



June 21, 2022

Memorandum from President Murdaugh

The District Board of Trustees of  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Tuesday, June 21, 2022 Board Meeting.

The meeting will be held at the Hinson Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Jim Murdaugh". The signature is fluid and cursive.

Jim Murdaugh, Ph.D.  
President

**Agenda**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32308**  
**Tuesday, June 21, 2022**  
**Business Meeting & Workshop – 2:30 PM**

**CALL TO ORDER**

- i. Moment of Silence
- ii. Pledge of Allegiance

**COMMENTS**

- i. Board Chair
- ii. Board Members
- iii. President

**APPROVAL OF MINUTES**

1. Approval of Minutes  
Request Board approved minutes as presented.
2. 2022 Presidential Evaluation Meeting  
Request Board approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**UNFINISHED BUSINESS**

**PRESENTATIONS**

**NEW BUSINESS**

***Approval of Consent Agenda***

The consent agenda format is an organization process for meetings that allow the governing board to focus their time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

If a trustee has a question or plans to cast a negative vote regarding a specific recommendation, then the trustee/trustees need to acknowledge their intention to the Chair. This action item will be considered in the regular order of business as an individual action item.

Those action items that the trustees plan to approve without further question or discussion will remain on the consent agenda. Upon the final determination of the consent agenda, a motion, second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

3. Human Resource Report  
Approve the report as presented.
4. Attorney Invoices – Bryant Miller Olive (April and May 2022)  
Authorize payment of invoices as presented.

5. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
6. Architect Invoices  
Authorize payment of architectural invoices as presented.

### ***TCC Foundation***

7. TCC Foundation – Gift Acceptance  
Accept gift as presented.
8. TCC Foundation Update  
None required. Report provided for information only.
9. TCC – Gift Acceptance  
Accept gift as presented.

### ***Academic Affairs***

10. Annual, Continuing and Post Award Contract Recommendations  
That the Board approve the recommendations for annual, continuing and post award contracts in the attached list.
11. Academic Curriculum Changes  
That the Board approve the recommendation for the program revisions, new courses, and course deletions as attached.

### ***Administrative Services***

12. Construction Status Report  
Presented as an information item only.
13. Fund Analysis - May  
For information only, no Board action required.
14. Capital Improvement Plan (CIP) 2023-24 Through 2025-2026  
Approve the 2023-24 through 2025-26 CIP, as summarized on the attached CIP-2 form.
15. Bookstore Services Agreement  
Authorize the College to enter into an agreement with Follett for bookstore services.
16. Banking Services Agreement

Approve a temporary extension of the current Wells Fargo banking services agreement for a period not to exceed six (6) months.

17. Changes to Salary Schedule

Approve updates to the 2022 – 2023 Salary Schedule as presented.

18. College Operating Budget Amendment for FY 2021-22

Approve the College's FY 2021-22 Operating Budget Amendment.

19. College Operating Budget for FY 2022-23

Approve the College's FY 2022-23 Operating Budget.

20. Use of College Personnel and Facilities

Approve the use of College resources for Foundation DSO activities as presented.

21. RFQ 2022-05 Award Recommendation

Approve the recommended construction manager at risk, Rippee Construction, Inc., for the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System project.

22. Accounts Receivable Write-Off

Authorize write-off of accounts receivables

***Information Technology***

23. Information Technology Plan for 2022-23

Approve the Information Technology Plan for FY 2022-23.

***Board of Trustees***

24. **2022 - 2023 Schedule of Business Meetings and Workshops**

**Request Board approve as presented.**

**PUBLIC COMMENT**

**WORKSHOP**

**PRESIDENT'S REPORT**

**NEXT MEETING DATE**

August 15, 2022

Location: **Main Campus**

**ADJOURNMENT**

**Minutes**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, May 16, 2022**  
**Business Meeting & Workshop – 2:30 p.m.**

The May 2022 District Board of Trustees meeting was called to order by Chair Grant at approximately 2:30 p.m.

**Members Present:** Chair Grant, Trustees Messersmith, Kilpatrick, Moore, Lamb, Ward and Stevens.

**Absent:** None

**Via Phone/Zoom:** None

**Others Present:** President Murdaugh, Craig Knox, Lei Wang, Calandra Stringer, Don Herr, Bill Spiers, Kim Moore, Renae Tolson, Nyla Davis, Candice Grouse, Amanda Clements, India Rhodes, Chuck Moore, Anthony Jones, Kalynda Holton, Sheri Rowland, Amy Bradbury, Julie Baroody, Barbara Wills, Bobby Jones, G. Jones, Donmetrie Clark, Gregory Williams, Tarah Henson & Shelby Bishop.

**COMMENTS:**

ii Board Chair – Chair Grant called the meeting to order, announcing that the Board was very honored to have Trelles D’Alemberte and Patsy Palmer in attendance, he asked that everyone please rise for a very special moment of silence for an honorary reading to respect the passing of Mr. Richard W. D’Alemberte. He was a distinguished District Board of Trustees member who served TCC from 1972 until 1989. The pledge followed. Chair Grant then congratulated the Forensics team for winning their second National Title. He congratulated TCC for being named one of the Top 20 public colleges and universities in the State of Florida. Chair Grant made mention that there was a special guest in the audience, Coach McLeod, then congratulated him on his retirement. Chair Grant shared that the President had been given his annual review it was fives out of fives all the way down. Chair Grant thanked the President for his service and student success.

ii Board Members - Trustee Messersmith stated that he fully supported the Chair 100% with regard to the Presidents accomplishments. Trustee Kilpatrick made mention of the Health Care/Nursing programs and the pinning, and noted that he had the opportunity to hear Trustee Ward speak. Trustee Moore thanked the leadership team for their hard work, and spoke of what a wonderful thing it was to watch the students graduate. Trustee Lamb mentioned what an honor it was to be on the stage with the President for graduation. Also, stated that he was behind the President 100% and thanked him for everything he does for TCC. Also, mentioned that he attended the Goodwill Mission Partner of the year award event with the President. Trustee Ward made mention of the awesome job that the staff had accomplished on commencement, watching students achieve their goals and be excited about it. He also made mention of the opportunity he had been given to engage with the donors and the foundation. Trustee Stevens spoke of graduation and the excitement on the students faces. Also, spoke of how he and his young son attended Coach McLeod’s last baseball game.

- III President – Thanked Trustee Stevens for attending the press conference to announce Soar Ahead and for representing the DBOT. President then shared that the new Commissioner of Education, former Senator Manny Diaz, would be starting June 1, 2022. Also, June 1, 2022 the Commissioner has scheduled a zoom call with all 28 state college presidents.

#### **APPROVAL OF MINUTES**

1. May 16, 2022 Meeting  
Approve minutes as presented.  
**MOTION:** Trustee Messersmith      **SECOND:** Trustee Moore  
Motion passed unanimously

#### **INFORMATION AND NEWS ITEMS**

VP Alan Moran gave highlights on TCC in the news, TCC – Soar Ahead program, Baseball Coach McLeod retiring, Spring commencement ceremony, Goodwill mission partner of the year, Addie Lee as new WBB coach. The Year in Review included 146 press releases and media alerts sent, media outlets receiving releases: 548, TCC coverage by 467 news sources, news hits across the web: 3509, advertising equivalency: \$7 M, media highlights increased followers LinkedIn up 2,400, Instagram up 1,000, Facebook up 900, launched TikTok more than 35,000 so far. Year in review homepage traffic 1,599,038, TCC2FSU Traffic 30,514, TCC2FSU Interest form 2,990 pageviews. Broad cast news TCC is making great strides with a newly launched program called Hispanic Alliance for Talented Students (H.A.T.S.) promotes intercultural understanding and empowerment for Hispanic students.

#### **UNFINISHED BUSINESS**

None

#### **PRESENTATIONS**

VP Sheri Rowland gave highlights on Coach Mike McLeod who began his career with TCC on September 4, 1990, during his tenure with the Eagles they won five outright Panhandle Conference Championships (1995, 1999, 2004, 2009 and 2013) and they were co-champions in 2002. He was named Panhandle Conference Coach of the Year in each of those five outright championship seasons. Coach McLeod then spoke of his love for the school and the game and thanked all the staff and the foundation for all help through the years. A photo was taken with the DBOT, and Trustee Lamb then shared a story of the Godby High School days home of the Cougars where Coach McLeod started his pitching career.

John Schultz gave highlights on the Forensics Team winning the second consecutive National Title in the Hindman Division at the Phi Rho Pi National Tournament. Introductions were given of the team, Allison Grove, Madison Reed, Tiffany Canseco, Elizabeth Blair, Grace Chapman & Faith Macgregor. Trustee Lamb ask what High School each one attended. Chair Grant congratulated the team on a spectacular job. Trustee Stevens indicated that he also competed in college so he could relate. Followed by a round of applause and a photo with the DBOT and the Forensics Team.

#### **NEW BUSINESS**

None

2. Attorney Invoice – Bryant Miller Olive (March 2022)

- 3. Authorize payment of invoice as presented.  
Human Resource Report  
Approve the report as presented and provide authorization to initiate contract renewals for the Executive, Administrator and Managerial/Professional positions at the appropriate time.
- 4. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.  
**MOTION:** Trustee Messersmith      **SECOND:** Trustee Moore  
Motion passed unanimously

**TTC FOUNDATION**

- 5. TCC Foundation Updates  
For information only, no Board action required.

**ACADEMIC AFFAIRS**

- 6. Dual Enrollment Articulation Agreements with Private Schools  
Approve the dual enrollment articulation  
**MOTION:** Trustee Lamb      **SECOND:** Trustee Moore  
Motion passed unanimously
- 7. Laboratory/Course and Distance Learning Fees for 2022-2023  
Approve laboratory/course distance learning fees  
**MOTION:** Trustee Ward      **SECOND:** Trustee Stevens  
Motion passed unanimously
- 8. Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools  
Approve the dual enrollment articulation  
**MOTION:** Trustee Moore      **SECOND:** Trustee Kilpatrick  
Motion passed unanimously

**ADMINISTRATIVE SERVICES**

- 9. 2021-2022 Equity Report Update  
Approve the 2021-2022 Equity Report as presented.  
**MOTION:** Trustee Messersmith      **SECOND:** Trustee Lamb  
Motion passed unanimously
- 10. Fund Analysis - April  
For information only, no Board action required.
- 11. Construction Status Report  
For information only, no Board action required.
- 12. Architect Invoices  
Authorize payment of Architectural invoices as presented.  
**MOTION:** Trustee Ward      **SECOND:** Trustee Stevens  
Motion passed unanimously

**BOARD OF TRUSTEES**

None

**PUBLIC COMMENT**

None

**WORKSHOP**

The President explained the Budget process and he stated that the workshop was informational only. The vote on the Budget will be next month. VP Wills explains Priorities and Goals for the 2022-23 Budget

- Provide a pay raise for all full-time employees.
- Raise the minimum pay for employees.

- Develop a sustainable insurance model that is more competitive with area employers.
- Increase adjunct instructor pay rates.
- Double the number of nursing faculty.
- Provide a robust professional development plan.

Trustee Stevens and Trustee Kilpatrick asked what is the timeline for the nursing program. Will it double by this fall? VP Stringer answered we are looking for more faculty in specialized fields and that is the goal. Chair Grant asked what is the insight on the goal for employee's insurance. VP Wills and the President answered to be more competitive in each category with other businesses, and have a sustainable model. Trustee Moore commented that the priorities are outstanding! Congratulated staff. Trustee Messersmith asked what is the goal for the pay increase for staff and adjunct instructor? VP Wills and the President shared that they are waiting on the Governor to sign the budget and that he has the ability to veto, the numbers could change they will have the answers at the next DBOT. Trustee Messersmith asked will there be any complications next FY without the federal dollars. President answered no and explained why. Also, the President responded if you had any questions on the budget to let staff know, the budget will be balanced and the priority is students and staff.

#### **PRESIDENT'S REPORT**

President welcomed everyone back to the Boardroom! Announced that the National Institute for Staff and Organizational Development (NISOD) will meet next week May 28-31, 2022, he will not be attending; Associate Dean Tricia Rizza will represent TCC. The President will be traveling to Lakeland later this week for Council of Presidents meeting, the following week traveling to Jacksonville for his annual physical.

#### **NEXT MEETING DATE**

August 15, 2022

Location: Hinson Administration Building, Main Campus  
Herb F. Morgan Room

#### **ADJOURNMENT**

Chair Grant, meeting adjourned at 3:57 p.m.

Minutes approved at regular meeting of District Board of Trustee on May 16, 2022

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**W. Eric Grant**  
Chair

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**Jim Murdaugh, PH.D.**  
President



## MINUTES

District Board of Trustees – Presidential Evaluation Sub-Committee  
Tallahassee Community College  
Hinson Administration Building  
444 Appleyard Drive  
Tallahassee FL 32304  
Monday, May 16, 2022

The meeting was called to order at approximately 1:55 p.m.

**Members Present:** Chair Grant and Vice-Chair Lamb

**Others Present:** President Jim Murdaugh, Attorney Craig Knox, Human Resources Director Nyla Davis and Shelby Bishop

Chair Grant thanked everyone for being available for the President's evaluation meeting. President Murdaugh also thanked everyone for being present for his evaluation.

President Murdaugh disclosed that per his contract he only received a pay increase if the staff got one. He stated this is a meeting to review his performance, annual physical and any contract changes. He indicated we normally discuss his annual physical, however it is scheduled for next week. He said once it is completed, the annual letter from the doctor will again be included in his personnel file.

Human Resources Director Davis said all the performance evaluations were completed by the TCC Board of Trustees individually. The results were compiled and distributed to the President and TCC Board of Trustees so that evaluation is only reflected in one document. The President indicated he was humbled by the review. HR Director Davis indicated that the evaluation process according to the contract has to cover three parts. 1.) Review of Performance, 2.) Annual Physical and 3.) Any Contract Changes. No changes were made.

Chair Grant indicated that the President received the highest marks from all of the Trustees, and that the school is very fortunate to have the President leading the teams. Trustee Lamb commended the President on all he has done for the school, students and the community.

President Murdaugh thanked Chair Grant and Trustee Lamb and said how grateful he was. The sub-committee accepted the evaluation on behalf of the District Board of Trustees of Tallahassee Community College.

The meeting was adjourned at approximately 2:01 p.m.



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Human Resource Report

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**Item Description**

This item request Board approval for personnel actions.

**Overview and Background**

The College brings forth a request to approve appointments, separations and outside employment.

**Past Actions by the Board**

Personnel actions are taken to the District Board of Trustees monthly. The Board has not addressed this item previously.

**Funding/ Financial Implications**

This item is funded by the 2021-2022 Operating Budget.

**Recommended Action**

Approve the report as presented.

**Original Appointments - Executive, Administrative, Managerial & Professional**

Name	Department	Effective Date
None to Report		

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Denez Stallworth	Custodial Worker	Facilities	May 2, 2022
Bridgette Bell	Custodial Worker	Facilities	May 2, 2022
Lindsay Tanner	Workforce Development Program Coordinator	Workforce Development	May 9, 2022
Geryl Zolvik	Student Support Specialist	Admissions and Records	May 9, 2022
Carla Hill-Reshard	Cashier	Financial Aid	May 17, 2022
Atari Timmons-Ross	Staff Assistant	Workforce Development - Wakulla Center	May 18, 2022

**Original Appointments - Faculty**

Name	Position	Department	Effective Date
None to Report			

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Yachen Luo	Psychometrician	DOE - Test Development Center	May 2, 2022
Gail Haberland	Career Development Specialist	Compass 100 DOC - Suwannee C.I.	May 2, 2022
Nakesha Richardson	Career Development Specialist	Compass 100 DOC - Holmes C.I.	May 2, 2022
Judith Delphin	Career Development Specialist	Compass 100 - Avon Park C.I.	May 2, 2022
Travis Curby	Career Development Specialist	Compass 100 - Polk C.I.	May 4, 2022
John Martin	Career and Technical Education & GED Prep Specialist	DOC - Vocational Training	May 6, 2022
William Garmon	Technical Educator Instructor	DOC - Vocational Training	May 17, 2022
Carolina Jimeno	Mathematics Content Specialist	DOE - Test Development Center	May 23, 2022

**Re-Appointments (All Employees)**

Name	Position	Department	Effective Date	Prior Position
None to Report				

**Drop Retiree Participants (All Employees)**

Name	Position	Department	Enrollment Date	End Period
None to Report				

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
Alesia Wright	Custodial Worker	Facilities	April 30, 2022	Dismissed
Augustine Kaiwa	Regional Civics Coach	Civics Literacy Program Regions 1 & 3	April 30, 2022	Resigned
Ayo Hinkson	Learning Consultant	DJJ	May 6, 2022	Resigned
Brittany Christie	Staff Assistant	Athletics	May 5, 2022	Dismissed
Denise Cannon	Learning Consultant	DJJ	April 30, 2022	Retired
Diana Lynn	Special Education Assistant	DOC - Lancaster C.I.	April 26, 2022	Deceased
Lemond Hall	TCC Online Director	TCC Distance Learning	May 6, 2022	Resigned

Lauren White	Director of Test Development, Research & Policy	DOE - Educational Assessment	May 13, 2022	Resigned
Kyler Peddie	Instructional Technology Specialist	Information Technology	April 29, 2022	Resigned
Heather Taylor-Del Vecchio	Alumni & Friends Association Coordinator	TCC Foundation	April 24, 2022	Resigned
Phillip Register	Campus Police Officer	Campus Police	April 29, 2022	Dismissed
Tanja Waller	Assistant to the Director of Library Services	Library Services	May 20, 2022	Retired
Tobias Brevik	Economics Faculty	Business Industry and Technology	May 2, 2022	Resigned
Travis Sampiero	Instructional Designer	TCC Online	May 6, 2022	Resigned

**Outside Employment Requests (All Employees)**

Name	Position	Department	Employer	Position
Elizabeth Johnson	Housing Services Specialist	FPSI, Housing	Midway Fire and Rescue	Administrative
Gavin Purser	Maintenance Technican I	Facilities	Carol Air Conditioning	Installer/Helper

**Seeking to Hold Political Office Requests (All Employees)**

Name	Position	Department	Office	Position
<b>None to Report</b>				

**Reclassifications (All Employees)**

Name	Position	Department	Effective Date	Prior Position
Dani Rowan Hawke	Learning Commons Program Coordinator	Learning Commons	May 1, 2022	Learning Commons Specialist
Gina Gatson	Admissions Navigator	Admissions	May 1, 2022	Student Support Specialist
Ryann Ellingsworth	Learning Consultant	DJJ, Sponsored Programs	May 6, 2022	Training Specialist
Cerissa Fondo	Director of Business and Workforce Development	Workforce Development	May 23, 2022	Center Manager, Wakulla
Vette Smith	Custodial Worker	Facilities	May 9, 2022	Custodial Worker, OPS
Alysia Pringle	Career and Academic Advisor	Advising	May 16, 2022	Advising, OPS
Wilayshia Bradwell	Career and Academic Advisor	Advising	May 16, 2022	Student Support Specialist
Ryann Ellingsworth	Learning Consultant	DJJ, Sponsored Programs	May 6, 2022	Training Specialist II
Kimberly Peddie	Career and Academic Advisor	Advising	May 23, 2022	Dual Enrollment Coordinator



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Attorney Invoices – Bryant Miller Olive (April and May 2022)

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**Item Description**

Request for approval to pay invoices from Bryant Miller Olive, P.A. for legal services provided related to collective bargaining process and related to Faculty labor relations.

**Overview and Background**

The College engaged Bryant Miller Olive, P.A. for representation during the collective bargaining process.

**Past Actions by the Board**

The Board of Trustees approved the agreement for these services at the September 19, 2016 Board Meeting.

**Funding/ Financial Implications**

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$2,262.50.

**Recommended Action**

Authorize payment of invoices as presented.



Barbara K. Wills  
 Chief Business Officer, Vice President for Administrative  
 Services  
 Tallahassee Community College  
 444 Appleyard Drive  
 Tallahassee, Florida 32304

Invoice Date: May 11, 2022  
 Invoice No. 78118  
 Client No. 25480.006

For professional services rendered in connection with Tallahassee  
 Community College - Labor and Employment - UFF Bargaining

Purchase Order No. PO-014014

Statement of Legal Services

	Hours	
04/27/2022 DMH Review and reply to email / bargaining	0.10	
04/28/2022 DMH Attend caucus sessions and collective bargaining	2.00	
04/28/2022 DMH Review and reply to emails	0.10	
<b>Current Services</b>	2.20	\$550.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	2.20	\$250.00	\$550.00

Payments

04/27/2022	Payment	ACH rec'd 4/27/22 Invoice 77569	225.00
			225.00

Total Current Work	\$550.00
Previous Balance Due	\$300.00
Balance Due	\$850.00

Tallahassee Community College

Invoice Date: May 11, 2022  
Invoice No. 78118  
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:  
1545 Raymond Diehl Road, Suite 300  
Tallahassee, FL 32308  
850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688  
for credit to Bryant Miller Olive, Account #2132834901  
Thank you for your business



Barbara K. Wills  
 Chief Business Officer, Vice President for Administrative  
 Services  
 Tallahassee Community College  
 444 Appleyard Drive  
 Tallahassee, Florida 32304

Invoice Date: May 27, 2022  
 Invoice No. 78204  
 Client No. 25480.006

For professional services rendered in connection with Tallahassee  
 Community College - Labor and Employment - UFF Bargaining

Purchase Order No. PO-014014

Statement of Legal Services

			Hours
05/03/2022	BRR	Communicate with client (C. Grause) confirming time of bargaining and to obtain zoom link	0.10
05/04/2022	BRR	Prepare bargaining binder	0.20
05/11/2022	DMH	Review and reply to email	0.10
05/13/2022	DMH	Review email, wage article and respond	0.30
05/16/2022	DMH	Review and revise articles, letter to union, and reply to emails	0.80
05/17/2022	DMH	Review and revise articles for bargaining	0.40
05/17/2022	DMH	Draft email to client	0.10
05/18/2022	BRR	Organize TCC's proposals in bargaining binder	0.20
05/18/2022	DMH	Review email about articles from client	0.40
05/18/2022	DMH	Prepare for bargaining, attend caucus and attend bargaining session	2.20
05/18/2022	DMH	Review discipline article and policies, draft email	1.00
05/25/2022	DMH	Review and reply to email	0.10
05/25/2022	DMH	Review policies and articles	0.30
05/26/2022	DMH	Review and reply to emails	0.20
05/26/2022	DMH	Review collective bargaining agreement	0.30
05/27/2022	DMH	Review collective bargaining agreement to go to UFF	0.30
<b>Current Services</b>			<b>7.00</b>
			<b>\$1,712.50</b>



Tallahassee Community College

Invoice Date: May 27, 2022  
Invoice No. 78204  
Client No. 25480.006

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	6.50	\$250.00	\$1,625.00
Beatriz R. Ramirez	0.50	\$175.00	\$87.50
Total Current Work			<hr/> \$1,712.50
Previous Balance Due			\$850.00
Balance Due			<hr/> \$2,562.50

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:  
1545 Raymond Diehl Road, Suite 300  
Tallahassee, FL 32308  
850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688  
for credit to Bryant Miller Olive, Account #2132834901  
Thank you for your business



June 21, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Sponsored Programs – Provider

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### **Item Description**

This item requests that the Board approve the receipt of funding for the listed projects.

### **Overview and Background**

The following are recommended for approval.

#### **I. Receipt, Amendment, Extension of Resources**

##### Florida Department of Education – Troops to Teachers - Amendment 6/7

These amendments reallocate operational funds and extends the award through May 15, 2023. The award amount remains the same.

##### Florida Department of Education - Number One Standards Teacher Professional Development Initiative - TCC - Amendment 1

This amendment reallocates operational funds and extends the award through September 20, 2022. The award amount remains the same.

##### Florida Department of Corrections - Compass 100 - Amendment 5

This amendment reallocates funds allowing for cell phone stipend and travel for Compass Coordinator. The award amount remains the same.

##### Florida Department of Education - Pathways to Career Opportunities - Amendment 1

This amendment extends the award through February 23, 2023. The award amount remains the same.

##### Lumen Learning

This award is a collaboration with Lumen to identify faculty and students who have used Lumen courseware and to participate in interviews and focus groups. The award amount is \$50,000 with an indirect cost rate of 0%. The award period is 3/1/2022 through 5/31/2022.

State of Florida, Department of Economic Opportunity - Disaster Recovery Workforce Recovery Training Program (WRTP) Subrecipient Agreement

The goal of the WRTP is to support disaster recovery by providing training in construction trades to low- and moderate-income (“LMI”) individuals in the Hurricane Michael most impacted and distressed (“MID”) areas, leading to successful employment following program completion. The program will provide construction (Gadsden) and drone (Wakulla) instruction. The award amount is \$2,990,313 with an indirect cost rate of 5%. The period of the award is through August 31, 2025.

Bank of America - Healthcare Residency Medical Lab Tech Program

Through the TCC Foundation’s efforts, this award will provide scholarships to first-time college students from underserved areas seeking a career in healthcare. The award amount is \$250,000 with an indirect cost rate of 0%.

**II. Commitments, Expenditures, Contracts for Service**

None at this time.

**Past Actions by the Board**

Florida Department of Education – Troops to Teachers

Amendment 3-5 were approved at the September 2021 Board of Trustees meeting.

Florida Department of Education - Number One Standards Teacher Professional Development Initiative - TCC

Initial award was approved at the March 2022 Board of Trustees meeting.

Florida Department of Corrections - Compass 100

Amendment 4 was approved at the May 2022 Board of Trustees meeting.

Florida Department of Education - Pathways to Career Opportunities

Initial award was approved at the March 2022 Board of Trustees meeting.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the new awards is \$142,398.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



June 21, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Architect Invoices

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### **Item Description**

This item requests that the Board approve the architect invoices submitted for the month of May 2022.

### **Overview and Background**

The College is now under contract with five architectural firms; Architects | Lewis + Whitlock PA, BKJ, Inc. Architecture, Clemons, Rutherford & Associates, Inc., DAG Architects Inc., and Fitzgerald Collaborative Group, LLC to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the five firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects | Lewis + Whitlock, PA - \$52,920.00  
BKJ, Inc. Architecture - \$15,529.00  
Clemons, Rutherford & Associates, Inc. - \$1,320.00  
DAG Architects, Inc. - \$10,312.50  
Fitzgerald Collaborative Group, LLC - \$12,384.50

### **Past Actions by the Board**

The Board last authorized architect invoices at the May 16, 2022 meeting.

### **Funding/ Financial Implications**

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

### **Recommended Action**

Authorize payment of architectural invoices as presented.



INVOICE NO. 20390.7.1

<b>TO: Tallahassee Community College</b> <b>Attn: Trey Kimbrel</b> <b>444 Appleyard Drive</b> <b>Tallahassee, Florida 32304</b>	<b>Page 1 of 1 Pages</b> <b>Federal I.D. No: 59-3616761</b>
<b>FROM: Architects: Lewis + Whitlock, P.A.</b> <b>206 W. Virginia St.</b> <b>Tallahassee, Florida 32301</b>	Purchase Order No: <b>PO-014462-1</b> Project Name: <b>Softball / Baseball Facility Improvements- Bldgs. #20, #23, #34</b> DATE: <b>5/18/2022</b>

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>Line 1</b>	Design Documents	\$49,020.00	100%	\$49,020.00	\$0.00	\$49,020.00
	100% Construction Documents	\$73,530.00	0%	\$73,530.00	\$0.00	\$0.00
	Bid / Permitting	\$8,170.00	0%	\$8,170.00	\$0.00	\$0.00
	Construction Administration	\$32,680.00	0%	\$32,680.00	\$0.00	\$0.00
<b>Line 2</b>	Field Measurements	\$3,840.00	100%	\$3,840.00	\$0.00	\$3,840.00
<b>Line 3</b>	Additional Civil Engineering	\$77,478.00	0%	\$77,478.00	\$0.00	\$0.00
<b>Line 4</b>	Printing	\$760.00	7%	\$760.00	\$0.00	\$60.00
<b>Line 5</b>	Additional Owner Req'd Changes	\$25,800.00	0%	\$25,800.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>		\$271,278.00		\$271,278.00	\$0.00	\$52,920.00
Invoice Total						\$52,920.00

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(Typed Name and Title)

Tallahassee Community College  
 444 Appleyard Drive  
 Tallahassee, FL 32304  
 United States of America  
 Federal ID: 59-1141270  
 Tax Exemption ID: 85-80-125307-72C8



# Change Order

Purchase Order Number	PO-014462 - 1
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

<b>Supplier:</b>
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

<b>Ship To:</b>
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

<b>Comments:</b>
Main Campus Site Improvements Building #20, 23 & 34 – A/E Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168  Change Order No. 1 - Add Services#1 Construction Documents; Creating new line in the amount of \$25,800.00. NEW PO TOTAL: \$271,278.00  **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**

<b>Bill To:</b>
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	271,278.00	0.00	271,278.00

---

Purchasing & General Services Director

Tallahassee Community College  
 444 Appleyard Drive  
 Tallahassee, FL 32304  
 United States of America  
 Federal ID: 59-1141270  
 Tax Exemption ID: 85-80-125307-72C8

## Change Order

Purchase Order Number	PO-014462 - 1
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		To provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex. Basic services include design development, 100% construction documents, bidding/permitting and construction administration. Specifics per attached proposal dated September 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				163,400.00
2		Additional services – Field Measurements				3,840.00
3		Additional services – Civil Engineering				77,478.00
4		Additional services – Printing				760.00
5		Additional services #1 to revise the documents in accordance with Owner-requested modifications. Per attached proposal dated March 25, 2022.				25,800.00

Messages
<p>Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities</p> <p>VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.</p> <p>Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"            To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.</p> <p>Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.</p>

INVOICE NO. 7



TO: Tallahassee Community College  
 ATTN: Accounts Payable  
 444 Appleyard Drive  
 Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-014007

FROM: BKJ Inc. Architecture  
 1621 Physicians Drive  
 Tallahassee, Florida 32308

Project Name:  
**Student Union (SU- bldg #35)**  
**Lobby/1st Floor Renovations**  
 Date: 5/24/22

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>BASIC SERVICES</b>					
Phase 3- Advanced Schematic Design	\$ 12,955.00	100%	\$ 12,955.00	\$ 12,955.00	\$ -
Phase 4- Design Development	\$ 47,520.00	100%	\$ 47,520.00	\$ 47,520.00	\$ -
Phase 5- 50% Construction Documents	\$ 38,020.00	100%	\$ 38,020.00	\$ 38,020.00	\$ -
Phase 6- 100% Construction Documents	\$ 44,260.00	100%	\$ 44,260.00	\$ 44,260.00	\$ -
Phase 7- Permitting/Bid	\$ 13,905.00	100%	\$ 13,905.00	\$ 13,905.00	\$ -
Phase 8- Construction Administration	\$ 32,460.00	15%	\$ 4,869.00	\$ -	\$ 4,869.00
Reimbursable Expenses	\$ 250.00	100%	\$ 250.00	\$ 250.00	\$ -
<b>ADDITIONAL SERVICES</b>					
Energy Forms (required)	\$ 800.00	100%	\$ 800.00	\$ 800.00	\$ -
Existing Conditions Drawings (required)	\$ 3,300.00	100%	\$ 3,300.00	\$ 3,300.00	\$ -
Commissioning- Lighting (required)	\$ 3,000.00	0%	\$ -	\$ -	\$ -
Commissioning- Mechanical (TBD)	\$ 5,000.00	0%	\$ -	\$ -	\$ -
Record Drawings (optional)	\$ 1,500.00	0%	\$ -	\$ -	\$ -
<b>ADDITIONAL SERVICES No. 1</b>					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ 10,505.00	\$ -
<b>ADDITIONAL SERVICES No. 2</b>					
IT/ AV/ Security	\$ 20,330.00	100%	\$ 20,330.00	\$ 20,330.00	\$ -
<b>ADDITIONAL SERVICES No. 3</b>					
2nd Floor additional scope of work	\$ 8,930.00	100%	\$ 8,930.00	\$ 8,930.00	\$ -
<b>ADDITIONAL SERVICES No. 4</b>					
Graphics and Wayfinding	\$ 5,737.50	100%	\$ 5,737.50	\$ 5,737.50	\$ -
<b>ADDITIONAL SERVICES No. 5</b>					
Stair Design	\$ 6,965.00	100%	\$ 6,965.00	\$ -	\$ 6,965.00
<b>ADDITIONAL SERVICES No. 6</b>					
Renderings & Construction Boards	\$ 3,695.00	100%	\$ 3,695.00	\$ -	\$ 3,695.00
<b>GRAND TOTALS</b>	\$ 259,132.50		\$ 222,041.50	\$ 206,512.50	\$ 15,529.00
<b>Total due Architect/Engineer</b>					<b>\$15,529.00</b>



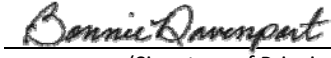
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Please remit payment to the following address:

**BKJ, Inc. Architecture**  
**1621 Physicians Drive**  
**Tallahassee, FL 32308**

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

**CERTIFIED TRUE AND CORRECT BY:**



(Signature of Principal)

Bonnie Davenport AIA, President

(Typed Name and Title)



# CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308  
 p: 850-385-6153 ■ f: 850-386-8420

105 South Broad Street, Thomasville, GA 31792  
 p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

May 25, 2022

Project No: 22021.00  
 Invoice No: 15502

TALLAHASSEE COMMUNITY COLLEGE  
 ATTN: ACCOUNTS PAYABLE  
 444 APPLEYARD DRIVE  
 TALLAHASSEE, FL 32304-2895

Project 22021.00 TCC CUP AUTOMATED CONTROLS ADDITION  
 PURCHASE ORDER# PO-015247  
**Professional Services from April 6, 2022 to May 13, 2022**

**Fee**

Estimated Construction Cost 247,500.00  
 Fee Percentage 8.66  
 Total Fee 21,433.50

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned
SCHEMATIC DESIGN	15.00	3,215.03	0.00	0.00
DESIGN DEVELOPMENT	20.00	4,286.70	0.00	0.00
CONSTRUCTION DOCUMENTS	40.00	8,573.40	0.00	0.00
BIDDING	5.00	1,071.68	0.00	0.00
CONSTRUCTION ADMINISTRATION	20.00	4,286.70	0.00	0.00
Total Earned				0.00
Previous Fee Billing				0.00
Current Fee Billing				0.00
<b>Total Fee</b>				<b>0.00</b>

**Consultants**

SURVEYORS 5/25/2022	S STINSON & ASSOCIATES, INC	TOPOGRAPHIC SURVEY	1,200.00	
<b>Total Consultants</b>		<b>1.1 times</b>	<b>1,200.00</b>	<b>1,320.00</b>
			<b>Total this Invoice</b>	<b>\$1,320.00</b>

**Billings to Date**

	Current	Prior	Total
Consultant	1,320.00	0.00	1,320.00
<b>Totals</b>	<b>1,320.00</b>	<b>0.00</b>	<b>1,320.00</b>



22021.00

**S. Stinson & Associates, Inc.**  
Professional Land Surveyors

147 Johnny Rd., Lamont, FL 32336  
LB - 8393 (850) 509-3116

## INVOICE

**Date: May 25, 2022**

**SSA INV - 22082**

**To: Mr. James H. Lewis  
Clemons, Rutherford & Associates, Inc.  
2027 Thomasville Rd.  
Tallahassee, Fl. 32308**

**Project 22082: TCC CUPS Site Topographic Survey**

Quantity	Rate	Description	Total Amount Due
----------	------	-------------	------------------

1	\$1,200.00	Topographic Survey	\$1,200.00
---	------------	--------------------	------------

<b>Total Amount Currently Due</b>			<b>\$1,200.00</b>
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**Thank you for your business!**

**Please send payment to:**

**S. Stinson & Associates Inc.  
147 Johnny Rd., Lamont Florida 32336  
LB - 8393 (850) 509-3116**



Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

Tallahassee Community College  
Don Herr  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 21108\_0522  
Date 05/26/2022

Project 21108 TCC WEI INFRASTRUCTURE  
EXTENSION

Professional Architectural Services

PHASE 1 - Site 6  
PO-014436

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>KH Construction Plans</b>	60,000.00	15.00	0.00	9,000.00	9,000.00
<b>KH Surveying Work</b>	9,200.00	100.00	9,200.00	9,200.00	0.00
<b>KH NFWMD Permitting</b>	10,000.00	0.00	0.00	0.00	0.00
<b>KH Construction Phase Services</b>	15,000.00	0.00	0.00	0.00	0.00
<b>KH / EGS Geotechnical &amp; Geophysical Services</b>	64,200.00	75.27	48,325.00	48,325.00	0.00
<b>KH Change Order 1-Additional Geotech &amp; Permitting</b>	47,600.00	0.00	0.00	0.00	0.00
<b>Architectural Fees</b>	47,680.00	17.49	7,800.00	8,337.50	537.50
<b>Total</b>	<b>253,680.00</b>	<b>29.51</b>	<b>65,325.00</b>	<b>74,862.50</b>	<b>9,537.50</b>

Invoice total **9,537.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21108_0522	05/26/2022	9,537.50	9,537.50				
	<b>Total</b>	<b>9,537.50</b>	<b>9,537.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.



Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

Tallahassee Community College  
Don Herr  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 21114\_0522  
Date 05/26/2022  
Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - Overview</b>	1,825.00	100.00	1,825.00	1,825.00	0.00
<b>Task 2 - Executive Summary</b>	59,130.00	0.00	0.00	0.00	0.00
<b>Task 3 - Existing Conditions</b>	41,890.00	0.00	0.00	0.00	0.00
<b>Task 4 - Planning Elements</b>	86,328.00	6.72	5,800.00	5,800.00	0.00
<b>Task 5 - Decision Themes</b>	16,985.00	0.00	0.00	0.00	0.00
<b>Task 6 - Master Plan &amp; Graphics</b>	30,825.00	7.22	2,137.50	2,225.00	87.50
<b>Task 7 - Conclusion</b>	1,815.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>238,798.00</b>	<b>4.12</b>	<b>9,762.50</b>	<b>9,850.00</b>	<b>87.50</b>

Invoice total **87.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0522	05/26/2022	87.50	87.50				
	<b>Total</b>	<b>87.50</b>	<b>87.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.



Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

Tallahassee Community College  
Don Herr  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 21094\_0522  
Date 05/26/2022  
Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)  
PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - Overview</b>	1,500.00	0.00	0.00	0.00	0.00
<b>Task 2 - Executive Summary</b>	69,400.00	0.00	0.00	0.00	0.00
<b>Task 3 - Existing Conditions</b>	54,500.00	1.12	0.00	612.50	612.50
<b>Task 4 - Planning Elements</b>	163,200.00	1.72	2,800.00	2,800.00	0.00
<b>Task 5 - Decision Themes</b>	31,600.00	0.00	0.00	0.00	0.00
<b>Task 6 - Master Plan &amp; Graphics</b>	39,900.00	9.21	3,600.00	3,675.00	75.00
<b>Task 7 - Conclusion</b>	1,933.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>362,033.00</b>	<b>1.96</b>	<b>6,400.00</b>	<b>7,087.50</b>	<b>687.50</b>

Invoice total **687.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0522	05/26/2022	687.50	687.50				
	<b>Total</b>	<b>687.50</b>	<b>687.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.



TALLAHASSEE • ATLANTA

**Fitzgerald Collaborative Group, LLC**

1401 Peachtree Street NE  
Suite 200  
Atlanta, GA 30309  
850.350.3500

Tallahassee Community College  
Jenny Shuler  
444 Appleyard Drive  
Tallahassee, FL 32304-2895

Invoice number 210224\_0522  
Date 05/24/2022

Project 210224 TCC - GHAZVINI SOLAR PANELS  
PATIO

Purchase Order # 014731

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Schematic Design	8,865.00	100.00	8,865.00	8,865.00	0.00
Schematic Design-Kever McKee	1,125.00	100.00	1,125.00	1,125.00	0.00
Schematic Design - H2 Engineers	2,200.00	100.00	2,200.00	2,200.00	0.00
Design Documents	3,722.00	100.00	3,722.00	3,722.00	0.00
Design Documents- Kever McKee	1,313.00	100.00	1,313.00	1,313.00	0.00
Design Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
90% Construction Documents	10,350.00	100.00	7,762.50	10,350.00	2,587.50
90% Construction Documents-Kever McKee	750.00	100.00	562.50	750.00	187.50
90% Construction Documents-H2 Engineer	2,200.00	100.00	1,650.00	2,200.00	550.00
Permit Documents	3,363.00	0.00	0.00	0.00	0.00
Permit Documents-Kever McKee	562.00	0.00	0.00	0.00	0.00
Permit Documents-H2 Engineering	2,200.00	0.00	0.00	0.00	0.00
Bidding	4,440.00	0.00	0.00	0.00	0.00
Construction Administration	9,260.00	0.00	0.00	0.00	0.00
Construction Administration-Kever McKee	750.00	0.00	0.00	0.00	0.00
Construction Administration-H2 Engineering	2,200.00	0.00	0.00	0.00	0.00
Subtotal	55,500.00	58.96	29,400.00	32,725.00	3,325.00
<b>Additional Required Services</b>					
Measured Drawings	2,400.00	50.00	1,200.00	1,200.00	0.00
Programming	7,500.00	100.00	7,500.00	7,500.00	0.00
Independent Green Technologies (IGT Solar)	5,400.00	48.89	1,815.00	2,640.00	825.00
Structural Investigation, Analysis and Report-FCG	500.00	0.00	0.00	0.00	0.00
Structural Investigation, Analysis and Report-Kever McKee	2,850.00	100.00	2,850.00	2,850.00	0.00
Subtotal	18,650.00	76.09	13,365.00	14,190.00	825.00
Total	74,150.00	63.27	42,765.00	46,915.00	4,150.00



TALLAHASSEE • ATLANTA

Tallahassee Community College  
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224\_0522  
Date 05/24/2022

Invoice total 4,150.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_0422	04/27/2022	11,475.50	11,475.50				
210224_0522	05/24/2022	4,150.00	4,150.00				
	Total	15,625.50	15,625.50	0.00	0.00	0.00	0.00

*We appreciate your business. Please remit payment at your earliest convenience to 1201 W. Peachtree Street, Suite 630, Atlanta, GA 30309. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.*





Fitzgerald Collaborative Group, LLC

Tallahassee Community College  
 Jenny Shuler  
 444 Appleyard Drive  
 Tallahassee, FL 32304-2895

Invoice number 210208\_0522  
 Date 05/24/2022

Project 210208 TCC - GHAVINI NURSING  
 SIMULATION AUDITORIUM  
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Measured Drawings - FCG	7,500.00	100.00	7,500.00	7,500.00	0.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	100.00	17,356.60	17,356.60	0.00
Schematic Design - H2 Engineering	4,100.00	100.00	4,100.00	4,100.00	0.00
Schematic Design - Kever/McKee Eng	500.00	100.00	500.00	500.00	0.00
Design Development - FCG	18,150.40	100.00	18,150.40	18,150.40	0.00
Design Development - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Design Development - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
90% Construction Documents - FCG	20,638.00	100.00	20,638.00	20,638.00	0.00
90% Construction Documents - H2 Eng	12,300.00	100.00	12,300.00	12,300.00	0.00
90% Construction Documents-Kever McKee	1,084.00	100.00	1,084.00	1,084.00	0.00
Permit Docs - FCG	13,253.50	100.00	13,253.50	13,253.50	0.00
Permit Docs - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Permit Docs - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
Agency Permitting - FCG	8,234.50	100.00	0.00	8,234.50	8,234.50
Bidding - FCG	11,125.20	100.00	11,125.20	11,125.20	0.00
Bidding - H2 Engineering	2,050.00	100.00	2,050.00	2,050.00	0.00
Construction Administration - FCG	18,081.80	10.00	1,808.18	1,808.18	0.00
Construction Administration - H2 Eng	6,150.00	0.00	0.00	0.00	0.00
Hydrant Flow Test-H2 Eng	600.00	100.00	600.00	600.00	0.00
Record Documents - H2 Eng	1,000.00	0.00	0.00	0.00	0.00
Pre Test and Balance - H2 Eng	5,700.00	100.00	5,700.00	5,700.00	0.00
Post Test and Balance - H2 Eng	5,700.00	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	0.00	0.00	0.00	0.00
Subtotal	181,190.00	83.60	143,231.88	151,466.38	8,234.50

**Additional Services**

Conversion of the Outdoor Storage Room 248-FCG	15,440.00	0.00	0.00	0.00	0.00
Conversion of the Outdoor Storage Room 248-H2 Eng	5,900.00	0.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College  
Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208\_0522  
Date 05/24/2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	0.00	0.00	0.00	0.00
Total	202,530.00	74.79	143,231.88	151,466.38	8,234.50

Invoice total 8,234.50

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0422	04/27/2022	3,858.18	3,858.18				
210208_0522	05/24/2022	8,234.50	8,234.50				
	Total	12,092.68	12,092.68	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 1201 W. Peachtree Street, Suite 630, Atlanta, GA 30309. If you have any questions please contact Judith 832.331.9418, or [judith@fc-groupllc.com](mailto:judith@fc-groupllc.com).



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Heather Mitchell  
Vice President for Institutional Advancement and Executive Director of the TCC  
Foundation

**SUBJECT:** TCC Foundation – Gift Acceptance

---

**Item Description**

The following is a request for the TCC District Board of Trustees to consider accepting items donated to TCC Foundation for use by the College.

**Overview and Background**

Per TCC Policy 03-12, gifts of real property or equipment intended for use by the College or Foundation must be approved by the President prior to acceptance.

**Funding/ Financial Implications**

Gifts must be presented to the TCC District Board of Trustees for a vote of acceptance by the College.

**Past Actions by the Board**

There are no Funding/Financial implications arising from naming of this space.

**Recommended Action**

Accept gift as presented.



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Heather Mitchell  
Vice President for Institutional Advancement and Executive Director of the TCC  
Foundation

**SUBJECT:** TCC Foundation Update

---

**Item Description**

The following is an update of the events planned and initiatives & activities undertaken by the TCC Foundation.

**Overview and Background**

Attached is a report of funds raised by the TCC Foundation to date for the current fiscal year. The report includes a summary of total funds received, giving summary by designated area, number of donors and number of gifts.

**Past Actions by the Board**

The District Board of Trustees receives a Foundation update at every Board Meeting.

**Funding/ Financial Implications**

There are no Funding/Financial implications arising from this standard monthly report.

**Recommended Action**

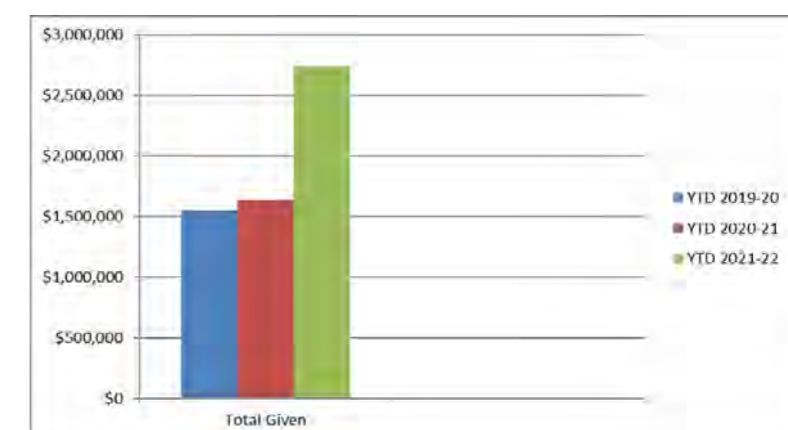
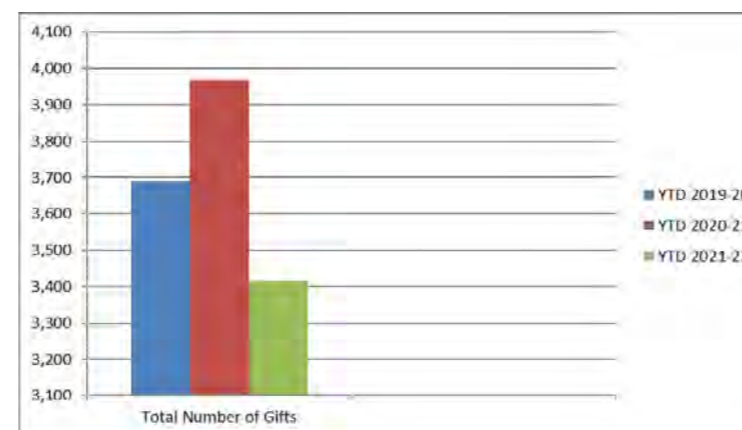
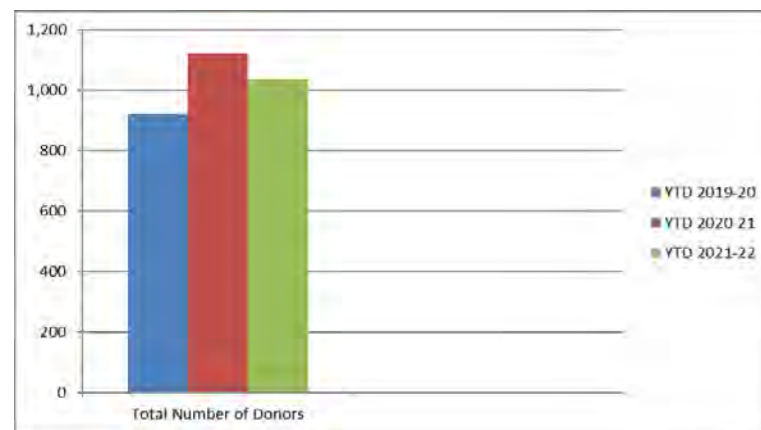
None required. Report provided for information only.

## TCC Foundation - Financial Update FY 21/22 July - May

TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
		<b>Total Received</b>	\$1,551,822	\$1,637,245
	<b>Scholarship amount</b>	\$557,469	\$782,631	\$597,900
	<b>Program support amount</b>	\$538,282	\$505,038	\$881,708
	<b>Facility support amount</b>	\$297,111	\$146,255	\$80,813
	<b>Unrestricted support amount</b>	\$158,960	\$203,321	\$183,087
	<b>Athletics Campaign/Blue Print Funds</b>			\$1,000,000
	<b>Number of Donors</b>	924	1,122	1,037
	<b>Number of Gifts</b>	3,690	3,968	3,416
	<b>Net assets of the TCC Foundation</b>	\$17,420,085	\$22,669,057	\$21,713,595

TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
		<b>Total Received for Alumni</b>	\$189,425	\$217,353
	<b>Number of Donors</b>	167	174	132
	<b>Number of Gifts</b>	943	939	793

TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
		<b>Cash</b>	\$1,519,822	\$1,637,245
	<b>Gift in Kind</b>	\$32,000	\$0	\$9,728
	<b>Number of Planned Gifts Confirmed</b>	4	3	4
	<b>Total Raised - Pledges Received</b>	\$191,481	\$402,914	\$436,583
	<b>Grants Received</b>			30 grants total \$11,549,505
	<b>Grants Applied For</b>			34 grants total \$30,703,755
	<b>Pledges Expected by 6/30/2022</b>			\$336,468





## MEMORANDUM

**TO:** Dr. Jim Murdaugh, President, Tallahassee Community College

**FROM:** Heather Mitchell, Vice President for Resource Development  
Executive Director, TCC Foundation

**DATE:** June 21, 2022

**RE:** Gift Acceptance

---

The TCC Foundation has acquired through a donation the following items:

1. Dick's Sporting Goods - they have donated items totaling \$3,661.69 for the benefit of the TCC Fire Academy Program. Staff has conferred with the TCC's Fire Academy Program Chair, and they have agreed that they would like to accept these items.
2. Heather Hamlin – she is closing her Marianna Smiles dental business, and has a portable dental chair, less than one year old and worth \$389, that she would like to donate to the TCC Dental Program. Staff has conferred with the TCC's Dental Program Chair, and they have agreed that they would like to accept this item.

The Foundation has spoken with the Fire Program and Health Care Program and they would like to use these items in facilitating their programs.



11:15 ↗



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June 21, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Calandra Stringer, Ph.D.  
Vice President and Provost

**SUBJECT:** Annual, Continuing and Post Award Contract Recommendations

---

### **Item Description**

This item describes the status of full-time faculty at TCC and recommends certain faculty for either annual or continuing contract.

### **Overview and Background**

For 2021-2022, TCC had 180 full time faculty employed. Of those, 133 were on continuing contract and 47 were on annual contract.

Of the 132 faculty on continuing contract, 14 developed post-award review portfolios for our post-award process. All full time faculty continue to be reviewed annually; post-award portfolios consist of selected work from a five-year period of annual reviews. Of those on post-award review, all 14 faculty successfully completed the post-award review.

There are currently 7 faculty on annual contract working toward continuing contract. All seven are being recommended for continuing contract based on at least five years of review and satisfactory growth.

The remaining 40 faculty are finishing their first, second, third, or fourth year at TCC, and they are progressing well as new faculty. Of these, two have resigned and one retired. A total of 37 faculty are being recommended for an annual contract for the 2021-2022 academic year.

Two temporary non-continuing faculty contracts are ending. Both instructors were hired for Fall 2021 to temporarily fill expected vacancies.

One faculty on continuing contract is being recommended to return to annual contract due to disciplinary issue.

### **Funding/ Financial Implications**

All positions are funded, no new funds are needed.

**Past Actions by the Board**

TCC's Collective Bargaining Agreement, Article 11 describes annual and continuing contracts at TCC and requires Board of Trustees approval.

**Recommended Action**

That the Board approve the recommendations for annual, continuing and post award contracts in the attached list.

June 21, 2022

Recommended for Annual Contract:

Brett Cook	Business, Industry and Technology
Charles Cadenhead	Business, Industry and Technology
Jessica Jones	Business, Industry and Technology
Kelly Garland	Business, Industry and Technology
Amber Cresgy	Communications and Humanities
Ceron Bryant	Communications and Humanities
Ljiljana Obradovic-Edmiston	Communications and Humanities
Megan Mahoney	Communications and Humanities
Caitlin Williams	Healthcare Professions
Carol Andresen	Healthcare Professions
Elizabeth McKee	Healthcare Professions
Emmie Odham	Healthcare Professions
Jeffrey Fillingim	Healthcare Professions
Kathryn Lee	Healthcare Professions
Kayse Green	Healthcare Professions
Lorinda Simon	Healthcare Professions
Makehia Barnes	Healthcare Professions
Natasha Williams	Healthcare Professions
Tammy Paarlberg	Healthcare Professions
Tina Hollie	Healthcare Professions
Jules Bailey	Library Services
Joseph McNeil	Science and Mathematics
Nancy Domm	Science and Mathematics
Suliman Ayad	Science and Mathematics
Tamara Moore	Science and Mathematics
Beth Huettel	Science and Mathematics
Cindy Lee	Science and Mathematics
David Hoover	Science and Mathematics
David McNutt	Science and Mathematics
Gregory Brown	Science and Mathematics
Harlon Hawthorne	Science and Mathematics
Johnny Petit	Science and Mathematics
Jorge Monreal	Science and Mathematics
Kejika Washington	Science and Mathematics
Gina O'Neal-Moffitt	Social Sciences
Leticia Henderson Baker	Social Sciences
Sara Marchessault	Social Sciences
Sarah Ainsworth	Social Sciences

Recommended for Continuing Contract:

Everett Montgomery	Business, Industry and Technology
Donya Samara	Communications and Humanities
Teresa Paliwoda	Communications and Humanities
Sila Lott	Library Services
John Bikowitz	Sciences and Mathematics
Margelet Hamilton	Sciences and Mathematics
Robert Billet	Sciences and Mathematics

Recommended for Continuing Contract - Post Award:

Carlos Torres	Business, Industry and Technology
Roopali Kambo	Business, Industry and Technology
Cathryn Meyer	Communications and Humanities
John Schultz	Communications and Humanities
Kermit Harrison	Communications and Humanities
Debra Burtoft	Healthcare Professions
Erika Williams	Science and Mathematics
Jennifer Zimmerman	Science and Mathematics
Rachel Austin-Hickey	Science and Mathematics
Rebekah Lane	Science and Mathematics
Susanne Wood	Science and Mathematics
Joseph Hurd	Social Sciences
Kalar Nealy	Social Sciences
Michael Ray	Transitional Studies

Recommended for Returning to Annual Contract from Continuing Contract:

Malcom Armstrong	Communications and Humanities
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June 21, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Calandra Stringer, Ph.D.  
Vice President and Provost

**SUBJECT:** Academic Curriculum Changes

---

### **Item Description**

This item presents proposed new courses and course changes.

### **Overview and Background**

The Curriculum and Innovation Committee members review and make recommendations for Board approval for new and revised curriculum. Due to changes by the State Board of Education as well as the revision of programs to meet workforce demands, there are several changes that are being proposed.

The college is proposing to revise the Sports, Fitness, and Management A.S. degree and the Entrepreneurship college credit certificate. Due to recommendations from college advisory boards to further enhance the skills of students, the college is updating course requirements. The proposed changes are based on the changing landscape of the skills that are being required by local employers.

### **Funding/ Financial Implications**

None

### **Past Actions by the Board**

The Board approves the program revisions, new courses, and course deletions each year.

### **Recommended Action**

That the Board approve the recommendation for the program revisions, new courses, and course deletions as attached.

## **PROGRAM CHANGES**

### Sports, Fitness and Recreation Management, A.S. (60 credit hours)

The proposed change is based on recommendations from the advisory board to include additional athletic related courses.

Add Program course:

PET 2210 Sport Psychology (3)

Delete program course:

LEI 2310 Event Planning (3)

### Entrepreneurship Certificate (12 credit hours)

The proposed change is based on recommendations from the advisory board to provide a course that focuses on the end user side of technology.

Add program course:

GEB 2136 Introduction to EBusiness (3)

Delete program course:

CGS 2069 Starting a Business on the Internet (3)

## **NEW COURSES**

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
PET 2210	Sport Psychology	New course to provide more athletic training to students.	\$0
GEB 2136	Introduction to EBusiness	This course offers organizational objectives and is part of the program update.	\$0

## **COURSE DELETIONS**

Course ID	Course Name	Rationale for Course Deletion
LEI 2310	Event Planning	Replaced with PET 2210
CGS 2069	Starting a Business on the Internet	Replaced with GEB 2136



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Construction Status Report

---

**Item Description**

This item describes the status of various construction, renovation, remodeling and site improvement projects at all TCC locations for the Board of Trustees.

**Overview and Background**

The attached Construction Status report details the noteworthy construction and renovation projects being undertaken to support the educational mission of the College.

**Past Actions by the Board**

None.

**Funding/ Financial Implications**

All construction and renovation projects are funded prior to approval, with most being funded from capital improvement fees.

**Recommended Action**

Presented as an information item only.

# CONSTRUCTION STATUS REPORT – AS OF *JUNE 2022*

## MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
TCC COVID Air Quality Upgrades to HVAC	40%	TBD	Scope includes multiple technologies that will best integrate with the existing campus HVAC equipment to provide the maximum air quality improvements.
Student Union Bldg#35 1 <sup>st</sup> Floor/Food Court Renovation	25%	TBD	Demolition ongoing
Administration Bldg#27 Lobby	50%	TBD	Video Wall installed; Processor backordered
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,615 Trip Hazards and Replaced 38 sections of Sidewalk
Elevator Upgrades at SMA Bldg#2	10%	TBD	Materials on backorder
Elevator Upgrades at SU Bldg#35	10%	TBD	Materials on backorder
Support Services Bldg#17 Roof Renovations	75%	TBD	In progress
Facilities Bldg#54 Roof Renovations	15%	TBD	Materials Delivered
Athletics	10%	TBD	Awaiting 100% Construction Documents
Baseball Fieldhouse Window Replacement	20%	TBD	Out for Bid
Flagpole Memorial Garden	20%	TBD	Contract awarded
E-Sports in Lifetime Sports	100%	TBD	Complete
Asbestos Abatement AP 150-151	100%	TBD	Complete
Carpet/LVT Replacements	I/P	In Progress	TPP 1 <sup>st</sup> Floor South Counseling Center (Materials on Order) TPP 266 Breakroom LVT (Materials on Order) AC Bldg Floors 1-3 (Materials on Order) AP 1 <sup>st</sup> Floor (Materials on Order)

SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 353,156 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,683,000 Plastic Bags from going to landfills
CO2 Avoidance	Continuous	On-going	Prevented 17,658 lbs. of CO2 from being released into the atmosphere



## GADSDEN SERVICE CENTER (SITE 2)

---

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

---

TASK	% COMPLETE	DUE DATE	NOTES
Dining Facility Bldg#8 (IAQ)	30%	TBD	Indoor air quality
FPSI Master Plan	15%	TBD	In progress

## CENTER FOR INNOVATION (SITE 4)

---

TASK	% COMPLETE	DUE DATE	NOTES
CFI 2 <sup>nd</sup> Floor Renovation	40%	TBD	In progress

## GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

---

TASK	% COMPLETE	DUE DATE	NOTES
Ghazvini Simulator Expansion	25%	TBD	In progress
Ghazvini Patio Solar Panel System	5%	TBD	CM RFQ 2022-05 Award Pending June BOT Approval

## WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

---

TASK	% COMPLETE	DUE DATE	NOTES
WEI Master Plan	15%	TBD	In progress
Infrastructure	10%	TBD	In progress
Pole Barn	100%	TBD	Complete
Irrigation Well	10%	TBD	Contract Issued

## FOUNDATION CLASSROOM RENOVATION SUMMARY

---

Renovated Classroom(s)	Cost to Date
<b>AC 212</b> - Classroom Renovations	\$ 47,497.91
<b>AC 219</b> - Classroom Renovations	\$ 44,815.95
<b>AC 220</b> - Classroom Renovations	\$ 48,765.68
<b>SM 119</b> - Classroom Renovations	\$ 35,331.12
<b>AP 149</b> - Classroom Renovations	\$ 39,457.68
<b>SM 118</b> - Classroom Renovations	\$ 39,537.18
<b>CH 233</b> - Classroom Renovations	\$ 15,234.87
<b>CH 234</b> - Classroom Renovations	\$ 15,219.87
<b>SM 114</b> - Classroom Renovations	\$ 15,679.87
<b>SM 211</b> - Classroom Renovations	\$ 24,891.58
<b>SM 129</b> – Classroom Renovations	\$ 39,537.18



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Fund Analysis - May

---

**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 5/31/2022.

**Overview and Background**

As directed in the Florida Public Community College Accounting Manual, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund 1). Expenditures for direct instruction expenses are also recorded in the operating fund.

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The report for the month of May is attached to this item.

**Past Actions by the Board**

For information only, no Board action required.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

For information only, no Board action required.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of May 31, 2022**

<b>REVENUE</b>	<b>May Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 685,145	\$ 1,933,506	\$ 25,306,592	21,268,571	\$ 23,202,077	109%
State Support	4,113,971	2,981,647	33,143,384	32,798,113	35,779,760	93%
Federal Support	169,206	83,333	3,086,885	916,667	1,000,000	309%
Other Revenue	107,499	105,680	2,139,639	1,162,483	1,268,163	169%
Non-Revenue Sources	-	83,333	-	916,667	1,000,000	0%
<b>TOTAL REVENUE</b>	<b>5,075,821</b>	<b>5,187,500</b>	<b>63,676,500</b>	<b>57,062,500</b>	<b>62,250,000</b>	<b>102%</b>
<b>EXPENSES</b>	<b>May Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	277,069	274,414	3,139,154	3,018,554	3,292,968	95%
Instructional	1,254,623	1,076,153	11,633,148	11,837,683	12,913,836	90%
Non-Instructional	1,167,295	1,333,635	13,850,595	14,669,990	16,003,625	87%
OPS	304,422	514,613	5,388,141	5,660,741	6,175,354	87%
Personnel Benefits	869,955	884,518	9,263,186	9,729,699	10,614,217	87%
<b>TOTAL PERSONNEL COSTS</b>	<b>3,873,364</b>	<b>4,083,333</b>	<b>43,274,224</b>	<b>44,916,667</b>	<b>49,000,000</b>	<b>88%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	252,552	361,522	3,394,597	3,976,738.76	4,338,260	78%
Material & Supplies	275,444	183,234	1,694,854	2,015,573.74	2,198,808	77%
Other Current Charges	331,449	538,578	6,247,788	5,924,354.16	6,462,932	97%
<b>TOTAL CURRENT EXPENSES</b>	<b>859,445</b>	<b>1,083,333</b>	<b>11,337,239</b>	<b>11,916,667</b>	<b>13,000,000</b>	<b>87%</b>
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>20,833</b>	<b>60,392</b>	<b>229,166.67</b>	<b>250,000</b>	<b>24%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,732,809</b>	<b>\$ 5,187,500</b>	<b>\$ 54,671,855</b>	<b>\$ 57,062,500</b>	<b>\$ 62,250,000</b>	<b>88%</b>

Purchase Orders from \$100,000 to \$324,999 +

Issued in May 2022

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-015532	5/24/2022	Lumen Learning	120,050.00	Supported enrollment in Candela and Online Homework Manager	Exempt per FAC 6A-14.0734(2)(a). Educational tests, textbooks, printed instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, and graphic or computer-based instructional software.



June 21, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Capital Improvement Plan (CIP) 2023-24 Through 2025-2026

---

### **Item Description**

This item describes the annual Capital Improvement Plan submittal process and the project priorities for the College.

### **Overview and Background**

The College is required to annually submit its Capital Improvement Plan (CIP) to the Florida Colleges Division office. The submittal becomes part of the Legislative Budget Request for the next year that is submitted by the Commissioner of Education to the House and Senate Appropriations Committees and to the Governor's Office for approval. The CIP submittal deadline to the Division office is July 1, 2022. The CIP represents TCC's priorities.

The Capital Improvement Plan (CIP) represents a request for Florida Legislative funding support to build, remodel, and renovate the College's Educational Program Space. Support will help the College provide appropriate space to support academic programs and student needs.

Priorities for construction were established in accordance with standards produced within the College, and by the State. These standards are based upon the projection of facility needs to accommodate future student enrollments and program needs. The College considered the following factors in selecting the priorities for construction: student enrollment, safety-to-life concerns, maintenance and operational needs, cost avoidance possibilities, and program support required to meet College goals. The Construction Request List includes projects that are most critical in meeting needs of the College's Educational Program.

The Remodeling Request List includes projects that are most critical in meeting the current needs of the College's Educational Program. Each of these projects contains elements that serve to repair or upgrade vital parts of the infrastructure, which are beginning to fail or have failed. To properly address the highlights of a Capital Improvement Plan, renovation of the College's facilities must be a high priority. The need for renovation funds has increased

because of aging facilities; technology infrastructure and building system complexity; laws, building codes, and environmental regulations have become more stringent; and maintenance funds have been depleted to the point that they represent a mere fraction of what is needed. Therefore, the College is requesting funding to cover the costs associated with such items as correcting ADA deficiencies, repairing or replacing roofs, upgrading HVAC systems, improving parking and drainage systems, and updating all classrooms and instructional spaces to meet the demands of new technologies.

All projects must be recommended in the Educational Plant Survey for TCC, which was originally approved by DOE on April 26, 2017 with Spot Survey's 2.2 approved 06/28/2018, 2.3 approved 06/17/2021 and 2.4 approved 04/06/2022.

We are including the CIP-2 summary of TCC's projects for approval by the Board at this time. This form summarizes the CIP information being submitted to the Florida Department of Education.

**Funding/ Financial Implications**

Funding for projects listed on the CIP is provided as part of the annual PECO appropriation made by the Florida Legislature.

**Past Actions by the Board**

The District Board of Trustees approved the 2022-23 through 2026-27 CIP on June 21, 2021.

**Recommended Action**

Approve the 2023-24 through 2025-26 CIP, as summarized on the attached CIP-2 form.







June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Bookstore Services Agreement

---

**Item Description**

This item requests approval by the District Board of Trustees for the College to negotiate a five (5) year contract with the option of two (2) additional two-year (2) renewals with Follett Higher Education Group, LLC (Follett) for the College's bookstore services.

**Overview and Background**

The District Board of Trustees of Florida State College of Jacksonville (FSCJ) recently solicited proposals for similar bookstore services desired by TCC. FSCJ's Request for Proposal (RFP) 2022-01 received proposals from Barnes & Noble and Follett, with Follett being awarded the contract for services. After a thorough review of FSCJ's RFP, the College was able to utilize their solicitation for services and negotiate terms and conditions for TCC's agreement for bookstore services.

**Funding/Financial Implications**

There are no costs associated with this item, although the College is projecting an annual commission of over \$500,000 from this agreement.

**Past Actions by the Board**

The Board approved a five (5) year agreement with Follett in June 2017.

**Recommended Action**

Authorize the College to enter into an agreement with Follett for bookstore services.



June 21, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Banking Services Agreement

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### **Item Description**

This item requests approval by the District Board of Trustees for a temporary extension of the Wells Fargo banking services agreement with the College.

### **Overview and Background**

The College's current banking services agreement with Wells Fargo has an end date of June 30, 2022. This agreement was originally entered in July 2012 and given the changes in the commerce market, the College would like to initiate solicitation procedures to ensure competitive pricing along with top-quality services.

Given the time required to sufficiently notice the College's needs and banking requirements, we are projecting this process will take 3-4 months to thoroughly analyze the expected proposals. To ensure there is no disruption of services, the College would like to extend the current Wells Fargo agreement for a period not to exceed six (6) months, until December 31, 2022.

### **Funding/ Financial Implications**

The banking service charges are offset by the credit earned from the College's funds on deposit with Wells Fargo.

### **Past Actions by the Board**

The Board approved a five-year renewal of the Wells Fargo agreement in December 2017.

### **Recommended Action**

Approve a temporary extension of the current Wells Fargo banking services agreement for a period not to exceed six (6) months.



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Changes to Salary Schedule

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**Item Description**

This item requests Board approval of changes to the Salary Schedule.

**Overview and Background**

The College brings forth a request to update the Annual Salary Schedule, 2022 - 2023. The page numbers reference the document version with tracked changes.

- Pages 4-6: Deleted reference to the Executive Vice President of Academic Affairs.
- Page 7: Added Adult Education and Continuing Education Instructors under Time Limited.
- Page 8: Updated language under Additional Duties to include a time constraint.
- Pages 9-13: Increased Adjunct Pay Rates by 15% per credit/contact hour.
- Page 14: Revised and updated Custodial Worker position title to an Environmental Service Technician and Senior Environment Service Technician under Service Credit.
- Pages 19-20: Appendix A, Added and deleted Managerial/Professional Positions.
- Page 21: Appendix B, Added table to reflect the a 2% increase to the pay grades. Pay grades reflect a minimum salary of \$31,255.86.
- Pages 22-31: Appendix C, Added and deleted Classified Staff positions and paygrades. Duplicate positions and positions no longer used were deleted. Classified Staff positions reclassified or retitled were added to the table. Updated the pay grades.

- Pages 37 – 45: Added Appendix D to reflect Classified Staff positions by pay grade.
- Pages 46 – 47: Appendix E, Updated Contracted/Grant Position Titles.
- Page 48: Appendix F, Updated Payroll Calendar and Pay Dates.

**Past Actions by the Board**

The Board previously approved the revised Salary Schedule effective July 1, 2021.

**Funding/ Financial Implications**

This item is funded by the 2022 -2023 Operating Budget.

**Recommended Action**

Approve updates to the 2022 – 2023 Salary Schedule as presented.



# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

~~2021 - 2022~~ 2022 - 2023

Prepared by Human Resources

## Table of Contents

### Table of Contents

<u>INTRODUCTION</u>	<u>53</u>
<u>PURPOSE</u>	<u>53</u>
<u>ACCREDITATION</u>	<u>53</u>
<u>EQUITY STATEMENT</u>	<u>53</u>
<u>WEBSITE</u>	<u>53</u>
<u>GENERAL PROVISIONS</u>	<u>64</u>
<u>SALARY STATEMENT</u>	<u>76</u>
<u>EMPLOYEE CLASSIFICATIONS</u>	<u>86</u>
<u>ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS</u>	<u>97</u>
<u>EDUCATIONAL ATTAINMENT/DEGREE CHANGE</u>	<u>108</u>
<u>RECLASSIFICATION/ORGANIZATIONAL CHANGES</u>	<u>119</u>
<u>FULL-TIME FACULTY</u>	<u>11</u>
<u>ADJUNCTS (Credit/Contract Hours)</u>	<u>1142</u>
<u>ADJUNCTS (Clock Hours)</u>	<u>1445</u>
<u>CLASSIFIED STAFF/PROFESSIONAL POSITIONS</u>	<u>1647</u>
<u>Service Credit</u>	<u>1647</u>
<u>RETIREES</u>	<u>1849</u>
<u>APPENDIX A</u>	<u>2122</u>
<u>APPENDIX B</u>	<u>2324</u>
<u>APPENDIX C</u>	<u>2425</u>
<u>APPENDIX D</u>	<u>34</u>
<u>APPENDIX E</u>	<u>43</u>
<u>APPENDIX F</u>	<u>45</u>
<u>INTRODUCTION</u>	<u>3</u>

### **INTRODUCTION**

The Tallahassee Community College's Salary Schedule is established annually pursuant to s.1001.64(18), F.S. The President recommends the Salary Schedule to the College's District Board of Trustees ("Board") at the June Board Meeting and, once adopted, it becomes the sole instrument used to determine employee compensation and supersedes all rules, handbooks and other policies. The Salary Schedule is not intended to create and/or be interpreted as a contract of employment nor does the Salary Schedule give employees the right to or an expectancy of continued employment.

## PURPOSE

This Salary Schedule is designed to meet the following objectives:

- Ensure compensation actions are administered in a manner to comply with state and federal legal requirements;
- Enhance the College's ability to attract and retain qualified faculty and staff;
- Ensure fair treatment of employees through internal consistency;
- Provide a clear and concise reference for fair compensation decisions;
- Serve as a guide regarding employee salaries so that the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

## ACCREDITATION

Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. The Bachelor of Science in Nursing (BSN) degree program is accredited by SACSCOC and the Accreditation Commission for Education in Nursing (ACEN).

## EQUITY STATEMENT

Tallahassee Community College is committed to an environment that embraces Diversity and Inclusion, respects the rights of all individuals, provides equal access and equal opportunity, and does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities.

The College has designated Renae Tolson, Director of Business Process Improvement, as the College's Equity Officer and Title IX Coordinator. Ms. Tolson is located in the Administrative Services Suite, room number 239 on the second floor of the Administration Building.

Any student, employee or applicant who believes they have experienced discrimination, sexual misconduct or harassment of any kind should report their concerns to the College's Equity Officer & Title IX Coordinator directly at (850) 201-6074 or [tolsonr@tcc.fl.edu](mailto:tolsonr@tcc.fl.edu) or the Office for Civil Rights of the U.S. Department of Education.

## WEBSITE

This Salary Schedule may be viewed online at:

<https://www.tcc.fl.edu/about/college/administrative-services/human-resources/current-employees/>

## GENERAL PROVISIONS

### Effective Date

July ~~1, 2024~~ 1, 2023

### Budgeted Personnel Costs

The budget for salaries and benefits is approved annually by the Board as a major component of the College's Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, the President and the Vice President of Administrative Services & Chief Business Officer are responsible for maintaining the salary budget. Funding

provisions within this Salary Schedule are subject to the maximum identified by the President. Budgeted compensation for those individuals identified in s.1012.885 and 1012.886, F.S. are considered budgeted from appropriated state funds up to the allowable statutory limit, and any budgeted compensation in excess of said statutory limit considered budgeted proportionally from other college operating revenues sources, such as tuition and fees and other available funds.

#### **Salaries**

Salaries established for positions are based on 1.0 full time equivalent (FTE) unless otherwise noted. Salaries are adjusted for .50 or .75 FTE and eligible benefits are prorated as indicated in the College's policy manual.

#### **Salary Increases/Changes In Salary**

Salary increases will be determined as part of the annual planning and budgeting process. The President will recommend a salary increase proposal to the Board for approval and will subsequently notify employees of the Board's decision. Salary increases are contingent on availability of funding and are largely dependent upon the allocation of state funds and the College's budget priorities.

Probationary employees are not eligible for salary increases until the first of the following month after non-probationary status is obtained.

#### **Maximum of Salary Range**

When an employee reaches the maximum in salary range, a one-time non-recurring pay adjustment (equivalent to the pay increase) may be authorized when a salary increase is approved by the Board. The employee's base rate of pay will remain unchanged. Supplemental payments and payments for instruction, when not part of regular duties, are in addition to regular earnings, and may allow an employee to exceed assigned salary range.

#### **Pay Dates**

All College employees shall be paid on a monthly basis. Pay dates for all employees shall be the last College business day (Monday - Friday) of each month, unless otherwise established by the Vice President of Administrative Services & Chief Business Officer.

If an error has been noted in regards to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee. If necessary, the College may utilize a third-party collection agency to collect funds from former employees and any applicable collection fees would be assessed to the former employee's outstanding balance.

#### **Addition of Positions and Job Classifications**

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the ~~Executive Vice President & Provost~~ or appropriate Vice President and Human Resources, with approval from the President. It is not necessary for the Board to approve new job titles, job descriptions and classifications.

#### **Contracts and Grants Personnel**

The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, Human Resources places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. College funding beyond the grant period is determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours.

The President may designate specific college closure periods that may/may not coincide with the terms of a specific grant. College funding outside of days identified as regular scheduled holidays or regular workdays



identified by the grant-funded position is determined by the terms/conditions of the grant, business necessity and/or other controlling factors.

Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.

#### **Wireless Allowance Plans**

Approved requests for wireless allowance plans may be made at any time during the fiscal year in Workday. Plans are determined on a year-to-year basis and may be rescinded and/or modified by College management. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

#### **Terminal Pay**

Shall be calculated and determined in accordance with College Policy or the controlling terms and conditions of a contract and/or grant.

#### **Other Provisions**

Under special circumstances, the Board reserves the right to employ individuals in established positions not covered by the salary schedule. Any or all provisions of this schedule may be waived upon appropriate action by the Board. Changes to the approved Salary Schedule may only be made by the Human Resources Director with approval from the President or Vice President of Administrative Services & Chief Business Officer.

To attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized by the President. During the contract year, the President is authorized to offer special contract terms to qualified faculty and staff as additional incentive for recruitment and/or retention of these employees. In instances where the marketplace salary or promotional placement for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule, the President may recommend appropriate salary figure. Documentation must be provided to Human Resources by the requesting department that supports the adjustment.

## **SALARY STATEMENT**

The Board determines the President's salary. The President, in turn, determines the salaries of his direct reports. As shown by Appendix B, all Classified Staff positions are assigned to a specific salary range based upon a fully documented assessment and approval from the President and Board.

#### **Exempt and Non-Exempt Status**

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Effective January 1, 2020, federal guidelines require exempt positions earn a minimum of \$35,568 annually and meet additional federal requirements.

Exempt (E) employees are those individuals who are exempt from the overtime provisions of the FLSA because they meet the requirements of the executive, professional, administrative or computer exemption.

Non-exempt (NE) employees are not exempt from overtime provisions of the FLSA. Such employees are entitled to receive overtime for all hours worked beyond 40 in a workweek. Alternatively, provisions for public employers allow for hours in excess of 40 hours per week to be paid in the form of compensatory leave.

#### **Essential Personnel**

In the event of extraordinary situations, the college may suspend normal operations and classes in whole or in part. In such instances, staff designated as essential personnel must fulfill duties to: (1) ensure the continuation of critical College operations; (2) attend to the needs of students and other members of the College community; and (3) protect the College's assets. Essential personnel may be exempt or non-exempt under FLSA standards and are designated by the appropriate executive team member.

## EMPLOYEE CLASSIFICATIONS

### **Executive, Administrative and Managerial/Professional**

These are high-level strategic planning, policymaking and management positions. The duties of these positions include planning, directing, developing, organizing and utilizing College resources (human, material, financial and facility resources). These positions are considered exempt positions under FLSA standards.

The following positions are designated as Senior Management as outlined in the College's Policy and defined by the Florida Retirement System: President (GL Code 51000), ~~Executive Provost and Vice President of Academic Affairs~~ ~~President & Provost~~ (GL Code 51000), Vice President (GL Code 51000), Associate Vice President (GL Code 51200), Assistant Vice President (GL Codes 51201 and 51202) and Executive Director (GL Code 51000).

### **Administrative Positions**

The following positions are designated as Administrative: Dean (GL Code 51100) and Associate Dean (GL Code 51100). Administrators are designated as Select Exempt for leave purposes as outlined by the College's Policy.

### **Managerial/Professional Positions**

Positions designated as Managerial/Professional (GL Code 53000) are listed by Appendix A. Managerial/Professional positions are designated as Select Exempt for leave purposes as outlined by the College's Policy.

These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

### **Non-Teaching Faculty**

The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

### **Classified Staff/Professional**

The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions. Employees in these positions often supervise other employees. Positions assigned to this classification are in the 200 series as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

### **Classified Staff**

The primary duties of these positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Non-Teaching Faculty, Executive, Administrative or Managerial/Professional. Some Classified Staff employees may supervise other employees. Positions assigned to this classification are in the 100 series as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

### **Time Limited**

This class of positions are created to cover the College's employment need in any classification. Time Limited positions are restricted to serve no more than ten (10) months during the College's fiscal year and benefit restrictions are also associated with this class. These positions may be designated as exempt or non-exempt under FLSA standards and must be approved by the President.

- Other Personal Services (OPS)

- Professional Service Contracts (PSC)
- Adjuncts
- Post-Secondary Adult Vocational (PSAV)
- Work-study Students
- Adult Education
- Continuing Education Instructors

## ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS

Recommendations for original appointments and starting salaries are made to Human Resources. Formal offers of employment are made by Human Resources, subject to the approval from the President and Board, and in accordance with all applicable laws, rules, and policies.

When the desired effective date of an appointment predates the next regularly scheduled Board meeting, the President or his designee is authorized to tentatively approve the appointment. Final authorization is subject to approval from the Board.

**President** – The starting salary of the President is determined by the Board.

**Administrative** - The starting salary for persons selected for an Administrative Position shall be determined by the President on the recommendation of the appropriate Vice President ~~or Provost~~ and Human Resources. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

**Managerial/Professional** - The starting salary for persons in a Managerial/Professional Position shall be determined by the President on the recommendation of the Human Resources Director and appropriate Vice President or Executive Director.

**Classified Staff** - The starting salary for persons in a Classified Staff Position will be at the minimum of the salary range. The appointment salary may increase by up to ten percent (10%) of the market rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ten percent (10%) of the market rate must be approved by the President.

**Faculty and Non-Teaching Faculty** – Matters related to full time Faculty compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TCC - UFF Contract](#).

### **Verification of Experience and Education**

Previous work-related experience considered in the starting salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to Human Resources prior to the employee's appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

If verification of previous work-related experience or education is not received by Human Resources prior to hiring, the employment offer may be rescinded.

Starting salary will be determined by employment verifications received at the time of hire.

### **Transcripts/Certificates/Licensures**

For all positions, copies of transcripts, certificates or licenses are required prior to hiring approval and official transcripts are required within thirty (30) days of hire date. If an individual fails to provide an official transcript to Human Resources within 30 days of their original appointment, the employee may cease to receive compensation and necessary action may be taken to terminate the employee.

## EDUCATIONAL ATTAINMENT/DEGREE CHANGE

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript by Human Resources. It is the employee's responsibility to obtain and submit the official transcript to Human Resources.

Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in Human Resources. Original transcripts shall be placed in the employee's personnel file in Human Resources. Processing of the increase will begin upon receipt of the required documentation and will be effective with the next available pay period.

## **TEMPORARY ASSIGNMENTS**

Upon recommendation by the appropriate Vice President or Executive Director and Human Resources, employees may be given a temporary work assignment which encompasses duties and responsibilities of a different and advanced nature for a specified, limited period of time. After working 2 weeks (10 consecutive business days), an employee may be given a pay supplement of up to ten percent (10%) with the approval from the appropriate Vice President or Executive Director and Human Resources. Temporary assignments may be rescinded at any time and do not constitute a promotion. During this limited period of assignment, this pay supplement will not be added to the employee's base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

### **Interim Positions**

An employee may be appointed to an interim position by the President. Interim appointments shall not exceed two (2) years.

### **Acting Assignment as Executive or Administrator**

An employee may be designated as "acting" by the President. The acting appointment shall not exceed six (6) months unless authorized by the President.

An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation creates an undue hardship on the operations of the College. The additional duties stipends shall not exceed two (2) years.

### **Extraordinary Task or Project**

An employee may be assigned a task or project that is beyond the scope of the employee's regular duties.

### **Overlap in Position**

Up to a two (2) month overlap in any position may be allowed in order to facilitate the transition and to provide training for a new employee. Both employees shall receive full benefits during the overlap period.

## **RECLASSIFICATION/ORGANIZATIONAL CHANGES**

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this rule will be determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer, and approved by the President. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

**Promotion:** Occurs when an employee is appointed to a position in a job classification that has a higher pay grade or level. Upon promotion, the employee will receive either an increase in salary to the minimum of the new pay grade/level or the amount an employee would have been eligible for as a new hire; whichever is greater. In any occurrence whereby, an employee is assigned to a higher pay grade or level, the promotional increase should be at least ten (10%) percent.

**Demotion:** Occurs when an employee is transferred to a position in a job classification that has a lower pay grade or level. A demotion may be voluntary or involuntary. For voluntary and involuntary demotions, the employee's salary will be reduced by at least ten (10%) unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. There shall be no salary increase as a result of a demotion. For Classified Staff, the new demoted salary will not exceed the maximum amount of the demoted position's pay grade. When positions are reclassified into a lower pay grade or level and employees are involuntarily moved for non-performance related issues, the employee's salary may remain the same unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President.

If an employee is demoted back to a class or pay grade in which they previously served, the employee's salary will be reduced by the aggregate amount of all promotional increases received since holding the class or pay grade.

**Reassignment/Lateral/Transfer:** Occurs when an employee is reassigned to an established position in a job classification with the same pay grade or level. If the reassignment results in a different job location/department, it shall be deemed a transfer. In either action, there shall be no salary increase or decrease as a result of a lateral or transfer. Reassignments may occur at the discretion of College management.

**Retitle:** Occurs when the title of an established position is changed. There shall be no salary increase or decrease resulting from the retitling of a position.

**WORK SCHEDULE**

For full-time Executive, Administrative, Managerial/Professional and Classified employees, the work schedule is generally detailed as 40 hours per week. All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President shall establish a standard work week for all personnel predicated on the needs of the College and may authorize departures from the standard workday/work week.

**FULL-TIME FACULTY**

Matters related to full-time faculty (teaching and non-teaching) compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TCC - UFF Contract](#).

**ADJUNCTS (Credit/Contract Hours)**

**1. Credit and Contact Hours:** Adjuncts teaching on a credit/contact hour basis as defined in the [District Board of Trustees Policy Manual](#) are hired according to degree and appropriate subject matter credentials. Adjuncts are paid for classroom instruction, office hours, grading and preparation time based on a time formula consistent with full time teaching faculty weekly commitments for the same work.

Adjuncts teaching on a credit/contact hour basis as defined in the [District Board of Trustees Policy Manual](#) shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$ <del>769</del> 884
Masters	\$ <del>714</del> 821
Bachelors	\$ <del>648</del> 745

Less than Bachelors with program specific credentials and Associate degree	\$ <del>571657</del>
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**Substitutes:** Substitute instructors shall be paid per class hour for lecture as follows:

Academic Credentials	Class Hour Rates
Doctorate	\$ <del>5327</del>
Masters	\$ <del>4525</del>
Bachelors	\$ <del>3723</del>
Less than Bachelors with program specific credentials and Associate degree	\$ <del>3324</del>

If a substitute is needed for more than one day of instruction, the ~~Executive Vice President~~ Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

**2. Clinical Hours\*\*:** Adjuncts teaching clinicals, clinically related labs or dental assisting on an hourly basis in credit hour programs, shall be paid according to the following clinical hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. Separate office hours or preparation time are not required.

Academic Credentials	Clinical Hour Rates
Doctorate	\$ <del>4653</del>
Masters	\$ <del>4539</del>
Bachelors	\$ <del>3732</del>
Less than Bachelors with program specific credentials and Associate degree	\$ <del>3329</del>

**Substitutes:** Substitutes for clinicals and clinically related labs shall be paid according to approved clinical hours as follows:

Academic Credentials	Clinical Hour Rates
Doctorate	\$ <del>4640</del>
Masters	\$ <del>3641</del>
Bachelors	\$ <del>3228</del>
Less than Bachelors with program specific credentials and Associate degree	\$ <del>2925</del>

**3. Adjunct Advancement Program:** Adjuncts who have completed the Adjunct Advancement Program, received a Certificate of Completion, and have a current Renewal of Certification on file in Human Resources, shall be designated Adjunct Professors. To maintain status as an Adjunct Professor, renewal certification is required each year after initial certification.

**Credit/Contact Hours:** Adjunct Professors teaching on a credit/contact hour basis as defined in the College's Policy Manual, shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$ <u>1007876</u>
Masters	\$ <u>9934842</u>
Bachelors	\$ <u>849738</u>
Less than Bachelors with program specific credentials and Associate degree	\$ <u>883664</u>

**Clinical Hours\*\*:** Adjunct Professors teaching clinicals and clinically related labs and dental assisting on an hourly basis, shall be paid according to the following clinical hourly rates:

Academic Credentials	Clinical Hour Rates
Doctorate	\$ <u>5954</u>
Masters	\$ <u>5245</u>
Bachelors	\$ <u>4438</u>
Less than Bachelors with program specific credentials and Associate degree	\$ <u>4035</u>

**4. Retirees:** Returning retirees working as Adjunct Professors teaching on a credit/contact hourly basis as defined in the Policy Manual, shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$ <u>846973</u>
Masters	\$ <u>904786</u>
Bachelors	\$ <u>820743</u>
Less than Bachelors with program specific credentials and Associate degree	\$ <u>725630</u>

Adjuncts who miss scheduled work hours will have pay reduced for class lectures and office hours as follows:

Academic Credentials	Class and Office Hour Rates
Doctorate	\$ <u>3127</u>
Masters	\$ <u>3425</u>

Bachelors	\$ <del>2623</del>
Less than Bachelors with program specific credentials and Associate degree	\$ <del>2424</del>

Note: Adjustments are made based on accepted practice for a credit hour 50-minute class equaling 60 clock minutes. Other class times (75 minutes equaling 90 clock minutes) are similarly adjusted.

If a substitute is needed for more than one day of instruction, the ~~Executive Vice President~~/Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

Clinical hour faculty salary will be reduced for the hours missed according to the table in (2) Clinical Hour above.

**\*\*The College may offer additional compensation for positions where specialized credentials or experience are required. Such compensation may be a one-time payment or a temporary increase up to twenty percent (20%) of the hourly rates listed in the table above at the College's discretion.**

### ADJUNCTS (Clock Hours)

1. **Clock Hours:** Adjuncts teaching on a clock hourly basis in non-credit hour program shall be paid according to the following clock hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. This includes Post-Secondary Adult Vocational (PSAV) assignments. Separate office hours or preparation time are not required.

Academic Credentials	Clock Hour Rates
Doctorate	\$ <del>4653</del>
Masters	\$ <del>3945</del>
Bachelors	\$ <del>3237</del>
Less than Bachelors with program specific credentials and Associate degree	\$ <del>2933</del>
Professional certification or licensure	\$ <del>2832</del>

**Substitutes:** Substitutes for clock hours shall be paid according to approved clock hours as follows:

Academic Credentials	Clock Hour Rates
Doctorate	\$ <del>4640</del>
Masters	\$ <del>3641</del>
Bachelors	\$ <del>2832</del>
Less than Bachelors with program specific credentials and Associate degree	\$ <del>2925</del>

2. **Adult Education:** The maximum permissible rate for adjunct instructors teaching adult education courses on a clock hour basis shall be the following:



Academic Credentials	Clock Hour Rates
Doctorate	<del>\$2832</del>
Masters	<del>\$2630</del>
Bachelors	<del>\$2326</del>

## DIS COURSES

Instructors teaching courses through directed individual study (DIS) methods shall be compensated per student according to the following rates:

Academic Credentials	1 credit hr	3 credit hrs	4 credit hrs	5 credit hrs
Doctorate	\$27	\$81	\$108	\$135
Masters	\$26	\$78	\$104	\$130
Bachelors	\$25	\$75	\$100	\$125
Less than Bachelors with program specific credentials and Associate degree	\$24	\$72	\$96	\$120

DIS sections are limited to an enrollment of no more than fifty (50) students per semester.

## CONTINUING EDUCATION INSTRUCTORS

The following categories have been determined for the Continuing Education program with a maximum hourly rate determined for each category. The individual qualifications of each employee shall be used to determine the actual salary for the course taught within the guidelines established. These rates of pay may be adjusted for extenuating circumstances or market rates, with appropriate Vice President approval.

Maximum Hourly Rates by Academic Degrees (when appropriate to course taught):

Academic Credentials	Maximum Hourly Rates
Doctorate	<del>\$44.7251.42</del>
Masters	<del>\$31.2036</del>
Bachelors	<del>\$28.0832</del>
Associate	<del>\$27.0431.09</del>
Professional certification or licensure	<del>\$26.0030</del>

## CLASSIFIED STAFF/PROFESSIONAL POSITIONS

Positions assigned to these classifications are designated by their paygrade (in either 100 or 200 series) as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

#### **Shift Differential**

~~Custodial Workers~~Environmental Service Technicians -that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional \$2.00 hourly increment to their base pay as a shift differential. The hourly increment will be based on a 2,080-hour work year for full-time employees.

#### **Service Credit**

~~Custodial Employees classified as Environmental Service Technicians Workers~~ shall receive an ~~one (1) pay grade increase~~5% salary increase and be retitled Senior ~~Custodian Environmental Service Technician~~ on the first day of the month following achievement of ten (10) years of service in that classification.

#### **Trainee Status**

A Classified Staff employee may be appointed as a trainee in an established position with a higher pay grade due to the following:

- Recruitment/Retention
  - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position
  - The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
  - The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

Upon completion of the one-year trainee period, the Classified Staff employee will be required to serve a six (6) month probationary period.

#### **Sworn Law Enforcement**

The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services & Chief Business Officer based on the recommendation of the Chief of Campus Police.

The following classifications are designated as sworn law enforcement:

- Campus Police Officer
- Campus Police Sergeant
- Campus Police Lieutenant
- Chief of Police

Special Risk Membership: In accordance with s.121.0515, F.S., college employees designated as sworn law enforcement personnel are eligible for membership in the Special Risk Class of the Florida Retirement System.

Salary Incentives: An employee in a full-time sworn law enforcement classification shall be given an ongoing monthly supplement for educational attainment in accordance with s.943.22, F.S. and the Criminal Justice Standards and Training Commission as follows:

- **Education** (maximum of \$80 per month)
  - \$80 per month for Bachelors
  - \$30 per month for Associates
- **Training**
  - \$20 per month for every eighty (80) hours completed in courses approved for salary incentives for police officers when not utilized to satisfy mandatory retraining requirements.
- **Combination Education and Training**
  - Maximum \$130 per month

Reserve Officers: Reserve officers are certified sworn law enforcement officers who volunteer law enforcement services to the College in accordance with TCCPD General Orders and may be hired on an Other Personal Services (OPS) basis to fill in when regular officers are unavailable or to provide additional coverage at special events. Compensation for OPS law enforcement services beyond the volunteer hours required by TCCPD General Orders shall be at the rate of at least \$15.45 per hour.

#### **Athletics**

The original appointment salary for the Head Coach and Athletic Director positions shall be determined by the President pursuant to a recommendation from the Vice President of Student Affairs.

If the Athletic Director position is filled in a part-time capacity, the part-time Athletic Director will be compensated by salary supplement at a minimum of \$5,000 to a maximum of \$10,000.

Contract Provisions: Employees hired in Head Coach and Athletic Director positions shall be on annual contract. Assistant Coaches are hired in a 10-month professional services contract.

Athletic employees shall be available for College business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

#### **Other Classified Staff Provisions**

1. **Timesheet Reporting Period:** The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix [CE](#).
2. **Timesheet Submission:** Non-exempt Classified staff are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

## **RETIREES**

For the purpose of extending College retirement benefits other than the Retirement Incentive Plan, a retiree shall be defined as either:

1. An employee who meets the retirement criteria under the Florida Retirement System (FRS) Pension Plans and draws a retirement benefit from FRS; or
2. An employee who is under an ORP retirement plan or FRS Investment Plan and draws a benefit from the TCC-paid ORP or FRS Investment Plan and who has at least eight years of creditable service as defined by FRS.

#### **Special Retiree Pay 401a Plan**

Effective November 1, 2000, all employees at time of retirement from the College shall participate in the Special Retiree Pay plan by transferring an IRS-defined amount into a 401a defined contribution account.

The amount transferred into the account is exempt from FICA taxes, and payment of federal withholding taxes is deferred until funds are withdrawn from the plan by the retiree at a later date. If an employee has not reached age 55 or older at the time of separation of service, any funds withdrawn from the 401a account may be subject to a ten (10) percent penalty for early withdrawal in accordance with IRS regulations.

The 401a contribution shall be calculated not to exceed one hundred (100) percent of the total of the employee's salary plus terminal pay up to the maximum allowed by IRS; however, the contribution cannot exceed the amount of the employee's terminal pay. The salary period for calculation will be based on the College's fiscal year (July 1 through June 30).

Complete information about the Special Retiree Pay plan is available in ~~the~~ Human Resources ~~Department~~.

### **Deferred Retirement Option Program (DROP) - 121.091(13) FS**

The Deferred Retirement Option Program (DROP) is an alternative method for payout of retirement benefits. Any employee who is a vested member of the Florida Retirement System Pension Plan (FRS) and who reaches normal retirement, either by service years or age shall be eligible to participate in DROP.

An employee wishing to elect DROP must provide written notification of intent to their immediate supervisor and Human Resources not less than sixty (60) calendar days prior to the date of DROP retirement.

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in accordance with District Board of Trustees Policy Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

Annual leave shall be earned during the DROP period, and unpaid annual leave shall be carried forward until used or paid at termination. Annual leave paid at termination shall not be counted in the retirement calculation if the annual leave was paid upon entering DROP.

Sick leave shall be earned during the DROP period, and unpaid sick leave shall be carried forward until used or paid at termination. All sick leave allowable per 121.091, F.S. up to a maximum of 480 hours shall be paid at termination at the current hourly rate of the employee. Sick Leave is paid out on a percentage scale as follows:

- 0-3 Years 35%
- 4-6 Years 40%
- 7-9 Years 45%
- 10 Years or more 50%, with a max of 480 hours.

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments.

If an employee is participating in the DROP and the retirement incentive, the retirement incentive payout shall occur as outlined in the retirement incentive sections of the Board-approved Salary Schedule.

Complete information about DROP is available in the Human Resources.

### **Retirement Incentive**

If an employee who was hired prior to July 1, 1995, elects to retire within thirty-six (36) months from achievement of normal retirement as defined in 121.091(1), F.S. or 238.07, F.S., the College shall pay up to a maximum of one thousand four hundred forty (1,440) hours of sick leave as allowed by 1012.865(2) (d)(5), F.S. This compensation shall be calculated at the hourly rate of pay at termination.

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the District Board of Trustees Sick Leave Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:

- **First payment:** at the time of retirement, a ten percent (10%) incentive shall be paid based on the salary at retirement for those using the retirement incentive option. This incentive will be deposited into the Special Retiree Pay 401a/403(b) plan in accordance with IRS regulations.
- **Second payment:** that portion of the accumulated sick leave hours which represents zero to four hundred eighty (0 - 480) hours with payment made into the Special Retiree Pay 401a plan five (5) months from termination.
- **Third payment:** that portion of the accumulated sick leave hours which represents four hundred eighty-one to nine hundred sixty (481 - 960) hours with payment made into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.
- **Fourth payment:** that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

Anyone wishing to retire must provide written notification of intent to their immediate supervisor and Human Resource Director not less than sixty (60) calendar days prior to the date of retirement in order to participate in the retirement incentive.

#### **Reemployment Provisions for Retirees**

Retirees shall have retired per 121.091(1) FS or 238.07, FS. Retirees must follow reemployment rules as outlined by FRS prior to returning to employment with a FRS participating employer. Retirees include anyone retiring from the Pension Plan, Investment Plan, DROP Program, or Optional Retirement Plan. Human Resources must be contacted prior to reemployment to confirm eligibility.

#### **TIME LIMITED EMPLOYEES**

##### **Other Personal Services (OPS)**

Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the FLSA and may work no more than 25 hours a week.

Non-TCC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

##### **Work-study Students**

Student personnel may qualify to work under the Federal College Work-Study (FCWS) program for a specified number of hours as determined by the Financial Aid Office. Work-study students are not eligible to receive employee benefits and are exempt from Social Security and Medicare taxes.

The hourly rate for work-study student employees is \$1.25 above the minimum hourly rate set by the Florida Minimum Wage Act.

##### **Other Time Limited Provisions**

1. **Timesheet Reporting Period:** The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.
2. **Timesheet Submission:** OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

##### **Professional Services Contract (PSC)**

Providers working as Professional Service Contractors serve the College in a temporary capacity to complete a specific task within a determined period of time, which may be as little as one day to no more

than six (6) months. Professional Services Contracts shall not extend beyond six (6) months without approval by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer. Payments may be one time only or multiple payments as determined by the contract.

**Contracts & Grants**

Employees working on a contract or grant are considered time limited employees (year-to-year) or as the contract/grant budget allows. Positions in this category are funded by an agency other than the College. The College's grant funded positions are listed in Appendix [EC](#).

**APPENDIX A  
MANAGERIAL/PROFESSIONAL POSITIONS**

The following positions are designated as Managerial/Professional (GL Code 53000). The starting salary of this class is determined by the President, on the recommendation of the appropriate Vice President or Executive Director and Human Resources.

Position Title
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
<u>Chief Engagement Officer</u>
Chief of Staff
Dean, Career and Academic Planning
Dean, Enrollment Services
Director of Assessment and Accreditation
Director of Athletics
Director of Business & Office (FPSI)
Director of Business & Workforce Development
Director of Business Process Improvement
Director of Call Center
Director of Center for Professional Enrichment
Director of Certificate Programs (FPSI)
<u>Director of Continuing Workforce Education</u>
Director of Development, TCC Foundation
<del>Director of Enterprise Enterprise Applications</del> <u>Director of Enterprise Applications</u>
Director of Facilities, Planning and Construction
Director of Financial Aid
Director of Finance
Director of Financial Services
Director of Food Service (FPSI)
Director of Grants and Special Projects

Director of Human Resources
Director of Information Technology Infrastructure
<u>Director of Information Technology Consulting Services</u>
Director of Institutional Research and Planning
Director of Integrated Marketing
Director of Learning Commons
Director of Library Services
Director of Public Safety Continuing Education (FPSI)
Director of <del>Purchasing &amp; General Services</del> <u>Procurement and Auxillary Services</u>
Director of Recruiting and Admissions
Director of Special Projects and Innovation
Director of Strategic Communications <del>and Change Management</del>
Director of STEM Programs
<u>Director of Student Life</u>
Director of Student Records
Director of Student Services
Director of TCC Online
Director of User Services
Workday Operations Director



**APPENDIX B**  
**Classified Staff and Classified Staff Professional Pay Grades**

**Classified Staff Pay Grades**

<b><u>Pay Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Market</u></b>	<b><u>Maximum</u></b>
<u>119</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>120</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>122</u>	<u>\$36,279.36</u>	<u>\$43,172.44</u>	<u>\$56,442.82</u>
<u>126</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.14</u>
<u>127</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>

**Classified Staff Professional Pay Grades**

<b><u>Pay Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Market</u></b>	<b><u>Maximum</u></b>
<u>219</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>220</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>221</u>	<u>\$33,805.86</u>	<u>\$44,051.90</u>	<u>\$54,297.95</u>
<u>222</u>	<u>\$35,158.38</u>	<u>\$41,838.36</u>	<u>\$56,469.00</u>
<u>223</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>224</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>225</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>226</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>227</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>228</u>	<u>\$44,486.28</u>	<u>\$52,939.02</u>	<u>\$71,452.14</u>
<u>229</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>230</u>	<u>\$48,116.46</u>	<u>\$57,258.72</u>	<u>\$77,282.39</u>
<u>231</u>	<u>\$50,041.20</u>	<u>\$59,548.62</u>	<u>\$80,373.42</u>
<u>232</u>	<u>\$52,042.44</u>	<u>\$61,930.32</u>	<u>\$83,589.01</u>
<u>233</u>	<u>\$54,124.26</u>	<u>\$64,407.90</u>	<u>\$86,932.45</u>
<u>235</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>
<u>237</u>	<u>\$63,316.50</u>	<u>\$75,346.64</u>	<u>\$101,695.02</u>

**APPENDIX CB**  
**Classified Staff Positions & Paygrades by Alpha**

*(matrix does not include FLSA adjustments)*

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Coordinator	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> 9,880.08
Academy Program Coordinator	CS Professional	226	E	<del>\$41,130.48</del> \$40,324	<del>\$48,944.70</del> \$47,985	<del>\$66,061.15</del> 4,765.83
Accounting Coordinator	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> 2,275.28
Accounting Manager	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,381	<del>\$80,373.42</del> 8,797.47
Accounting Scholarship Assistant	CS Professional	<del>219</del> 9	NE	<del>\$31,255.86</del> \$29,464	<del>\$37,194.30</del> \$35,062	<del>\$50,201.71</del> 7,323.47
Accounting Specialist	Classified Staff	<del>120</del> 144	NE	<del>\$32,505.36</del> \$24,960	<del>\$38,681.46</del> \$29,702	<del>\$52,208.85</del> 0,452.80
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	<del>\$46,266.18</del> \$45,359	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> 2,853.38
Admissions and Enrollment Coordinator	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> 7,357.06
Admissions Navigator	Classified Staff	<del>119</del> 145	NE	<del>\$31,255.86</del> \$26,193	<del>\$37,194.30</del> \$31,170	<del>\$50,201.71</del> 2,070.31
Adult Education Specialist	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> 7,577.00
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	<del>\$48,116.46</del> \$47,173	<del>\$57,258.72</del> \$56,136	<del>\$77,282.39</del> 5,767.05
Advising and New Student Orientation Coordinator	CS Professional	226	E	<del>\$41,130.48</del> \$40,324	<del>\$48,944.70</del> \$47,985	<del>\$66,061.15</del> 4,765.83
Advising Coordinator	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> 2,275.28
Advising Specialist	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> 9,880.08
<u>Advising Team Lead</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
Alumni and Friends Association Coordinator	CS Professional	223	E	<del>\$39,548.46</del> \$35,848	<del>\$47,062.80</del> \$42,659	<del>\$63,520.79</del> 7,577.00
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> 7,577.00
<u>AMTC Program Specialist</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Applications Specialist</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
Assistant Coach	Classified Staff	<del>119</del> 145	NE	<del>\$31,255.86</del> \$26,193	<del>\$37,194.30</del> \$31,170	<del>\$50,201.71</del> 2,070.31
Assistant Director, Applications Architecture & Support	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,381	<del>\$80,373.42</del> 8,797.47
<u>Assistant Director IT Consulting</u>	<u>CS Professional</u>	<u>228</u>	<u>E</u>	<u>\$44,486.28</u>	<u>\$52,939.02</u>	<u>\$71,452.14</u>

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POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$59,880.08
Assistant Director, Student Services	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,381	<del>\$80,373.42</del> \$78,797.47
Assistant Director, User Services for Instructional Technologies	CS Professional	<del>229</del> 98	E	<del>\$44,486.28</del> \$45,359	<del>\$52,939.02</del> \$53,977	<del>\$71,452.14</del> \$72,853.38
Assistant Director, Financial Aid	CS Professional	230	E	<del>\$48,116.46</del> \$47,173	<del>\$57,258.72</del> \$56,136	<del>\$77,282.39</del> \$75,767.05
Assistant Production Coordinator	Classified Staff	<del>116</del> 119	NE	<del>\$31,255.86</del> \$27,241	<del>\$37,194.30</del> \$32,417	<del>\$50,201.71</del> \$43,753.16
Assistant to the Dean	CS Professional	221	NE	<del>\$33,805.86</del> \$33,143	<del>\$44,051.90</del> \$39,440	<del>\$54,297.95</del> \$48,233.28
<u>Assistant to the Director of Library Services</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Athletics and Campus Recreation Manager</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
Athletic Trainer	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$62,275.28
Auxiliary Service Manager	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$67,357.06
Budget Coordinator	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$67,357.06
Business Analyst	CS Professional	229	E	<del>\$46,266.18</del> \$45,359	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> \$72,853.38
Business Operations Manager	CS Professional	229	E	<del>\$46,266.18</del> \$45,359	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> \$72,853.38
Business Services and Corporate Training Manager	CS Professional	228	E	<del>\$44,486.28</del> \$43,614	<del>\$52,939.02</del> \$51,901	<del>\$71,452.14</del> \$70,061.12
Call Center Representative	Classified Staff	<del>119</del> 114	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$40,452.80
Campus Police Dispatcher	Classified Staff	<del>119</del> 114	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$40,452.80
Campus Police Lead Dispatcher	Classified Staff	<del>119</del> 115	NE	<del>\$31,255.86</del> \$26,193	<del>\$37,194.30</del> \$31,170	<del>\$50,201.71</del> \$42,070.31
Campus Police Lieutenant	CS Professional	<del>230</del> 226	E	<del>\$48,116.46</del> \$40,324	<del>\$57,258.72</del> \$47,985	<del>\$77,282.39</del> \$64,765.83
Campus Police Officer	Classified Staff	<del>120</del> 126	NE	<del>\$41,130.48</del> \$31,868	<del>\$48,944.70</del> \$37,923	<del>\$66,061.14</del> \$51,185.15
Campus Police Sergeant	CS Professional	<del>227</del> 224	E	<del>\$42,775.74</del> \$37,281	<del>\$50,902.08</del> \$44,365	<del>\$68,704.20</del> \$59,880.08
Career Pathways Specialist	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$57,577.00
Career and Academic Advisor	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$59,880.08
Career Service and Internship Coordinator	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$59,880.08
Career Services Counseling Specialist	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$59,880.08
Cashier	Classified Staff	<del>114</del> 119	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$40,452.80

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POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Cashiering Coordinator	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$62,275.28
Center Manager	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$60,880.08
CIT Support Technician	Classified Staff	<del>444</del> 119	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$40,452.80
Classroom Technologies Coordinator	CS Professional	223	NE	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$57,577.00
Client Support Specialist	CS Professional	220	NE	<del>\$32,505.36</del> \$31,868	<del>\$38,681.46</del> \$37,923	<del>\$52,208.85</del> \$51,185.15
<del>Clinic Assistant, Dental Programs</del>	<del>Classified Staff</del>	<del>114</del>	<del>NE</del>	<del>\$24,960</del>	<del>\$29,702</del>	<del>\$40,452.80</del>
College Admissions Recruiter	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$60,880.08
College Readiness Advisor	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$60,880.08
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$57,577.00
Commercial Vehicle Driving Instructor	CS Professional	220	NE	<del>\$32,505.36</del> \$31,868	<del>\$38,681.46</del> \$37,923	<del>\$52,208.85</del> \$51,185.15
Communications Skills Specialist	CS Professional	219	NE	<del>\$31,255.86</del> \$30,643	<del>\$37,194.30</del> \$36,465	<del>\$50,201.71</del> \$49,217.36
Communications Specialist	CS Professional	<del>217</del> 219	NE	<del>\$31,255.86</del> \$28,331	<del>\$37,194.30</del> \$33,714	<del>\$50,201.71</del> \$50,503.50
Computer Specialist	CS Professional	224	NE	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$60,880.08
Computer Systems Analyst	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,381	<del>\$80,373.42</del> \$78,797.47
Computer Technology Lab Manager	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$60,880.08
<del>Conference and Events Coordinator</del>	<del>CS Professional</del>	<del>224</del>	<del>E</del>	<del>\$37,281</del>	<del>\$44,365</del>	<del>\$59,880.08</del>
Construction Service Manager	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$67,357.06
Contracts and Grants Coordinator	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$57,577.00
Contracts and Grants Manager	CS Professional	228	E	<del>\$44,486.28</del> \$43,614	<del>\$52,939.02</del> \$51,901	<del>\$71,452.14</del> \$70,051.12
Coordinator, Counseling Center	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$62,275.28
<del>Coordinator, Conference and Events</del>	<del>CS Professional</del>	<del>224</del>	<del>E</del>	<del>\$38,026.62</del>	<del>\$45,252.30</del>	<del>\$61,077.68</del>
<del>Coordinator, Student Engagement, Diversity &amp; Inclusion</del>	<del>CS Professional</del>	<del>224</del>	<del>E</del>	<del>\$38,026.62</del>	<del>\$45,252.30</del>	<del>\$61,077.68</del>
Coordinator, <del>of</del> International Student Services	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$62,275.28
Coordinator, <del>of</del> Student Technology Support	CS Professional	222	NE	<del>\$35,158.38</del> \$34,469	<del>\$41,838.36</del> \$41,018	<del>\$56,469.00</del> \$55,361.76
<del>Coordinator, Student Life</del>	<del>CS Professional</del>	<del>224</del>	<del>E</del>	<del>\$38,026.62</del>	<del>\$45,252.30</del>	<del>\$61,077.68</del>

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POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
<u>Coordinator, Student Loans</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
Coordinator, TCC Internship Program	CS Professional	224	E	<del>\$38,026.62</del> <u>\$37,284</u>	<del>\$45,252.30</del> <u>\$44,365</u>	<del>\$61,077.68</del> <u>\$59,880.08</u>
<u>Coordinator, Veterans Affairs</u>	<u>CS Professional</u>	<u>220</u>	<u>NE</u>	<u>\$31,868</u>	<u>\$37,923</u>	<u>\$51,185.15</u>
<u>Coordinator, Veterans Success Center</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Custodial Shift Supervisor</u>	<u>Classified Staff</u>	<u>117</u>	<u>NE</u>	<u>\$28,331</u>	<u>\$33,714</u>	<u>\$45,503.50</u>
Custodial Superintendent	Classified Staff	223	E	<del>\$36,564.96</del> <u>\$35,848</u>	<del>\$43,512.18</del> <u>\$42,659</u>	<del>\$58,728.54</del> <u>\$57,577.00</u>
<u>Custodial Worker</u>	<u>Classified Staff</u>	<u>114</u>	<u>NE</u>	<u>\$24,960</u>	<u>\$29,702</u>	<u>\$40,452.80</u>
Database Administrator	CS Professional	235	E	<del>\$58,540.86</del> <u>\$57,393</u>	<del>\$69,663.62</del> <u>\$68,298</u>	<del>\$94,025.76</del> <u>\$92,182.12</u>
<u>Digital Communications Specialist</u>	<u>CS Professional</u>	<u>218</u>	<u>NE</u>	<u>\$30,643</u>	<u>\$36,465</u>	<u>\$49,217.36</u>
Digital Media Technician	CS Professional	225	E	<del>\$39,548.46</del> <u>\$38,773</u>	<del>\$47,062.80</del> <u>\$46,140</u>	<del>\$63,520.79</del> <u>\$62,275.28</u>
Dining Facilities Manager	Classified Staff	126	E	<del>\$41,130.48</del> <u>\$40,324</u>	<del>\$48,944.70</del> <u>\$47,985</u>	<del>\$66,061.14</del> <u>\$64,765.83</u>
Dining Services Shift Supervisor	Classified Staff	<u>116</u>	NE	<del>\$32,505.36</del> <u>\$27,241</u>	<del>\$38,681.46</del> <u>\$32,417</u>	<del>\$52,208.85</del> <u>\$37,531.16</u>
Disability Services Coordinator	CS Professional	225	E	<del>\$39,548.46</del> <u>\$47,173</u>	<del>\$47,062.80</del> <u>\$56,136</u>	<del>\$63,520.79</del> <u>\$75,767.05</u>
<u>Documentation Specialist</u>	<u>Classified Staff</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
Donor Stewardship Officer	CS Professional	224	E	<del>\$38,026.62</del> <u>\$37,284</u>	<del>\$45,252.30</del> <u>\$44,365</u>	<del>\$61,077.68</del> <u>\$59,880.08</u>
<u>Dual Enrollment Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
Emergency Management and Safety Coordinator	CS Professional	226	E	<del>\$41,130.48</del> <u>\$40,324</u>	<del>\$48,944.70</del> <u>\$47,985</u>	<del>\$66,061.15</del> <u>\$64,765.83</u>
<u>EMS Technology Clinical Coordinator</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$41,937</u>	<u>\$49,904</u>	<u>\$67,357.06</u>
Engineering Technician	Classified Staff	<u>119</u> <del>118</del>	NE	<del>\$31,255.86</del> <u>\$29,464</u>	<del>\$37,194.30</del> <u>\$35,062</u>	<del>\$50,201.71</del> <u>\$47,323.47</u>
Enrollment Clerk	Classified Staff	<u>114</u> <del>119</del>	NE	<del>\$31,255.86</del> <u>\$24,960</u>	<del>\$37,194.30</del> <u>\$29,702</u>	<del>\$50,201.71</del> <u>\$40,452.80</u>
Environmental Health/Safety Specialist	CS Professional	220	NE	<del>\$32,505.36</del> <u>\$31,868</u>	<del>\$38,681.46</del> <u>\$37,923</u>	<del>\$52,208.85</del> <u>\$51,185.15</u>
Environmental Management and Safety Coordinator	CS Professional	226	E	<del>\$41,130.48</del> <u>\$40,324</u>	<del>\$48,944.70</del> <u>\$47,985</u>	<del>\$66,061.15</del> <u>\$64,765.83</u>
Environmental Safety Technician	Classified Staff	<u>119</u> <del>116</del>	NE	<del>\$31,255.86</del> <u>\$27,241</u>	<del>\$37,194.30</del> <u>\$32,417</u>	<del>\$50,201.71</del> <u>\$37,531.16</u>
<u>Environmental Services Technician</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Environmental Services Shift Supervisor</u>	<u>Classified Staff</u>	<u>120</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>

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POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Equipment Mechanic	Classified Staff	<del>119</del> 45	NE	<del>\$31,255.86</del> \$26,193	<del>\$37,194.30</del> \$31,170	<del>\$50,201.71</del> \$2,070.31
Executive Assistant	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,669	\$57,577.00
Executive Coordinator	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$2,275.28
<u>Event/Help Desk Consultant</u>	<u>Classified Staff</u>	<u>220</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Events Specialist</u>	<u>Classified Staff</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	
Facilities Maintenance Superintendent	Classified Staff	127	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$7,357.06
Facilities Office Manager	Classified Staff	<del>224</del> 117	NE	<del>\$38,026.62</del> \$28,331	<del>\$45,252.30</del> \$33,714	<del>\$61,077.68</del> \$5,503.50
Facilities Operations Superintendent	Classified Staff	122	E	<del>\$36,279.36</del> \$35,568	<del>\$43,172.44</del> \$42,325.92	<del>\$56,442.82</del> \$5,366.10
Facilities Superintendent	Classified Staff	<del>118</del> 119	NE	<del>\$31,255.86</del> \$28,331	<del>\$37,194.30</del> \$33,714	<del>\$50,201.71</del> \$5,503.50
Finance and Accounting Administrator	CS Professional	229	E	<del>\$46,266.18</del> \$45,359	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> \$2,853.38
Financial Aid Assistant	Classified Staff	<del>444</del> 119	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$0,452.80
Financial Aid Specialist	CS Professional	219	NE	<del>\$31,255.86</del> \$30,643	<del>\$37,194.30</del> \$36,465	<del>\$50,201.71</del> \$9,217.36
Financial Aid Technician	Classified Staff	<del>446</del> 119	NE	<del>\$31,255.86</del> \$27,241	<del>\$37,194.30</del> \$32,417	<del>\$50,201.71</del> \$3,753.16
First Year Experience Coordinator	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$9,880.08
Food Service Assistant	Classified Staff	<del>119</del> 414	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$20,702	<del>\$50,201.71</del> \$0,452.80
Graphic Designer	Classified Staff	<del>447</del> 120	NE	<del>\$32,505.36</del> \$28,331	<del>\$38,681.46</del> \$33,714	<del>\$52,208.85</del> \$5,503.50
Graphic Design and Brand Coordinator	CS Professional	219	NE	<del>\$31,255.86</del> \$30,643	<del>\$37,194.30</del> \$36,465	<del>\$50,201.71</del> \$9,217.36
Head Coach	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$7,357.06
Head of Access Services	CS Professional	226	E	<del>\$41,130.48</del> \$40,324	<del>\$48,944.70</del> \$47,985	<del>\$66,061.15</del> \$4,765.83
<u>Help Desk Consultant</u>	<u>Classified Staff</u>	<u>220</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
High Liability Training Coordinator	CS Professional	230	E	<del>\$48,116.46</del> \$47,173	<del>\$57,258.72</del> \$56,136	<del>\$77,282.39</del> \$6,767.05
Housing Service Specialist	Classified Staff	<del>445</del> 119	NE	<del>\$31,255.86</del> \$26,193	<del>\$37,194.30</del> \$31,170	<del>\$50,201.71</del> \$2,070.31
Human Resources Specialist I	CS Professional	<del>220</del> 49	NE	<del>\$32,505.36</del> \$30,643	<del>\$38,681.46</del> \$36,465	<del>\$52,208.85</del> \$9,217.36
Human Resources Specialist II	CS Professional	<del>223</del> 1	NE	<del>\$36,564.96</del> \$33,143	<del>\$43,512.18</del> \$39,440	<del>\$58,728.54</del> \$3,233.28
Human Resources Manager	CS Professional	<del>230</del> 29	E	<del>\$48,116.46</del> \$45,359	<del>\$57,258.72</del> \$53,977	<del>\$77,282.39</del> \$2,853.38
HVAC/Building Automation Specialist	Classified Staff	<del>420</del> 122	NE	<del>\$36,279.36</del> \$31,868	<del>\$43,172.44</del> \$37,923	<del>\$56,442.82</del> \$1,185.15
HVAC Program Specialist	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$9,880.08
Information Specialist	CS Professional	228	E	<del>\$44,486.28</del> \$43,614	<del>\$52,939.02</del> \$51,901	<del>\$71,452.14</del> \$0,051.12

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POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Information Technology Project Manager	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,384	<del>\$80,373.42</del> \$78,797.47
Information Technology Support Specialist	Classified Staff	119444	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$40,452.80
Information Technology Trainer	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$7,357.06
<u>Institute for Nonprofit Innovation and Excellence Coordinator</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>
Instructional Designer	CS Professional	229	E	<del>\$46,266.18</del> \$45,350	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> \$2,853.38
Instructional Network Coordinator	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$7,357.06
Instructional Technologist	CS Professional	229	E	<del>\$46,266.18</del> \$45,350	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> \$2,853.38
Instructional Technology Specialist	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$7,577.00
International Recruitment Specialist	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$9,880.08
Intramurals Coordinator	Classified Staff	119447	NE	<del>\$31,255.86</del> \$28,331	<del>\$37,194.30</del> \$33,714	<del>\$50,201.71</del> \$6,503.50
Landscaper	Classified Staff	444119	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$0,452.80
Lead Computer Specialist	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$2,275.28
Lead Contracts and Grants Coordinator	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$2,275.28
Leadership Coordinator	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$7,577.00
<u>Learning Commons Program Coordinator</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$40,324</u>	<u>\$47,985</u>	<u>\$64,765.83</u>
Learning Commons Specialist	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$7,577.00
Learning Commons Success Coach	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$7,577.00
<u>Learning Commons Program Coordinator</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>Learning Management Systems Specialist</u>	<u>Classified Staff</u>	<u>447</u>	<u>NE</u>	<u>\$28,331</u>	<u>\$33,714</u>	<u>\$45,503.50</u>
Library Circulation Services Supervisor	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$7,577.00
Library Technical Assistant I	Classified Staff	444119	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$0,452.80
Library Technical Assistant II	Classified Staff	447120	NE	<del>\$32,505.36</del> \$28,331	<del>\$38,681.46</del> \$33,714	<del>\$52,208.85</del> \$6,503.50
<u>Library Technical Service Supervisor</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
Maintenance Support Worker	Classified Staff	1194	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$0,452.80
Maintenance Computer Operations Specialist	Classified Staff	1198	NE	<del>\$31,255.86</del> \$29,464	<del>\$37,194.30</del> \$35,062	<del>\$50,201.71</del> \$7,323.47
Maintenance Technician I	Classified Staff	1196	NE	<del>\$31,255.86</del> \$27,241	<del>\$37,194.30</del> \$32,417	<del>\$50,201.71</del> \$3,753.16

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POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Maintenance Technician II	Classified Staff	<del>448</del> 120	NE	<del>\$32,505.36</del> \$29,464	<del>\$38,681.46</del> \$35,062	<del>\$52,208.85</del> \$47,323.47
Manager, Healthcare Education	CS Professional	235	E	<del>\$58,540.86</del> \$57,393	<del>\$69,663.62</del> \$68,298	<del>\$94,025.76</del> \$92,182.12
Manager, Application Development	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,381	<del>\$80,373.42</del> \$78,797.47
Manager, Gadsden Center	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$59,880.08
Manager, Wakulla Center	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$59,880.08
Manager, Auxiliary Service	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$67,367.06
Manager, Client Support	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$62,275.28
Manager, Data Warehouse and Web Technology	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,381	<del>\$80,373.42</del> \$78,797.47
Manager, Help Desk	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$62,275.28
<u>Manager, Information Technology Event Support</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Manager, Systems Administrator</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Manager, Systems Support</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Manager, Student Financial Services</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Manager, Technology Consulting</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
Manager, Web Development	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,381	<del>\$80,373.42</del> \$78,797.47
Media Production Coordinator	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$59,880.08
Media Production Specialist	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$57,677.00
Media Relations Specialist	CS Professional	213	<u>NEE</u>	<del>\$31,255.86</del> \$35,848	<del>\$37,194.30</del> \$42,659	<del>\$50,201.71</del> \$57,677.00
Network Administrator	CS Professional	235	E	<del>\$58,540.86</del> \$57,393	<del>\$69,663.62</del> \$68,298	<del>\$94,025.76</del> \$92,182.12
Network and Computer Systems Specialist	CS Professional	225	NE	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$62,275.28
Network Technician	CS Professional	226	E	<del>\$41,130.48</del> \$40,324	<del>\$48,944.70</del> \$47,985	<del>\$66,061.15</del> \$64,765.83
Non-Profit Resource Center Coordinator	CS Professional	235	E	<del>\$58,540.86</del> \$57,393	<del>\$69,663.62</del> \$68,298	<del>\$94,025.76</del> \$92,182.12
Office Manager	Classified Staff	<del>120</del> 446	NE	<del>\$32,505.36</del> \$27,241	<del>\$38,681.46</del> \$32,417	<del>\$52,208.85</del> \$47,375.16
<u>Performance Innovation Institute Manager</u>	<u>CS Professional</u>	<u>228</u>	<u>E</u>	<u>\$44,486.28</u>	<u>\$52,939.02</u>	<u>\$71,452.14</u>
Production Coordinator	CS Professional	221	E	<del>\$33,805.86</del> \$33,143	<del>\$44,051.90</del> \$39,440	<del>\$54,297.95</del> \$49,233.28



POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Production Media Coordinator	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$9,880.08
Professional Counselor	CS Professional	225	E	<del>\$39,548.46</del> \$38,733	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$2,275.28
Program Coordinator, Adult Education	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$7,357.06
Program Coordinator, for IT, Online & Professional Development Training	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$7,357.06
Program Coordinator, Transportation Logistics and Information Technology	CS Professional	227	E	<del>\$42,775.74</del> \$41,937	<del>\$50,902.08</del> \$49,904	<del>\$68,704.20</del> \$7,357.06
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	<del>\$58,540.86</del> \$57,393	<del>\$69,663.62</del> \$68,298	<del>\$94,025.76</del> \$2,182.12
Program Specialist, HVAC Manufacturing	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$9,880.08
Project Coordinator	CS Professional	228	E	<del>\$44,486.28</del> \$43,614	<del>\$52,939.02</del> \$51,901	<del>\$71,452.14</del> \$9,061.12
Property Records Specialist	Classified Staff	<del>119</del> 8	NE	<del>\$31,255.86</del> \$29,464	<del>\$37,194.30</del> \$35,062	<del>\$50,201.71</del> \$7,323.47
<u>Project Specialist</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
Public Safety Officer	Classified Staff	<del>119</del> 4	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$0,452.80
Receiving Clerk	Classified Staff	<del>119</del> 4	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$0,452.80
Recruitment & Marketing Operations Specialist	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$2,275.28
Research and Business Analyst	CS Professional	226	E	<del>\$41,130.48</del> \$40,324	<del>\$48,944.70</del> \$47,985	<del>\$66,061.15</del> \$4,765.83
<u>Scholarship Coordinator</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
Science Lab Manager	CS Professional	224	NE	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$9,880.08
<u>Security Administrator</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
Senior Accountant	CS Professional	229	E	<del>\$46,266.18</del> \$45,359	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> \$2,853.38
Senior Accounting Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
<u>Senior Custodian</u>	<u>Classified Staff</u>	<u>115</u>	<u>NE</u>	<u>\$26,193</u>	<u>\$31,170</u>	<u>\$42,070.31</u>
<u>Senior Environmental Services Technician</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
Senior Engineering Technician	Classified Staff	126	E	<del>\$41,130.48</del> \$40,324	<del>\$48,944.70</del> \$47,985	<del>\$66,061.14</del> \$4,765.82
Senior Financial Aid Assistant	Classified Staff	<del>119</del> 6	NE	<del>\$31,255.86</del> \$27,241	<del>\$37,194.30</del> \$32,417	<del>\$50,201.71</del> \$3,753.16
Senior Lab Assistant	Classified Staff	119	NE	<del>\$31,255.86</del> \$30,643	<del>\$37,194.30</del> \$36,465	<del>\$50,201.71</del> \$9,217.36
<u>Senior Research Analyst</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>

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POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Senior Science Lab Assistant	CS Professional	220	E	\$32,505.36 \$31,868	\$38,681.46 \$37,923	\$52,208.85 1,185.15
Senior Staff Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Senior Systems Administrator	CS Professional	235	E	\$58,540.86 \$57,393	\$69,663.62 \$68,298	\$94,025.76 2,182.12
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$41,130.48 \$40,324	\$48,944.70 \$47,985	\$66,061.14 4,765.82
Simulation & Information Tech Specialist	CS Professional	224	E	\$38,026.62 \$37,281	\$45,252.30 \$44,365	\$61,077.68 9,880.08
Simulation Program Manager	CS Professional	229	E	\$46,266.18 \$45,359	\$55,056.54 \$53,977	\$74,310.45 2,853.38
Simulator Lab Coordinator	CS Professional	224	E	\$38,026.62 \$37,281	\$45,252.30 \$44,365	\$61,077.68 9,880.08
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86 \$30,643	\$37,194.30 \$36,465	\$50,201.71 9,217.36
Staff Assistant	Classified Staff	119	NE	\$31,255.86 \$26,193	\$37,194.30 \$31,170	\$50,201.71 2,070.31
Store Manager	CS Professional	223	E	\$36,564.96 \$35,848	\$43,512.18 \$42,659	\$58,728.54 7,577.00
Stores Clerk	Classified Staff	119	NE	\$31,255.86 \$24,960	\$37,194.30 \$29,702	\$50,201.71 0,452.80
Student Accounts Coordinator	CS Professional	225	E	\$39,548.46 \$38,773	\$47,062.80 \$46,140	\$63,520.79 2,275.28
Student Activities Coordinator	CS Professional	223	E	\$36,564.96 \$35,848	\$43,512.18 \$42,659	\$58,728.54 7,577.00
Student Conduct Coordinator	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Development Specialist	CS Professional	222	E	\$35,158.38 \$34,469	\$41,838.36 \$41,018	\$56,469.00 5,361.76
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Involvement Coordinator	CS Professional	223	E	\$36,564.96 \$35,848	\$43,512.18 \$42,659	\$58,728.54 7,577.00
Student Judicial Advisor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Judicial Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Life, Coordinator	CS Professional	223	E	\$36,564.96 \$35,848	\$43,512.18 \$42,659	\$58,728.54 7,577.00
Student Recruiter	CS Professional	224	E	\$38,026.62 \$37,281	\$45,252.30 \$44,365	\$61,077.68 1,185.15
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Success Specialist	CS Professional	224	E	\$38,026.62 \$37,281	\$45,252.30 \$44,365	\$61,077.68 1,185.15
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Supervisor Landscape Services	Classified Staff	122	E	\$36,279.36 \$35,568	\$43,172.44 \$42,325.92	\$56,442.82 5,366.10
Sustainability Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Systems Administrator	CS Professional	231	E	\$50,041.20 \$49,060	\$59,548.62 \$58,381	\$80,373.42 8,797.47

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POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
System Analyst	CS Professional	229	E	<del>\$46,266.18</del> \$46,359	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> \$72,853.38
<u>System Operations Specialist</u>	<u>Classified Staff</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Systems Support Specialist</u>	<u>Classified Staff</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
Systems Training Specialist	CS Professional	219	NE	<del>\$31,255.86</del> \$30,643	<del>\$37,194.30</del> \$36,465	<del>\$50,201.71</del> \$49,217.36
TCC 2 Career and Academic Advisor	CS Professional	224	E	<del>\$38,026.62</del> \$37,281	<del>\$45,252.30</del> \$44,365	<del>\$61,077.68</del> \$59,185.15
<u>Technology Consultant</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
Testing and Retention Coordinator	CS Professional	223	E	<del>\$36,564.96</del> \$35,848	<del>\$43,512.18</del> \$42,659	<del>\$58,728.54</del> \$57,577.00
Testing Specialist	Classified Staff	<del>119</del> 194	NE	<del>\$31,255.86</del> \$24,960	<del>\$37,194.30</del> \$29,702	<del>\$50,201.71</del> \$48,045.28
<u>Video/Multimedia Producer</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Veterans Affairs Coordinator</u>	<u>CS Professional</u>	<u>220</u>	<u>NE</u>	<u>\$31,868</u>	<u>\$37,923</u>	<u>\$51,185.15</u>
Virtual Learning Commons Manager	CS Professional	225	E	<del>\$39,548.46</del> \$38,773	<del>\$47,062.80</del> \$46,140	<del>\$63,520.79</del> \$62,275.28
Web Developer	CS Professional	229	E	<del>\$46,266.18</del> \$46,359	<del>\$55,056.54</del> \$53,977	<del>\$74,310.45</del> \$72,853.38
Web Developer Manager	CS Professional	231	E	<del>\$50,041.20</del> \$49,060	<del>\$59,548.62</del> \$58,381	<del>\$80,373.42</del> \$78,797.47
<u>Web Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
Workday Completion Specialist	CS Professional	222	E	<del>\$35,158.38</del> \$34,469	<del>\$41,838.36</del> \$41,018	<del>\$56,469.00</del> \$55,361.76
<u>Workforce Development Program Coordinator</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>

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**APPENDIX D**  
**Classified Staff Positions & Pay Grades by Pay Grades**

*(matrix does not include FLSA adjustments)*

<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Cashier	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Safety Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Housing Service Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Landscaper	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71

<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
<u>Property Records Specialist</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Public Safety Officer</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Receiving Clerk</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Senior Environmental Services Technician</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Senior Financial Aid Assistant</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Senior Lab Assistant</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Staff Assistant</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Store Clerk</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Student Financial Advisor</u>	<u>CS Professional</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Student Support Specialist</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Testing Specialist</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Custodial Shift Supervisor</u>	<u>Classified Staff</u>	<u>120</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Dining Services Shift Supervisor</u>	<u>Classified Staff</u>	<u>120</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Graphic Designer</u>	<u>Classified Staff</u>	<u>120</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Library Technical Assistant II</u>	<u>Classified Staff</u>	<u>120</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Maintenance Technician II</u>	<u>Classified Staff</u>	<u>120</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Office Manager</u>	<u>Classified Staff</u>	<u>120</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Facilities Operations Superintendent</u>	<u>Classified Staff</u>	<u>122</u>	<u>E</u>	<u>\$36,279.36</u>	<u>\$43,172.44</u>	<u>\$56,442.82</u>
<u>HVAC/Building Automation Specialist</u>	<u>Classified Staff</u>	<u>122</u>	<u>NE</u>	<u>\$36,279.36</u>	<u>\$43,172.44</u>	<u>\$56,442.82</u>
<u>Supervisor Landscape Services</u>	<u>Classified Staff</u>	<u>122</u>	<u>E</u>	<u>\$36,279.36</u>	<u>\$43,172.44</u>	<u>\$56,442.82</u>
<u>Campus Police Officer</u>	<u>Classified Staff</u>	<u>126</u>	<u>NE</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.14</u>
<u>Dining Facilities Manager</u>	<u>Classified Staff</u>	<u>126</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.14</u>
<u>Senior Engineering Technician</u>	<u>Classified Staff</u>	<u>126</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.14</u>
<u>Shipping, Receiving, and Mail Supervisor</u>	<u>Classified Staff</u>	<u>126</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.14</u>
<u>Facilities Maintenance Superintendent</u>	<u>Classified Staff</u>	<u>127</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>

<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
<u>Media Relations Specialist</u>	<u>CS Professional</u>	<u>213</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Senior Accounting Specialist</u>	<u>CS Professional</u>	<u>218</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Student Conduct Coordinator</u>	<u>CS Professional</u>	<u>218</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Communications Skills Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Communications Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Coordinator, Student Loans</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Documentation Specialist</u>	<u>Classified Staff</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Financial Aid Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Graphic Design and Brand Coordinator</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Scholarship Coordinator</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Social Media &amp; Digital Content Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Student Services Case Manager</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Sustainability Specialist</u>	<u>Classified Staff</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Systems Training Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Web Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$37,194.30</u>	<u>\$50,201.71</u>
<u>Client Support Specialist</u>	<u>CS Professional</u>	<u>220</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Commercial Vehicle Driving Instructor</u>	<u>CS Professional</u>	<u>220</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Coordinator, Veterans Affairs</u>	<u>CS Professional</u>	<u>220</u>	<u>NE</u>	<u>\$31,868</u>	<u>\$37,923</u>	<u>\$51,185.15</u>
<u>Environmental Health/Safety Specialist</u>	<u>CS Professional</u>	<u>220</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Event/Help Desk Consultant</u>	<u>Classified Staff</u>	<u>220</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Help Desk Consultant</u>	<u>Classified Staff</u>	<u>220</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Human Resources Specialist I</u>	<u>CS Professional</u>	<u>220</u>	<u>NE</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Senior Science Lab Assistant</u>	<u>CS Professional</u>	<u>220</u>	<u>E</u>	<u>\$32,505.36</u>	<u>\$38,681.46</u>	<u>\$52,208.85</u>
<u>Assistant to the Dean</u>	<u>CS Professional</u>	<u>221</u>	<u>NE</u>	<u>\$33,805.86</u>	<u>\$44,051.90</u>	<u>\$54,297.95</u>
<u>Production Coordinator</u>	<u>CS Professional</u>	<u>221</u>	<u>E</u>	<u>\$33,805.86</u>	<u>\$44,051.90</u>	<u>\$54,297.95</u>

<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
<u>Coordinator, Student Technology Support</u>	<u>CS Professional</u>	<u>222</u>	<u>NE</u>	<u>\$35,158.38</u>	<u>\$41,838.36</u>	<u>\$56,469.00</u>
<u>Student Development Specialist</u>	<u>CS Professional</u>	<u>222</u>	<u>E</u>	<u>\$35,158.38</u>	<u>\$41,838.36</u>	<u>\$56,469.00</u>
<u>Workday Completion Specialist</u>	<u>CS Professional</u>	<u>222</u>	<u>E</u>	<u>\$35,158.38</u>	<u>\$41,838.36</u>	<u>\$56,469.00</u>
<u>Career Pathways Specialist</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Classroom Technologies Coordinator</u>	<u>CS Professional</u>	<u>223</u>	<u>NE</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Commercial Vehicle Driving Lead Instructor</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Contracts and Grants Coordinator</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Custodial Superintendent</u>	<u>Classified Staff</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Executive Assistant</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$57,577.00</u>
<u>Events Specialist</u>	<u>Classified Staff</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$57,577.00</u>
<u>Human Resources Specialist II</u>	<u>CS Professional</u>	<u>223</u>	<u>NE</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Instructional Technology Specialist</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Leadership Coordinator</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Learning Commons Specialist</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Learning Commons Success Coach</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Library Circulation Services Supervisor</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Media Production Specialist</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Project Specialist</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Store Manager</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Student Activities Coordinator</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Student Involvement Coordinator</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Student Life Coordinator</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>
<u>Testing and Retention Coordinator</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$36,564.96</u>	<u>\$43,512.18</u>	<u>\$58,728.54</u>

<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
<u>Assistant to the Director of Library Services</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Athletics and Campus Recreation Manager</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Career and Academic Advisor</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Career Service and Internship Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Career Services Counseling Specialist</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Center Manager</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>College Admissions Recruiter</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>College Readiness Advisor</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Computer Specialist</u>	<u>CS Professional</u>	<u>224</u>	<u>NE</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Computer Technology Lab Manager</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Coordinator, Conference and Events</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Coordinator, Student Engagement, Diversity &amp; Inclusion</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Coordinator, Student Life</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Coordinator, TCC Internship Program</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Donor Stewardship Officer</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Dual Enrollment Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Facilities Office Manager</u>	<u>Classified Staff</u>	<u>224</u>	<u>NE</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>First Year Experience Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>HVAC Program Specialist</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>International Recruitment Specialist</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Manager, Gadsden Center</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>



<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
<u>Manager, Wakulla Center</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Media Production Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Production Media Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Program Specialist, HVAC Manufacturing</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Science Lab Manager</u>	<u>CS Professional</u>	<u>224</u>	<u>NE</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Simulation &amp; Information Tech Specialist</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Simulator Lab Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Student Recruiter</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Student Success Specialist</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>System Operations Specialist</u>	<u>Classified Staff</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>TCC 2 Career and Academic Advisor</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Video/Multimedia Producer</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$38,026.62</u>	<u>\$45,252.30</u>	<u>\$61,077.68</u>
<u>Athletic Trainer</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Cashiering Coordinator</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Coordinator, Counseling Center</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Coordinator, International Student Services</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Coordinator, Veterans Success Center</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Digital Media Technician</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Disability Services Coordinator</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Executive Coordinator</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Lead Computer Specialist</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Lead Contracts and Grants Coordinator</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Manager, Client Support</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Manager, Help Desk</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>

<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
<u>Network and Computer Systems Specialist</u>	<u>CS Professional</u>	<u>225</u>	<u>NE</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Professional Counselor</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Recruitment &amp; Marketing Operations Specialist</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Student Accounts Coordinator</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Technology Consultant</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Virtual Learning Commons Manager</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Workforce Development Program Coordinator</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$39,548.46</u>	<u>\$47,062.80</u>	<u>\$63,520.79</u>
<u>Emergency Management and Safety Coordinator</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>Environmental Management and Safety Coordinator</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>Head of Access Services</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>Learning Commons Program Coordinator</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>Library Technical Service Supervisor</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>Network Technician</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>Research and Business Analyst</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$41,130.48</u>	<u>\$48,944.70</u>	<u>\$66,061.15</u>
<u>Auxiliary Service Manager</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Budget Coordinator</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Campus Police Sergeant</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Construction Service Manager</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Head Coach</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Information Technology Trainer</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Instructional Network Coordinator</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Manager, Auxiliary Service</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>

<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
<u>Manager, Information Technology Event Support</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Program Coordinator, Adult Education</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Program Coordinator, for IT, Online &amp; Professional Development</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Program Coordinator, Transportation Logistics and Information Technology</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Systems Support Specialist</u>	<u>Classified Staff</u>	<u>227</u>	<u>E</u>	<u>\$42,775.74</u>	<u>\$50,902.08</u>	<u>\$68,704.20</u>
<u>Business Services and Corporate Training Manager</u>	<u>CS Professional</u>	<u>228</u>	<u>E</u>	<u>\$44,486.28</u>	<u>\$52,939.02</u>	<u>\$71,452.14</u>
<u>Contracts and Grants Manager</u>	<u>CS Professional</u>	<u>228</u>	<u>E</u>	<u>\$44,486.28</u>	<u>\$52,939.02</u>	<u>\$71,452.14</u>
<u>Information Specialist</u>	<u>CS Professional</u>	<u>228</u>	<u>E</u>	<u>\$44,486.28</u>	<u>\$52,939.02</u>	<u>\$71,452.14</u>
<u>Performance Innovation Institute Manager</u>	<u>CS Professional</u>	<u>228</u>	<u>E</u>	<u>\$44,486.28</u>	<u>\$52,939.02</u>	<u>\$71,452.14</u>
<u>Project Coordinator</u>	<u>CS Professional</u>	<u>228</u>	<u>E</u>	<u>\$44,486.28</u>	<u>\$52,939.02</u>	<u>\$71,452.14</u>
<u>Business Analyst</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Business Operations Manager</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Finance and Accounting Administrator</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Instructional Designer</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Instructional Technologist</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Manager, Systems Administrator</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Manager, Systems Support</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Manager, Student Financial Services</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Manager, Technology Consulting</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Security Administrator</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>

<u>POSITION TITLE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>EXEMPT/ NON- EXEMPT</u>	<u>MINIMUM</u>	<u>MARKET</u>	<u>MAXIMUM</u>
<u>Senior Accountant</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Senior Research Analyst</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Simulation Program Manager</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>System Analyst</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Web Developer</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$46,266.18</u>	<u>\$55,056.54</u>	<u>\$74,310.45</u>
<u>Campus Police Lieutenant</u>	<u>CS Professional</u>	<u>230</u>	<u>E</u>	<u>\$48,116.46</u>	<u>\$57,258.72</u>	<u>\$77,282.39</u>
<u>High Liability Training Coordinator</u>	<u>CS Professional</u>	<u>230</u>	<u>E</u>	<u>\$48,116.46</u>	<u>\$57,258.72</u>	<u>\$77,282.39</u>
<u>Human Resources Manager</u>	<u>CS Professional</u>	<u>230</u>	<u>E</u>	<u>\$48,116.46</u>	<u>\$57,258.72</u>	<u>\$77,282.39</u>
<u>Computer Systems Analyst</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$50,041.20</u>	<u>\$59,548.62</u>	<u>\$80,373.42</u>
<u>Information Technology Project Manager</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$50,041.20</u>	<u>\$59,548.62</u>	<u>\$80,373.42</u>
<u>Manager, Application Development</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$50,041.20</u>	<u>\$59,548.62</u>	<u>\$80,373.42</u>
<u>Manager, Data Warehouse and Web Technology</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$50,041.20</u>	<u>\$59,548.62</u>	<u>\$80,373.42</u>
<u>Manager, Web Development</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$50,041.20</u>	<u>\$59,548.62</u>	<u>\$80,373.42</u>
<u>Systems Administrator</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$50,041.20</u>	<u>\$59,548.62</u>	<u>\$80,373.42</u>
<u>Web Developer Manager</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$50,041.20</u>	<u>\$59,548.62</u>	<u>\$80,373.42</u>
<u>Database Administrator</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>
<u>Institute for Nonprofit Innovation and Excellence Coordinator</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>
<u>Manager, Healthcare Education</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>
<u>Network Administrator</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>
<u>Non-Profit Resource Center Coordinator</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>
<u>Program Manager, Advance Manufacturing Training Center</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>
<u>Senior Systems Administrator</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$58,540.86</u>	<u>\$69,663.62</u>	<u>\$94,025.76</u>

**APPENDIX EC**  
**Contract/Grant Position Titles**

Grant Management Positions
Associate Director
Director of CTE Outreach & Recruitment
Executive Director

Other Grant Positions
Administrative Assistant
Administrative Assistant II
Advising Specialist
Assessment Coordinator
Assessment Coordinator - Scoring
Assessment Coordinator - Supervisor
Assistant Director of CTE Outreach & Recruitment
Business Office Manager
Career & Technical Education & GED Prep Specialist
Career Development Specialist
Carpentry/Technical Educator Instructor
Case Management Specialist
College Success Coach
Coordinator, Development
Coordinator, English Language Arts Test Development
Coordinator, Mathematics Test Development
Coordinator, Mining
Coordinator, Professional Development
Coordinator, Program Logistics
Coordinator, Science Test Development – Grades 5&8, Science Content Specialist
Coordinator, Senior Assessment
Coordinator, Social Studies Test Development – Civics & US History Content Specialist
Coordinator, Statewide Academy & Senior Learning Consultant
Coordinator, Talent Search
Course Developer
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary
Human Resources Specialist II
HVAC Technical Educator Instructor
Instructional Systems Designer
Learning Consultant
Learning Management Specialist
Masonry Technical Educator Instructor
Mathematics Content Specialist
Mathematics Content Specialist, Gr 6-8
Mathematics Editor
Mathematics Test Development Coordinator
Mining Coordinator

Plumbing Technical Educator Instructor
Production Editor
Professional Development Coordinator
Program Administrator
Program Director, Troops 2 Teachers
Program Lead
Postsecondary Assessment Specialist
Production Editor
Program Administrator
Program Director
Program Lead
Program Manager
Program Specialist, Eagle Connections
Program Specialist
Program Specialist I
Program Specialist II
Project Manager
Psychometrician
Science Test Development Coordinator/Grades 5&8 Science Content Specialist
Senior Assessment Coordinator
Senior Learning Specialist
Social Studies Editor
Social Studies Test Development Coordinator/Civics & US History Content Specialist
Special Education Assistant
Staff Assistant
Statewide Academy Coordinator Senior Learning Consultant
Supervisor of Curriculum and Evaluation
Teen Traffic Safety Program Specialist I
Traffic Safety Fiscal Assistant
Traffic Safety Resource Prosecutor
Training Specialist II
Veterans Pathways Program Coordinator
Victim Advocate

**TIMESHEET REPORTING PERIODS FOR  
NON-EXEMPT CLASSIFIED STAFF, OPS AND WORK-STUDY STUDENTS**

**Start Date**

<u>Start Date</u>	<u>End Date</u>	<u>Time &amp; Attendance</u> <u>Lock Out Dates</u>	<u>Pay Date</u>
<u>May 8, 2022</u>	<u>June 11, 2022</u>	<u>June 17, 2022</u>	<u>Thursday, June 30, 2022</u>
<u>June 12, 2022</u>	<u>July 9, 2022</u>	<u>July 15, 2022</u>	<u>Friday, July 29, 2022</u>
<u>July 10, 2022</u>	<u>August 6, 2022</u>	<u>August 15, 2022</u>	<u>Wednesday, August 31, 2022</u>
<u>August 7, 2022</u>	<u>September 3, 2022</u>	<u>September 16, 2022</u>	<u>Friday, September 30, 2022</u>
<u>September 4, 2022</u>	<u>October 1, 2022</u>	<u>October 14, 2022</u>	<u>Monday, October 31, 2022</u>
<u>October 2, 2022</u>	<u>November 5, 2022</u>	<u>November 16, 2022</u>	<u>Wednesday, November 30, 2022</u>
<u>November 6, 2022</u>	<u>December 3, 2022</u>	<u>December 12, 2022</u>	<u>Friday, December 30, 2022</u>
<u>December 4, 2022</u>	<u>January 7, 2023</u>	<u>January 13, 2023</u>	<u>Tuesday, January 31, 2023</u>
<u>January 8, 2023</u>	<u>February 4, 2023</u>	<u>February 10, 2023</u>	<u>Tuesday, February 28, 2023</u>
<u>February 5, 2023</u>	<u>March 11, 2023</u>	<u>March 20, 2023</u>	<u>Friday, March 31, 2023</u>
<u>March 12, 2023</u>	<u>April 8, 2023</u>	<u>April 14, 2023</u>	<u>Friday, April 28, 2023</u>
<u>April 9, 2023</u>	<u>May 6, 2023</u>	<u>May 12, 2023</u>	<u>Wednesday, May 31, 2023</u>
<u>May 7, 2023</u>	<u>June 10, 2023</u>	<u>June 16, 2023</u>	<u>Friday, June 30, 2023</u>

~~Tuesday, August 31, 2021~~

~~August 8, 2021~~

~~September 4, 2021~~

~~September 16, 2021~~

~~Thursday, September 30, 2021~~

~~September 5, 2021~~

~~October 2, 2021~~

~~October 15, 2021~~



# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2022 - 2023**

**Prepared by Human Resources**



## Table of Contents

INTRODUCTION	3
PURPOSE	3
ACCREDITATION	3
EQUITY STATEMENT	3
WEBSITE	3
GENERAL PROVISIONS	4
SALARY STATEMENT	<u>56</u>
EMPLOYEE CLASSIFICATIONS	6
ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS	7
EDUCATIONAL ATTAINMENT/DEGREE CHANGE	8
RECLASSIFICATION/ORGANIZATIONAL CHANGES	<u>89</u>
FULL-TIME FACULTY	<u>911</u>
ADJUNCTS (Credit/Contract Hours)	<u>912</u>
ADJUNCTS (Clock Hours)	<u>1215</u>
CLASSIFIED STAFF/PROFESSIONAL POSITIONS	<u>1417</u>
Service Credit	<u>1417</u>
RETIREEES	<u>1519</u>
APPENDIX A	<u>1922</u>
APPENDIX B	<u>2124</u>
APPENDIX C	<u>2225</u>
APPENDIX D	<u>3134</u>
APPENDIX E	<u>4043</u>
APPENDIX F	<u>4245</u>

## **INTRODUCTION**

The Tallahassee Community College's Salary Schedule is established annually pursuant to s.1001.64(18), F.S. The President recommends the Salary Schedule to the College's District Board of Trustees ("Board") at the June Board Meeting and, once adopted, it becomes the sole instrument used to determine employee compensation and supersedes all rules, handbooks and other policies. The Salary Schedule is not intended to create and/or be interpreted as a contract of employment nor does the Salary Schedule give employees the right to or an expectancy of continued employment.

## **PURPOSE**

This Salary Schedule is designed to meet the following objectives:

- Ensure compensation actions are administered in a manner to comply with state and federal legal requirements;
- Enhance the College's ability to attract and retain qualified faculty and staff;
- Ensure fair treatment of employees through internal consistency;
- Provide a clear and concise reference for fair compensation decisions;
- Serve as a guide regarding employee salaries so that the compensation structure remains responsive to changes in the marketplace, the organization and funding availability.

## **ACCREDITATION**

Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. The Bachelor of Science in Nursing (BSN) degree program is accredited by SACSCOC and the Accreditation Commission for Education in Nursing (ACEN).

## **EQUITY STATEMENT**

Tallahassee Community College is committed to an environment that embraces Diversity and Inclusion, respects the rights of all individuals, provides equal access and equal opportunity, and does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities.

The College has designated Renae Tolson, Director of Business Process Improvement, as the College's Equity Officer and Title IX Coordinator. Ms. Tolson is located in the Administrative Services Suite, room number 239 on the second floor of the Administration Building.

Any student, employee or applicant who believes they have experienced discrimination, sexual misconduct or harassment of any kind should report their concerns to the College's Equity Officer & Title IX Coordinator directly at (850) 201-6074 or [tolsonr@tcc.fl.edu](mailto:tolsonr@tcc.fl.edu) or the Office for Civil Rights of the U.S. Department of Education.

## **WEBSITE**

This Salary Schedule may be viewed online at:

<https://www.tcc.fl.edu/about/college/administrative-services/human-resources/current-employees/>

## **GENERAL PROVISIONS**

### **Effective Date**

July 1, 2023

### **Budgeted Personnel Costs**

The budget for salaries and benefits is approved annually by the Board as a major component of the College's Operating Budget. The budgeted costs are based on the annual amount required for each authorized position filled or to be filled. Throughout the year, the President and the Vice President of Administrative Services & Chief Business Officer are responsible for maintaining the salary budget. Funding provisions within this Salary Schedule are subject to the maximum identified by the President. Budgeted compensation for those individuals identified in s.1012.885 and 1012.886, F.S. are considered budgeted from appropriated state funds up to the allowable statutory limit, and any budgeted compensation in excess of said statutory limit considered budgeted proportionally from other college operating revenues sources, such as tuition and fees and other available funds.

### **Salaries**

Salaries established for positions are based on 1.0 full time equivalent (FTE) unless otherwise noted. Salaries are adjusted for .50 or .75 FTE and eligible benefits are prorated as indicated in the College's policy manual.

### **Salary Increases/Changes In Salary**

Salary increases will be determined as part of the annual planning and budgeting process. The President will recommend a salary increase proposal to the Board for approval and will subsequently notify employees of the Board's decision. Salary increases are contingent on availability of funding and are largely dependent upon the allocation of state funds and the College's budget priorities.

Probationary employees are not eligible for salary increases until the first of the following month after non-probationary status is obtained.

### **Maximum of Salary Range**

When an employee reaches the maximum in salary range, a one-time non-recurring pay adjustment (equivalent to the pay increase) may be authorized when a salary increase is approved by the Board. The employee's base rate of pay will remain unchanged. Supplemental payments and payments for instruction, when not part of regular duties, are in addition to regular earnings, and may allow an employee to exceed assigned salary range.

### **Pay Dates**

All College employees shall be paid on a monthly basis. Pay dates for all employees shall be the last College business day (Monday - Friday) of each month, unless otherwise established by the Vice President of Administrative Services & Chief Business Officer.

If an error has been noted in regards to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee. If necessary, the College may utilize a third-party collection agency to collect funds from former employees and any applicable collection fees would be assessed to the former employee's outstanding balance.

### **Addition of Positions and Job Classifications**

Additional job titles, job descriptions and classifications may be developed as needed based upon the recommendation of the appropriate Vice President and Human Resources, with approval from the President. It is not necessary for the Board to approve new job titles, job descriptions and classifications.

### **Contracts and Grants Personnel**

The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, Human Resources places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. College funding beyond the grant period is determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours.

The President may designate specific college closure periods that may/may not coincide with the terms of a specific grant. College funding outside of days identified as regular scheduled holidays or regular workdays identified by the grant-funded position is determined by the terms/conditions of the grant, business necessity and/or other controlling factors.

Board approved salary increases for personnel employed under federal/state grants will be granted only if the increases are budgeted in the grants.

#### **Wireless Allowance Plans**

Approved requests for wireless allowance plans may be made at any time during the fiscal year in Workday. Plans are determined on a year-to-year basis and may be rescinded and/or modified by College management. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

#### **Terminal Pay**

Shall be calculated and determined in accordance with College Policy or the controlling terms and conditions of a contract and/or grant.

#### **Other Provisions**

Under special circumstances, the Board reserves the right to employ individuals in established positions not covered by the salary schedule. Any or all provisions of this schedule may be waived upon appropriate action by the Board. Changes to the approved Salary Schedule may only be made by the Human Resources Director with approval from the President or Vice President of Administrative Services & Chief Business Officer.

To attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized by the President. During the contract year, the President is authorized to offer special contract terms to qualified faculty and staff as additional incentive for recruitment and/or retention of these employees. In instances where the marketplace salary or promotional placement for certain positions is beyond the maximum of the approved salary range or initial placement on the Salary Schedule, the President may recommend appropriate salary figure. Documentation must be provided to Human Resources by the requesting department that supports the adjustment.

## **SALARY STATEMENT**

The Board determines the President's salary. The President, in turn, determines the salaries of his direct reports. As shown by Appendix B, all Classified Staff positions are assigned to a specific salary range based upon a fully documented assessment and approval from the President and Board.

#### **Exempt and Non-Exempt Status**

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Effective January 1, 2020, federal guidelines require exempt positions earn a minimum of \$35,568 annually and meet additional federal requirements.

Exempt (E) employees are those individuals who are exempt from the overtime provisions of the FLSA because they meet the requirements of the executive, professional, administrative or computer exemption.

Non-exempt (NE) employees are not exempt from overtime provisions of the FLSA. Such employees are entitled to receive overtime for all hours worked beyond 40 in a workweek. Alternatively, provisions for public employers allow for hours in excess of 40 hours per week to be paid in the form of compensatory leave.

### **Essential Personnel**

In the event of extraordinary situations, the college may suspend normal operations and classes in whole or in part. In such instances, staff designated as essential personnel must fulfill duties to: (1) ensure the continuation of critical College operations; (2) attend to the needs of students and other members of the College community; and (3) protect the College's assets. Essential personnel may be exempt or non-exempt under FLSA standards and are designated by the appropriate executive team member.

## **EMPLOYEE CLASSIFICATIONS**

### **Executive, Administrative and Managerial/Professional**

These are high-level strategic planning, policymaking and management positions. The duties of these positions include planning, directing, developing, organizing and utilizing College resources (human, material, financial and facility resources). These positions are considered exempt positions under FLSA standards.

#### **Executive Positions/Senior Management**

The following positions are designated as Senior Management as outlined in the College's Policy and defined by the Florida Retirement System: President (GL Code 51000), Provost and Vice President of Academic Affairs (GL Code 51000), Vice President (GL Code 51000), Associate Vice President (GL Code 51200), Assistant Vice President (GL Codes 51201 and 51202) and Executive Director (GL Code 51000).

#### **Administrative Positions**

The following positions are designated as Administrative: Dean (GL Code 51100) and Associate Dean (GL Code 51100). Administrators are designated as Select Exempt for leave purposes as outlined by the College's Policy.

#### **Managerial/Professional Positions**

Positions designated as Managerial/Professional (GL Code 53000) are listed by Appendix A. Managerial/Professional positions are designated as Select Exempt for leave purposes as outlined by the College's Policy.

### **Faculty**

These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

### **Non-Teaching Faculty**

The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards. These positions are governed under the College's collective bargaining agreement.

### **Classified Staff/Professional**

The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions. Employees in these positions often supervise other employees. Positions assigned to this classification are in the 200 series as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

### **Classified Staff**

The primary duties of these positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Non-Teaching Faculty, Executive, Administrative or Managerial/Professional. Some Classified Staff employees may supervise other

employees. Positions assigned to this classification are in the 100 series as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

### **Time Limited**

This class of positions are created to cover the College's employment need in any classification. Time Limited positions are restricted to serve no more than ten (10) months during the College's fiscal year and benefit restrictions are also associated with this class. These positions may be designated as exempt or non-exempt under FLSA standards and must be approved by the President.

- Other Personal Services (OPS)
- Professional Service Contracts (PSC)
- Adjuncts
- Post-Secondary Adult Vocational (PSAV)
- Work-study Students
- Adult Education
- Continuing Education Instructors

## **ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS**

Recommendations for original appointments and starting salaries are made to Human Resources. Formal offers of employment are made by Human Resources, subject to the approval from the President and Board, and in accordance with all applicable laws, rules, and policies.

When the desired effective date of an appointment predates the next regularly scheduled Board meeting, the President or his designee is authorized to tentatively approve the appointment. Final authorization is subject to approval from the Board.

**President** – The starting salary of the President is determined by the Board.

**Executive/Senior Management** - The starting salary for persons in a Vice President, Assistant Vice President or Associate Vice President shall be determined by the President.

**Administrative** - The starting salary for persons selected for an Administrative Position shall be determined by the President on the recommendation of the appropriate Vice President and Human Resources. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

**Managerial/Professional** - The starting salary for persons in a Managerial/Professional Position shall be determined by the President on the recommendation of the Human Resources Director and appropriate Vice President or Executive Director.

**Classified Staff** - The starting salary for persons in a Classified Staff Position will be at the minimum of the salary range. The appointment salary may increase by up to ten percent (10%) of the market rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ten percent (10%) of the market rate must be approved by the President.

**Faculty and Non-Teaching Faculty** – Matters related to full time Faculty compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TCC - UFF Contract](#).

### **Verification of Experience and Education**

Previous work-related experience considered in the starting salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to Human Resources prior to the employee's appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

If verification of previous work-related experience or education is not received by Human Resources prior to hiring, the employment offer may be rescinded.

Starting salary will be determined by employment verifications received at the time of hire.

### **Transcripts/Certificates/Licensures**

For all positions, copies of transcripts, certificates or licenses are required prior to hiring approval and official transcripts are required within thirty (30) days of hire date. If an individual fails to provide an official transcript to Human Resources within 30 days of their original appointment, the employee may cease to receive compensation and necessary action may be taken to terminate the employee.

## **EDUCATIONAL ATTAINMENT/DEGREE CHANGE**

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript by Human Resources. It is the employee's responsibility to obtain and submit the official transcript to Human Resources.

Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in Human Resources. Original transcripts shall be placed in the employee's personnel file in Human Resources. Processing of the increase will begin upon receipt of the required documentation and will be effective with the next available pay period.

## **TEMPORARY ASSIGNMENTS**

Upon recommendation by the appropriate Vice President or Executive Director and Human Resources, employees may be given a temporary work assignment which encompasses duties and responsibilities of a different and advanced nature for a specified, limited period of time. After working 2 weeks (10 consecutive business days), an employee may be given a pay supplement of up to ten percent (10%) with the approval from the appropriate Vice President or Executive Director and Human Resources. Temporary assignments may be rescinded at any time and do not constitute a promotion. During this limited period of assignment, this pay supplement will not be added to the employee's base pay and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans. It will be counted as earned income for W-2 purposes.

### **Interim Positions**

An employee may be appointed to an interim position by the President. Interim appointments shall not exceed two (2) years.

### **Acting Assignment as Executive or Administrator**

An employee may be designated as "acting" by the President. The acting appointment shall not exceed six (6) months unless authorized by the President.

### **Additional Duties**

An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation creates an undue hardship on the operations of the College. The additional duties stipends shall not exceed two (2) years.

### **Extraordinary Task or Project**

An employee may be assigned a task or project that is beyond the scope of the employee's regular duties.

### **Overlap in Position**

Up to a two (2) month overlap in any position may be allowed in order to facilitate the transition and to provide training for a new employee. Both employees shall receive full benefits during the overlap period.

## **RECLASSIFICATION/ORGANIZATIONAL CHANGES**

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this

rule will be determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer, and approved by the President. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

**Promotion:** Occurs when an employee is appointed to a position in a job classification that has a higher pay grade or level. Upon promotion, the employee will receive either an increase in salary to the minimum of the new pay grade/level or the amount an employee would have been eligible for as a new hire; whichever is greater. In any occurrence whereby, an employee is assigned to a higher pay grade or level, the promotional increase should be at least ten (10%) percent.

**Demotion:** Occurs when an employee is transferred to a position in a job classification that has a lower pay grade or level. A demotion may be voluntary or involuntary. For voluntary and involuntary demotions, the employee's salary will be reduced by at least ten (10%) unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President. There shall be no salary increase as a result of a demotion. For Classified Staff, the new demoted salary will not exceed the maximum amount of the demoted position's pay grade. When positions are reclassified into a lower pay grade or level and employees are involuntarily moved for non-performance related issues, the employee's salary may remain the same unless otherwise determined by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer and approved by the President.

If an employee is demoted back to a class or pay grade in which they previously served, the employee's salary will be reduced by the aggregate amount of all promotional increases received since holding the class or pay grade.

**Reassignment/Lateral/Transfer:** Occurs when an employee is reassigned to an established position in a job classification with the same pay grade or level. If the reassignment results in a different job location/department, it shall be deemed a transfer. In either action, there shall be no salary increase or decrease as a result of a lateral or transfer. Reassignments may occur at the discretion of College management.

**Retitle:** Occurs when the title of an established position is changed. There shall be no salary increase or decrease resulting from the retitling of a position.

## **WORK SCHEDULE**

For full-time Executive, Administrative, Managerial/Professional and Classified employees, the work schedule is generally detailed as 40 hours per week. All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President shall establish a standard work week for all personnel predicated on the needs of the College and may authorize departures from the standard workday/work week.

## **FULL-TIME FACULTY**

Matters related to full-time faculty (teaching and non-teaching) compensation are covered in the Collective Bargaining Agreement. The Collective Bargaining Agreement can be accessed by: [TCC - UFF Contract](#).

## **ADJUNCTS (Credit/Contract Hours)**

**1. Credit and Contact Hours:** Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual are hired according to degree and appropriate subject matter credentials. Adjuncts are paid for classroom instruction, office hours, grading and preparation time based on a time formula consistent with full time teaching faculty weekly commitments for the same work.

Adjuncts teaching on a credit/contact hour basis as defined in the District Board of Trustees Policy Manual shall be paid according to the following credit hour rates:



Academic Credentials	Credit Hour Rates
Doctorate	\$884
Masters	\$821
Bachelors	\$745
Less than Bachelors with program specific credentials and Associate degree	\$657

**Substitutes:** Substitute instructors shall be paid per class hour for lecture as follows:

Academic Credentials	Class Hour Rates
Doctorate	\$53
Masters	\$45
Bachelors	\$37
Less than Bachelors with program specific credentials and Associate degree	\$33

If a substitute is needed for more than one day of instruction, the Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

**2. Clinical Hours\*\*:** Adjuncts teaching clinicals, clinically related labs or dental assisting on an hourly basis in credit hour programs, shall be paid according to the following clinical hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. Separate office hours or preparation time are not required.

Academic Credentials	Clinical Hour Rates
Doctorate	\$53
Masters	\$45
Bachelors	\$37
Less than Bachelors with program specific credentials and Associate degree	\$33

**Substitutes:** Substitutes for clinicals and clinically related labs shall be paid according to approved clinical hours as follows:

Academic Credentials	Clinical Hour Rates
Doctorate	\$46
Masters	\$41

Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29

**3. Adjunct Advancement Program:** Adjuncts who have completed the Adjunct Advancement Program, received a Certificate of Completion, and have a current Renewal of Certification on file in Human Resources, shall be designated Adjunct Professors. To maintain status as an Adjunct Professor, renewal certification is required each year after initial certification.

**Credit/Contact Hours:** Adjunct Professors teaching on a credit/contact hour basis as defined in the College's Policy Manual, shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$1007
Masters	\$934
Bachelors	\$849
Less than Bachelors with program specific credentials and Associate degree	\$883

**Clinical Hours\*\*:** Adjunct Professors teaching clinicals and clinically related labs and dental assisting on an hourly basis, shall be paid according to the following clinical hourly rates:

Academic Credentials	Clinical Hour Rates
Doctorate	\$59
Masters	\$52
Bachelors	\$44
Less than Bachelors with program specific credentials and Associate degree	\$40

**4. Retirees:** Returning retirees working as Adjunct Professors teaching on a credit/contact hourly basis as defined in the Policy Manual, shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$973
Masters	\$904
Bachelors	\$820
Less than Bachelors with program specific credentials and Associate degree	\$725

**5. Pay Adjustments for Absences:** Compensation shall be adjusted for any classes or final exams missed by Adjuncts or Adjunct Professors.

Adjuncts who miss scheduled work hours will have pay reduced for class lectures and office hours as follows:

Academic Credentials	Class and Office Hour Rates
Doctorate	\$31
Masters	\$34
Bachelors	\$26
Less than Bachelors with program specific credentials and Associate degree	\$24

Note: Adjustments are made based on accepted practice for a credit hour 50-minute class equaling 60 clock minutes. Other class times (75 minutes equaling 90 clock minutes) are similarly adjusted.

If a substitute is needed for more than one day of instruction, the /Provost may authorize a supplemental contract paid at the semester credit hour rate for the degree of the substitute calculated on a ratio of days taught by the substitute.

Clinical hour faculty salary will be reduced for the hours missed according to the table in (2) Clinical Hour above.

**\*\*The College may offer additional compensation for positions where specialized credentials or experience are required. Such compensation may be a one-time payment or a temporary increase up to twenty percent (20%) of the hourly rates listed in the table above at the College's discretion.**

### ADJUNCTS (Clock Hours)

**1. Clock Hours:** Adjuncts teaching on a clock hourly basis in non-credit hour program shall be paid according to the following clock hourly rates. This instruction includes student assessment and feedback as part of the time scheduled. This includes Post-Secondary Adult Vocational (PSAV) assignments. Separate office hours or preparation time are not required.

Academic Credentials	Clock Hour Rates
Doctorate	\$53
Masters	\$45
Bachelors	\$37
Less than Bachelors with program specific credentials and Associate degree	\$33
Professional certification or licensure	\$32

**Substitutes:** Substitutes for clock hours shall be paid according to approved clock hours as follows:

Academic Credentials	Clock Hour Rates
Doctorate	\$46
Masters	\$41

Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29

**2. Adult Education:** The maximum permissible rate for adjunct instructors teaching adult education courses on a clock hour basis shall be the following:

Academic Credentials	Clock Hour Rates
Doctorate	\$32
Masters	\$30
Bachelors	\$26

## DIS COURSES

Instructors teaching courses through directed individual study (**DIS**) methods shall be compensated per student according to the following rates:

Academic Credentials	1 credit hr	3 credit hrs	4 credit hrs	5 credit hrs
Doctorate	\$27	\$81	\$108	\$135
Masters	\$26	\$78	\$104	\$130
Bachelors	\$25	\$75	\$100	\$125
Less than Bachelors with program specific credentials and Associate degree	\$24	\$72	\$96	\$120

DIS sections are limited to an enrollment of no more than fifty (50) students per semester.

## CONTINUING EDUCATION INSTRUCTORS

The following categories have been determined for the Continuing Education program with a maximum hourly rate determined for each category. The individual qualifications of each employee shall be used to determine the actual salary for the course taught within the guidelines established. These rates of pay may be adjusted for extenuating circumstances or market rates, with appropriate Vice President approval.

Maximum Hourly Rates by Academic Degrees (when appropriate to course taught):

Academic Credentials	Maximum Hourly Rates
Doctorate	\$51.42
Masters	\$36
Bachelors	\$32

Associate	\$31.09
Professional certification or licensure	\$30

## **CLASSIFIED STAFF/PROFESSIONAL POSITIONS**

Positions assigned to these classifications are designated by their paygrade (in either 100 or 200 series) as referenced in Appendix B. These positions may be designated as exempt or non-exempt under FLSA standards.

### **Shift Differential**

Environmental Service Technicians that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional \$2.00 hourly increment to their base pay as a shift differential. The hourly increment will be based on a 2,080-hour work year for full-time employees.

### **Service Credit**

Employees classified as Environmental Service Technicians shall receive a 5% salary increase and be retitled Senior Environmental Service Technician on the first day of the month following achievement of ten (10) years of service in that classification.

### **Trainee Status**

A Classified Staff employee may be appointed as a trainee in an established position with a higher pay grade due to the following:

- Recruitment/Retention
  - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position
  - The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
  - The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

Upon completion of the one-year trainee period, the Classified Staff employee will be required to serve a six (6) month probationary period.

### **Sworn Law Enforcement**

The original appointment salary for sworn law enforcement positions shall be determined by the Vice President of Administrative Services & Chief Business Officer based on the recommendation of the Chief of Campus Police.

The following classifications are designated as sworn law enforcement:

- Campus Police Officer
- Campus Police Sergeant

- Campus Police Lieutenant
- Chief of Police

Special Risk Membership: In accordance with s.121.0515, F.S., college employees designated as sworn law enforcement personnel are eligible for membership in the Special Risk Class of the Florida Retirement System.

Salary Incentives: An employee in a full-time sworn law enforcement classification shall be given an ongoing monthly supplement for educational attainment in accordance with s.943.22, F.S. and the Criminal Justice Standards and Training Commission as follows:

- **Education** (maximum of \$80 per month)
  - \$80 per month for Bachelors
  - \$30 per month for Associates
- **Training**
  - \$20 per month for every eighty (80) hours completed in courses approved for salary incentives for police officers when not utilized to satisfy mandatory retraining requirements.
- **Combination Education and Training**
  - Maximum \$130 per month

Reserve Officers: Reserve officers are certified sworn law enforcement officers who volunteer law enforcement services to the College in accordance with TCCPD General Orders and may be hired on an Other Personal Services (OPS) basis to fill in when regular officers are unavailable or to provide additional coverage at special events. Compensation for OPS law enforcement services beyond the volunteer hours required by TCCPD General Orders shall be at the rate of at least \$15.45 per hour.

**Athletics**

The original appointment salary for the Head Coach and Athletic Director positions shall be determined by the President pursuant to a recommendation from the Vice President of Student Affairs.

If the Athletic Director position is filled in a part-time capacity, the part-time Athletic Director will be compensated by salary supplement at a minimum of \$5,000 to a maximum of \$10,000.

Contract Provisions: Employees hired in Head Coach and Athletic Director positions shall be on annual contract. Assistant Coaches are hired in a 10-month professional services contract.

Athletic employees shall be available for College business at all times throughout the standard work week, as well as outside regular work hours, unless performing authorized travel or other approved absence.

**Other Classified Staff Provisions**

1. **Timesheet Reporting Period:** The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix E.
2. **Timesheet Submission:** Non-exempt Classified staff are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, the employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

**RETIREES**

For the purpose of extending College retirement benefits other than the Retirement Incentive Plan, a retiree shall be defined as either:

1. An employee who meets the retirement criteria under the Florida Retirement System (FRS) Pension Plans and draws a retirement benefit from FRS; or

2. An employee who is under an ORP retirement plan or FRS Investment Plan and draws a benefit from the TCC-paid ORP or FRS Investment Plan and who has at least eight years of creditable service as defined by FRS.

### **Special Retiree Pay 401a Plan**

Effective November 1, 2000, all employees at time of retirement from the College shall participate in the Special Retiree Pay plan by transferring an IRS-defined amount into a 401a defined contribution account.

The amount transferred into the account is exempt from FICA taxes, and payment of federal withholding taxes is deferred until funds are withdrawn from the plan by the retiree at a later date. If an employee has not reached age 55 or older at the time of separation of service, any funds withdrawn from the 401a account may be subject to a ten (10) percent penalty for early withdrawal in accordance with IRS regulations.

The 401a contribution shall be calculated not to exceed one hundred (100) percent of the total of the employee's salary plus terminal pay up to the maximum allowed by IRS; however, the contribution cannot exceed the amount of the employee's terminal pay. The salary period for calculation will be based on the College's fiscal year (July 1 through June 30).

Complete information about the Special Retiree Pay plan is available in Human Resources.

### **Deferred Retirement Option Program (DROP) - 121.091(13) FS**

The Deferred Retirement Option Program (DROP) is an alternative method for payout of retirement benefits. Any employee who is a vested member of the Florida Retirement System Pension Plan (FRS) and who reaches normal retirement, either by service years or age shall be eligible to participate in DROP.

An employee wishing to elect DROP must provide written notification of intent to their immediate supervisor and Human Resources not less than sixty (60) calendar days prior to the date of DROP retirement.

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in accordance with District Board of Trustees Policy Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

Annual leave shall be earned during the DROP period, and unpaid annual leave shall be carried forward until used or paid at termination. Annual leave paid at termination shall not be counted in the retirement calculation if the annual leave was paid upon entering DROP.

Sick leave shall be earned during the DROP period, and unpaid sick leave shall be carried forward until used or paid at termination. All sick leave allowable per 121.091, F.S. up to a maximum of 480 hours shall be paid at termination at the current hourly rate of the employee. Sick Leave is paid out on a percentage scale as follows:

- 0-3 Years 35%
- 4-6 Years 40%
- 7-9 Years 45%
- 10 Years or more 50%, with a max of 480 hours.

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments.

If an employee is participating in the DROP and the retirement incentive, the retirement incentive payout shall occur as outlined in the retirement incentive sections of the Board-approved Salary Schedule.

Complete information about DROP is available in the Human Resources.

### **Retirement Incentive**

If an employee who was hired prior to July 1, 1995, elects to retire within thirty-six (36) months from achievement of normal retirement as defined in 121.091(1), F.S. or 238.07, F.S., the College shall pay up to a maximum of one thousand four hundred forty (1,440) hours of sick leave as allowed by 1012.865(2) (d)(5), F.S. This compensation shall be calculated at the hourly rate of pay at termination.

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the District Board of Trustees Sick Leave Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:

- **First payment:** at the time of retirement, a ten percent (10%) incentive shall be paid based on the salary at retirement for those using the retirement incentive option. This incentive will be deposited into the Special Retiree Pay 401a/403(b) plan in accordance with IRS regulations.
- **Second payment:** that portion of the accumulated sick leave hours which represents zero to four hundred eighty (0 - 480) hours with payment made into the Special Retiree Pay 401a plan five (5) months from termination.
- **Third payment:** that portion of the accumulated sick leave hours which represents four hundred eighty-one to nine hundred sixty (481 - 960) hours with payment made into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.
- **Fourth payment:** that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

Anyone wishing to retire must provide written notification of intent to their immediate supervisor and Human Resource Director not less than sixty (60) calendar days prior to the date of retirement in order to participate in the retirement incentive.

#### **Reemployment Provisions for Retirees**

Retirees shall have retired per 121.091(1) FS or 238.07, FS. Retirees must follow reemployment rules as outlined by FRS prior to returning to employment with a FRS participating employer. Retirees include anyone retiring from the Pension Plan, Investment Plan, DROP Program, or Optional Retirement Plan. Human Resources must be contacted prior to reemployment to confirm eligibility.

## **TIME LIMITED EMPLOYEES**

#### **Other Personal Services (OPS)**

Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services (OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the FLSA and may work no more than 25 hours a week.

Non-TCC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

#### **Work-study Students**

Student personnel may qualify to work under the Federal College Work-Study (FCWS) program for a specified number of hours as determined by the Financial Aid Office. Work-study students are not eligible to receive employee benefits and are exempt from Social Security and Medicare taxes.

The hourly rate for work-study student employees is \$1.25 above the minimum hourly rate set by the Florida Minimum Wage Act.

#### **Other Time Limited Provisions**

1. **Timesheet Reporting Period:** The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.



2. **Timesheet Submission:** OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, employee may be required to wait until the next payroll cycle to receive compensation for that reporting period.

**Professional Services Contract (PSC)**

Providers working as Professional Service Contractors serve the College in a temporary capacity to complete a specific task within a determined period of time, which may be as little as one day to no more than six (6) months. Professional Services Contracts shall not extend beyond six (6) months without approval by the Director of Human Resources and Vice President of Administrative Services & Chief Business Officer. Payments may be one time only or multiple payments as determined by the contract.

**Contracts & Grants**

Employees working on a contract or grant are considered time limited employees (year-to-year) or as the contract/grant budget allows. Positions in this category are funded by an agency other than the College. The College's grant funded positions are listed in Appendix C.

**APPENDIX A  
MANAGERIAL/PROFESSIONAL POSITIONS**

The following positions are designated as Managerial/Professional (GL Code 53000). The starting salary of this class is determined by the President, on the recommendation of the appropriate Vice President or Executive Director and Human Resources.

<b>Position Title</b>
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
Chief Engagement Officer
Chief of Staff
Dean, Career and Academic Planning
Dean, Enrollment Services
Director of Assessment and Accreditation
Director of Athletics
Director of Business & Office (FPSI)
Director of Business & Workforce Development
Director of Business Process Improvement
Director of Call Center
Director of Center for Professional Enrichment
Director of Certificate Programs (FPSI)
Director of Continuing Workforce Education
Director of Development, TCC Foundation
Director of Enterprise Applications
Director of Facilities, Planning and Construction
Director of Financial Aid
Director of Finance
Director of Financial Services
Director of Food Service (FPSI)
Director of Grants and Special Projects

Director of Human Resources
Director of Information Technology Infrastructure
Director of Information Technology Consulting Services
Director of Institutional Research and Planning
Director of Integrated Marketing
Director of Learning Commons
Director of Library Services
Director of Public Safety Continuing Education (FPSI)
Director of Procurement and Auxillary Services
Director of Recruiting and Admissions
Director of Special Projects and Innovation
Director of Strategic Communications
Director of STEM Programs
Director of Student Life
Director of Student Records
Director of Student Services
Director of TCC Online
Director of User Services
Workday Operations Director

**APPENDIX B**  
**Classified Staff and Classified Staff Professional Pay Grades**

**Classified Staff Pay Grades**

<b>Pay Grade</b>	<b>Minimum</b>	<b>Market</b>	<b>Maximum</b>
119	\$31,255.86	\$37,194.30	\$50,201.71
120	\$32,505.36	\$38,681.46	\$52,208.85
122	\$36,279.36	\$43,172.44	\$56,442.82
126	\$41,130.48	\$48,944.70	\$66,061.14
127	\$42,775.74	\$50,902.08	\$68,704.20

**Classified Staff Professional Pay Grades**

<b>Pay Grade</b>	<b>Minimum</b>	<b>Market</b>	<b>Maximum</b>
219	\$31,255.86	\$37,194.30	\$50,201.71
220	\$32,505.36	\$38,681.46	\$52,208.85
221	\$33,805.86	\$44,051.90	\$54,297.95
222	\$35,158.38	\$41,838.36	\$56,469.00
223	\$36,564.96	\$43,512.18	\$58,728.54
224	\$38,026.62	\$45,252.30	\$61,077.68
225	\$39,548.46	\$47,062.80	\$63,520.79
226	\$41,130.48	\$48,944.70	\$66,061.15
227	\$42,775.74	\$50,902.08	\$68,704.20
228	\$44,486.28	\$52,939.02	\$71,452.14
229	\$46,266.18	\$55,056.54	\$74,310.45
230	\$48,116.46	\$57,258.72	\$77,282.39
231	\$50,041.20	\$59,548.62	\$80,373.42
232	\$52,042.44	\$61,930.32	\$83,589.01
233	\$54,124.26	\$64,407.90	\$86,932.45
235	\$58,540.86	\$69,663.62	\$94,025.76
237	\$63,316.50	\$75,346.64	\$101,695.02

**APPENDIX C**  
**Classified Staff Positions & Paygrades by Alpha**

*(matrix does not include FLSA adjustments)*

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Academic Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Academy Program Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Accounting Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Accounting Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Accounting Scholarship Assistant	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Accounting Specialist	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Admissions and Enrollment Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Admissions Navigator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Adult Education Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Advising Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Advising Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Advising Team Lead	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Alumni and Friends Association Coordinator	CS Professional	223	E	\$39,548.46	\$47,062.80	\$63,520.79
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
AMTC Program Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Applications Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Assistant Coach	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Assistant Director IT Consulting	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Assistant Director, Student Services	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, User Services for Instructional Technologies	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Assistant Director, Financial Aid	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Assistant Production Coordinator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Assistant to the Dean	CS Professional	221	NE	\$33,805.86	\$44,051.90	\$54,297.95
Assistant to the Director of Library Services	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Athletics and Campus Recreation Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Athletic Trainer	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Auxiliary Service Manager	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Budget Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Business Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Business Operations Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Business Services and Corporate Training Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Lieutenant	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Campus Police Officer	Classified Staff	126	NE	\$41,130.48	\$48,944.70	\$66,061.14
Campus Police Sergeant	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Career Pathways Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Career and Academic Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career Service and Internship Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career Services Counseling Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Cashier	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Cashiering Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Center Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Classroom Technologies Coordinator	CS Professional	223	NE	\$36,564.96	\$43,512.18	\$58,728.54

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Client Support Specialist	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
College Admissions Recruiter	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
College Readiness Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Commercial Vehicle Driving Instructor	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Communications Skills Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Communications Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Computer Specialist	CS Professional	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Computer Systems Analyst	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Computer Technology Lab Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Construction Service Manager	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Contracts and Grants Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Contracts and Grants Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Coordinator, Counseling Center	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Coordinator, Conference and Events	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Student Engagement, Diversity & Inclusion	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, International Student Services	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Coordinator, Student Technology Support	CS Professional	222	NE	\$35,158.38	\$41,838.36	\$56,469.00
Coordinator, Student Life	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Student Loans	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Coordinator, TCC Internship Program	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Veterans Affairs	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Coordinator, Veterans Success Center	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Custodial Superintendent	Classified Staff	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Database Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Digital Media Technician	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Dining Facilities Manager	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Dining Services Shift Supervisor	Classified Staff		NE	\$32,505.36	\$38,681.46	\$52,208.85
Disability Services Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Donor Stewardship Officer	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Dual Enrollment Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Emergency Management and Safety Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Health/Safety Specialist	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Environmental Management and Safety Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Environmental Safety Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Services Shift Supervisor	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Executive Assistant	CS Professional	223	E	\$36,564.96	\$43,512.18	\$57,577.00
Executive Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Event/Help Desk Consultant	Classified Staff	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Events Specialist	Classified Staff	223	E	\$36,564.96	\$43,512.18	
Facilities Maintenance Superintendent	Classified Staff	127	E	\$42,775.74	\$50,902.08	\$68,704.20
Facilities Office Manager	Classified Staff	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Facilities Operations Superintendent	Classified Staff	122	E	\$36,279.36	\$43,172.44	\$56,442.82
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Finance and Accounting Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71



<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
First Year Experience Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Graphic Designer	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Head Coach	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Head of Access Services	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Help Desk Consultant	Classified Staff	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
High Liability Training Coordinator	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Housing Service Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Human Resources Specialist I	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Human Resources Specialist II	CS Professional	223	NE	\$36,564.96	\$43,512.18	\$58,728.54
Human Resources Manager	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$36,279.36	\$43,172.44	\$56,442.82
HVAC Program Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Information Specialist	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Information Technology Project Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Information Technology Trainer	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Institute for Nonprofit Innovation and Excellence Coordinator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Instructional Designer	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Instructional Network Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Instructional Technologist	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Instructional Technology Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
International Recruitment Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Landscaper	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Lead Computer Specialist	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Leadership Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Success Coach	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Program Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Library Circulation Services Supervisor	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Library Technical Assistant II	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Library Technical Service Supervisor	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Technician II	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Manager, Healthcare Education	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Manager, Application Development	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Gadsden Center	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Manager, Wakulla Center	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Manager, Auxiliary Service	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Manager, Client Support	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Manager, Data Warehouse and Web Technology	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Help Desk	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Manager, Information Technology Event Support	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Manager, Systems Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Systems Support	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Student Financial Services	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Technology Consulting	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Manager, Web Development	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Media Production Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Media Production Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Media Relations Specialist	CS Professional	213	NE	\$31,255.86	\$37,194.30	\$50,201.71
Network Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Network and Computer Systems Specialist	CS Professional	225	NE	\$39,548.46	\$47,062.80	\$63,520.79
Network Technician	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Office Manager	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Performance Innovation Institute Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Production Coordinator	CS Professional	221	E	\$33,805.86	\$44,051.90	\$54,297.95
Production Media Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Professional Counselor	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Program Coordinator, Adult Education	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, for IT, Online & Professional Development	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, Transportation Logistics and Information Technology	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Project Coordinator	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Project Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Research and Business Analyst	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Scholarship Coordinator	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Science Lab Manager	CS Professional	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Security Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Accountant	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Accounting Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Engineering Technician	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Research Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Science Lab Assistant	CS Professional	220	E	\$32,505.36	\$38,681.46	\$52,208.85
Senior Systems Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Simulation & Information Tech Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Simulation Program Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Simulator Lab Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Store Manager	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Accounts Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Student Activities Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Conduct Coordinator	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Development Specialist	CS Professional	222	E	\$35,158.38	\$41,838.36	\$56,469.00
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Involvement Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Life, Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Recruiter	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Success Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Supervisor Landscape Services	Classified Staff	122	E	\$36,279.36	\$43,172.44	\$56,442.82
Sustainability Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Systems Administrator	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
System Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
System Operations Specialist	Classified Staff	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Systems Support Specialist	Classified Staff	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Systems Training Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Technology Consultant	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Testing and Retention Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Video/Multimedia Producer	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Virtual Learning Commons Manager	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Web Developer	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Web Developer Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Web Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Workday Completion Specialist	CS Professional	222	E	\$35,158.38	\$41,838.36	\$56,469.00
Workforce Development Program Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79

**APPENDIX D**  
**Classified Staff Positions & Pay Grades by Pay Grades**

*(matrix does not include FLSA adjustments)*

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Cashier	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Safety Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Housing Service Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Landscaper	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Custodial Shift Supervisor	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Dining Services Shift Supervisor	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Graphic Designer	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Library Technical Assistant II	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Maintenance Technician II	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Office Manager	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Facilities Operations Superintendent	Classified Staff	122	E	\$36,279.36	\$43,172.44	\$56,442.82
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$36,279.36	\$43,172.44	\$56,442.82
Supervisor Landscape Services	Classified Staff	122	E	\$36,279.36	\$43,172.44	\$56,442.82
Campus Police Officer	Classified Staff	126	NE	\$41,130.48	\$48,944.70	\$66,061.14
Dining Facilities Manager	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Senior Engineering Technician	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Facilities Maintenance Superintendent	Classified Staff	127	E	\$42,775.74	\$50,902.08	\$68,704.20

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Media Relations Specialist	CS Professional	213	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Accounting Specialist	CS Professional	218	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Conduct Coordinator	CS Professional	218	NE	\$31,255.86	\$37,194.30	\$50,201.71
Communications Skills Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Communications Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Coordinator, Student Loans	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Scholarship Coordinator	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Sustainability Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Systems Training Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Web Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Client Support Specialist	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Commercial Vehicle Driving Instructor	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Coordinator, Veterans Affairs	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Environmental Health/Safety Specialist	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Event/Help Desk Consultant	Classified Staff	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Help Desk Consultant	Classified Staff	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Human Resources Specialist I	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Senior Science Lab Assistant	CS Professional	220	E	\$32,505.36	\$38,681.46	\$52,208.85
Assistant to the Dean	CS Professional	221	NE	\$33,805.86	\$44,051.90	\$54,297.95
Production Coordinator	CS Professional	221	E	\$33,805.86	\$44,051.90	\$54,297.95



<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Coordinator, Student Technology Support	CS Professional	222	NE	\$35,158.38	\$41,838.36	\$56,469.00
Student Development Specialist	CS Professional	222	E	\$35,158.38	\$41,838.36	\$56,469.00
Workday Completion Specialist	CS Professional	222	E	\$35,158.38	\$41,838.36	\$56,469.00
Career Pathways Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Classroom Technologies Coordinator	CS Professional	223	NE	\$36,564.96	\$43,512.18	\$58,728.54
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Contracts and Grants Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Custodial Superintendent	Classified Staff	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Executive Assistant	CS Professional	223	E	\$36,564.96	\$43,512.18	\$57,577.00
Events Specialist	Classified Staff	223	E	\$36,564.96	\$43,512.18	\$57,577.00
Human Resources Specialist II	CS Professional	223	NE	\$36,564.96	\$43,512.18	\$58,728.54
Instructional Technology Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Leadership Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Success Coach	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Library Circulation Services Supervisor	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Media Production Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Project Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Store Manager	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Activities Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Involvement Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Life, Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Testing and Retention Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Assistant to the Director of Library Services	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Athletics and Campus Recreation Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career and Academic Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career Service and Internship Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career Services Counseling Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Center Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
College Admissions Recruiter	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
College Readiness Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Computer Specialist	CS Professional	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Computer Technology Lab Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Conference and Events	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Student Engagement, Diversity & Inclusion	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Student Life	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, TCC Internship Program	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Donor Stewardship Officer	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Dual Enrollment Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Facilities Office Manager	Classified Staff	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
First Year Experience Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
HVAC Program Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
International Recruitment Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Manager, Gadsden Center	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Manager, Wakulla Center	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Media Production Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Production Media Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Science Lab Manager	CS Professional	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Simulation & Information Tech Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Simulator Lab Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Student Recruiter	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Student Success Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
System Operations Specialist	Classified Staff	224	E	\$38,026.62	\$45,252.30	\$61,077.68
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Video/Multimedia Producer	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Athletic Trainer	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Cashiering Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Coordinator, Counseling Center	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Coordinator, International Student Services	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Coordinator, Veterans Success Center	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Digital Media Technician	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Disability Services Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Executive Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Lead Computer Specialist	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Manager, Client Support	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Manager, Help Desk	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Network and Computer Systems Specialist	CS Professional	225	NE	\$39,548.46	\$47,062.80	\$63,520.79
Professional Counselor	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Student Accounts Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Technology Consultant	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Virtual Learning Commons Manager	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Workforce Development Program Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Emergency Management and Safety Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Environmental Management and Safety Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Head of Access Services	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Learning Commons Program Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Library Technical Service Supervisor	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Network Technician	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Research and Business Analyst	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Auxiliary Service Manager	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Budget Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Campus Police Sergeant	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Construction Service Manager	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Head Coach	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Information Technology Trainer	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Instructional Network Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Manager, Auxiliary Service	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Manager, Information Technology Event Support	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, Adult Education	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, for IT, Online & Professional Development	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, Transportation Logistics and Information Technology	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Systems Support Specialist	Classified Staff	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Business Services and Corporate Training Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Contracts and Grants Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Information Specialist	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Performance Innovation Institute Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Project Coordinator	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Business Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Business Operations Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Finance and Accounting Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Instructional Designer	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Instructional Technologist	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Systems Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Systems Support	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Student Financial Services	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Technology Consulting	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Security Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT/ NON- EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Senior Accountant	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Research Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Simulation Program Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
System Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Web Developer	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Campus Police Lieutenant	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
High Liability Training Coordinator	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Human Resources Manager	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Computer Systems Analyst	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Information Technology Project Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Application Development	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Data Warehouse and Web Technology	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Web Development	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Systems Administrator	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Web Developer Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Database Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Institute for Nonprofit Innovation and Excellence Coordinator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Manager, Healthcare Education	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Network Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Senior Systems Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76

**APPENDIX E**  
**Contract/Grant Position Titles**

<b>Grant Management Positions</b>
Associate Director
Director of CTE Outreach & Recruitment
Executive Director

<b>Other Grant Positions</b>
Administrative Assistant
Administrative Assistant II
Advising Specialist
Assessment Coordinator
Assessment Coordinator - Scoring
Assessment Coordinator - Supervisor
Assistant Director of CTE Outreach & Recruitment
Business Office Manager
Career & Technical Education & GED Prep Specialist
Career Development Specialist
Carpentry/Technical Educator Instructor
Case Management Specialist
College Success Coach
Coordinator, Development
Coordinator, English Language Arts Test Development
Coordinator, Mathematics Test Development
Coordinator, Mining
Coordinator, Professional Development
Coordinator, Program Logistics
Coordinator, Science Test Development – Grades 5&8, Science Content Specialist
Coordinator, Senior Assessment
Coordinator, Social Studies Test Development – Civics & US History Content Specialist
Coordinator, Statewide Academy & Senior Learning Consultant
Coordinator, Talent Search
Course Developer
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary
Human Resources Specialist II
HVAC Technical Educator Instructor
Instructional Systems Designer
Learning Consultant
Learning Management Specialist
Masonry Technical Educator Instructor
Mathematics Content Specialist
Mathematics Content Specialist, Gr 6-8
Mathematics Editor
Mathematics Test Development Coordinator
Mining Coordinator

Plumbing Technical Educator Instructor
Production Editor
Professional Development Coordinator
Program Administrator
Program Director, Troops 2 Teachers
Program Lead
Postsecondary Assessment Specialist
Production Editor
Program Administrator
Program Director
Program Lead
Program Manager
Program Specialist, Eagle Connections
Program Specialist
Program Specialist I
Program Specialist II
Project Manager
Psychometrician
Science Test Development Coordinator/Grades 5&8 Science Content Specialist
Senior Assessment Coordinator
Senior Learning Specialist
Social Studies Editor
Social Studies Test Development Coordinator/Civics & US History Content Specialist
Special Education Assistant
Staff Assistant
Statewide Academy Coordinator Senior Learning Consultant
Supervisor of Curriculum and Evaluation
Teen Traffic Safety Program Specialist I
Traffic Safety Fiscal Assistant
Traffic Safety Resource Prosecutor
Training Specialist II
Veterans Pathways Program Coordinator
Victim Advocate



**APPENDIX F  
TIMESHEET REPORTING PERIODS FOR  
NON-EXEMPT CLASSIFIED STAFF, OPS AND WORK-STUDY STUDENTS**

<b>Start Date</b>	<b>End Date</b>	<b>Time &amp; Attendance Lock Out Dates</b>	<b>Pay Date</b>
May 8, 2022	June 11, 2022	June 17, 2022	Thursday, June 30, 2022
June 12, 2022	July 9, 2022	July 15, 2022	Friday, July 29, 2022
July 10, 2022	August 6, 2022	August 15, 2022	Wednesday, August 31, 2022
August 7, 2022	September 3, 2022	September 16, 2022	Friday, September 30, 2022
September 4, 2022	October 1, 2022	October 14, 2022	Monday, October 31, 2022
October 2, 2022	November 5, 2022	November 16, 2022	Wednesday, November 30, 2022
November 6, 2022	December 3, 2022	December 12, 2022	Friday, December 30, 2022
December 4, 2022	January 7, 2023	January 13, 2023	Tuesday, January 31, 2023
January 8, 2023	February 4, 2023	February 10, 2023	Tuesday, February 28, 2023
February 5, 2023	March 11, 2023	March 20, 2023	Friday, March 31, 2023
March 12, 2023	April 8, 2023	April 14, 2023	Friday, April 28, 2023
April 9, 2023	May 6, 2023	May 12, 2023	Wednesday, May 31, 2023
May 7, 2023	June 10, 2023	June 16, 2023	Friday, June 30, 2023



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** College Operating Budget Amendment for FY 2021-22

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**Item Description**

This amendment is presented for approval to the College's FY 2021-22 Operating Budget.

**Overview and Background**

Pursuant to state Rule 6A-14.0716, the College must prepare and submit a budget for the Current Unrestricted Fund to the Chancellor as designee of the Commissioner of Education. In accordance with Florida Statutes (section 1011.30), this operating budget must be approved by the College's District Board of Trustees prior to submission to the Department of Education (DOE).

Subsequent budget amendments are presented for approval.

**Funding/ Financial Implications**

The College exceeded revenues for FY 22 Federal Support in excess of \$2 million, and requests to increase expenses allowing for use of funds in the current year.

**Past Actions by the Board**

College Operating Budget for FY 2021-22 was approved at the June 2021 meeting.

**Recommended Action**

Approve the College's FY 2021-22 Operating Budget Amendment.

	<b>Current FY 21-22 Budget</b>	<b>Amendment #1</b>	<b>Amended FY 21-22 Budget</b>
<b>Budgeted Revenue</b>	\$62,250,000		\$64,250,000
Federal Support	\$916,667	\$2,000,000	\$2,916,667
<b>Budgeted Expense</b>	\$62,250,000		\$64,250,000
Current Expenses	\$13,000,000	\$2,000,000	\$15,000,000



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** College Operating Budget for FY 2022-23

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**Item Description**

This item is presented for approval of the College's FY 2022-23 Operating Budget.

**Overview and Background**

Pursuant to state Rule 6A-14.0716, the College must prepare and submit a budget for the Current Unrestricted Fund to the Chancellor as designee of the Commissioner of Education. In accordance with Florida Statutes (section 1011.30), this operating budget must be approved by the College's District Board of Trustees prior to submission to the Department of Education (DOE).

**Funding/ Financial Implications**

The College's projected revenues and expense requirements of this budget are reflected in the attached DOE budget forms (Exhibit A and Exhibit B). The College developed the proposed budget with no increase to tuition and non-course related student fees.

**Past Actions by the Board**

There were no previous Board actions required for this item.

**Recommended Action**

Approve the College's FY 2022-23 Operating Budget.

**EXHIBIT A**  
**THE FLORIDA COLLEGE SYSTEM**  
**COLLEGE OPERATING BUDGET**  
**ANNUAL BUDGET SUMMARY**  
**FISCAL YEAR 2022-23**

**COLLEGE:** Tallahassee Community College

**CURRENT FUNDS -  
UNRESTRICTED**

**BEGINNING FUND BALANCE - JULY 1, 2022:**

ESTIMATED AFR FUND BALANCE - **JUNE 30, 2022 (IF DEBIT BALANCE USE "MINUS SIGN")**

**\$5,727,201**

ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN)

**0**

TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - **JULY 1, 2022**

\$5,727,201

ADD: REVENUES

\$63,885,563

TRANSFERS IN

\$0

TOTAL RECEIPTS

\$63,885,563

**TOTAL ESTIMATED AVAILABLE**

\$69,612,764

DEDUCT: EXPENDITURES

\$63,885,563

TRANSFERS OUT

\$0

**TOTAL DISBURSEMENTS**

\$63,885,563

**ESTIMATED FUND BALANCE - JUNE 30, 2023:**

TOTAL AVAILABLE LESS DISBURSEMENTS

\$5,727,201

ADD ACCRUED LEAVE EXPENSE (GLC 59300)

\$0

TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - **JUNE 30, 2023**

\$5,727,201

LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - **JUNE 30, 2023**

\$0

**TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2023**

\$5,727,201

ESTIMATED UNENCUMBERED FUND BALANCE - **JUNE 30, 2023**

\$5,727,401

(Includes GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)

**PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE**

**AS OF JUNE 30, 2023, TO ESTIMATED FUNDS AVAILABLE**

**8.23%**

**CERTIFY BOARD OF TRUSTEES APPROVAL:**

\_\_\_\_\_  
COLLEGE PRESIDENT

\_\_\_\_\_  
DATE

**THE FLORIDA COLLEGE SYSTEM  
COLLEGE OPERATING BUDGET  
FALL 2022-23 STUDENT TUITION AND FEE RATES AND BLOCK TUITION  
(UPPER AND LOWER LEVELS)**

COLLEGE: Tallahassee Community College

**RESIDENT STUDENTS  
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	9.18	18.36	4.59	128.51	3,855.30
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.80	3.84	5.35	11.00	3.84	100.83	3,024.90
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	69.90	3.39		3.39	3.39	80.07	2,402.10
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	9.18	73.43	18.36	486.49	14,594.70
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.80	230.40	15.36	5.35	44.00	15.36	387.27	11,618.10
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	69.90	209.70	13.56		13.56	13.56	320.28	9,608.40
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

Note: The 2022-23 Fee Audit and Discretionary Fee calculations are provided at the end of the Workbook, to assist the college in verifying that the tuition and fee rates are in compliance with sections 1009.22 and 1009.23, Florida Statutes.



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Use of College Personnel and Facilities

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**Item Description**

This item further delineates the College's Memorandum of Understanding (MOU) with the Tallahassee Community College Foundation (Foundation) and requests Board approval for the specific usage of College personnel services and facilities for direct support organization (DSO) related activities.

**Overview and Background**

As authorized in Florida statutes 1004.70, TCC's Foundation was established as a DSO to the College with the goal of strengthening connections to the community, promoting excellence in teaching, and expanding student success in a global economy.

The efforts of the entire Institutional Advancement staff support the College and its mission, including its fundraising efforts for TCC's Foundation. These fund-raising efforts are monitored and updates are provided at each monthly Board meeting. The following represents the College resources utilized for Foundation DSO activities compared to their highlighted support to the College, which totaled **\$1,315,206.38** this current fiscal year. A complete list of program support received by the College can be provided by Institutional Advancement staff.

<b>College Resource</b>	<b>Resources Utilized for DSO Activities</b>	<b>DSO Support Received by the College</b>	<b>DSO Student Scholarships Provided</b>
Personnel Services	\$64,350.71		
Facilities	\$48,618.39		
Property	\$0.00		
Facilities & Room Renovations		\$308,272.46	
College Innovation Grants		\$251,955.89	
Other College Support		\$60,000.00	
Student Scholarships			\$694,978.03
<b>Total</b>	<b>\$112,969.11</b>	<b>\$620,228.35</b>	<b>\$694,978.03</b>

As part of the College's Office for Institutional Advancement, the Board authorizes the use of College property, facilities, and personnel resources for Foundation DSO related activities and provides an annual operating budget for its use. The amount allocated for Foundation DSO related activities should not exceed 20% of the Office for Institutional Advancement's total budget. In addition to the 20% budget restriction, the amount of resources provided for Foundation DSO related activities shall not exceed the total financial support provided by the Foundation DSO.

The estimated resources designated for Foundation DSO related activities for FY 22-23 are projected to be \$102,102, or 16.7% of the Office for Institutional Advancement's total budget. The amount of resources utilized for Foundation DSO related activities totaled \$112,969.11 this fiscal year, or 15.6% of the Office for Institutional Advancement's total budget.

<b>College Resource</b>	<b>Office for Institutional Advancement Projected FY 21-22 Budget</b>	<b>Projected Foundation DSO Related Resources</b>
Personnel Services	\$463,214.72	\$70,134.00
Other Services & Expenses	\$149,000.00	\$22,559.66
Facilities		\$9,408.70
Property		\$0.00
<b>Total</b>	<b>\$612,214.72</b>	<b>\$102,102.36</b>

As long as this return on investment exceeds actual College resource costs, the Board authorizes the continued designation of those resources to be provided as support for the designated Foundation activities.

**Funding/ Financial Implications**

The funds allocated for Foundation DSO activities will be included in the proposed FY 2022-23 College Operating Budget as part of the Office for Institutional Advancement's budget.

**Past Actions by the Board**

The Board approved the use of College resources for Foundation DSO activities at the June 21, 2021 Board of Trustees meeting for the current fiscal year.

**Recommended Action**

Approve the use of College resources for Foundation DSO activities as presented.



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** RFQ 2022-05 Award Recommendation

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**Item Description**

This item requests approval from the District Board of Trustees for the award to Rippee Construction, Inc., for Construction Manager at Risk services for the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System project.

**Overview and Background**

TCC recently discontinued the annual Pre-Qualification process of Construction Managers which now requires that a separate solicitation be conducted for construction manager at risk services for each new project that arises. This specific RFQ requests Construction Manager at Risk (CMAR) Services for the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System project, located in the Ghazvini Center for Healthcare Education Building #1 on TCC's Site 5 Campus.

This RFQ 2022-05 was released to the public on April 19, 2022 via the TCC Purchasing Website and the State of Florida Vendor Bid System. As a result of this Request for Qualifications (RFQ), the College received complete and acceptable submittals from the below six vendors on May 13, 2022.

Allstate Construction, Inc.  
Burke Energy Solutions, LLC  
Cook Brothers, Inc.  
Riley Palmer Construction Company, Inc.  
Rippee Construction, Inc.  
Southern Standard Construction LLC

Based on the evaluation criteria outlined in the RFQ, the submittals were evaluated by a committee in two parts. Part one consisted of an initial review of submittals and scoring based on the evaluation criteria as outlined in the RFQ and the responses submitted. Part two of the evaluation process included an invitation to all six vendors for an in-person or remote/online presentation and Q&A session.



Based upon the submittals and the results of the two-part evaluation process, Rippee Construction, Inc. is recommended for the award.

**Funding/ Financial Implications**

This construction contract will be funded by local college funds.

**Past Actions by the Board**

None

**Recommended Action**

Approve the recommended construction manager at risk, Rippee Construction, Inc., for the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System project.



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Accounts Receivable Write-Off

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**Item Description**

Request approval to write-off accounts receivables.

**Overview and Background**

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded on or before February 2021. In each instance the receivable is at least a year old.

If the cumulative amounts due are more than \$249.99, the debt will be assigned to a collection agency for additional collection efforts.

**Funding/ Financial Implications**

The amount requested to be written off is 0.22% of total audited revenues for the fiscal year ended June 30, 2021. Accounts to be written off, totaling \$96,594.76, are summarized below.

<b>RECEIVABLE TYPE</b>	<b>2017-2018 WRITE-OFF AMOUNTS</b>	<b>2018-2019 WRITE-OFF AMOUNTS</b>	<b>2019-2020 WRITE-OFF AMOUNTS</b>	<b>2020-2021 WRITE OFF AMOUNTS</b>
Student Debt	\$4,679.66	\$12,372.88	Waived through 2022	Waived through 2022
Veteran's Deferment	\$21,594.92	\$33,025.20	Waived through 2022	Waived through 2022
Financial Aid	\$181,591.88	\$172,196.24	Waived through 2022	Waived through 2022
Contracts & Third-Party Debt	\$39,191.31	\$63,161.95	\$0	\$96,594.76
<b>TOTAL WRITE-OFF</b>	<b>\$247,057.77</b>	<b>\$281,056.27</b>	<b>\$0</b>	<b>\$96,594.76</b>

**Past Actions by the Board**

Board action in June 2021 waived Policy 09-03, Receipts and Disbursements from Fall 2020 through Spring 2022.

**Recommended Action**

Authorize write-off of accounts receivables



Click or tap to enter a date.

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Bret Ingerman, M.S.  
Vice President for Information Technology

**SUBJECT:** Information Technology Plan for 2022-23

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### **Item Description**

This item requests that the District Board of Trustees approve the Information Technology Plan for FY 2022-23.

### **Overview and Background**

As requested by the District Board of Trustees, we present the Information Technology Plan for FY 2022-23 for your information and discussion. While it is unlikely that we will complete all of the projects that are listed, this does present the major technology needs, initiatives, and directions for the College as of this time. Due to the inherent nature of technology, items may move on and off the list as needs and technologies change and evolve.

### **Funding/ Financial Implications**

This is a yearly update on the information technology plans for the College for the upcoming fiscal year

### **Past Actions by the Board**

None

### **Recommended Action**

Approve the Information Technology Plan for FY 2022-23.



**May 17, 2022**

**MEMORANDUM**

**TO:** Jim Murdaugh, President

**FROM:** Bret Ingerman, Vice President for Information Technology 

**SUBJECT:** Information Technology Plan for FY 2022-23

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As we begin a new fiscal year, I wanted to outline for you the Information Technology Plan for the upcoming year.

- Continue to explore, procure and deploy appropriate technologies to support the academic and business continuity plans of the College as it relates to the coronavirus pandemic. Also explore, procure and deploy technologies that will support any changes to the academic and business operations of the College post-pandemic.
- Explore and/or implement chatbots, digital assistants and similar technologies, including any related technologies such as artificial intelligence (AI), natural language processing (NLP) and integration platform as a service (IPaaS) that can help provide information and support to students, parents, community members, faculty and staff via self-service and technology-mediated support channels.
- Explore and/or implement technologies related to digital ID cards for students and employees.
- Explore and/or implement technologies related to digital badging and microcredentials.
- Continue to explore, upgrade, and/or replace the technologies used to communicate with students, employees and others especially those that deliver automated, personalized information by integrating with various data sources.
- Continue to explore, upgrade, and/or replace the technologies used to store and access data as well as the software and technologies used for reporting, data analysis, predictive analytics and prescriptive analytics.
- Continue the process of replacing and/or upgrading the College's ERP, SIS and related systems (including but not limited to CRM, curriculum management, catalog

management, degree audit, financial aid, advising, and other systems that either require change due to ERP conversion or whose change in conjunction with the ERP conversion will benefit the College

- Replace, acquire and/or upgrade the technologies used for the College's public website, intranet, portal and internal and external communication and collaboration sites.
- Continue to acquire software technologies that offer robust features and flexible, modern integration capabilities that can be used in conjunction with other College-owned technologies to develop creative solutions to meet institutional needs.
- Replace and/or upgrade end-user computing devices and associated hardware and software components (including but not limited to desktop computers, laptop computers, tablets, etc.)
- Explore and/or implement a robust centralized network and data security program including but not limited to physical and logical network security (hardware, software); intrusion detection and prevention (hardware and software); network access control (hardware and software); log collection, aggregation and analysis; privileged access management (PAM); security information and event management (SIEM); and data security policies and procedures (on premise, and cloud/hosted).
- Continue to enhance end-point protection, access controls, and data security (such as two-factor authentication, passwordless login, identity management tools, PII scanning tools, anti-virus software, mobile device management, etc.).
- Replace and/or upgrade classroom instructional technologies and associated hardware and software components
- Replace and/or upgrade networking equipment (wired and wireless), servers, and associated technologies (including but not limited to Uninterruptible Power Supplies, data storage devices, backup devices, etc.) with an eye towards increasing redundancy of critical systems and a goal of increasing the use of virtualization and / or hosted and cloud technologies.
- Replace and/or upgrade the security systems in use at the College (including video cameras and related systems, dispatch software, door access, etc.).
- Replace and/or upgrade campus police department technologies including but not limited to database systems, reporting systems, records management, computer aided dispatching, evidence/property/incident/activity tracking, and case management systems along with any hardware, software, training, and/or maintenance needs that might be necessary to implement and support present and future needs and systems or integration and/or communication with other systems.
- Support technology needs and initiatives at all campus sites and locations.

## 2022-2023 Schedule of Business Meetings and Workshops

August 15, 2022	2:30 p.m. Business Meeting and Workshop	Herb F. Morgan Room Administration Building
September 19, 2022	2:30 p.m. Business Meeting and Workshop	Herb F. Morgan Room Administration Building
October 17, 2022	2:30 p.m. Business Meeting and Workshop	Herb F. Morgan Room Administration Building
November 21, 2022	2:30 p.m. Business Meeting and Workshop	Center for Innovation
December – NO Meeting		
TUESDAY - January 17, 2023	2:30 p.m. Business Meeting and Workshop	Herb F. Morgan Room Administration Building
February 20, 2023	2:30 p.m. Business Meeting and Workshop	<b>Ghazvini Center for Healthcare Education</b>
March 20, 2023	2:30 p.m. Business Meeting and Workshop	<b>Florida Public Safety Institute</b>
April 17, 2023	2:30 p.m. Business Meeting and Workshop	<b>Wakulla Environmental Institute</b>
May 15, 2023	2:30 p.m. Business Meeting and Workshop	Herb F. Morgan Room Administration Building
TUESDAY - June 20, 2023	2:30 p.m. Business Meeting and Workshop	Herb F. Morgan Room Administration Building
July – NO Meeting		