-2018

Classification	Minimum	Midpoint	Maximum
Assistant Coach	\$22,000	\$30,000	\$40,000
Professional I	\$30,000	\$43,500	\$57,000
Professional II	\$40,000	\$52,500	\$65,000
Professional III	\$45,000	\$60,500	\$78,900

Classification	Minimum	Midpoint	Maximum
Administrative I	\$49,500	\$63,750	\$79,600
Administrative II	\$55,000	\$72,500	\$93,300
Administrative III	\$70,000	\$90,000	\$100,000
Executive	\$90,000	\$125,000	\$160,000

III - C: Career Service Personnel

Northwest Florida State College
Career Service Salary Schedule
2017-2018

All Career Service employees will serve for either twelve (12) months of full-time service or nine (9) months in accordance with the provisions of the payroll calendar for 2017-2018. The work obligation for employees shall be 37½ hours per week (normally 7½ hours per day, Monday through Friday), exclusive of one (1) hour per day for lunch.

1. **New Hiring** - the starting salary will be at the minimum salary. The President may approve exceptions. If an employee works a fraction of a year, he/she will be paid at the twelve-month rate on a pro-rated basis. Proper verification of experience and education shall be submitted to Human Resources. Employees hired after March 1 will not receive a pay increase for the following fiscal year.
2. **Changes in Salary** - Changes in salary will be implemented for the following:

Promotion - A promotion occurs when an employee moves from a position in one classification to a position in a higher classification. Upon promotion, the employee may receive an increase up to 3% for each classification. In no case will the promotional increase place an employee's salary above the maximum of the assigned classification. The President may authorize additional compensation within the classification as long as the salary does not exceed the maximum.

Demotion - Upon demotion for cause, the employee will be placed at the new classification recommended by the appropriate Vice President and the Director of Human Resources; approved by the President. If the current salary is above the mid-point, the salary may be frozen. No salary increments or general structure increases will be given until the mid-point for the new classification exceeds the salary.

Transfer - A transfer is the assignment of an employee from one position to another within the same classification. There shall be no salary increase or decrease as a result of a transfer.

Reclassification - Reclassification is defined as changing the class title, duties and responsibilities for a particular position when those duties change substantially. When a reclassification occurs, the employee shall be placed at the classification (see promotion and demotion). Reclassifications may be temporary.

Educational Attainment - Employees will be eligible to receive an increase of 3% for each level of degree earned (associate, bachelor, masters, doctorate). If the employee receives a higher degree in a higher job classification, the employee will be eligible to receive an increase of 3%. The increase will be granted effective with the first pay period following receipt of the official school transcript by the Human Resources Office.

3. **Probationary Status** - Newly hired individuals both new to the College and current employees promoted to a different position, will be placed on a mandatory six-month probationary status and shall be subject to termination without recourse at any time during that period of service. The supervisor of the probationary employee shall submit a two-month, four-month, and six-month performance evaluation. The probationary period may be extended up to three times to enable the College and the employee to mutually assess the demands of the job. Any employee in probationary status who receives lower than an overall satisfactory six-month evaluation may be terminated without recourse.

If a current employee receives an overall unsatisfactory performance evaluation during the college's annual evaluation period, the employee will be placed on a mandatory six-month probationary status and shall be subject to termination without recourse at any time during that period of service. The supervisor of the probationary employee shall submit a two-month, four-month, and six-month performance evaluation to the Human Resources Office.

Should the appropriate supervisor feel that a special evaluation is warranted due to problems or concerns regarding the employee's performance, such special evaluations may be conducted at any time upon approval of the appropriate Vice President. A special evaluation, if conducted, shall deal only with the problem or concerns which necessitated the evaluation. The supervisor of the probationary employee shall submit a two-month, four-month, and six-month performance evaluation to Human Resources and shall be subject to termination without recourse at any time during that period of service.

4. **Health and Life Insurance Benefit Program** - The premium for single-rate coverage for any full-time employee approved by the Board for benefits who elects to participate in the College group plan will be paid by the College. Premiums for life insurance of such persons will be paid by the College at two times the employee's current salary rate. Full-time Career Service employees filling authorized 9-month positions shall have their health/life insurance premiums paid by the College on an annual (12-month) basis.
5. **Part-Time Teaching** - Any part-time teaching done by a Career Service employee in addition to his/her full-time assignment shall be authorized only by the President upon recommendation by the appropriate Vice President/Dean. Any such assignment, and compensation for it, shall be governed by the instructional salary schedule principles and provisions.
6. **Abandonment of Position** - College personnel absent from duty without leave or notification to the College of an emergency shall forfeit compensation for the absence and shall be considered to have abandoned the position and may be subject to dismissal.
7. **Salary Adjustments** - The 12-month salary base may be appropriately reduced for less than 12-months (the compensation shall be an appropriate pro-rata share of the 12-month salary rate) or for less than a full-time position.
8. **Grant positions** - shall be determined as outlined in the grant contract with the College or at the recommendation of the grant project director and the approval of the appropriate College administrator. Most grant positions require a probationary period. Classifications are listed separately.
9. **Lump Sum** - Upon recommendation of the President and at the discretion of the Board of Trustees, a non-recurring salary increase to all eligible employees may be awarded at any time during the fiscal year, contingent upon available funds. This non-recurring salary increase may be in addition to or in lieu of a regular salary increase.
10. **Presidential Authority** - The President has the authority to assign employees to any classification, position or salary within the salary classification. The President has the authority to pay employees supplementary compensation for additional work performed.

**Listing of Career Service Position Classification
2017-2018**

Classification	Minimum	Midpoint	Maximum
Facilities I	\$19,003	\$25,069	\$31,135
Facilities II	\$21,250	\$27,463	\$33,676
Facilities III	\$22,903	\$31,937	\$40,971

Classification	Minimum	Midpoint	Maximum
Office Specialist I	\$22,060	\$29,242	\$36,423
Office Specialist II	\$24,690	\$32,831	\$40,971
Office Specialist III	\$27,648	\$39,565	\$51,482

Classification	Minimum	Midpoint	Maximum
IT Specialist I	\$25,638	\$35,863	\$46,087
IT Specialist II	\$29,823	\$41,642	\$53,461

Classification	Minimum	Midpoint	Maximum
Campus Police Officer	\$25,000	\$32,000	\$40,000

Listing of Grant Positions by Classification 2017-2018		
(Use Appropriate Grant Title)		
Classification	Minimum	Maximum
Grant Support	\$19,003.00	\$40,000.00
Grant Manager/Coordinator	\$25,000.00	\$60,000.00
Grant Administrator	\$30,000.00	\$80,000.00
Part-time Hourly Rates		
Appropriate Grant Title	\$8.05	\$200.00

Positions are contingent upon grant funding and Board of Trustees approval. Employment shall be in accordance with State Board Rule and Northwest Florida State College Board Policy. Workdays and/or hours will satisfy the grant requirements and/or community being served. There shall be no expectation of continued employment with the College after the termination of the grant. Compensation of grant personnel will be based on grant funding, education, and experience. Grant positions will not receive a salary increase if there are insufficient funds in the grant to provide for it.

Part-time Personnel Pay Rates	
Art & Drama Development Personnel	\$100 - \$16,000
Cultural Development Assistant	
Curriculum and Instructional Specialist	
Health Program Personnel	
Institutional Research Assistant	
Musicians	
Professional - Special Projects	
Publication Assistant	
Research Assistant	
Sports Related Assistants	
Campus Safety	

Co-Curricular Camps	
Camp Coordinators	\$ 250 - \$1,500
Camp Counselors	\$ 25 - \$ 250

Personnel will be paid in accordance with their employment letter and the payroll calendar and may be pro-rated. State and Federal fringe benefits will apply.

2017-2018 Non-Instructional Part-Time Hourly Rates

The following part-time hourly positions will be compensated according to the rates listed below. Rates will generally be at the minimum of the range, however, higher rates may be approved by the President based on circumstances.

Position	Hourly Rate
Student Worker	\$8.36
Custodial Worker	\$9.57
Groundskeeper	\$9.98
Auxiliary Learning Aids/Mentors/Notetakers Cashiers Night/Weekend Monitors Staff Assistant Support Technicians Test Proctor Tutors Campus Safety Specialist / Police	\$10.50
Program Assistants Teaching Aids	\$11.24
Lab Assistants Computer IT – Help Desk Testing Specialist	\$12.92

Position	Hourly Rate
Educational Advisor	\$13.28
Graphic Designer	\$14.17
Trade Worker – Renovation	\$12.97
Skilled Trade Worker – Renovation	\$13.48
Testing Administrator	\$15.57
Job Supervisor – Renovation	\$15.80
Bus Driver	\$16.89
Job Superintendent – Renovation	\$21.33
Interpreter for the Hearing Impaired	\$20.39
AV after-hour support (see note)	\$25.00
Professional Security	\$27.34
On-Call (Per Event)	\$55.48

Part-time hourly persons employed in categories other than those listed above will be compensated at the hourly rate of the minimum salary of the appropriate Career Service classification. Employment in these categories shall be approved by the appropriate Vice President, Director of Human Resources, and the President. Appropriate job descriptions shall be on file in Human Resources. Personnel will be paid in accordance with their employment letter.

Note: after-hour Audio Visual support workers will be paid for the number of actual hours on campus plus one hour for travel and preparation.

III - D: Payroll Calendars

**2017-2018 PAYROLL CALENDAR
FULL-TIME 9-MONTH FACULTY - PAY PLAN I**

FROM	TO	NO. WORK DAYS	PAYDATE
08-16-17	08-31-17	12	08-31-17
09-01-17	09-29-17	20	09-29-17
10-02-17	10-31-17	22	10-31-17
11-01-17	11-30-17	18	11-30-17
12-01-17	12-15-17	11	12-18-17
01-04-18	01-31-18	19	01-31-18
02-01-18	02-28-18	20	02-28-18
03-01-18	03-30-18	17	03-30-18
04-02-18	04-30-18	21	04-30-18
05-01-18	05-08-18	7	05-31-18
	TOTAL	167	

Pay Plan I: Instructors' compensation will be divided into **ten equal checks** paid August through May.

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

New Employee Pro-rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full month checks remaining to be paid in contract period and subtract this amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

NOTICE: Once a pay plan selection has been made, it **cannot** be changed during the fiscal year.

FACULTY HOLIDAYS:

September 4, 2017	November 10, 2017	December 18-31, 2017	January 15, 2018
	November 22-26, 2017	January 1-3, 2018	March 19-25, 2018

NOTE: Attendance at Spring Graduation May 5, 2018 is expected of Nine Month Instructional Personnel.

**2017-2018 PAYROLL CALENDAR
FULL-TIME 9-MONTH FACULTY - PAY PLAN II**

FROM	TO	NO. WORK DAYS	PAYDATE
08-16-17	08-31-17	12	08-31-17
09-01-17	09-29-17	20	09-29-17
10-02-17	10-31-17	22	10-31-17
11-01-17	11-30-17	18	11-30-17
12-01-17	12-15-17	11	12-18-17
01-04-18	01-31-18	19	01-31-18
02-01-18	02-28-18	20	02-28-18
03-01-18	03-30-18	17	03-30-18
04-02-18	04-30-18	21	04-30-18
05-01-18	05-08-18	7	05-31-18
06-01-18	06-29-18	0	06-29-18
	TOTAL	167	

Pay Plan II: Instructors' compensation will be divided into **eleven equal checks** paid August through June.

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation deducted from salary in month of absence.

New Employee Pro-Rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full month checks remaining to be paid in contract period and subtract this amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

NOTICE: Once a pay plan selection has been made, it **cannot** be changed during the fiscal year.

FACULTY HOLIDAYS:

September 4, 2017	November 10, 2017	December 18-31, 2017	January 15, 2018
	November 22-26, 2017	January 1-3, 2018	March 19-25, 2018

NOTE: Attendance at Spring Graduation May 5, 2018 is expected of Nine Month Instructional Personnel.

**2017-2018 PAYROLL CALENDAR
PART-TIME FACULTY
COLLEGE CREDIT AND NON-CREDIT**

FALL SEMESTER 2017		
FROM	TO	PAYDATE
08/21/17	09/29/17	09/29/17
09/30/17	10/31/17	10/31/17
11/01/17	11/30/17	11/30/17
12/01/17	12/15/17	12/18/17

SPRING SEMESTER 2018		
FROM	TO	PAYDATE
01/08/18	01/31/18	01/31/18
02/01/18	02/28/18	02/28/18
03/01/18	03/30/18	03/30/18
03/31/18	04/30/18	04/30/18
05/01/18	05/08/18	05/31/18

SUMMER SEMESTER 2018		
FROM	TO	PAYDATE
05/14/18	06/29/18	06/29/18
06/30/18	07/31/18	07/31/18
08/01/18	08/15/18	08/31/18

Pay Calculations: Contract amounts for Fall, Spring and Summer Semester are divided by the number of pay dates remaining when received/processed in Human Resources and paid in the same number of equal installments.

FACULTY HOLIDAYS:

September 4, 2017
November 10, 2017
November 22-26, 2017

December 18-31, 2017
January 1-3, 2018
January 15, 2018

March 19-25, 2018
May 28, 2018
July 4, 2018

**2017-2018 PAYROLL CALENDAR
FULL-TIME 12-MONTH PERSONNEL**

FROM	TO	NO. WORK DAYS	PAYDATE
07-03-17	07-31-17	20	07-31-17
08-01-17	08-31-17	23	08-31-17
09-01-17	09-29-17	20	09-29-17
10-02-17	10-31-17	22	10-31-17
11-01-17	11-30-17	18	11-30-17
12-01-17	12-18-17	12	12-18-17
01-02-18	01-31-18	21	01-31-18
02-01-18	02-28-18	20	02-28-18
03-01-18	03-30-18	17	03-30-18
04-02-18	04-30-18	21	04-30-18
05-01-18	05-31-18	22	05-31-18
06-01-18	06-29-18	21	06-29-18
	TOTAL	237	

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Monthly Pay Amount: Annual salary divided by 12.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

New Employee Pro-Rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full months remaining in contract period and subtract that amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

COLLEGE CLOSED:

July 4, 2017

September 4, 2017

November 10, 2017

Nov 22-26, 2017

December 19-31, 2017

January 1, 2018

January 15, 2018

March 19-25, 2018

May 28, 2018

NOTE: Attendance at Spring Graduation May 5, 2018 is expected of Administrative and Twelve Month Instructional Personnel.

**2017-2018 PAYROLL CALENDAR
PART-TIME HOURLY AND OTHER PERSONNEL (INCLUDING CWSP)**

FROM	TO	PAYDATE
06-16-17	07-14-17	07-31-17
07-15-17	08-15-17	08-31-17
08-16-17	09-15-17	09-29-17
09-16-17	10-13-17	10-31-17
10-14-17	11-15-17	11-30-17
11-16-17	12-06-17	12-18-17
12-07-17	01-12-18	01-31-18
01-13-18	02-15-18	02-28-18
02-16-18	03-15-18	03-30-18
03-16-18	04-13-18	04-30-18
04-14-18	05-15-18	05-31-18
05-16-18	06-15-18	06-29-18
06-16-18	07-13-18	07-31-18

Part-time Hourly Pay Period: Generally runs from the 16th of the month through the 15th of the following month depending on where the weekend falls.

Gross Pay Computation: Hours worked X hourly rate (per employment letter).

COLLEGE CLOSED:

July 4, 2017
September 4, 2017
November 10, 2017

November 22-26, 2017
December 19-31, 2017
January 1, 2018

January 15, 2018
March 19-25, 2018
May 28, 2018

July 4, 2018

Timesheets are due in the Payroll Office by the date indicated in the “TO” column above. Time sheets received after that date will be paid in the next month’s payroll.

**NORTHWEST FLORIDA STATE COLLEGE
FY 2017-2018
SCHOLARSHIP PROGRAM**

1. The NWF State College Scholarship Program has the following objectives:
 - (a) To provide scholarships to students who need financial assistance to attend college.
 - (b) To support students who make contributions to the College by participating in selected programs.
 - (c) To reward past academic excellence and encourage academically superior students to attend NWF State College.
 - (d) To promote the Fine and Performing Arts programs of the College.
 - (e) To support students who participate in intercollegiate athletics.
 - (f) To promote diversity within the student population at the College.
2. In order to accomplish the objectives listed above, the Board of Trustees established the NWF State College Scholarship Program.
 - (a) A student selected to receive a scholarship will receive in-state tuition, financial aid fees, student activity fee, capital improvement fees, and technology fees, for the established credit hours the student is allowed to take under the Program. The scholarship does not cover any other special fees, lab fees, student access charge, books, room, food, or out-of-state tuition, unless otherwise stated. Unless specified otherwise, all scholarships amounts are awarded at the lower division rate and must be claimed during the freshman and sophomore years of attendance.
 - (b) Students funded under the prior year's Scholarship Plan who received a two-year award may continue under the award amounts in place at the time of the award, as determined by the Director of Financial Aid.
 - (c) The money to support the NWF State College Scholarship program will be those funds generated by the Financial Aid Fee as set forth in Florida State Board of Education Administrative Rule 6A-14.054 (13), from other College revenue sources, and from the College's Auxiliary Fund. Financial Aid Fees collected will be accounted for in a separate account, balanced and carried forward from one fiscal year to the next to the extent allowed by Florida Statutes. Auxiliary Funds and funds from other College revenue sources will be transferred to appropriate accounts to cover awards.

- (d) Fee Exemptions will be utilized as authorized by the Florida State Board of Education Administrative Rule 6A 14.054 (19) and Florida Statutes 1009.25 (3) to support Co-Curricular programs.
- (e) Fee waivers for fee-nonexempt students enrolled in workforce development programs will be utilized as authorized by Florida Statutes 1009.26 (1). Fee waivers will be used in the following priority:
 - (1) Students with demonstrated financial needs who are enrolling in PSAV or vocational preparatory programs that are not eligible for funding assistance through traditional state or federal financial aid sources.
 - (2) Students with demonstrated financial need who are enrolling in any PSAV or vocational preparatory course/program.
 - (3) Other students who are enrolling in any PSAV or vocational preparatory course/program and whose course fees are not being paid by another entity/individual.
- (f) Financial aid fees collected on workforce development program courses will fund a vocational scholarship as authorized by Florida Statutes 1009.22 (5). This scholarship will cover all associated course fees and textbooks and will be used in the following priority:
 - (1) Students with demonstrated financial need who are enrolling in a vocational program or course that is not eligible for funding assistance through traditional state and federal financial aid sources.
 - (2) Students with demonstrated financial need who are enrolling in a vocational course/program and whose course fees are not being paid by another entity/individual.
 - (3) Students with demonstrated financial need who are enrolling in a vocational course/program.
- (g) Financial aid fees collected on baccalaureate program courses will fund a baccalaureate scholarship. This scholarship will cover all associated course fees and text books and will be used in the following priority:
 - (1) Students with demonstrated financial need who are enrolling in a baccalaureate program or course that is not eligible for funding assistance through traditional state and federal financial aid sources.
 - (2) Students with demonstrated financial need who are enrolling in a baccalaureate course/program and whose course fees are not being paid by another entity/individual.
 - (3) Students with demonstrated financial need who are enrolling in a baccalaureate course/program.

3. Scholarships will be provided to selected students in the categories and areas listed below:

1. ORGANIZATIONAL

The President of the Student Government Association shall receive a one-year (30 credit hours, 15 credits per semester for Fall and Spring) scholarship. The recipient is expected to perform the duties specified by the Director of Student Life.

The Vice President of the Student Government Association shall receive a one-year (20 credit hour, 10 credits per semester for Fall and Spring) scholarship. The recipient is expected to perform the duties specified by the Director of Student Life.

2. HONORS SCHOLARS

A scholarship will be offered to the two top-ranked students from each public high school in the NWF State College district except South Walton who plan to attend NWF State College as full-time, degree-seeking students. The professional staff of each high school based on academic merit and/or class ranking will select the recipients. Each student will receive a two-year (40 credit hour, 10 per semester for each Fall and Spring term) scholarship. In the event one or more of the two top-ranked students in a high school does not plan to attend NWF State College, the scholarship may be awarded to the next highest ranked student in the class. A student receiving an Honor Scholarship must have a minimum 3.0 grade point average on a 4.0 scale for the initial award. To renew the award for a second year, a student must maintain a 2.0 grade point average on a 4.0 scale, and must successfully complete the percentage of college coursework required by NWF State College's Federal Financial Aid Standards of Academic Progress as stated in the College Catalog. The recipients must agree to enroll in SLS 1201, Community Service Seminar, or its equivalent, during the fall term of their freshman year. One credit hour will be granted upon completion of the course. The course consists of five lecture hours and requires 20 hours of community volunteer service at agencies in the public and private sector.

A scholarship will be offered to the **two** top-ranked students from each public high school in the NWF State College district who plan to attend NWF State College as full-time, degree-seeking students:

Baker High School
Crestview High School
Freeport High School
Niceville Senior High School
Walton Senior High School

Choctawhatchee High School
Fort Walton Beach High School
Laurel Hill High School
Paxton High School
South Walton High School

3. MINORITY HONORS SCHOLARS

A scholarship will be offered to the top-ranked minority student from each public high school in the NWF State College district except South Walton who plans to attend NWF State College as a full-time, degree-seeking student. The professional staff of each high school based on academic merit and/or class ranking will select the recipients. Each student will receive a two-year (40 credit hour, 10 per semester for each Fall and Spring term) scholarship. In the event the top-ranked minority student does not plan to attend NWF State College, then the scholarship may be awarded to the next highest ranked minority student in the class. A student receiving the Minority Honors Scholarship must have a minimum 3.0 grade point average on a 4.0 scale for the initial award. To renew the award for a second year, a student must maintain a 2.0 grade point average on a 4.0 scale, and must successfully complete the percentage of college coursework required by NWF State College's Federal Financial Aid Standards of Academic Progress as stated in the College Catalog. The recipients must agree to enroll in SLS 1201, Community Service Seminar, or its equivalent, during the fall term of their freshman year. One credit hour will be granted upon completion of the course. The course consists of five lecture hours and requires 20 hours of community volunteer service at agencies in the public and private sector.

A scholarship will be offered to the top-ranked minority student from each public high school except South Walton in the NWF State College district who plans to attend NWF State College as full-time, degree-seeking students:

Baker High School	Choctawhatchee High School
Crestview High School	Fort Walton Beach High School
Freeport High School	Laurel Hill High School
Niceville Senior High School	Paxton High School
Walton Senior High School	South Walton High School

4. SOUTH WALTON REGIONAL UTILITIES HONORS SCHOLARSHIP

No new awards will be made for the 2017-2018 academic year; only the 2016-2017 renewals will be awarded. To renew the award for a second year, a student must maintain a 2.0 grade point average on a 4.0 scale, and must successfully complete the percentage of college coursework required by NWF State College's Federal Financial Aid Standards of Academic Progress as stated in the College Catalog. The recipients must agree to enroll in SLS 1201, Community Service Seminar, or its equivalent, during the fall term of their freshman year. One credit hour will be granted upon completion of the course. The course consists of five lecture hours and requires 20 hours of community volunteer service at agencies in the public and private sector. This scholarship will sunset June 30, 2018.

5. FINE AND PERFORMING ARTS & ART CENTER SCHOLARSHIPS

Music, Jazz Band, Symphonic Band, Theatre, Show Choir, Dance, Dance Line

Recipients will be selected by the Director of the Fine and Performing Arts Department or designee on the basis of past musical performance, preference for the field of music, theatre, dance and musical promise, and must be degree seeking students. The Director of the Fine and Performing Arts Department will determine the value of the scholarship award not to exceed the amount of 35 awards. Recipients on Performance Scholarships are expected to perform in the College's Fine and Performing Arts program as appropriate. Academic eligibility criteria for both initial and renewal awards will be based on the College's established standards of academic and performance progress. Florida College System Activities Association standards will apply for all Performance Scholarship recipients who participate in competition.

6. ACADEMIC COMPETITION

Brain Bowl Members - The Director of Student Life will select recipients. The value of the award will be determined by the Director with the total awarded in this category not to exceed the value of five, one-year (20 credit hours) scholarships. Recipients are required to be active members of the College Brain Bowl Team.

Forensics Team Members - The Director of Student Life will select recipients. The value of the award will be determined by the Director with the total awarded in this category not to exceed the value of five, one-year (20 credit hours) scholarships. Recipients are required to be active members of the College Forensics Team.

7. ATHLETIC SCHOLARSHIPS

Men's Baseball, Women's Softball, Men's Basketball, Women's Basketball

The NWF State College Athletic Director and/or his designee on the basis of past athletic performance and/or future athletic promise will select recipients. The Athletic Director will determine the value of the award with the total amount awarded in this category not exceeding the value identified on Financial Aid Budget awards. Scholarships may be awarded in different amounts within the sport with the stipulation that the total amount available for men's and women's scholarships will be in proportion to the students of each gender participating in intercollegiate athletics as defined by state and federal law. Academic eligibility criteria and total number of scholarships will be based on the Florida College System Activities Association standards. Scholarships in this category may include amounts for lab fees, special fees, food and room as approved by the Athletic Director.

8. CHEERLEADERS

The NWF State College Athletic Director and/or his designee will select recipients. Awards will only be offered during the spring term and individual student awards will not exceed the cost of 12 credit hours. The Director will determine the award amount with the total awarded for all cheerleaders not to exceed 144 credit hours. Recipients are required to be active members of the NWF State College Cheerleading Squad.

9. ATHLETIC TEAM MANAGERS

Men's Baseball, Women's Softball, Men's Basketball, Women's Basketball

The NWF State College Athletic Director and/or his designee will select recipients. The value of the award will be determined by the Athletic Director with the total awarded in this category not to exceed the value of five, one-year (20 credit hours) scholarships. There will be a maximum of four one-year (20 credit hours) scholarships per academic year. The team managers work under the direction of each team coach. Academic eligibility criteria for both initial and renewal awards will be based on meeting and maintaining eligibility requirements under Florida College System Activities Association, Council for Athletic Affairs and National Junior College Athletic Association Handbooks.

10. REGIONAL STATE SCIENCE FAIR WINNERS/ALL-FLORIDA CHEMATHON EXAM

In recognition of outstanding achievement, a two-year (40 credit hour, 10 per semester for each Fall and Spring term) will be awarded to each student from the NWF State College district who placed first in any senior category competition during their senior year in high school for the Florida State Science and Engineering Fair each year, or who earned a high score on the All-Florida Chemathon Exam. The Sciences Division Director will identify recipients of a high score on this exam. These offers are valid for one calendar year from the recipient's date of high school graduation. Recipients must attend NWF State College on a full-time basis as a degree-seeking student.

11. PACESETTERS SCHOLARSHIP PROGRAM

To assist African-American males who graduated from a high school in either Okaloosa or Walton County who might not otherwise have the opportunity to attend college, five (5) \$1,000 per year scholarships will be awarded to support students selected in this program. Recipients must attend NWF State College as a full-time student, and apply for federal financial aid, have not previously attended a college/university, and enroll in SLS 1201, Community Service Seminar, during the fall term of their freshman year. These scholarships are renewable for a second year of study at NWF State College provided the recipient maintains the minimum grade point average and successfully completes the percentage of college coursework required by NWF State College's Federal

Financial Aid Standards of Academic Progress as stated in the College Catalog. Because of the renewal option, a maximum of ten (10) Pacesetters may participate in the program each year. Members of NWF State College's Equity Committee, Student Financial Aid Committee, and Student Life will select recipients.

12. AFRO-ACADEMIC, CULTURAL, TECHNOLOGICAL, AND SCIENTIFIC OLYMPICS (ACT-SO)

In recognition of outstanding achievement, a two-year (40 credit hour, 10 per semester for each Fall and Spring term) scholarship will be awarded to each student from NWF State College's district who places first (gold medal winners) in four academic disciplines: Sciences, Humanities, Performing, and Visual Arts, in the competition of the Okaloosa County ACT-SO Branch hosted each year by the College. These offers are valid for one calendar year from the recipient's date of high school graduation. Recipients must attend NWF State College on a full-time basis as a degree-seeking student. Second year awards are renewable if the student maintains the minimum grade point average and successfully completes the percentage of college coursework required by NWF State College's Federal Financial Aid Standards of Academic Progress as stated in the College Catalog.

13. FINANCIAL AID BASED ON ABSOLUTE NEED

Financial aid based on need (NWF State College Grant) and funded by the Financial Aid Fee shall be provided as defined by Florida statutes. The Student Financial Aid Committee will select recipients of the NWF State College Grant and determine award amounts based on the recommendation of the Director of Financial Aid. A recipient's need will be verified using the Free Application for Federal Student Aid (FAFSA). The NWF State College Grant will cover tuition, fees, and required books for courses included in the recipient's program of study.

RESTRICTIONS

- (a) No student may receive a scholarship in excess of that term's tuition and other fees, unless otherwise stipulated.
- (b) Scholarship recipients must maintain a minimum grade point average of 2.00, unless designated otherwise, in order to remain eligible to receive scholarship funds.
- (c) Scholarships to be provided for one category such as **Organizational** that go unused for that category may not be transferred to or used in another category such as **Honors**. However, such unused monies may be transferred within a category.
- (d) The recipients may utilize scholarships year-round as long as the student does not exceed the total dollar amount of the award.

- (e) Academic suspensions can be appealed through the procedures currently in place through the Financial Aid Office. The Student Financial Aid Committee will serve as the final authority on all decisions.
- (f) Students who have their scholarship terminated for non-academic reasons have the right to appeal this decision utilizing the Student Grievance Procedure as specified in the Student Handbook.
- (g) Students who either forfeit their scholarship or are removed from their scholarship for non-academic reasons, will have the choice of withdrawing from classes or paying a pro-rated tuition amount for the remainder of the term in which the forfeiture and/or dismissal occurs. If the offense is serious enough to require suspension from the College, the student will not have a choice.
- (h) Scholarships will only cover the cost of in-state tuition and fees for courses. Students are required to pay full cost of instruction per Florida statute, unless otherwise stated.
- (i) Recipients of Florida's Bright Futures scholarships are eligible for other NWF State College scholarships or NWF State College Foundation scholarships, unless disallowed by the donor's scholarship agreement.
- (j) The value of scholarships will be based on the current in-state tuition and fees for A&P courses.

ADDITIONAL STUDENT ASSISTANCE

1. **EMPLOYEE TUITION BENEFIT:** To encourage educational growth among NWF State College employees receiving college-approved full benefits (i.e. health, life, and retirement), and their dependents, an award of six in-state credit hours per term is available to eligible NWF State College employees and dependents, and to NWF State College retirees who were employees receiving college-approved full benefits. Legal dependents are those as defined by IRS standards. Employees and dependents of eligible NWF State College employees must enroll in college credit, vocational credit, or college preparatory courses to qualify for this benefit. Dependents of NWF State College retirees are not eligible for this benefit. A minimum 2.0 cumulative grade point average on a 4.0 grading scale is required in order to receive the tuition benefit. The benefit does not cover lab fees, book or supply costs, courses taken for an audit, or courses that are repeated and were previously charged against the Employee Tuition Benefit. Dependents of deceased employees (who were actively employed at the time of death) are eligible.

2. **STUDENT AMBASSADOR PROGRAM:** To support outstanding students, Student Ambassador Awards are available. Recipients will receive a \$1000 award (\$250 per semester for fall and spring, for two years). Recipients must attend NWF State College as a full-time student, apply for federal financial aid, and commit to service as a “Student Ambassador” under the supervision of the Director of Recruitment. Student ambassadors will be selected by the Director of Recruitment and the Faculty Advisor for this Program based on a written application and interview.
3. **TUITION STIPENDS:** A stipend will be provided equal to the cost of tuition and fees for courses that must be attended as a condition of participation in the College’s Chorus (i.e. Show Choir, Madrigals), members of the Show Chorus, members of the College Orchestra, or Dance Line Participants. The Director of Fine and Performing Arts or his designee is responsible for the awarding of stipends to the participants.
4. **DIRECTED WORK STUDY:** Students are selected by NWF State College department or division Chairpersons and approved by the Vice President for Instruction for this program that requires them to perform tasks in an academic lab setting. One to three credit hour(s) is earned with the cost of the one/three credit hour being covered by the scholarship.

NORTHWEST FLORIDA STATE COLLEGE
SCHOLARSHIP BUDGET
FISCAL YEAR 2017-2018

REVENUES		TOTAL
Financial Aid Fees	\$ 451,000	
Auxiliary Funds	735,941	
Fines	28,000	
Total Projected Revenue		<u>\$ 1,214,941</u>
All projected revenues are based on projected enrollment and prior years actual.		

NORTHWEST FLORIDA STATE COLLEGE
SCHOLARSHIP BUDGET
FISCAL YEAR 2017-2018

Full-time awards are estimated for 30 semester hours @ 104.10 + \$150 other fees = \$3,270. Maximum awards for most scholarships are set by Board of Trustees approval of NWF State College Scholarship Program. Fee Waivers: 1,600 semester hours (40 FTEs). Fee waivers will be utilized in the co-curricular programs.

	SCHOLARSHIP	Amount	Estimated Scholarship Expenditures	
1	Men's Basketball: 12 awards maximum			
	Total Fall & Spring Semesters	\$ 246,552		
	Total Summer Semester	26,308		
	Minus 270 Fee Waivers Fall & Spring	(102,873)		
	Minus 24 Fee Waivers Summer	<u>(9,144)</u>		
	Total Expenditure for Sport		\$ 160,843	
2	Women's Basketball; 14 awards maximum			
	Total Fall & Spring Semesters	296,099		
	Total Summer Semester	26,308		
	Minus 360 Fee Waivers Fall & Spring	(137,163)		
	Minus 24 Fee Waivers Summer	<u>(9,144)</u>		
	Total Expenditure for Sport		176,100	
3	Softball: 20 awards maximum			
	Total Fall & Spring Semesters	345,160		
	Total Summer Semester	26,308		
	Minus 270 Fee Waivers Fall & Spring	(178,111)		
	Minus 24 Fee Waivers Summer	<u>(9,144)</u>		
	Total Expenditure for Sport		184,213	

NORTHWEST FLORIDA STATE COLLEGE
SCHOLARSHIP BUDGET
FISCAL YEAR 2017-2018

4	Baseball: 24 awards maximum Total Fall & Spring Semesters Total Summer Semester Minus 270 Fee Waivers Fall & Spring Minus 24 Fee Waivers Summer Total Expenditure for Sport	361,854 26,308 (137,163) <u>(9,144)</u>				241,855	
Estimated Total Athletic Scholarships							\$ 763,011
	Awards for Credit Hours	No. of Receipts	Credit Hours	Cr. Hr. Rate	% Awarded Claimed	Estimated Total	
5	IRS withholdings: International Athletes income tax on room and board	5	1	1,483.00	100%	7,416	
6	*Forensics:	8	20	104.01	100%	16,642	
7	Brain Bowl	5	20	104.01	100%	10,401	
8	Science Fair	3	20	104.01	100%	6,241	
9	Fine & Performing Arts Stipend	230	1	104.01	100%	23,922	
10	fine & Performing Arts Center	30	30	104.01	100%	97,294	
11	Athletic Team Manager	5	20	104.01	100%	10,401	
12	Minority Honors	13	20	104.01	100%	27,043	
13	Honors	31	20	104.01	85%	54,813	
14	ACT-SO	7	20	104.01	100%	14,561	
15	SGA President	1	30	104.01	100%	3,270	
16	SGA Vice President	1	20	104.01	100%	2,082	
17	Cheerleaders: maximum of 144 semester hours number of awards is an estimate	12	12	104.01	100%	14,977	
18	Directed Work Study	4	1	104.01	100%	417	
19	Employee Tuition Benefit Historical value					20,700	
20	Employee Tuition Benefit (dependents) Historical value					45,000	
21	NWFSC Grant (need-based) Historical value					52,000	
	Estimated Total Credit Hour Awards						\$ 407,180

NORTHWEST FLORIDA STATE COLLEGE
SCHOLARSHIP BUDGET
FISCAL YEAR 2017-2018

	Awards for a Specific Dollar Amount	Awards		Each Award Amt.	% Awarded	Estimated Total	
22	Student Ambassador Awards	10		500.00	95%	4,750	
23	Regional Utilities Honors Scholarships	4		2,000.00	100%	8,000	
24	Pacesetters	7		1,000.00	100%	7,000	
25	Cohort Scholarships					25,000	
	Estimated Total Dollar Amount Awards						\$ 44,750
	Estimated Total Scholarships						\$ 1,214,941

**NORTHWEST FLORIDA STATE COLLEGE
EVENT ADMISSION PRICES
FISCAL YEAR 2017-2018**

NWFSC Athletic Games (All Sports)

- | | |
|--|---------------------------|
| • Adults | \$5.00* |
| • Non-NWFSC Students | \$3.00* |
| • NWFSC Students with NWFSC ID | One Complimentary Ticket |
| • Elementary Students | No Charge |
| • NWFSC Faculty, Staff and Board Members | Two Complimentary Tickets |
| *under review | |

Northwest Florida Symphony Orchestra Performances**

- | | |
|--|---------------------------|
| • Adult Tickets | \$23.00 |
| • Students (18 & under or A/D Military) | \$16.00 Each |
| • NWFSC Faculty, Staff and Board Members | Two Complimentary Tickets |
| • NWFSC Students with NWFSC ID | One Complimentary Ticket |

NWFSC Performances (Summer Musical in the Main Theatre)

- | | |
|---|---------------------------|
| • Adult Tickets | \$25.00 Each |
| • Students (18 & under) | \$20.00 Each |
| • NWFSC Faculty,
Staff and Board Members | Two Complimentary Tickets |
| • NWFSC Students with NWFSC ID | One Complimentary Ticket |

**NORTHWEST FLORIDA STATE COLLEGE
EVENT ADMISSION PRICES
FISCAL YEAR 2017-2018**

Other NWFSC Performances (Plays and Performances in the Sprint Theatre)

- | | |
|--|---------------------------|
| • Adult Tickets | \$15.00 Each |
| • Students (18 & under) | \$10.00 Each |
| • NWFSC Faculty, Staff and Board Members | Two Complimentary Tickets |
| • NWFSC Students | One Complimentary Ticket |

NWFSC Broadway Series Events, Broadway Shows – Individual Ticket Prices

- | | |
|----------------------|---------|
| • SOUND OF MUSIC | \$45.00 |
| • ELF | \$45.00 |
| • DIRTY DANCING | \$45.00 |
| • AMERICAN BANDSTAND | \$45.00 |
| • CINDERELLA | \$45.00 |

NWFSC Broadway Series Events, Broadway Shows – Season Packages:

THIS YEAR WE WILL BE OFFERING A-LA-CARTE PACKAGES; PATRONS MAY MAKE THEIR OWN PACKAGE SELECTIONS OF 6 OR MORE SHOWS AND RECEIVE A 10% DISCOUNT.

**NORTHWEST FLORIDA STATE COLLEGE
EVENT ADMISSION PRICES
FISCAL YEAR 2017-2018**

NWFSC Artist Series events - Individual Ticket Prices

• GREASE SING A LONG	\$15.00
• MJ LIVE	\$35.00
• CATAPOLT	\$30.00
• HOTEL CALIFORNIA	\$35.00

NORTHWEST FLORIDA STATE COLLEGE Family Series Event, Children and Family Theatre – Individual Ticket Prices

• CLICK, CLACK, MOO	\$6.00
• FOUR SCORE & SEVEN YEARS AGO	\$6.00
• CHARLOTTE'S WEB	\$6.00
• NUGGETT & FANG	\$6.00

➤ **Public School Students will pay \$6.00 each for the matinee performance of this event.**

****Please note:** convenience fee of \$2.00 will be added to each ticket to help defray box office processing fees. The ticket prices of the Broadway Series Events and The Artist Series Events include a \$2.00 per ticket fee for Arts Center Scholarship Funds. **These prices do not include tax.**

**NORTHWEST FLORIDA STATE COLLEGE
FACILITY RENTAL AND SERVICES RATES
FISCAL YEAR 2017-2018**

Rental Classification:

(CLASS A) Classification A: Tax Exempt and Not-For-Profit Organizations
(Documentation to verify tax exempt status is required)

(CLASS B) Classification B: For Profit Organization, Agency, or Private Enterprise.

FACILITY	SEATING CAPACITY	First Two Hours		Each Add'l Hour					
		CLASS A	CLASS B	CLASS A	CLASS B				
Athletic Facilities									
Arena	2,200 Stadium Seats	\$	365	\$	525	\$	160	\$	265
Conference /Meeting Facilities									
Conference Space	1 - 49	\$	90	\$	115	\$	40	\$	50
Conference Space	50 - 99	\$	115	\$	175	\$	50	\$	60
Conference Space	100 - 149	\$	145	\$	230	\$	60	\$	70
Conference Space	150 and Larger	\$	175	\$	290	\$	80	\$	95
Classrooms	Varies	\$	60	\$	85	\$	20	\$	40
Computer Labs	Varies	\$	90	\$	115	\$	30	\$	60
Grounds	Less than 150	\$	60	\$	115	\$	30	\$	40
Grounds	150 and Larger	\$	115	\$	230	\$	60	\$	80
Public Safety Training Facilities									
Rappel / Fire Tower (Safety Officer Required)		\$	105	\$	210	\$	55	\$	105

Rental fees may be waived or reduced at the discretion of the College. Rates for special events will be handled on an individual basis.

**NORTHWEST FLORIDA STATE COLLEGE
FACILITY RENTAL AND SERVICES RATES
FISCAL YEAR 2017-2018**

PERSONNEL	HOURLY RATE Rates are per individual required	MINIMUM HOURS
Custodian / Labor	\$ 30	4
Electrician	\$ 40	4
Physical Plant Maintenance (if required)	\$ 50	4
Parking	\$ 20	4
Concessions Personnel	\$ 20	4
Security	\$ 30	4
Network / Telecommunication Personnel	\$ 50	4
Audio / Visual Personnel	\$ 50	1
Additional required special decorating	\$ 30	2

Travel time to locations other than the Niceville campus and travel times to the Niceville campus on weekends must be added to the minimum time. The College will determine the number and type of personnel required.

SPECIAL SERVICES AND EQUIPMENT *	FEE
Room Set-up and Services	
Conference Space 1 - 49	\$ 50
Conference Space 50 - 99	\$ 75
Conference Space 100 - 149	\$ 100
Conference Space 150 and Larger	\$ 125
Arena Floor Cover	\$ 150

* Additional fees may be assessed for functions that are scheduled outside the College's normal business hours of operation.

**NORTHWEST FLORIDA STATE COLLEGE
FACILITY RENTAL AND SERVICES RATES
FISCAL YEAR 2017-2018**

MATTIE KELLY FINE AND PERFORMING ARTS CENTER (the Arts Center)

Rental Classification:

(CLASS A) Classification A: Tax Exempt and Not-For-Profit Organizations
(Documentation to verify tax exempt status is required)

(CLASS B) Classification B: For Profit Organization, Agency, or Private Enterprise.

Rehearsal / Performance Definition

(Reh) Rehearsal is defined as a contractually stipulated block of time as negotiated, when the Arts Center is used for a purpose not defined as a performance. The presence of more than 25 persons, other than performers, technicians, crew or designers, in the audience shall convert a rehearsal to a performance and the Lessee shall thereupon pay the performance rate.

(Perf) Performance is defined as any contractually stipulated block of time in any 24-hour period when the Arts Center is used for an event attended by persons other than performers or technicians.

Rental of the facility includes a standard lighting house plot and use of one each male / female chorus dressing rooms. Additional lighting and additional dressing room service will require an additional charge.

NORTHWEST FLORIDA STATE COLLEGE
FACILITY RENTAL AND SERVICES RATES
FISCAL YEAR 2017-2018

FACILITY	SEATING CAPACITY	Per Hour		MINIMUM HOURS
		CLASS A	CLASS B	
MATTIE KELLY FINE AND PERFORMING ARTS CENTER				
Main Theatre	1650 (1 -)	\$550 / \$1,100	\$800 / \$1,600	4
Main Theatre, Floor only	1150	\$450 / \$900	\$650 / \$1,300	4
Black Box Theatre	187 - 200	\$300 / \$600	\$450 / \$900	4
Large Art Gallery	243	\$ 200	\$ 400	4
Small Art Gallery	147	\$ 150	\$ 300	4
Art History Lab	45	\$ 200	\$ 400	4
Orchestra Rehearsal Hall	100	\$ 200	\$ 400	4
Classroom	45	\$ 50	\$ 100	4
Tyler Recital Hall	125	\$ 300	\$ 600	4
Dance Studio	75	\$ 150	\$ 300	4
Circus Area	250	\$ 250	\$ 500	4
Theatre Lobby	250	\$ 125	\$ 250	4
Amphitheatre	3000	\$ 1,000	\$ 2,000	12

NORTHWEST FLORIDA STATE COLLEGE
FACILITY RENTAL AND SERVICES RATES
FISCAL YEAR 2017-2018

ARTS CENTER PERSONNEL	PER HOUR	MINIMUM HOURS
Ushers	\$ 25	4
House Manager	\$ 35	4
Custodian / Labor **	\$ 30	4
Recording Engineer/Technician	\$ 35	4
Stage / Lighting / Sound Technician	\$ 35	4
Tech Operations Manager	\$ 50	4
Ticket Office personnel	\$ 35	4
Concessions Personnel	\$ 25	4
Security	\$ 30	4

** An additional labor charge of \$30 per hour for custodial services may be assessed when more than four (4) hours are required for facility cleaning after an event.

ARTS CENTER SERVICES AND EQUIPMENT	PER HOUR
Audio /Visual (per event)	\$ 200
Grand Piano (tuning extra)	\$ 200
Piano Tuning	\$ 150
Upright Piano (tuning extra)	\$ 125

NORTHWEST FLORIDA STATE COLLEGE
FACILITY RENTAL AND SERVICES RATES
FISCAL YEAR 2017-2018

ARTS CENTER SERVICES AND EQUIPMENT	PER HOUR
Orchestra Shell (per event)	\$ 250
Orchestra Pit Seating	\$ 300
Harlequin Cascade Dance Floor (per event)	\$ 300
Green Room (per day)	\$ 100
Theatrical Drops (per event)	\$ 200
RP Screen	\$ 200
Recording Studio per hour (renters provide recording medium)	\$ 100
Bass Amp Or auxiliary Amp Equipment (per event)	\$ 50
Star Dressing Room (each, per day)	\$ 50
Follow Spot (not including operator)	\$ 100
Standard Concessions Service Fee (soft drinks only)	\$ 50
Wireless Microphones (each)	\$ 25
Color Media for Stage Lighting (per sheet)	\$ 15
Choral Risers 9 (per event)	\$ 200
Band Risers (per event)	\$ 200
Music Stands (per dozen)	\$ 10
Tables (each)	\$ 20
Chairs (per dozen)	\$ 10
Linens - Table Cloths, Towel (each, per use)	\$ 10
Fogger / Hazer	\$ 50

**NORTHWEST FLORIDA STATE COLLEGE
FACILITY RENTAL AND SERVICES RATES
FISCAL YEAR 2017-2018**

ARTS CENTER SERVICES AND EQUIPMENT	PER HOUR
Automated Light (per unit / event)	\$ 100
Ticket printing / Return Service Charge (each ticket) ***	\$ 1
Bar Setup (per setup)	\$ 50
Gaffing Tape	\$15 per roll
Tech Table	\$ 50
Monitor Table (more than two)	\$ 100

*** A 5% service charge will also apply to all sales made. A ticket processing fee may be passed on to patron in lieu of this fee.

INSURANCE:

- Insurance fees are determined by the College Insurance Consortium.
- When beer and wine are served at the Mattie Kelly Fine and Performing Arts Center, a general liability insurance fee may be assessed.

Renting organizations may not bring any food or drinks into the facility without prior authorization from the College. When authorization is granted for food from an outside vendor, the College does not provide linens without prior arrangements. The charge for linens is listed above.

NORTHWEST FLORIDA STATE COLLEGE
FACILITY RENTAL AND SERVICES RATES
FISCAL YEAR 2017-2018

The Mattie Kelly Fine and Performing Arts Center provides venue and negotiated technical equipment needs only. The renting organization is responsible for all fees associated with presenting the artist (e.g. marketing, catering, etc.)

NORTHWEST FLORIDA STATE COLLEGE
ATTORNEY FEE SCHEDULE
FISCAL YEAR 2017-2018

Service	Hourly Rate
Attorney	\$180.00
Associate	\$160.00
Staff	\$ 50.00
Faxes per page	\$ 1.00
Copies	\$ 0.25
Postage	Actual Cost

Travel expenses will be paid at the same rate as college employees.
No travel will be charged for attendance at Board meeting.

NORTHWEST FLORIDA STATE COLLEGE
DISBURSEMENTS TO PERSONNEL AND STUDENTS
FISCAL YEAR 2017-2018

Disbursements of One Dollar (\$1.00) or less will be paid in cash to the payee upon presentation of proper identification at any NWFSC Business Office. Checks may not be issued to personnel or students for amounts One Dollar (\$1.00) or less.



www.nwfsc.edu

100 College Boulevard East | Niceville, FL 32578 | (850) 678-5111

SIX LOCATIONS

- Niceville Campus
- Fort Walton Beach Campus
- Chautauqua Center
- Hurlburt Field Center
- Robert L. F. Sikes Education Center
- South Walton Center